

# PHILOMATH FIRE & RESCUE

March 11, 2024

Location: Philomath Fire & Rescue

3:00 pm

## Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:00. Board members present included: Treasurer Ken Corbin, Rick Brand, Joe Brier, and Vice President Daphne Phillips via telephone. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa and Office Administrator Ashley Scott. Others in attendance included Councilor Christopher McMorran at 15:01.
  
- II. CONSENT AGENDA
  - a. Minutes- February 12, 2024 Work Session
  - b. Bills – February
  - c. Chief Vacation Hours

**Brier moved to approve Consent Agenda as presented. Seconded by Corbin. 5-0 Approved.**
  
- III. PUBLIC COMMENT - None
  
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar  
Edmonds discussed Phillips leading April 8<sup>th</sup> meeting, Brand is back up. Roy Emery to come and discuss future planning with the Board. Remove Ken Jones discussion from future months.
  2. Fire Chief Report –Report included in the Board Packet and highlights discussed by Chief Ferguson. Goal for Resident Volunteer Program to proceed in a competitive way for applicants. Further explanation for rebuild of 263. Forestry engine will be added to the fleet officially next Fiscal Year.

3. Deputy Chief Reports- Report included in the Board Packet and highlights discussed by Deputy Chief Saalsaa. Normal February call volumes and continuing that trajectory.
4. Office Administrator Financial Report- Report included in the Board Packet and highlights discussed by Scott. Highlights included changes to financial reports for better usability and will research a duplicate entry.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Report included in the Board Packet and highlights discussed by Scott.
2. IAFF Local 4925 – President Moser- No representative present or report submitted.
3. City Council Liaison- Councilor Christopher McMorrان- Renovations for City Hall and the Library in the works, Water Reservoir update. Veteran’s Memorial Park is nearing completion. New staffing changes at the City of Philomath.

**Board Entered into Executive Session approximately at 16:00.**

**Board Returned from Executive Session approximately at 16:45.**

VI. OLD BUSINESS

1. Personnel Manual and Administrative Directives Review Update- Ferguson- Staff moving forward with wrapping up- Board requested to review again and to be given two weeks for that review.
2. Strategic Plan Review- Ferguson  
**Brand moved to approve Strategic Plan for 2024-2025 as presented. Seconded by Brier. 4-0 Approved.**
3. Chief Review Process- Edmonds- Chief review process packet handed to Board Members and discussed with the Board. Will be added to the Board Packet. Additions to the Chief Review Process includes including a way for the Chief to report what they need from the Board. Quarterly check-in report to the Board. Adding Office Administrator to list for evaluation for Chief. Review updated process at the April Meeting.

VII. NEW BUSINESS

1. Wage, Benefits, and COLA Recommendations- Scott  
**Brier moved to keep COLA increases consistent between represented and non-represented employees. Seconded by Brand. Approved 5-0.**
2. Approval of Final Chief Contract- Edmonds  
**Brand moved to approve Schedule A with 5.3% increase for the Final Chief Contract, deferring the rest of the contract for next month. Seconded by Corbin. Motion retracted based on discussion.**

**Brier moved to direct staff to budget for 5.3% COLA increase for the Fire Chief pending Board ratification of the Chief's contract. Seconded by Brand. Approved 5-0.**

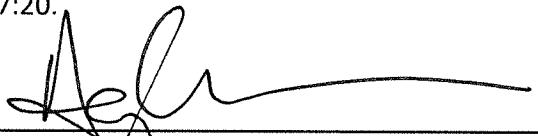
4. Board Secure File Storage Options- Scott  
**Consensus was given to keep the current location to rekey to match.**
5. Master Plan Review- Ferguson- discussion led and thanked the board for a positive meeting.
6. Emergency Phones at Station 202 & 203- Ferguson  
**Board consensus was given to Chief to remove Emergency Phones at Station 202 & 203.**
7. Riverstrong Resiliency Purchase- Ferguson & Saalsaa- Replacement of the end-of-life switch and Wi-Fi to new technology in the fire station. Maintaining both wired and wireless networks.  
**Edmonds moved to approve the purchase of new switches this fiscal year to increase greater resiliency in our Cybersecurity Program. Seconded by Brier. 5-0 Approved.**
8. Board improvement task- will be working through Board Policies.

VIII. ACTION ITEMS-

- a. Edmonds- update Chief Review packet to present at the next meeting.
- b. Board- Review of the Contract in April.
- c. Chief to schedule Roy Emery for April or June Meeting.

IX. NEXT MEETING – April 8, 2024

X. ADJOURNMENT – 17:20.



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Doug Edmonds, Board President

# PHILOMATH FIRE & RESCUE

March 11, 2024

**Location: Philomath Fire & Rescue**

**3:00 pm**

**Regular Session Board Meeting**

Join Zoom Meeting

[https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS  
HRvQT09](https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XSHRvQT09)

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
  - a. Minutes- February 12, 2024 Work Session
  - b. Bills – February
  - c. 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
  2. Fire Chief Report – Chief Ferguson
  3. Deputy Chief Reports- Deputy Chief Saalsaa
  4. Office Administrator Financial Report- Scott
- V. REPRESENTATIVE REPORTS
  1. Volunteer Association – President Eddy
  2. IAFF Local 4925 – President Moser
  3. City Council Liaison- Councilor Christopher McMorran

VI. OLD BUSINESS

1. Personnel Manual and Administrative Directives Review Update- Ferguson
2. Strategic Plan Review- Ferguson  
*Staff recommended action: Move to approve Strategic Plan for 2024-2025 as presented.*
3. Chief Review Process- Edmonds

VII. NEW BUSINESS

1. Wage, Benefits, and COLA Recommendations- Scott  
*Staff recommended action: Move to approve 5.3% COLA increase for all employees to match the increase given by the Union CBA.*
2. Approval of Final Chief Contract- Edmonds  
*Staff recommended action: Move to approve Final Chief Contract as presented.*
3. Board Secure File Storage Options- Scott
4. Master Plan Review- Ferguson
5. Emergency Phones at Station 202 & 203- Ferguson  
*Staff recommended action (two options for the Board to consider):*
  - a. *Move to retain and maintain Emergency Phones at Station 202 & 203.*
  - b. *Move to remove Emergency Phones at Station 202 & 203.*
5. Riverstrong Resiliency Purchase- Ferguson & Saalsaa  
*Staff recommended action: Move to approve the purchase of a new switch this fiscal year to increase greater resiliency in our Cybersecurity Program.*

VIII. ACTION ITEMS

IX. NEXT MEETING – April 8, 2024

X. ADJOURNMENT

# PHILOMATH FIRE & RESCUE

March 11, 2024

**Location: Philomath Fire & Rescue**  
**1035 Main St, Philomath, OR 97370**  
**Immediately Following Regular Session Board Meeting**  
**Executive Session Board Meeting**

**ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.**

- I. CALL TO ORDER/ROLL CALL
- II. DISCUSSION
- III. ADJOURNMENT

# PHILOMATH FIRE & RESCUE

February 12, 2024

Location: Philomath Fire & Rescue

3:00 pm

## Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:03. Board members present included: Rick Brand and Vice President Daphne Phillips via Zoom. Members not present Treasurer Ken Corbin and Joe Brier. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa and Office Administrator Ashley Scott. Others in attendance included Volunteer President Dan Eddy.
  
- II. CONSENT AGENDA
  - a. Minutes- January 8, 2024 Regular Session
  - b. Minutes- February 5, 2024 Work Session
  - c. Bills – January
  - d. Chief Vacation Hours

**Phillips moved to approve Consent Agenda as presented. Brand Seconded. 3-0 Approved.**
  
- III. PUBLIC COMMENT- None.
  
- IV. STAFF REPORTS
  1. Board Report
    - Review Board Calendar- Volunteer Association meeting attended by Edmonds, 360 for Chief coming up, and Appreciation Dinner went well.
  2. Fire Chief Report – Chief Ferguson- Report included in the Board Packet and highlights discussed. Record setting number of calls. Explanation of Ransomware attack in Linn County. Excited to have Captain Dan Eddy as a Duty Officer for the department.
  3. Deputy Chief Reports- Deputy Chief Saalsaa- Report included in the Board Packet and highlights discussed. Well over 100 calls without including the Ice Event. Pulse Point had a large jump in followers. LT Anderson to be added as an instructor for CPR program.
  4. Office Administrator Financial Report & Board Secure File Storage Options- Scott- Report included in the Board Packet and highlights discussed. Edmonds requested that the

Board familiarize themselves with the current situation and be ready to discuss the Board's Secure File Storage discussion at next month's meeting in New Business.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Report included in the Board Packet and highlights discussed. Thank you to the Board for the Appreciation Dinner the association enjoyed the event.
2. IAFF Local 4925 – President Moser- No representative present or report submitted.
3. City Council Liaison- Councilor Christopher McMorran- Not present and no report given.

VI. OLD BUSINESS

1. Personnel Manual and Administrative Directives Review Update- Ferguson- currently waiting on a couple more Board Member's feedback about the Handbook prior to next review.
2. Strategic Plan Review- Ferguson- The Board would like to see budgeting numbers prior to approving strategic plan.

VII. NEW BUSINESS

1. Chief Review Process- Edmonds- Moving forward with Survey Monkey and comments can be sent directly to President Edmonds. Questions will be sent out this week and a deadline of February 26, 2024. Consensus was reached by the Board to move forward with the evaluation.
2. Appoint Budget Officer- Scott- discussed that the Fire Chief is traditionally the Budget Officer.  
**Edmonds moved to appoint Chief Ferguson as Budget Officer for 2024-2025. Phillips Seconded. 3-0 Approved.**
3. Appoint Budget Committee- Scott- discussed that we have all 5 Board Members and 5 members of our district that make up our Budget Committee.  
**Edmonds moved to appoint Doug Edmonds, Daphne Phillips, Ken Corbin, Rick Brand, Joe Brier, Van Hunsaker, Anton Grube, Christopher McMorran, Greg Phelps, and Jerry Wolcott to the Budget Committee for 2024-2025. Brand Seconded. 3-0 Approved.**
4. Automatic & Mutual Aid Agreements- Ferguson- Discussion was had by Chief Ferguson. The agreements are set once approved for 5 years.  
**Brand moved to agree with terms of City of Corvallis Automatic Aid Agreement. Edmonds Seconded. 3-0 Approved.**  
**Brand moved that we agree with the terms of the Benton and Lincoln Mutual Aid Agreement. Phillips Seconded. 3-0 Approved.**
5. SAFER Grant Board Support- Ferguson



**Edmonds moved to support of the SAFER Grant application. Brand Seconded. 3-0 Approved.**

6. Schedule Work Session for Board for Master Plan- Edmonds- Keep meeting to one hour, Dates to consider are March 4<sup>th</sup> or March 18<sup>th</sup> at 3 pm.
7. Board Member Code of Conduct Discussion (Ken Jones' List)- discussed by all present Board Members.
  - a. #12: "Insist that all business transactions be on an ethical and above-board basis."
  - b. #13. "Refuse to use his/her position on the Board in anyway whatsoever for personal gain or for personal prestige."
  - c. #14. "Give the staff the respect and consideration due skilled professional personnel."

VIII. ACTION ITEMS

- a. Edmonds & Scott- Send out Chief 360.
- b. Scott & Ferguson- Complete preliminary budgeting for supporting documentation for Strategic Plan.
- c. Scott- Email Corbin and Brier to check dates for Master Plan Work Session.
- d. Edmonds- Look for additional Board Growth resources to discuss at each meeting.

IX. NEXT MEETING – March 11, 2024

X. ADJOURNMENT- 16:12

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Doug Edmonds, Board President

**Philomath Fire and Rescue**  
**Transaction by Account**  
**February 2024**

Type	Date	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>					
<b>Expense</b>					
<b>6000 · Materials and Services</b>					
<b>6091 · Tuition Reimbursement</b>					
Bill	02/05/20:	Riece Hines	Fall Term Tuition Reim...	3,035.24	3,035.24
Total 6091 · Tuition Reimbursement				3,035.24	3,035.24
<b>6001 · Contracted Professional Service</b>					
Ch...	02/12/20:	Riverstrong	Jan-Feb 2024 Payment	2,396.27	2,396.27
Total 6001 · Contracted Professional Service				2,396.27	2,396.27
<b>6010 · Office Supplies</b>					
Cre...	02/06/20:	Amazon	Magnets and Dry Erase...	18.98	18.98
Cre...	02/10/20:	Amazon	AAA Batteries	17.29	36.27
Cre...	02/26/20:	Amazon	4 Laptops	3,396.00	3,432.27
Cre...	02/26/20:	Amazon	Docking Stations for La...	405.24	3,837.51
Cre...	02/26/20:	Amazon	4 Dell Desktops	3,876.00	7,713.51
Cre...	02/26/20:	Amazon	Computer Protection Pl...	319.96	8,033.47
Total 6010 · Office Supplies				8,033.47	8,033.47
<b>6030 · Dues and Fees</b>					
Ch...	02/05/20:	Intuit		36.00	36.00
Bill	02/26/20:	Bio-Med Testing	Background Checks for...	58.00	94.00
Total 6030 · Dues and Fees				94.00	94.00
<b>6050 · Utilities</b>					
Ch...	02/01/20:	Consumers Power I...	7924200- 202	105.55	105.55
Ch...	02/01/20:	Consumers Power I...	7024201- Priest Road P...	72.79	178.34
Ch...	02/01/20:	Consumers Power I...	7924204- Daisy Pump ...	40.71	219.05
Bill	02/06/20:	Culligan	Water	71.30	290.35
Ch...	02/07/20:	NW Natural		731.54	1,021.89
Ch...	02/09/20:	Pacific Power		923.98	1,945.87
Ch...	02/16/20:	City of Philomath	285301- Water	15.20	1,961.07
Ch...	02/16/20:	City of Philomath	172201- Water	224.50	2,185.57
Ch...	02/20/20:	Consumer Power Inc	7924202- 203 Power	478.26	2,663.83
Ch...	02/20/20:	Consumer Power Inc	7924203- Muddy Creek ...	82.33	2,746.16
Ch...	02/20/20:	Republic Services		35.50	2,781.66
Ch...	02/20/20:	Republic Services		247.45	3,029.11
Total 6050 · Utilities				3,029.11	3,029.11
<b>6060 · Telephone, Pagers, Internet</b>					
Ch...	02/04/20:	Verizon		274.29	274.29
Ch...	02/04/20:	AT&T Mobility		120.06	394.35
Ch...	02/06/20:	Comcast		15.82	410.17
Ch...	02/15/20:	Pioneer Telephone ...		150.90	561.07
Cre...	02/15/20:	Alyrica		592.86	1,153.93
Ch...	02/16/20:	Verizon		259.29	1,413.22
Total 6060 · Telephone, Pagers, Internet				1,413.22	1,413.22
<b>6080 · Conference</b>					
Cre...	02/07/20:	Sunriver Resort	PIO Training Hotel Res...	278.04	278.04
Total 6080 · Conference				278.04	278.04
<b>6090 · Education/Training</b>					
Cre...	02/01/20:	Amazon	Childbirth Simulator	658.84	658.84
Cre...	02/09/20:	Red Lion Inn & Suit...	Hotel for Ontario Training	213.87	872.71
Cre...	02/16/20:	CIS Trust	Conference Refund	-225.00	647.71
Cre...	02/27/20:	Honey Bucket	Portable Toilet for Burn ...	340.00	987.71
Total 6090 · Education/Training				987.71	987.71

**Philomath Fire and Rescue**  
**Transaction by Account**  
 February 2024

Type	Date	Name	Memo	Amount	Balance
<b>6100 · Equipment Maintenance Agreement</b>					
Ch...	02/15/20:	De Lage Landen Fi...		152.15	152.15
Ch...	02/27/20:	De Lage Landen Fi...		152.15	304.30
Total 6100 · Equipment Maintenance Agreement				304.30	304.30
<b>6130 · Gas &amp; Oil</b>					
Cre...	02/08/20:	Chevron		56.18	56.18
Bill	02/10/20:	TWGW, Inc. dba P...	263- Pump engine oil	13.56	69.74
Cre...	02/11/20:	Chevron		68.64	138.38
Cre...	02/11/20:	Chevron		54.35	192.73
Cre...	02/11/20:	Chevron		49.80	242.53
Ch...	02/15/20:	Carson Oil		668.76	911.29
Total 6130 · Gas & Oil				911.29	911.29
<b>6150 · Radio Maintenance</b>					
Bill	02/20/20:	My-Comm, Inc	Radio Repairs	424.35	424.35
Total 6150 · Radio Maintenance				424.35	424.35
<b>6160 · Equipment Maintenance</b>					
Bill	02/08/20:	Annas Consultants ...	Quarterly Maintenance f...	400.00	400.00
Bill	02/09/20:	IIA Lifting Services,...	Annual Ladder Inspecti...	2,278.91	2,678.91
Total 6160 · Equipment Maintenance				2,678.91	2,678.91
<b>6161 · Vehicle Maintenance</b>					
Bill	02/01/20:	Hughes Fire Equip...	231- Oil Leak and Pum...	1,542.54	1,542.54
Cre...	02/06/20:	Amazon	263- Exhaust Silencer F...	12.50	1,555.04
Cre...	02/06/20:	Amazon	263- Muffler Exhaust	11.92	1,566.96
Bill	02/06/20:	Hughes Fire Equip...	264- PM, Inspection an...	1,277.20	2,844.16
Bill	02/08/20:	Hughes Fire Equip...	244- PM	605.07	3,449.23
Bill	02/08/20:	Hughes Fire Equip...	244- PM and Repair to ...	1,291.99	4,741.22
Cre...	02/10/20:	Amazon	263- Tank Fitting	9.89	4,751.11
Bill	02/14/20:	Hughes Fire Equip...	FRC- Repair for Display	267.16	5,018.27
Bill	02/14/20:	MPTV, Inc.	241 & 244 Air Tank Bra...	36.70	5,054.97
Bill	02/14/20:	Hughes Fire Equip...	231- PM	1,877.68	6,932.65
Bill	02/14/20:	Nick's Auto Repair	221- PM & Oil Change	116.73	7,049.38
Bill	02/14/20:	Willamette Hose & ...	263- Pump Parts	370.61	7,419.99
Bill	02/14/20:	MPTV, Inc.	263- Fasteners	4.34	7,424.33
Bill	02/14/20:	Nick's Auto Repair	261- Battery	168.83	7,593.16
Bill	02/14/20:	Nick's Auto Repair	261- PM & Oil Change	146.51	7,739.67
Bill	02/14/20:	MPTV, Inc.	241, 244- Tank Bracket...	11.12	7,750.79
Bill	02/15/20:	Willamette Hose & ...	263- 1 1/2" Red Horizon	110.60	7,861.39
Bill	02/16/20:	Hughes Fire Equip...	233- PM	1,173.68	9,035.07
Bill	02/16/20:	Hughes Fire Equip...	233- PM, Repair Siren ...	2,622.43	11,657.50
Bill	02/16/20:	Chris Leonard	263- Hydraulic Door Ope...	112.91	11,770.41
Cre...	02/21/20:	Trident Emergency ...	263- Elbows for Pump	249.25	12,019.66
Bill	02/21/20:	MPTV, Inc.	244- Straps	18.07	12,037.73
Cre...	02/26/20:	Hughes Fire Equip...	232- Transmission Flui...	-63.54	11,974.19
Bill	02/26/20:	Willamette Hose & ...	263- Pipes for Pump	53.88	12,028.07
Bill	02/26/20:	Willamette Hose & ...	263- Pump Parts	2.42	12,030.49
Bill	02/27/20:	TWGW, Inc. dba P...	231- Coolant	19.98	12,050.47
Bill	02/27/20:	Willamette Hose & ...	263- Plumbing Parts	77.64	12,128.11
Bill	02/27/20:	MPTV, Inc.	263- Plumbing parts	8.27	12,136.38
Cre...	02/28/20:	Duluth Trading	221 & 261- Seat Organi...	100.00	12,236.38
Bill	02/28/20:	Willamette Hose & ...	263- Plumbing Parts	24.81	12,261.19
Cre...	02/29/20:	Trident Emergency ...	263- Elbows	212.58	12,473.77
Total 6161 · Vehicle Maintenance				12,473.77	12,473.77

**Philomath Fire and Rescue**  
**Transaction by Account**  
**February 2024**

Type	Date	Name	Memo	Amount	Balance
<b>6170 · Building Maint and Improvements</b>					
Bill	02/01/20:	MPTV, Inc.	203- Exhaust System R...	17.14	17.14
Bill	02/03/20:	Spaeth Lumber Co....	203 Generator- 64.02	64.02	81.16
Bill	02/16/20:	Spaeth Lumber Co....	Nuts & Bolts for Genera...	2.23	83.39
Bill	02/16/20:	Spaeth Lumber Co....	203 Generator Bolts	20.49	103.88
Bill	02/16/20:	MPTV, Inc.	203 Generator Fastener	3.45	107.33
Total 6170 · Building Maint and Improvements				107.33	107.33
<b>6180 · Grounds Maintenance</b>					
Bill	02/04/20:	Benton County	Landscaping Services	500.00	500.00
Bill	02/16/20:	MPTV, Inc.	Lopper for Tree Trimming	42.99	542.99
Total 6180 · Grounds Maintenance				542.99	542.99
<b>6190 · Small Tools &amp; Equipment</b>					
Bill	02/05/20:	MPTV, Inc.		7.44	7.44
Bill	02/16/20:	Cascade Fire & Saf...	Vortex Valves	2,274.41	2,281.85
Bill	02/23/20:	TWGW, Inc. dba P...	Threadlocker	9.29	2,291.14
Bill	02/27/20:	National Fire Fighte...	High Pressure Portable ...	2,089.00	4,380.14
Total 6190 · Small Tools & Equipment				4,380.14	4,380.14
<b>6200 · Supplies - Department</b>					
Cre...	02/02/20:	Amazon	Oil Pan	23.55	23.55
Cre...	02/16/20:	Bimart Corporation	Car Wash Soap and Ca...	14.74	38.29
Cre...	02/16/20:	Amazon	Car Wash Soap	23.91	62.20
Bill	02/17/20:	Medline Industries, ...	Paper Towels and Toile...	160.59	222.79
Total 6200 · Supplies - Department				222.79	222.79
<b>6210 · Supplies - Medical</b>					
Bill	02/02/20:	Medline Industries, ...	Pads and Athletic Tape	312.38	312.38
Bill	02/06/20:	Industrial Welding ...	Medical Oxygen	55.50	367.88
Bill	02/14/20:	Medline Industries, ...	Catheters, Needles	598.05	965.93
Bill	02/16/20:	Medline Industries, ...	Aspirin and I-Gel	109.70	1,075.63
Bill	02/16/20:	Life Assist, Inc.	Syringes, Glucose, Sod...	158.34	1,233.97
Bill	02/29/20:	Medline Industries, ...	Diltiazem	136.36	1,370.33
Total 6210 · Supplies - Medical				1,370.33	1,370.33
<b>6220 · Supplies - Suppression</b>					
Bill	02/14/20:	Santiam Emergenc...	2" Hoses	1,259.29	1,259.29
Total 6220 · Supplies - Suppression				1,259.29	1,259.29
<b>6230 · Hazardous Materials</b>					
Bill	02/02/20:	MPTV, Inc.	Absorbent	4.49	4.49
Bill	02/02/20:	TWGW, Inc. dba P...	Kitty Litter for MVCs	14.49	18.98
Bill	02/04/20:	Nutrien	Absorbent Bags	117.50	136.48
Total 6230 · Hazardous Materials				136.48	136.48
<b>6250 · Uniforms</b>					
Bill	02/20/20:	SeaWestern	Belt	41.35	41.35
Total 6250 · Uniforms				41.35	41.35
<b>6270 · Volunteer - Activities</b>					
Bill	02/06/20:	Dave Wiger`	Biz Meeting Food	125.09	125.09
Bill	02/07/20:	Paula Anderson.	Biz Meeting Awards an...	199.53	324.62
Bill	02/14/20:	Dave Wiger`	2024 Award- 45 Years ...	450.00	774.62
Bill	02/14/20:	Bob Riegelmann	2024 Award for 25 Year...	250.00	1,024.62
Bill	02/14/20:	Chris Leonard	2024 Award for 5 Years...	50.00	1,074.62
Bill	02/14/20:	Andy Louden`	2024 Award for 5 Years...	50.00	1,124.62
Bill	02/14/20:	Paula Anderson.	Firefighter of the Year A...	150.00	1,274.62
Bill	02/14/20:	Alexander Bradford	RV of the Year Award	150.00	1,424.62
Bill	02/14/20:	Allan Aguirre	EMS Volunteer of the Y...	150.00	1,574.62
Bill	02/14/20:	Stephanie Vallance...	Most Inspirational Awards	150.00	1,724.62
Total 6270 · Volunteer - Activities				1,724.62	1,724.62

**Philomath Fire and Rescue**  
**Transaction by Account**  
**February 2024**

Type	Date	Name	Memo	Amount	Balance
<b>6280 · Volunteer Incentive Program</b>					
Cre...	02/03/20:	Amazon	Certificate Frames	73.78	73.78
Bill	02/03/20:	Kendra Islam	Volunteer Awards Fram...	55.92	129.70
Bill	02/06/20:	MPTV, Inc.	Propane for Grill	18.85	148.55
Cre...	02/08/20:	Oregon Oyster Farm	Oysters	92.50	241.05
Cre...	02/08/20:	Papa Murphy's	Pizza for Kids	16.99	258.04
Bill	02/09/20:	MPTV, Inc.	Supplies to hang backd...	23.44	281.48
Cre...	02/09/20:	Costco	Beverages, Cakes, addi...	227.13	508.61
Cre...	02/16/20:	Amazon	Backdrop for Presentati...	55.98	564.59
Bill	02/23/20:	Daphne Phillips	Flowers for Appreciatio...	68.96	633.55
Total 6280 · Volunteer Incentive Program				633.55	633.55
<b>6310 · Physical &amp; Immunizations</b>					
Bill	02/08/20:	The Corvallis Clinic	Physicals for Bending, ...	4,096.00	4,096.00
Total 6310 · Physical & Immunizations				4,096.00	4,096.00
Total 6000 · Materials and Services				50,574.55	50,574.55
<b>7000 · Capital Outlay</b>					
<b>7110 · Capital Outlay - Building</b>					
Cre...	02/08/20:	Knife River	203- Concrete for Gene...	642.75	642.75
Bill	02/14/20:	Spaeth Lumber Co....	203- Utility Green- 2X6	4.48	647.23
Bill	02/14/20:	Spaeth Lumber Co....	203- Visqueen and Dob...	26.95	674.18
Bill	02/14/20:	Spaeth Lumber Co....	PVC	4.76	678.94
Total 7110 · Capital Outlay - Building				678.94	678.94
Total 7000 · Capital Outlay				678.94	678.94
Total Expense				51,253.49	51,253.49
Net Ordinary Income				-51,253.49	-51,253.49
<b>Net Income</b>				<b>-51,253.49</b>	<b>-51,253.49</b>

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

Beginning Balance as of July 1, 2023	<b>299.5</b>	<b>203.69</b>
	<b>Sick Leave</b>	<b>Vacation</b>
<b>July</b>		
accrual	8	10
taken	0	16
balance	307.5	197.69
<b>August</b>		
accrual	8	10
taken	0	28
balance	315.5	179.69
<b>September</b>		
accrual	8	10
taken	0	0
balance	323.5	189.69
<b>October</b>		
accrual	8	10
taken	0	0
balance	331.5	199.69

	<b>Sick Leave</b>	<b>Vacation</b>
<b>November</b>		
accrual	8	10
taken	0	24
balance	339.5	185.69
<b>December</b>		
accrual	8	10
taken	0	0
balance	347.5	195.69
<b>January</b>		
accrual	8	10
taken	0	0
balance	355.5	205.69
<b>February</b>		
accrual	8	10
taken	0	0
balance	363.5	215.69

	<b>Sick Leave</b>	<b>Vacation</b>
<b>March</b>		
accrual		
taken		
balance		
<b>April</b>		
accrual		
taken		
balance		
<b>May</b>		
accrual		
taken		
balance		
<b>June</b>		
accrual		
taken		
balance		





# 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

March 6, 2024

#### **Department Business:**

The Department completed a Burn to Learn on N. 13<sup>th</sup> street with twenty-four of our members attending. We were also able to host Adair Fire who attended with six of their members. The burn went very smoothly with all training objectives being met, even with extremely difficult weather conditions.

**Personnel:** We currently have 3 RV candidates that are waiting for an interview process (we currently have no open positions). We are collaborating with a Marketer from OSU to help develop a marketing campaign for the department recruitment. The goal is to have this prepared prior to the FFA convention.

#### **Union Communications:**

None.

#### **Training Activities:**

Ashley and I attended the CIS conference, this conference discussed our current medical insurance coverage, and potential rate changes to prepare for the next budget year. It also included multiple trainings related to mental health, recruitment and retention, and the use of Drones.

Staff Captain Bovbjerg and Volunteer Captain Eddy completed a Fire Officer II class preparing them for certification at that level. The class was in Yamhill County.

Captain Bovbjerg, LT. Anderson, FF. Lindberg, FF. Dotson and I attended the DPSST Winter Fire School. Classes included, Fire Chief Contemporary Issues (Ferguson) Community Risk Reduction (Bovbjerg) Tactics and Strategy (Anderson) Vehicle Extrication (Lindberg/Dotson)

Captain Bovbjerg attended the NW Leadership seminar.

Ashley attended a FEMA Basic PIO training in Eugene, followed by a PIO training located in San Diego, and is now prepared to start taking on the role of a PIO for the department.

**Apparatus/Equipment:** We are still waiting for parts to come in for the head gasket repair of 231.





# Philomath Fire & Rescue

1035 Main Street  
P.O. Box 247  
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541.360.0030

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Progress continues on 263 with an anticipated completion date of mid-April.

**Building Update:**

We have received two quotes for painting station 203, in preparation for the next budget. The Station 203 generator has been placed; we are waiting for the propane tank to be placed this week.

**Community Involvement/Meetings:**

Chamber Greeters (April 3- PFR Hosting)  
Philomath Community Network  
Chamber Luncheon  
Fire Defense Board meeting

**Strategic Plan Update:**

Updated Strategic Plan attached.  
Progress continues with planning for 2024-2025 Strategic Plan.

Respectfully submitted,

Chief Ferguson



Philomath Fire & Rescue  
District Strategic Plan

## Mission

The men and women of this department are dedicated to:

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

## Vision

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

## Value

“How we measure ourselves.”

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

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

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

## Guiding Principles

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

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

The District Strategic Plan contains the following themes:

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

## Color Key for Strategic Plan Updates:

*Unable to Proceed with Details*

*In Progress/Current Status*

*Completed*

## I. Theme: Department Operations

### A. Objective: Emergency Response

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

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

**Completed: Declined to Fund SAFER Grant Application, will reapply.**

**Completed Grant timeframe for OSFM Grant, District received \$30,000.**

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

**February 2024 Update: See Chief's Report.**

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

**February 2024 Update: Nearing Completion**

Timeline: March 2024

Responsibility: Captain Louden

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.

**February 2024 Update: Civil Service Commission Rules- to be acknowledged by Board, Standard of**

**Cover- Adopted by Board at October Meeting, continuing Organizational Manual Updates with HR**

**Answers template and guidance, and policy review in progress.**

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

**February 2024 Update: Apparatus Committee developing priority list.**

Timeline: 2023-2024 Fiscal Year

Responsibility: Captain Louden

Funding Source: None

GOAL 2: Evaluate District Facilities for Repairs & Replacements

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

**February 2024 Update: Developing priority list.**

Timeline: 2023-2024 Fiscal Year

Responsibility: LT Schell

Funding Source: TBD

GOAL 3: Repair Hose Tower Roof at Station 201

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

**August 2023 Update: 8/18/2023 Completed.**

Timeline: Completed by Fall 2023

Responsibility: Captain Louden

Funding Source: Building and Land Reserves

C. Objective: Information Technology

GOAL: Protect the District's Digital Assets.

*Action Item: Implement a robust Cybersecurity program.*

**February 2024 Update: Purchased new computers for District and seeking Board's decision on moving forward with additional resilience hardware.**

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)*

**February 2024 Update: Budgeting beginning for 2024-2025**

Timeline: 2023-2024 Fiscal Year

Responsibility: Fire Chief and Administrative Assistant

Funding Source: Future Budget Planning

### III. Theme: Our People

A. Objective: Training

GOAL 1: Replace Training Facility at Station 201.

*Action Item 1: Asbestos abatement.*

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

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

**February 2024 Update: Bid in progress.**

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain

Funding Source: Building and Training Reserves

GOAL 2: Encourage training opportunities for all personnel.

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

**July 2023 Update: 7/1/2023 Completed.**

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

**February 2024 Update: Ongoing.**

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain Bovbjerg

Funding Source: General Fund

B. Objective: Retention

GOAL: Ensure Resident Volunteer Retention Program stays competitive.

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

**February 2024 Update: Ongoing- updated for 2024-2025 Budget.**

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.*

**February 2024 Update: Moved to 2024-2025 Strategic Plan.**

Timeline: 2023-2024 Fiscal Year

Responsibility: Board of Directors

Funding Source: General Fund

**Report to the Board of Directors  
11 March 2024  
DC Rich Saalsaa**

**Statistics for February 2024**

Total calls: 75

Fire calls: 9 (12%)

EMS Calls: 66 (88%)

Yearly calls as of 29 February 2024: 201 – Last year at this time: 157 (+28% YOY)

**Significant calls:**

2/2 MVC – Passenger car vs. dump truck. One female person (driver of car) transported to GSRMC with non-life-threatening injuries, driver of dump truck was uninjured.

2/5 Small Misc Fire – Homeless encampment; person burning their trash. Extinguished by fire personnel.

2/7 MVC – Passenger car vs. pickup. Two female occupants of the passenger car transported to GSRMC with serious injuries, driver of the pickup truck was uninjured. Crews had to extract the women from the vehicle, high impact damage to the rear of the vehicle. The highway was closed for approximately 20 minutes during the operation.

2/9 Gas Leak – a residence where the occupants woke to the smell of natural gas. The leak was in the garage – the gas was turned off and the house aired out.

2/20 Water Rescue – Two people and two dogs in the Marys River. Called for water rescue team from Corvallis Fire after locating both victims. Both brought out of the water along with the dogs.

2/24 Residential Fire (Monroe) – Sent an engine with three personnel, a water tender with one personnel, and a duty officer (Chief Ferguson) to assist Monroe Fire on a manufacture home fire. Fire was extinguished with no injuries and is under investigation by Monroe Fire.

**Breakdown of calls for the year by area (as of 29 February 24):**

Station 201 RURAL	66
Station 201 W. City	52
Station 201 E. City	38
Station 202	6
Station 203	23
Adair	0
Alsea	2
Blodgett	1
CFD	5
Conflagration	0
Kings Valley	4
Lincoln Co	0
Marys Peak	0
Misc Mutual Aid	0
Monroe	3
Marys Peak	1
<b>Total</b>	<b>201</b>

Total calls we received aid from another agency: 1 (year to date 2).

## **Cyber Security project**

Received a quote from Riverstrong on the next Phase of replacing the switches and Wi-Fi Access Points (current equipment at end of life). Looking at the budget to see, if possible, if we can complete this project this fiscal year, or wait until next. We have begun the process of replacing end-of-life workstations for all staff and the volunteer computer. Workstations will be configured and installed in the coming week.

Have installed a FirstNet Booster in the Station 201 bay, which will give priority traffic to connected equipment (did not lose connections when AT&T had a massive outage a couple weeks ago, as this is on another band). We have received a demo for an apparatus mobile cellular network booster that will allow better connectivity in our response area (also operates on FirstNet).

## **Projects / Community Outreach**

- 2/8 – BLS CPR for EMR students (6)
- 2/9 – Career presentation by Chief at PHS
- 2/13 – School inspections (PHS, PMS) with OSFM
- 2/19 – School inspections (CPS, PES, PSD) with OSFM
- 2/22 – EMR Class begins with 9 students
- 2/23 – Career Day at PMS (Capt. Bovbjerg)
- 2/26 – FA/CPR class for Shonnards (8 students)
- 2/28 – BLS CPR Skills check at OSU Health (23 students)

Respectfully submitted,

D/C Rich Saalsaa



Philomath Fire and Rescue  
Profit & Loss by Class

03/01/24

July 2023 through February 2024

Accrual Basis

	GO Bond 2016 - Capital Impro...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4043 - Bond Income - Bank Interest	66.72	-107.60	0.00	0.00	0.00	0.00	-40.88
4042 - Bond Income - Prop Tax Interest	-7.63	357.74	0.00	0.00	0.00	0.00	350.11
4041 - Bond Income - Delinquent Taxes	0.00	3,891.86	0.00	0.00	0.00	0.00	3,891.86
4060 - Conflagration Income	0.00	0.00	94,223.88	0.00	0.00	0.00	94,223.88
4500 - Transfers In	0.00	0.00	0.00	306,261.00	32,000.00	350,000.00	688,261.00
4050 - Public Education Income	0.00	0.00	10,507.60	0.00	0.00	0.00	10,507.60
4040 - Bond Income	0.00	400,660.29	0.00	0.00	0.00	0.00	400,660.29
4000 - Carryover Fund Balance	5,938.00	62,903.00	1,171,141.00	164,728.00	64,647.00	0.00	1,469,357.00
4010 - Delinquent Property Taxes	0.00	0.00	13,173.82	0.00	0.00	0.00	13,173.82
4020 - Current Property Taxes	0.00	0.00	1,400,180.22	0.00	0.00	0.00	1,400,180.22
4025 - Interest - Property Tax	0.00	0.00	1,015.11	0.00	0.00	0.00	1,015.11
4026 - Interest Income							
4027 - Interest - Citizens Bank & OSU	0.00	0.00	27.04	0.00	0.00	0.00	27.04
4030 - Investments - LGIP	0.00	0.00	43,556.51	0.00	0.00	0.00	43,556.51
<b>Total 4026 - Interest Income</b>	<b>0.00</b>	<b>0.00</b>	<b>43,583.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43,583.55</b>
4035 - Grants Income	0.00	0.00	2,923.00	0.00	0.00	0.00	2,923.00
4900 - Miscellaneous Income	0.00	0.00	25,707.13	0.00	0.00	0.00	25,707.13
<b>Total Income</b>	<b>5,997.09</b>	<b>467,705.29</b>	<b>2,762,455.31</b>	<b>470,989.00</b>	<b>96,647.00</b>	<b>350,000.00</b>	<b>4,153,793.69</b>
<b>Gross Profit</b>	<b>5,997.09</b>	<b>467,705.29</b>	<b>2,762,455.31</b>	<b>470,989.00</b>	<b>96,647.00</b>	<b>350,000.00</b>	<b>4,153,793.69</b>
<b>Expense</b>							
9010 - Transfers	0.00	0.00	688,261.00	0.00	0.00	0.00	688,261.00
5000 - Personnel Expenses							
5137 - Grant Funded Wages	0.00	0.00	27,739.63	0.00	0.00	0.00	27,739.63
5136 - Conflagration Wages	0.00	0.00	56,185.04	0.00	0.00	0.00	56,185.04
5100 - Fire Chief Wages	0.00	0.00	66,196.00	0.00	0.00	0.00	66,196.00
5105 - Deputy Chief Wages	0.00	0.00	69,756.22	0.00	0.00	0.00	69,756.22
5110 - Admin Asst Wages	0.00	0.00	38,849.00	0.00	0.00	0.00	38,849.00
5120 - Staff Captain Wage	0.00	0.00	43,078.34	0.00	0.00	0.00	43,078.34
5125 - Firefighter Wages	0.00	0.00	176,730.81	0.00	0.00	0.00	176,730.81
5150 - Overtime Wages	0.00	0.00	31,937.63	0.00	0.00	0.00	31,937.63
5405 - Employers FICA	0.00	0.00	30,725.03	0.00	0.00	0.00	30,725.03
5410 - Employers Medicare	0.00	0.00	7,185.72	0.00	0.00	0.00	7,185.72
5421 - Workers Compensation	0.00	0.00	28,078.82	0.00	0.00	0.00	28,078.82
5430 - PERS - Employee	0.00	0.00	114,425.37	0.00	0.00	0.00	114,425.37
5431 - PERS - Pickup 6%	0.00	0.00	26,345.27	0.00	0.00	0.00	26,345.27
5440 - Health Insurance	0.00	0.00	90,740.75	0.00	0.00	0.00	90,740.75
<b>Total 5000 - Personnel Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>807,973.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>807,973.63</b>
6000 - Materials and Services							
6217 - EMR Education	0.00	0.00	1,675.95	0.00	0.00	0.00	1,675.95
6217-1 - EMR Education- Supplies	0.00	0.00	1,675.95	0.00	0.00	0.00	1,675.95
<b>Total 6217 - EMR Education</b>	<b>0.00</b>	<b>0.00</b>	<b>1,675.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,675.95</b>
6216 - FA/CPR Education							
6216-1 - FA/CPR Education- Supplies	0.00	0.00	2,977.04	0.00	0.00	0.00	2,977.04
6216-2 - FA/CPR Education- Instruct...	0.00	0.00	312.50	0.00	0.00	0.00	312.50
6216 - FA/CPR Education - Other	0.00	0.00	75.00	0.00	0.00	0.00	75.00
<b>Total 6216 - FA/CPR Education</b>	<b>0.00</b>	<b>0.00</b>	<b>3,284.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,284.54</b>
6091 - Tuition Reimbursement	0.00	0.00	11,357.46	0.00	0.00	0.00	11,357.46
6001 - Contracted Professional Service	0.00	0.00	55,723.28	0.00	0.00	0.00	55,723.28
6010 - Office Supplies	0.00	0.00	9,831.18	0.00	0.00	0.00	9,831.18
6011 - Postage/Shipping	0.00	0.00	292.70	0.00	0.00	0.00	292.70
6020 - Insurance and Bond	0.00	0.00	56,499.00	0.00	0.00	0.00	56,499.00
6030 - Dues and Fees	0.00	0.00	8,650.63	0.00	0.00	0.00	8,650.63
6042 - Marketing Program New Recruits	0.00	0.00	500.00	0.00	0.00	0.00	500.00
6050 - Utilities	0.00	0.00	17,557.49	0.00	0.00	0.00	17,557.49
6060 - Telephone, Pagers, Internet	0.00	0.00	19,254.08	0.00	0.00	0.00	19,254.08
6080 - Conference	0.00	0.00	6,399.08	0.00	0.00	0.00	6,399.08
6090 - Education/Training	0.00	0.00	10,772.91	0.00	0.00	0.00	10,772.91
6100 - Equipment Maintenance Agree...	0.00	0.00	2,098.00	0.00	0.00	0.00	2,098.00
6130 - Gas & Oil	0.00	0.00	13,216.00	0.00	0.00	0.00	13,216.00
6140 - Hydrant Maintenance	0.00	0.00	330.89	0.00	0.00	0.00	330.89
6150 - Radio Maintenance	0.00	0.00	3,226.10	0.00	0.00	0.00	3,226.10
6160 - Equipment Maintenance	0.00	0.00	7,625.11	0.00	0.00	0.00	7,625.11
6161 - Vehicle Maintenance	0.00	0.00	32,384.61	0.00	0.00	0.00	32,384.61
6170 - Building Maint and Improvements	0.00	0.00	4,449.50	0.00	0.00	0.00	4,449.50
6180 - Grounds Maintenance	0.00	0.00	612.59	0.00	0.00	0.00	612.59
6190 - Small Tools & Equipment	0.00	0.00	9,868.65	0.00	0.00	0.00	9,868.65
6200 - Supplies - Department	0.00	0.00	3,425.28	0.00	0.00	0.00	3,425.28
6210 - Supplies - Medical	0.00	0.00	12,933.76	0.00	0.00	0.00	12,933.76
6215 - Supplies - Prevention	0.00	0.00	1,801.73	0.00	0.00	0.00	1,801.73
6220 - Supplies - Suppression	0.00	0.00	1,796.92	0.00	0.00	0.00	1,796.92
6230 - Hazardous Materials	0.00	0.00	1,043.23	0.00	0.00	0.00	1,043.23
6250 - Uniforms	0.00	0.00	19,487.06	0.00	0.00	0.00	19,487.06
6270 - Volunteer - Activities	0.00	0.00	4,900.43	0.00	0.00	0.00	4,900.43
6280 - Volunteer Incentive Program	0.00	0.00	2,487.78	0.00	0.00	0.00	2,487.78
6300 - Volunteer - Length of Service	0.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00
6310 - Physical & Immunizations	0.00	0.00	11,245.00	0.00	0.00	0.00	11,245.00
6320 - Community Involvement	0.00	0.00	9,808.76	0.00	0.00	0.00	9,808.76
6900 - Miscellaneous Expense	0.00	0.00	1,208.15	0.00	0.00	0.00	1,208.15
<b>Total 6000 - Materials and Services</b>	<b>0.00</b>	<b>0.00</b>	<b>357,230.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>357,230.25</b>
7000 - Capital Outlay							
7130 - Capital Outlay - Bond	0.00	14,357.42	0.00	0.00	0.00	0.00	14,357.42
7110 - Capital Outlay - Building	0.00	0.00	6,596.00	30,218.75	0.00	0.00	36,814.75
<b>Total 7000 - Capital Outlay</b>	<b>0.00</b>	<b>14,357.42</b>	<b>6,596.00</b>	<b>30,218.75</b>	<b>0.00</b>	<b>0.00</b>	<b>51,172.17</b>
<b>Total Expense</b>	<b>0.00</b>	<b>14,357.42</b>	<b>1,860,060.88</b>	<b>30,218.75</b>	<b>0.00</b>	<b>0.00</b>	<b>1,904,637.05</b>
<b>Net Ordinary Income</b>	<b>5,997.09</b>	<b>453,347.87</b>	<b>902,394.43</b>	<b>440,770.25</b>	<b>96,647.00</b>	<b>350,000.00</b>	<b>2,249,156.64</b>
<b>Net Income</b>	<b>5,997.09</b>	<b>453,347.87</b>	<b>902,394.43</b>	<b>440,770.25</b>	<b>96,647.00</b>	<b>350,000.00</b>	<b>2,249,156.64</b>

## Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2023 through February 2024

	Jul '23 - Feb ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4043 · Bond Income - Bank Interest	-40.88	0.00	-40.88	100.0%
4042 · Bond Income - Prop Tax Inter...	350.11	700.00	-349.89	50.0%
4041 · Bond Income - Delinquent Ta...	3,891.86	5,000.00	-1,108.14	77.8%
4060 · Conflagration Income	94,223.88	100,000.00	-5,776.12	94.2%
4500 · Transfers In	688,261.00	0.00	688,261.00	100.0%
4050 · Public Education Income	10,507.60	12,500.00	-1,992.40	84.1%
4040 · Bond Income	400,660.29	404,200.00	-3,539.71	99.1%
4000 · Carryover Fund Balance	1,469,357.00	784,900.68	684,456.32	187.2%
4010 · Delinquent Property Taxes	13,173.82	16,000.00	-2,826.18	82.3%
4020 · Current Property Taxes	1,400,180.22	1,397,916.00	2,264.22	100.2%
4025 · Interest - Property Tax	1,015.11	3,000.00	-1,984.89	33.8%
4026 · Interest Income	43,583.55	0.00	43,583.55	100.0%
4035 · Grants Income	2,923.00	0.00	2,923.00	100.0%
4900 · Miscellaneous Income	25,707.13	10,000.00	15,707.13	257.1%
<b>Total Income</b>	<b>4,153,793.69</b>	<b>2,734,216.68</b>	<b>1,419,577.01</b>	<b>151.9%</b>
<b>Gross Profit</b>	<b>4,153,793.69</b>	<b>2,734,216.68</b>	<b>1,419,577.01</b>	<b>151.9%</b>
<b>Expense</b>				
9010 · Transfers	688,261.00	1,014,499.00	-326,238.00	67.8%
5000 · Personnel Expenses	807,973.63	1,189,106.04	-381,132.41	67.9%
6000 · Materials and Services	357,230.25	590,991.20	-233,760.95	60.4%
7000 · Capital Outlay	51,172.17	60,000.00	-8,827.83	85.3%
<b>Total Expense</b>	<b>1,904,637.05</b>	<b>2,854,596.24</b>	<b>-949,959.19</b>	<b>66.7%</b>
<b>Net Ordinary Income</b>	<b>2,249,156.64</b>	<b>-120,379.56</b>	<b>2,369,536.20</b>	<b>-1,868.4%</b>
<b>Net Income</b>	<b>2,249,156.64</b>	<b>-120,379.56</b>	<b>2,369,536.20</b>	<b>-1,868.4%</b>

## Philomath Fire and Rescue

## Balance Sheet by Class

Accrual Basis

As of February 29, 2024

	GO Bond 2016 - Capital Impro...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
<b>ASSETS</b>							
<b>Current Assets</b>							
Checking/Savings							
1015 - Citizens Bank Checking	0.00	-238,592.87	769,650.37	-260,698.00	-49,796.00	-72,120.49	150,443.01
1000 - Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	-2.78
1050 - Local Government Investment Pool	-299,615.85	705,359.63	460,711.99	703,654.68	147,696.64	422,658.00	2,140,365.03
<b>Total Checking/Savings</b>	<b>-299,615.85</b>	<b>466,766.76</b>	<b>1,230,359.58</b>	<b>442,956.68</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,290,605.32</b>
Accounts Receivable							
11000 - Accounts Receivable	0.00	0.00	37,484.32	0.00	0.00	0.00	37,484.32
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>37,484.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,484.32</b>
Other Current Assets							
1250 - Prepaid Assets	0.00	0.00	21,146.55	0.00	0.00	0.00	21,146.55
12100 - Inventory Asset	0.00	0.00	3,661.29	0.00	0.00	0.00	3,661.29
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>24,807.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,807.84</b>
<b>Total Current Assets</b>	<b>-299,615.85</b>	<b>466,766.76</b>	<b>1,292,651.74</b>	<b>442,956.68</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,353,097.48</b>
<b>TOTAL ASSETS</b>	<b>-299,615.85</b>	<b>466,766.76</b>	<b>1,292,651.74</b>	<b>442,956.68</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,353,097.48</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
Accounts Payable							
2010 - Accounts Payable	0.00	0.00	-27,966.22	0.00	0.00	0.00	-27,966.22
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>-27,966.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-27,966.22</b>
Credit Cards							
US Bank OneCard-Viktor	0.00	0.00	386.66	0.00	0.00	0.00	386.66
US Bank One Card-Chancy	0.00	0.00	4,195.96	0.00	0.00	0.00	4,195.96
US Bank One Card-Rich	0.00	0.00	3,924.29	0.00	0.00	0.00	3,924.29
US Bank One Card-Ashley	0.00	0.00	1,512.88	642.75	0.00	0.00	2,155.63
<b>Total Credit Cards</b>	<b>0.00</b>	<b>0.00</b>	<b>10,019.79</b>	<b>642.75</b>	<b>0.00</b>	<b>0.00</b>	<b>10,662.54</b>
Other Current Liabilities							
2070 - Deferred Taxes	0.00	6,530.03	22,142.96	0.00	0.00	0.00	28,672.99
2400 - Payroll Liabilities							
2133 - Paid Leave Oregon Withholding	0.00	0.00	4,466.68	0.00	0.00	0.00	4,466.68
2132 - Oregon Transit Tax Withholding	0.00	0.00	1,035.16	0.00	0.00	0.00	1,035.16
2100 - Wages Payable	0.00	0.00	32,239.54	0.00	0.00	0.00	32,239.54
2110 - Federal Income Tax Payable	0.00	0.00	4,892.00	0.00	0.00	0.00	4,892.00
2120 - FICA Payable	0.00	0.00	2,956.87	0.00	0.00	0.00	2,956.87
2125 - Medicare Payable	0.00	0.00	712.87	0.00	0.00	0.00	712.87
2130 - State Income Tax Payable	0.00	0.00	-2,079.74	0.00	0.00	0.00	-2,079.74
2131 - Works Benefit Fund Payable(W...	0.00	0.00	272.84	0.00	0.00	0.00	272.84
2140 - PERS Payable	0.00	0.00	11,406.52	0.00	0.00	0.00	11,406.52
2145 - OR Saving Growth 457 Payable	0.00	0.00	150.00	0.00	0.00	0.00	150.00
2150 - Health Insurance Prem. Payable	0.00	0.00	-158.60	0.00	0.00	0.00	-158.60
2210 - Health Ins Prem Ded Pie Tax	0.00	0.00	7,512.17	0.00	0.00	0.00	7,512.17
2230 - Flexible Spending Account	0.00	0.00	975.00	0.00	0.00	0.00	975.00
2232 - Union Dues	0.00	0.00	1,035.05	0.00	0.00	0.00	1,035.05
<b>Total 2400 - Payroll Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>65,455.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>65,455.36</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>6,530.03</b>	<b>87,598.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>94,128.35</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>6,530.03</b>	<b>69,651.89</b>	<b>642.75</b>	<b>0.00</b>	<b>0.00</b>	<b>76,824.67</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>6,530.03</b>	<b>69,651.89</b>	<b>642.75</b>	<b>0.00</b>	<b>0.00</b>	<b>76,824.67</b>
<b>Equity</b>							
3010 - Fund Balance	-5,038.00	-190,215.66	-2,058,218.22	-1,193,736.62	-737,563.10	-335,562.41	-4,521,253.01
3200 - Unallocated Fund Balance	-299,674.94	199,104.82	2,378,823.64	1,195,279.30	738,616.74	336,019.92	4,546,369.18
Net Income	5,997.09	453,347.87	902,394.43	440,770.25	96,647.00	350,000.00	2,249,156.64
<b>Total Equity</b>	<b>-299,615.85</b>	<b>462,236.73</b>	<b>1,222,999.85</b>	<b>442,313.63</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,276,272.81</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-299,615.85</b>	<b>466,766.76</b>	<b>1,292,651.74</b>	<b>442,956.68</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,353,097.48</b>

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03/01/24

**Philomath Fire and Rescue**  
**A/R Aging Detail**  
 As of February 29, 2024

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
<b>Current</b>									
Invoice	02/29/2024	2015-...		OSU Student Healt...		02/29/2024	General ...		855.00
Total Current									855.00
<b>1 - 30</b>									
Invoice	02/06/2024	2015-...		Metropolitan Repor...		02/06/2024	General ...	23	18.57
Total 1 - 30									18.57
<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 ...		47,131.32
General Journal	06/30/2021	AJE2...		Adjustment			General ...		-47,131.00
General Journal	06/30/2021	AJE2...		Adjustment			General ...		29,146.00
General Journal	06/30/2021	AJE2...		Adjustment			General ...		8,637.00
General Journal	06/30/2021	AJE2...		Adjustment			General ...		-1,197.57
Invoice	06/01/2022	2015-...		Metropolitan Repor...		06/01/2022	General ...	638	25.00
Total > 90									36,610.75
<b>TOTAL</b>									<b>37,484.32</b>

**Philomath Fire and Rescue**  
**A/P Aging Detail**  
 As of February 29, 2024

Type	Date	Num	Name	Due Date	Aging	Open Balance
<b>Current</b>						
Bill	02/21/2024	B399...	MPTV, Inc.	03/02/2024		18.07
Bill	02/27/2024	B399...	MPTV, Inc.	03/08/2024		8.27
Total Current						26.34
<b>1 - 30</b>						
Bill	02/01/2024	B396...	MPTV, Inc.	02/11/2024	18	17.14
Bill	02/02/2024	B396...	MPTV, Inc.	02/12/2024	17	4.49
Bill	02/06/2024	B397...	MPTV, Inc.	02/16/2024	13	18.85
Bill	02/09/2024	B397...	MPTV, Inc.	02/19/2024	10	23.44
Bill	02/14/2024	B398...	MPTV, Inc.	02/24/2024	5	36.70
Bill	02/14/2024	AA25...	MPTV, Inc.	02/24/2024	5	4.34
Bill	02/14/2024	B398...	MPTV, Inc.	02/24/2024	5	11.12
Bill	02/16/2024	B398...	MPTV, Inc.	02/26/2024	3	42.99
Bill	02/16/2024	B398...	MPTV, Inc.	02/26/2024	3	3.45
Credit	02/26/2024	C146...	Hughes Fire Equi...			-63.54
Total 1 - 30						98.98
<b>31 - 60</b>						
Total 31 - 60						
<b>61 - 90</b>						
Credit	12/05/2023	790240	TWGW, Inc. dba ...			-13.72
Total 61 - 90						-13.72
<b>&gt; 90</b>						
General Journal	06/30/2023	AUDI...	SAIF Corporation			-28,078.82
Bill	10/31/2023	5450...	CoEnergy Propane	11/10/2023	111	1.00
Total > 90						-28,077.82
<b>TOTAL</b>						<b>-27,966.22</b>

**Philomath Fire and Rescue**  
**Check Detail**  
February 2024

Type	Num	Date	Name	Item	Account	Paid Amou...	Original Amo...
Check	EFT	02/01/20:	Consumers...		1015 · Citiz...		<b>-219.05</b>
					6050 · Utilities	-105.55	105.55
					6050 · Utilities	-72.79	72.79
					6050 · Utilities	-40.71	40.71
TOTAL						-219.05	219.05
Check	EFT	02/01/20:	AsiFlex		1015 · Citiz...		<b>-350.00</b>
					2230 · Flexi...	-350.00	350.00
TOTAL						-350.00	350.00
Check	EFT	02/04/20:	Verizon		1015 · Citiz...		<b>-274.29</b>
					6060 · Tele...	-274.29	274.29
TOTAL						-274.29	274.29
Check	EFT	02/04/20:	AT&T Mobil...		1015 · Citiz...		<b>-120.06</b>
					6060 · Tele...	-120.06	120.06
TOTAL						-120.06	120.06
Check	EFT	02/04/20:	Colonial Life		1015 · Citiz...		<b>-153.40</b>
					2210 · Healt...	-25.00	25.00
					2150 · Healt...	-128.40	128.40
TOTAL						-153.40	153.40
Check	EFT	02/05/20:	Intuit		1015 · Citiz...		<b>-36.00</b>
					6030 · Dues...	-36.00	36.00
TOTAL						-36.00	36.00
Check	EFT	02/05/20:	EFTPS		1015 · Citiz...		<b>-14,462.26</b>
					2110 · Fede...	-6,099.00	6,099.00
					2120 · FICA...	-3,389.01	3,389.01
					2125 · Medi...	-792.62	792.62
					5405 · Empl...	-3,389.01	3,389.01
					5410 · Empl...	-792.62	792.62
TOTAL						-14,462.26	14,462.26
Check	EFT	02/05/20:	Oregon De...		1015 · Citiz...		<b>-3,798.00</b>
					2130 · State...	-3,798.00	3,798.00
TOTAL						-3,798.00	3,798.00
Check	EFT	02/06/20:	Comcast		1015 · Citiz...		<b>-15.82</b>
					6060 · Tele...	-15.82	15.82
TOTAL						-15.82	15.82

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03/01/24

**Philomath Fire and Rescue**  
**Check Detail**  
February 2024

Type	Num	Date	Name	Item	Account	Paid Amou...	Original Amo...
Check	EFT	02/07/20;	NW Natural		1015 · Citiz...		-731.54
					6050 · Utilities	-731.54	731.54
TOTAL						-731.54	731.54
Bill Pmt -...	EFT	02/07/20;	U.S. Bank		1015 · Citiz...		-4,784.57
Bill	020...	01/25/20;			US Bank O...	-296.85	296.85
Bill	020...	01/25/20;			US Bank O...	-477.92	477.92
Bill	020...	01/25/20;			US Bank O...	-23.55	23.55
Bill		02/07/20;			US Bank O...	-3,986.25	3,986.25
TOTAL						-4,784.57	4,784.57
Check	EFT	02/09/20;	Pacific Po...		1015 · Citiz...		-923.98
					6050 · Utilities	-923.98	923.98
TOTAL						-923.98	923.98
Check	EFT	02/10/20;	CIS Trust		1015 · Citiz...		-11,743.59
					5440 · Healt...	-11,743.59	11,743.59
TOTAL						-11,743.59	11,743.59
Check	EFT	02/14/20;	PERS		1015 · Citiz...		-17,954.58
					5431 · PER...	-3,341.55	3,341.55
					5430 · PER...	-14,613.03	14,613.03
TOTAL						-17,954.58	17,954.58
Check	EFT	02/15/20;	De Lage La...		1015 · Citiz...		-152.15
					6100 · Equi...	-152.15	152.15
TOTAL						-152.15	152.15
Check	EFT	02/15/20;	Pioneer Tel...		1015 · Citiz...		-150.90
					6060 · Tele...	-150.90	150.90
TOTAL						-150.90	150.90
Check	EFT	02/15/20;	Carson Oil		1015 · Citiz...		-668.76
					6130 · Gas ...	-668.76	668.76
TOTAL						-668.76	668.76
Check	EFT	02/16/20;	City of Phil...		1015 · Citiz...		-239.70
					6050 · Utilities	-15.20	15.20
					6050 · Utilities	-224.50	224.50
TOTAL						-239.70	239.70

**Philomath Fire and Rescue**  
**Check Detail**  
**February 2024**

Type	Num	Date	Name	Item	Account	Paid Amou...	Original Amo...
Check	EFT	02/16/20	Verizon		1015 · Citiz...		-259.29
					6060 · Tele...	-259.29	259.29
TOTAL						-259.29	259.29
Check	EFT	02/20/20	Consumer ...		1015 · Citiz...		-560.59
					6050 · Utilities	-478.26	478.26
					6050 · Utilities	-82.33	82.33
TOTAL						-560.59	560.59
Check	EFT	02/20/20	Republic S...		1015 · Citiz...		-282.95
					6050 · Utilities	-35.50	35.50
					6050 · Utilities	-247.45	247.45
TOTAL						-282.95	282.95
Check	EFT	02/27/20	De Lage La...		1015 · Citiz...		-152.15
					6100 · Equi...	-152.15	152.15
TOTAL						-152.15	152.15
Check	OLP	02/12/20	Riverstrong		1015 · Citiz...		-2,396.27
					6001 · Contr...	-2,396.27	2,396.27
TOTAL						-2,396.27	2,396.27
Bill Pmt -...	321...	02/01/20	Hughes Fir...		1015 · Citiz...		-1,542.54
Bill	602...	02/01/20			6161 · Vehi...	-1,542.54	1,542.54
TOTAL						-1,542.54	1,542.54
Bill Pmt -...	321...	02/01/20	Jones & Ba...		1015 · Citiz...		-1,675.95
Bill	127...	02/01/20			6217-1 · EM...	-1,675.95	1,675.95
TOTAL						-1,675.95	1,675.95
Bill Pmt -...	321...	02/02/20	Philomath ...		1015 · Citiz...		-425.52
Bill	Jan...	02/02/20			2232 · Unio...	-425.52	425.52
TOTAL						-425.52	425.52
Bill Pmt -...	321...	02/04/20	Benton Co...		1015 · Citiz...		-500.00
Bill	202...	02/04/20			6180 · Grou...	-500.00	500.00
TOTAL						-500.00	500.00



**Philomath Fire and Rescue**  
**Check Detail**  
February 2024

Type	Num	Date	Name	Item	Account	Paid Amou...	Original Amo...
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/04/20;</b>	<b>Nutrien</b>		<b>1015 · Citiz...</b>		<b>-117.50</b>
Bill	020...	02/04/20;			6230 · Haza...	-117.50	117.50
TOTAL						-117.50	117.50
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/05/20;</b>	<b>MPTV, Inc.</b>		<b>1015 · Citiz...</b>		<b>-286.33</b>
Bill	B3...	01/12/20;			6180 · Grou...	-82.94	82.94
Bill	B3...	01/16/20;			6170 · Build...	-83.97	83.97
Bill	B3...	01/16/20;			6170 · Build...	-32.03	32.03
Bill	B3...	01/30/20;			6190 · Smal...	-63.96	63.96
Bill	AA...	01/31/20;			6190 · Smal...	-15.99	15.99
Bill		02/05/20;			6190 · Smal...	-7.44	7.44
TOTAL						-286.33	286.33
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/05/20;</b>	<b>Riece Hines</b>		<b>1015 · Citiz...</b>		<b>-3,035.24</b>
Bill	Fall...	02/05/20;			6091 · Tuiti...	-3,035.24	3,035.24
TOTAL						-3,035.24	3,035.24
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Alexander ...</b>		<b>1015 · Citiz...</b>		<b>-150.00</b>
Bill	202...	02/14/20;			6270 · Volu...	-150.00	150.00
TOTAL						-150.00	150.00
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Allan Aguirre</b>		<b>1015 · Citiz...</b>		<b>-150.00</b>
Bill	202...	02/14/20;			6270 · Volu...	-150.00	150.00
TOTAL						-150.00	150.00
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Andy Loud...</b>		<b>1015 · Citiz...</b>		<b>-50.00</b>
Bill	202...	02/14/20;			6270 · Volu...	-50.00	50.00
TOTAL						-50.00	50.00
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Annas Con...</b>		<b>1015 · Citiz...</b>		<b>-400.00</b>
Bill	3399	02/08/20;			6160 · Equi...	-400.00	400.00
TOTAL						-400.00	400.00
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Bob Riegel...</b>		<b>1015 · Citiz...</b>		<b>-250.00</b>
Bill	202...	02/14/20;			6270 · Volu...	-250.00	250.00
TOTAL						-250.00	250.00
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Chris Leon...</b>		<b>1015 · Citiz...</b>		<b>-50.00</b>
Bill	202...	02/14/20;			6270 · Volu...	-50.00	50.00
TOTAL						-50.00	50.00

**Philomath Fire and Rescue  
Check Detail  
February 2024**

Type	Num	Date	Name	Item	Account	Paid Amou...	Original Amo...
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Culligan</b>		<b>1015 · Citiz...</b>		<b>-71.30</b>
Bill	789...	02/06/20;			6050 · Utilities	-71.30	71.30
TOTAL						-71.30	71.30
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Dave Wiger</b>		<b>1015 · Citiz...</b>		<b>-575.09</b>
Bill	02....	02/06/20;			6270 · Volu...	-125.09	125.09
Bill	202...	02/14/20;			6270 · Volu...	-450.00	450.00
TOTAL						-575.09	575.09
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Hughes Fir...</b>		<b>1015 · Citiz...</b>		<b>-5,319.10</b>
Bill	602...	02/06/20;			6161 · Vehi...	-1,277.20	1,277.20
Bill	602...	02/08/20;			6161 · Vehi...	-605.07	605.07
Bill	602...	02/08/20;			6161 · Vehi...	-1,291.99	1,291.99
Bill	602...	02/14/20;			6161 · Vehi...	-267.16	267.16
Bill	602...	02/14/20;			6161 · Vehi...	-1,877.68	1,877.68
TOTAL						-5,319.10	5,319.10
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>IIA Lifting S...</b>		<b>1015 · Citiz...</b>		<b>-2,278.91</b>
Bill	IN...	02/09/20;			6160 · Equi...	-2,278.91	2,278.91
TOTAL						-2,278.91	2,278.91
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Industrial ...</b>		<b>1015 · Citiz...</b>		<b>-55.50</b>
Bill	368...	02/06/20;			6210 · Supp...	-55.50	55.50
TOTAL						-55.50	55.50
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Kendra Islam</b>		<b>1015 · Citiz...</b>		<b>-55.92</b>
Bill	Mic...	02/03/20;			6280 · Volu...	-55.92	55.92
TOTAL						-55.92	55.92
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Medline Ind...</b>		<b>1015 · Citiz...</b>		<b>-910.43</b>
Bill	230...	02/02/20;			6210 · Supp...	-312.38	312.38
Bill	230...	02/14/20;			6210 · Supp...	-598.05	598.05
TOTAL						-910.43	910.43
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Nick's Auto...</b>		<b>1015 · Citiz...</b>		<b>-432.07</b>
Bill	182...	02/14/20;			6161 · Vehi...	-116.73	116.73
Bill	182...	02/14/20;			6161 · Vehi...	-168.83	168.83
Bill	182...	02/14/20;			6161 · Vehi...	-146.51	146.51
TOTAL						-432.07	432.07

## Philomath Fire and Rescue Check Detail February 2024

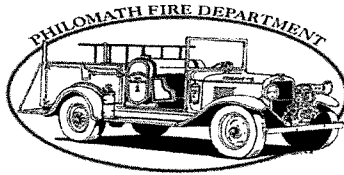
Type	Num	Date	Name	Item	Account	Paid Amou...	Original Amo...
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Paula Ande...</b>		<b>1015 · Citiz...</b>		<b>-349.53</b>
Bill	02....	02/07/20;			6270 · Volu...	-199.53	199.53
Bill	202...	02/14/20;			6270 · Volu...	-150.00	150.00
TOTAL						-349.53	349.53
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Santiam E...</b>		<b>1015 · Citiz...</b>		<b>-1,259.29</b>
Bill	257...	02/14/20;			6220 · Supp...	-1,259.29	1,259.29
TOTAL						-1,259.29	1,259.29
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Spaeth Lu...</b>		<b>1015 · Citiz...</b>		<b>-36.19</b>
Bill	240...	02/14/20;			7110 · Capit...	-4.48	4.48
Bill	240...	02/14/20;			7110 · Capit...	-26.95	26.95
Bill	240...	02/14/20;			7110 · Capit...	-4.76	4.76
TOTAL						-36.19	36.19
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Stephanie ...</b>		<b>1015 · Citiz...</b>		<b>-150.00</b>
Bill	202...	02/14/20;			6270 · Volu...	-150.00	150.00
TOTAL						-150.00	150.00
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>The Corvall...</b>		<b>1015 · Citiz...</b>		<b>-4,096.00</b>
Bill	199...	02/08/20;			6310 · Phys...	-4,096.00	4,096.00
TOTAL						-4,096.00	4,096.00
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>TWGW, Inc...</b>		<b>1015 · Citiz...</b>		<b>-28.05</b>
Bill	795...	02/02/20;			6230 · Haza...	-14.49	14.49
Bill	796...	02/10/20;			6130 · Gas ...	-13.56	13.56
TOTAL						-28.05	28.05
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/14/20;</b>	<b>Willamette ...</b>		<b>1015 · Citiz...</b>		<b>-370.61</b>
Bill	587...	02/14/20;			6161 · Vehi...	-370.61	370.61
TOTAL						-370.61	370.61
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20;</b>	<b>Bio-Med Te...</b>		<b>1015 · Citiz...</b>		<b>-58.00</b>
Bill	104...	02/26/20;			6030 · Dues...	-58.00	58.00
TOTAL						-58.00	58.00
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20;</b>	<b>Cascade Fi...</b>		<b>1015 · Citiz...</b>		<b>-2,274.41</b>
Bill	IN...	02/16/20;			6190 · Smal...	-2,274.41	2,274.41
TOTAL						-2,274.41	2,274.41

**Philomath Fire and Rescue**  
**Check Detail**  
**February 2024**

Type	Num	Date	Name	Item	Account	Paid Amou...	Original Amo...
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20:</b>	<b>Chris Leon...</b>		<b>1015 · Citiz...</b>		<b>-112.91</b>
Bill	F2...	02/16/20:			6161 · Vehi...	-112.91	112.91
TOTAL						-112.91	112.91
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20:</b>	<b>Daphne Phi...</b>		<b>1015 · Citiz...</b>		<b>-68.96</b>
Bill	827...	02/23/20:			6280 · Volu...	-68.96	68.96
TOTAL						-68.96	68.96
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20:</b>	<b>Hughes Fir...</b>		<b>1015 · Citiz...</b>		<b>-3,796.11</b>
Bill	603...	02/16/20:			6161 · Vehi...	-1,173.68	1,173.68
Bill	603...	02/16/20:			6161 · Vehi...	-2,622.43	2,622.43
TOTAL						-3,796.11	3,796.11
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20:</b>	<b>Life Assist,...</b>		<b>1015 · Citiz...</b>		<b>-158.34</b>
Bill	140...	02/16/20:			6210 · Supp...	-158.34	158.34
TOTAL						-158.34	158.34
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20:</b>	<b>Medline Ind...</b>		<b>1015 · Citiz...</b>		<b>-270.29</b>
Bill	230...	02/16/20:			6210 · Supp...	-109.70	109.70
Bill	230...	02/17/20:			6200 · Supp...	-160.59	160.59
TOTAL						-270.29	270.29
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20:</b>	<b>My-Comm, ...</b>		<b>1015 · Citiz...</b>		<b>-424.35</b>
Bill	170...	02/20/20:			6150 · Radi...	-424.35	424.35
TOTAL						-424.35	424.35
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20:</b>	<b>SeaWestern</b>		<b>1015 · Citiz...</b>		<b>-41.35</b>
Bill	IN...	02/20/20:			6250 · Unifo...	-41.35	41.35
TOTAL						-41.35	41.35
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20:</b>	<b>Spaeth Lu...</b>		<b>1015 · Citiz...</b>		<b>-86.74</b>
Bill	240...	02/03/20:			6170 · Build...	-64.02	64.02
Bill	240...	02/16/20:			6170 · Build...	-2.23	2.23
Bill	240...	02/16/20:			6170 · Build...	-20.49	20.49
TOTAL						-86.74	86.74
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20:</b>	<b>TWGW, Inc...</b>		<b>1015 · Citiz...</b>		<b>-9.29</b>
Bill	797...	02/23/20:			6190 · Smal...	-9.29	9.29
TOTAL						-9.29	9.29

## Philomath Fire and Rescue Check Detail February 2024

Type	Num	Date	Name	Item	Account	Paid Amou...	Original Amo...
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/26/20;</b>	<b>Willamette ...</b>		<b>1015 · Citiz...</b>		<b>-166.90</b>
Bill	587...	02/15/20;			6161 · Vehi...	-110.60	110.60
Bill	588...	02/26/20;			6161 · Vehi...	-53.88	53.88
Bill	588...	02/26/20;			6161 · Vehi...	-2.42	2.42
TOTAL						-166.90	166.90
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/29/20;</b>	<b>Medline Ind...</b>		<b>1015 · Citiz...</b>		<b>-136.36</b>
Bill	230...	02/29/20;			6210 · Supp...	-136.36	136.36
TOTAL						-136.36	136.36
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/29/20;</b>	<b>National Fir...</b>		<b>1015 · Citiz...</b>		<b>-2,089.00</b>
Bill	R5...	02/27/20;			6190 · Smal...	-2,089.00	2,089.00
TOTAL						-2,089.00	2,089.00
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/29/20;</b>	<b>TWGW, Inc...</b>		<b>1015 · Citiz...</b>		<b>-19.98</b>
Bill	797...	02/27/20;			6161 · Vehi...	-19.98	19.98
TOTAL						-19.98	19.98
<b>Bill Pmt -...</b>	<b>321...</b>	<b>02/29/20;</b>	<b>Willamette ...</b>		<b>1015 · Citiz...</b>		<b>-102.45</b>
Bill	588...	02/27/20;			6161 · Vehi...	-77.64	77.64
Bill	588...	02/28/20;			6161 · Vehi...	-24.81	24.81
TOTAL						-102.45	102.45



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

11 March 2024

Association Business

- Met as Executive Board to discuss upcoming topics.
- Regular Association meetings
- Attended Philomath Samaritan Awards.

Volunteer Activity

- Staffed to help provide coverage as needed.
- Continue to assist in the organization and teaching drills.
- Station Repairs and upgrades at 203 generator.
- Work on Brush Trucks
- Members on Training Facility and Apparatus Committees.
- 1 Volunteer to Instructor 2
- 1 Volunteer to Fire Officer 2
- 3 Volunteer to Winter Fire School at DPSST.
- Volunteer Appreciation Dinner.
- Samaritan Awards
- Live Fire Training
- 

Recruitment and retention

- Interviewed potential volunteer.
- Volunteer Officers working with staff on Volunteers that are less active.

Volunteer status

- No Activity

Respectfully submitted.

Dan Eddy  
President

Paula Anderson  
Vice President

Jean Goul  
Treasurer

Kendra Islam  
Secretary



Philomath Fire & Rescue  
District Strategic Plan

## Mission

The men and women of this department are dedicated to:

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

## Vision

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

## Value

“How we measure ourselves.”

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

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

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

## Guiding Principles

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

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

The District Strategic Plan contains the following themes:

- Department Operations
- Fiscal Responsibility
- Our People
- Our community

## Color Key for Strategic Plan Updates:

*Unable to Proceed with Details*

*In Progress/Current Status*

*Completed*



# I. Theme: Department Operations

## A. Objective: Emergency Response

GOAL 1: Provide 2 Paid Pumper Operator Personnel 24 Hours Per Day

*Action Item: Utilizing General Fund, Apply for SAFER and OSFM Grants to improve staffing.*

Timeline: 2024-2025 Budget

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief and Office Administrator

Funding Source: Grants & General Fund

GOAL 2: Prepare us for Community Disasters

*Action Item 1: Load Test 201 Generator*

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Louden

Funding Source: General Fund

GOAL 3: Prepare us for Community Disasters

*Action Item 1: Incident Action Plan*

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: General Fund

GOAL 4: Implement Drone Program

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility:

Funding Source: Grants

## II. Theme: Fiscal Responsibility

### A. Objective: Review and Update Organizational Documents

GOAL: Employee Handbook Updating Completed with Board Approval

*Action Item: Bring Employee Handbook up to date with new laws and regulations.*

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief and Office Administrator

Funding Source: Contracted Professional Services- General Fund (Lawyer Review)

### B. Objective: Capital Improvements

GOAL 1: Replace Training Facility at Station 201.

*Action Item: RFP for Contractors and begin Construction.*

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: Building and Land Reserves

**GOAL 2: Apparatus Replacement Plan**

*Action Item: Apparatus Committee to create Maintenance & Replacement Plan to prolong apparatus lives.*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Louden

Funding Source: Vehicle Reserves

**GOAL 3: Facility Improvements Plan**

*Action Item: 201 Garage Door Maintenance*

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

**GOAL 4: Facility Improvements Plan**

*Action Item: 201 Thermostat Cutoff*

**Timeline:**

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

**Responsibility:** LT Schell

**Funding Source:** Building and Land Reserves

**GOAL 5: Facility Improvements Plan**

*Action Item: Paint 203*

**Timeline:**

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

**Responsibility:** LT Schell

**Funding Source:** Building and Land Reserves

### C. Objective: Information Technology

GOAL: Protect the District's Digital Assets.

*Action Item: Wireless Infrastructure Planning, Switching Infrastructure, Workstation Lifecycle Management.*

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Deputy Chief

Funding Source: General Fund and Grants

## III. Theme: Our People

### A. Objective: Wellness

GOAL: Encourage Physical & Mental Wellness

*Action Item: Create and Implement Wellness Policy and Investigate Wellness Programs for District (such as "Struggle Well")*

Timeline:

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Taylor

Funding Source: General Fund & Wellness Grants

**B. Objective: Training**

**GOAL:** Develop Internal Training Materials to meet current Operation needs of the District

*Action Item: Reconcile individual and company tasks. Develop and make available training materials and resources on our internal site.*

**Timeline:**

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

**Responsibility:** Captain Bovbjerg

**Funding Source:** General Fund & Grants

**C. Objective: Retention**

**GOAL:** Ensure Volunteer Retention

*Action Item: Implement "Stay Interview" Program*

**Timeline:**

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

**Responsibility:** Fire Chief & Office Administrator

**Funding Source:** General Fund

#### IV. Theme: Our Community

##### B. Objective: Community Interaction and Input

*Action Item: Obtain insight from our community to create Master Plan.*

Timeline: 2024-2025 Budget Year

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Board of Directors

Funding Source: General Fund

DRAFT



# FIRE CHIEF REVIEW PROCESS

## Administrative Guidelines

- 1) Monthly Check-Ins, done by the board president or member designated by the board  
Coffee, Office Visit, Lunch, scheduled with the Fire Chief
  
- 2) Each third month the check-in is to be more formal with written comments/feedback for the Fire Chief and board input as appropriate.
  
- 3) Preparation for Annual Review
  - a. January board appoints member to do the annual review – nominally the board President, designated to talk to the Fire Chief and his staff for 360-review.
  
  - b. January – schedule meetings (in-person, phone-call, other) with the Deputy Chief, Union President, Volunteer Association President.  
See appendix C for suggested email wording.  
See appendix D for suggested questions to ask.
  
  - c. Use an on-line tool to conduct a survey of the entire department.  
See appendix A for suggested questions.  
See appendix B for suggested email wording to announce the survey.
  
  - d. Fire Chief fills out self-evaluation form.  
See appendix E for suggested form  
See appendix F for evaluation of form
  
  - e. Board schedules executive session for review of Fire Chief at March meeting.
  
- 4) Use the input from above and present to the board a summary of the results.
  
- 5) The board then decides on the appropriate course of action.
  - a. Salary adjustment
  - b. Recommend training/courses
  - c. Disciplinary Action
  - d. Other

### Timeline:

Jan: 360 Survey

## **FIRE CHIEF REVIEW PROCESS**

Feb: Chief Self-Evaluation

Mar: Board Meeting – Executive Meeting

Mar: Board Meeting – Vote on Fire Chief Salary Package

### **APPENDIX A - SUGGESTED 360 SURVEY QUESTIONS**

Sent to the entire department, first responders and staff.

1. Does the Chief provide leadership for the department?  
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
  
2. Does the Chief promote teamwork?  
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
  
3. Does the Chief communicate well?  
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
  
4. Do I feel like I have the opportunity for input and feedback?  
Scale: A Great Deal, A Lot, A Moderate Amount, A Little, None at All
  
5. Does the Chief follow-through on decisions and communications:  
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
  
6. Does the Chief involve others in decision making?  
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

# FIRE CHIEF REVIEW PROCESS

## APPENDIX B - SUGGESTED 360 SURVEY QUESTIONS

EMAIL SENT TO ENTIRE DEPARTMENT ANNOUNCING THE SURVEY

Hello Emergency Responders,

The board takes its responsibility of managing the Fire Chief seriously. As part of this responsibility the board is conducting a 360 review of the Fire Chief as part of the annual review process. We would like your input on the Chief.

This will only take a few minutes of your time and will be greatly appreciated.

SURVEY LINK: Link to Survey: <https://xxxxxxxxxxxxxxxxxxxxxxxx>

In addition, if there are any comments about the Chief, please email them to the Board President. ALL comments will be kept confidential to the board, all names/emails will be removed from comments emailed.

Email: Board President

Thank You

Board President

## **FIRE CHIEF REVIEW PROCESS**

### **APPENDIX C -- EMAIL TO, Deputy Chief, Union President, Volunteer President**

Hello Deputy Chief *(name of Deputy Chief)*

Hello Union President *(name of Union President Name)*

Hello Volunteer President *(name of Volunteer President)*

The board takes its responsibility of managing the Chief seriously. As part of this responsibility the board is conducting a 360 review of the Fire Chief as part of the annual review process. We would like your input on the Chief.

This will only take a few minutes of your time and will be greatly appreciated. Your comments will be kept confidential to the board.

I have been designated by the board to contact you.

Please call me.

My schedule is open all day on the following dates:

Dates ---

Thank You

Board President / Phone #

# **FIRE CHIEF REVIEW PROCESS**

## **APPENDIX D - Suggested Questions for the 360 meeting**

- 1) How are the interactions/communications with the FC and you?
- 2) How are the interactions/communications with the FC and your team
- 3) How are the interactions/communications with the FC and other agencies/city?
- 4) Are there areas the FC needs to improve/strengthen?

# FIRE CHIEF REVIEW PROCESS

## APPENDIX E – FIRE CHIEF SELF EVALUATION FORM



<b>Employee's Name:</b> Name	<b>Date:</b> Date
<b>Title:</b> Title	
<b>Evaluator:</b> Supervisor	
<b>Evaluation Period:</b> Period	

### Job Review

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

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

### Accomplishments

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

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

# FIRE CHIEF REVIEW PROCESS

## Goal Setting

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1. What are the goals you have set for yourself for the coming year and what actions will you take to accomplish these goals? How can the board support you in accomplishing the goals?
2. What would you like to accomplish in the coming year for your own development? Do you feel you need any additional training in any of your job tasks/assignments?

## Management

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1. How are you managing the fiscal health of your department?
2. How have you shown leadership this year?
3. What is most challenging for you as a manager of employees? On the flip side, what is most rewarding for you as a manager of employees?

## Communication

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1. Do you have any suggestions that would improve the operations of your workgroup and/or department?
2. Is there anything else you would like to share in this self-evaluation that was not specifically asked/addressed above?

## Staff Pulse Checks

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

# FIRE CHIEF REVIEW PROCESS



# FIRE CHIEF REVIEW PROCESS

## APPENDIX F – FIRE CHIEF SELF EVALUATION FORM



Philomath Fire & Rescue Fire Department

### JOB PERFORMANCE EVALUATION FORM

Fire Chief

Confidential

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

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

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

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

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

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

Type: [Choose an item.](#)

### PERFORMANCE PLANNING AND RESULTS

#### Performance Review

Use completed self-evaluation provided by the employee.

Rate the employee's level of performance using the definitions below.

Review with employee each performance factor used to evaluate his/her work performance, review and list goals, add comments, sign and file.

# FIRE CHIEF REVIEW PROCESS

## Performance Rating Definitions

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

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

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

<b>Leadership</b> – Routinely demonstrates leadership abilities: <ul style="list-style-type: none"><li>a. Operates with high moral standards regarding duties and responsibility</li></ul>	<b>Score:</b>
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## FIRE CHIEF REVIEW PROCESS

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

## FIRE CHIEF REVIEW PROCESS

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

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

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

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

## FIRE CHIEF REVIEW PROCESS

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

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

Employee Comments:

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Employee

Date

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

Evaluated by

Date

Board President

Date

