

# PHILOMATH FIRE & RESCUE

June 12, 2023

**Location: Philomath Fire & Rescue**

**5:00 pm**

## **Regular Session Board Meeting**

Join Zoom Meeting

<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- May 8, 2023, Budget Hearing
  - b. Minutes- May 8, 2023, Regular Session
  - c. Civil Service Commission Minutes- May 3, 2023
  - d. Bills – May
  - e. Chief Vacation Hours

*Staff recommended action: Move to approve Consent Agenda as presented.*
  
- III. PUBLIC COMMENT
  
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar
    - Volunteer Association Meeting Highlights- Corbin
    - Identify Board Rep for July Volunteer Business Meeting
  2. Fire Chief Report – Chief Ferguson
  3. Deputy Chief Reports- Deputy Chief Saalsaa
  4. Board Secretary – Administrative Assistant Scott
    - Financial Reports

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy
2. IAFF Local 4925 – President Moser

VI. OLD BUSINESS

1. OSCU and Citizen’s Bank Credit Card Options Update- Administrative Assistant Scott  
*Staff recommended action: Move to transition to Citizen’s Bank Debit Cards.*
2. Chief Contract Update- Phillips  
*Recommended action: Move to adopt the contract for permanent Chief position as presented, with a salary of \$xxx, for permanent hire of Chancy Ferguson to Philomath Fire and Rescue Fire Chief, effective July 1, 2023.*

VII. NEW BUSINESS

1. Policy Review Update- Chief Ferguson and Administrative Assistant Scott.
2. Strategic Plan Draft Review

VIII. ACTION ITEMS

IX. NEXT MEETING – July 10, 2023

X. ADJOURNMENT

**Understand that their basic function is “policy making,” not “administration.”**

# PHILOMATH FIRE & RESCUE

May 8, 2023

**Location: Philomath Fire & Rescue**

**3:00 pm**

## **Budget Hearing**

- I. CALL TO ORDER/ROLL CALL: The Philomath Fire & Rescue Board of Directors meeting was called to order by President Daphne Phillips at 15:06. Board members present included: Vice President Rick Brand, and Treasurer Ken Corbin. Board members not present included Joe Brier and Doug Edmonds. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Administrative Assistant Ashley Scott. Guests included: Volunteer Association President Dan Eddy.
- II. BUDGET HEARING OPEN/PUBLIC INPUT: None.
- III. RESOLUTIONS ADOPTING BUDGET AND TAX LEVY: Included in Board Packet.  
**Phillips resolved to Adopt the Budget Resolution 23-01. Seconded by Corbin.  
Approved 3-0.**  
**Phillips motioned to Adopt the Resolution Levying Taxes 23-02. Seconded by Corbin.  
Approved 3-0.**
- IV. ADJOURNMENT: 15:11.

# PHILOMATH FIRE & RESCUE

May 8, 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 Daphne Phillips at 15:11. Board members present included: Vice President Rick Brand, Treasurer Ken Corbin. Board members not present included Joe Brier. At 15:25 Doug Edmonds joined via Zoom. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Administrative Assistant Ashley Scott. Guests included: Volunteer Association President Dan Eddy.

## II. CONSENT AGENDA

- a. Minutes- April 10, 2023- Included in Board Packet.
- b. Minutes- April 20, 2023- Budget Committee Meeting- Included in Board Packet.
- c. Bills – April- Included in Board Packet and discussed by Scott.
- d. Chief Vacation Hours- Included in Board Packet and discussed by Scott.

**Phillips moved to approve the Consent Agenda as presented. Seconded by Brand. Approved 3-0.**

III. PUBLIC COMMENT- None.

## IV. STAFF REPORTS

### 1. Board Report

- Review Board Calendar- Included in the Board Packet and reviewed by Board Members. **No changes or updates recommended at this time.**
- Board Member Volunteer Meeting Update- Discussed and attended by Brand. Two items included Summer Picnic Prep and Volunteer Participation Policy updates.
- Identify Board Rep for June Volunteer Business Meeting- Corbin to attend.

2. Fire Chief Report – Chief Ferguson- Included in the Board Packet. Discussion included Department Business (Grant Updates), Personnel, Union Communications, Training Activities, Apparatus Equipment, Building Updates, and Community Involvement and Meetings.

### 3. Deputy Chief Reports- Deputy Chief Saalsaa

- Run Tracker- Included in the Board Packet and discussed by Saalsaa.

- Cyber Security Updates- Included in the Board Packet and discussed by Saalsaa.
4. Board Secretary – Administrative Assistant Scott
    - Financial Reports- Included in the Board Packet.

#### V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Verbal Report given, working through Volunteer Participation Policy and budgeting. The Recruitment and Retention group is working through poster creations. Association events: Spring Fling, Summer Picnic, Board Appreciation Dinner, and Christmas- deciding on future. Preparing for Standby Events. Wildland training and skills to advance our program. Volunteer Lieutenant testing is coming soon. Backing up calls while paid staff is on another call. The scholarship committee is likely offering two scholarships.

2. IAFF Local 4925 – President Moser- No report submitted, no Union Representative in attendance.

#### VI. OLD BUSINESS

1. Ambulance Sale Update- Chief Ferguson- Final approval coming Thursday from their Board after securing funding.

2. Volunteer Activities Account and Philomath Fire and Rescue Volunteer Association Account Explanation- Administrative Assistant Scott- Included in the Board Packet. Discussed by Scott.

#### VII. NEW BUSINESS

1. OSCU and Citizen’s Bank Credit Card Options- Administrative Assistant Scott- Included in the Board Packet and discussed by Scott.

***Phillips moved to Transition to Citizen’s Bank Credit Cards. Seconded by Brand. 1-3 Denied.***

***Phillips recommended having Scott contact Citizen’s to see if they have other government agencies as account holders and get their insight.***

2. Annual Board Self Appraisal- No update currently.

3. Chief Contract- President Phillips & Chief Ferguson- Included in the Board Packet and discussed by Phillips.

***Phillips moved to offer Chief Ferguson an updated contract commencing July 1st with the details of such contract to be negotiated with legal counsel. Seconded by Corbin. Approved 4-0.***

***Appointed Edmonds to create and negotiate with legal counsel.***

4. Recurring Journal Entry items- Administrative Assistant Scott- Included in the Board Packet and discussed by Scott.

***Phillips moved to accept the Recurring Journal Entries for 2023-2024 Fiscal Year except for Security Alarm Corporation. Seconded by Brand. Approved 4-0.***

VIII. ACTION ITEMS

1. Scott to research Citizen's Credit Card Account for government agencies feedback on service.
2. Contact Mark Wolf and Chief Ferguson for Chief Contract- Phillips & Edmonds
3. Annual Board Self Appraisal, Contact SDAO- Corbin & Brand
4. Reevaluate Policies and SOGs Timeframe- Chief Ferguson

IX. NEXT MEETING – June 12, 2023

X. ADJOURNMENT – 16:30.

# Philomath Fire & Rescue

Civil Service Commission  
Regular Session  
Wednesday, May 3, 2023  
Station 201- 1035 Main Street  
3:00 pm

- I. Call to Order and Roll Call- Meeting of the Philomath Fire & Rescue Civil Service Commission (CSC) was called to order at 15:02 by Fire Chief Chancy Ferguson. Members present included: Van Hunsaker, Jerry Wolcott and Michael Sage. All members are present. Staff included: Fire Chief Chancy Ferguson and Administrative Assistant Ashley Scott.
- II. Changes or Additions to Agenda- None.
- III. Minutes – Approval of October 4, 2022 Minutes  
**Sage motioned to accept the minutes. Hunsaker seconded. Approved 3-0.**
- IV. Quarterly Payroll Reports – 4<sup>th</sup> Quarter 2022 and 1<sup>st</sup> Quarter 2023- Discussed by Scott and Ferguson. Questions were received by the commissioners and discussed. The wording on the separation details will be changed to a better word to represent the actual separation. CSC would like to see benefits and the total package for employment at the next meeting.  
**Hunsaker motion to approve as presented. Wolcott seconded. Approved 3-0.**
- V. Personnel-
  1. Job Descriptions- Discussed by Ferguson. Scott to send the link to CSC for their review. Future revisions will be done by the CSC. The plan is three-year minimum reviews and as needed.
  2. Staff Captain Job Vacancy- Discussion with Ferguson regarding level of involvement with job interviews and employment process. Addition of this Job Description discussed with the CSC. In the past, CSC has reviewed applications and has been involved with hiring process. Detailed explanation of hiring process and timeline expected to CSC. Ferguson asked the CSC if there are a minimum number of applications needed to continue to the next level of the process. Concern was raised by Sage that the CSC should not be involved with the hiring process at all due to a potential future conflict of interest. Scott and Ferguson will find out CSC Best Practices from Special Districts of Oregon (SDAO) and report back to CSC. If SDAO indicates that their involvement is welcomed in the hiring process,

Hunsaker would like to be involved with interviews. Wolcott and Sage would like to score applications.

- VI. Future meeting dates- July, October, January, April. Scott will send options to CSC to see what future dates best work for everyone involved.
- VII. Adjournment- Meeting adjourned at 16:23.

Approved: \_\_\_\_\_

DRAFT



# Philomath Fire and Rescue

## Transaction by Account

### May 2023

Type	Date	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>6000 · Materials and Services</b>				
<b>6001 · Contracted Professional Service</b>				
Deposit	05/09/2023	Security Alarm Corp	Overpayment of SAC Alarm	-1,387.63
Bill	05/09/2023	Riverstrong	IT and Cyber Security	5,314.63
Total 6001 · Contracted Professional Service				3,927.00
<b>6010 · Office Supplies</b>				
Bill	05/06/2023	OSCU 402518-70	Pens	11.99
Bill	05/06/2023	OSCU 402518-70	Hanging File Frame for CF	17.82
Bill	05/06/2023	OSCU 402518-70	Computer Speakers for CF	83.16
Bill	05/11/2023	OSCU 402518-70	Copy Paper, Binders for FY 2023-2024	157.74
Bill	05/12/2023	OSCU 402518-70	FY 23-24 Folders	9.14
Bill	05/15/2023	OSCU 402518-73	WinZip Program	9.95
Bill	05/19/2023	OSCU 402518-73	Adobe Acrobat Pro Software	575.76
Total 6010 · Office Supplies				865.56
<b>6030 · Dues and Fees</b>				
Bill	05/08/2023	Bio-Med Testing	Background for T. Brooks	29.00
Total 6030 · Dues and Fees				29.00
<b>6040 · Publications and Elections</b>				
Bill	05/03/2023	WFCA The Daily Dispatch	Staff Captain Employment Ad	280.00
Bill	05/10/2023	Midvalley Newspapers	Budget Notices	840.56
Total 6040 · Publications and Elections				1,120.56
<b>6050 · Utilities</b>				
Bill	05/08/2023	Consumers Power Inc.	Power	97.97
Bill	05/08/2023	Consumers Power Inc.	Power	69.96
Bill	05/08/2023	Consumers Power Inc.	Power	37.27
Bill	05/08/2023	Republic Services	Trash	35.50
Bill	05/12/2023	NW Natural	Gas	217.62
Bill	05/22/2023	Pacific Power	Power	591.96
Total 6050 · Utilities				1,050.28
<b>6060 · Telephone, Pagers, Internet</b>				
Bill	05/01/2023	Pioneer Telephone Cooperative		173.69
Bill	05/01/2023	Alyrica	Phones and Internet	592.86
Check	05/04/2023	AT&T Mobility		42.03
Gener...	05/05/2023	Verizon	Reverse of GJE PR 0324 -- For CHK E...	-274.11
Check	05/06/2023	Comcast		14.77
Bill	05/11/2023	Century Link	June	125.87
Check	05/28/2023	Verizon		514.11
Total 6060 · Telephone, Pagers, Internet				1,189.22
<b>6080 · Conference</b>				
Bill	05/16/2023	OSCU 402518-70	Dinner at CIS Wellness Conference	20.00
Bill	05/18/2023	OSCU 402518-70	CIS Wellness Conference Hotel	307.36
Bill	05/25/2023	Oregon Volunteer Firefighters A...	2023 OVFA Conference Registration- ...	465.00
Total 6080 · Conference				792.36
<b>6090 · Education/Training</b>				
Bill	05/01/2023	OSCU 402518-73	EMS License for Shell and Vallancey	140.00
Bill	05/02/2023	OSCU 402518-71	EMS License for Moser	150.00
Bill	05/08/2023	OSCU 402518-73	EMS License Report- Essner	150.00
Bill	05/09/2023	OSCU 402518-73	EMS License for K. Guilford	45.00
Bill	05/22/2023	Department of Public Safety Sta...	Lindberg Fingerprints	46.25
Bill	05/24/2023	Blaise Pindell	EMS Fingerprinting and License Reimb...	116.25
Bill	05/25/2023	Paula Anderson.	NREMT Registration, LCC EMT Cours...	2,968.00
Total 6090 · Education/Training				3,615.50

## Philomath Fire and Rescue Transaction by Account May 2023

Type	Date	Name	Memo	Amount
<b>6100 · Equipment Maintenance Agreement</b>				
Gener...	05/05/2023	De Lage Landen Financial Servi...	Reverse of GJE PR 0325 -- For CHK E...	-152.50
Check	05/15/2023	De Lage Landen Financial Servi...	Printer Lease Agreement	152.50
Total 6100 · Equipment Maintenance Agreement				0.00
<b>6130 · Gas &amp; Oil</b>				
Bill	05/16/2023	Carson Oil	Oil and Fuel	506.12
Total 6130 · Gas & Oil				506.12
<b>6160 · Equipment Maintenance</b>				
Bill	05/26/2023	Annas Consultants Inc.	Annual service to air compressor	997.08
Bill	05/30/2023	Annas Consultants Inc.	Annual Breathing Air Tests	464.08
Total 6160 · Equipment Maintenance				1,461.16
<b>6161 · Vehicle Maintenance</b>				
Bill	05/01/2023	TWGW, Inc. dba Philomath Napa	Light for 291	19.99
Bill	05/03/2023	OSCU 402518-71	New Front Tires for 241	1,667.46
Bill	05/15/2023	MPTV, Inc.	Plug for 265 at 202	20.99
Bill	05/19/2023	TWGW, Inc. dba Philomath Napa	Bolts for 224 Seat	10.98
Bill	05/23/2023	Nick's Auto Repair	261 Oil Change	156.99
Bill	05/23/2023	Nick's Auto Repair	291 Ball Joints, Transmission Flush, Oi...	1,948.70
Credit	05/23/2023	TWGW, Inc. dba Philomath Napa	Cap Screw Return	-5.49
Bill	05/23/2023	MPTV, Inc.	Fastener for 224	3.90
Bill	05/26/2023	Hughes Fire Equipment, Inc.	241 Throttle Control and Idle Button Re...	1,723.91
Total 6161 · Vehicle Maintenance				5,547.43
<b>6170 · Building Maint and Improvements</b>				
Bill	05/01/2023	MPTV, Inc.	Stain and Sanding Sheets	25.22
Bill	05/04/2023	MPTV, Inc.	Paint Roller	6.28
Total 6170 · Building Maint and Improvements				31.50
<b>6180 · Grounds Maintenance</b>				
Bill	05/05/2023	MPTV, Inc.	Edger Blade	11.99
Bill	05/06/2023	OSCU 402518-70	Flower for near flag	12.00
Total 6180 · Grounds Maintenance				23.99
<b>6200 · Supplies - Department</b>				
Bill	05/12/2023	OSCU 402518-70	Coffee for Residence	79.79
Bill	05/18/2023	OSCU 402518-70	Officer's Meeting Supplies	34.72
Bill	05/18/2023	Medline Industries, Inc.	Cleaning Supplies	148.28
Bill	05/19/2023	Ashley Scott	Officer's Meeting Supplies	18.30
Bill	05/21/2023	OSCU 402518-70	Office Assorted Treats	25.46
Total 6200 · Supplies - Department				306.55
<b>6210 · Supplies - Medical</b>				
Bill	05/02/2023	Industrial Welding Supply, Inc	Oxygen	70.00
Bill	05/02/2023	Industrial Welding Supply, Inc	Oxygen	20.00
Bill	05/08/2023	Life Assist, Inc.	Collar and Emergency Cricothyrotomy ...	108.10
Bill	05/22/2023	Industrial Welding Supply, Inc	Oxygen and Testing	55.00
Bill	05/23/2023	Life Assist, Inc.	Diltiazem Vials	63.28
Total 6210 · Supplies - Medical				316.38
<b>6250 · Uniforms</b>				
Bill	05/24/2023	OSCU 402518-71	Belt Materials	94.99
Bill	05/25/2023	Kendra Islam	Boots Reimbursement	115.00
Total 6250 · Uniforms				209.99

10:43 AM

06/06/23

Accrual Basis

# Philomath Fire and Rescue Transaction by Account May 2023

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Type	Date	Name	Memo	Amount
<b>6270 · Volunteer - Activities</b>				
Bill	05/02/2023	Philomath Volunteer Fire Depart...	Reimbursement for awards	1,174.55
Bill	05/03/2023	Jessica Olsen	May Business Meeting Food	213.70
Bill	05/08/2023	Paula Anderson.	May 2023 Business Meeting Gift Cards	150.00
Bill	05/08/2023	Jean Goul	Annual Filing fee for ODOJ Charities A...	20.00
Total 6270 · Volunteer - Activities				1,558.25
<b>6310 · Physical &amp; Immunizations</b>				
Bill	05/01/2023	Occupational Medicine Dept.	Physical for Bernards & Taylor	1,241.00
Bill	05/01/2023	Philomath Pharmacy	Flu Vaccines for Converse, Goldman a...	98.97
Total 6310 · Physical & Immunizations				1,339.97
<b>6900 · Miscellaneous Expense</b>				
Bill	05/12/2023	OSCU 402518-73	Flowers for A. Wilkerson delivered to G...	65.00
Total 6900 · Miscellaneous Expense				65.00
Total 6000 · Materials and Services				23,955.82
Total Expense				23,955.82
Net Ordinary Income				-23,955.82
<b>Net Income</b>				<b>-23,955.82</b>

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

Beginning Balance as of September 1, 2022	219.5	121.69
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	Sick Leave	Vacation
<b>July</b>		

	Sick Leave	Vacation
<b>August</b>		

	Sick Leave	Vacation
<b>September</b>		
accrual	8	8
taken	0	0
balance	227.5	129.69

	Sick Leave	Vacation
<b>October</b>		
accrual	8	10
taken	0	0
balance	235.5	139.69

	Sick Leave	Vacation
<b>November</b>		
accrual	8	10
taken	0	0
balance	243.5	149.69

	Sick Leave	Vacation
<b>December</b>		
accrual	8	10
taken	0	0
balance	251.5	159.69

	Sick Leave	Vacation
<b>January</b>		
accrual	8	10
taken	0	0
balance	259.5	169.69

	Sick Leave	Vacation
<b>February</b>		
accrual	8	10
taken	0	0
balance	267.5	179.69

	Sick Leave	Vacation
<b>March</b>		
accrual	8	10
taken	0	16
balance	275.5	173.69

	Sick Leave	Vacation
<b>April</b>		
accrual	8	10
taken	0	0
balance	283.5	183.69

	Sick Leave	Vacation
<b>May</b>		
accrual	8	10
taken	0	0
balance	291.5	193.69

	Sick Leave	Vacation
<b>June</b>		
accrual	8	10
taken		
balance	299.5	203.69

## 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	Civil Service Appointments
Board Member Elections Coming	Set Budget Calendar	Wage, Benefits, COLA Recommendations- Motion to Accept	Budget Committee Meeting	Budget Adoption	Chief Contract
	SDAO Conference	Chief Check In			
July	August	September	October	November	December
Election of Board Officers			Open House	OFDDA & OFCA Conferences	
Begin Ken Jones Board Discussion				Insurance Presentation	
Swear In New Board Members					
State and Approve Meeting Day & Time					
Decide Board Member attending Volunteer Business Meeting					
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		



# Philomath Fire & Rescue

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

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## PHILOMATH FIRE & RESCUE

### CHIEF'S REPORT

June 6, 2023

#### **Department Business:**

We received a \$24,855.00 Grant from OSFM for summer staffing. We posted in-house for two part-time summer hire positions that will each work 24 hours a week. These positions will work on hydrant testing when not training or responding to incidents. So far, we have two applicants for the position.

Reader Board: City Counsel will be considering on June 12, 2023.

#### **Personnel:**

Our two newest Resident Volunteers successfully completed their EMR certifications and are now working on the book curriculum for their Firefighter I certifications.

We interviewed another potential Resident Volunteer who is moving forward in the process.

He is completing his EMT B certification during July in Nevada in an accelerated course.

Ashley has completed her 6-month evaluation. She has successfully completed all the training and gained the experience required to meet the Office Administrator Job Description and will be promoted to this position July 1.

Staff Captains Hiring Process: We had 4 applicants who were all qualified to test for the position. The testing process will take place on June 12, 2023.

Lieutenant Test: We will be testing Lt. Candidates on June 12, 2023, with the anticipation of promoting one Volunteer LT. and one paid staff member to LT.

#### **Union Communications:**

No report



# Philomath Fire & Rescue

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

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## **Training Activities:**

Ashley attended an HR conference in Eugene.  
Crew continues to train on Wildland Fire  
5 Members completed the Aerial Fire Apparatus curriculum.

We are hosting an Incident command training on 6-8-23.

## **Apparatus/Equipment:**

Tender 241 is Out of Service at Peterson Trucks Inc. in Albany for transmission issues.

224 Ambulance Update: Went to county shops for inspection and we are waiting for payment from SW Polk.

## **Building Update:**

Hose Tower Repairs: We have had several contractors provide bids on the repairs. The radio antenna tower is on order through My Comm Inc.

## **Community Involvement/Meetings:**

- Benton County Fire Defense Board Meeting
- We donated a fire truck ride voucher to the PYAC carnival fund raiser and 2 members took the brush truck to the event and provided water games as part if the carnival.

## **Major Incidents:**

No Report.

Respectfully submitted,

Chief Ferguson

**Report to the Board of Directors  
12 June 2023  
DC Rich Saalsaa**

**Statistics for May 2023**

Total calls: 79

Fire calls: 12 (15%)

EMS Calls: 67 (85%)

Yearly calls as of 31 May 2023: 374 – Last year at this time: 327

**Significant calls:**

5/01 – Residential Structure Fire – Water heater in an outbuilding – out on arrival.

5/05 – MVC at Hwy 20 / Woods Creek – two vehicles, highway closed, no transport.

5/07 – MVC at Bellfountain/Airport – two vehicles, two patients transported.

5/15 – MVC in Corvallis on Philomath Blvd. We provided Mutual Aid assistance.

5/16 – MVC at Bellfountain/Llewellyn – two vehicles, two patients transported.

**Breakdown of calls for the year by area (as of 31 May 23):**

Station 201 RURAL	100
Station 201 W. City	104
Station 201 E. City	69
Station 202	17
Station 203	33
Adair	0
Alsea	3
Blodgett	11
CFD	16
Conflagration	0
Kings Valley	13
Lincoln Co	5
Marys Peak	1
Misc Mutual Aid	0
Monroe	2
<b>Total</b>	<b>373</b>



## **Cyber Security project**

### Phase 2

- Intune
  - Initially, Intune was included in the RFP for mobile device management on the tablets. After the fact, it was learned that the tablets are managed by the Sheriff's Office. Philomath Fire & Rescue does not have any other company mobile devices to manage, so both Riverstrong and Philomath Fire and Rescue have agreed to de-scope Intune from Phase 2.
  - Riverstrong will ensure that Philomath Fire and Rescue is not billed for the one-time Intune implementation fee.
- Phase 2 is officially complete. A formal closure email was sent to Rich to finalize project phase completion.

### Phase 3

- Business Continuity Planning is in progress. Riverstrong is targeting to complete a first draft by 5/26 so it can deliver the plan to Philomath Fire and Rescue in early June.
- Domain Join Workstations & Migrate User Profiles.
  - Riverstrong will begin this project next week by piloting the changes with Rich Saalsaa, Ashley Scott, and Chancy Ferguson.
  - Riverstrong will dedicate two support technicians to this project and anticipates it taking 1.5 hours per machine.
  - Philomath Fire and Rescue will communicate to its staff that Riverstrong technicians will be reaching out to them to complete this work and that some workstations will be unavailable during the process.
  - Courtney will follow up with the Riverstrong team regarding how licensing was set up for users who share machines.
- Hardware Upgrades (Firewall, Switch, EOL Workstations) are currently with Hannah for spec'ing and quoting.

## **Projects / Community Outreach**

- We are finishing up hose testing and will begin hydrant testing in the coming weeks.
- D/C Saalsaa participated in an Active Shooter Training Exercise at the Corvallis Community Center on 11 May.
- Chief Ferguson attended a Wildland Tabletop Exercise in Eddyville on 12 May with Lincoln and Benton County agencies in attendance.
- We held an Officer's meeting on 19 May with the majority of staff and volunteer officers in attendance.
- We attended a Safety Event at Muddy Creek Charter School on 19 May with 90+ students in attendance; D/C Saalsaa and three volunteers has E233 there for the two-hour event.
- We participated in the Fire Resilient Neighborhood event in Wren on 20 May. D/C Saalsaa participated with OSU, ODF, CFD, and other partner agencies to a group of 40+ people representing communities all over Benton County, including MRE, Wren, and Pioneer Village.
- We participated in the flag placement ceremony at My Union Cemetery on 20 May with two volunteers.
- We held a FA/CPR class at Knife River Construction on 22 May for 9 people.
- We held a FA/CPR class at Benton County Juvenile Administration for 9 people.
- We held a FA/CPR class at Knife River Construction on 05 June for 9 people.

Respectfully submitted,

D/C Rich Saalsaa

**Philomath Fire and Rescue**  
**A/P Aging Detail**  
As of May 31, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
<b>Current</b>						
Bill	05/21/2023	WM 310770	OSCU 402518-70	05/31/2023		25.46
Bill	05/22/2023		SAIF Corporation	06/01/2023		28,078.82
Bill	05/22/2023	20194301-0623	Pacific Power	06/01/2023		591.96
Bill	05/22/2023	320418	Industrial Welding S...	06/01/2023		55.00
Bill	05/23/2023	B354106	MPTV, Inc.	06/02/2023		3.90
Bill	05/23/2023	SAM 052323	OSCU 402518-73	06/02/2023		360.00
Bill	05/24/2023	TL 11176	OSCU 402518-71	06/03/2023		94.99
Bill	05/30/2023	3298	Annas Consultants I...	06/09/2023		464.08
Total Current						29,674.21
<b>1 - 30</b>						
Bill	05/01/2023	B349588	MPTV, Inc.	05/11/2023	20	25.22
Bill	05/02/2023	OHA 38363	OSCU 402518-71	05/12/2023	19	150.00
Bill	05/03/2023	LS 24000006900	OSCU 402518-71	05/13/2023	18	1,667.46
Bill	05/04/2023	B350096	MPTV, Inc.	05/14/2023	17	6.28
Bill	05/05/2023	B350216	MPTV, Inc.	05/15/2023	16	11.99
Bill	05/06/2023	FD 050623	OSCU 402518-70	05/16/2023	15	12.00
Bill	05/06/2023	AMZ 4253805	OSCU 402518-70	05/16/2023	15	11.99
Bill	05/06/2023	AMZ 3957820	OSCU 402518-70	05/16/2023	15	17.82
Bill	05/06/2023	AMZ 2119433	OSCU 402518-70	05/16/2023	15	83.16
Bill	05/08/2023	OHA 38811	OSCU 402518-73	05/18/2023	13	150.00
Bill	05/09/2023	OHA 38902	OSCU 402518-73	05/19/2023	12	45.00
Bill	05/11/2023	AMZ 6041837	OSCU 402518-70	05/21/2023	10	157.74
Bill	05/12/2023	FDC 409888	OSCU 402518-70	05/22/2023	9	79.79
Bill	05/12/2023	FTD 12133752668...	OSCU 402518-73	05/22/2023	9	65.00
Bill	05/12/2023	AMZ 7139049	OSCU 402518-70	05/22/2023	9	9.14
Bill	05/15/2023	WinZip 736448889...	OSCU 402518-73	05/25/2023	6	9.95
Bill	05/15/2023	B352442	MPTV, Inc.	05/25/2023	6	20.99
Bill	05/16/2023	CY 230516	OSCU 402518-70	05/26/2023	5	20.00
Bill	05/17/2023	76	Chase	05/27/2023	4	164,447.75
Bill	05/18/2023	SW 47381-2	OSCU 402518-70	05/28/2023	3	34.72
Bill	05/18/2023	ES 913340	OSCU 402518-70	05/28/2023	3	307.36
Bill	05/18/2023	2268042051	Medline Industries, I...	05/28/2023	3	148.28
Bill	05/19/2023	Adobe 138600001...	OSCU 402518-73	05/29/2023	2	575.76
Total 1 - 30						168,057.40
<b>31 - 60</b>						
Total 31 - 60						
<b>61 - 90</b>						
Total 61 - 90						
<b>&gt; 90</b>						
Credit	12/21/2016	23865	Rexel USA, Inc. dba...			-26.51
Credit	04/30/2018	023865	Platt Electric Supply			-10.97
General Journal	06/30/2019	GF19.2	Adjustment			-189.30
Credit	11/19/2019	13477-2	Corvallis Sewing & ...			-39.05
Credit	12/16/2020	44623-1220	Republic Services			-114.40
Credit	10/05/2021	2109-410360	Spaeth Lumber Co.,...			-5.30
Bill Pmt -Check	05/09/2022	33080	Oregon Volunteer Fi...			-250.00
Total > 90						-635.53
<b>TOTAL</b>						<b>197,096.08</b>

10:44 AM

06/06/23

**Philomath Fire and Rescue**  
**A/R Aging Detail**  
 As of May 31, 2023

Type	Date	Num	Name	Terms	Due Date	Class	Aging
<b>Current</b>							
Invoice	05/22/2023	2015-...	Benton County Juve...	Net 30	06/21/2023	General F...	
Invoice	05/22/2023	2015-...	Hoskins-Kings Valley	Net 30	06/21/2023	General F...	
Invoice	05/22/2023	2015-...	Knife River	Net 30	06/21/2023	General F...	
Invoice	04/25/2023	2015-...	Oregon State Fire M...	Net 60	06/24/2023	General F...	
Total Current							
<b>1 - 30</b>							
Invoice	05/22/2023	2015-...	Philomath School Di...		05/22/2023	General F...	9
Total 1 - 30							
<b>31 - 60</b>							
Total 31 - 60							
<b>61 - 90</b>							
Total 61 - 90							
<b>&gt; 90</b>							
General Journal	06/30/2019	ER19	Adjustment`			General F...	
General Journal	06/30/2021	AJE21...	Adjustment`			General F...	
General Journal	06/30/2021	AJE21...	Adjustment`			General F...	
General Journal	06/30/2021	AJE21...	Adjustment`			General F...	
General Journal	06/30/2021	AJE21...	Adjustment`			General F...	
Invoice	06/01/2022	2015-...	Metropolitan Reporti...		06/01/2022	General F...	364
Total > 90							
<b>TOTAL</b>							

10:44 AM

06/06/23

**Philomath Fire and Rescue**  
**A/R Aging Detail**  
As of May 31, 2023

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**Open Balance**

570.00  
10,000.00  
570.00  
10,000.00

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21,140.00

45.00

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45.00

47,131.32  
-47,131.00  
29,146.00  
8,637.00  
-1,197.57  
25.00

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36,610.75

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**57,795.75**

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**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of May 31, 2023

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1015 · Citizens Bank Checking	0.00	-58,093.70
1000 · Petty Cash	0.00	0.00
1050 · Local Government Investment Poo	5,716.06	678,393.24
1060 · OSU - Savings Account	0.00	0.00
<b>Total Checking/Savings</b>	<b>5,716.06</b>	<b>620,299.54</b>
Accounts Receivable		
11000 · Accounts Receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>
Other Current Assets		
1250 · Prepaid Assets	0.00	0.00
12100 · Inventory Asset	0.00	0.00
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>5,716.06</b>	<b>620,299.54</b>
<b>TOTAL ASSETS</b>	<b>5,716.06</b>	<b>620,299.54</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · Accounts Payable	0.00	164,447.75
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>164,447.75</b>
Other Current Liabilities		
2070 · Deferred Taxes	0.00	0.00
2400 · Payroll Liabilities		
2133 · OR- Paid Fam Med Leave	0.00	0.00
2132 · Oregon Transit Tax Withholding	0.00	0.00
2100 · Wages Payable	0.00	0.00
2110 · Federal Income Tax Payable	0.00	0.00
2120 · FICA Payable	0.00	0.00
2125 · Medicare Payable	0.00	0.00
2130 · State Income Tax Payable	0.00	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00
2140 · PERS Payable	0.00	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00
2230 · Flexible Spending Account	0.00	0.00
2232 · Union Dues	0.00	0.00
<b>Total 2400 · Payroll Liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>164,447.75</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>164,447.75</b>
Equity		
3010 · Fund Balance	0.00	-125,338.17
3200 · Unallocated Fund Balance	-299,453.00	123,643.59
Net Income	-221.94	459,617.86
<b>Total Equity</b>	<b>-299,674.94</b>	<b>457,923.28</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-299,674.94</b>	<b>622,371.03</b>
<b>UNBALANCED CLASSES</b>	<b>305,391.00</b>	<b>-2,071.49</b>

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of May 31, 2023

	General Fund	Building Reserve Fund
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1015 · Citizens Bank Checking	606,365.49	-231,122.00
1000 · Petty Cash	-2.78	0.00
1050 · Local Government Investment Poo	415,771.42	397,393.68
1060 · OSU - Savings Account	11,089.84	0.00
<b>Total Checking/Savings</b>	<b>1,033,223.97</b>	<b>166,271.68</b>
Accounts Receivable		
11000 · Accounts Receivable	57,795.75	0.00
<b>Total Accounts Receivable</b>	<b>57,795.75</b>	<b>0.00</b>
Other Current Assets		
1250 · Prepaid Assets	21,146.55	0.00
12100 · Inventory Asset	3,661.29	0.00
<b>Total Other Current Assets</b>	<b>24,807.84</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>1,115,827.56</b>	<b>166,271.68</b>
<b>TOTAL ASSETS</b>	<b>1,115,827.56</b>	<b>166,271.68</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · Accounts Payable	32,898.33	0.00
<b>Total Accounts Payable</b>	<b>32,898.33</b>	<b>0.00</b>
Other Current Liabilities		
2070 · Deferred Taxes	20,331.45	0.00
2400 · Payroll Liabilities		
2133 · OR- Paid Fam Med Leave	1,251.82	0.00
2132 · Oregon Transit Tax Withholding	708.67	0.00
2100 · Wages Payable	28,662.99	0.00
2110 · Federal Income Tax Payable	3,996.00	0.00
2120 · FICA Payable	4,924.73	0.00
2125 · Medicare Payable	1,164.13	0.00
2130 · State Income Tax Payable	1,180.49	0.00
2131 · Works Benefit Fund Payable(WBF)	109.66	0.00
2140 · PERS Payable	13,008.66	0.00
2145 · OR Saving Growth 457 Payable	50.00	0.00
2150 · Health Insurance Prem. Payable	-2,184.61	0.00
2210 · Health Ins Prem Ded Pre Tax	2,164.14	0.00
2230 · Flexible Spending Account	1,144.33	0.00
2232 · Union Dues	692.64	0.00
<b>Total 2400 · Payroll Liabilities</b>	<b>56,873.65</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>77,205.10</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>110,103.43</b>	<b>0.00</b>
Total Liabilities	110,103.43	0.00
Equity		
3010 · Fund Balance	-845,174.57	-1,029,007.62
3200 · Unallocated Fund Balance	1,149,411.03	1,030,551.60
Net Income	1,030,322.18	164,727.70
<b>Total Equity</b>	<b>1,334,558.64</b>	<b>166,271.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,444,662.07</b>	<b>166,271.68</b>
<b>UNBALANCED CLASSES</b>	<b>-328,834.51</b>	<b>0.00</b>

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of May 31, 2023

	Equipment Reserve Fund	Vehicle Reserve Fund
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1015 · Citizens Bank Checking	-49,796.00	-72,120.49
1000 · Petty Cash	0.00	0.00
1050 · Local Government Investment Poo	245,411.64	-31,642.00
1060 · OSU - Savings Account	0.00	0.00
<b>Total Checking/Savings</b>	<b>195,615.64</b>	<b>-103,762.49</b>
Accounts Receivable		
11000 · Accounts Receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>
Other Current Assets		
1250 · Prepaid Assets	0.00	0.00
12100 · Inventory Asset	0.00	0.00
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>195,615.64</b>	<b>-103,762.49</b>
<b>TOTAL ASSETS</b>	<b>195,615.64</b>	<b>-103,762.49</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · Accounts Payable	0.00	0.00
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>
Other Current Liabilities		
2070 · Deferred Taxes	0.00	0.00
2400 · Payroll Liabilities		
2133 · OR- Paid Fam Med Leave	0.00	0.00
2132 · Oregon Transit Tax Withholding	0.00	0.00
2100 · Wages Payable	0.00	0.00
2110 · Federal Income Tax Payable	0.00	0.00
2120 · FICA Payable	0.00	0.00
2125 · Medicare Payable	0.00	0.00
2130 · State Income Tax Payable	0.00	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00
2140 · PERS Payable	0.00	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00
2230 · Flexible Spending Account	0.00	0.00
2232 · Union Dues	0.00	0.00
<b>Total 2400 · Payroll Liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>
Total Liabilities	0.00	0.00
Equity		
3010 · Fund Balance	-672,916.10	-335,582.41
3200 · Unallocated Fund Balance	674,169.54	336,019.92
Net Income	64,647.20	0.00
<b>Total Equity</b>	<b>65,900.64</b>	<b>437.51</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>65,900.64</b>	<b>437.51</b>
<b>UNBALANCED CLASSES</b>	<b>129,715.00</b>	<b>-104,200.00</b>



**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
As of May 31, 2023

	Unclassified	TOTAL
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1015 · Citizens Bank Checking	75,385.00	270,618.30
1000 · Petty Cash	0.00	-2.78
1050 · Local Government Investment Poo	-75,000.00	1,636,044.04
1060 · OSU - Savings Account	327.72	11,417.56
<b>Total Checking/Savings</b>	712.72	1,918,077.12
<b>Accounts Receivable</b>		
11000 · Accounts Receivable	0.00	57,795.75
<b>Total Accounts Receivable</b>	0.00	57,795.75
<b>Other Current Assets</b>		
1250 · Prepaid Assets	0.00	21,146.55
12100 · Inventory Asset	0.00	3,661.29
<b>Total Other Current Assets</b>	0.00	24,807.84
<b>Total Current Assets</b>	712.72	2,000,680.71
<b>TOTAL ASSETS</b>	<b>712.72</b>	<b>2,000,680.71</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · Accounts Payable	-250.00	197,096.08
<b>Total Accounts Payable</b>	-250.00	197,096.08
<b>Other Current Liabilities</b>		
2070 · Deferred Taxes	0.00	20,331.45
<b>2400 · Payroll Liabilities</b>		
2133 · OR- Paid Fam Med Leave	0.00	1,251.82
2132 · Oregon Transit Tax Withholding	0.00	708.67
2100 · Wages Payable	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	3,996.00
2120 · FICA Payable	0.00	4,924.73
2125 · Medicare Payable	0.00	1,164.13
2130 · State Income Tax Payable	0.00	1,180.49
2131 · Works Benefit Fund Payable(WBF)	0.00	109.66
2140 · PERS Payable	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	50.00
2150 · Health Insurance Prem. Payable	0.00	-2,184.61
2210 · Health Ins Prem Ded Pre Tax	0.00	2,164.14
2230 · Flexible Spending Account	0.00	1,144.33
2232 · Union Dues	0.00	692.64
<b>Total 2400 · Payroll Liabilities</b>	0.00	56,873.65
<b>Total Other Current Liabilities</b>	0.00	77,205.10
<b>Total Current Liabilities</b>	-250.00	274,301.18
<b>Total Liabilities</b>	-250.00	274,301.18
<b>Equity</b>		
3010 · Fund Balance	0.00	-3,008,018.87
3200 · Unallocated Fund Balance	327.72	3,014,670.40
Net Income	635.00	1,719,728.00
<b>Total Equity</b>	962.72	1,726,379.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>712.72</b>	<b>2,000,680.71</b>
<b>UNBALANCED CLASSES</b>	0.00	-0.00

Philomath Fire and Rescue

6/6/2023 10:46 AM

Register: 1015 · Citizens Bank Checking

From 05/01/2023 through 05/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2023	33750	Andy Louden`	2010 · Accounts Payable		6.96			115,464.67
05/01/2023	33751	Condon Skelly	2010 · Accounts Payable		327.95			115,136.72
05/01/2023	33752	MPTV, Inc.	2010 · Accounts Payable		93.58			115,043.14
05/01/2023	33753	Occupational Medici...	2010 · Accounts Payable		1,241.00			113,802.14
05/01/2023	33754	Republic Services	2010 · Accounts Payable		247.45			113,554.69
05/01/2023	PR 0423		5000 · Personnel Expe...	Converse	3,734.64			109,820.05
05/01/2023	PR 0423		5000 · Personnel Expe...	Ferguson	5,537.88			104,282.17
05/01/2023	PR 0423		5000 · Personnel Expe...	Moser	4,432.47			99,849.70
05/01/2023	PR 0423		5000 · Personnel Expe...	Saalsaa	5,343.13			94,506.57
05/01/2023	PR 0423		5000 · Personnel Expe...	Schell	3,444.80			91,061.77
05/01/2023	PR 0423		5000 · Personnel Expe...	Scott	3,113.54			87,948.23
05/01/2023	PR 0423		5000 · Personnel Expe...	Taylor	4,401.45			83,546.78
05/04/2023	EFT	AT&T Mobility	6000 · Materials and S...		42.03			83,504.75
05/04/2023	33716	Daniel Eddy	2010 · Accounts Payable		110.00			83,394.75
05/04/2023	33717	Good Earth Pest Co...	2010 · Accounts Payable		75.00			83,319.75
05/04/2023	33718	Jessica Olsen	2010 · Accounts Payable		160.72			83,159.03
05/04/2023	33719	Lillee Rodriguez	2010 · Accounts Payable		200.00			82,959.03
05/04/2023	33720	NW Natural	2010 · Accounts Payable		460.93			82,498.10
05/04/2023	33721	Santiam Emergency ...	2010 · Accounts Payable		3,715.38			78,782.72
05/04/2023	33722	Stephanie Vallancey ...	2010 · Accounts Payable		175.00			78,607.72
05/04/2023	33723	Troy Schaffer	2010 · Accounts Payable		700.00			77,907.72
05/05/2023	EFT	Colonial Life	-split-		153.40			77,754.32
05/05/2023	EFT	AsiFlex	2400 · Payroll Liabiliti...		430.00			77,324.32
05/05/2023	PR 0324R	Verizon	6000 · Materials and S...	Reverse of GJE...		X	274.11	77,598.43
05/05/2023	PR 0325R	De Lage Landen Fin...	6000 · Materials and S...	Reverse of GJE...		X	152.50	77,750.93
05/06/2023	EFT	Comcast	6000 · Materials and S...		14.77			77,736.16
05/08/2023	33755	Paula Anderson.	2010 · Accounts Payable		150.00			77,586.16
05/09/2023			6000 · Materials and S...	Deposit			1,387.63	78,973.79
05/09/2023		Knife River	11000 · Accounts Recee...				1,025.00	79,998.79
05/12/2023	EFT	PERS	-split-		11,087.81			68,910.98
05/15/2023	EFT	De Lage Landen Fin...	6000 · Materials and S...		152.50			68,758.48
05/15/2023	EFT	PERS	-split-		11,087.81			57,670.67
05/19/2023			4050 · Public Educatio...	Deposit			110.00	57,780.67
05/22/2023			4900 · Miscellaneous I...	Deposit			52.96	57,833.63
05/23/2023			4050 · Public Educatio...	Deposit			45.00	57,878.63
05/23/2023	33766	Ashley Scott	2010 · Accounts Payable		18.30			57,860.33
05/23/2023	33767	Bio-Med Testing	2010 · Accounts Payable		29.00			57,831.33
05/23/2023	33768	Carson Oil	2010 · Accounts Payable		506.12			57,325.21
05/23/2023	33769	CIS Trust	2010 · Accounts Payable		10,410.88			46,914.33
05/23/2023	33770	Nick's Auto Repair	2010 · Accounts Payable		2,105.69			44,808.64

Philomath Fire and Rescue

6/6/2023 10:46 AM

Register: 1015 · Citizens Bank Checking

From 05/01/2023 through 05/31/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
05/23/2023	33771	NW Natural	2010 · Accounts Payable		217.62			44,591.02
05/25/2023	33772	Annas Consultants Inc.	2010 · Accounts Payable		997.08			43,593.94
05/25/2023	33773	Blaise Pindell	2010 · Accounts Payable		116.25			43,477.69
05/25/2023	33774	Century Link	2010 · Accounts Payable		125.87			43,351.82
05/25/2023	33775	Department of Public...	2010 · Accounts Payable		46.25			43,305.57
05/25/2023	33776	Hughes Fire Equipm...	2010 · Accounts Payable		1,723.91			41,581.66
05/25/2023	33777	Kendra Islam	2010 · Accounts Payable		115.00			41,466.66
05/25/2023	33778	Life Assist, Inc.	2010 · Accounts Payable		63.28			41,403.38
05/25/2023	33779	Oregon Volunteer Fir...	2010 · Accounts Payable		465.00			40,938.38
05/25/2023	33780	Paula Anderson.	2010 · Accounts Payable		2,968.00			37,970.38
05/25/2023	33781	TWGW, Inc. dba Phi...	2010 · Accounts Payable		5.49			37,964.89
05/26/2023			4050 · Public Educatio...	Deposit			65.00	38,029.89
05/28/2023		Benton County Muse...	11000 · Accounts Recee...				440.00	38,469.89
05/28/2023	EFT	Verizon	6000 · Materials and S...		514.11			37,955.78
05/28/2023	33756	Consumers Power Inc.	2010 · Accounts Payable		205.20			37,750.58
05/28/2023	33757	Industrial Welding S...	2010 · Accounts Payable		90.00			37,660.58
05/28/2023	33758	Jacob Bergstrom	2010 · Accounts Payable		400.00			37,260.58
05/28/2023	33759	Jean Goul	2010 · Accounts Payable		20.00			37,240.58
05/28/2023	33760	Life Assist, Inc.	2010 · Accounts Payable		108.10			37,132.48
05/28/2023	33761	Medline Industries, I...	2010 · Accounts Payable		224.52			36,907.96
05/28/2023	33762	Midvalley Newspapers	2010 · Accounts Payable		840.56			36,067.40
05/28/2023	33763	Philomath Pharmacy	2010 · Accounts Payable		98.97			35,968.43
05/28/2023	33764	Republic Services	2010 · Accounts Payable		35.50			35,932.93
05/28/2023	33765	Riverstrong	2010 · Accounts Payable		5,314.63			30,618.30
05/30/2023			1050 · Local Governm...	Deposit			75,000.00	105,618.30
05/31/2023			4040 · Bond Income	Deposit			165,000.00	270,618.30

**Philomath Fire and Rescue**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through May 2023

	Jul '22 - Ma...	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4043 · Bond Income - Bank Interest	-1,056.52			
4042 · Bond Income - Prop Tax Interest	1,602.34			
4041 · Bond Income - Delinquent Taxes	3,864.55			
4060 · Conflagration Income	86,967.84	86,967.84	0.00	100.0%
4050 · Public Education Income	18,491.48	8,000.00	10,491.48	231.1%
4040 · Bond Income	573,868.50	0.00	573,868.50	100.0%
4000 · Carryover Fund Balance	805,481.68	699,146.00	106,335.68	115.2%
4010 · Delinquent Property Taxes	12,796.05	16,000.00	-3,203.95	80.0%
4020 · Current Property Taxes	1,407,418.52	1,482,923.00	-75,504.48	94.9%
4025 · Interest - Property Tax	4,396.29	2,000.00	2,396.29	219.8%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	73.33	0.00	73.33	100.0%
4030 · Investments - LGIP	21,865.68	0.00	21,865.68	100.0%
4026 · Interest Income - Other	7,412.28	3,550.00	3,862.28	208.8%
<b>Total 4026 · Interest Income</b>	29,351.29	3,550.00	25,801.29	826.8%
4900 · Miscellaneous Income	348,358.91	19,795.00	328,563.91	1,759.8%
<b>Total Income</b>	3,291,540.93	2,318,381.84	973,159.09	142.0%
<b>Gross Profit</b>	3,291,540.93	2,318,381.84	973,159.09	142.0%
<b>Expense</b>				
9010 · Transfers	0.00	29,960.00	-29,960.00	0.0%
9000 · Unappropriated Ending Fund Bal	0.00	626,894.00	-626,894.00	0.0%
5000 · Personnel Expenses				
5131 · Non-Union Overtime Wages	37.08	1,000.00	-962.92	3.7%
5422 · Oregon Transit Tax	0.00	100.00	-100.00	0.0%
5136 · Conflagration Wages	36,803.30	36,803.30	0.00	100.0%
5100 · Fire Chief Wages	124,331.04	138,000.00	-13,668.96	90.1%
5105 · Deputy Chief Wages	75,563.75	87,500.00	-11,936.25	86.4%
5110 · Admin Asst Wages	50,806.80	59,425.36	-8,618.56	85.5%
5120 · Fire & Life Safety Officer Wage	25,774.64	25,774.64	0.00	100.0%
5125 · Firefighter Wages	211,593.23	260,000.00	-48,406.77	81.4%
5130 · Overtime Wages	42,371.63	71,170.00	-28,798.37	59.5%
5135 · Extra Hire	16,672.30	8,000.00	8,672.30	208.4%
5405 · Employers FICA	33,039.72	49,000.00	-15,960.28	67.4%
5410 · Employers Medicare	7,727.04	10,000.00	-2,272.96	77.3%
5420 · Workes Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	66,376.23	30,000.00	36,376.23	221.3%
5430 · PERS - Employe	129,425.07	190,000.00	-60,574.93	68.1%
5431 · PERS - Pickup 6%	40,674.75	39,000.00	1,674.75	104.3%
5440 · Health Insurance	109,622.79	144,000.00	-34,377.21	76.1%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5000 · Personnel Expenses</b>	970,819.37	1,160,273.30	-189,453.93	83.7%
6000 · Materials and Services				
6205 · Supplies - Residences				
6205-3 · Supplies - Residence - 203	11.94			
6205-1 · Supplies - Residence - 201	433.26			
6205 · Supplies - Residences - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 6205 · Supplies - Residences</b>	445.20	3,000.00	-2,554.80	14.8%
6901 · Cost of Goods Sold	7.10	1,000.00	-992.90	0.7%
6217 · EMR Education				
6217-1 · EMR Education- Supplies	2,610.65	1,175.00	1,435.65	222.2%
6217-2 · EMR Education- Instructors	2,275.00	425.00	1,850.00	535.3%
<b>Total 6217 · EMR Education</b>	4,885.65	1,600.00	3,285.65	305.4%

**Philomath Fire and Rescue**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through May 2023

	Jul '22 - Ma...	Budget	\$ Over Bud...	% of Budget
<b>6216 · FA/CPR Education</b>				
6216-1 · FA/CPR Education- Supplies	4,994.28	3,000.00	1,994.28	166.5%
6216-2 · FA/CPR Education- Instructors	3,750.00	3,000.00	750.00	125.0%
<b>Total 6216 · FA/CPR Education</b>	8,744.28	6,000.00	2,744.28	145.7%
<b>6091 · Tuition Reimbursement</b>	34,383.58	68,000.00	-33,616.42	50.6%
<b>6101 · Equip. Maint. Agreements - EMS</b>	510.00	600.00	-90.00	85.0%
<b>6001 · Contracted Professional Service</b>	72,176.24	65,450.00	6,726.24	110.3%
<b>6010 · Office Supplies</b>	4,246.73	9,800.00	-5,553.27	43.3%
<b>6011 · Postage/Shipping</b>	753.20	3,500.00	-2,746.80	21.5%
<b>6020 · Insurance and Bond</b>	45,924.00	43,450.00	2,474.00	105.7%
<b>6030 · Dues and Fees</b>	11,703.65	17,085.00	-5,381.35	68.5%
<b>6040 · Publications and Elections</b>	1,984.64	4,900.00	-2,915.36	40.5%
<b>6042 · Marketing Program New Recruits</b>	692.61			
<b>6050 · Utilities</b>	26,824.25	30,855.00	-4,030.75	86.9%
<b>6060 · Telephone, Pagers, Internet</b>	17,369.45	21,600.00	-4,230.55	80.4%
<b>6070 · Travel</b>	3,110.32	9,100.00	-5,989.68	34.2%
<b>6080 · Conference</b>	5,478.72	6,500.00	-1,021.28	84.3%
<b>6090 · Education/Training</b>	8,063.98	24,550.00	-16,486.02	32.8%
<b>6100 · Equipment Maintenance Agreement</b>	2,032.74	4,000.00	-1,967.26	50.8%
<b>6110 · Equipment Rentals</b>	0.00	150.00	-150.00	0.0%
<b>6130 · Gas &amp; Oil</b>	20,229.83	25,000.00	-4,770.17	80.9%
<b>6150 · Radio Maintenance</b>	94.00	8,300.00	-8,206.00	1.1%
<b>6160 · Equipment Maintenance</b>	9,674.23	12,350.00	-2,675.77	78.3%
<b>6161 · Vehicle Maintenance</b>	34,731.86	41,500.00	-6,768.14	83.7%
<b>6170 · Building Maint and Improvements</b>	14,450.60	17,300.00	-2,849.40	83.5%
<b>6180 · Grounds Maintenance</b>	250.66	3,500.00	-3,249.34	7.2%
<b>6190 · Small Tools &amp; Equipment</b>	447.39	400.00	47.39	111.8%
<b>6200 · Supplies - Department</b>	4,481.23	6,500.00	-2,018.77	68.9%
<b>6210 · Supplies - Medical</b>	10,660.04	16,800.00	-6,139.96	63.5%
<b>6215 · Supplies - Prevention</b>	1,011.10	2,750.00	-1,738.90	36.8%
<b>6220 · Supplies - Suppression</b>	4,687.03	6,800.00	-2,112.97	68.9%
<b>6230 · Hazardous Materials</b>	181.13	400.00	-218.87	45.3%
<b>6240 · Supplies - Consumables</b>	0.00	1,000.00	-1,000.00	0.0%
<b>6250 · Uniforms</b>	16,544.18	37,100.00	-20,555.82	44.6%
<b>6270 · Volunteer - Activities</b>	9,852.08	12,000.00	-2,147.92	82.1%
<b>6280 · Volunteer Incentive Program</b>	0.00	5,000.00	-5,000.00	0.0%
<b>6300 · Volunteer - Length of Service</b>	11,000.00	11,000.00	0.00	100.0%
<b>6310 · Physical &amp; Immunizations</b>	9,666.47	23,500.00	-13,833.53	41.1%
<b>6320 · Community Involvement</b>	717.99	4,500.00	-3,782.01	16.0%
<b>6900 · Miscellaneous Expense</b>	1,377.73	2,250.00	-872.27	61.2%
<b>Total 6000 · Materials and Services</b>	399,393.89	559,090.00	-159,696.11	71.4%
<b>7000 · Capital Outlay</b>				
<b>7130 · Capital Outlay - Bond</b>				
7135 · Fees	164,447.75	0.00	164,447.75	100.0%
7130 · Capital Outlay - Bond - Other	18,093.92			
<b>Total 7130 · Capital Outlay - Bond</b>	182,541.67	0.00	182,541.67	100.0%
<b>7110 · Capital Outlay - Building</b>	19,058.00	0.00	19,058.00	100.0%
<b>Total 7000 · Capital Outlay</b>	201,599.67	0.00	201,599.67	100.0%
<b>Total Expense</b>	1,571,812.93	2,376,217.30	-804,404.37	66.1%
<b>Net Ordinary Income</b>	1,719,728.00	-57,835.46	1,777,563.46	-2,973.5%
<b>Net Income</b>	<u>1,719,728.00</u>	<u>-57,835.46</u>	<u>1,777,563.46</u>	<u>-2,973.5%</u>

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	GO Bond 2016 - Capital Improvem
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4043 · Bond Income - Bank Interest	0.00
4042 · Bond Income - Prop Tax Interest	-221.94
4041 · Bond Income - Delinquent Taxes	0.00
4060 · Conflagration Income	0.00
4050 · Public Education Income	0.00
4040 · Bond Income	0.00
4000 · Carryover Fund Balance	0.00
4010 · Delinquent Property Taxes	0.00
4020 · Current Property Taxes	0.00
4025 · Interest - Property Tax	0.00
4026 · Interest Income	
4027 · Interest - Citizens Bank & OSU	0.00
4030 · Investments - LGIP	0.00
4026 · Interest Income - Other	0.00
	0.00
<b>Total 4026 · Interest Income</b>	<b>0.00</b>
4900 · Miscellaneous Income	0.00
	0.00
<b>Total Income</b>	<b>-221.94</b>
<b>Gross Profit</b>	<b>-221.94</b>
<b>Expense</b>	
5000 · Personnel Expenses	
5131 · Non-Union Overtime Wages	0.00
5136 · Conflagration Wages	0.00
5100 · Fire Chief Wages	0.00
5105 · Deputy Chief Wages	0.00
5110 · Admin Asst Wages	0.00
5120 · Fire & Life Safety Officer Wage	0.00
5125 · Firefighter Wages	0.00
5130 · Overtime Wages	0.00
5135 · Extra Hire	0.00
5405 · Employers FICA	0.00
5410 · Employers Medicare	0.00
5421 · Workers Compensation	0.00
5430 · PERS - Employe	0.00
5431 · PERS - Pickup 6%	0.00
5440 · Health Insurance	0.00
	0.00
<b>Total 5000 · Personnel Expenses</b>	<b>0.00</b>
6000 · Materials and Services	
6205 · Supplies - Residences	
6205-3 · Supplies - Residence - 203	0.00
6205-1 · Supplies - Residence - 201	0.00
	0.00
<b>Total 6205 · Supplies - Residences</b>	<b>0.00</b>
6901 · Cost of Goods Sold	0.00
6217 · EMR Education	
6217-1 · EMR Education- Supplies	0.00
6217-2 · EMR Education- Instructors	0.00
	0.00
<b>Total 6217 · EMR Education</b>	<b>0.00</b>
6216 · FA/CPR Education	
6216-1 · FA/CPR Education- Supplies	0.00
6216-2 · FA/CPR Education- Instructors	0.00
	0.00
<b>Total 6216 · FA/CPR Education</b>	<b>0.00</b>

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Accrual Basis

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
July 2022 through May 2023

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	<u>GO Bond 2016 - Capital Improvem</u>	
6091 · Tuition Reimbursement	0.00	
6101 · Equip. Maint. Agreements - EMS	0.00	
6001 · Contracted Professional Service	0.00	
6010 · Office Supplies	0.00	
6011 · Postage/Shipping	0.00	
6020 · Insurance and Bond	0.00	
6030 · Dues and Fees	0.00	
6040 · Publications and Elections	0.00	
6042 · Marketing Program New Recruits	0.00	
6050 · Utilities	0.00	
6060 · Telephone, Pagers, Internet	0.00	
6070 · Travel	0.00	
6080 · Conference	0.00	
6090 · Education/Training	0.00	
6100 · Equipment Maintenance Agreement	0.00	
6130 · Gas & Oil	0.00	
6150 · Radio Maintenance	0.00	
6160 · Equipment Maintenance	0.00	
6161 · Vehicle Maintenance	0.00	
6170 · Building Maint and Improvements	0.00	
6180 · Grounds Maintenance	0.00	
6190 · Small Tools & Equipment	0.00	
6200 · Supplies - Department	0.00	
6210 · Supplies - Medical	0.00	
6215 · Supplies - Prevention	0.00	
6220 · Supplies - Suppression	0.00	
6230 · Hazardous Materials	0.00	
6250 · Uniforms	0.00	
6270 · Volunteer - Activities	0.00	
6300 · Volunteer - Length of Service	0.00	
6310 · Physical & Immunizations	0.00	
6320 · Community Involvement	0.00	
6900 · Miscellaneous Expense	0.00	
<b>Total 6000 · Materials and Services</b>	<b>0.00</b>	
<b>7000 · Capital Outlay</b>		
7130 · Capital Outlay - Bond		
7135 · Fees	0.00	
7130 · Capital Outlay - Bond - Other	0.00	
<b>Total 7130 · Capital Outlay - Bond</b>	<b>0.00</b>	
7110 · Capital Outlay - Building	0.00	
<b>Total 7000 · Capital Outlay</b>	<b>0.00</b>	
<b>Total Expense</b>	<b>0.00</b>	
<b>Net Ordinary Income</b>	<b>-221.94</b>	
<b>Net Income</b>	<b>-221.94</b>	

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**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

GO Bond 2016 - Debt Services

Ordinary Income/Expense

Income

4043 · Bond Income - Bank Interest	-1,056.52
4042 · Bond Income - Prop Tax Interest	1,824.28
4041 · Bond Income - Delinquent Taxes	3,864.55
4060 · Conflagration Income	0.00
4050 · Public Education Income	0.00
4040 · Bond Income	573,868.50
4000 · Carryover Fund Balance	63,412.88
4010 · Delinquent Property Taxes	0.00
4020 · Current Property Taxes	0.00
4025 · Interest - Property Tax	0.00
4026 · Interest Income	
4027 · Interest - Citizens Bank & OSU	0.00
4030 · Investments - LGIP	245.84
4026 · Interest Income - Other	0.00

Total 4026 · Interest Income 245.84

4900 · Miscellaneous Income 0.00

Total Income 642,159.53

Gross Profit 642,159.53

Expense

5000 · Personnel Expenses	
5131 · Non-Union Overtime Wages	0.00
5136 · Conflagration Wages	0.00
5100 · Fire Chief Wages	0.00
5105 · Deputy Chief Wages	0.00
5110 · Admin Asst Wages	0.00
5120 · Fire & Life Safety Officer Wage	0.00
5125 · Firefighter Wages	0.00
5130 · Overtime Wages	0.00
5135 · Extra Hire	0.00
5405 · Employers FICA	0.00
5410 · Employers Medicare	0.00
5421 · Workers Compensation	0.00
5430 · PERS - Employe	0.00
5431 · PERS - Pickup 6%	0.00
5440 · Health Insurance	0.00

Total 5000 · Personnel Expenses 0.00

6000 · Materials and Services

6205 · Supplies - Residences	
6205-3 · Supplies - Residence - 203	0.00
6205-1 · Supplies - Residence - 201	0.00

Total 6205 · Supplies - Residences 0.00

6901 · Cost of Goods Sold 0.00

6217 · EMR Education	
6217-1 · EMR Education- Supplies	0.00
6217-2 · EMR Education- Instructors	0.00

Total 6217 · EMR Education 0.00

6216 · FA/CPR Education

6216-1 · FA/CPR Education- Supplies	0.00
6216-2 · FA/CPR Education- Instructors	0.00

Total 6216 · FA/CPR Education 0.00



**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

GO Bond 2016 - Debt Services	
6091 · Tuition Reimbursement	0.00
6101 · Equip. Maint. Agreements - EMS	0.00
6001 · Contracted Professional Service	0.00
6010 · Office Supplies	0.00
6011 · Postage/Shipping	0.00
6020 · Insurance and Bond	0.00
6030 · Dues and Fees	0.00
6040 · Publications and Elections	0.00
6042 · Marketing Program New Recruits	0.00
6050 · Utilities	0.00
6060 · Telephone, Pagers, Internet	0.00
6070 · Travel	0.00
6080 · Conference	0.00
6090 · Education/Training	0.00
6100 · Equipment Maintenance Agreement	0.00
6130 · Gas & Oil	0.00
6150 · Radio Maintenance	0.00
6160 · Equipment Maintenance	0.00
6161 · Vehicle Maintenance	0.00
6170 · Building Maint and Improvements	0.00
6180 · Grounds Maintenance	0.00
6190 · Small Tools & Equipment	0.00
6200 · Supplies - Department	0.00
6210 · Supplies - Medical	0.00
6215 · Supplies - Prevention	0.00
6220 · Supplies - Suppression	0.00
6230 · Hazardous Materials	0.00
6250 · Uniforms	0.00
6270 · Volunteer - Activities	0.00
6300 · Volunteer - Length of Service	0.00
6310 · Physical & Immunizations	0.00
6320 · Community Involvement	0.00
6900 · Miscellaneous Expense	0.00
<b>Total 6000 · Materials and Services</b>	<b>0.00</b>
<b>7000 · Capital Outlay</b>	
7130 · Capital Outlay - Bond	
7135 · Fees	164,447.75
7130 · Capital Outlay - Bond - Other	18,093.92
<b>Total 7130 · Capital Outlay - Bond</b>	<b>182,541.67</b>
7110 · Capital Outlay - Building	0.00
<b>Total 7000 · Capital Outlay</b>	<b>182,541.67</b>
<b>Total Expense</b>	<b>182,541.67</b>
<b>Net Ordinary Income</b>	<b>459,617.86</b>
<b>Net Income</b>	<b>459,617.86</b>

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	General Fund
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4043 · Bond Income - Bank Interest	0.00
4042 · Bond Income - Prop Tax Interest	0.00
4041 · Bond Income - Delinquent Taxes	0.00
4060 · Conflagration Income	86,967.84
4050 · Public Education Income	17,856.48
4040 · Bond Income	0.00
4000 · Carryover Fund Balance	492,929.81
4010 · Delinquent Property Taxes	12,796.05
4020 · Current Property Taxes	1,407,418.52
4025 · Interest - Property Tax	4,396.29
4026 · Interest Income	
4027 · Interest - Citizens Bank & OSU	73.33
4030 · Investments - LGIP	20,770.93
4026 · Interest Income - Other	7,412.28
	28,256.54
<b>Total 4026 · Interest Income</b>	28,256.54
4900 · Miscellaneous Income	348,358.91
	2,398,980.44
<b>Total Income</b>	2,398,980.44
<b>Gross Profit</b>	2,398,980.44
<b>Expense</b>	
5000 · Personnel Expenses	
5131 · Non-Union Overtime Wages	37.08
5136 · Conflagration Wages	36,803.30
5100 · Fire Chief Wages	124,331.04
5105 · Deputy Chief Wages	75,563.75
5110 · Admin Asst Wages	50,806.80
5120 · Fire & Life Safety Officer Wage	25,774.64
5125 · Firefighter Wages	211,593.23
5130 · Overtime Wages	42,371.63
5135 · Extra Hire	16,672.30
5405 · Employers FICA	33,039.72
5410 · Employers Medicare	7,727.04
5421 · Workers Compensation	66,376.23
5430 · PERS - Employee	129,425.07
5431 · PERS - Pickup 6%	40,674.75
5440 · Health Insurance	109,622.79
	970,819.37
<b>Total 5000 · Personnel Expenses</b>	970,819.37
6000 · Materials and Services	
6205 · Supplies - Residences	
6205-3 · Supplies - Residence - 203	11.94
6205-1 · Supplies - Residence - 201	433.26
	445.20
<b>Total 6205 · Supplies - Residences</b>	445.20
6901 · Cost of Goods Sold	7.10
6217 · EMR Education	
6217-1 · EMR Education- Supplies	2,610.65
6217-2 · EMR Education- Instructors	2,275.00
	4,885.65
<b>Total 6217 · EMR Education</b>	4,885.65
6216 · FA/CPR Education	
6216-1 · FA/CPR Education- Supplies	4,994.28
6216-2 · FA/CPR Education- Instructors	3,750.00
	8,744.28
<b>Total 6216 · FA/CPR Education</b>	8,744.28

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	General Fund
6091 · Tuition Reimbursement	34,383.58
6101 · Equip. Maint. Agreements - EMS	510.00
6001 · Contracted Professional Service	70,621.24
6010 · Office Supplies	4,246.73
6011 · Postage/Shipping	753.20
6020 · Insurance and Bond	45,924.00
6030 · Dues and Fees	11,703.65
6040 · Publications and Elections	1,984.64
6042 · Marketing Program New Recruits	692.61
6050 · Utilities	26,824.25
6060 · Telephone, Pagers, Internet	17,369.45
6070 · Travel	3,110.32
6080 · Conference	5,478.72
6090 · Education/Training	8,063.98
6100 · Equipment Maintenance Agreement	2,032.74
6130 · Gas & Oil	20,229.83
6150 · Radio Maintenance	94.00
6160 · Equipment Maintenance	9,674.23
6161 · Vehicle Maintenance	34,731.86
6170 · Building Maint and Improvements	14,450.60
6180 · Grounds Maintenance	250.66
6190 · Small Tools & Equipment	447.39
6200 · Supplies - Department	4,481.23
6210 · Supplies - Medical	10,660.04
6215 · Supplies - Prevention	1,011.10
6220 · Supplies - Suppression	4,687.03
6230 · Hazardous Materials	181.13
6250 · Uniforms	16,544.18
6270 · Volunteer - Activities	9,852.08
6300 · Volunteer - Length of Service	11,000.00
6310 · Physical & Immunizations	9,666.47
6320 · Community Involvement	717.99
6900 · Miscellaneous Expense	1,377.73
<b>Total 6000 · Materials and Services</b>	<b>397,838.89</b>
<b>7000 · Capital Outlay</b>	
7130 · Capital Outlay - Bond	
7135 · Fees	0.00
7130 · Capital Outlay - Bond - Other	0.00
<b>Total 7130 · Capital Outlay - Bond</b>	<b>0.00</b>
7110 · Capital Outlay - Building	0.00
<b>Total 7000 · Capital Outlay</b>	<b>0.00</b>
<b>Total Expense</b>	<b>1,368,658.26</b>
<b>Net Ordinary Income</b>	<b>1,030,322.18</b>
<b>Net Income</b>	<b>1,030,322.18</b>

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	Building Reserve Fund
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4043 · Bond Income - Bank Interest	0.00
4042 · Bond Income - Prop Tax Interest	0.00
4041 · Bond Income - Delinquent Taxes	0.00
4060 · Conflagration Income	0.00
4050 · Public Education Income	0.00
4040 · Bond Income	0.00
4000 · Carryover Fund Balance	183,175.01
4010 · Delinquent Property Taxes	0.00
4020 · Current Property Taxes	0.00
4025 · Interest - Property Tax	0.00
4026 · Interest Income	
4027 · Interest - Citizens Bank & OSU	0.00
4030 · Investments - LGIP	610.69
4026 · Interest Income - Other	0.00
	610.69
<b>Total 4026 · Interest Income</b>	<b>610.69</b>
4900 · Miscellaneous Income	0.00
	183,785.70
<b>Total Income</b>	<b>183,785.70</b>
<b>Gross Profit</b>	<b>183,785.70</b>
<b>Expense</b>	
5000 · Personnel Expenses	
5131 · Non-Union Overtime Wages	0.00
5136 · Conflagration Wages	0.00
5100 · Fire Chief Wages	0.00
5105 · Deputy Chief Wages	0.00
5110 · Admin Asst Wages	0.00
5120 · Fire & Life Safety Officer Wage	0.00
5125 · Firefighter Wages	0.00
5130 · Overtime Wages	0.00
5135 · Extra Hire	0.00
5405 · Employers FICA	0.00
5410 · Employers Medicare	0.00
5421 · Workers Compensation	0.00
5430 · PERS - Employe	0.00
5431 · PERS - Pickup 6%	0.00
5440 · Health Insurance	0.00
	0.00
<b>Total 5000 · Personnel Expenses</b>	<b>0.00</b>
6000 · Materials and Services	
6205 · Supplies - Residences	
6205-3 · Supplies - Residence - 203	0.00
6205-1 · Supplies - Residence - 201	0.00
	0.00
<b>Total 6205 · Supplies - Residences</b>	<b>0.00</b>
6901 · Cost of Goods Sold	0.00
6217 · EMR Education	
6217-1 · EMR Education- Supplies	0.00
6217-2 · EMR Education- Instructors	0.00
	0.00
<b>Total 6217 · EMR Education</b>	<b>0.00</b>
6216 · FA/CPR Education	
6216-1 · FA/CPR Education- Supplies	0.00
6216-2 · FA/CPR Education- Instructors	0.00
	0.00
<b>Total 6216 · FA/CPR Education</b>	<b>0.00</b>

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	Building Reserve Fund	
6091 · Tuition Reimbursement	0.00	
6101 · Equip. Maint. Agreements - EMS	0.00	
6001 · Contracted Professional Service	0.00	
6010 · Office Supplies	0.00	
6011 · Postage/Shipping	0.00	
6020 · Insurance and Bond	0.00	
6030 · Dues and Fees	0.00	
6040 · Publications and Elections	0.00	
6042 · Marketing Program New Recruits	0.00	
6050 · Utilities	0.00	
6060 · Telephone, Pagers, Internet	0.00	
6070 · Travel	0.00	
6080 · Conference	0.00	
6090 · Education/Training	0.00	
6100 · Equipment Maintenance Agreement	0.00	
6130 · Gas & Oil	0.00	
6150 · Radio Maintenance	0.00	
6160 · Equipment Maintenance	0.00	
6161 · Vehicle Maintenance	0.00	
6170 · Building Maint and Improvements	0.00	
6180 · Grounds Maintenance	0.00	
6190 · Small Tools & Equipment	0.00	
6200 · Supplies - Department	0.00	
6210 · Supplies - Medical	0.00	
6215 · Supplies - Prevention	0.00	
6220 · Supplies - Suppression	0.00	
6230 · Hazardous Materials	0.00	
6250 · Uniforms	0.00	
6270 · Volunteer - Activities	0.00	
6300 · Volunteer - Length of Service	0.00	
6310 · Physical & Immunizations	0.00	
6320 · Community Involvement	0.00	
6900 · Miscellaneous Expense	0.00	
<b>Total 6000 · Materials and Services</b>	<b>0.00</b>	0.00
<b>7000 · Capital Outlay</b>		
7130 · Capital Outlay - Bond		
7135 · Fees	0.00	
7130 · Capital Outlay - Bond - Other	0.00	
<b>Total 7130 · Capital Outlay - Bond</b>	<b>0.00</b>	
7110 · Capital Outlay - Building	19,058.00	
<b>Total 7000 · Capital Outlay</b>	<b>19,058.00</b>	
<b>Total Expense</b>	<b>19,058.00</b>	
<b>Net Ordinary Income</b>	<b>164,727.70</b>	
<b>Net Income</b>	<b>164,727.70</b>	

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	Equipment Reserve Fund
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4043 · Bond Income - Bank Interest	0.00
4042 · Bond Income - Prop Tax Interest	0.00
4041 · Bond Income - Delinquent Taxes	0.00
4060 · Conflagration Income	0.00
4050 · Public Education Income	0.00
4040 · Bond Income	0.00
4000 · Carryover Fund Balance	65,963.98
4010 · Delinquent Property Taxes	0.00
4020 · Current Property Taxes	0.00
4025 · Interest - Property Tax	0.00
4026 · Interest Income	
4027 · Interest - Citizens Bank & OSU	0.00
4030 · Investments - LGIP	238.22
4026 · Interest Income - Other	0.00
	238.22
<b>Total 4026 · Interest Income</b>	<b>238.22</b>
4900 · Miscellaneous Income	0.00
	66,202.20
<b>Total Income</b>	<b>66,202.20</b>
<b>Gross Profit</b>	<b>66,202.20</b>
<b>Expense</b>	
5000 · Personnel Expenses	
5131 · Non-Union Overtime Wages	0.00
5136 · Conflagration Wages	0.00
5100 · Fire Chief Wages	0.00
5105 · Deputy Chief Wages	0.00
5110 · Admin Asst Wages	0.00
5120 · Fire & Life Safety Officer Wage	0.00
5125 · Firefighter Wages	0.00
5130 · Overtime Wages	0.00
5135 · Extra Hire	0.00
5405 · Employers FICA	0.00
5410 · Employers Medicare	0.00
5421 · Workers Compensation	0.00
5430 · PERS - Employe	0.00
5431 · PERS - Pickup 6%	0.00
5440 · Health Insurance	0.00
	0.00
<b>Total 5000 · Personnel Expenses</b>	<b>0.00</b>
6000 · Materials and Services	
6205 · Supplies - Residences	
6205-3 · Supplies - Residence - 203	0.00
6205-1 · Supplies - Residence - 201	0.00
	0.00
<b>Total 6205 · Supplies - Residences</b>	<b>0.00</b>
6901 · Cost of Goods Sold	0.00
6217 · EMR Education	
6217-1 · EMR Education- Supplies	0.00
6217-2 · EMR Education- Instructors	0.00
	0.00
<b>Total 6217 · EMR Education</b>	<b>0.00</b>
6216 · FA/CPR Education	
6216-1 · FA/CPR Education- Supplies	0.00
6216-2 · FA/CPR Education- Instructors	0.00
	0.00
<b>Total 6216 · FA/CPR Education</b>	<b>0.00</b>

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	Equipment Reserve Fund
6091 · Tuition Reimbursement	0.00
6101 · Equip. Maint. Agreements - EMS	0.00
6001 · Contracted Professional Service	1,555.00
6010 · Office Supplies	0.00
6011 · Postage/Shipping	0.00
6020 · Insurance and Bond	0.00
6030 · Dues and Fees	0.00
6040 · Publications and Elections	0.00
6042 · Marketing Program New Recruits	0.00
6050 · Utilities	0.00
6060 · Telephone, Pagers, Internet	0.00
6070 · Travel	0.00
6080 · Conference	0.00
6090 · Education/Training	0.00
6100 · Equipment Maintenance Agreement	0.00
6130 · Gas & Oil	0.00
6150 · Radio Maintenance	0.00
6160 · Equipment Maintenance	0.00
6161 · Vehicle Maintenance	0.00
6170 · Building Maint and Improvements	0.00
6180 · Grounds Maintenance	0.00
6190 · Small Tools & Equipment	0.00
6200 · Supplies - Department	0.00
6210 · Supplies - Medical	0.00
6215 · Supplies - Prevention	0.00
6220 · Supplies - Suppression	0.00
6230 · Hazardous Materials	0.00
6250 · Uniforms	0.00
6270 · Volunteer - Activities	0.00
6300 · Volunteer - Length of Service	0.00
6310 · Physical & Immunizations	0.00
6320 · Community Involvement	0.00
6900 · Miscellaneous Expense	0.00
<b>Total 6000 · Materials and Services</b>	<b>1,555.00</b>
<b>7000 · Capital Outlay</b>	
7130 · Capital Outlay - Bond	
7135 · Fees	0.00
7130 · Capital Outlay - Bond - Other	0.00
<b>Total 7130 · Capital Outlay - Bond</b>	<b>0.00</b>
7110 · Capital Outlay - Building	0.00
<b>Total 7000 · Capital Outlay</b>	<b>0.00</b>
<b>Total Expense</b>	<b>1,555.00</b>
<b>Net Ordinary Income</b>	<b>64,647.20</b>
<b>Net Income</b>	<b>64,647.20</b>

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	Unclassified	
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4043 · Bond Income - Bank Interest		0.00
4042 · Bond Income - Prop Tax Interest		0.00
4041 · Bond Income - Delinquent Taxes		0.00
4060 · Conflagration Income		0.00
4050 · Public Education Income		635.00
4040 · Bond Income		0.00
4000 · Carryover Fund Balance		0.00
4010 · Delinquent Property Taxes		0.00
4020 · Current Property Taxes		0.00
4025 · Interest - Property Tax		0.00
4026 · Interest Income		
4027 · Interest - Citizens Bank & OSU	0.00	
4030 · Investments - LGIP	0.00	
4026 · Interest Income - Other	0.00	
<b>Total 4026 · Interest Income</b>		0.00
4900 · Miscellaneous Income		0.00
<b>Total Income</b>		635.00
<b>Gross Profit</b>		635.00
<b>Expense</b>		
5000 · Personnel Expenses		
5131 · Non-Union Overtime Wages	0.00	
5136 · Conflagration Wages	0.00	
5100 · Fire Chief Wages	0.00	
5105 · Deputy Chief Wages	0.00	
5110 · Admin Asst Wages	0.00	
5120 · Fire & Life Safety Officer Wage	0.00	
5125 · Firefighter Wages	0.00	
5130 · Overtime Wages	0.00	
5135 · Extra Hire	0.00	
5405 · Employers FICA	0.00	
5410 · Employers Medicare	0.00	
5421 · Workers Compensation	0.00	
5430 · PERS - Employe	0.00	
5431 · PERS - Pickup 6%	0.00	
5440 · Health Insurance	0.00	
<b>Total 5000 · Personnel Expenses</b>		0.00
6000 · Materials and Services		
6205 · Supplies - Residences		
6205-3 · Supplies - Residence - 203	0.00	
6205-1 · Supplies - Residence - 201	0.00	
<b>Total 6205 · Supplies - Residences</b>		0.00
6901 · Cost of Goods Sold		0.00
6217 · EMR Education		
6217-1 · EMR Education- Supplies	0.00	
6217-2 · EMR Education- Instructors	0.00	
<b>Total 6217 · EMR Education</b>		0.00
6216 · FA/CPR Education		
6216-1 · FA/CPR Education- Supplies	0.00	
6216-2 · FA/CPR Education- Instructors	0.00	
<b>Total 6216 · FA/CPR Education</b>		0.00



**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	Unclassified	
6091 · Tuition Reimbursement	0.00	
6101 · Equip. Maint. Agreements - EMS	0.00	
6001 · Contracted Professional Service	0.00	
6010 · Office Supplies	0.00	
6011 · Postage/Shipping	0.00	
6020 · Insurance and Bond	0.00	
6030 · Dues and Fees	0.00	
6040 · Publications and Elections	0.00	
6042 · Marketing Program New Recruits	0.00	
6050 · Utilities	0.00	
6060 · Telephone, Pagers, Internet	0.00	
6070 · Travel	0.00	
6080 · Conference	0.00	
6090 · Education/Training	0.00	
6100 · Equipment Maintenance Agreement	0.00	
6130 · Gas & Oil	0.00	
6150 · Radio Maintenance	0.00	
6160 · Equipment Maintenance	0.00	
6161 · Vehicle Maintenance	0.00	
6170 · Building Maint and Improvements	0.00	
6180 · Grounds Maintenance	0.00	
6190 · Small Tools & Equipment	0.00	
6200 · Supplies - Department	0.00	
6210 · Supplies - Medical	0.00	
6215 · Supplies - Prevention	0.00	
6220 · Supplies - Suppression	0.00	
6230 · Hazardous Materials	0.00	
6250 · Uniforms	0.00	
6270 · Volunteer - Activities	0.00	
6300 · Volunteer - Length of Service	0.00	
6310 · Physical & Immunizations	0.00	
6320 · Community Involvement	0.00	
6900 · Miscellaneous Expense	0.00	
<b>Total 6000 · Materials and Services</b>		0.00
<b>7000 · Capital Outlay</b>		
7130 · Capital Outlay - Bond		
7135 · Fees	0.00	
7130 · Capital Outlay - Bond - Other	0.00	
<b>Total 7130 · Capital Outlay - Bond</b>		0.00
7110 · Capital Outlay - Building	0.00	
<b>Total 7000 · Capital Outlay</b>		0.00
<b>Total Expense</b>		0.00
<b>Net Ordinary Income</b>		635.00
<b>Net Income</b>		635.00

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

	TOTAL
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4043 · Bond Income - Bank Interest	-1,056.52
4042 · Bond Income - Prop Tax Interest	1,602.34
4041 · Bond Income - Delinquent Taxes	3,864.55
4060 · Conflagration Income	86,967.84
4050 · Public Education Income	18,491.48
4040 · Bond Income	573,868.50
4000 · Carryover Fund Balance	805,481.68
4010 · Delinquent Property Taxes	12,796.05
4020 · Current Property Taxes	1,407,418.52
4025 · Interest - Property Tax	4,396.29
4026 · Interest Income	
4027 · Interest - Citizens Bank & OSU	73.33
4030 · Investments - LGIP	21,865.68
4026 · Interest Income - Other	7,412.28
<b>Total 4026 · Interest Income</b>	<b>29,351.29</b>
4900 · Miscellaneous Income	348,358.91
<b>Total Income</b>	<b>3,291,540.93</b>
<b>Gross Profit</b>	<b>3,291,540.93</b>
<b>Expense</b>	
5000 · Personnel Expenses	
5131 · Non-Union Overtime Wages	37.08
5136 · Conflagration Wages	36,803.30
5100 · Fire Chief Wages	124,331.04
5105 · Deputy Chief Wages	75,563.75
5110 · Admin Asst Wages	50,806.80
5120 · Fire & Life Safety Officer Wage	25,774.64
5125 · Firefighter Wages	211,593.23
5130 · Overtime Wages	42,371.63
5135 · Extra Hire	16,672.30
5405 · Employers FICA	33,039.72
5410 · Employers Medicare	7,727.04
5421 · Workers Compensation	66,376.23
5430 · PERS - Employee	129,425.07
5431 · PERS - Pickup 6%	40,674.75
5440 · Health Insurance	109,622.79
<b>Total 5000 · Personnel Expenses</b>	<b>970,819.37</b>
6000 · Materials and Services	
6205 · Supplies - Residences	
6205-3 · Supplies - Residence - 203	11.94
6205-1 · Supplies - Residence - 201	433.26
<b>Total 6205 · Supplies - Residences</b>	<b>445.20</b>
6901 · Cost of Goods Sold	7.10
6217 · EMR Education	
6217-1 · EMR Education- Supplies	2,610.65
6217-2 · EMR Education- Instructors	2,275.00
<b>Total 6217 · EMR Education</b>	<b>4,885.65</b>
6216 · FA/CPR Education	
6216-1 · FA/CPR Education- Supplies	4,994.28
6216-2 · FA/CPR Education- Instructors	3,750.00
<b>Total 6216 · FA/CPR Education</b>	<b>8,744.28</b>

**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2022 through May 2023

TOTAL

6091 · Tuition Reimbursement	34,383.58
6101 · Equip. Maint. Agreements - EMS	510.00
6001 · Contracted Professional Service	72,176.24
6010 · Office Supplies	4,246.73
6011 · Postage/Shipping	753.20
6020 · Insurance and Bond	45,924.00
6030 · Dues and Fees	11,703.65
6040 · Publications and Elections	1,984.64
6042 · Marketing Program New Recruits	692.61
6050 · Utilities	26,824.25
6060 · Telephone, Pagers, Internet	17,369.45
6070 · Travel	3,110.32
6080 · Conference	5,478.72
6090 · Education/Training	8,063.98
6100 · Equipment Maintenance Agreement	2,032.74
6130 · Gas & Oil	20,229.83
6150 · Radio Maintenance	94.00
6160 · Equipment Maintenance	9,674.23
6161 · Vehicle Maintenance	34,731.86
6170 · Building Maint and Improvements	14,450.60
6180 · Grounds Maintenance	250.66
6190 · Small Tools & Equipment	447.39
6200 · Supplies - Department	4,481.23
6210 · Supplies - Medical	10,660.04
6215 · Supplies - Prevention	1,011.10
6220 · Supplies - Suppression	4,687.03
6230 · Hazardous Materials	181.13
6250 · Uniforms	16,544.18
6270 · Volunteer - Activities	9,852.08
6300 · Volunteer - Length of Service	11,000.00
6310 · Physical & Immunizations	9,666.47
6320 · Community Involvement	717.99
6900 · Miscellaneous Expense	1,377.73
<b>Total 6000 · Materials and Services</b>	<b>399,393.89</b>
<b>7000 · Capital Outlay</b>	
7130 · Capital Outlay - Bond	
7135 · Fees	164,447.75
7130 · Capital Outlay - Bond - Other	18,093.92
<b>Total 7130 · Capital Outlay - Bond</b>	<b>182,541.67</b>
<b>7110 · Capital Outlay - Building</b>	<b>19,058.00</b>
<b>Total 7000 · Capital Outlay</b>	<b>201,599.67</b>
<b>Total Expense</b>	<b>1,571,812.93</b>
<b>Net Ordinary Income</b>	<b>1,719,728.00</b>
<b>Net Income</b>	<b>1,719,728.00</b>

# EMPLOYMENT AGREEMENT FOR FIRE CHIEF

THIS AGREEMENT is made and entered into on this 12 day of June, 2023, between Philomath Fire and Rescue District, a duly formed rural fire protection district under ORS Chapter 478, hereinafter referred to as **Employer**, and Chancy Ferguson who the District desires to continue to employ as the regular Fire Chief, hereinafter referred to as **Employee**. The Parties further desire to terminate the current interim Fire Chief Agreement, dated September 28, 2022, and replace it with this Agreement.

It is hereby agreed as follows:

## SECTION I. EMPLOYMENT

Employer hereby employs Employee, and Employee accepts employment pursuant to the terms and conditions of this Agreement. Employee shall serve as an FLSA-exempt, non-union employee subject to the District's personnel policies, rules, and procedures. Nothing in the policies of the District is designed or intended to give the Chief any rights as to expectations of employment or term of employment except as set out in this Agreement. If there is a conflict between any District policies and this Agreement, this Agreement shall prevail. Specifically, the Chief is not subject to any disciplinary and performance review provisions in the District's policies; instead, this Agreement provides the sole disciplinary and performance review provisions applicable to the Chief.

The Chief's duties and responsibilities are set out in Section IV, below, and the attached Fire Chief Job Description marked as Exhibit A and incorporated herein by reference.

## SECTION II. REVIEWS

Employer will schedule reviews with the Employee to check pulse of the organization.

## SECTION III. TERM / RENEWAL / OPTION

The original term of this Agreement shall be for twelve months (12 months), commencing on July 1, 2023. This Agreement will automatically renew on one-year renewal terms unless either party provides written notice of its intent not to renew within ninety days of the expiration of the original term or any renewal terms.

**SECTION IV. DUTIES** -- Details in the Job Description attached as **Exhibit A**.

Employee, in consideration of the compensation and benefits provided herein, hereby agrees:

A. To initiate, administer and supervise all services of Employer; to perform all duties of the Fire Chief as listed in the attached job description which may be amended from time to time by the Board of Directors;

B. To initiate, administer and supervise all functions and programs of Employer;

C. To supervise the maintenance and upkeep of any facilities and equipment owned or maintained by Employer, and to recommend to Employer the acquisition of new or sale of used equipment and facilities;

D. To keep and maintain proper fiscal records for Employer and cause an annual budget to be produced in a timely manner;

E. To manage, hire and fire all personnel necessary to carry out the business of Employer, subject to Board approval;

F. To perform all functions necessary to completely and fully administer Department in accordance with the directives and policies of Employer;

G. To work a minimum of 40 hours per week and to accurately record all hours worked. Employee and Employer agree and understand that Employee will often work in excess of 40 work hours in one week. Employee agrees to keep regular in-office work hours.

## **SECTION V. COMPENSATION AND BENEFITS**

Employee shall be paid an annual salary of \$98,892. The District may increase Employee's annual salary or benefits in such amounts and to such extent as the Board may determine is desirable on the basis of an annual salary review. The Board will conduct an annual salary and Exhibit A review. The board will also conduct an annual performance review. These reviews will be done per board scheduling.

**Employee shall receive benefits equal to that of all other non-union employees pursuant to District policies except as noted in Exhibit A.**

Except as provided in District Policy 7.1, no overtime shall be paid to Employee because Employee is FLSA-exempt.

## **SECTION VI. TERMINATION OF EMPLOYMENT AND OF AGREEMENT; SEVERANCE**

The Parties acknowledge that the Employee's employment with the District as "at-will" and may be terminated by either Party, with or without cause. The Parties acknowledge that no statement or policy of the District shall change the "at-will" nature of the Employee's employment with the District. Upon termination of this Agreement, the Employee shall promptly deliver to the District all records, notes, data, memoranda, passcodes, documents, models, and equipment of any nature that are in the Employee's possession or under his control and that are the District's property, were created in performance of the Employee's duties under this Agreement, or relate to the District's business.

- A. Termination Without Cause. The District may terminate this Agreement at any time, without cause, upon 15 days' written notice to the Employee. In such event, the Employee, if requested by the District, shall continue to render his services and be paid his regular compensation up to the date specified in the written notice of termination.
- B. Termination for Cause. The District may terminate this Agreement in the sole discretion of the District for the following reasons:
  - a. Intentional or repeated failure to comply with legal requirements or with the District's policies or directives;
  - b. Repeated discourteous treatment of employees, subordinates, volunteers, or the public;
  - c. Failure or refusal to perform the duties of the Employee faithfully, diligently, and effectively; or
  - d. Failure to comply with any provisions of this Agreement.
- C. Termination by the Employee. The Employee may terminate this Agreement and his employment with the District at any time, upon 90 days' written notice to the District. In such an event, the Employee shall continue to render his services and be paid his regular compensation up to the date specified in the written notice of termination.

#### Severance Upon Termination.

If the District terminates this Agreement and the Employee's employment pursuant to Section VI.A (Termination Without Cause), the District shall pay the Employee a severance package comprised of the following:

- a. A lump sum equal to 3 months' base salary at the rate received by the Employee at the time of termination, less all amounts required by law to be withheld and deducted.
- b. 3 months of healthcare premiums equal to the Employee's healthcare coverage at the time of termination.

The District's payment of the severance package is conditioned upon the Employer executing a separate severance agreement with the Employee. Employee

acknowledges that he will not be entitled to the severance package until he signs the severance agreement.

The District shall not pay a severance package if this Agreement is terminated pursuant to Section VI.B or VI.C, if this Agreement expires pursuant to Section III, or upon the Employee's death.

## **SECTION VII. RESIDENCY**

The Employee shall reside inside the boundaries of the fire district and within 15 minutes of Station 201. Travel time shall be determined using online map drive times (e.g. Google maps, etc.).

## **SECTION VIII. OUTSIDE EMPLOYMENT**

With Employer's prior approval, Employee may engage in business activities that do not interfere or conflict with the Employee's current duties or District priorities. Employee may accept remuneration for such services. Employee must request prior approval from Employer for any outside employment.

## **SECTION IX. WAIVER OF BREACH**

Waiver by Employer of any breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach, nor a waiver of this provision.

## **SECTION X. AMENDMENTS**

No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.

## **SECTION XI. EXCLUSIVE TERM / ASSIGNMENT**

The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.

## **SECTION XII. SEVERABILITY / SCOPE**

If any provision of this Agreement is determined to be illegal, invalid or unenforceable, all other provisions shall remain in full force and effect. If any provision is found to be overbroad in scope or duration, the breadth of the provision shall be reduced to the maximum allowable by law.

**SECTION XIII. REPRESENTATION**

At all times, Employer has been represented by its attorney, Mark Wolf, (Local Government Law Group, www.localgovtlaw.com). Employee acknowledges that Employee has been advised to seek independent legal counsel of Employee’s choosing in regard to this Agreement, whether or not Employee chose to exercise that right.

**SECTION XIV. PARAGRAPH HEADINGS, GOVERNING LAWS, ENTIRE AGREEMENT**

- A. Headings are used solely for convenience and are not to be used in construing or interpreting the Agreement.
- B. The laws of the State of Oregon shall be used at all times to interpret and govern the interpretation in enforcement of this Agreement.
- C. The parties agree that this instrument represents the entire Agreement between the parties, and that all prior representations, promises or statements merge with the written Agreement and, unless specifically set out herein, are not enforceable.

IN WITNESS WHEREOF, Employer, acting through its Board of Directors has authorized this Agreement to be signed and executed on this 12th day of June, 2023. The Employee has executed this Agreement on the date entered below. Each party acknowledges receipt by their signature of a signed copy of the Agreement.

EMPLOYER

EMPLOYEE:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_DAPHNE PHILLIPS\_

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

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

Position: \_BOARD PRESIDENT\_



**EXHIBIT A**

**Philomath Rural Fire and Rescue District  
Duties Package Agreement with Chancy Ferguson  
July 1, 2023 – June 30, 2024**

**The District will:**

- a) make the Chief's annual 6% PERS contribution.
- b) provide the Fire Chief with Long- and Short-term Disability Insurance as per the District's policy.
- c) provide health care benefits for the Chief and his dependents covered 100% by the District.
- d) provide the Chief with 120 hours of vacation leave Vacation Leave may accrue to a maximum of time earned in two consecutive years.
- e) provide the Chief with 8 hours of Sick Leave per month and will be accrued monthly as per the District policy.
- f) provide the Chief with 24-hour access to the District command vehicle for District business.
- g) provide uniforms and turnouts and acknowledge that the Chief will project a professional image befitting the position of Fire Chief.
- h) provide the Chief with access to Legal Counsel for District affairs.
- j) provide a monthly cell phone allowance of \$100 per month.

**Board Chair**

**Fire Chief**

\_\_\_\_\_  
Daphne Phillips

\_\_\_\_\_  
Chancy Ferguson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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

## 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.

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

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

Timeline: October 2023

Responsibility: Fire Chief

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.

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

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: AIC LT Schell

Funding Source: TBD

GOAL 3: Repair Hose Tower Roof at Station 201

*Action Item:* Replace hose tower roof at Station 201

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.

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)*

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.*

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

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.*

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

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain

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.*

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.*

Timeline: 2023-2024 Fiscal Year

Responsibility: Board of Directors

Funding Source: General Fund