

PHILOMATH FIRE & RESCUE

October 9, 2023

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

Join Zoom Meeting

[https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS
HRvQT09](https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS
HRvQT09)

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
 - a. Minutes- September 11, 2023
 - b. Bills – September
 - c. Chief Vacation Hours
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 - Volunteer Business Meeting Board Representative Schedule Discussion
 2. Fire Chief Report – Chief Ferguson
 3. Deputy Chief Reports- Deputy Chief Saalsaa
 4. Office Administrator Financial Report- Scott
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – President Eddy
 2. IAFF Local 4925 – President Moser
 3. City Council Liaison- Councilor Christopher McMorran

VI. OLD BUSINESS

1. Credit Card Transition Plan Update- Scott
2. Personnel Manual and Administrative Directives Review Update- Ferguson
3. Appreciation Dinner Update- Phillips

VII. NEW BUSINESS

1. Standard of Cover Review- Ferguson
2. 2026 Levy Discussion- Ferguson
3. Audit Update and Budget Resolution Correction- Scott
4. 203 Generator Update- Ferguson
5. Board Member Code of Conduct Discussion (Ken Jones' List)

VIII. ACTION ITEMS

IX. NEXT MEETING – November 13, 2023

X. ADJOURNMENT

PHILOMATH FIRE & RESCUE

September 11, 2023

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:05. Board members present included: President Doug Edmonds, Vice President Daphne Phillips, Treasurer Ken Corbin. Board member not present was Joe Brier and Rick Brand. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson and Office Administrator Ashley Scott. Guests included: Volunteer Association President Dan Eddy at 15:08.

II. CONSENT AGENDA

- a. Minutes- August 14, 2023
- b. Bills – August
- c. Chief Vacation Hours

Phillips moved to approve the Consent Agenda as presented. Corbin seconded. Approved 3-0.

III. PUBLIC COMMENT

IV. STAFF REPORTS

1. Board Report
 - Review Board Calendar- No updates. Encouraged board members to attend the Open House on October 7th.
2. Fire Chief Report – Chief Ferguson- Report included in the Board Packet and highlights discussed. Fire shelter grant received, over \$22,000 of reimbursements requested for conflagrations.
3. Deputy Chief Reports- Chief Ferguson- Report included in the Board Packet and highlights discussed.
4. Office Administrator Financial Report- Scott- Reports included in the Board Packet and highlights discussed.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Verbal Report given, ton of volunteer participation with the limited volunteers that we have, the folks we have are here all the time. Community events have pulled many volunteers to help. A few more to enter the Corvallis Academy, revive the recruitment group and added another EMS volunteer recently. LT Anderson and Jean for the recognition event and other events throughout the summer has been completed by them. Edmonds attended the volunteer business meeting and noticed the cohesive elements and strong morale.
2. IAFF Local 4925 – President Moser- No representative or report given.

VI. OLD BUSINESS

1. Credit Card Transition Plan Update- Scott- Updated the Board by letting them know that we were approved for \$50,000 and the new plastic cards are in transit. The next steps of setting up online access for the district will be coming in the next few weeks.
2. Personnel Manual and Administrative Directives Review- Ferguson- **Edmonds motioned Phillips and himself to be direct contact for Chief through the Personnel Manual and Administrative Directives Review. Second by Corbin. Approved 3-0.**

VII. NEW BUSINESS

1. Surplus Radio Antenna Mount- Ferguson
Phillips moved to surplus the radio antenna mount. Corbin seconded. Approved 3-0.
2. Appreciation Dinner (Set the Date- February 2024?)- Phillips to be Board Representative in the planning process. Checking on the February 10 or 24th as potential event dates.
3. EMS Training Reimbursement Policy- Ferguson- Discussion included: district historical details, cost of class now and availability of classes.
Edmonds motioned to strike the portion regarding “Medical Training” from the Reimbursement for Training Procedure C-5. Phillips seconded. Approved 3-0.
3. Board Member Code of Conduct Discussion (Ken Jones’ List)- discussion led by Edmonds and discussed by all present Board Members.
 - a. “3. Refuse to participate in secret meetings or other irregular meetings that are not official and that all members do not have the opportunity to attend.” Phillips noting that secret meetings would be fun.
 - b. “4. Recognize that he/she has no legal status to act for the Board outside of official meetings.”
 - c. “5. Respect the rights of Fire District patrons to be heard at official meetings.”

VIII. ACTION ITEMS

- a. Phillips following up on Appreciation Dinner
- b. Look at criteria for Administrative Directives and Policies.

- c. Scott will add Christopher McMorran to future agendas for report from the City Council Liaison.

IX. NEXT MEETING – October 9, 2023

X. ADJOURNMENT : 16:24

Board Vice President- Daphne Phillips

11:05 AM
 10/02/23
 Accrual Basis

**Philomath Fire and Rescue
 Transaction by Account
 September 2023**

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6010 · Office Supplies					
Credit ...	09/25/2023	Amazon	Laminating Pouches	50.43	50.43
Credit ...	09/27/2023	Amazon	Copy Paper	77.93	128.36
Total 6010 · Office Supplies				128.36	128.36
6011 · Postage/Shipping					
Bill	09/07/2023	OSCU 402518-71	Turn Outs sent for Alterations for H. Du...	19.09	19.09
Total 6011 · Postage/Shipping				19.09	19.09
6030 · Dues and Fees					
Credit ...	09/18/2023	WinZip	WinZip Pro Suite	54.95	54.95
Total 6030 · Dues and Fees				54.95	54.95
6050 · Utilities					
Check	09/01/2023	NW Natural	Gas	41.20	41.20
Bill	09/06/2023	Culligan	Water Service	139.00	180.20
Bill	09/08/2023	City of Philomath		15.20	195.40
Bill	09/08/2023	City of Philomath		305.50	500.90
Check	09/20/2023	Republic Services	203 Trash Service	35.50	536.40
Check	09/20/2023	Republic Services	201 Trash Service	319.13	855.53
Total 6050 · Utilities				855.53	855.53
6060 · Telephone, Pagers, Internet					
Check	09/04/2023	AT&T Mobility		42.65	42.65
Check	09/06/2023	Comcast	Cable	14.77	57.42
Check	09/21/2023	Verizon		229.11	286.53
Credit ...	09/22/2023	Alyrica		612.86	899.39
Total 6060 · Telephone, Pagers, Internet				899.39	899.39
6080 · Conference					
Bill	09/08/2023	OFSOA Hospitality	Dinner Voucher	20.00	20.00
Total 6080 · Conference				20.00	20.00
6090 · Education/Training					
Bill	09/01/2023	OSCU 402518-73	Managing the Fire Company Books	285.00	285.00
Bill	09/01/2023	OSCU 402518-71	Chamber of Commerce Luncheon- Sto...	30.00	315.00
Bill	09/13/2023	Spaeth Lumber Co., Inc	Stake for Force Entry Door Prop	13.24	328.24
Credit ...	09/18/2023	Oregon Horse Council	TLAER Nov 2023 Training- for P. Ande...	229.00	557.24
Credit ...	09/25/2023	Amazon	Vegetable Glycerin	25.78	583.02
Total 6090 · Education/Training				583.02	583.02

11:05 AM
 10/02/23
 Accrual Basis

**Philomath Fire and Rescue
 Transaction by Account
 September 2023**

Type	Date	Name	Memo	Amount	Balance
6100 · Equipment Maintenance Agreement					
Bill	09/14/2023	Zoll Medical Corporation	Zoll PMs	620.00	620.00
Check	09/15/2023	De Lage Landen Financial Servi...		152.15	772.15
Bill	09/30/2023	Ultrax	Printer Maintenance Agreement	47.42	819.57
Total 6100 · Equipment Maintenance Agreement				819.57	819.57
6130 · Gas & Oil					
Credit ...	09/13/2023	Town Pump- Philomath	Non Ethanol Fuel	6.09	6.09
Bill	09/13/2023	MPTV, Inc.	Small Engine Fuel	61.98	68.07
Check	09/15/2023	Carson Oil	August Fuel	1,215.87	1,283.94
Check	09/18/2023	Carson Oil		1,356.99	2,640.93
Bill	09/27/2023	Andy Louden`	291 Oil	6.99	2,647.92
Total 6130 · Gas & Oil				2,647.92	2,647.92
6160 · Equipment Maintenance					
Bill	09/04/2023	SeaWestern	SCBA Flow Tests	2,376.82	2,376.82
Credit ...	09/12/2023	Amazon	Air Condenser	10.79	2,387.61
Bill	09/21/2023	MPTV, Inc.	263- Fasteners	93.25	2,480.86
Total 6160 · Equipment Maintenance				2,480.86	2,480.86
6161 · Vehicle Maintenance					
Bill	09/19/2023	TWGW, Inc. dba Philomath Napa	263- Pump Wax	30.57	30.57
Bill	09/19/2023	TWGW, Inc. dba Philomath Napa	221- Headlight	22.32	52.89
Bill	09/19/2023	MPTV, Inc.	263- Sealant for Tank	22.07	74.96
Bill	09/21/2023	Willamette Hose & Fittings	263- Plumbing for Pump	302.67	377.63
Credit ...	09/22/2023	Fire Hose Direct	263- Pump Parts	88.70	466.33
Bill	09/26/2023	Willamette Hose & Fittings	263- Elbow	10.26	476.59
Credit	09/26/2023	Willamette Hose & Fittings	263- Return of 2"x3" Close Nipple	-10.00	466.59
Bill	09/27/2023	TWGW, Inc. dba Philomath Napa	263- Blue Thread Locker	9.29	475.88
Bill	09/27/2023	MPTV, Inc.	263- Channel ALU	33.13	509.01
Bill	09/27/2023	Willamette Hose & Fittings	263- 2" Close Nipples	17.24	526.25
Credit	09/28/2023	MPTV, Inc.	263- Part Return	-13.99	512.26
Total 6161 · Vehicle Maintenance				512.26	512.26
6170 · Building Maint and Improvements					
Bill	09/05/2023	Applegate Door Co.	Repair and Service Call for 201 Door	84.00	84.00
Bill	09/08/2023	OSCU 402518-73	Outdoor Emergency Phone Call Box- 9...	368.50	452.50
Bill	09/26/2023	Henderer Design + Build, Inc	Asbestos Testing for Mobile Home	490.00	942.50
Bill	09/26/2023	Willamette Hose & Fittings	Air Line Repair in Bay	19.55	962.05
Total 6170 · Building Maint and Improvements				962.05	962.05

11:05 AM
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 Accrual Basis

**Philomath Fire and Rescue
 Transaction by Account
 September 2023**

Type	Date	Name	Memo	Amount	Balance
6180 - Grounds Maintenance					
Bill	09/25/2023	Bimart Corporation	Fertilizer, brushes	42.97	42.97
Credit ...	09/25/2023	Peoria Road Farm Market	Mums	15.98	58.95
Credit ...	09/27/2023	Wilco	Red Clover Seed for Lawn	36.99	95.94
Total 6180 - Grounds Maintenance				95.94	95.94
6190 - Small Tools & Equipment					
Bill	09/08/2023	OSCU 402518-73	Bolt Cutters	175.46	175.46
Bill	09/23/2023	Willamette Hose & Fittings	Replacement pieces for Hose Monster	1.30	176.76
Total 6190 - Small Tools & Equipment				176.76	176.76
6200 - Supplies - Department					
Bill	09/01/2023	Medline Industries, Inc.	Cleaning Supplies	85.88	85.88
Bill	09/05/2023	OSCU 402518-70	Hand Towels and Creamer	77.72	163.60
Bill	09/12/2023	MPTV, Inc.	Command Strips for Residence Smoke...	5.99	169.59
Credit ...	09/22/2023	Amazon	Pooph Cleaner	23.97	193.56
Credit ...	09/25/2023	Amazon	Spatulas for Residence	14.90	208.46
Credit ...	09/26/2023	The Hose Monster Company	Hose Monster Replacement Gauge	280.95	489.41
Credit ...	09/27/2023	Amazon	Entry Rug	24.99	514.40
Total 6200 - Supplies - Department				514.40	514.40
6210 - Supplies - Medical					
Credit ...	09/14/2023	Printing on Demand	EMS Forms	116.00	116.00
Bill	09/20/2023	Medline Industries, Inc.	Amiodarone	72.49	188.49
Bill	09/26/2023	Industrial Welding Supply, Inc	Oxygen	20.00	208.49
Total 6210 - Supplies - Medical				208.49	208.49
6215 - Supplies - Prevention					
Bill	09/07/2023	Alert-All Corporation	Open House Safety Kits	309.00	309.00
Credit ...	09/19/2023	Amazon	Paint Pens for Hose Marking	13.98	322.98
Credit ...	09/20/2023	Amazon	Chimney Brushes- Round 6"	91.80	414.78
Total 6215 - Supplies - Prevention				414.78	414.78
6230 - Hazardous Materials					
Bill	09/27/2023	Life Safety Corporation	4 Gas Monitors	198.00	198.00
Total 6230 - Hazardous Materials				198.00	198.00

11:05 AM
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**Philomath Fire and Rescue
 Transaction by Account
 September 2023**

Type	Date	Name	Memo	Amount	Balance
6250 · Uniforms					
Bill	09/05/2023	MES Northwest	Red Structural Helmet	249.00	249.00
Bill	09/07/2023	OSCU 402518-71	Pants	59.98	308.98
Credit ...	09/12/2023	Amazon	Truewerk Shirts	117.00	425.98
Credit ...	09/12/2023	Amazon	Truewerk Shirts	234.00	659.98
Credit ...	09/12/2023	Adron Lee, LLC	Recruit Shirts	436.20	1,096.18
Credit ...	09/12/2023	Key Apparel	Vest	49.98	1,146.16
Bill	09/13/2023	SeaWestern	Boots	854.60	2,000.76
Bill	09/19/2023	Northwest Safety Clean	Turn Out Cleaning and Alterations	518.05	2,518.81
Bill	09/19/2023	Northwest Safety Clean	Turn Out Cleanings and Substantial Alt...	301.73	2,820.54
Bill	09/26/2023	SeaWestern	Pants and Alterations	158.14	2,978.68
Bill	09/26/2023	SeaWestern	Hanging Name Plate (6)	411.24	3,389.92
Total 6250 · Uniforms				3,389.92	3,389.92
6270 · Volunteer - Activities					
Bill	09/05/2023	Ashley Scott	Gift Cards for September 2023 Volunte...	231.95	231.95
Bill	09/05/2023	Stephanie Vallancey Martinson	September Volunteer Business Meetin...	190.20	422.15
Total 6270 · Volunteer - Activities				422.15	422.15
6310 · Physical & Immunizations					
Bill	09/01/2023	Occupational Medicine Dept.	Dotson & Keuneke Physicals	1,580.00	1,580.00
Total 6310 · Physical & Immunizations				1,580.00	1,580.00
6320 · Community Involvement					
Bill	09/01/2023	OSCU 402518-70	Chili Cook Off	96.39	96.39
Bill	09/05/2023	OSCU 402518-73	Open House Glitter Tattoo Artist	225.00	321.39
Bill	09/07/2023	OSCU 402518-70	Chili Cook Off Supplies	50.16	371.55
Bill	09/07/2023	OSCU 402518-70	Chili Cook Off Supplies	25.44	396.99
Bill	09/08/2023	MPTV, Inc.	Chili Cook Off Propane	8.03	405.02
Bill	09/09/2023	OSCU 402518-71	Chili Cook Off Broth	15.92	420.94
Bill	09/09/2023	OSCU 402518-71	Chili Cook Off Other Chili Ingredients	71.22	492.16
Credit ...	09/27/2023	Amazon	Candy for Trunk or Treat	108.67	600.83
Credit ...	09/27/2023	Amazon	Trunk or Treat Candy	137.85	738.68
Total 6320 · Community Involvement				738.68	738.68
6900 · Miscellaneous Expense					
Bill	09/11/2023	OSCU 402518-70	Cherry Creek Monroe Mutual Aid Incid...	21.46	21.46
Total 6900 · Miscellaneous Expense				21.46	21.46
Total 6000 · Materials and Services				17,743.58	17,743.58
Total Expense				17,743.58	17,743.58
Net Ordinary Income				-17,743.58	-17,743.58

11:05 AM
10/02/23
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Philomath Fire and Rescue
Transaction by Account
September 2023

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Net Income				<u>-17,743.58</u>	<u>-17,743.58</u>

**Chancy Ferguson Vacation Usage
July 1, 2023 through June 30, 2024**

Beginning Balance as of July 1, 2023	299.5	203.69
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	Sick Leave	Vacation
July		
accrual	8	10
taken	0	16
balance	307.5	197.69

August		
accrual	8	10
taken	0	28
balance	315.5	179.69

September		
accrual	8	10
taken	0	0
balance	323.5	189.69

October		
accrual		
taken		
balance		

	Sick Leave	Vacation
November		
accrual		
taken		
balance		

December		
accrual		
taken		
balance		

January		
accrual		
taken		
balance		

February		
accrual		
taken		
balance		

	Sick Leave	Vacation
March		
accrual		
taken		
balance		

April		
accrual		
taken		
balance		

May		
accrual		
taken		
balance		

June		
accrual		
taken		
balance		

**Philomath Fire & Rescue
Annual Board Calendar**

January	February	March	April	May	June
Audit Presentation	Appoint Budget Officer	Appoint Budget Committee	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Chief Check In
Board Member Elections Coming	Set Budget Calendar	Wage, Benefits, COLA Recommendations- Motion to Accept	Budget Committee Meeting	Budget Adoption	
	SDAO Conference	Chief Performance Review and Final Review of Contract	Contract and Exhibit A Final Review	Approval of Final Chief Contract	
	Appoint Board Member to Begin Chief Review and Contract Negotiations				
July	August	September	October	November	December
Election of Board Officers	Begin Ken Jones Board Discussion	Ken Jones Board Discussion Continues	Open House	OFDDA & OFCA Conferences	Chief Check In
Civil Service Appointments		Chief Check In		Insurance Presentation	
Swear In New Board Members					
State and Approve Meeting Day & Time					
Decide Board Members attending Volunteer Business Meeting					
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		

Rotate Through Board Member Positions

Month	Board Representative
October	Phillips
November	
December	Board Member Position 1- Joe Brier
January	
February	Board Member Position 2- Ken Corbin
March	
April	Board Member Position 3- Doug Edmonds
May	
June	Board Member Position 4- Rick Brand
July	
August	Board Member Position 5- Daphne Phillips
September	
October	Board Member Position 1- Joe Brier

Individual Sign Ups- Per Availability

Month	Board Representative
October	Phillips
November	
December	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	



Philomath Fire & Rescue

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

CHIEF'S REPORT

October 3, 2023

Department Business:

We have been able to buy a considerable number of medical supplies through the \$10,000 Save Lives Oregon grant we were awarded last month. To date we have spent \$547.00.

Civil Service commission meets on 10-3-23 and will be working on a final copy of the civil service rules prior to final legal approval.

Administration has met and started to reorganize the Organizational Manual.

Entity finally updated with SAM.gov for future grant opportunities. Waiting to hear back from SAFER Grant Regional Representative to see if we were selected and if not, figure out why.

Received Fire Shelter Grant- purchasing fire shelters soon.

Conflagration Apparatus Reimbursement- \$41,765.60.

Personnel:

6 Volunteer Firefighters/Resident Volunteers have graduated from academies this summer and have met qualifications to be an interior qualified firefighter.

Union Communications:

No report

Training Activities:

The Recruit Academy has completed their final week of training.

Ashley attended the Oregon Fire Service Office Administrator Conference.

Crews have been working on vehicle extrication techniques. Volunteer Dan Kearn taught crew members about changing technologies in battery operated vehicles.

Apparatus/Equipment:

Brush 263's tank, pump, plumbing, and fuel tank are installed. Next steps include wiring the starter for the pump and priming pump.

The Federal Excess Type 3 Engine has arrived. Captain Loudon and LT. Schell picked it up last week in Northern California. It appears to be in very good operational condition. The Apparatus Committee will be conducting a wants/needs assessment of the vehicle and developing a plan for refurbishment.



Philomath Fire & Rescue

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

Building Update:

203 Generator Update- The electrician determined that we would be unable to install the generator that we purchased from Corvallis Fire Department due a change in protocol from Cummins not allowing the generator to be transferred from three faze to single faze causing an unbalanced load.

The Exhaust System at Station 203 repair will be completed in-house by staff. We are waiting for the arrival of the required parts. The quoted cost is \$1620.00 vs. the 4,600 quoted originally.

Community Involvement/Meetings:

We hosted all the Philomath Second Grande for a safety education event on 9-26.

Attended the Chamber of Commerce Lunch

Benton County Fire Defense Board Meeting: The Fire Defense Board is clarifying the rules surrounding open burning. We may be working with the County Commissioners to pass an ordinance surrounding open burning regulations.

Strategic Plan Update:

See attached document.

Major Incidents:

See Deputy Chief's Report for details.

Respectfully,

Chief Ferguson



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

As our community grows, we are dedicated to providing prompt and professional emergency care, practiced rescue operations, safe fire services, and progressive risk reduction education. We strive to evolve and grow our thriving Philomath Fire and Rescue family through informed decisions, community engagement, fiscal responsibility, recruitment, and retention.

Value

“How we measure ourselves.”

As a team we value treating the community we serve with dignity, respect, and compassion.

We work to establish trust in the community through our professionalism and commitment to growing and learning.

- We honor our community through our integrity, safety, and service.
- We are dedicated to creating an environment that is inclusive, supportive, and encouraging.
- We persevere and adapt in both emergent and daily environments until a solution is identified.

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 one, two and three 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:

- Department Operations
- Fiscal Responsibility
- Our People
- Our Community

Color Key for Strategic Plan Updates:

Unable to Proceed with Details

In Progress/Current Status

Completed

I. Theme: Department Operations

A. Objective: Emergency Response

GOAL 1: Provide 2 Paid Personnel (Lieutenant, Firefighter) 24 Hours Per Day

Action Item: Waiting for response from SAFER and OSFM Grants to improve Staffing.

September 2023 Update: Waiting for response from SAFER Grant, Received \$30,000 from OSFM Grant

Timeline: September 2023

Responsibility: Fire Chief

Funding Source: Grants/ General Fund

GOAL 2: Prepare us for Community Disasters

Action Item 1: Install generator at Station 203

September 2023 Update: See Chief's Report.

Action Item 2: Install tank and pump on 263- return to service.

September 2023 Update: Final modifications and received Type 3 Engine from the Feds.

Timeline: October 2023

Responsibility: Captain Louden & LT Schell

Funding Source: Building and Land Reserves and General Fund

II. Theme: Fiscal Responsibility

A. Objective: Review and Update Organizational Documents

GOAL: Ensure the District Has Up to Date Documents

Action Item: Review and update Strategic Plan, Organizational Manual, SOG, Standard of Cover.

September 2023 Update: Civil Service Commission Rules- sending to Lawyer, Standard of Cover- on Agenda for Board review, continuing Organizational Manual Updates.

Timeline: 2023-2024 Fiscal Year

Responsibility: Administrative Team

Funding Source: None

B. Objective: Capital Maintenance

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

Action Item: Develop Apparatus/Equipment Replacement Plan

September 2023 Update: Apparatus Committee developing priority list.

Timeline: 2023-2024 Fiscal Year

Responsibility: Captain Louden

Funding Source: None

GOAL 2: Evaluate District Facilities for Repairs & Replacements

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

Timeline: 2023-2024 Fiscal Year

Responsibility: LT Schell

Funding Source: TBD

GOAL 3: Repair Hose Tower Roof at Station 201

Action Item: Replace hose tower roof at Station 201

August 2023 Update: 8/18/2023 Completed.

Timeline: Completed by Fall 2023

Responsibility: Captain Louden

Funding Source: Building and Land Reserves

C. Objective: Information Technology

GOAL: Protect the District's Digital Assets.

Action Item: Implement a robust Cybersecurity program.

September 2023 Update: See Deputy Chief's Report.

Timeline: 2023-2024 Fiscal Year

Responsibility: Deputy Chief

Funding Source: General Fund

D. Objective: Savings/Reserves

GOAL: Develop Goals for Reserves Funding

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

September 2023 Update: Updated numbers from auditors.

Timeline: 2023-2024 Fiscal Year

Responsibility: Fire Chief and Administrative Assistant

Funding Source: Future Budget Planning

III. Theme: Our People

A. Objective: Training

GOAL 1: Replace Training Facility at Station 201.

Action Item 1: Asbestos abatement.

September 2023 Update: Asbestos testing complete- no asbestos. Submitting Demolition Application to City of Philomath, Power disconnected.

Action Item 2: Form Committee to assess Training Facility needs and establish costs for 2024-2025 Fiscal Year.

September 2023 Update: Facility tours on 10/18.

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain

Funding Source: Building and Training Reserves

GOAL 2: Encourage training opportunities for all personnel.

Action Item 1: Additional funding for paid staff to attend two department drills per month.

July 2023 Update: 7/1/2023 Completed.

Action Item 2: Provide training opportunities to all department members.

September 2023 Update: Ongoing.

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain Bovbjerg

Funding Source: General Fund

B. Objective: Retention

GOAL: 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.

September 2023 Update: Ongoing.

Timeline: Every Fiscal Year Prior to Budget Process

Responsibility: Administration

Funding Source: General Fund

IV. Theme: Our Community

B. Objective: Community Interaction and Input

GOAL: Seek public input through the Board of Directors

Action Item: Coordinate public outreach to obtain insight and direction for future planning.

September 2023 Update: Check with Board for next steps.

Timeline: 2023-2024 Fiscal Year

Responsibility: Board of Directors

Funding Source: General Fund

**Report to the Board of Directors
09 October 2023
DC Rich Saalsaa**

Statistics for September 2023

Total calls: 74

Fire calls: 15 (20%)

EMS Calls: 59 (80%)

Yearly calls as of 30 September 2023: 737 – Last year at this time: 687 (+7.3% YOY)

Significant calls:

9/4 Conflag Response – Capt. Loudon sent as part of the OSFM IMT, as well as a brush rig with two personnel (Chief Ferguson and Lt Anderson).

9/5 MVC – Kings Valley. Pick up vs. dump truck. Extrication of one patient required; patient transported to GSRMC with non-life-threatening injuries. PFR responded with an engine with three personnel, and a rescue with three personnel to assist KV Fire Department who responded with one person. Deputy Chief Saalsaa responded as Incident Commander. Assisting was BCSO and OSP.

9/11 Residential Structure Fire – In Monroe, single family dwelling with fire showing on arrival of Monroe units. We responded with an engine crew of three and a water tender; Chief Ferguson was assigned the water officer for the incident. Chief Chris Barnes of Monroe Fire was the Incident Commander.

Harrisburg and Junction City also provided crews.

9/14 Small Misc Fire – manure pile in the field that burned from spontaneous combustion (the moisture from the recent rain and heat from the past week created the perfect environment for this to occur).

Property owners dealt with the issue.

9/21 Car Fire – Fully involved vehicle off the road on West Hills, just east of the N 19th St curve.

Reported as a stolen vehicle with the suspect fleeing the scene. We responded with an engine company, water tender, and an incident commander (Chief Ferguson). Fire was extinguished and scene turned over to BCSO.

9/21 Small Misc Fire – Railroad ties on fire – several spot fires along the railroad line near this location. Extinguished with a brush truck from our agency and turned the scene over to ODF who responded with a brush truck. RR company responded with their own fire crew. We see this sometimes in the summer months as the brake shoes on the railcars get worn and heat up, sometimes seizing and causing small spot fires from sparks. This particular line has a 25 MPH speed limit, so the spread is more contained. The fire was reported by a local property owner on Daisy Drive.

9/21 Large Misc Fire – In the unprotected area southeast of Philomath's District and north of Monroe Fire District (known as the Greenberry Gap). The fire was contained to a field when the blades of farm machinery cutting the grass hit a rock, causing a spark that started the fire. The fire was approximately 4 acres in total. Monroe Fire assumed command of the fire, with Chief Barnes as the incident commander. They provided two brush trucks. We responded with a brush truck and a duty officer (Chief Ferguson).

For a time, a tender was responding from Corvallis Fire and a brush truck from Junction City – both were cancelled before arriving. Several power poles were impacted during the fire and CPI was notified.

9/26 Car fire – single vehicle with one occupant. Occupant checked for injuries, non-injury. Vehicle winched off the road by PFR crew to allow for traffic to clear on Hwy 20. The scene was turned over to BCSO.

9/26 MVC – Vehicle vs. pedestrian in the parking lot of Philomath City park. Female in 80s transported to GSRMC by CFD with non-life-threatening injuries. The scene was turned over to PPD.

Breakdown of calls for the year by area (as of 30 September 23):

Station 201 RURAL	185
Station 201 W. City	220
Station 201 E. City	138
Station 202	32
Station 203	62
Adair	2
Alsea	8
Blodgett	15
CFD	32
Conflagration	5
Kings Valley	19
Lincoln Co	7
Marys Peak	2
Misc Mutual Aid	4
Monroe	4
Marys Peak	2
Total	739

Total calls we received aid from another agency: 0 (to date 7)

Cyber Security project

Ordered the firewall replacement, due to be installed within the month. Grant still open to help cover costs – closed mid-November.

PulsePoint Statistics

Monthly Active Users at 837, of which 231 have CPR alerts enabled. We will continue to engage the public through social media as well as the upcoming Open House.

Open House

To take place on Saturday & October from 11-2. 18 vendors including:

211info

Benton Co Health

Benton County CERT

Benton County SAR/LAR Posse

Healing Motion Physical Therapy

Jackson Street Youth Services

Maxtivity

Moondogg Cantina

MPSAR

ODF

OSU College of Pharmacy

OSU Nutrition

Party Perfection Oregon

Philomath City Council

Philomath Community Services

Philomath PD

Strengthening Rural Families

WV First Responder Chaplains

Final stats including estimated attendance will be provided at the Board Meeting. We posted the information on Facebook and NextDoor, and the Philomath News will have an article this week promoting the event. Information shared with multiple agencies and a flyer distributed through town. The weather is supposed to be clear and 80F.

Projects / Community Outreach

- Public Safety Chili Cookoff
- Academy with three participants including live fire (with an additional three personnel who completed the summer academy). All RVs are now entry cleared FF.
- Meeting with CFD Chiefs regarding automatic aid agreements.
- Community First Aid/CPR class for 12 students on 23 September.
- 2nd Grade Station tour – 100 kids and teachers on 26 September.
- First Aid/CPR class for 12 Philomath School District Employees.

Respectfully submitted,

D/C Rich Saalsaa

11:15 AM

10/02/23

Philomath Fire and Rescue
A/P Aging Detail
 As of September 30, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	09/21/2023	B3770...	MPTV, Inc.	10/01/2023		93.25
Bill	09/23/2023	578322	Willamette Hose & F...	10/03/2023		1.30
Bill	09/25/2023	1081	Bimart Corporation	10/05/2023		42.97
Bill	09/26/2023	8932	Henderer Design + ...	10/06/2023		490.00
Bill	09/26/2023	342546	Industrial Welding S...	10/06/2023		20.00
Bill	09/26/2023	INV26...	SeaWestern	10/06/2023		158.14
Bill	09/26/2023	INV26...	SeaWestern	10/06/2023		411.24
Bill	09/26/2023		Willamette Hose & F...	10/06/2023		29.81
Bill	09/27/2023	783838	TWGW, Inc. dba Phi...	10/07/2023		9.29
Bill	09/27/2023	B3783...	MPTV, Inc.	10/07/2023		33.13
Bill	09/27/2023	54961	Life Safety Corporati...	10/07/2023		198.00
Bill	09/27/2023	202120	Andy Louden`	10/07/2023		6.99
Bill	09/27/2023	52012	Willamette Hose & F...	10/07/2023		17.24
Bill	09/30/2023	INV13...	Ultrex	10/10/2023		47.42
Total Current						1,558.78
1 - 30						
Bill	09/01/2023	MFC ...	OSCU 402518-73	09/11/2023	19	285.00
Bill	09/01/2023	CoC 0...	OSCU 402518-71	09/11/2023	19	30.00
Bill	09/01/2023	Costc...	OSCU 402518-70	09/11/2023	19	96.39
Bill	09/05/2023	AMZ 4...	OSCU 402518-70	09/15/2023	15	77.72
Bill	09/05/2023	Glitter ...	OSCU 402518-73	09/15/2023	15	225.00
Bill	09/07/2023	AMZ 0...	OSCU 402518-71	09/17/2023	13	59.98
Bill	09/07/2023	UPS 2...	OSCU 402518-71	09/17/2023	13	19.09
Bill	09/07/2023	WM 6...	OSCU 402518-70	09/17/2023	13	50.16
Bill	09/07/2023	Peoria...	OSCU 402518-70	09/17/2023	13	25.44
Bill	09/08/2023	B3748...	MPTV, Inc.	09/18/2023	12	8.03
Bill	09/08/2023	AMZ 0...	OSCU 402518-73	09/18/2023	12	175.46
Bill	09/08/2023	AMZ 6...	OSCU 402518-73	09/18/2023	12	368.50
Bill	09/09/2023	GO 44...	OSCU 402518-71	09/19/2023	11	87.14
Bill	09/11/2023	SW 8...	OSCU 402518-70	09/21/2023	9	21.46
Bill	09/12/2023	B3756...	MPTV, Inc.	09/22/2023	8	5.99
Bill	09/13/2023	B3757...	MPTV, Inc.	09/23/2023	7	61.98
Credit	09/26/2023	578509	Willamette Hose & F...			-10.00
Credit	09/28/2023	B3784...	MPTV, Inc.			-13.99
Bill	09/19/2023	B3766...	MPTV, Inc.	09/29/2023	1	22.07
Total 1 - 30						1,595.42
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						3,154.20

11:13 AM
10/02/23

Philomath Fire and Rescue
A/R Aging Detail
As of September 30, 2023

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
Current									
Total Current									
1 - 30									
Invoice	09/13/2023	2015-2...		Alyrica Networks, Inc.		09/13/2023	General F...	17	660.00
Invoice	09/25/2023	2015-2...		Kings Valley Charter ...		09/25/2023	General F...	5	45.00
Invoice	09/25/2023	2015-2...		Philomath School Dis...		09/25/2023	General F...	5	45.00
Total 1 - 30									750.00
31 - 60									
Total 31 - 60									
61 - 90									
Total 61 - 90									
> 90									
General Journal	06/30/2019	ER19		Adjustment'			General F...		47,131.32
General Journal	06/30/2021	AJE21...		Adjustment'			General F...		-47,131.00
General Journal	06/30/2021	AJE21...		Adjustment'			General F...		29,146.00
General Journal	06/30/2021	AJE21...		Adjustment'			General F...		8,637.00
General Journal	06/30/2021	AJE21...		Adjustment'			General F...		-1,197.57
Invoice	06/01/2022	2015-1...		Metropolitan Reporti...		06/01/2022	General F...	486	25.00
Total > 90									36,610.75
TOTAL									37,360.75

11:08 AM

10/2/23

Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class

As of September 30, 2023

	GO Bond 2016 - Capital Improv	GO Bond 2016 - Debt Service	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
1515 - Citizens Bank Checking	0.00		430,243.85	-259,603.54	-49,756.00	-72,120.49	29,566.82
1000 - Petty Cash	0.00	2.00	-2.78	0.00	0.00	0.00	-2.78
1006 - Local Government Investment Plan	-299,674.94	307,736.38	25,896.99	703,684.68	147,696.64	412,558.00	1,221,075.78
1060 - OSU - Savings Account	0.00	0.00	11,005.51	0.00	0.00	0.00	11,005.51
Total Checking/Savings	-299,674.94	80,502.94	585,539.69	447,081.14	97,900.64	350,437.51	1,261,756.98
Accounts Receivable							
11000 - Accounts Receivable	0.00	0.00	37,360.75	0.00	0.00	0.00	37,360.75
Total Accounts Receivable	0.00	0.00	37,360.75	0.00	0.00	0.00	37,360.75
Other Current Assets							
1200 - Prepaid Assets	0.00	0.00	21,146.55	0.00	0.00	0.00	21,146.55
12100 - Inventory Asset	0.00	0.00	3,661.29	0.00	0.03	0.00	3,661.29
Total Other Current Assets	0.00	0.00	24,807.84	0.00	0.03	0.00	24,807.84
Total Current Assets	-299,674.94	80,502.94	647,708.28	447,081.14	97,900.64	350,437.51	1,223,926.57
TOTAL ASSETS	-299,674.94	80,502.94	647,708.28	447,081.14	97,900.64	350,437.51	1,223,926.57
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable							
2010 - Accounts Payable	0.00	0.00	3,154.20	0.00	0.00	0.00	3,154.20
Total Accounts Payable	0.00	0.00	3,154.20	0.00	0.00	0.00	3,154.20
Credit Cards							
US Bank One Card-Charney	0.00	0.00	419.63	0.00	0.00	0.00	419.63
US Bank One Card-Rich	0.00	0.00	1,009.95	0.00	0.00	0.00	1,009.95
US Bank One Card-Ashley	0.00	0.00	2,259.21	0.00	0.00	0.00	2,259.21
Total Credit Cards	0.00	0.00	3,279.79	0.00	0.00	0.00	3,279.79
Other Current Liabilities							
2070 - Deferred Taxes	0.00	0.00	20,331.45	0.00	0.00	0.00	20,331.45
2400 - Payroll Liabilities							
2130 - OR- Paid Fam Med Leave	0.00	0.00	2,684.99	0.00	0.00	0.00	2,684.99
2135 - Oregon Transit Tax Withholding	0.00	0.00	947.56	0.00	0.00	0.00	947.56
2100 - Wages Payable	0.00	0.00	28,620.58	0.00	0.00	0.00	28,620.58
2110 - Federal Income Tax Payable	0.00	0.00	10,623.00	0.00	0.00	0.00	10,623.00
2120 - FICA Payable	0.00	0.00	7,545.30	0.00	0.00	0.00	7,545.30
2125 - Medicare Payable	0.00	0.00	1,777.03	0.00	0.00	0.00	1,777.03
2135 - State Income Tax Payable	0.00	0.00	3,630.06	0.00	0.00	0.00	3,630.06
2131 - Works Benefit Fund Payable(WBFF)	0.00	0.00	191.49	0.00	0.00	0.00	191.49
2140 - PER'S Payable	0.00	0.00	13,058.66	0.00	0.00	0.00	13,058.66
2145 - OR Savings Growth 457 Payable	0.00	0.00	50.00	0.00	0.00	0.00	50.00
2160 - Health Insurance Prim. Payable	0.00	0.00	-2,184.61	0.00	0.00	0.00	-2,184.61
2210 - Health Ins Prim Ded Pm. Tax	0.00	0.00	4,277.70	0.00	0.00	0.00	4,277.70
2230 - Flexible Spending Account	0.00	0.00	1,774.33	0.00	0.00	0.00	1,774.33
2232 - Union Dues	0.00	0.00	1,109.22	0.00	0.00	0.00	1,109.22
Total 2400 - Payroll Liabilities	0.00	0.00	74,087.72	0.00	0.00	0.00	74,087.72
Total Other Current Liabilities	0.00	0.00	94,419.17	0.00	0.00	0.00	94,419.17
Total Current Liabilities	0.00	0.00	100,853.16	0.00	0.00	0.00	100,853.16
Total Liabilities	0.00	0.00	100,853.16	0.00	0.00	0.00	100,853.16
Equity							
3310 - Fund Balance	-5,333.00	-189,241.37	-3,016,315.67	-1,193,135.62	-232,562.10	-235,582.41	-4,477,375.87
3200 - Unallocated Fund Balance	-299,674.94	201,562.06	2,323,824.44	1,195,273.30	738,816.74	336,919.92	4,497,965.52
Net Income	3,538.00	45,284.05	239,368.25	446,527.46	96,647.00	350,000.00	1,202,542.76
Total Equity	-299,674.94	80,502.94	546,855.12	447,081.14	97,900.64	350,437.51	1,223,926.57
TOTAL LIABILITIES & EQUITY	-299,674.94	80,502.94	647,708.28	447,081.14	97,900.64	350,437.51	1,223,926.57

11:07 AM
 10/02/23
 Accrual Basis

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

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	18.59	0.00	18.59	100.0%
4042 · Bond Income - Prop Tax Interest	145.00	700.00	-555.00	20.7%
4041 · Bond Income - Delinquent Taxes	2,017.46	5,000.00	-2,982.54	40.3%
4060 · Conflagration Income	0.00	100,000.00	-100,000.00	0.0%
4500 · Transfers In	688,261.00	0.00	688,261.00	100.0%
4050 · Public Education Income	3,170.00	12,500.00	-9,330.00	25.4%
4040 · Bond Income	0.00	404,200.00	-404,200.00	0.0%
4000 · Carryover Fund Balance	1,469,357.00	784,900.68	684,456.32	187.2%
4010 · Delinquent Property Taxes	6,810.22	16,000.00	-9,189.78	42.6%
4020 · Current Property Taxes	0.00	1,397,916.00	-1,397,916.00	0.0%
4025 · Interest - Property Tax	535.00	3,000.00	-2,465.00	17.8%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	9.30	0.00	9.30	100.0%
4030 · Investments - LGIP	158,971.06	0.00	158,971.06	100.0%
Total 4026 · Interest Income	158,980.36	0.00	158,980.36	100.0%
4900 · Miscellaneous Income	6,652.25	10,000.00	-3,347.75	66.5%
Total Income	2,335,946.88	2,734,216.68	-398,269.80	85.4%
Gross Profit	2,335,946.88	2,734,216.68	-398,269.80	85.4%
Expense				
9010 · Transfers	688,261.00	1,014,499.00	-326,238.00	67.8%
5000 · Personnel Expenses				
5137 · Grant Funded Wages	14,481.29	30,000.00	-15,518.71	48.3%
5131 · Non-Union Overtime Wages	0.00	1,000.00	-1,000.00	0.0%
5136 · Conflagration Wages	34,974.53	100,000.00	-65,025.47	35.0%
5100 · Fire Chief Wages	24,491.00	98,892.00	-74,401.00	24.8%
5105 · Deputy Chief Wages	24,251.25	98,220.00	-73,968.75	24.7%
5110 · Admin Asst Wages	14,222.00	58,404.00	-44,182.00	24.4%
5120 · Staff Captain Wage	12,451.94	74,220.00	-61,768.06	16.8%
5125 · Firefighter Wages	63,835.30	256,564.00	-192,728.70	24.9%
5130 · Overtime Wages	12,920.11	45,000.00	-32,079.89	28.7%
5135 · Extra Hire	0.00	8,000.00	-8,000.00	0.0%
5405 · Employers FICA	6,996.26	33,000.00	-26,003.74	21.2%
5410 · Employers Medicare	1,636.23	10,000.00	-8,363.77	16.4%
5420 · Workes Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	28,078.82	50,000.00	-21,921.18	56.2%
5430 · PERS - Employe	41,872.05	140,000.00	-98,127.95	29.9%
5431 · PERS - Pickup 6%	9,757.42	34,000.00	-24,242.58	28.7%
5440 · Health Insurance	33,615.92	185,124.00	-151,508.08	18.2%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
Total 5000 · Personnel Expenses	323,584.12	1,232,924.00	-909,339.88	26.2%

11:07 AM
 10/02/23
 Accrual Basis

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
 July through September 2023

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
6000 · Materials and Services				
6217 · EMR Education				
6217-1 · EMR Education- Supplies	0.00	2,500.00	-2,500.00	0.0%
6217-2 · EMR Education- Instructors	0.00	2,000.00	-2,000.00	0.0%
Total 6217 · EMR Education	0.00	4,500.00	-4,500.00	0.0%
6216 · FA/CPR Education				
6216-1 · FA/CPR Education- Supplies	814.64	5,000.00	-4,185.36	16.3%
6216-2 · FA/CPR Education- Instructors	312.50	3,000.00	-2,687.50	10.4%
Total 6216 · FA/CPR Education	1,127.14	8,000.00	-6,872.86	14.1%
6091 · Tuition Reimbursement	2,800.00	74,736.00	-71,936.00	3.7%
6101 · Equip. Maint. Agreements - EMS	0.00	620.00	-620.00	0.0%
6001 · Contracted Professional Service	17,920.84	80,834.00	-62,913.16	22.2%
6010 · Office Supplies	906.09	6,550.00	-5,643.91	13.8%
6011 · Postage/Shipping	168.58	600.00	-431.42	28.1%
6020 · Insurance and Bond	1,368.00	57,210.00	-55,842.00	2.4%
6030 · Dues and Fees	1,902.46	16,070.00	-14,167.54	11.8%
6040 · Publications and Elections	0.00	3,900.00	-3,900.00	0.0%
6042 · Marketing Program New Recruits	0.00	605.00	-605.00	0.0%
6050 · Utilities	6,088.34	33,710.00	-27,621.66	18.1%
6060 · Telephone, Pagers, Internet	4,809.41	18,600.00	-13,790.59	25.9%
6070 · Travel	0.00	7,100.00	-7,100.00	0.0%
6080 · Conference	2,686.63	4,450.00	-1,763.37	60.4%
6090 · Education/Training	5,752.27	21,350.00	-15,597.73	26.9%
6100 · Equipment Maintenance Agreement	1,124.57	4,000.00	-2,875.43	28.1%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	6,529.45	30,000.00	-23,470.55	21.8%
6140 · Hydrant Maintenance	330.89	0.00	330.89	100.0%
6150 · Radio Maintenance	345.50	6,100.00	-5,754.50	5.7%
6160 · Equipment Maintenance	3,090.82	13,850.00	-10,759.18	22.3%
6161 · Vehicle Maintenance	6,827.89	46,500.00	-39,672.11	14.7%
6170 · Building Maint and Improvements	1,189.61	13,300.00	-12,110.39	8.9%
6180 · Grounds Maintenance	103.23	1,300.00	-1,196.77	7.9%
6190 · Small Tools & Equipment	395.72	900.00	-504.28	44.0%
6200 · Supplies - Department	1,392.75	7,000.00	-5,607.25	19.9%
6210 · Supplies - Medical	4,790.25	19,730.00	-14,939.75	24.3%
6215 · Supplies - Prevention	1,801.73	2,850.00	-1,048.27	63.2%
6220 · Supplies - Suppression	6.99	2,500.00	-2,493.01	0.3%
6230 · Hazardous Materials	198.00	300.00	-102.00	66.0%
6250 · Uniforms	6,799.98	30,800.00	-24,000.02	22.1%
6270 · Volunteer - Activities	1,535.84	12,000.00	-10,464.16	12.8%
6280 · Volunteer Incentive Program	0.00	5,000.00	-5,000.00	0.0%
6300 · Volunteer - Length of Service	0.00	11,000.00	-11,000.00	0.0%
6310 · Physical & Immunizations	3,136.00	18,000.00	-14,864.00	17.4%

11:07 AM
 10/02/23
 Accrual Basis

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
 July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6320 · Community Involvement	744.78	3,400.00	-2,655.22	21.9%
6900 · Miscellaneous Expense	10,203.70	2,050.00	8,153.70	497.7%
Total 6000 · Materials and Services	96,077.46	569,565.00	-473,487.54	16.9%
7000 · Capital Outlay				
7110 · Capital Outlay - Building	25,481.54	60,000.00	-34,518.46	42.5%
Total 7000 · Capital Outlay	25,481.54	60,000.00	-34,518.46	42.5%
Total Expense	1,133,404.12	2,876,988.00	-1,743,583.88	39.4%
Net Ordinary Income	1,202,542.76	-142,771.32	1,345,314.08	-842.3%
Net Income	1,202,542.76	-142,771.32	1,345,314.08	-842.3%

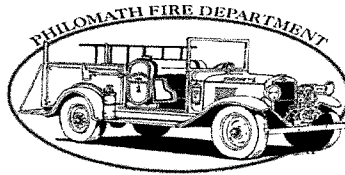
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Accrual Basis

Philomath Fire and Rescue
Profit & Loss by Class
July through September 2023

	GO Bond 2016 - Capital Improvment	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
Ordinary Income/Expense							
Income							
4043 - Bond Income - Bank Interest	0.00	18.59	0.00	0.00	0.00	0.00	18.59
4043 - Bond Income - Prop Tax Interest	0.00	145.00	0.00	0.00	0.00	0.00	145.00
4041 - Bond Income - Delinquent Taxes	0.00	2,217.45	0.00	0.00	0.00	0.00	2,217.45
4000 - Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 - Public Education Income	0.00	0.00	306,251.00	0.00	32,000.00	350,000.00	688,251.00
4000 - Carryover Fund Balance	5,938.00	0.00	1,171,141.00	154,728.00	64,647.00	0.00	3,170,000.00
4010 - Delinquent Property Taxes	0.00	0.00	8,810.00	0.00	0.00	0.00	1,469,307.00
4028 - Interest - Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	8,810.22
4027 - Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	535.00
4030 - Investment - Citizens Bank & OSU	0.00	0.00	9.30	0.00	0.00	0.00	9.30
4030 - Investment - LGIP	0.00	0.00	158,871.06	0.00	0.00	0.00	158,871.06
Total 4026 - Interest Income	0.00	0.00	158,880.36	0.00	0.00	0.00	158,880.36
4900 - Miscellaneous Income	0.00	0.00	6,652.25	0.00	0.00	0.00	6,652.25
Total Income	5,938.00	65,084.05	1,347,288.63	470,688.00	96,647.00	350,000.00	2,336,046.88
Gross Profit	5,938.00	65,084.05	1,347,288.63	470,688.00	96,647.00	350,000.00	2,336,046.88
Expenses							
5010 - Transfers	0.00	0.00	888,251.00	0.00	0.00	0.00	688,251.00
5000 - Personnel Expenses							
5137 - Overtime Funded Wages	0.00	0.00	14,481.29	0.00	0.00	0.00	14,481.29
5136 - Configuration Wages	0.00	0.00	24,974.53	0.00	0.00	0.00	24,974.53
5100 - Fire Chief Wages	0.00	0.00	24,491.00	0.00	0.00	0.00	24,491.00
5108 - Deputy Chief Wages	0.00	0.00	24,251.25	0.00	0.00	0.00	24,251.25
5110 - Admin Asst Wages	0.00	0.00	14,722.00	0.00	0.00	0.00	14,722.00
5100 - Staff Captain Wage	0.00	0.00	12,431.94	0.00	0.00	0.00	12,431.94
5125 - Firefighter Wages	0.00	0.00	53,835.00	0.00	0.00	0.00	53,835.00
5130 - Overtime Wages	0.00	0.00	12,920.11	0.00	0.00	0.00	12,920.11
5405 - Employers FICA	0.00	0.00	6,995.26	0.00	0.00	0.00	6,995.26
5410 - Employers Medicare	0.00	0.00	1,636.23	0.00	0.00	0.00	1,636.23
5421 - Workers Compensation	0.00	0.00	29,076.62	0.00	0.00	0.00	29,076.62
5430 - PERA - Employee	0.00	0.00	41,472.02	0.00	0.00	0.00	41,472.02
5431 - PERA - Pickup 8%	0.00	0.00	9,757.42	0.00	0.00	0.00	9,757.42
5440 - Health Insurance	0.00	0.00	31,615.62	0.00	0.00	0.00	31,615.62
Total 5000 - Personnel Expenses	0.00	0.00	323,564.12	0.00	0.00	0.00	323,564.12
6000 - Materials and Services							
6216 - FACPR Education	0.00	0.00	818.64	0.00	0.00	0.00	818.64
6216-1 - FACPR Education- Supplies	0.00	0.00	312.50	0.00	0.00	0.00	312.50
6216-2 - FACPR Education- Instructors	0.00	0.00	506.14	0.00	0.00	0.00	506.14
Total 6216 - FACPR Education	0.00	0.00	1,127.14	0.00	0.00	0.00	1,127.14
6091 - Tuition Reimbursement	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
6001 - Contracted Professional Service	0.00	0.00	17,920.84	0.00	0.00	0.00	17,920.84
6010 - Office Supplies	0.00	0.00	900.09	0.00	0.00	0.00	900.09
6011 - Postage/Shipping	0.00	0.00	169.16	0.00	0.00	0.00	169.16
6000 - Invoice and Bond	0.00	0.00	1,368.00	0.00	0.00	0.00	1,368.00
6030 - Dues and Fees	0.00	0.00	1,902.46	0.00	0.00	0.00	1,902.46
6050 - Utilities	0.00	0.00	6,968.34	0.00	0.00	0.00	6,968.34
6060 - Telephone, Pagers, Internet	0.00	0.00	4,820.41	0.00	0.00	0.00	4,820.41
6080 - Conferences	0.00	0.00	2,886.63	0.00	0.00	0.00	2,886.63
6090 - Education/Training	0.00	0.00	5,752.27	0.00	0.00	0.00	5,752.27
6100 - Equipment Maintenance Agreement	0.00	0.00	1,124.57	0.00	0.00	0.00	1,124.57
6130 - Gas & Oil	0.00	0.00	6,529.45	0.00	0.00	0.00	6,529.45
6140 - Hydrant Maintenance	0.00	0.00	330.69	0.00	0.00	0.00	330.69
6150 - Radio Maintenance	0.00	0.00	345.50	0.00	0.00	0.00	345.50
6160 - Equipment Maintenance	0.00	0.00	3,090.62	0.00	0.00	0.00	3,090.62
6161 - Vehicle Maintenance	0.00	0.00	6,827.59	0.00	0.00	0.00	6,827.59
6170 - Building Maint and Improvements	0.00	0.00	1,189.61	0.00	0.00	0.00	1,189.61
6180 - Grounds Maintenance	0.00	0.00	103.23	0.00	0.00	0.00	103.23
6190 - Small Tools & Equipment	0.00	0.00	365.72	0.00	0.00	0.00	365.72
6200 - Supplies - Department	0.00	0.00	1,392.75	0.00	0.00	0.00	1,392.75
6210 - Supplies - Medical	0.00	0.00	4,792.25	0.00	0.00	0.00	4,792.25
6215 - Supplies - Prevention	0.00	0.00	1,601.73	0.00	0.00	0.00	1,601.73
6220 - Supplies - Suppression	0.00	0.00	6.99	0.00	0.00	0.00	6.99
6230 - Hazardous Materials	0.00	0.00	1,610.00	0.00	0.00	0.00	1,610.00
6250 - Uniforms	0.00	0.00	6,709.99	0.00	0.00	0.00	6,709.99
6270 - Volunteer - Activities	0.00	0.00	1,535.84	0.00	0.00	0.00	1,535.84
6210 - Physical & Immunizations	0.00	0.00	2,136.00	0.00	0.00	0.00	2,136.00
6320 - Community Involvement	0.00	0.00	744.78	0.00	0.00	0.00	744.78
6900 - Miscellaneous Expense	0.00	0.00	10,203.70	0.00	0.00	0.00	10,203.70
Total 6000 - Materials and Services	0.00	0.00	96,077.46	0.00	0.00	0.00	96,077.46
7000 - Capital Outlay							
7110 - Capital Outlay - Building	0.00	0.00	0.00	25,481.54	0.00	0.00	25,481.54
Total 7000 - Capital Outlay	0.00	0.00	0.00	25,481.54	0.00	0.00	25,481.54
Total Expense	0.00	0.00	1,107,932.58	25,481.54	0.00	0.00	1,133,414.12
Net Ordinary Income	5,938.00	65,084.05	239,366.25	445,507.46	96,647.00	350,000.00	1,202,542.76
Net Income	5,938.00	65,084.05	239,366.25	445,507.46	96,647.00	350,000.00	1,202,542.76



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

9 October 2023

Association Business

- Regular Meetings
- Working thru potential uses for the Money Market account funds.

Volunteer Activity

- Provided standby at Work Capacity Tests.
- Assist with Station and Equipment Repairs.
- Continue to assist in the organization and teaching drills.
- Volunteers onboarding and interviews.
- New Volunteers finishing Basic Fire Academy
- Football Standbys
- Preparing for Open House
- Getting a team together for Lilly's Lope for Hope

Recruitment and retention

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

Volunteer status

- RV Brandford on leave.
- Interviews completed on some potential candidates.
- FF Lenord returning from extended leave

Respectfully submitted.

Dan Eddy
President

Paula Andersson
Vice President

Jean Goul
Treasurer

Stephanie Vallancey
Secretary

STANDARD OF COVERAGE



Philomath Fire & Rescue

DRAFT REVISED 2023

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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 the response area and staffing.

We have also recognized wildland fires and earthquakes as our biggest threats. Our community risk is identified by the Benton County Community Wildfire Protection Plan (Revision 2023). 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.

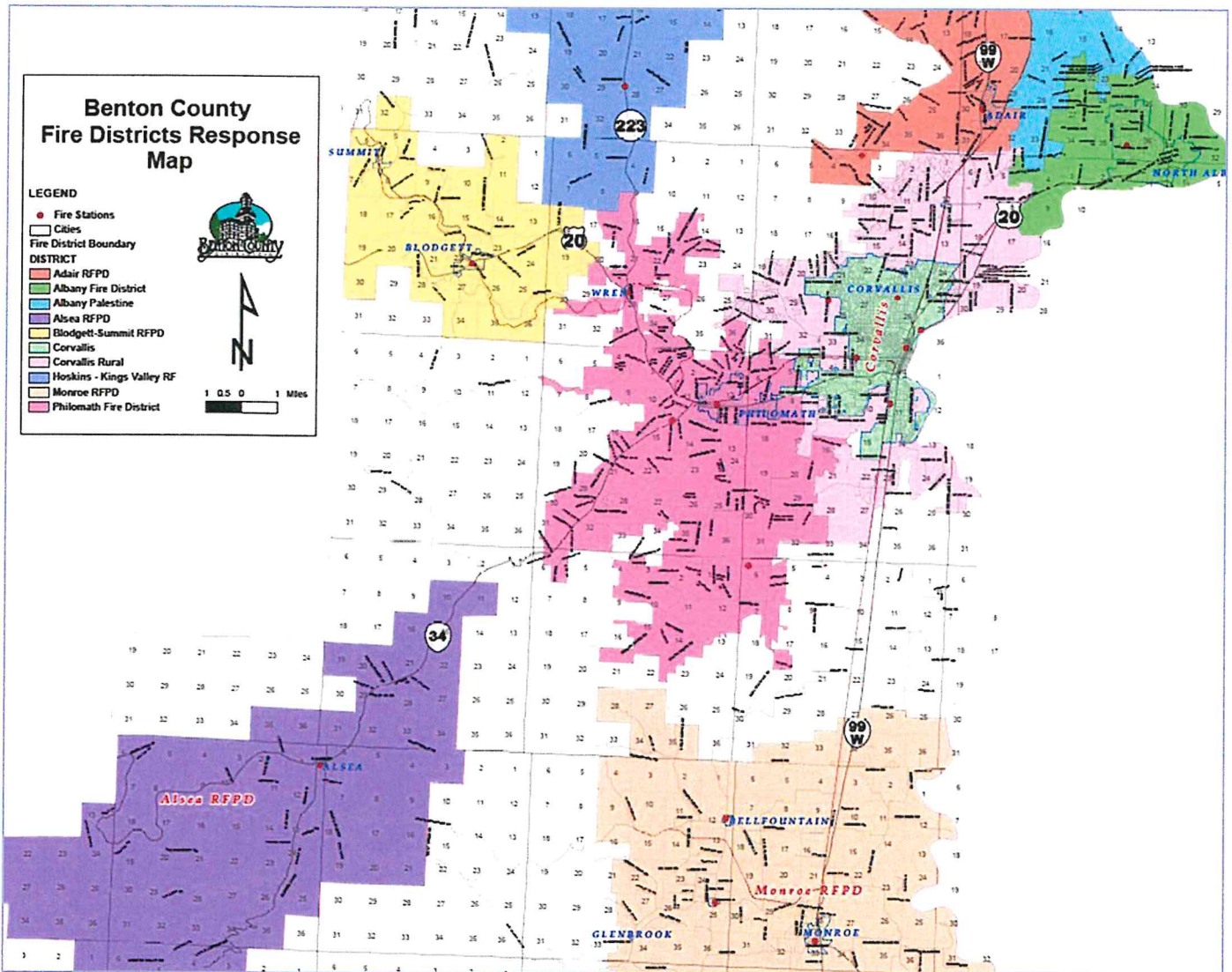
The Minimum Staffing Plan includes data regarding staffing, performance, and emergency response expectations. This information is the benchmark that the agency uses to measure its performance. The District measures performance on three different types of incidents: structure fires, wildland fires and emergency medical incidents. The District further analyzes performance within three primary response zones: urban areas (within the city limits), rural areas, and remote areas (frontier or non-protected areas).

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 second 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 the following services from one staffed station and two sub-stations that are primarily staffed by volunteers:

- 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

Philomath Fire & Rescue

Standard of Coverage 2023

Overview

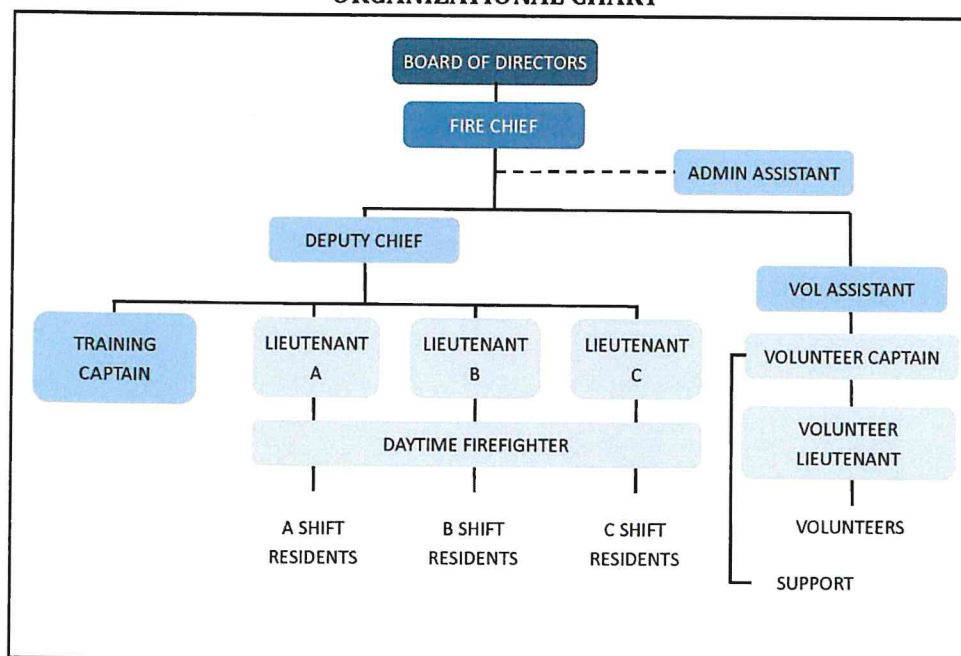
Philomath Fire & Rescue is a combination paid/volunteer Rural Fire District with three stations located within the boundaries of the District, in the heart of the beautiful Willamette Valley, which is southwest of Portland, Oregon.

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. Philomath Fire & Rescue also provides personnel and apparatus in support of large-scale conflagrations with the State of Oregon, as well as out of state when needed and available.

Personnel

Philomath Fire & Rescue has three full-time lieutenants, 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, Staff Captain, 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 up to six Resident Volunteers who reside at the main station, and one at Station 203. Part-time help during the summer is a common addition to staffing, when the need for personnel becomes greater during fire season. This position is funded through a grant from the Office of the State Fire Marshal. 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**



Philomath Fire & Rescue

Standard of Coverage 2023

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 add up 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, 2022, \$2,019,939 is outstanding on the repayment of the GO Bond.

Community Impact

In 2022, the District personnel interacted with more than 2,000 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.

Philomath Fire & Rescue

Standard of Coverage 2023

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 the 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 the 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.

Philomath Fire & Rescue

Standard of Coverage 2023

Fire & Life Safety Services

1. Provide public fire education to the community through events held on-site and throughout the District.
2. Install and repair address posts throughout the Fire District.
3. Maintain adequate variety of chimney brushes for public use.
4. Provide a "home" prevention program providing the necessary safety features to prevent injuries and promote safety in the home through education and inspection.
5. Provide information about fire safety and upcoming events with Philomath Fire & Rescue.
6. Provide leadership and partnership with ODF, OSU Extension Services, and OSFM on FireWise communities and defensible space education.
7. Work with Wren, Marys River Estates, Wren Hill Estates, and Pioneer Village Disaster Preparedness groups.
8. Provide American Heart Association Heartsaver First Aid/CPR classes for Philomath Schools, City of Philomath, other community businesses and groups, and citizens on a monthly basis.
9. Provide support for events that include Fire & Life Safety education (Open House/Health & Safety Fair, etc.).
10. Provide input to City and County for building plans, construction, occupancy processes and Access & Water Supply for construction permits.
11. Provide smoke detector installation via the Oregon Smoke Installation Program.
12. Provide car seat installation and education.
13. Provide a Business Inspection Program.
14. Perform annual hydrant testing working with the City of Philomath Public Works.
15. Participate with Linn-Benton Fire Investigation Team in fire investigation and education.

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.

Station 201

1035 Main Street Philomath, OR

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



Philomath Fire & Rescue

Standard of Coverage 2023

Station 202

34925 Wren Rd Philomath, OR

Station 202's response area includes Wren and Harris Rd and expanded response into Blodgett and Kings Valley as well as support for City calls.



Station 203

25700 Llewellyn Rd Corvallis, OR

Station 203's response area includes Inavale, and the south-most areas of the District as well as Marys Peak. This station also includes expanded response to Monroe and the Greenberry area south of Corvallis (unprotected area). 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. Joseph Lane, off Hwy 34
3. Priest Road, off Hwy 223
4. In Wren Hill Estates at a reservoir off Hawk Hill Rd
5. In Marys River Estates 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 as well as to the top of Mary's Peak. Additionally, the District responds inside automatic aid agreements with Blodgett, Kings Valley, Monroe, and Corvallis Fire Departments.

Philomath Fire & Rescue

Standard of Coverage 2023

Resources

Station 201 at 1035 Main Street Apparatus



231 - 2016 Pierce/Saber Type 1 Engine



291 - 2007 Chevy Tahoe Staff Car



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



290 - 2017 Ford Explorer Staff Car



251 - 2018 Pierce/Enforcer 75 Foot Aerial



294 - 2017 Ford Explorer Staff Car



Air Trailer - Cascade System, filling station and extra bottles



Mass-Casualty Incident Trailer

Philomath Fire & Rescue

Standard of Coverage 2023



265 - 2016 Pierce/International Type 3 Engine



261- 2017 Ford F550 Brush Truck

Station 202 at 34925 Wren Road Apparatus

Station 203 at 25700 Llewellyn Road Apparatus



233 - 2008 BME/International Type 1 Engine



293 - 2010 Ford Crew Cab Staff Car

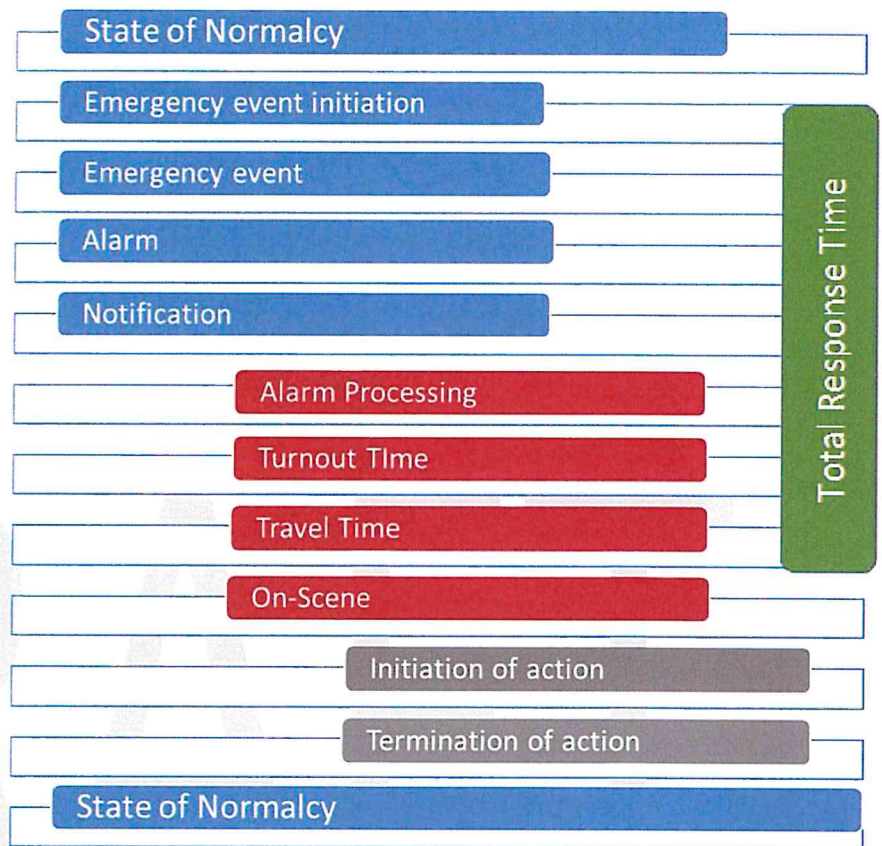


244 - 2007 BME-Kenworth 3,000-gallon Water Tender

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.



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 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, Monroe, Blodgett, and Kings Valley Fire agencies 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>

The plan is under revision for an update by the end of calendar year 2023. The plan will undergo revisions every five years.

Philomath Fire & Rescue

Standard of Coverage 2023

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/Philomath Family Medicine (500 Main St)

Business and Medical Park on Main St

Housing developments being planned or under construction:

Mill Crossing (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)

Philomath Fire & Rescue

Standard of Coverage 2023

Responses to 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

Career 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 low angles
- Initial response to incidents involving hazardous materials, excluding cleanup

Philomath Fire & Rescue

Standard of Coverage 2023

Response Performance Statistics 2022

NFPA 1720 calls for staffed stations to have a turnout time (the time from receipt of the dispatch to being enroute) of 1.50 minutes 90% of the time for fire calls and 1.00 minutes 90 percent of the time for EMS calls.

In 2022, Station 201 (our staffed station) achieved 1.84 minutes for fire and 1.27 minutes for EMS calls on average, and 1.49 minutes for fire and 1.05 minutes for EMS at the 90th percentile.

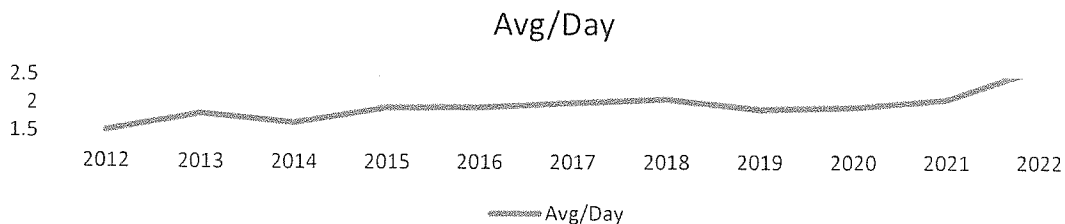
This compares to 2.24 minutes for fire and 1.94 minutes for EMS in 2017, the year we implemented 24-hour shifts. Prior to that point, the average turnout time was 5.02 minutes for all calls.

Probability Analysis

There are many different methods for conducting 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.

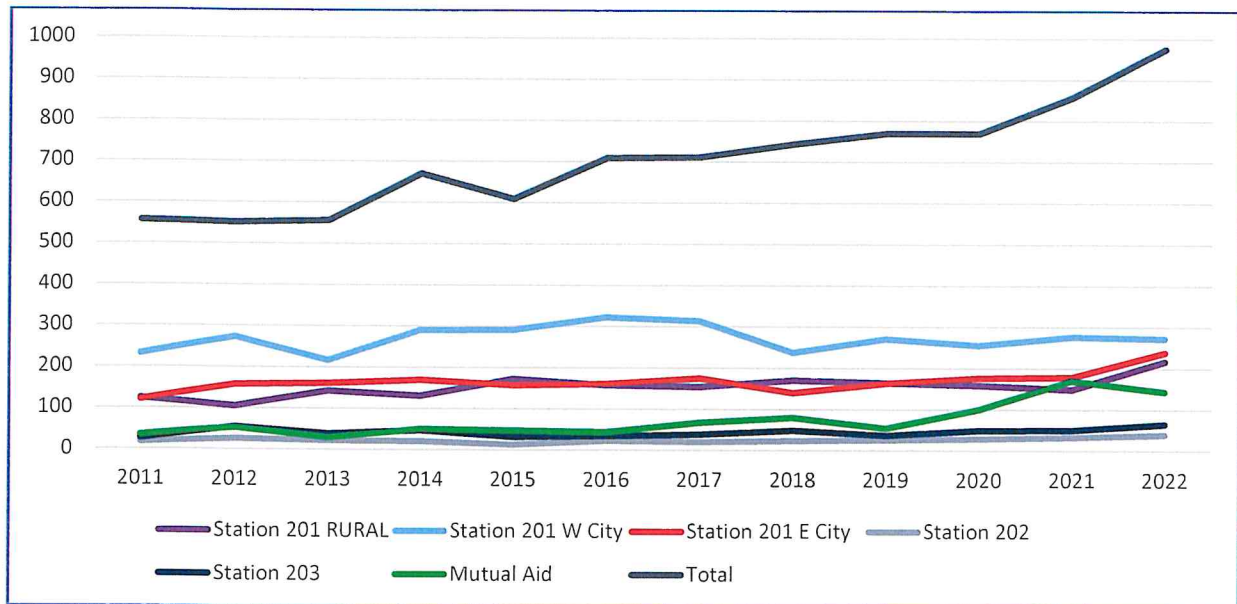
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Medical	540	464	533	551	602	588	511	549	561	671	745
Fire	130	145	176	160	141	181	189	167	208	207	230
Total	556	670	609	709	711	743	769	700	716	769	975
Avg/Day	1.52	1.83	1.67	1.94	1.95	2.03	2.11	1.92	1.96	2.11	2.67



Philomath Fire & Rescue

Standard of Coverage 2023

	2014	2015	2016	2017	2018	2019	2020	2021	2022
Station 201 RURAL	131	172	158	154	171	164	159	149	217
Station 201 W City	290	291	322	313	237	271	255	276	272
Station 201 E City	170	157	161	175	140	163	177	179	239
Station 202	21	13	23	21	24	26	29	33	39
Station 203	47	31	35	39	48	37	49	50	65
Mutual Aid	50	47	44	67	80	54	100	170	143
Adair							0	0	0
Alsea							2	10	11
Blodgett							19	36	27
CFD							17	34	32
Conflagration							5	5	1
Kings Valley							15	22	29
Lincoln Co							15	11	10
Marys Peak							11	8	13
Misc Mutual Aid							1	1	3
Monroe							15	43	17
Total	670	609	709	711	743	769	769	857	975
Increase YoY	20.5%	9.1%	16.4%	0.3%	4.5%	3.5%	0.0%	11.4%	13.8%
10 Year Increase (2012)	20.5%	9.5%	27.5%	27.9%	33.6%	38.3%	38.3%	54.1%	75.4%



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 Corvallis Fire Department, 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.

RESOLUTION NO. 23-01

RESOLUTION ADOPTING THE BUDGET

Be it resolved that the Board of Directors for Philomath Fire & Rescue hereby adopts the budget for fiscal year 2023 - 2024 in the total of \$ 2,920,461 now on file at Philomath Fire & Rescue, 1035 Main Street, Philomath, Oregon.

MAKING APPROPRIATIONS

Be it resolved that the amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below, are hereby appropriated as follows:

Fire Protection

General Fund

Personnel Services	\$ 1,213,069
Materials and Services	\$ 569,565
Capital Outlay	\$ 0
Interfund Transfers	<u>\$ 727,927</u>

Total General Fund **\$ 2,510,561**

GO Bond Capital Improvement Fund

Total GO Bond Fund **\$ 0**

GO Bonded Debt Service Fund

Bond Draw Series 2016 Principal Payment	\$ 225,000
Bond Draw Series 2017 Principal Payment	\$ 160,000
Bond Draw Series 2016 Interest Payment	\$ 11,198
Bond Draw Series 2017 Interest Payment	<u>\$ 13,702</u>

Total Bonded Debt Service Fund **\$ 409,900**

Equipment Reserve Fund- Capital Outlay

Total Equipment Reserve Fund **\$32,000**

Building and Land Reserve Fund- Capital Outlay

Total Building and Land Reserve Fund **\$60,000**

Total Appropriations for Fire Protection **\$ 2,920,461**

Board President Daphne Phillips

October 9, 2023

Date

ATTEST: _____

Board Member

Board Member Code of Conduct

1. Understand that their basic function is “policy making,” not administration.
2. Refuse to make commitment on any matter that should properly come before the Board as a whole.
3. Refuse to participate in secret meetings or other irregular meetings that are not official and that all members do not have the opportunity to attend.
4. Recognize that he/she has no legal status to act for the Board outside of official meetings.
5. Respect the rights of Fire District patrons to be heard at official meetings.
6. Make decisions only after all available facts bearing on a question have been presented and discussed.
7. Respect opinion of others and graciously accept the principle of “majority rules” in Board Meetings.
8. Recognize that the Fire Chief should have the administrative authority for proper discharging his professional duties within the limits of established board policies.
9. Recognize that the Fire Chief or designee is the technical advisor to the Board and should be present at all meetings of the Board
10. Refer all complaints or problems to the proper administrative officer and discuss them only at a regular meeting after failure of an administrative solution.
11. Present personal criticisms of any Fire District operation directly to the Fire Chief rather than lower-ranking personnel.
12. Insist that all business transactions be on an ethical and above-board basis.
13. Refuse to use his/her position on the Board in anyway whatsoever for personal gain or for personal prestige.
14. Give the staff the respect and consideration due skilled professional personnel.

Philomath Fire & Rescue
Attn: Board of Directors
PO Box 247
Philomath, OR. 97370

September 20, 2023

Dear Doug Edmonds, Board President
and Philomath Fire & Rescue Members,

We are writing to document our concerns regarding the poor decision made by Richard Saalsaa in the letter, we received dated August 30, 2023. A copy of the said letter is enclosed.

It is our belief that Mr. Saalsaa did NOT research our operation prior to issuing the letter. If he had looked into the details, he would have found the following:

#1. This is/was a commercial logging operation, with a permit issued by the Oregon Department of Forestry, with notification # 2023-5551-06660.

#2. We did NOT log the site ourselves, the landowners, but hired a Professional Logging and Management Company.

#3. It is NOT a backyard clean up. As the area logged was greater than 10 acres, resulting in several 100's mbf harvested. Both species of Douglas Fir and Oak.

#4. In reading the definition on your (Philomath Fire & Rescue) website and the Department of Forestry website the burn piles in question are "Slash Piles". As they are a result of a commercial timber harvest.

#5. We will hire a professional company to do the Reforestation, to include the burning, ground preparation and replanting, as required by Oregon Forest Practice Act. This professional company will operate under the guidance of the Oregon Department of Forestry and the Stewardship Forester, Bill Mahr or his associate. As stated on the notification permit.

#6. According to our property tax records T. 12S R.6W S.2 Tax Lot 1300; we do NOT pay for fire protection to the Philomath Fire District. The fire tax is to Oregon Forestry Fire Timber. While we agree Philomath Fire and Oregon Department of Forestry have a mutual aid agreement. This would mean the Department of Forestry would have primary jurisdiction over the property.

Therefore, your letter has caused great concern and we found it very aggravating and stressful.

We have taken a great deal of time to research and seek professional counsel, while consulting with several companies, to find the best professional service to do this timber harvest. Our intent is to follow the Oregon Department of Forestry Stewardship and the Oregon Forest Practice Act, leaving the land in forest production for the future.

Sincerely,

Howard's Heritage LLC


Marion L Theurer, Member


Melissa A Theurer, Member


Martin E Theurer, Member

Mitchell L Theurer, Member


Merlin L Theurer, Member



Philomath Fire & Rescue

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

30 AUGUST 2023

HOWARDS HERITAGE LLC
645 HERITAGE HILLS DR
PHILOMATH, OR 97370

Copy

RE: Burn piles on property

Dear sir/madam:

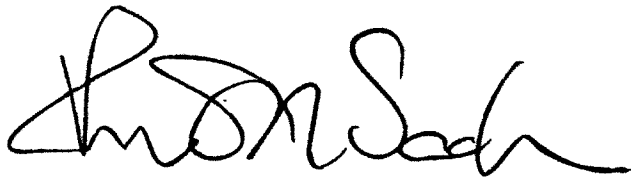
I am writing today out of concerns expressed by some of the neighbors regarding the burn piles on Heritage Hills Dr that may be on your property, particularly the properties that are west of the Wyatt Ln subdivision. I am clarifying that these piles are not considered slash piles by ODF and are therefore considered open burn piles. Prior to burning these piles, please fill out a burn permit on our website. As part of that process, I am reminding you that Open Burning does not begin until October 1st at the earliest and may be delayed due to fire danger levels. If you see the choice for open burning in the permit application page, then the season is open (recreational permits are not for open burning). Here are the guidelines for open burning:

- Permits are subject to the DEQ daily Burn Status and hours posted. There are limited days and hours for burning, and you cannot burn outside of those hours. It is suggested that you break up large piles into smaller ones so that they can be started at the beginning of the burning hours and burn completely by the end of the burning hours – overnight burning is prohibited. Fire(s) must be extinguished end the end of a burn day.
- Please watch for the amount of smoke being generated – the piles should be covered prior to burning so that they do not get wet (increasing smoke production).
- Ensure you have a ready supply of water to contain any breakouts. The fire must be attended the whole time of the burn.
- Please do not burn if the wind gets to the point of blowing embers from the fire – if you see any spot fires, please put them out – call 9-1-1 if it gets out of hand.

These guidelines you may already be aware of, this intention here is that we're all on the same page. I assured your neighbors that this will be done safely, which reduces your liability for any escaped fires.

If you have any questions, please don't hesitate to contact me. Thank you, in advance, for your partnership in ensuring a safe community.

Kind regards,

A handwritten signature in black ink, appearing to read 'Richard M Saalsaa'. The signature is fluid and cursive, with the first name 'Richard' and last name 'Saalsaa' being the most prominent parts.

Richard M Saalsaa
Deputy Fire Chief, EMT

RMS:



Melissa Theurer
645 Heritage Hills Dr.
Philomath, OR 97370-9763

Howard's Heritage LLC

PORTLAND OR 972

2 OCT 2023 PM 3 L



FREEDOM
FOREVER USA

Philomath Fire & Rescue

Attn: Doug Edmonds, Board President

PO Box 247

Philomath, OR 97370

97370-0247

