

# PHILOMATH FIRE & RESCUE

February 12, 2024

**Location: Philomath Fire & Rescue**

**3:00 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- January 8, 2024 Regular Session
  - b. Minutes- February 5, 2024 Work Session
  - c. Bills – January
  - d. Chief Vacation Hours
  
- 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 & Board Secure File Storage Options- 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

VII. NEW BUSINESS

1. Chief Review Process- Edmonds
2. Appoint Budget Officer- Scott
3. Appoint Budget Committee- Scott
4. Automatic & Mutual Aid Agreements- Ferguson
5. SAFER Grant Board Support- Ferguson
6. Schedule Work Session for Board for Master Plan- Edmonds
6. Board Member Code of Conduct Discussion (Ken Jones' List)  
*Start with Item #12*

VIII. ACTION ITEMS

- IX. NEXT MEETING – March 11, 2024

- X. ADJOURNMENT

# PHILOMATH FIRE & RESCUE

January 8, 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 15:04. Board members present included: Vice President Daphne Phillips, Treasurer Ken Corbin, Rick Brand, 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 Kori Sarrett via Zoom, and Volunteer President Dan Eddy.

### II. AUDIT PRESENTATION

1. Annual Audit Presentation by Kori Sarrett, Accuity LLC. Report included in the Board Packet and highlights discussed by Ms. Sarrett. Our Treasurer discussed our process with **Phillips moved to approve the Audit as presented. Seconded by Brier. 5-0 Approved.**

### III. CONSENT AGENDA

- a. Minutes- December 11, 2023
- b. Bills – December
- c. Chief Vacation Hours

**Edmonds moved to approve the Consent Agenda as presented. Seconded by Phillips. 5-0 Approved.**

### IV. PUBLIC COMMENT – None.

### V. STAFF REPORTS

2. Board Report
  - Review Board Calendar- calendar included in the Board Packet and discussed. **Phillips moved to appoint Edmonds to contact Chief and Staff for 360 Review. Seconded by Brand. 5-0 Approved.**

3. Fire Chief Report – Chief Ferguson- Report included in the Board Packet and highlights discussed.
4. Deputy Chief Reports- Deputy Chief Saalsaa- Report included in the Board Packet and highlights discussed in detail.
5. Office Administrator Financial Report- Scott- Report included in the Board Packet and highlights discussed.

VI. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Report included in the Board Packet and highlights discussed.
2. IAFF Local 4925 – President Moser- No representative present or report submitted.
3. City Council Liaison- Councilor Christopher McMorrان- Spoke about reupping Liaison roles, McMorrان reappointed to Fire. Thanked PF&R for Light Parade Involvement, Moving forward with Water Reservoir construction, Veteran’s Memorial Park Opening Memorial Weekend, Road Construction continuing.

VII. OLD BUSINESS

1. Personnel Manual and Administrative Directives Review Update- Ferguson- Packets were handed out to the Board Members to review for substance and readability. This document has been added to the Board Packet.
2. Appreciation Dinner Update- Phillips- Dinner is scheduled with Eats & Treats. Upcoming meeting to finalize details with Phillips, Chief Ferguson and Scott.

VIII. NEW BUSINESS

1. Strategic Plan Review- Ferguson- Report included in the Board Packet and highlights discussed. Ferguson discussed having a Work Session in February prior to Budgeting. Edmonds added that to the agenda to discuss later in the meeting.

2. Budget Calendar Review- Discussed by Scott, following the same calendar that was created last year. No updates or changes.

**Phillips moved to approve Budget Calendar as presented. Seconded by Brier. Approved 5-0.**

3. Newspaper of Record Discussion- Scott- Discussed options and Phillips discussed that this is in the interest of the Community to move this direction.

**Edmonds motioned to continue our present method of notice of meetings per the new statutes and add to that the digital notification via the digital newspaper. Seconded by Phillips. 5-0 Approved.**

4. FEPP Surplus of Daisy Pump- Discussed by Ferguson. Ferguson asked if there was a need to Surplus this pump was necessary since we are not owners of the item.

**Edmonds motioned to give Chief Authorization to surplus or dispose of the pump as recommended by his research. Seconded by Brier. 5-0 Approved.**

5. Board Member Code of Conduct Discussion (Ken Jones' List)- Discussion was had by all Board members on the below topics.

*"10. Refer all complaints or problems to the proper administrative officer and discuss them only at a regular meeting after failure of an administrative solution."*

*"11. Present personal criticisms of any Fire District operation directly to the Fire Chief rather than lower-ranking personnel."*

6. Work Session for Strategic Plan- Edmonds added to agenda. February 5<sup>th</sup> at 3:30 pm-4:30 pm.

IX. ACTION ITEMS-

- a. Phillips scheduling with Chief Ferguson & Scott regarding Appreciation Dinner Details
- b. Scheduled work session for the Board to discuss the Strategic Plan.

X. NEXT MEETING –

- a. Work Session Meeting: February 5<sup>th</sup>, 2024 at 3:30 pm for 1 hour maximum
- b. Regular Board Meeting: February 12, 2024

XI. ADJOURNMENT- 16:35

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Doug Edmonds, Board President

# PHILOMATH FIRE & RESCUE

February 5, 2024

**Location: Philomath Fire & Rescue**

**3:00 pm**

## **Work Session Board Meeting**

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Work Session meeting was called to order by President Doug Edmonds at 15:18. Board members present included: Vice President Daphne Phillips & Joe Brier. Treasurer Ken Corbin arrived at 15:31 and Rick Brand arrived at 15:21. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa and Office Administrator Ashley Scott.
  
- II. DISCUSSION- 2024-2025 Strategic Plan- Chief Ferguson Presentation geared toward our people and coordinating strategy for budgeting. Presentation included in the minutes and the Philomath Fire & Rescue District Strategic Plan.

Following the presentation, the board asked questions about the presented options and discussed the best use of public funds and their impact on the safety/ coverage people in the district. In addition, the District Strategic Plan was briefly discussed.

- III. NEXT MEETING – February 12, 2024 Regular Session Meeting
  
- IV. ADJOURNMENT- 16:20.

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Doug Edmonds, Board President

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

Type	Date	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>					
<b>Expense</b>					
<b>6000 · Materials and Services</b>					
<b>6216 · FA/CPR Education</b>					
Bill	01/30/20	Bryan Crocker	Instructed CPR/BLS Cl...	75.00	75.00
Total 6216 · FA/CPR Education				75.00	75.00
<b>6091 · Tuition Reimbursement</b>					
Bill	01/02/20	Stephanie Vallance...	Winter Term 2023 Tuiti...	2,738.00	2,738.00
Total 6091 · Tuition Reimbursement				2,738.00	2,738.00
<b>6001 · Contracted Professional Service</b>					
Ch...	01/10/20	Riverstrong	Cybersecurity	4,401.27	4,401.27
Total 6001 · Contracted Professional Service				4,401.27	4,401.27
<b>6010 · Office Supplies</b>					
Cre...	01/05/20	Amazon	Dry Eraser	6.50	6.50
Cre...	01/26/20	Amazon	Insulated Tote Coolers f...	159.96	166.46
Cre...	01/30/20	Amazon	Notepads, Highlighters, ...	137.84	304.30
Total 6010 · Office Supplies				304.30	304.30
<b>6011 · Postage/Shipping</b>					
Bill	01/24/20	Chris Leonard	232- Control Panel Ship...	58.37	58.37
Bill	01/30/20	Ashley Scott	Stamps	65.75	124.12
Total 6011 · Postage/Shipping				124.12	124.12
<b>6020 · Insurance and Bond</b>					
Bill	01/03/20	Special Districts Ins...	2024 Insurance Coverage	45,741.00	45,741.00
Total 6020 · Insurance and Bond				45,741.00	45,741.00
<b>6030 · Dues and Fees</b>					
Ch...	01/03/20	Intuit		14.00	14.00
Ch...	01/04/20	AsiFlex		11.25	25.25
Bill	01/22/20	Oregon Volunteer F...	2024 Annual Dues	295.00	320.25
Bill	01/22/20	OFDDA	2024 Annual Dues	1,250.00	1,570.25
Total 6030 · Dues and Fees				1,570.25	1,570.25
<b>6042 · Marketing Program New Recruits</b>					
Cre...	01/03/20	Oregon FFA Found...	Oregon FFA Conventio...	500.00	500.00
Total 6042 · Marketing Program New Recruits				500.00	500.00

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

Type	Date	Name	Memo	Amount	Balance
<b>6050 · Utilities</b>					
Ch...	01/01/20:	Consumers Power I...	7924200- 202	135.44	135.44
Ch...	01/01/20:	Consumers Power I...	7924201- Priest Pump ...	71.48	206.92
Ch...	01/01/20:	Consumers Power I...	7924204- Daisy Pump ...	42.22	249.14
Ch...	01/03/20:	NW Natural		594.58	843.72
Bill	01/04/20:	Culligan	Water	212.25	1,055.97
Ch...	01/04/20:	Republic Services	Trash Service	247.45	1,303.42
Ch...	01/04/20:	Republic Services	Trash	35.50	1,338.92
Ch...	01/11/20:	Pacific Power		762.04	2,100.96
Ch...	01/11/20:	City of Philomath	172201	224.50	2,325.46
Ch...	01/11/20:	City of Philomath	285301	15.20	2,340.66
Ch...	01/20/20:	Consumers Power I...	7924202- 203	338.27	2,678.93
Ch...	01/20/20:	Consumers Power I...	7924203- Muddy Creek ...	81.34	2,760.27
Ch...	01/20/20:	Republic Services		247.45	3,007.72
Ch...	01/20/20:	Republic Services		35.50	3,043.22
Total 6050 · Utilities				3,043.22	3,043.22
<b>6060 · Telephone, Pagers, Internet</b>					
Ch...	01/01/20:	Pioneer Telephone ...		210.00	210.00
Cre...	01/02/20:	Alyrica		592.86	802.86
Ch...	01/04/20:	AT&T Mobility		66.14	869.00
Ch...	01/06/20:	Comcast		14.77	883.77
Total 6060 · Telephone, Pagers, Internet				883.77	883.77
<b>6080 · Conference</b>					
Cre...	01/05/20:	CIS Trust	CIS Annual Conference	225.00	225.00
Total 6080 · Conference				225.00	225.00
<b>6090 · Education/Training</b>					
Cre...	01/03/20:	Brassroots Training	NFPA Fire Officer II	1,000.00	1,000.00
Cre...	01/03/20:	Brassroots Training	NFPA Fire & Emergenc...	200.00	1,200.00
Bill	01/08/20:	Department of Publ...	Fingerprints for Bending	46.25	1,246.25
Cre...	01/17/20:	McDonald's	Incident Food for Crew-...	105.00	1,351.25
Cre...	01/26/20:	Amazon	Microphone	74.95	1,426.20
Cre...	01/26/20:	Amazon	Gimbal	99.00	1,525.20
Cre...	01/30/20:	Eventbrite	PIO Fundamentals for ...	727.43	2,252.63
Total 6090 · Education/Training				2,252.63	2,252.63
<b>6100 · Equipment Maintenance Agreement</b>					
Bill	01/01/20:	Ultrex		60.53	60.53
Ch...	01/15/20:	De Lage Landen Fi...	Printer Agreement	152.15	212.68
Total 6100 · Equipment Maintenance Agreement				212.68	212.68



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

Type	Date	Name	Memo	Amount	Balance
<b>6130 · Gas &amp; Oil</b>					
Ch...	01/02/20:	Carson Oil		669.49	669.49
Cre...	01/03/20:	Town Pump- Philo...		34.89	704.38
Ch...	01/03/20:	Carson Oil		377.17	1,081.55
Ch...	01/15/20:	Carson Oil		377.17	1,458.72
Ch...	01/31/20:	Carson Oil		712.02	2,170.74
Total 6130 · Gas & Oil				2,170.74	2,170.74
<b>6160 · Equipment Maintenance</b>					
Bill	01/04/20:	Valley Fire Control	Annual Fire Ext. Service	480.00	480.00
Bill	01/22/20:	ESO Solutions, Inc.	ESO Annual Inspection ...	832.88	1,312.88
Total 6160 · Equipment Maintenance				1,312.88	1,312.88
<b>6161 · Vehicle Maintenance</b>					
Bill	01/04/20:	Chris Leonard	231- Thermostat	63.58	63.58
Bill	01/04/20:	Corvallis Tool Com...	241- Pipe Fabrication	365.00	428.58
Bill	01/04/20:	Corvallis Tool Com...	241 & 244- Shorten Lad...	320.00	748.58
Bill	01/08/20:	MPTV, Inc.		14.72	763.30
Bill	01/12/20:	Les Schwab	Chains	130.99	894.29
Bill	01/17/20:	TWGW, Inc. dba P...	290 & 294- New Wiper ...	98.45	992.74
Bill	01/18/20:	TWGW, Inc. dba P...	232- Wire Replacement	47.09	1,039.83
Bill	01/18/20:	TWGW, Inc. dba P...	232- Ring Terminal and...	19.48	1,059.31
Bill	01/22/20:	Batteries Northwest	251- Batteries Replace...	587.80	1,647.11
Bill	01/24/20:	TWGW, Inc. dba P...	231- Bulbs	54.86	1,701.97
Cre...	01/30/20:	Amazon	Bulbs	19.99	1,721.96
Bill	01/30/20:	Hughes Fire Equip...	241- Airline Repair	828.49	2,550.45
Bill	01/30/20:	Hughes Fire Equip...	265- Annual PM and Re...	777.47	3,327.92
Bill	01/30/20:	Hughes Fire Equip...	265 - Annual PM	1,617.77	4,945.69
Bill	01/30/20:	Hughes Fire Equip...	241- Annual PM	638.02	5,583.71
Bill	01/30/20:	Hughes Fire Equip...	251- Annual PM & Ladd...	1,728.67	7,312.38
Bill	01/30/20:	TWGW, Inc. dba P...	231- Lamp Flange Kit	37.42	7,349.80
Bill	01/30/20:	TWGW, Inc. dba P...	231- Lamp Flange Kit	37.42	7,387.22
Total 6161 · Vehicle Maintenance				7,387.22	7,387.22
<b>6170 · Building Maint and Improvements</b>					
Bill	01/16/20:	MPTV, Inc.	Pipe Repairs above Re...	83.97	83.97
Bill	01/16/20:	MPTV, Inc.	Pipe Repairs above Re...	32.03	116.00
Total 6170 · Building Maint and Improvements				116.00	116.00
<b>6180 · Grounds Maintenance</b>					
Bill	01/12/20:	MPTV, Inc.	Ice Melt	82.94	82.94
Cre...	01/30/20:	Costco	Blackstone Griddle	399.99	482.93
Total 6180 · Grounds Maintenance				482.93	482.93

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

Type	Date	Name	Memo	Amount	Balance
<b>6190 · Small Tools &amp; Equipment</b>					
Cre...	01/03/20:	Cascade Fire Equip...	Hose Packs	565.00	565.00
Cre...	01/04/20:	Desert Diamond In...	Fire Rescue Safety Bla...	271.95	836.95
Cre...	01/05/20:	Amazon	Descender	329.95	1,166.90
Cre...	01/05/20:	Amazon	Descender	329.95	1,496.85
Cre...	01/22/20:	Skedco	Sked Buckles	477.92	1,974.77
Bill	01/30/20:	MPTV, Inc.	Recip Blades	63.96	2,038.73
Cre...	01/30/20:	Dollar General	Laundry bags for Rescu...	11.85	2,050.58
Bill	01/31/20:	MPTV, Inc.	Recip Blade	15.99	2,066.57
Total 6190 · Small Tools & Equipment				2,066.57	2,066.57
<b>6200 · Supplies - Department</b>					
Bill	01/03/20:	Medline Industries, ...	Trash Bags and Cleaner	39.30	39.30
Cre...	01/09/20:	Costco	Cases of Water	79.90	119.20
Bill	01/22/20:	Medline Industries, ...	Trash Bags, Air Freshe...	89.83	209.03
Bill	01/22/20:	Medline Industries, ...	Hand Towels	62.49	271.52
Cre...	01/23/20:	Amazon	Air Freshener	20.20	291.72
Cre...	01/26/20:	Amazon	Grill Brush	15.99	307.71
Bill	01/26/20:	Rich Saalsaa	Coffee for Station	39.98	347.69
Cre...	01/30/20:	Costco	Floor Mats	23.98	371.67
Cre...	01/30/20:	Fire Department Co...	Coffee for Residence	79.79	451.46
Cre...	01/30/20:	Walmart	Bleach and Officer Mee...	45.29	496.75
Total 6200 · Supplies - Department				496.75	496.75
<b>6210 · Supplies - Medical</b>					
Bill	01/03/20:	Medline Industries, ...	Diltiazem	136.36	136.36
Bill	01/03/20:	Medline Industries, ...	Collar	35.60	171.96
Bill	01/03/20:	Medline Industries, ...	Electrode Gel	131.40	303.36
Bill	01/03/20:	Medline Industries, ...	Alcohol Prep, IV Kits, B...	274.83	578.19
Bill	01/03/20:	Medline Industries, ...	Catheter, Albuterol	156.85	735.04
Cre...	01/04/20:	Laerdal	Suction Unit	1,199.00	1,934.04
Bill	01/08/20:	Medline Industries, ...	Electrode Sensor	221.20	2,155.24
Bill	01/22/20:	Medline Industries, ...	Penlight, SodChlo Solut...	636.93	2,792.17
Bill	01/30/20:	Medline Industries, ...	Shears	38.00	2,830.17
Bill	01/30/20:	Medline Industries, ...	Suction Canister	456.87	3,287.04
Total 6210 · Supplies - Medical				3,287.04	3,287.04
<b>6250 · Uniforms</b>					
Cre...	01/02/20:	Amazon	Safety Glasses and Wa...	23.98	23.98
Bill	01/03/20:	Justice Wenger	Boots Reimbursement	350.10	374.08
Bill	01/05/20:	SeaWestern	White Shirt	59.51	433.59
Bill	01/24/20:	SeaWestern	Pants and Alterations	85.17	518.76
Bill	01/30/20:	Shirt Circuit	Jackets	2,985.20	3,503.96
Bill	01/30/20:	Shirt Circuit	Jacket	106.95	3,610.91
Total 6250 · Uniforms				3,610.91	3,610.91

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

Type	Date	Name	Memo	Amount	Balance
<b>6270 · Volunteer - Activities</b>					
Bill	01/03/20:	Paula Anderson.	Gift Cards (Attendance ...	179.95	179.95
Bill	01/03/20:	Paula Anderson.	Food for Biz Meeting	148.65	328.60
Bill	01/26/20:	Chris Leonard	Old #1- Vapor Block	28.60	357.20
Total 6270 · Volunteer - Activities				357.20	357.20
<b>6280 · Volunteer Incentive Program</b>					
Cre...	01/30/20:	Costco	Cups, Plates, Napkins ...	75.54	75.54
Cre...	01/30/20:	Amazon	Napkin Bands	7.95	83.49
Cre...	01/31/20:	Amazon	Table Cloths and Backd...	84.98	168.47
Total 6280 · Volunteer Incentive Program				168.47	168.47
<b>6300 · Volunteer - Length of Service</b>					
Bill	01/04/20:	Oregon Fire District...	LOSAP Contribution for...	11,000.00	11,000.00
Total 6300 · Volunteer - Length of Service				11,000.00	11,000.00
<b>6320 · Community Involvement</b>					
Cre...	01/04/20:	Philomath Area Ch...	Chamber Luncheon Att...	31.05	31.05
Total 6320 · Community Involvement				31.05	31.05
Total 6000 · Materials and Services				94,559.00	94,559.00
<b>7000 · Capital Outlay</b>					
<b>7110 · Capital Outlay - Building</b>					
Bill	01/22/20:	Butts Electric Inc.		3,626.65	3,626.65
Bill	01/22/20:	Locate Solutions Inc.	Locate Services for 203...	150.00	3,776.65
Bill	01/22/20:	Andy Louden`	203 Generator- Benton ...	89.60	3,866.25
Total 7110 · Capital Outlay - Building				3,866.25	3,866.25
Total 7000 · Capital Outlay				3,866.25	3,866.25
Total Expense				98,425.25	98,425.25
Net Ordinary Income				-98,425.25	-98,425.25
<b>Net Income</b>				<b>-98,425.25</b>	<b>-98,425.25</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>
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	Sick Leave	Vacation
<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

	Sick Leave	Vacation
<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		
taken		
balance		

	Sick Leave	Vacation
<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 Annual Board Calendar

January-24	February-24	March-24	April-24	May-24	June-24
Audit Presentation	Appoint Budget Officer & Budget Committee	Wage, Benefits, COLA Recommendations- Motion to Accept	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Chief Check In
SDAO Conference in February (Seaside) OFDDA Conference in November (Sunriver)	SDAO Conference	Approval of Final Chief Contract	Budget Committee Meeting	Budget Adoption	Volunteer Business Mtg Rep -Rick Brand
Set Budget Calendar	Contract and Exhibit A Final Review		Volunteer Business Mtg Rep - Ken Corbin		
Appoint Board Member to Begin Chief Review and Contract Negotiations	Volunteer Business Mtg Rep - Doug Edmonds				
Chief Performance Review and Final Review of Contract	Appreciation Dinner				
Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Election of Board Officers	Volunteer Business Mtg Rep- Daphne Phillips	Ken Jones Board Discussion Continues	Open House	OFDDA & OFCA Conferences	Chief Check In
Civil Service Appointments		Chief Check In	Volunteer Business Meeting Rep - Joe Brier		Volunteer Business Meeting Rep - Joe Brier
Swear In New Board Members					Insurance Presentation
State and Approve Meeting Day & Time					
Decide Board Members attending Volunteer Business Meeting					
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		



# Philomath Fire & Rescue

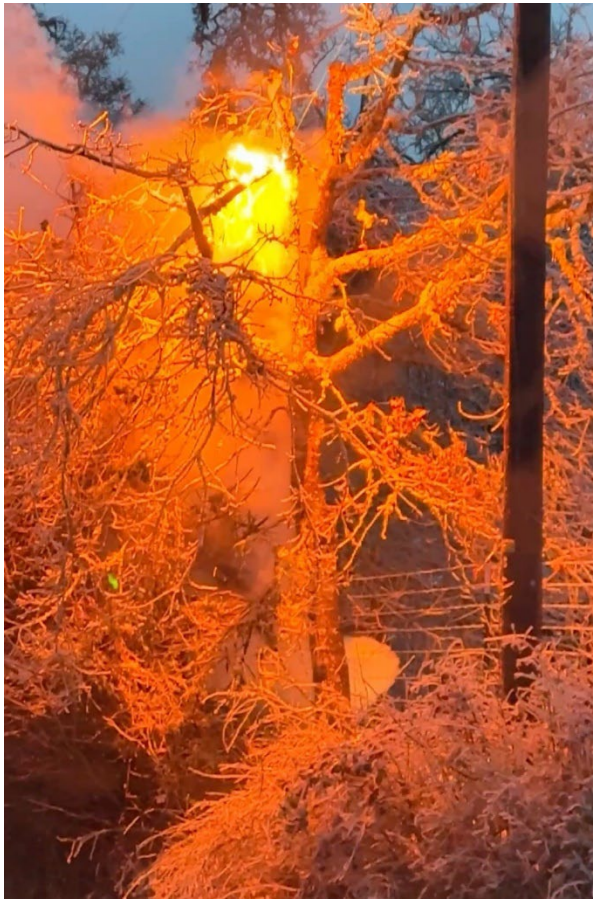
1035 Main Street  
P.O. Box 247  
Philomath, OR 97370  
541.360.0030

## PHILOMATH FIRE & RESCUE

### CHIEF'S REPORT

February 6, 2024

#### Department Business:



**Ice Event:** Lead to an a very increased demand for services, Volunteers assisted with increased staffing throughout the event including 2 duty officers on through the whole event.

**Budget:** Officers of the department are working on budget proposals for their individual programs so the overall budget can be developed.

**Automatic/Mutual Aid Contracts:** Proposed mutual and Automatic aid contracts have been created and are ready for board consensus.

**Officers Meeting:** An officers' meeting was held on 02/07/24. Normal department business was discussed including the new Automatic and Mutual Aid documents.

**Ransomware Attack:** The department of Homeland security discovered a bad actor, that had hacked their way into the Computer Aided Dispatch system serving both Linn and Benton Counties. This led to a Computer Aided Dispatch outage lasting over 8 hours. Fortunately, the system intrusion was caught prior to any damage occurring to the system.

#### Personnel:

**Volunteer Operations Captain testing Process:** We held a Volunteer Operations Captains test. Dan Eddy was promoted to Captain on 01/29/24. This will add another Duty Officer qualified person to the roster!



# Philomath Fire & Rescue

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

**Volunteer Appreciation Dinner:** The Dinner is scheduled for 02/10/24. Staff have been prepping for the event. I would like the board to consider renaming this event to the "Staff" Appreciation Dinner to recognize all members of the department.

## Union Communications:

None.

## Training Activities:

**Emergency Medical Responder Class:** We are hosting our yearly Emergency Medical Responder Course beginning 2/15. 11 students are currently enrolled from around Linn and Benton Counties. 3 students are from Philomath Fire and Rescue.

**Volunteer Firefighter I Academy:** We are hosting a Hybrid FFI academy through the spring.

**CPR Recertification:** All crew members completed CPR recertification during the month of January.

**Burn to Learn:** Training continues at the burn to learn structure located on N 13<sup>th</sup> street. Burn to Learn scheduled for 3/3.

## Apparatus/Equipment:



Volunteer Firefighter Leonard created a list of priorities the Apparatus Committee is working through strategically. Trash Pumps purchased and installed on 244 and 241. Rope rescue equipment upgrades purchased and submitted BCF Grant for additional Rope Rescue Program equipment. Working on an equipment/project priority list.

**251-** installed the new batteries

**231-** Head gasket repair is scheduled; the new head bolts should be delivered in March.

**232-** A Panel controlling Pump pressure/ Engine RPM (Governor) was determined to found to have a fault during the Apple Gate Apartment Fire. The panel has been sent to the manufacturer to be rebuilt. 232 will be out of service for about 2 weeks for the repair.

**NFPA Ladder Test:** Ladder testing was completed; no major issues were reported.

## Building Update:

**203-** Painting quotes for next budget

**203-** Generator install in progress, concrete pad completed 02/09/23



# Philomath Fire & Rescue

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

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201- we repaired a condensate line that was frozen during the ice event that had was flooding the upstairs women's bathroom.

**Community Involvement/Meetings:**

Chamber Greeters  
Philomath Community Network  
Chamber Luncheon

**Samaritan Awards on 2/15 at 6:30 pm at PHS Auditorium:** I would like to thank the board for their nomination of the Volunteer Association.

**Strategic Plan Update:**

Updated Strategic Plan attached.  
Work Session 2/5- progress made 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

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

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

**January 2024 Update: See Chief's Report**

Timeline: January 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.

**January 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

**January 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

**January 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.

**January 2024 Update: See Deputy Chief's Report.**

Timeline: 2023-2024 Fiscal Year

Responsibility: Deputy Chief

Funding Source: General Fund

### D. Objective: Savings/Reserves

GOAL: Develop Goals for Reserves Funding

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

**January 2024 Update: Updated numbers from auditors beginning to plan for 2024-2025 Budgeting.**

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.

**January 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.

**January 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.

**January 2024 Update: Ongoing.**

Timeline: Every Fiscal Year Prior to Budget Process

Responsibility: Administration

Funding Source: General Fund

## IV. Theme: Our Community

### B. Objective: Community Interaction and Input

GOAL: Seek public input through the Board of Directors-

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

**January 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  
12 February 2024  
DC Rich Saalsaa**

**Statistics for January 2024**

Total calls: 125 [Record number of monthly calls, normal January: 60]  
Fire calls: 39 (31%)  
EMS Calls: 86 (69%)  
Yearly calls as of 31 January 2024: 125 – Last year at this time: 81

**Significant calls:**

1/4 MVC – Single vehicle off the road on Airport Rd. Appears to have missed the curve and crashed through a sign and fence. Pt was assisted out of the vehicle and transported by CFD to GSRMC with non-life-threatening injuries. PFR responded with a rescue with four personnel and an incident commander (me). Philomath PD and BCSO were on scene and assisted with traffic control (road was partially blocked for 20 minutes).

1/11 Residential Structure Fire, Corvallis – We were initially dispatched with an engine crew of three and a Duty Officer (Chief Ferguson) to stand-by at CFD Station 1 downtown. Subsequently, we responded on the 2nd alarm assignment for this fire in an apartment. Volunteers responded back to our main station to help cover our District (and the west side of Corvallis). Our crew was the second arriving engine and participated in the extinguishment of the fire.

1/14 Residential Structure – Apartment fire at this location, fire showing from the 2nd floor window on arrival. Limited to the single apartment. No injuries, and three families displaced (power cut to the building). PFR responded with an engine crew, a rescue crew, and three officers. Assisted by Corvallis Fire who sent two engines and a medic, and Monroe Fire who sent two personnel. The cause was determined to be a mattress against a baseboard heater that caught fire in an unoccupied apartment (tenants were out due to the storm).

1/17 Small Misc Fire - Fires were a result of downed powerlines and were contained.

1/18 Gas Leak – odor of gas at a residence, turned out to be diesel fumes from vehicles in the area.

[Week of 1/12-1/18 saw 41 calls of service, a record. 14 power lines down with two fires, 10 falls on ice.]

1/26 MVC – Single vehicle off the roadway on eastbound Hwy 20 east of Mustang Ln. Minor injuries and transported to GSRMC.

1/27 MVC – Logging yarder off an embankment requiring extrication of a single male patient. Transported to GSRMC.

1/27 Car Fire – Small SUV fire on Priest Rd just off Hwy 20. Engine and front passenger compartments fully involved. Responded with an engine crew of four and in incident commander.

1/31 MVC (Blodgett Fire) – Logging truck vs pickup. One fatality. BCSO press release issued.

Breakdown of calls for the year by area (as of 31 January 24):

Station 201 RURAL	42
Station 201 W. City	26
Station 201 E. City	21
Station 202	4
Station 203	21
Adair	0
Alsea	1
Blodgett	1
CFD	4
Conflagration	0
Kings Valley	3
Lincoln Co	0
Marys Peak	0
Misc Mutual Aid	0
Monroe	2
Marys Peak	0
Total	125

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

**Cyber Security project**

Analysis of Wi-Fi coverage was performed on 2/2. Workstation end-of-life analysis performed with 80% of computer workstations over five years old and 40% at end-of-life. Full reports coming this month of update to switches and Wi-Fi as well as a computer replacement plan.

**PulsePoint Statistics**

Monthly Active Users at 1073, of which 263 have CPR alerts enabled. 17% growth due to FB and NextDoor posts that were created to remind District residents of this service.

**Projects / Community Outreach**

- 1/6 – Joint PFR/CFD training at the Fairgrounds
- 1/9 – AHA Instructor recertification
- 1/10 – AHA Instructor recertification
- 1/18-1/26 – AHA BLS recertification of all Department personnel
- 1/20 – AHA Heartsaver FA/CPR class (Community) – 8 students
- 1/25 – AHA Heartsaver FA/CPR class (Alyrica) – 8 students
- 1/27 – AHA Instructor recertification
- 1/27 – Pack test (Miller Timber)

Respectfully submitted,

D/C Rich Saalsaa

Philomath Fire and Rescue
Profit & Loss by Class
July 2023 through January 2024

Table with 8 columns: Description, GO Bond 2016 - Capital Improv..., GO Bond 2016 - Debt Services, General Fund, Building Reserve Fund, Equipment Reserve Fund, Vehicle Reserve Fund, TOTAL. Rows include Ordinary Income/Expense, Income items (e.g., Bond Income, Transfers), Expense items (e.g., Personnel Expenses, Materials and Services), and various sub-items with corresponding amounts.



**Philomath Fire and Rescue**  
**Profit & Loss by Class**  
 July 2023 through January 2024

	GO Bond 2016 - Capital Improv...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
6270 - Volunteer - Activities	0.00	0.00	3,175.81	0.00	0.00	0.00	3,175.81
6280 - Volunteer Incentive Program	0.00	0.00	1,454.24	0.00	0.00	0.00	1,454.24
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	7,149.00	0.00	0.00	0.00	7,149.00
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>304,974.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>304,974.88</b>
<b>7000 - Capital Outlay</b>							
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	29,539.81	0.00	0.00	36,135.81
<b>Total 7000 - Capital Outlay</b>	<b>0.00</b>	<b>14,357.42</b>	<b>6,596.00</b>	<b>29,539.81</b>	<b>0.00</b>	<b>0.00</b>	<b>50,493.23</b>
<b>Total Expense</b>	<b>0.00</b>	<b>14,357.42</b>	<b>1,737,838.05</b>	<b>29,539.81</b>	<b>0.00</b>	<b>0.00</b>	<b>1,781,735.28</b>
<b>Net Ordinary Income</b>	<b>5,936.05</b>	<b>450,919.55</b>	<b>1,121,950.08</b>	<b>441,449.19</b>	<b>96,647.00</b>	<b>350,000.00</b>	<b>2,466,901.87</b>
<b>Net Income</b>	<b>5,936.05</b>	<b>450,919.55</b>	<b>1,121,950.08</b>	<b>441,449.19</b>	<b>96,647.00</b>	<b>350,000.00</b>	<b>2,466,901.87</b>

**Philomath Fire and Rescue**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through January 2024**

	Jul '23 - Jan ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4043 · Bond Income - Bank Interest	-441.80	0.00	-441.80	100.0%
4042 · Bond Income - Prop Tax Inter...	315.84	700.00	-384.16	45.1%
4041 · Bond Income - Delinquent Ta...	3,615.24	5,000.00	-1,384.76	72.3%
4060 · Conflagration Income	65,547.60	100,000.00	-34,452.40	65.5%
4500 · Transfers In	688,261.00	0.00	688,261.00	100.0%
4050 · Public Education Income	9,559.49	12,500.00	-2,940.51	76.5%
4040 · Bond Income	398,882.74	404,200.00	-5,317.26	98.7%
4000 · Carryover Fund Balance	1,469,357.00	784,900.68	684,456.32	187.2%
4010 · Delinquent Property Taxes	12,244.84	16,000.00	-3,755.16	76.5%
4020 · Current Property Taxes	1,393,968.32	1,397,916.00	-3,947.68	99.7%
4025 · Interest - Property Tax	-498.35	3,000.00	-3,498.35	-16.6%
4026 · Interest Income	183,518.65	0.00	183,518.65	100.0%
4035 · Grants Income	2,923.00	0.00	2,923.00	100.0%
4900 · Miscellaneous Income	21,383.58	10,000.00	11,383.58	213.8%
<b>Total Income</b>	<b>4,248,637.15</b>	<b>2,734,216.68</b>	<b>1,514,420.47</b>	<b>155.4%</b>
<b>Gross Profit</b>	<b>4,248,637.15</b>	<b>2,734,216.68</b>	<b>1,514,420.47</b>	<b>155.4%</b>
<b>Expense</b>				
9010 · Transfers	688,261.00	1,014,499.00	-326,238.00	67.8%
5000 · Personnel Expenses	738,006.17	1,189,106.04	-451,099.87	62.1%
6000 · Materials and Services	304,974.88	590,991.20	-286,016.32	51.6%
7000 · Capital Outlay	50,493.23	60,000.00	-9,506.77	84.2%
<b>Total Expense</b>	<b>1,781,735.28</b>	<b>2,854,596.24</b>	<b>-1,072,860.96</b>	<b>62.4%</b>
<b>Net Ordinary Income</b>	<b>2,466,901.87</b>	<b>-120,379.56</b>	<b>2,587,281.43</b>	<b>-2,049.3%</b>
<b>Net Income</b>	<b>2,466,901.87</b>	<b>-120,379.56</b>	<b>2,587,281.43</b>	<b>-2,049.3%</b>

**Philomath Fire and Rescue**  
**Balance Sheet by Class**  
**As of January 31, 2024**

	GO Bond 2016 - Capital Improv...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
1015 · Citizens Bank Checking	0.00	-236,592.87	618,436.38	-260,661.81	-49,796.00	-72,120.49	-734.79
1000 · Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	-2.78
1050 · Local Government Investment Poo	-299,676.89	702,931.31	816,996.08	703,654.68	147,696.64	422,558.00	2,494,159.82
1060 · OSU - Savings Account	0.00	0.00	-327.72	0.00	0.00	0.00	-327.72
<b>Total Checking/Savings</b>	<b>-299,676.89</b>	<b>466,338.44</b>	<b>1,435,101.96</b>	<b>442,992.87</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,493,094.53</b>
<b>Accounts Receivable</b>							
11000 · Accounts Receivable	0.00	0.00	45,850.75	0.00	0.00	0.00	45,850.75
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>45,850.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,850.75</b>
<b>Other Current Assets</b>							
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>-299,676.89</b>	<b>466,338.44</b>	<b>1,505,760.55</b>	<b>442,992.87</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,563,753.12</b>
<b>TOTAL ASSETS</b>	<b>-299,676.89</b>	<b>466,338.44</b>	<b>1,505,760.55</b>	<b>442,992.87</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,563,753.12</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Accounts Payable</b>							
2010 · Accounts Payable	0.00	0.00	-27,812.65	0.00	0.00	0.00	-27,812.65
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>-27,812.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-27,812.65</b>
<b>Credit Cards</b>							
US Bank OneCard- Viktor	0.00	0.00	116.85	0.00	0.00	0.00	116.85
US Bank One Card- Chancy	0.00	0.00	657.92	0.00	0.00	0.00	657.92
US Bank One Card- Ashley	0.00	0.00	2,382.73	0.00	0.00	0.00	2,382.73
<b>Total Credit Cards</b>	<b>0.00</b>	<b>0.00</b>	<b>3,157.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,157.50</b>
<b>Other Current Liabilities</b>							
2070 · Deferred Taxes	0.00	6,530.03	22,142.96	0.00	0.00	0.00	28,672.99
<b>2400 · Payroll Liabilities</b>							
2133 · Paid Leave Oregon Withholding	0.00	0.00	4,138.70	0.00	0.00	0.00	4,138.70
2132 · Oregon Transit Tax Withholding	0.00	0.00	980.50	0.00	0.00	0.00	980.50
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	2,995.87	0.00	0.00	0.00	2,995.87
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	-609.33	0.00	0.00	0.00	-609.33
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	255.97	0.00	0.00	0.00	255.97
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	-287.00	0.00	0.00	0.00	-287.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	6,881.55	0.00	0.00	0.00	6,881.55
2230 · Flexible Spending Account	0.00	0.00	925.00	0.00	0.00	0.00	925.00
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>65,717.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>65,717.24</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>6,530.03</b>	<b>87,860.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>94,390.23</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>6,530.03</b>	<b>63,205.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>69,735.08</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>6,530.03</b>	<b>63,205.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>69,735.08</b>
<b>Equity</b>							
3010 · Fund Balance	-5,938.00	-190,215.66	-2,058,218.22	-1,193,735.62	-737,563.10	-335,582.41	-4,521,253.01
3200 · Unallocated Fund Balance	-299,674.94	199,104.52	2,378,823.64	1,195,279.30	738,816.74	336,019.92	4,548,369.18
Net Income	5,936.05	450,919.55	1,121,950.08	441,449.19	96,647.00	350,000.00	2,466,901.87
<b>Total Equity</b>	<b>-299,676.89</b>	<b>459,808.41</b>	<b>1,442,555.50</b>	<b>442,992.87</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,494,018.04</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-299,676.89</b>	<b>466,338.44</b>	<b>1,505,760.55</b>	<b>442,992.87</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>2,563,753.12</b>

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/01/2024	Consumers Pow...		1015 · Citizens ...		<b>-249.14</b>
				6050 · Utilities		-135.44	135.44
				6050 · Utilities		-71.48	71.48
				6050 · Utilities		-42.22	42.22
TOTAL						-249.14	249.14
Check	EFT	01/01/2024	Pioneer Telepho...		1015 · Citizens ...		<b>-210.00</b>
				6060 · Telephone...		-210.00	210.00
TOTAL						-210.00	210.00
Check	EFT	01/02/2024	Carson Oil		1015 · Citizens ...		<b>-669.49</b>
				6130 · Gas & Oil		-669.49	669.49
TOTAL						-669.49	669.49
Bill Pmt -Check	EFT	01/02/2024	U.S. Bank		1015 · Citizens ...		<b>-9,688.95</b>
Bill		12/12/2023			US Bank One Ca...	-2,077.20	2,077.20
Bill		12/20/2023			US Bank One Ca...	-17.69	17.69
Bill		01/02/2024			US Bank One Ca...	-6,065.06	6,065.06
Bill		01/09/2024			US Bank OneCar...	-1,529.00	1,529.00
TOTAL						-9,688.95	9,688.95
Check	EFT	01/03/2024	NW Natural		1015 · Citizens ...		<b>-594.58</b>
				6050 · Utilities		-594.58	594.58
TOTAL						-594.58	594.58
Check	EFT	01/03/2024	Carson Oil		1015 · Citizens ...		<b>-377.17</b>
				6130 · Gas & Oil		-377.17	377.17
TOTAL						-377.17	377.17

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/03/2024	EFTPS		1015 · Citizens ...		<b>-14,345.52</b>
				2110 · Federal In...		-6,041.00	6,041.00
				2120 · FICA Pay...		-3,365.24	3,365.24
				2125 · Medicare ...		-787.02	787.02
				5405 · Employers...		-3,365.24	3,365.24
				5410 · Employers...		-787.02	787.02
TOTAL						-14,345.52	14,345.52
Check	EFT	01/03/2024	Intuit		1015 · Citizens ...		<b>-14.00</b>
				6030 · Dues and ...		-14.00	14.00
TOTAL						-14.00	14.00
Check	EFT	01/03/2024	Oregon Departm...		1015 · Citizens ...		<b>-3,809.00</b>
				2130 · State Inco...		-3,809.00	3,809.00
TOTAL						-3,809.00	3,809.00
Check	EFT	01/04/2024	Colonial Life		1015 · Citizens ...		<b>-153.40</b>
				2210 · Health Ins ...		-25.00	25.00
				2150 · Health Ins...		-128.40	128.40
TOTAL						-153.40	153.40
Check	EFT	01/04/2024	AT&T Mobility		1015 · Citizens ...		<b>-66.14</b>
				6060 · Telephone...		-66.14	66.14
TOTAL						-66.14	66.14
Check	EFT	01/04/2024	AsiFlex		1015 · Citizens ...		<b>-441.25</b>
				2230 · Flexible S...		-430.00	430.00
				6030 · Dues and ...		-11.25	11.25
TOTAL						-441.25	441.25

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/04/2024	Republic Services		1015 · Citizens ...		<b>-247.45</b>
				6050 · Utilities		-247.45	247.45
TOTAL						-247.45	247.45
Check	EFT	01/04/2024	Colonial Life		1015 · Citizens ...		<b>-153.40</b>
				2210 · Health Ins ...		-25.00	25.00
				2150 · Health Ins...		-128.40	128.40
TOTAL						-153.40	153.40
Check	EFT	01/04/2024	Republic Services		1015 · Citizens ...		<b>-35.50</b>
				6050 · Utilities		-35.50	35.50
TOTAL						-35.50	35.50
Check	EFT	01/06/2024	Comcast		1015 · Citizens ...		<b>-14.77</b>
				6060 · Telephone...		-14.77	14.77
TOTAL						-14.77	14.77
Check	EFT	01/10/2024	Riverstrong		1015 · Citizens ...		<b>-4,401.27</b>
				6001 · Contracte...		-4,401.27	4,401.27
TOTAL						-4,401.27	4,401.27
Check	EFT	01/10/2024	CIS Trust		1015 · Citizens ...		<b>-11,743.59</b>
				5440 · Health Ins...		-11,743.59	11,743.59
TOTAL						-11,743.59	11,743.59
Check	EFT	01/11/2024	Pacific Power		1015 · Citizens ...		<b>-762.04</b>
				6050 · Utilities		-762.04	762.04
TOTAL						-762.04	762.04

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/11/2024	City of Philomath		1015 · Citizens ...		<b>-239.70</b>
				6050 · Utilities		-224.50	224.50
				6050 · Utilities		-15.20	15.20
TOTAL						-239.70	239.70
Check	EFT	01/12/2024	PERS		1015 · Citizens ...		<b>-19,779.76</b>
				5431 · PERS - Pi...		-3,676.74	3,676.74
				5430 · PERS - E...		-16,103.02	16,103.02
TOTAL						-19,779.76	19,779.76
Check	EFT	01/12/2024	PERS		1015 · Citizens ...		<b>-19,779.76</b>
				5431 · PERS - Pi...		-3,676.74	3,676.74
				5430 · PERS - E...		-16,103.02	16,103.02
TOTAL						-19,779.76	19,779.76
Check	EFT	01/15/2024	De Lage Landen...		1015 · Citizens ...		<b>-152.15</b>
				6100 · Equipment...		-152.15	152.15
TOTAL						-152.15	152.15
Check	EFT	01/15/2024	Carson Oil		1015 · Citizens ...		<b>-377.17</b>
				6130 · Gas & Oil		-377.17	377.17
TOTAL						-377.17	377.17
Check	EFT	01/20/2024	Consumers Pow...		1015 · Citizens ...		<b>-419.61</b>
				6050 · Utilities		-338.27	338.27
				6050 · Utilities		-81.34	81.34
TOTAL						-419.61	419.61

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/20/2024	Republic Services		1015 · Citizens ...		-282.95
				6050 · Utilities		-247.45	247.45
				6050 · Utilities		-35.50	35.50
TOTAL						-282.95	282.95
Check	EFT	01/31/2024	Carson Oil		1015 · Citizens ...		-712.02
				6130 · Gas & Oil		-712.02	712.02
TOTAL						-712.02	712.02
Bill Pmt -Check	32071	01/02/2024	Hughes Fire Eq...		1015 · Citizens ...		-682.25
Bill	600832	12/21/2023			6161 · Vehicle M...	-682.25	682.25
TOTAL						-682.25	682.25
Bill Pmt -Check	32072	01/02/2024	Industrial Weldi...		1015 · Citizens ...		-55.50
Bill	358925	12/20/2023			6210 · Supplies - ...	-55.50	55.50
TOTAL						-55.50	55.50
Bill Pmt -Check	32073	01/02/2024	Jayden Lindberg		1015 · Citizens ...		-1,251.00
Bill	Wint...	12/28/2023			6091 · Tuition Rei...	-1,251.00	1,251.00
TOTAL						-1,251.00	1,251.00
Bill Pmt -Check	32074	01/02/2024	Kolton Guilford		1015 · Citizens ...		-1,533.22
Bill	Wint...	12/27/2023			6091 · Tuition Rei...	-1,533.22	1,533.22
TOTAL						-1,533.22	1,533.22
Bill Pmt -Check	32075	01/02/2024	Medline Industri...		1015 · Citizens ...		-368.23
Bill	2299...	12/22/2023			6210 · Supplies - ...	-75.30	75.30
Bill	2300...	12/28/2023			6210 · Supplies - ...	-292.93	292.93
TOTAL						-368.23	368.23



## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>32076</b>	<b>01/02/2024</b>	<b>TWGW, Inc. dba...</b>		<b>1015 · Citizens ...</b>		<b>-78.24</b>
Bill	791545	12/21/2023		6161 · Vehicle M...		-8.69	8.69
Bill	791637	12/22/2023		6190 · Small Tool...		-8.98	8.98
Bill	791639	12/22/2023		6190 · Small Tool...		-0.89	0.89
Bill	791881	12/26/2023		6161 · Vehicle M...		-2.69	2.69
Bill	791875	12/26/2023		6190 · Small Tool...		-56.99	56.99
TOTAL						-78.24	78.24
<b>Bill Pmt -Check</b>	<b>32077</b>	<b>01/02/2024</b>	<b>Ultrex</b>		<b>1015 · Citizens ...</b>		<b>-60.53</b>
Bill	INV1...	01/01/2024		6100 · Equipment...		-60.53	60.53
TOTAL						-60.53	60.53
<b>Bill Pmt -Check</b>	<b>32078</b>	<b>01/02/2024</b>	<b>Stephanie Valla...</b>		<b>1015 · Citizens ...</b>		<b>-2,738.00</b>
Bill	Wint...	01/02/2024		6091 · Tuition Rei...		-2,738.00	2,738.00
TOTAL						-2,738.00	2,738.00
<b>Bill Pmt -Check</b>	<b>32079</b>	<b>01/03/2024</b>	<b>Justice Wenger</b>		<b>1015 · Citizens ...</b>		<b>-350.10</b>
Bill	16-3...	01/03/2024		6250 · Uniforms		-350.10	350.10
TOTAL						-350.10	350.10
<b>Bill Pmt -Check</b>	<b>32080</b>	<b>01/03/2024</b>	<b>Paula Anderson.</b>		<b>1015 · Citizens ...</b>		<b>-328.60</b>
Bill	0120...	01/03/2024		6270 · Volunteer ...		-179.95	179.95
				6270 · Volunteer ...		-148.65	148.65
TOTAL						-328.60	328.60
<b>Bill Pmt -Check</b>	<b>32081</b>	<b>01/03/2024</b>	<b>Philomath Fire ...</b>		<b>1015 · Citizens ...</b>		<b>-846.84</b>
Bill	Nove...	12/05/2023		2232 · Union Dues		-423.42	423.42
Bill	Dece...	01/03/2024		2232 · Union Dues		-423.42	423.42
TOTAL						-846.84	846.84

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>32082</b>	<b>01/15/2024</b>	<b>Special Districts...</b>		<b>1015 · Citizens ...</b>		<b>-45,741.00</b>
Bill	39P5...	01/03/2024			6020 · Insurance ...	-45,741.00	45,741.00
TOTAL						-45,741.00	45,741.00
<b>Bill Pmt -Check</b>	<b>32083</b>	<b>01/08/2024</b>	<b>Chris Leonard</b>		<b>1015 · Citizens ...</b>		<b>-63.58</b>
Bill	7400...	01/04/2024			6161 · Vehicle M...	-63.58	63.58
TOTAL						-63.58	63.58
<b>Bill Pmt -Check</b>	<b>32084</b>	<b>01/08/2024</b>	<b>Corvallis Tool C...</b>		<b>1015 · Citizens ...</b>		<b>-685.00</b>
Bill	24954	01/04/2024			6161 · Vehicle M...	-365.00	365.00
Bill	24953	01/04/2024			6161 · Vehicle M...	-320.00	320.00
TOTAL						-685.00	685.00
<b>Bill Pmt -Check</b>	<b>32085</b>	<b>01/08/2024</b>	<b>Culligan</b>		<b>1015 · Citizens ...</b>		<b>-212.25</b>
Bill	7806...	01/04/2024			6050 · Utilities	-212.25	212.25
TOTAL						-212.25	212.25
<b>Bill Pmt -Check</b>	<b>32086</b>	<b>01/08/2024</b>	<b>Department of P...</b>		<b>1015 · Citizens ...</b>		<b>-46.25</b>
Bill	ARF...	01/08/2024			6090 · Education/...	-46.25	46.25
TOTAL						-46.25	46.25
<b>Bill Pmt -Check</b>	<b>32087</b>	<b>01/08/2024</b>	<b>Medline Industri...</b>		<b>1015 · Citizens ...</b>		<b>-774.34</b>
Bill	2291...	01/03/2024			6210 · Supplies - ...	-136.36	136.36
Bill	2290...	01/03/2024			6210 · Supplies - ...	-35.60	35.60
Bill	2290...	01/03/2024			6210 · Supplies - ...	-131.40	131.40
Bill	2290...	01/03/2024			6210 · Supplies - ...	-274.83	274.83
Bill	2289...	01/03/2024			6210 · Supplies - ...	-156.85	156.85
Bill	2286...	01/03/2024			6200 · Supplies - ...	-39.30	39.30
TOTAL						-774.34	774.34

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>32088</b>	<b>01/08/2024</b>	<b>MPTV, Inc.</b>		<b>1015 · Citizens ...</b>		<b>-17.81</b>
Bill	B391...	12/22/2023			6190 · Small Tool...	-1.29	1.29
Bill	B391...	12/22/2023			6161 · Vehicle M...	-1.80	1.80
Bill	B392...	01/08/2024			6161 · Vehicle M...	-14.72	14.72
TOTAL						-17.81	17.81
<b>Bill Pmt -Check</b>	<b>32089</b>	<b>01/08/2024</b>	<b>Oregon Fire Dist...</b>		<b>1015 · Citizens ...</b>		<b>-11,000.00</b>
Bill	LOS...	01/04/2024			6300 · Volunteer ...	-11,000.00	11,000.00
TOTAL						-11,000.00	11,000.00
<b>Bill Pmt -Check</b>	<b>32090</b>	<b>01/08/2024</b>	<b>SeaWestern</b>		<b>1015 · Citizens ...</b>		<b>-59.51</b>
Bill	INV2...	01/05/2024			6250 · Uniforms	-59.51	59.51
TOTAL						-59.51	59.51
<b>Bill Pmt -Check</b>	<b>32091</b>	<b>01/08/2024</b>	<b>Valley Fire Contr...</b>		<b>1015 · Citizens ...</b>		<b>-480.00</b>
Bill	111240	01/04/2024			6160 · Equipment...	-480.00	480.00
TOTAL						-480.00	480.00
<b>Bill Pmt -Check</b>	<b>32092</b>	<b>01/22/2024</b>	<b>Andy Louden`</b>		<b>1015 · Citizens ...</b>		<b>-89.60</b>
Bill	47430	01/22/2024			7110 · Capital Ou...	-89.60	89.60
TOTAL						-89.60	89.60
<b>Bill Pmt -Check</b>	<b>32093</b>	<b>01/22/2024</b>	<b>Batteries North...</b>		<b>1015 · Citizens ...</b>		<b>-587.80</b>
Bill	467621	01/22/2024			6161 · Vehicle M...	-587.80	587.80
TOTAL						-587.80	587.80
<b>Bill Pmt -Check</b>	<b>32094</b>	<b>01/22/2024</b>	<b>Butts Electric Inc.</b>		<b>1015 · Citizens ...</b>		<b>-3,626.65</b>
Bill	12989	01/22/2024			7110 · Capital Ou...	-3,626.65	3,626.65
TOTAL						-3,626.65	3,626.65

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>32095</b>	<b>01/22/2024</b>	<b>ESO Solutions, I...</b>		<b>1015 · Citizens ...</b>		<b>-832.88</b>
Bill	130700	01/22/2024			6160 · Equipment...	-832.88	832.88
TOTAL						-832.88	832.88
<b>Bill Pmt -Check</b>	<b>32096</b>	<b>01/22/2024</b>	<b>Les Schwab</b>		<b>1015 · Citizens ...</b>		<b>-130.99</b>
Bill	2700...	01/12/2024			6161 · Vehicle M...	-130.99	130.99
TOTAL						-130.99	130.99
<b>Bill Pmt -Check</b>	<b>32097</b>	<b>01/22/2024</b>	<b>Locate Solution...</b>		<b>1015 · Citizens ...</b>		<b>-150.00</b>
Bill	2998	01/22/2024			7110 · Capital Ou...	-150.00	150.00
TOTAL						-150.00	150.00
<b>Bill Pmt -Check</b>	<b>32098</b>	<b>01/22/2024</b>	<b>Medline Industri...</b>		<b>1015 · Citizens ...</b>		<b>-1,010.45</b>
Bill	2301...	01/08/2024			6210 · Supplies - ...	-221.20	221.20
Bill	2303...	01/22/2024			6210 · Supplies - ...	-636.93	636.93
Bill	2303...	01/22/2024			6200 · Supplies - ...	-89.83	89.83
Bill	2304...	01/22/2024			6200 · Supplies - ...	-62.49	62.49
TOTAL						-1,010.45	1,010.45
<b>Bill Pmt -Check</b>	<b>32099</b>	<b>01/22/2024</b>	<b>OFDDA</b>		<b>1015 · Citizens ...</b>		<b>-1,250.00</b>
Bill	24-1...	01/22/2024			6030 · Dues and ...	-1,250.00	1,250.00
TOTAL						-1,250.00	1,250.00
<b>Bill Pmt -Check</b>	<b>32100</b>	<b>01/22/2024</b>	<b>Oregon Volunte...</b>		<b>1015 · Citizens ...</b>		<b>-295.00</b>
Bill	2024...	01/22/2024			6030 · Dues and ...	-295.00	295.00
TOTAL						-295.00	295.00

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>32101</b>	<b>01/22/2024</b>	<b>TWGW, Inc. dba...</b>		<b>1015 · Citizens ...</b>		<b>-165.02</b>
Bill	7936...	01/17/2024			6161 · Vehicle M...	-98.45	98.45
Bill	793764	01/18/2024			6161 · Vehicle M...	-47.09	47.09
Bill	793807	01/18/2024			6161 · Vehicle M...	-19.48	19.48
TOTAL						-165.02	165.02
<b>Bill Pmt -Check</b>	<b>32102</b>	<b>01/31/2024</b>	<b>Ashley Scott</b>		<b>1015 · Citizens ...</b>		<b>-65.75</b>
Bill	Cost...	01/30/2024			6011 · Postage/S...	-65.75	65.75
TOTAL						-65.75	65.75
<b>Bill Pmt -Check</b>	<b>32103</b>	<b>01/31/2024</b>	<b>Bryan Crocker</b>		<b>1015 · Citizens ...</b>		<b>-75.00</b>
Bill	010824	01/30/2024			6216 · FA/CPR E...	-75.00	75.00
TOTAL						-75.00	75.00
<b>Bill Pmt -Check</b>	<b>32104</b>	<b>01/31/2024</b>	<b>Chris Leonard</b>		<b>1015 · Citizens ...</b>		<b>-86.97</b>
Bill	9336	01/24/2024			6011 · Postage/S...	-58.37	58.37
Bill	6826...	01/26/2024			6270 · Volunteer ...	-28.60	28.60
TOTAL						-86.97	86.97
<b>Bill Pmt -Check</b>	<b>32105</b>	<b>01/31/2024</b>	<b>Hughes Fire Eq...</b>		<b>1015 · Citizens ...</b>		<b>-5,590.42</b>
Bill	602238	01/30/2024			6161 · Vehicle M...	-828.49	828.49
Bill	602237	01/30/2024			6161 · Vehicle M...	-777.47	777.47
Bill	602126	01/30/2024			6161 · Vehicle M...	-1,617.77	1,617.77
Bill	602127	01/30/2024			6161 · Vehicle M...	-638.02	638.02
Bill	602163	01/30/2024			6161 · Vehicle M...	-1,728.67	1,728.67
TOTAL						-5,590.42	5,590.42
<b>Bill Pmt -Check</b>	<b>32106</b>	<b>01/31/2024</b>	<b>Medline Industri...</b>		<b>1015 · Citizens ...</b>		<b>-494.87</b>
Bill	2305...	01/30/2024			6210 · Supplies - ...	-38.00	38.00
Bill	2305...	01/30/2024			6210 · Supplies - ...	-456.87	456.87
TOTAL						-494.87	494.87

## Philomath Fire and Rescue Check Detail January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>32107</b>	<b>01/31/2024</b>	<b>Rich Saalsaa</b>		<b>1015 · Citizens ...</b>		<b>-39.98</b>
Bill	36960	01/26/2024			6200 · Supplies - ...	-39.98	39.98
TOTAL						-39.98	39.98
<b>Bill Pmt -Check</b>	<b>32108</b>	<b>01/31/2024</b>	<b>SeaWestern</b>		<b>1015 · Citizens ...</b>		<b>-85.17</b>
Bill	INV2...	01/24/2024			6250 · Uniforms	-85.17	85.17
TOTAL						-85.17	85.17
<b>Bill Pmt -Check</b>	<b>32109</b>	<b>01/31/2024</b>	<b>Shirt Circuit</b>		<b>1015 · Citizens ...</b>		<b>-3,092.15</b>
Bill	2311...	01/30/2024			6250 · Uniforms	-2,985.20	2,985.20
Bill	2401...	01/30/2024			6250 · Uniforms	-106.95	106.95
TOTAL						-3,092.15	3,092.15
<b>Bill Pmt -Check</b>	<b>32110</b>	<b>01/31/2024</b>	<b>TWGW, Inc. dba...</b>		<b>1015 · Citizens ...</b>		<b>-129.70</b>
Bill	794312	01/24/2024			6161 · Vehicle M...	-54.86	54.86
Bill	794313	01/30/2024			6161 · Vehicle M...	-37.42	37.42
Bill	794373	01/30/2024			6161 · Vehicle M...	-37.42	37.42
TOTAL						-129.70	129.70

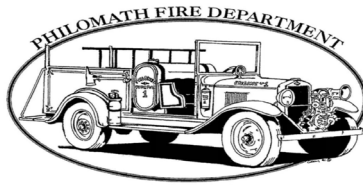
**Philomath Fire and Rescue**  
**A/P Aging Detail**  
**As of January 31, 2024**

Type	Date	Num	Name	Due Date	Aging	Open Balance
<b>Current</b>						
Bill	01/30/2024	B396...	MPTV, Inc.	02/09/2024		63.96
Bill	01/31/2024	AA25...	MPTV, Inc.	02/10/2024		15.99
Total Current						79.95
<b>1 - 30</b>						
Bill	01/12/2024	B390...	MPTV, Inc.	01/22/2024	9	82.94
Bill	01/16/2024	B394...	MPTV, Inc.	01/26/2024	5	83.97
Bill	01/16/2024	B394...	MPTV, Inc.	01/26/2024	5	32.03
Total 1 - 30						198.94
<b>31 - 60</b>						
Credit	12/05/2023	790240	TWGW, Inc. dba ...			-13.72
Total 31 - 60						-13.72
<b>61 - 90</b>						
Bill	10/31/2023	5450...	CoEnergy Propane	11/10/2023	82	1.00
Total 61 - 90						1.00
<b>&gt; 90</b>						
General Journal	06/30/2023	AUDI...	SAIF Corporation			-28,078.82
Total > 90						-28,078.82
<b>TOTAL</b>						<b>-27,812.65</b>

**Philomath Fire and Rescue**  
**A/R Aging Detail**  
 As of February 6, 2024

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
<b>Current</b>									
Invoice	02/06/2024	2015...		Metropolitan Rep...		02/06/2024	General...		18.57
Total Current									18.57
<b>1 - 30</b>									
Invoice	01/22/2024	2015...		Linn County Sheri...		01/22/2024	General...	15	70.00
Total 1 - 30									70.00
<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 Rep...		06/01/2022	General...	615	25.00
Total > 90									36,610.75
<b>TOTAL</b>									<b>36,699.32</b>





Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

12 Feb 2024

Association Business

- Met as Executive Board to discuss upcoming topics.
- Discussing what events association should participate.
- Had Committee's meet to incorporate new members.
- Committee's discussing budget needs for upcoming year.
- Cleaning up old business and confirming commitments where met.
- Revisiting association guidelines to make sure they are valid and written.

Volunteer Activity

- Staffed to help provide coverage as needed. (Ice Storm, Short Staff Days)
- Continue to assist in the organization and teaching drills.
- Station Repairs and upgrades at 203.
- Work on Brush Trucks
- Members on Training Facility and Apparatus Committees.
- Equipment Repairs/263 finishing touches- Chris Lenord
- Assisting with Annual Training Calander.
- LT. Anderson working on incorporating EMS volunteers more.
- 3 Volunteers went on training Facility tour with McMinnville Fire Dist.
- Volunteer LT did ride along with Corvallis Fire BC.

Recruitment and retention

- No New Activity on hold until Academy
- Volunteer Officers working with staff on Volunteers that are less active.

Volunteer status

- Added 1 volunteer/RV
- 1 returning volunteer.

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

**City of Corvallis/ Philomath Fire & Rescue  
Intergovernmental Agreement  
for Automatic Aid**

The CITY OF CORVALLIS, a municipal corporation of the State of Oregon, hereinafter referred to as CORVALLIS, and Philomath Fire & Rescue a special district of the State of Oregon, hereinafter referred to as DISTRICT, and jointly referred to as PARTIES, or individually as a PARTY, mutually agree as follows:

All notifications necessary under this contract shall be addressed to:

City of Corvallis  
Attention: Fire Chief  
PO Box 1083  
Corvallis, OR 97339-1083  
541-766-6961

Philomath Fire & Rescue  
Attention: Fire Chief  
PO Box 247  
Philomath, OR 97370  
541-360-0030

- 1 TERM:
  - 1.1 CORVALLIS and DISTRICT agree that this intergovernmental agreement is entered into pursuant to ORS 190.010. It is the intent of the PARTIES that this agreement be effective as of the date it is fully executed and that it continue until June 30, 2029.
- 2 SCOPE: PARTIES will provide automatic aid to one another on all first-alarm fires.
- 3 CORVALLIS agrees as follows:
  - 3.1 To respond with a single structural engine with a minimum staffing of three (3) personnel (to include one officer) on all first-alarm structure fires with within the DISTRICT. This response will be to the scene unless directed otherwise by the officer in charge/incident commander.
  - 3.2 Additional resources may be sent upon request depending on resource availability at the discretion of the sending organization.
- 4 DISTRICT agrees as follows:
  - 4.1 To respond with a single structural engine with a minimum staffing of three (3) personnel (to include one officer) on all first-alarm structure fires within the areas protected by the Corvallis Rural Fire Protection District. This response will be a move-up to Fire Station 102 unless directed otherwise by the officer in charge/incident commander.
  - 4.2 To respond with a single structural engine with a minimum staffing of three (3) personnel (to include one officer) on all first-alarm structure fires within City Limits of Corvallis. This response will be a move up to Fire Station 102 unless otherwise directed by the officer in charge/incident commander.
  - 4.3 Additional resources may be sent upon request depending on resource availability at the discretion of the sending organization.
- 5 PARTIES agree as follows:
  - 5.1 That the officer in charge of the responding PARTY may, in the exercise of best judgement and discretion, decline to commit apparatus or personnel to a position which would dangerously

imperil such resources, or negatively impact to an unacceptable level, the ability to CORVALLIS or DISTRICT to provide services for its patrons. PERSONAL IDENTIFYING INFORMATION: DISTRICT agrees to safeguard personal identifying information in compliance with Oregon Revised Statute ORS 646A.600, the Oregon Consumer Identity Theft Protection Act and the Fair and Accurate Credit Transaction Act provisions of the Federal Fair Credit Reporting Act.

- 6 DISCRIMINATION: The parties agree not to discriminate on the basis of age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income in the performance of this contract.
- 7 LIVING WAGE: DISTRICT agrees to comply with Corvallis Municipal Code chapter 1.25 establishing and implementing the Living Wage. CORVALLIS may terminate this agreement at any time if DISTRICT is found to be in violation of the Living Wage Ordinance and does not correct the violation consistent with section 1.25.090 of the Corvallis Municipal Code. DISTRICT agrees to keep payroll records for employees working on CORVALLIS's agreement and to provide those records to CORVALLIS if requested in accordance with section 1.25.070 of the Corvallis Municipal Code. DISTRICT agrees to post the information provided by CORVALLIS about the Living Wage in a location where employees are likely to see the information. DISTRICT also agrees to give each employee working on CORVALLIS business information provided by City about the Living Wage. DISTRICT will notify CORVALLIS if he/she needs the information provided in a language other than English.
- 8 This writing is intended both as the final expression of the agreement between the PARTIES with respect to the included terms and as a complete and exclusive statement of the terms of the agreement. No modification of this agreement shall be effective unless and until it is made in writing and signed by both PARTIES.

Dated this \_\_\_\_ day of \_\_\_\_\_

Philomath Fire & Rescue

City of Corvallis

\_\_\_\_\_  
Chancy Ferguson, Fire Chief

\_\_\_\_\_  
Ben Janes, Fire Chief

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Philomath Fire & Rescue Attorney

\_\_\_\_\_  
Corvallis City Attorney

# **BENTON AND LINCOLN COUNTY MUTUAL AID AGREEMENT**

## **1.0 INTRODUCTION AND RECITALS**

WHEREAS, certain disasters have the potential of overwhelming the capacity of any community to effectively protect life and property; and

WHEREAS, the parties desire to combine and coordinate their resources for responses to disasters occurring in their jurisdictions; and

NOW, THEREFORE, under the authority of ORS Chapter 190, the parties agree as follows:

## **2.0 AUTHORITY AND DURATION**

This Agreement is entered into under the authority granted to the parties by their respective charters and/or Oregon Revised Statutes (ORS). Further, ORS 190.010 authorizes units of local government to enter into written agreements with any other units of local government for the purpose of all functions and activities that any of the parties to the agreement have authority to perform, and ORS 190.010 authorizes units of state and local governments to enter into agreements with each other to cooperate in the performance of their duties. Additionally, ORS Chapters 453, 476, and 401 authorizes the State Fire Marshal and the Administrator of the Oregon Emergency Management to develop comprehensive statewide plans for the protection of life and property during disasters. This Agreement is intended to be consistent with and supportive of such state contingency plans.

This Agreement shall be effective on the date signed by all parties and shall be effective as to each additional party as provided in Section 18 of this Agreement and is entered into for the purpose of securing to each party periodic emergency assistance for response to emergencies resulting from any clause and to form the Lincoln Benton Fire Investigation Team.

## **3.0 SCOPE OF AGREEMENT**

This Agreement, being in conformance with the *Oregon Fire Service Mobilization Plan* as adopted by the State Fire Marshal, shall include the following types and kinds of mutual aid assistance, and operating terms and conditions.

### **3.1 TYPE OF EQUIPMENT AND PERSONNEL**

The parties hereto agree to provide to all other parties to this Agreement personnel and equipment as described below. Further, the parties hereto recognize and agree that such personnel and equipment shall be periodically unavailable under this Agreement due to normal operating requirements. However, when any significant change occurs to the available equipment and/or personnel which shall last more than thirty (30) days, the party experiencing such change shall notify all other parties to this Agreement.

### **3.2 STAFFING**

The Parties hereto agree that personnel responding to a request for mutual aid are required to meet DPSST or equivalent training standards for assigned positions on fire response vehicles.

1. Type 1 Engine Company: minimum of three entry-cleared personnel (to include one officer or AIC).
2. Aerial Apparatus (75-foot ladder or greater): minimum of three entry-cleared personnel (to include one officer or AIC).
3. Water Tender Company (1500 gal or greater): minimum of one person (two personnel preferred).
4. Type 3 Brush Truck: minimum of three entry-cleared personnel.
5. Type 6 Brush Truck: minimum of two wildland certified personnel.
6. ALS Medic Unit: minimum of one Paramedic, one EMT.
7. BLS Rescue Unit: minimum of one EMT, one Operator.
8. Duty Officer: one Lieutenant or above in staff vehicle.

### **3.3 GOOD FAITH**

Each of the Parties hereto agree to attempt to furnish to a requesting party such assistance as the requesting party may deem reasonable and necessary to successfully abate any emergency in the requesting party's jurisdiction. Provided, however, that the party to whom the request is made shall have the sole discretion to refuse such request if sending such assistance might lead to an unreasonable reduction in the level of protection within its jurisdiction, and provided further that a state or local agency may refuse a request for assistance if necessary to comply with any limitations on the use of dedicated funds by that agency.

### **3.4 DISPATCHING**

It is agreed by the Parties hereto that the mutual aid assistance, when the jurisdiction providing the assistance agrees to send the assistance, shall be dispatched promptly and that first response by the jurisdiction requesting assistance shall not be a prerequisite to a request for assistance under this Agreement.

### **3.5 SUPERVISION**

When personal and/or equipment are furnished under this Agreement, the agency having incident command responsibility for the incident shall have overall supervision of mutual aid personnel and equipment during the period such incident is still in progress. Provided, however, when officers from the requesting jurisdiction have not arrived at the scene of the incident, the commanding officer of the jurisdiction arriving first to provide mutual aid assistance shall be in command of the incident until relieved. Further, "supervision" as used in this section refers to conduct of the mission. Each person

participating in the mission remains an employee of that person's employing agency and is subject to the personnel policies solely of that employing agency.

### **3.6 OREGON FIRE SERVICE MOBILIZATION PLAN**

Incidents lasting more than 24 hour, or requests for assistance that are more than two consecutive days shall be evaluated for additional requests for the assistance from the Oregon Fire Service Mobilization Plan, request for Conflagration, or Cost Recovery.

## **4.0 WAIVERS**

### **4.1 GENERAL WAIVERS**

Each party to this Agreement waives all claims against all other parties to this Agreement for compensation for any loss, damage, personal injury, or death occurring to personnel and/or equipment as a consequence of the performance of this Agreement.

### **4.2 HOLD HARMLESS**

Any requesting party shall, to the extent permitted by any applicable constitutional or Tort Claims Act limitation, save and hold harmless any responding party against any and all claims or actions brought against the responding party, arising out of the responding party's efforts, except to the extent that such claims or actions arise out of any willful misconduct or grossly negligent action on the part of the responding party or would exceed the claims limit the requesting party would otherwise be obligated to pay. This provision is not intended to create third party beneficiaries to this agreement, nor to waive the tort claim limit amount any party would otherwise be required to pay.

### **4.3 WORKERS' COMPENSATION**

Each party to this Agreement agrees to provide workers' compensation insurance coverage to each of its employees and volunteers who would be responding under this Agreement. Each party also recognizes that although overall incident command supervision will usually be provided by the jurisdiction in which the incident occurs, supervision of individual employees will be provided by their regular supervisors. The intent of this provision is to prevent the creation of "special employer" relationships under Oregon workers' compensation law.

## **5.0 REFUSALS TO PERFORM**

This is a mutual aid agreement, and it is assumed that all available assistance will generally be provided. Nothing, however, in this Agreement shall be construed to prevent a party to whom a request for assistance is made from refusing to respond when that is appropriate in its sole determination and discretion.

In addition, any responding party may refuse to perform any specific task when, in the sole determination of the responding party's commanding officer, response would create an unreasonable risk of danger to the responding party's employees and/or equipment or any third party.



## **6.0 COMPENSATION**

The parties agree that the personnel and equipment available under this agreement are roughly equivalent and agree that the availability and provision of such personnel and equipment in times of disaster or other emergency need constitutes consideration under this Agreement.

## **7.0 TERMINATION**

Any party hereto may terminate this Agreement at any time by giving thirty (30) days' notice of the intention to do so to any and all other parties. Such notice shall be sent to the governing body of the other parties and a copy thereof to the chief of the department of the parties notified. This Agreement will remain in effect so long as there are at least two parties remaining.

## **8.0 EXTRA JURISDICTIONAL OPERATING AUTHORITY**

The parties hereto recognize and agree that ORS Chapters 190, 453, 476 extend the powers and authorities of the parties herein beyond their regular jurisdictions when operating under this Agreement.

## **9.0 COST RECOVERY**

The parties hereto agree that any cost recovery actions brought by responding jurisdictions under this Agreement against third parties shall be coordinated by the jurisdiction in which the incident giving rise to the response occurred.

## **10.0 RETIREMENT SYSTEM STATUS**

The parties hereto recognize and agree that under this Agreement public employee retirement benefits and social security benefits accrue in the manner prescribed by the employee's regular employment and are the responsibility of the regular employer as if the employee were performing the employee's regular duties. No additional benefits arise due to participation in assistance under this Agreement.

## **11.0 ASSIGNMENTS / SUBCONTRACTS**

Except as expressly provided herein, the parties hereto recognize and agree not to assign, sell, transfer, subcontract, or sublet rights, or delegate responsibilities under this Agreement, in whole or in part, without the prior written approval of the other parties hereto.

## **12.0 SUCCESSORY IN INTEREST**

The provisions of this Agreement shall be binding upon and inure to the benefit of all other parties to the Agreement and the respective successors and assigns.

## **13.0 COMPLIANCE WITH GOVERNMENT REGULATIONS**

Each party to this Agreement agrees to comply with federal, state, and local laws; codes; regulations; and ordinances applicable to the work performed under this Agreement.

#### **14.0 FORCE MAJEURE**

No party to this Agreement shall be held responsible for delay or default caused by fires, riots, acts of God and / or war which is beyond the reasonable control of the parties.

#### **15.0 SEVERABILITY**

If any provision of this Agreement is declared by a court having jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

#### **16.0 AMENDMENTS**

The terms and conditions of this Agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever without prior written approval of the parties hereto.

#### **17.0 DISPUTE RESOLUTION**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon as interpreted by the Oregon courts. However, the parties may attempt to resolve any dispute arising under this Agreement by any appropriate means of dispute resolution, except binding arbitration.

#### **19.0 SIGNATURES**

The undersigned warrant and represent that they are duly authorized to bind the agency represented by the undersigned as a party to this Agreement, and that the agency represented by the undersigned is authorized to participate in and carry out the functions required by this Agreement.

## **Board Member Code of Conduct**

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