PHILOMATH FIRE & RESCUE

June 13, 2022

Location: Philomath Fire & Rescue

3:00 pm

Budget Hearing

Join Zoom Meeting

https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XSHRvQT09

Meeting ID: **857 8949 8234**

Passcode: **860360**

I. CALL TO ORDER/ROLL CALL
II. BUDGET HEARING OPEN/PUBLIC INPUT
III. RESOLUTION ADOPTING BUDGET AND TAX LEVY
IV. ADJOURNMENT

Regular Session Board Meeting

I. CALL TO ORDER/ROLL CALL

II. CONSENT AGENDA
1. Minutes – May 9, 2022
2. Minutes – May 19, 2022
3. Minutes – June 1, 2022
4. Bills – May 2022
5. Chief Vacation Hours
6. Civil Service Appointment - Hunsaker

III. PUBLIC COMMENT

IV. STAFF REPORTS
1. Board Report
    - Review Board Calendar
2. Fire Chief – Miller Report
3. Board Secretary – Rodriguez
    - Revenue/Expense Report
    - Review of Check Register

V. REPRESENTATIVE REPORTS
1. Volunteer Association - Louden
2. IAFF Local 4925 – Licon

VI. OLD BUSINESS
1. Review Board Policies – Rodriguez
2. Chief Review Process – Edmonds & Phillips
3. Hoskins-Kings Valley Contract - Miller
4. Levy Discussion - Miller
5. Board Self-Evaluation – Corbin & Brand
6. Strategic Plan – Miller & Rodriguez

VII. NEW BUSINESS
1. COLA Recommendation – Miller
2. Standard of Coverage – Annual Review
3. Staffing Grant - Miller

4. Annual Review of Board Documents for Disposal
5. Juneteenth – Rodriguez

VIII. ACTION ITEMS

IX. NEXT MEETING – July 11, 2022

X. ADJOURNMENT

A Fire Board member shall strive to:
Recognize that he/she has no legal status to act for the board outside of official meetings.
(Board Member Code of Conduct presented by Ken Jones at the 2014 Fire Service Conference)

PHILOMATH FIRE & RESCUE BUDGET FISCAL YEAR 2022 - 2023

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PHILOMATH FIRE & RESCUE

MISSION STATEMENT

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.

PHILOMATH FIRE & RESCUE

VISION STATEMENT

Philomath Fire & Rescue serves the emergency needs of a diverse community, providing state of the art fire and medical emergency response services.

The District has a strong volunteer base and active involvement in community affairs pertaining to public safety. We maintain the highest safety standards for our personnel and the community.

PHILOMATH FIRE & RESCUE

BUDGET CALENDAR FOR FISCAL YEAR 2022 - 2023

Monday, 14 March, 2022	Appoint Budget Officer.
Monday, 14 March, 2022	Appoint Budget Committee.
Friday, 15 April, 2022	Draft department budgets dues.
Monday, 25 April, 2022	Publication of public notice of Budget Committee Meeting - Newspaper Publication and Online Posting.
Thursday, 28 April, 2022	Final Draft budget for production.
Thursday, 19 May, 2022	Budget Committee Meeting: Present proposed budget and budget message.
Tuesday, 24 May, 2022	Publication of Financial Summary and notice of Budget Hearing - Newspaper Publication and Online Posting.
Monday, 13 June, 2022	Regular Board Meeting & Public Hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations.

BUDGET COMMITTEE MEMBERS

2022 - 2023

Doug Edmonds
3425 Southwood Drive
Philomath, OR 97370

Joe Brier
35543 Summers Lane
Philomath, OR 97370

Ken Corbin
35136 Kings Valley Hwy
Philomath, OR 97370

Daphne Phillips
3233 Chapel Drive
Corvallis, OR 97333

Rick Brand
3000 Southwood Drive
Philomath, OR 97370

Van Hunsaker
324 Vincent Street
Philomath, OR 97370

Tom Wright
3101 Southwood Drive
Philomath, OR 97370

Christopher McMorran
2360 Green Street
Philomath, OR 97370

Anton Grube
3282 Chapel Drive
Philomath, OR 97370

Teresa Boss
270 S. 15th Street
Philomath, OR 97370

PHILOMATH FIRE & RESCUE

BUDGET DOCUMENT FISCAL YEAR 2022 - 2023

The following personnel participated in the data research and organization of the proposed budget document:

Fire Chief Tom Miller
Deputy Chief Chancy Ferguson
Office Administrator Lillee Rodriguez
Fire & Life Safety Captain Rich Saalsaa
Firefighter Andrew Licon
Volunteer President Andy Louden
Volunteer Association

2022 - 2023 BUDGET MESSAGE

The 2022 - 2023 budget of Philomath Fire & Rescue is being presented as a balanced budget. Revenue projections are based on an assessed value (AV) of $1,024,323,272 and our permanent tax rate of $1.5080 per thousand of assessed value. The District has factored a 1% reduction in collection rates to anticipate any shortages due to the COVID-19 pandemic. We anticipate receiving $16,000 in delinquent taxes and $2,000 in interest. We also expect to receive $8,000 for Public Education Income. An estimated $170,000 is projected to be collected for conflagration expenses, based on the average of the last 7 years for in-state conflagrations. Additional funds, in the amount of $42,795, are expected to be collected. This miscellaneous income is anticipated to come from merchandise sales, miscellaneous reimbursements, refunds, collected fees according to the District Fee Schedule, and includes the $23,000 contract fee from Hoskins-Kings Valley RFPD.

The City of Philomath's Urban Renewal District (URD) continues to impact the Fire District's Assessed Value (AV). The loss in AV to the Fire District for Fiscal Year 2022 - 2023 is expected to be $46,779,638. The Urban Renewal Plan was renewed by the City in 2010 and was extended to 2030.

The budget does not include any capital outlay expenses resulting from the GO Bond. The only funds collected relating to the bond are the Debt Services Funds for the GO Bond repayment. Fiscal Year 2022 - 2023 marks the 6th year of the District's 10-year GO Bond loan repayment.

The budget process for Philomath Fire & Rescue includes soliciting ideas for consideration from staff and volunteers.

The Budget document is presented to you in these areas:

1. Budget Programs - All the expenditures are broken down into programs, with a statement of each program's goals and objectives. Listed below are the programs for Philomath Fire & Rescue:

A. Administrative Program

B. EMS Program

C. Suppression Program

D. Safety Program

E. Training Program

F. Prevention Program

G. Communication & Mapping

H. Building & Grounds Program

I. Vehicle & Equipment Maintenance Program

J. Bond Debt Services

2. General Fund - This breakdown, starting on page 36, details the line items of anticipated revenues and proposed expenditures. The Fire Service General Fund expenditures include Personnel Services, Materials & Services, Capital Outlay, and Transfers, and are generally referred to as the operating budget of the District. The major source of revenue are tax funds, which are broken down into current year and previous years' taxes. The other revenues include conflagration reimbursement funds and funds from our Public Education program, including First Aid/CPR and Emergency Medical Responder classes, as well as funds fromm our Contract for Service with Hoskins-Kings Valley RFPD.

Areas of emphasis for the proposed 2022 - 2023 Fiscal Year include:

a. Implementing a Cyber Security Program to protect the District's digital and electronic resources.

b. Beginning construction of a pole barn in Wren to accommodate Station 202 vehicles, freeing up the current building for remodel into a residence in Fiscal Year 2023 - 2024.

c. Dedicating Equipment Reserve Funds for future SCBA replacements, in accordance with the District's Equipment Replacement plan.

A significant change in this year's budget includes expenditures directly from our Reserve Funds. The Building Reserve Fund, in particular, is almost entirely committed to significant repair and replacement projects that the District is not able to fund from other revenue sources. These projects include constructing a pole barn in Wren, replacing the District's turnout washer, removing the current training facility and replacing it with a used manufactured home, and repair of the Station 201 Hose Tower roof.

Additionally, the messages for each program have been rewritten to align with the formatting of the recently developed Strategic Plan.

Administrative Program

Themes Supported by Program: Community Partnership, Fiscal Responsibility, People

Objectives Supported by Program: Customer Service, Budget Accountability, Information Technology, Teamwork, Retention, Recruitment

Mission: The Administrative Program provides for the daily and ongoing functions of the Fire District, its programs and activities. The Administrative Program also provides for the professional services necessary to run the District. These services include:

- Legal consultants
- Auditor
- Physician Advisor
- District Website & Intranet
- Crisis Support for First Responders
- Training and certification tracking programs

The Administrative Program includes the Volunteer Incentive Program, the Length of Service Awards Program, as well as the Volunteer Activity Program. These funds are established to attend to the business needs of the Volunteer Association, to host an event intended to show appreciation to the volunteers, as well as to provide for retirement funding for Volunteer participation in drill, training, events, and calls.

Additional expenses assigned to the Administrative Program include communications, utilities, newsletter publications, community outreach, networking and educational opportunities for personnel, and community involvement.

Transfers to Reserve Funds are made in accordance with the District's Master Planning and Strategic Planning. Funds transferred to reserves are intended to be used for purchases that exceed the purchasing ability of the District in a single fiscal year

Administrative Program

	Materials and Services:			**$**	**242,890.00**
			Prior Year		% change
6001	Contracted Professional Services	$ 65,450.00	41,850.00		56%
6010	Office Supplies & Equipment	$ 9,800.00	7,300.00		34%
6011	Postage/Shipping	$ 3,500.00	2,600.00		35%
6020	Insurance & Bonds	$ 43,450.00	40,400.00		8%
6030	Dues, Fees & Subscriptions *	$ 17,085.00	15,665.00		9%
6040	Publications & Elections	$ 4,900.00	800.00		513%
6050	Utilities (water, garbage, power)	$ 30,855.00	28,230.00		9%
6060	Communications (phone, website, internet, alarm monitoring)	$ 21,600.00	16,268.00		33%
6080	Conference Expense	$ 6,500.00	5,500.00		18%
6100	Equipment Maintenance Agreement - Admin (copier, software)	$ 4,000.00	4,000.00		
6270	Volunteer Activities ^	$ 12,000.00	12,000.00		
6280	Volunteer Incentive Program	$ 5,000.00	5,000.00		
6300	Length of Service Awards Program	$ 11,000.00	11,000.00		
6320	Community Involvement	$ 4,500.00	2,300.00		96%
6900	Miscellaneous Expense	$ 2,250.00	3,600.00		-38%
6901	Cost of Goods Sold	$ 1,000.00	1,000.00		
8005	**Contingency Fund**		0.00	**$**	**-**
	Transfers:				
9000	**Transfer to Vehicle Fund**		52,100.00	**$**	**4,960.00**
9010	**Transfer to Building/Land Fund**		0.00	**$**	**25,000.00**
9020	**Transfer to Equipment Fund**		0.00	**$**	**-**
3010	**Unappropriated Ending Fund Balance**			**$**	**626,893.95**

Total Administration Program $ 899,743.95

$953,278 21-22

$750,485 20-21

$589,459 19-20

^ Volunteer Activities Breakdown on page 12

* Dues, Fees, and Subscriptions breakdown on page 13

6270	**Volunteer Association Expenses ^**			**$ 12,000.00**
	Scholarship/Philanthropy			**$ -**
	~~Karl Corbin Scholarship~~	$	-	
	~~Family Cheer~~	$	-	
	Awards			**$ 3,000.00**
	Attendance Awards	$	600.00	
	Raffle Prizes	$	1,500.00	
	Firefighter of the Year	$	150.00	
	EMS of the Year	$	150.00	
	Resident Volunteer of the Year	$	150.00	
	Most Inspirational	$	150.00	
	5-Year Award	$	50.00	
	10-Year Award	$	100.00	
	15-Year Award	$	150.00	
	Old #1 Insurance & Maintenance			**$ 1,500.00**
	Entertainment			**$ 7,500.00**
	Business Meeting Meals	$	5,000.00	
	Spring/Summer Picnic	$	2,500.00	

							% change
6030	**Dues, Fees, & Subscriptions***					**$ 17,085.00**	9%
Dues:		**$ 6,620.00**		Prior Year	$15,665	21-22	
	Oregon Fire Service Office Administrators - Membership (1)	$ 100.00	$	75.00	$13,890	20-21	
	Oregon Fire Chiefs Association Membership (1)	$ 100.00	$	100.00	$13,500	19-20	
	Emergency Medical Service Oregon Fire Chiefs Association (1)	$ 50.00	$	50.00	$12,701	18-19	
	Oregon Fire Marshall Association (1)	$ 70.00	$	70.00	$12,290	17-18	
	Oregon Fire District Directors Association - District	$ 1,300.00	$	1,300.00	$10,000	16-17	
	Linn Benton Fire Investigation Team Membership (1)	$ 100.00	$	100.00	$8,754	15-16	
	National Safety Council	$ 50.00	$	50.00	$6,865	14-15	
	League of Oregon Cities - District	$ 500.00	$	500.00			
	Special Districts Association Annual Membership - District	$ 2,500.00	$	2,200.00			
	Oregon Government Ethics Commission - District	$ 600.00	$	600.00			
	Philomath Area Chamber of Commerce - District	$ 500.00	$	250.00			
	International Associations of Fire Chiefs	$ 300.00	$	260.00			
	International Code Council - 3 year membership	$ 200.00	$	100.00			
	Good Samaritan - CPR instructor Dues (1)	$ 250.00	$	200.00			
Fees:		**$ 5,215.00**					
	Secretary of State - Audit Filing Fee	$ 250.00	$	300.00			
	US Postmaster - PO Box Rental	$ 300.00	$	260.00			
	BioMed (Background checks)	$ 500.00	$	500.00			
	Bank, LGIP,ASI Monthly Fees	$ 150.00	$	150.00			
	CLIA Lab (Glucometer)	$ 200.00	$	200.00			
	Length Of Service Awards Program - Admin Fee (OFDDA)	$ 250.00	$	250.00			
	Depatment of Consumer Business - Air Tank Permits	$ 200.00	$	150.00			
	GASB 75 Valuation	$ 3,000.00	$	2,100.00			
	OSU Vendor Registration Fee - Career Fair	$ 15.00	$	-			
	Computer Security - Avast	$ -	$	250.00	Paid through 2023		
	Square Fees - Credit Card Machine	$ 100.00	$	-			
	Intuit - Payroll Fees	$ 250.00	$	250.00			
Subscriptions:		**$ 5,250.00**					
	National Fire Protection Association Membership - District	$ 200.00	$	200.00			
	~~Philomath Express - Annual Subscription~~	$ -	$	200.00			
	When to Work - Annual Subscription	$ 350.00	$	350.00			
	Alsea Geospatial - GPS & Incident View - Annual Subscription	$ 3,000.00	$	2,600.00			
	Adobe - Annual Subscription (2)	$ 500.00	$	500.00			
	Avast	$ 1,000.00	$	1,000.00			
	Microsoft Office Support - Annual Subscription	$ 200.00	$	200.00			

EMS PROGRAM

Themes Supported by Program: Fire & Life Safety

Objectives Supported by Program: Life & Safety Medical, Response

Mission: Provide the highest quality pre-hospital care as the Quick Response Team (QRT) including Advanced Life Support (ALS), when possible

On-going:

- Maintain an adequate and up-to-date supply of medical equipment (ALS and BLS) for emergency calls.
- Continue required maintenance programs on cardiac monitors, defibrillators, and CPAP.
- Provide protection for our response personnel with immunizations and personal protective equipment.
- Educate in Bloodborne Pathogen identification and mitigation.

Goal # 1: Purchase EKG simulator to facilitate training of medical personnel.

EMS PROGRAM

6101 Materials and Services:

Equip. Maintenance Agreement - EMS Program					**$**	**600.00**
			Prior Year	% change		
~~Enerspect - Annual Lifepak maintenance~~	$	-	1,600.00			
~~AED Inspections - 5 Year Service~~	$	-	0.00	due in FY25-26		
Zoll Annual Mainenance	$	600.00	0.00			

6210

Medical Supplies & Training					**$**	**16,800.00**
Medical consumables	$	15,400.00	14,000.00	10%		
EKG Simulator	$	1,000.00	0.00			
Oxygen	$	400.00	500.00	-20%		

7030

Capital Outlay: Medical Equipment					**$**	**-**
~~AEDs (3) for PF&R~~	$	-	4,800.00			
~~30 AEDs for Community Partners~~	$	-	38,435.00			
~~Zoll Monitors (2) - Grant~~	$	-	43,500.00			

Total EMS Program **$ 17,400.00**

$102,835 21-22
$18,950 20-21
$18,830 19-20
$14,380 18-19

SUPPRESSION PROGRAM

Themes Supported by Program: Fire & Life Safety

Objectives Supported by Program: Suppression

Mission: To provide the tools and equipment necessary for Philomath Fire & Rescue firefighters to aggressively fight fire while providing for safety first.

Goal # 1: To purchase 2" hose. Purchase of this hose will help us to meet a minimum flow rate of 300 GPM for the first 2 deployed hose lines, as established in NFPA 1710.

SUPPRESSION PROGRAM

Materials and Services:

6190	**Small Tools and Equipment**				**$400.00**
				Prior Year	% change
	Small Hand Tools & Equipment	$	400.00	2,000.00	-80%
	~~Low-Angle Rescue Rope~~	$	-	500.00	-100%
	~~Wildland Firefighting Tools~~	$	-	200.00	-100%
6220	**Fire Suppression Supplies**				**$6,800.00**
	Foam	$	-	1,500.00	
	Nozzles & Vortex Valve	$	3,000.00	1,400.00	114%
	2" Hose	$	3,800.00	0.00	
	~~Hose Tester~~	$	-	3,000.00	
6230	**Haz Mat Supplies**				**$400.00**
			400.00	0.00	
7020	**Capital Outlay: Department - Suppression**				**$0.00**
	~~Mini Ram~~	$	-	6,000.00	
7070	**Capital Outlay: Hose/Appliances**				**$0.00**
				0.00	
	Total Suppression Program				**$7,600.00**
					$15,000.00 21-22
					$10,200.00 20-21

SAFETY PROGRAM

Themes Supported by Program: Fire & Life Safety, People

Objectives Supported by Program: Suppression, Response, Training, Teamwork, Recruitment

Mission: To protect our personnel through providing personal protective equipment, bi-annual physicals, and other protective measures.

On-going:

- Continue supplying District clothing and uniforms for all members to wear on calls and at District events.
- Continue the turnout inspection and repair program to ensure existing PPE meets NFPA standards.
- Provide NFPA physicals for interior firefighting staff and volunteers biannually.

Goal # 1: To continue to outfit personnel in professional uniforms and appropriate personal protective equipment (PPE).

Goal # 2: Purchase two additional bullet-proof vest and kevlar helmets to increase responder safety during violent patient encounters and active shooter scenes.

Goal # 3: Cost of physicals continues to rise and the District has identified this as a necessary, though increasing, expenditure.

SAFETY PROGRAM

Materials and Services:

6250	**Firefighter/EMS Clothing**				**$37,100.00**
				Prior Year	% change
	Personnel Uniforms	$	15,000.00	9,000.00	67%
	Station Boots	$	1,300.00	3,000.00	-57%
	Miscellaneous Personal Protective Equipment (PPE)	$	1,000.00	1,000.00	0%
	Turnout Inspection & Repairs	$	3,300.00	3,000.00	10%
	Bulletproof Vests & Helmets (2 sets)	$	1,500.00	1,500.00	0%
	Personal Protective Attire - Turnouts (5 Sets)	$	15,000.00	28,000.00	-46%
6310	**Physicals & Immunizations**				**$23,500.00**
	Physicals	$	23,000.00	12,000.00	92%
	Immunizations	$	500.00	1,000.00	-50%
7080	**Capital Outlay: Protective Equipment**				**$0.00**
				0.00	
7200	**Capital Outlay: Equipment**				**$0.00**

Total Safety Program **$60,600.00**

$58,500.00	21-22
$273,600.00	20-21
$380,500.00	19-20
$32,900.00	18-19
$37,400.00	17-18
$15,700.00	16-17
$33,700.00	15-16
$37,200.00	14-15

TRAINING PROGRAM

Themes Supported by Program: Fire & Life Safety, People

Objectives Supported by Program: Response, Training, Teamwork, Recruitment

Mission: To provide high quality training opportunities in fire suppression, prevention, investigation, and emergency medical services for all Philomath Fire & Rescue personnel.

On-going:

- Maintain current Department of Public Safety Standards and Training, NFPA, and Oregon Health Authority certifications.
- To support training and certification for Firefighter II, Firefighter Officer I, Fireground Leader, Fire Investigator, and other Fire Service topics.
- Maintain training for Emergency Medical personnel including initial education for in-district personnel, EMR through Advanced EMT, and recertification training for all EMS personnel.
- Participate in specialized training classes, courses, seminars, and workshops outside of the training provided within our own organization.
- Provide funds for travel to training, seminars, and conferences for paid staff, volunteers, and Board members.
- Continue tuition reimbursement to attract and retain quality applicants for the Resident Volunteer program.

Goal #1: Provide on-site, department-wide refresher training for vehicle extrication.

TRAINING PROGRAM

Materials and Services

6070	**Travel & Food**					**$9,100.00**
				Prior Year		% change
	~~Meeting Food~~	$0.00	$	1,000.00		
	~~Chili Cook-off~~	$0.00	$	300.00	Moved to 6320	
	Promotional Ceremony	$300.00	$	300.00		
	~~Open House~~	$0.00	$	2,500.00	Moved to 6320	
	Hotel Stays	$4,000.00	$	4,000.00		
	Meals While Traveling	$1,500.00	$	2,000.00		-25%
	Airfare	$2,000.00	$	2,250.00		-11%
	Fire Incident Food	$800.00	$	500.00		60%
	MREs	$500.00	$	500.00		
6090	**Education & Training**					**$24,550.00**
	Classes	$10,000.00	$	10,000.00		
	Leadership Retreat	$800.00	$	-		
	EMS Certification	$2,000.00	$	2,000.00		
	Training Supplies/Props	$1,500.00	$	1,500.00		
	~~Smoke Machine Fluid~~	$0.00	$	300.00		-100%
	Recert Fees for EMTs	$3,000.00	$	2,500.00		20%
	~~EMR Cert/Recert Fees~~	$0.00	$	560.00		-100%
	DPSST - Fingerprints	$750.00	$	750.00		
	~~Propane - Training Ground~~	$0.00	$	250.00		-100%
	Life-Fire Training Food	$300.00	$	300.00		
	Training Instructor Fees	$3,200.00	$	1,000.00		220%
	Training consumables - Fire Academy Meals & Training Materials	$3,000.00	$	700.00		329%
6091	**Tuition Reimbursement - RV Program**					**$68,000.00**
	8 Full-Time Students @ $2,800 per term	$68,000.00	$	68,000.00		
7015	**Capital Outlay: Training**					**$0.00**
	~~201 - Training Grounds Structure - Grant~~	$0.00	$	400,000.00		
7021	**Capital Outlay: Department Equipment - Training**					**$0.00**
				0		

Total Training Program **$101,650.00**

$500,710.00 21-22

$461,750.00 20-21

PREVENTION & PUBLIC EDUCATION PROGRAM

Themes Supported by Program: Fire & Life Safety, Community Partnership

Objectives Supported by Program: Prevention, Customer Service, Education

Mission: Prevent life and property loss in the community through code enforcement, public education, fire investigation, plans review, and pre-fire assessments.

On-going:

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

PREVENTION & PUBLIC EDUCATION PROGRAM

Materials and Services:

6215	**Fire Prevention**			**$2,750.00**
			Prior Year	% change
	Fire Prevention Books/Publications	$1,500.00	1,500.00	
	Prevention Supplies	$550.00	550.00	
	Address Post Materials	$700.00	680.00	3%
	~~Chimney Brushes and Rods~~	$0.00	100.00	
6216	**Supplies - First Aid/CPR**			**$6,000.00**
	FA/CPR Class Expenses	$4,000.00	4,000.00	
	Instructor Fees - Become Trainging Site for AHA	$2,000.00	1,500.00	33%
6217	**Supplies - EMR Classes**			**$1,600.00**
	EMR Class Expenses	$1,600.00	1,600.00	

Total Fire & Life Safety **$10,350.36**

$9,930.00 21-22
$9,650.00 20-21
$5,200.00 19-20
$8,000.00 18-19
$9,250.00 17-18
$5,500.00 16-17
$3,500.00 15-16
$12,300.00 14-15

EMERGENCY COMMUNICATONS & MAPPING PROGRAM

Themes Supported by Program: Fire & Life Safety

Objectives Supported by Program: Response

Mission: Provide radio and alarm communications for fire department stations, apparatus and personnel.

On-going:

- Maintain radios and pagers in good working condition.

Goal #1: Purchase of MO3 to increase radio reception in remote locations within the District.

Goal #2: Installation of Havis mount in 232 to safely secure communication equipment in new engine cab.

EMERGENCY COMMUNICATIONS & MAPPING PROGRAM

Materials and Services

6150 **Radio Maintenance** **$8,300.00**

		Prior Year	% change
Portable Radio Repair	$600.00	600.00	
Pagers, Repairs, Chargers	$1,000.00	100.00	900%
Mobile Radios & FireCom Headset repair	$1,500.00	500.00	200%
~~Pagers (4)~~	$0.00	2,000.00	-100%
MO3 for 232	$1,000.00	0.00	
Havis Mount - 232	$1,200.00	0.00	
~~Tender Radio Replacement & Headsets (2)~~	$0.00	5,500.00	-100%
~~Cell Phone Boosters (2)~~	$0.00	1,600.00	-100%
Portable Radios & Charger - 224	$3,000.00	3,000.00	

6260 **911 Dispatch** **$0.00**

0.00

7060 **Capital Outlay: Radios & Mapping** **$0.00**

~~Radios - Grant~~ $0.00 27,625.00

0.00

Total Communication & Mapping **$8,300.00**

$40,925.00	21-22
$16,300.00	20-21
$25,800.00	19-20
$20,200.00	18-19
$16,200.00	17-18
$17,600.00	16-17
$36,100.00	15-16
$13,910.00	14-15

BUILDING & GROUNDS MAINTENANCE

Themes Supported by Program: Community Partnership, Fiscal Responsibility, People

Objectives Supported by Program: Customer Service, Capital Maintenance, Retention

Mission: Maintain and improve the condition of Philomath Fire & Rescue's buildings and grounds.

On-going:

- Maintain adequate cleaning and maintenance supplies to keep the buildings and grounds looking clean and professional. Included in the budget are supplies for all three stations.
- To provide basic provisions for staff and volunteers; coffee, tea, cocoa, ~~candy, fresh fruit~~ & water.
- To maintain and continually improve the condition of the grounds at all three stations.

Goal #1: Treatment equipment for Station 203 to mitigate iron surplus in well water.

Goal #2: Providing sufficient funding for repair of aging garage doors for apparatus bay.

Goal #3: Breaking out Residence Supplies for tracking residential costs at main and substations.

BUILDINGS & GROUNDS MAINTENANCE

Materials & Services:

6170	**Building Maintenance & Improvements**			**$17,300.00**
			Prior Year	% change
	Maintenance Labor	$6,000.00	4,000.00	50%
	Cypher Locks - Reprogram & Repair	$500.00	500.00	
	Misc. Building Repair	$2,000.00	2,000.00	
	Paint and Supplies	$300.00	300.00	
	Garage Door Repair	$2,500.00	300.00	733%
	~~203 Residence - Furnishings & Accommodations~~	$0.00	2,000.00	
	203 Filtration System	$3,000.00	0.00	
	Carpet Cleaning - Station 201	$2,000.00	1,000.00	100%
	~~Mechanical Inspections - All Stations~~	$0.00	1,200.00	
	~~Decon Sink/Shop Sink - Instahot - Station 201~~	$0.00	1,000.00	
	~~Exhaust System Annual Service~~	$0.00	1,000.00	
	Well Pump - Station 202	$1,000.00	1,000.00	
6180	**Grounds Maintenance**			**$3,500.00**
	~~Reseal Backtop - Station 201~~	$0.00	7,300.00	
	Gravel	$500.00	0.00	
	Landscaping & Signage at Substations	$1,000.00	5,000.00	-80%
	Misc. Grounds Maintenance	$2,000.00	2,000.00	
	~~Excavation Work for Training Grounds~~	$0.00	1,000.00	
	~~Draft Pit - Hose Testing Equipment~~	$0.00	1,500.00	
	~~201 - Picnic Table~~	$0.00	0.00	
	~~202/203 Lawnmower~~	$0.00	2,500.00	
6200	**Supplies - Department**			**$6,500.00**
	Consumables	$2,000.00	3,000.00	-33%
	Restroom supplies & paper products	$2,400.00	2,000.00	20%
	~~Residence Supplies~~	$0.00	1,100.00	
	Shop Improvements - 201 Shelving, Storage, Organization	$500.00	0.00	
	Kitchen Supplies	$300.00	300.00	
	201 - Station Decorations	$300.00	300.00	
	Training Room Supplies - 201 Sound System	$1,000.00	1,000.00	
6205	**Supplies - Residence**			**$3,000.00**
	Residence Supplies - 201, 202, 203	$3,000.00	0.00	
			0.00	
7022	**Capital Outlay: Department - Building/Grounds**			**$0.00**
			0.00	
7110	**Capital Outlay: Building**			**$0.00**
	Total Buildings & Grounds			**$30,300.00**
				$33,000.00 21-22
				$109,350.00 20-21

VEHICLE & EQUIPMENT MAINTENANCE PROGRAM

Themes Supported by Program: Fire & Life Safety, Fiscal Responsibility,

Objectives Supported by Program: Response, Capital Maintenance,

Mission: To maintain the apparatus and equipment in a constant state of readiness and to ensure it is safe to operate.

On-going:

- Conduct annual service on Fire District tools and equipment.
- Conduct annual, seasonal, and periodic maintenance on motorized equipment and self-contained breathing apparatus (SCBA) and related equipment.

Goal #1: Increased budget line for ever-rising fuel prices.

Goal #2: To fund appropriately in anticipation of additional repairs required for aging apparatus.

VEHICLE & EQUIPMENT MAINTENANCE PROGRAM

Materials & Service:

6110	**Equipment Rental**			**$150.00**
			Prior Year	% change
6130	**Gas & Oil**			**$25,000.00**
			15,000.00	
6140	**Hydrant Maintenance**			**$0.00**
			450.00	
6160	**Equipment Maintenance/Testing**			**$12,350.00**
	Breathing Apparatus - Annual Service	$1,000.00	2,000.00	-50%
	~~SCBA Chest Straps~~	$0.00	2,500.00	
	Hydraulic Rescue Tool Maint. Agreement	$3,000.00	2,000.00	50%
	Power Equipment	$1,500.00	1,000.00	50%
	~~Hand Tools~~	$0.00	400.00	
	Extinguisher Maint. - Valley Fire Control	$550.00	500.00	10%
	Hose Tower Hoist Inspection	$500.00	500.00	
	~~Medical Equipment Maint/Testing~~	$0.00	1,000.00	
	Ladder Maintenance	$2,000.00	2,000.00	
	SCBA Air Compressor Maintenance	$1,800.00	900.00	100%
	~~FIT Machine Testing/Certification~~	$0.00	750.00	
	~~Port-A-Pond Repair~~	$0.00	500.00	
	Misc. Equipment Maintenance	$2,000.00	2,000.00	
6161	**Vehicle Maintenance**			**$41,500.00**
	Periodic Maintenance	$20,000.00	18,000.00	11%
	Miscellaneous Repair	$20,000.00	13,000.00	54%
	Tires & Chains for Apparatus - 290 Tires	$1,500.00	5,000.00	-70%
6240	**Miscellaneous Maintenance Supplies**			**$1,000.00**
	Consumables	$1,000.00	1,200.00	
7150	**Capital Outlay: Vehicle**			**$0.00**
	Total Vehicle & Equipment			**$80,000.00**

$316,965.00	21-22
$72,350.00	20-21
$55,500.00	19-20
$154,900.00	18-19
$79,200.00	17-18
$66,300.00	16-17
$83,300.00	15-16
$75,925.00	14-15

PHILOMATH
D. EDDY

PERSONNEL EXPENSES

Benefits & Expenses			**$1,105,470**
		Prior Year	% change
Wages/Salaries	$642,870.00	583,120.00	10%
Social Security/Medicare	$59,000.00	54,745.00	8%
Worker's Comp.	$30,000.00	30,000.00	
Worker's Benefit Asses.	$600.00	500.00	20%
Health Insurance	$144,000.00	140,000.00	3%
PERS/OPSRP	$190,000.00	140,000.00	36%
PERS Pickup 6%	$39,000.00	40,000.00	-3%
Extra Hire Temp & Part Time Pool	**$8,000.00**	0.00	**$8,000**
Conflagration Hire	**$85,000.00**	150,000.00	**$85,000**
Unemployment	**$10,000.00**	10,000.00	**$10,000**

Total Personnel Expenses **$1,208,471**

$1,118,365	21-22
$1,096,939	20-21
$893,138	19-20
$783,000	18-19
$670,100	17-18
$649,800	16-17
$748,732	15-16
$674,144	14-15

Bond Funds

Bond Debt Services:

The District will levy taxes in the amount of .50/1000 for the GO Bonded Debt repayment. With an anticipated collection rate of 98%, the District is budgeting for receipt of $402,539 in tax revenue to go towards the GO Bonded Debt repayment. The District is scheduled to make payments in the amount of $370,000 towards the principal of the bond with additional payments amounting to $32,539 paid toward interest.

BONDED DEBT
RESOURCES AND REQUIREMENTS

FORM
LB-35

Bond Debt Payments are for:

☐ ~~Revenue Bonds or~~
☑ ~~General Obligation Bonds~~

General Obligation Bonded Debt

Philomath Fire & Rescue

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS		Budget for Next Year: 2022-2023			
	Actual 19-20	Actual 20-21	Adopted Budget Year 21-22			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				Resources					
1	0		1,229	1. Beginning Cash on Hand (Cash Basis), or		60,000	60,000		1
2				2. Working Capital (Accrual Basis)					2
3	2,389	5,945	5,000	3. Delinquent Taxes		5,000	5,000		3
4	1,548	570	130	4. Interest		600	600		4
5				5. Transferred from Other Funds					5
6	3,937	6,515		6. Total Resources, Except Taxes to be Levied					6
7			391,147	7. Taxes Estimated to be Received *		396,939	396,939		7
8	386,080	390,233		8. Taxes Collected in Year Levied					8
9	**390,017**	**396,747**	**397,506**	**9. TOTAL RESOURCES**		**462,539**	**462,539**	**0**	9
				Requirements					
				Bond Principal Payments					
				Bond Issue	Budgeted Payment Date				
10	185,000	190,000	205,000	10. Series 2016	June 15, 2018	215,000	215,000		10
11	130,000	140,000	145,000	11. Series 2017	June 15, 2018	155,000	155,000		11
12	315,000	330,000	350,000	12. **Total Principal**		370,000	370,000		12
				Bond Interest Payments					
				Bond Issue					
13	13,972	23,058	19,325	13. Series 2016		15,356	15,356		13
14	14,034			14. Series 2016					14
15	14,203	23,647	20,498	15. Series 2017		17,183	17,183		15
16	14,175		0	16. Series 2017					16
17	56,383	46,705	39,823	17. **Total Interest**		32,539	32,539		17
				Unappropriated Balance for Following Year By					
				Bond Issue	Projected Payment Date				
18				18.					18
19	18,634	20,042		19. Ending balance (prior years)					19
20			7,683	20. **Total Unappropriated Ending Fund Balance**		60,000	60,000	0	20
21				21. Loan Repayment to Fund					21
22				22. Tax Credit Bond Reserve					22
23	**390,017**	**396,747**	**397,506**	**23. TOTAL REQUIREMENTS**		**462,539**	**462,539**	**0**	23

150-504-035 (Rev 02-14)

*If this form is used for revenue bonds, property tax resources may not be included.

A

PHILOMATH FIRE & RESCUE

GENERAL FUND

BUDGET FOR FISCAL YEAR 2022/2023

RESOURCES, PAGE 1

ACTUAL 19/20	ACTUAL 20/21	ADOPTED 21/22			PROPOSED BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
969,097	1,118,101	883,905	3010	**CARRY OVER BALANCE**	699,146	699,146	
969,097	1,118,101	883,905		Carry Over Balance	699,146	699,146	0
				PROPERTY TAXES			
1,207,400	1,299,266	1,290,000	4020	Property Taxes	1,482,923	1,482,923	
16,063	15,808	15,000	4010	Delinquent Property Taxes	16,000	16,000	
214	1,009	2,000	4025	Interest on Property Taxes	2,000	2,000	
1,223,677	1,316,083	1,307,000		Total Property Taxes	1,500,923	1,500,923	0
				Other Revenue			
3,568	0	447,625	4035	Grants	0	0	
17,669	19,590	56,435	4900	Misc. Revenue	42,795	42,795	
8,076	8,599	8,000	4050	Public Education Income	8,000	8,000	
133,732	224,704	140,000	4060	Conflagration Income	170,000	170,000	
163,045	252,893	652,060		Total Other Revenue	220,795	220,795	0
				USE OF MONEY & PROPERTY			
25,444	6,121	16,000	4026	Earned Interest on Investments	3,550	3,550	
25,444	6,121	16,000		Total Use of Money & Property	3,550	3,550	0
				TRANSFERS			
99,752	260,000	0		Transfer In	0	0	
2,481,015	2,953,199	2,858,965		**TOTAL GENERAL FUND RESOURCES**	2,424,414	2,424,414	0

GENERAL FUND - ADMINISTRATION

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2022/2023

EXPENDITURES Page 1

ACTUAL 19/20	ACTUAL 20/21	ADOPTED 21/22			PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
				PERSONNEL SERVICES			
461,569	537,180	583,120		Salaries and Wages	642,870.00	642,870.00	
321,444	354,691	405,245		Payroll Benefits and Expenses	462,600.00	462,600.00	
99,562	114,924	80,000		Extra Hire/Conflag Wages/Unemployment	103,000.00	103,000.00	
8.00	8.00	8.00		Full Time Equivalent	8.00		
882,575	1,006,795	1,068,365		Total Personal Services	1,208,470	1,208,470	0
				MATERIALS & SERVICES			
32,714	20,527	41,850	6001	Contracted Professional Service	65,450	65,450	
12,894	4,706	7,300	6010	Office Supplies	9,800	9,800	
2,379	1,640	2,600	6011	Postage/Shipping	3,500	3,500	
35,192	45,796	40,400	6020	Insurance and Bonds	43,450	43,450	
14,229	12,028	15,665	6030	Dues, Fees, Subscriptions	17,085	17,085	
1,400	3,646	800	6040	Publications & Elections	4,900	4,900	
24,111	26,847	28,230	6050	Utilities	30,855	30,855	
12,934	15,294	16,268	6060	Communications (phones, website, internet)	21,600	21,600	
10,670	1,778	12,850	6070	Travel	9,100	9,100	
1,326	307	5,500	6080	Conference Expense	6,500	6,500	
13,264	17,662	19,860	6090	Education & Training	24,550	24,550	
27,997	53,011	68,000	6091	Tuition Reimbursement	68,000	68,000	
2,130	2,896	4,000	6100	Equip. Maint Agreements - Admin	4,000	4,000	
1,095	0	1,600	6101	Equip. Maint Agreements - EMS Program	600	600	
421	41	150	6110	Equipment Rental	150	150	
10,073	12,453	15,000	6130	Gas & Oil	18,000	25,000	
7,117	16,046	13,300	6150	Radio Maintenance	8,300	8,300	
6,935	11,436	16,050	6160	Equipment Maintenance	12,350	12,350	
31,059	40,198	36,000	6161	Vehicle Maintenance	41,500	41,500	
7,055	13,933	14,300	6170	Building Maintenance and Improvements	17,300	17,300	
9,227	11,785	11,000	6180	Grounds Maintenance	3,500	3,500	
3,124	4,696	2,700	6190	Small Tools & Equipment	7,400	400	
9,127	8,486	7,700	6200	Supplies-Department	6,500	6,500	
0	0	0	6205	Supplies - Residence	3,000	3,000	
16,834	15,809	14,500	6210	Supplies-Medical	16,800	16,800	
2,227	1,943	2,830	6215	Supplies-Prevention	2,750	2,750	
3,671	4,829	5,500	6216	Supplies - FA/CPR Education	6,000	6,000	
1,010	955	1,600	6217	Supplies - EMR Classes	1,600	1,600	
175	7,850	5,900	6220	Supplies-Suppression	6,800	6,800	

GENERAL FUND - ADMINISTRATION

ACTUAL 19/20	ACTUAL 20/21	ADOPTED 21/22		EXPENDITURES, PAGE 2	BUDGET FOR FISCAL YEAR 2022/2023 PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
533	245	400	6230	Supplies-Haz Mat Supplies	400	400	
1,566	1,536	1,200	6240	Supplies-Consumables	1,000	1,000	
34,671	40,778	45,500	6250	Uniforms	37,100	37,100	
11,530	0	0	6260	Dispatch	0	0	
11,989	11,137	12,000	6270	Volunteer Activities	12,000	12,000	
4,952	3,171	5,000	6280	Volunteer-Incentive	5,000	5,000	
11,000	11,000	11,000	6300	Volunteer-Length of Service	11,000	11,000	
16,302	10,166	13,000	6310	Physicals & Immunizations	23,500	23,500	
1,816	4,096	2,300	6320	Community Involvement	4,500	4,500	
6,915	8,893	3,600	6900	Miscellaneous Expense	2,250	2,250	
1,186	1,448	1,000	6901	Cost of Goods Sold	1,000	1,000	
3,185	0	0	6902	Bad Debt	0	0	
406,035	449,067	506,453		Total Materials & Services	559,090	559,090	0
				CAPITAL OUTLAY			
0	0	400,000	7015	Training Equipment	0	0	
0	0	6,000	7020	Department Equipment - Suppression	0	0	
0	0	0	7022	Department Equipment - Buildings/Grounds	0	0	
0	0	86,735	7030	Medical Equipment	0	0	
0	0	0	7040	Office Equipment	0	0	
0	0	27,625	7060	Radios and Mapping	0	0	
0	0	0	7070	Hose/Appliances	0	0	
0	0	0	7080	Protective Equipment	0	0	
0	44,928	0	7110	Building	0	0	
0	13,287	0	7150	Vehicle	0	0	
0	206,608	0	7200	Equipment	0	0	
0	264,823	520,360		Total Capital Outlay	0	0	0
0	0	0	8005	**Operating Contingency**			
				Transfers - From General Fund			
222,665	178,918	187,578	9000	Land/Building Reserve Fund	25,000	25,000	
74,426	73,372	127,900	9010	Vehicle Reserve Fund	4,960	4,960	
286,475	64,693	67,805	9020	Equipment Reserve Fund	0	0	
608,838	915,532		3010	Ending Fund Balance			
		380,504	3010	**Unappropriated Ending Fund Balance**	626,894	626,894	
2,481,015	2,953,199	2,858,965		**TOTAL ADMINISTRATION DEPT. EXPENDITURES**	2,424,414	2,424,414	0

RESERVE FUNDS

The District budget includes three reserve funds: Building Reserve, Vehicle Reserve, and Equipment Reserve. These funds are intended to ensure that the District has adequate money set aside for expenditures which are beyond the capability of a single budget cycle. As we identify expenditures from the reserve funds, the staff seeks Board approval prior to using these funds. The District continues to have challenges when it comes to putting sufficient money into these funds at a level which provides the District the necessary reserves for large projects and purchases. While items below are budgeted to be spent from the Reserve Funds, this in no way obligates the District to spend these funds. This budgeting process appropriates those funds so that they can be spent.

The **Building & Land Reserve Fund** is used to buy, build, and maintain District facilities. This Year the District is planning to use these reserve funds in order to accomplish some large projects that could not otherwise be funded. These projects include constructing a Pole Barn in Wren, as part of the Station 202 Staffing project. Additionally, Building Reserve funds are being budgeted for replacement of the Turnout Washer, removal and replacement of the Station 201 training facility, and repair of the Station 201 Hose Tower roof.

The **Vehicle Reserve Fund** is used to plan for the purchase of additional and replacement apparatus for the fleet. The District emptied this reserve fund in Fiscal Year 2021 - 2022 for the purchase of the new 232 engine. In Fiscal Year 2022 - 2023 the District is planning to contribute $4,960 to this fund, though they recognize that this is not sufficient to meet the needs of the Apparatus Replacement Plan. According to the Apparatus Replacement Plan the District would need to place $993,700 into the Vehicle Reserves in order to meet the replacement needs of the District's current fleet.

The **Equipment Reserve Fund** is used for purchase of major pieces of equipment. In Fiscal Year 2020 - 2021 the District used $206,608 of these funds to purchase replacement Self-Contained Breathing Apparatus (SCBAs) for the District, replacing outdated and unsupported equipment. In Fiscal Year 2022 - 2023 the District has dedicated $18,857 towards future replacements of the SCBAs (currently planned for Fiscal Year 2035 - 2036). With this annual commitment, the District will be well positioned to purchase future SCBAs from this Reserve Fund. Additionally, in Fiscal Year 2022 - 2023, the District has budgeted $10,000 to be spent toward Cyber Security Hardware and Equipment, 2 AED Pros, and contracting services for System Development Charge (SDC) establishment. If eligible, the Distict could potentially receive fees from new developments within the District, to help offset the impact of the development on the business of the District. These fees could be used toward building future Fire Stations and/or hiring additional personnel.

BUILDING/LAND RESERVE FUND

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2022-2023

ACTUAL 19-20	ACTUAL 20-21	ADOPTED 21-22		RESOURCES	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
213,470	217,744	183,578	3010-80	**CARRY OVER BALANCE**	182,825	182,825	
				USE OF MONEY & PROPERTY			
4,274	1,173	4,000	4030-80	Earned Interest			
				OTHER REVENUE			
				TRANSFER FUNDS			
0	0	0	9010-80	Transfer In - From General Fund	25,000	25,000	
217,744	218,918	187,578		**TOTAL BUILDING/LAND RESERVE FUND**	207,825	207,825	0

EXPENDITURES

				TRANSFER FUNDS			
	40,000			Transfer Out - Reserve to GF			
				MATERIALS & SERVICES			
0	0	0		Total Materials & Services	0	0	0
				CAPITAL OUTLAY			
0	0	0	7110	202 Pole Barn	120,000	120,000	
			7110	Turnout Washer	30,000	30,000	
			7110	Training House Replacement	10,000	10,000	
			7110	Training House Removal	5,000	5,000	
			7110	Concrete Patch - Station 201	12,000	12,000	
			7110	Hose Tower Roof Repair	30,000	30,000	
				Reserve for Future Expenditure	825	825	
217,744	178,918		3010-80	Ending Fund Balance			
		187,578	3010-80	Unappropriated Ending Fund Balance			
217,744	178,918	187,578		**TOTAL BUILDING/LAND RESERVE FUND**	207,825	207,825	0

VEHICLE RESERVE FUND

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2022-2023

ACTUAL 19-20	ACTUAL 20-21	ADOPTED 21-22		RESOURCES	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
71,460	72,890	74,800	3010-81	**CARRY OVER BALANCE**	0	0	
				USE OF MONEY & PROPERTY			
1,431	481	1,000	4030-81	Earned Interest	0	0	
				OTHER REVENUE			
				TRANSFER FUNDS			
0		52,100	4090-81	Transfer In - From General Fund	4,960	4,960	
72,890	73,372	127,900		**TOTAL VEHICLE RESERVE FUND**	4,960	4,960	0

EXPENDITURES

				MATERIALS & SERVICES			
0	0	0		Total Materials & Services			
				CAPITAL OUTLAY			
		127,900		Reserved for Future Expenditure	4,960	4,960	
72,890	73,372		3010-81	Ending Fund Balance			
			3010-81	**Unappropriated Ending Fund Balance**			
72,890	73,372	127,900		**TOTAL VEHICLE RESERVE FUND**	4,960	4,960	0

EQUIPMENT RESERVE FUND

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2022-2023

ACTUAL 19-20	ACTUAL 20-21	ADOPTED 21-22		RESOURCES	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
179,160	284,269	66,805	3010-82	**CARRY OVER BALANCE**	65,838	65,838	
				USE OF MONEY & PROPERTY			
5,357	424	1,000	4030-82	Earned Interest	0	0	
				OTHER REVENUE			
				TRANSFER FUNDS			
99,752	0	0	4090-82	Transfer In - From General Fund	0	0	
284,269	284,693	67,805		**TOTAL EQUIPMENT RESERVE FUND**	65,838	65,838	0

EXPENDITURES

				TRANSFER FUNDS			
	220,000			Transfer Out - From Reserve to GF			
				MATERIALS & SERVICES			
0	0			Total Materials & Services	0	0	0
				CAPITAL OUTLAY			
0	0	0	7200	SCBA Replacement Planning	18,857	18,857	
			7200	Cyber Security Equipment	10,000	10,000	
			7200	2 AEDs	5,700	5,700	
			7200	SDC Contracting	30,000	30,000	
		67,805		Reserve for Future Expenditure	1,281	1,281	
284,269	64,693		3900	Ending Fund Balance			
			3900	**Unappropriated Ending Fund Balance**			
284,269	64,693	67,805		**TOTAL EQUIPMENT RESERVE FUND**	65,838	65,838	0

RESOLUTION NO. 22-01

RESOLUTION ADOPTING THE BUDGET

Be it resolved that the Board of Directors for Philomath Fire & Rescue hereby adopts the budget for fiscal year 2022 - 2023 in the total of $ 2,200,059 now on file at Philomath Fire & Rescue, 1035 Main Street, Philomath, Oregon.

MAKING APPROPRIATIONS

Be it resolved that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below, are hereby appropriated as follows:

Fire Protection

General Fund	
Personnel Services	$ 1,208,470
Materials and Services	$ 559,090
Capital Outlay	$ 0
Interfund Transfers	$ 29,960
Total General Fund	**$ 1,797,520**
GO Bond Capital Improvement Fund	
Total GO Bond Fund	**$ 0**
Go Bonded Debt Service Fund	
Bond Draw Series 2016 Principal Payment	$ 215,000
Bond Draw Series 2017 Principal Payment	$ 155,00
Bond Draw Series 2016 Interest Payment	$ 15,356
Bond Draw Series 2017 Interest Payment	$ 17,183
Total Bonded Debt Service Fund	**$ 402,539**
Total Appropriations for Fire Protection	**$ 2,200,059**

_____ June 13th, 2022

Board President Daphne Phillips — Date

ATTEST:_____

Board Member

RESOLUTION NO. 22-02

RESOLUTION LEVYING TAXES

Be it resolved that the Board of Directors for Philomath Fire & Rescue hereby imposes the taxes provided for in the adopted budget at the rate of $2.0080 per $1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2022 - 2023 upon the assessed value of all taxable property within the district.

General Fund	$1.5080/$1000
General Obligation Bond	$.5000/$1000

LEVY CATEGORIZATION

Be it resolved that the Board of Directors for Philomath Fire & Rescue hereby levies the taxes provided for in the adopted budget at the rate of $2.0080 per $1000; and that these taxes are levied upon all taxable property within the district as of 1:00 a.m. on July 1, 2022. The following allocation and categorization subject to the limits of section 11b, Article XI of the Oregon Constitution make up the above aggregate levy:

Subject to the General Government Limitation

General Fund	$1.5080/$1000
General Obligation Bond	$.5000/$1000
Total Levy	**$2.0080/$1000**

The above resolution statements were approved and declared adopted on this 13th day of June, 2022.

_____ June 13th, 2022

Board President Daphne Phillips — Date

ATTEST:_____

Board Member

PHILOMATH FIRE & RESCUE

May 9, 2022

Regular Session Board Meeting

I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:01 by President Phillips. Board members present included President Daphne Phillips, Vice President Rick Brand, Treasurer Ken Corbin, and Doug Edmonds. Board member joe Brier was not present. Staff member present was Office Administrator (OA) Rodriguez. Fire Chief Tom Miller arrived at 16:10. President Phillips excused herself at 16:12 and rejoined the meeting remotely at 16:36.
Guests: Present were Volunteer Association President Andy Louden, Union President Andrew Licon, Resident Volunteer Sam Schmeusser, Resident Volunteer Jacob Bernards, and Brad Fuqua of the Philomath News.

II. ACTION ITEMS
   A. Approval of Minutes – April 11, 2022 – **Treasurer Corbin motioned to approve minutes as presented. Vice President Brand seconded. Motion passed 4-0.**
   B. Approval of Bills – April 2022 – OA Rodriguez noted an expenditure in 6300 for $11,000 for the Oregon Fire District Directors Association (OFDDA), noting that this payment was for the annual Length of Service Awards Program (LOSAP). **President Phillips motioned to approve payment of the bills in the amount of $37,505.31. Edmonds seconded. Motion passed 4-0.**

III. PUBLIC COMMENT – None.

IV. STAFF REPORTS
   1. Board Report
      - Review Board Calendar – OA Rodriguez noted that the months of June and July are particularly busy on the Board Calendar but that the only note for May is a reminder for the upcoming Budget Meeting which is currently scheduled for May 19th, 2022 at 6 pm.
   2. Fire Chief – Chief Miller's report was included in the Board packet. Treasurer Corbin asked about the Chief's absence. OA Rodriguez noted that the registration for the class that Chief Miller is teaching is intended to cover the Chief's time, cost of books, and lunches during the event. Treasurer Corbin also noted that he has questions for Chief Miller about whether 2 brush trucks are sufficient for the District. President Phillips noted that she and Chief Miller spoke about the Listening Sessions and that they are going well with a report from the Chief planned for the June meeting.
      Chief Miller reviewed his Chief's report.
      Edmonds noted that he investigated the communications class identified for the Chief and thought it seemed appropriate for him. The Board asked that this topic be brought to the June meeting to approve the payment for attendance for Vice President Brand.
      Edmonds asked Chief Miller for context relating to current staffing and personnel response to calls, asking him to identify what his ideals would be or what would be most effective for a District similar in size.
      Treasurer Corbin clarified that it is Old 265, not old 232, that will be going to Tyee Valley.
      Treasurer Corbin asked about the availability of brush trucks in District. Chief Miller reminded the board that HKV would have their brush truck available to the District as well.

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Brad Fuqua noted that the Block Party will be on May 30th from 11 am to 6 pm.

3. Board Secretary –
    - Revenue/Expense Report – OA Rodriguez noted the current fund balance for the GO Bond Debt Repayment and General Fund. She added that in May is typically when the Debt Repayments are made. She noted that the current General Fund balance seems appropriate heading into the year end and planning for cash carryover. Board and Rodriguez discussed briefly the GO Bond and repayment plan.
    - Review of Check Register – OA Rodriguez noted deposits to the Citizens Bank account, mostly from classes taught by members of the District, and also including some reimbursements for sending out the surplussed AEDs.
    - Chief Vacation Hours were included in the Board packet.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer Association President Louden included his report in the Board packet and reviewed the points of that. President Louden stated that notes from the Resident Volunteer Listening sessions can be made available to the Board, upon request. Vice President Brand asked why the Volunteer Association and Chief have not met since February and President Louden stated that he has inquired but has not heard back from Chief Miller to make further arrangements to meet. President Phillips asked Union President Licon if Listening Sessions have been held with the Union and staff and he indicated that the listening sessions have been focused on connecting with the Resident Volunteers.
2. IAFF Local 4925 – Union President Licon included his report with the Board packet and he reviewed the points of that report. The provisions of the recently signed Memorandum of Understanding (MOU) were read by President Licon and discussed between him and the Board. The Board also discussed the validity of contracts signed with the Union by the Chief rather than the Board, directly. The Union and Board will have their legal parties confer and determine best practices for negotiations and agreements for all contracts going forward. The Board asked President Licon to return the signed MOU with the signatories' names printed under the signature lines. The Board, staff, and guests discussed the upcoming levy and the amount the District plans to ask for from the voters.

VI. OLD BUSINESS

1. Review Board Policies – OA Rodriguez noted that a clean copy and track changes copy of the board policies in the board packet as well as notes from Treasurer Corbin. She noted the recommendations made by Treasurer Corbin seem reasonable and she had included them in the current copy. Treasurer Corbin also noted that the responsibilities of the Treasurer should more reflect the actual duties of that position or reflect "in the absence of an administrator" or "oversight of" the responsible party. Edmonds recommended developing administrative rules for the role of the Board and the Treasurer specifically.
2. Appoint Budget Committee – OA Rodriguez noted that an additional application was received from Tom Wright for the Budget Committee and was included in the Board packet. She added the Bob Boss has expressed interest in continuing on the Budget Committee, though noted that he would not be available on May 19th. Additionally, OA Rodriguez noted that Mr. Boss asked if his wife could serve in his stead and she encouraged him to have her complete an application. Budget Committee members appointed by the Board included Bob Boss, Anton Grube, Christopher McMorran, Tom Wright, and Van Hunsaker. **President Phillips motioned to appoint the listed Budget Committee members as listed. Edmonds seconded. Motion passed 4-0.**

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3. Chief Review Process – President Phillips reported that she and Edmonds met with Chief Miller to develop a standard review form and process for reviewing the Chief. She noted that this will include an update of the Board Calendar as well as procedures for future reviews. President Phillips noted that this process will be reviewed by the Board's legal department prior to approval. Edmonds added that the review process will include periodic "checkpoints" throughout the year in order to collect timely information about the sentiments of the personnel of the District. President Phillips emphasized that the process is still being developed and that there is nothing in writing set yet. The Board discussed among themselves about how this information would be reported to the Board. President Phillips and Edmonds emphasized that in the development of this system there will be room for modifications to the process as needed. Treasurer Corbin thanked President Phillips and Edmonds for their work on this process.
4. Levy Discussion – Chief Miller's Levy Needs breakdown was included in the Board packet. The Board noted that the levy breakdown may seem high, initially, but is inclusive of the myriad plans and operations of the District and is subject to prioritization and modification. OA Rodriguez noted that the current $8 million threshold is based on covering personnel expenses for the 5-year duration of the levy and is intended solely as a placeholder, not as the final levy amount. The Board and staff discussed the future-oriented focus of the levy and planning around that request and the District planning and messaging. The Board also discussed the development of a levy plan in order to better communicate to the community about the needs of the District.
5. Board Self-Evaluation – Vice President Brand researched into resources available though SDAO, noting that there is an annual Best Practices evaluation with them. Vice President Brand also noted that the Board could complete an in-depth internal evaluation and then invite a member from SDAO to meet with them to review those results and consider other perspectives. OA Rodriguez noted that she reached out to SDAO and they would be available later in the year to meet with the Board.
6. Consent Agenda – Edmonds spoke to the timesaving value of having a consent agenda and asked the Board to consider what topics they think could be included in that. Edmonds recommended Approval of Minutes and Approval of Bills as a starting point for the consent agenda.
7. Strategic Planning – OA Rodriguez noted that included in the Board packet were her notes from the staff meeting related to the development of the Strategic Plan. She added that there was an administrative meeting where goals were identified and assigned to individuals to return with timeframes and estimates.

VII. NEW BUSINESS

1. Brent Griffiths, OSFM – Mr. Griffiths needed to cancel due to a scheduling conflict.
2. Budget Meeting Reminder – OA Rodriguez noted that the Budget Committee meeting is currently scheduled for Thursday, May 19, 2022 @ 6 pm. She added that this meeting will be held in person with remote access. Remote access details are included below:
   Join Zoom Meeting
   https://us06web.zoom.us/j/84825462703?pwd=N2M5dWo3bU1Md25xaFVYUG1IdkVmQT09
   Meeting ID: **848 2546 2703**
   Passcode: **405949**

VIII. ACTION ITEMS – None.

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IX. NEXT MEETING – June 13, 2022 – Treasurer Corbin stated that he will not be present during the month of June and suggested that invoice review either be managed by an alternate Board member or wait for his return. Vice President Brand noted that he has reviewed invoices before and could do it again.

X. ADJOURNMENT – Meeting adjourned at 16:47.

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PHILOMATH FIRE & RESCUE

May 19, 2022
Budget Committee Meeting
Philomath Fire & Rescue
6:00 PM

I. ROLL CALL/CALL TO ORDER – The Budget Committee Meeting was called to order at 18:02 by Office Administrator (OA) Lillee Rodriguez. Board members present were Doug Edmonds and Ken Corbin. Board members not present were Rick Brand, Daphne Phillips, and Joe Brier. Budget Committee members present were Van Hunsaker, Teresa Boss, Christopher McMorran, and Tom Wright. Budget Committee member not present was Anton Grube. Quorum not present. Staff members present included Fire Chief Tom Miller, Deputy Chief (DC) Chancy Ferguson, Office Administrator (OA) Lillee Rodriguez, and Captain Rich Saalsaa.

II. DISCUSSION – OA Rodriguez reviewed the initial pages of the budget document, reading the Mission and Vision statements, reviewing the budget calendar and committee members, and noting the members who contributed to this year's budget proposal. She reviewed the 2022 – 2023 Budget Message, noting the District's anticipated revenue, how the budget document is organized, and specific goals of the coming fiscal year. The staff and committee discussed the impact of the Urban Renewal District (URD) on the Fire District's tax revenue as well as how the District's Assessed Value (AV) is calculated to determine the Fire District's tax revenue. Chief Miller reviewed the boundaries of the District, giving the committee a better understanding of the expanse of the Fire District and how far it extends beyond the City of Philomath. OA Rodriguez gave a brief review of the breakdown of the anticipated revenue for Fiscal year 2022 – 2023 and how that amount was determined. She also briefly reviewed Conflagration reimbursements for personnel and apparatus. Chief Miller briefly discussed the Hoskins Kings Valley contract for services with the committee and the $23,000 anticipated revenue from that contract.

Administrative Program – OA Rodriguez noted formatting difference in this year's budget due to Strategic Planning alignment represented by "Themes and Objectives Supported" in each program. She noted a previously omitted word in the Administrative Program message. She also noted that she spoke with Edmonds previously who recommended including percentage increases along with the raw budget numbers. She noted that there are increases expected for 6001 Contracted Services due to cyber security expenses and audit contract increases. Chief Miller reported that in previous years the Capital Purchase policy changed, moving many smaller capital items into the Materials & Services fund of the budget. OA Rodriguez also noted additional expenses due to printing and mailing newsletters more frequently in the coming year. OA Rodriguez noted that utilities expenses are on the rise and part of that increase is due to manning the substations more consistently and with more people. She also noted that

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transfers to reserves are due to various replacement plans developed by the District and noted that future version of the budget will include these plans as addendums. Hunsaker thanked the District for setting funds aside into Reserves. The Committee and Staff discussed the Community Involvement line item which includes advertisement through Softball, Lions, and participation in the flower basket program. She noted that some expenses were moved to this line item, like the Open House event.

EMS Program – DC Ferguson reviewed the Mission and Goals of the EMS Program and noted that increased calls necessitate increased supplies. The Committee and Staff discussed opportunities for the Fire District to restock supplies from Corvallis Fire and the Hospital. Chief Miller noted that the District is going to try to use the District's oxygen generator in order to reduce expenses in 6210 Medical Supplies.

Suppression Program – DC Ferguson reviewed the Mission and Goals of the Suppression Program. He noted that the $7,000 budgeted for Wildland Firefighting tools has been freed up, due to a donation of wildland supplies to the District. He recommended that $7,000 be shifted to 6130 Fuel. Staff and Budget Committee briefly discussed the purpose of the 2" hose on fire scenes.

Safety Program – DC Ferguson read the Mission and Goals of the Safety Program. He noted that the overall program expense is down a little and there has been some reshuffling of funds within the program. Staff advised the committee that NFPA 1582 physicals have increased in price significantly and they are looking around for more affordable alternatives. They also noted that the Kevlar vest and helmets are a carry-over from Fiscal Year 2021 – 2022.

Training Program – DC Ferguson noted that the District is investing in having a trainer come to the Station to work with the personnel on extrication techniques rather than sending members out-of-district for this training. OA Rodriguez noted that "training consumables" are often reimbursed by the registration fees of the classes the District provides for outside attendees.

Prevention & Public Education – Captain Saalsaa noted that the program and its budget have been very consistent over the years. He reported that the District has submitted to become a Training Site for the American Heart Association, saving the district time and money on recertifications. He also discussed the many community-oriented events, trainings, and programs that the District coordinates.

Emergency Communications & Mapping – DC Ferguson reviewed the Mission and Goals of the Communication & Mapping Program. He explained the function of the MO3 units and their limitations. The Staff and Budget Committee discussed communication difficulties throughout the District. DC Ferguson noted that the 911 Service District is looking at improving the county communication issues.

Buildings & Grounds – DC Ferguson read the Mission and Goals of the Buildings & Grounds Program. He discussed the need for the well treatment at Station 203. OA Rodriguez noted increases for labor costs in line 6161 Vehicle

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Maintenance as well as repairs for bay doors and DC Ferguson noted that the doors will likely need to be replaced in order to maintain response from the station. OA Rodriguez also noted an increase for Station 201 carpet and chairs cleaning, a significant reduction in expenses for landscaping and signage, as well as a reduction in 6200 "Consumables" due to the administrative personnel covering their own coffee expense, with the District still supplying coffee for the residences and volunteers. Hunsaker recommended breaking down station expenses by location.

Vehicle & Equipment – DC Ferguson reviewed the Mission and Goals for the Vehicle & Equipment Program. Chief Miller noted increasing vehicle maintenance due to aging vehicles. The Budget Committee noted that the $7,000 moved from the Wildland Tools purchase will be added to 6130 Gas & Oil, increasing that line to $25,000.

Personnel – OA Rodriguez noted that Personnel Expenses account for about 68% of the operating budget for the District. She also noted some corrections for the "prior year" numbers for Social Security & Medicare and Worker's Compensation. She also noted changes to the Conflagration Hire budget for last year, which was increased with a supplemental budget. The Budget Committee and Staff discussed conflagration deployment and reimbursements. OA Rodriguez noted that the District Budget process authorizes the District to spend taxpayer funds but does not obligate them to spend them.

Bond Funds – OA Rodriguez reviewed the revenue anticipated to be received for the repayment of the GO Bond as well as the principal and interest repayments. OA Rodriguez reviewed the purpose of cash carryover funds and their function to cover the operating expenses of the District during the first third of the fiscal year until taxes are received in November.

General Fund Resources & Expenditures – OA Rodriguez reviewed the format of the General Fund Resources & Expenditures pages, noting the total General Fund Resources and Expenditures equaling $2,424,414.00. OA Rodriguez reviewed the function of the budget document and oversight from the state. OA Rodriguez noted that the Ending Fund Balance budgeted for Fiscal Year 2022 – 2023 will be smaller than the Cash Carryover of Fiscal Year 2021 - 2022 because the District is planning to spend Reserve Funds and those are factored into the Cash Carryover total.

Reserves –

Building & Land - OA Rodriguez reviewed the anticipated projects to be funded by the Building & Land Reserve fund. OA Rodriguez noted that the District is planning to spend the majority of the District reserves and there are two reasons for this; that expending or earmarking those funds will benefit the District when it applies for grants and also there are projects that the District needs to complete regardless of any other grants or funding that could become available. She reiterated that the budget authorizes the expenditure of these funds but does not obligate it.

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Vehicle Reserves – OA Rodriguez noted that the District has developed an apparatus replacement plan and is working on an equipment replacement plan to be able to justify the savings in the reserve funds. OA Rodriguez reviewed the Vehicle Reserve Fund and the District's current shortfall of savings into that account of $993,700.00. Chief Miller noted that the reason the Vehicle Reserve Fund is so low is because the District just bought a replacement vehicle in Fiscal Year 2021 – 2022. The staff and budget committee discussed some of the challenges and benefits of the Volunteer Association and the Resident Volunteer program. DC Ferguson also noted that there is extreme competition for volunteers and paid personnel, nationally and within the state of Oregon, adding that the Resident Volunteer Program has been an extreme benefit for the District.

Equipment Reserves – OA Rodriguez reviewed the planned savings and expenses for the Equipment Reserve funds. The budget committee and staff briefly discussed the purpose of System Development Charges (SDCs) or impact fees. Edmonds discussed how SDCs work for the City of Philomath and how that might relate to the Fire District. Staff discussed the impact of Urban Renewal Districts and Enterprise Zones on the tax revenue of the District.

No quorum was present so no motions were made.

III. PUBLIC COMMENT – None.

IV. ADJOURNMENT - Meeting adjourned at 19:58.

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PHILOMATH FIRE & RESCUE

June 1, 2022
Budget Committee Meeting
Philomath Fire & Rescue
5:00 PM

I. ROLL CALL/CALL TO ORDER – The Philomath Fire & Rescue Budget Committee Meeting was called to order by Board President Phillips at 16:59. Budget Committee members present were Rick Brand, Tom Wright, Teresa Boss, Daphne Phillips, Doug Edmonds, and Christopher McMorran. Staff members present were Fire Chief Tom Miller, Fire & Life Safety Captain Rich Saalsaa, Deputy Chief Chancy Ferguson, and Office Administrator (OA) Lillee Rodriguez.

II. DISCUSSION – OA Rodriguez reminded the Budget Committee members that they are considering the Fiscal year 2022 – 2023 budget with the change listed in the May 19th, 2022 meeting. **Edmonds motioned to accept the proposed budget for Fiscal Year 2022 - 2023 with the prior mentioned change. Boss seconded. Motion passed 6-0.**

III. PUBLIC COMMENT – None.

IV. ADJOURNMENT – Meeting adjourned at 17:02.

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Philomath Fire and Rescue
Transaction by Account
May 2022

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6216 · Supplies - FA/CPR Education					
Bill	05/09/2022	Eli Davis	FA/CPR Instructor fee	150.00	150.00
Bill	05/19/2022	Eli Davis	Instructor Fee - FA.CPR Class 0...	200.00	350.00
Total 6216 · Supplies - FA/CPR Education				350.00	350.00
6091 · Tuition Reimbursement					
Bill	05/09/2022	Brandon Dowell	Spring Tuition Reimbursement	566.00	566.00
Total 6091 · Tuition Reimbursement				566.00	566.00
6001 · Contracted Professional Service					
Bill	05/09/2022	Good Earth Pest Comp...	203 - Quarterly pest control	95.00	95.00
Bill	05/09/2022	Good Earth Pest Comp...	201 - bimonthly pest service	68.68	163.68
Bill	05/09/2022	Kamind IT, Inc.	Office 365 Support	195.84	359.52
Bill	05/19/2022	OSCU 402518-73	tech support	9.95	369.47
Bill	05/19/2022	Koopman Consulting	Payroll Services March, April, Ma...	245.00	614.47
Total 6001 · Contracted Professional Service				614.47	614.47
6010 · Office Supplies					
Bill	05/09/2022	OSCU 402518-72	budget folders	34.08	34.08
Bill	05/09/2022	OSCU 402518-73	cordless mouse	16.99	51.07
Bill	05/09/2022	OSCU 402518-72	File organizer	14.99	66.06
Bill	05/09/2022	OSCU 402518-72	Quickbooks desktop 2022	349.99	416.05
Bill	05/09/2022	OSCU 402518-73	LT desktop computer	481.97	898.02
Bill	05/19/2022	OSCU 402518-72	Employment poster update	17.00	915.02
Total 6010 · Office Supplies				915.02	915.02
6011 · Postage/Shipping					
Bill	05/09/2022	OSCU 402518-72	shipping patches to 911 Supply	8.95	8.95
Total 6011 · Postage/Shipping				8.95	8.95
6030 · Dues and Fees					
Ch...	05/04/2022	Intuit	Payroll processing	14.00	14.00
Bill	05/09/2022	OSCU 402518-73	ISFSI Membership - Moser	50.00	64.00
Ch...	05/09/2022	AsiFlex	Administration fees	11.25	75.25
Bill	05/09/2022	OSCU 402518-73	Zoom subscription	149.90	225.15
Bill	05/19/2022	OSCU 402518-73	Adobe subscription x2	407.76	632.91
Ch...	05/31/2022		Service Charge	0.05	632.96
Total 6030 · Dues and Fees				632.96	632.96
6040 · Publications and Elections					
Bill	05/19/2022	Midvalley Newspapers	Budget Committee Meeting Legal...	346.80	346.80
Total 6040 · Publications and Elections				346.80	346.80
6050 · Utilities					
Bill	05/09/2022	Consumers Power Inc.	Bellfountain - Power	71.79	71.79
Bill	05/09/2022	Consumers Power Inc.	203 - Power	200.41	272.20
Bill	05/09/2022	Pacific Power	201 - Power	583.11	855.31
Bill	05/09/2022	NW Natural	201 - Natural Gas	398.84	1,254.15
Bill	05/09/2022	Republic Services	201 - Garbage	240.65	1,494.80
Bill	05/09/2022	Republic Services	203 - garbage service	34.21	1,529.01
Bill	05/09/2022	City of Philomath	Fire line - Water	15.20	1,544.21
Bill	05/09/2022	City of Philomath	201 - Water	257.05	1,801.26
Bill	05/09/2022	Consumers Power Inc.	202 - Power	144.13	1,945.39
Bill	05/09/2022	Consumers Power Inc.	Priest Rd - Power	65.97	2,011.36
Bill	05/09/2022	Consumers Power Inc.	Daisy Dr - Power	32.44	2,043.80
Bill	05/09/2022	Republic Services	Medical waste disposal	61.70	2,105.50
Bill	05/09/2022	Culligan	bottled water	125.30	2,230.80
Bill	05/19/2022	NW Natural	201 - Natural Gas	276.22	2,507.02
Bill	05/19/2022	Consumers Power Inc.	202 - Power	109.54	2,616.56

Philomath Fire and Rescue
Transaction by Account
May 2022

Type	Date	Name	Memo	Amount	Balance
Bill	05/19/2022	Consumers Power Inc.	Priest Rd - Power	64.63	2,681.19
Bill	05/19/2022	Consumers Power Inc.	Diasy Drive - Power	31.89	2,713.08
	Total 6050 · Utilities			2,713.08	2,713.08
	6060 · Telephone, Pagers, Internet				
Ch...	05/04/2022	AT&T Mobility	eso tablets	45.88	45.88
Ch...	05/06/2022	Comcast	201 - cable	13.21	59.09
Bill	05/09/2022	Pioneer Telephone Coo...	202 - Phones	241.02	300.11
Bill	05/09/2022	Century Link	203 - Phones	117.02	417.13
Bill	05/09/2022	Alyrica	201 - Phones & internet	592.86	1,009.99
Ch...	05/19/2022	Verizon	Tablets & LT Phone	252.43	1,262.42
	Total 6060 · Telephone, Pagers, Internet			1,262.42	1,262.42
	6070 · Travel				
Bill	05/09/2022	OSCU 402518-70	Lunch w Board	54.99	54.99
Bill	05/09/2022	OSCU 402518-73	Saalsaa - Stay in Agate Beach 0...	258.78	313.77
Bill	05/09/2022	OSCU 402518-70	Lunch at class	43.00	356.77
Bill	05/09/2022	OSCU 402518-72	Dinner while at conference - Rodr...	41.00	397.77
Bill	05/09/2022	OSCU 402518-72	hotel stay while at conference - R...	202.08	599.85
Bill	05/09/2022	OSCU 402518-70	Lunch for Administrative Appreci...	37.00	636.85
Bill	05/09/2022	OSCU 402518-71	OVFA Conference hotel stays	1,994.88	2,631.73
Bill	05/19/2022	OSCU 402518-70	Dinner at OFCA Conference	40.80	2,672.53
Bill	05/19/2022	OSCU 402518-70	Lunch at OFCS Conference	37.50	2,710.03
Bill	05/19/2022	OSCU 402518-70	dessert at OFCA Conference	22.00	2,732.03
Bill	05/19/2022	Lillee Rodriguez	Sodas at OFSOA conference	10.00	2,742.03
	Total 6070 · Travel			2,742.03	2,742.03
	6090 · Education/Training				
Bill	05/04/2022	Fire Protection Publicati...	Officer 3&4 class manuals	906.75	906.75
Bill	05/09/2022	OSCU 402518-72	Lunch for Officer 3&4 class	330.42	1,237.17
Bill	05/09/2022	OSCU 402518-72	Lunch for Officer 3&4	269.70	1,506.87
Bill	05/09/2022	OSCU 402518-72	Officer 3&4 lunch	150.00	1,656.87
Bill	05/09/2022	OSCU 402518-71	S-130 class food	14.39	1,671.26
Bill	05/09/2022	OSCU 402518-73	ISFSI Class - Moser	135.00	1,806.26
Bill	05/09/2022	Chris Leonard	Training door reimbursement	31.98	1,838.24
Bill	05/09/2022	Chris Leonard	training door reimbursement	516.86	2,355.10
Bill	05/09/2022	Chris Leonard	Training door reimbursement	101.76	2,456.86
Bill	05/09/2022	OSCU 402518-72	EMR application - Converse	45.00	2,501.86
Bill	05/09/2022	OSCU 402518-72	fingerprints	58.75	2,560.61
Bill	05/09/2022	Spaeth Lumber Co., Inc	wood for training	164.65	2,725.26
Bill	05/19/2022	OSCU 402518-70	Fire Officer Class food	50.65	2,775.91
Bill	05/19/2022	OSCU 402518-70	Fire Officer Class food	18.27	2,794.18
Bill	05/19/2022	OSCU 402518-72	Fire Officer Class food - Panera ...	160.00	2,954.18
Bill	05/19/2022	OSCU 402518-72	Fire Officer Class food - Chipotle ...	226.50	3,180.68
Bill	05/19/2022	OSCU 402518-72	Fire Officer Class food - Oregon ...	220.00	3,400.68
Bill	05/19/2022	OSCU 402518-72	Fire Officer Class food - Oregon ...	220.00	3,620.68
Bill	05/19/2022	OSCU 402518-72	Fire Officer Class food - Southpa...	207.00	3,827.68
Bill	05/19/2022	Jackie Goldman	EMR Application fee and finberpr...	103.75	3,931.43
Bill	05/19/2022	HeartLINK Health Servi...	ALS Provider Manuals	150.00	4,081.43
	Total 6090 · Education/Training			4,081.43	4,081.43
	6100 · Equipment Maintenance Agreement				
Ch...	05/15/2022	De Lage Landen Financ...	Admin Copier service agreement	151.00	151.00
	Total 6100 · Equipment Maintenance Agreement			151.00	151.00
	6130 · Gas & Oil				
Bill	05/09/2022	Carson Oil	Fuel	824.81	824.81
Bill	05/09/2022	Carson Oil	Fuel	1,171.16	1,995.97
Bill	05/09/2022	OSCU 402518-70	fuel	55.30	2,051.27
Bill	05/19/2022	Carson Oil	Fuel	987.06	3,038.33
	Total 6130 · Gas & Oil			3,038.33	3,038.33

Philomath Fire and Rescue
Transaction by Account
May 2022

Type	Date	Name	Memo	Amount	Balance
	6160 · Equipment Maintenance				
Bill	05/09/2022	Annas Consultants Inc.	air compressor service & calibrati...	1,233.36	1,233.36
Bill	05/09/2022	Annas Consultants Inc.	annual air testing	454.08	1,687.44
Bill	05/19/2022	Annas Consultants Inc.	compressor testing & service	400.00	2,087.44
	Total 6160 · Equipment Maintenance			2,087.44	2,087.44
	6161 · Vehicle Maintenance				
Bill	05/09/2022	Hughes Fire Equipment,...	251 - bent ladder repair	0.00	0.00
Bill	05/09/2022	Van Dykes Signmakers	Old 232 renumbering	145.00	145.00
Bill	05/19/2022	Hughes Fire Equipment,...	251 - tank to fill valve repair	332.46	477.46
Bill	05/19/2022	OSCU 402518-72	headlight repair	53.27	530.73
Bill	05/19/2022	MPTV, Inc.	263 - sealant	16.99	547.72
	Total 6161 · Vehicle Maintenance			547.72	547.72
	6170 · Building Maint and Improvements				
Bill	05/09/2022	RG Smith Electric & Plu...	201 - breaker repair	581.60	581.60
Bill	05/09/2022	Applegate Door Co.	201 - bay door repair	426.00	1,007.60
Bill	05/09/2022	OSCU 402518-70	timer switch for 201	14.99	1,022.59
	Total 6170 · Building Maint and Improvements			1,022.59	1,022.59
	6180 · Grounds Maintenance				
Bill	05/09/2022	Spaeth Lumber Co., Inc	garden stake	13.24	13.24
	Total 6180 · Grounds Maintenance			13.24	13.24
	6190 · Small Tools & Equipment				
Bill	05/09/2022	MPTV, Inc.	rubber mallet	13.99	13.99
	Total 6190 · Small Tools & Equipment			13.99	13.99
	6200 · Supplies - Department				
Bill	05/09/2022	Walter E. Nelson Co.	toilet paper, paper towels, wash c...	160.28	160.28
Bill	05/09/2022	OSCU 402518-72	residence coffee	79.79	240.07
Bill	05/09/2022	Chris Leonard	wire harness for sprayer	21.49	261.56
Bill	05/09/2022	MPTV, Inc.	enamel and wool scrubbie	16.87	278.43
Bill	05/09/2022	MPTV, Inc.	rubber repair kit	4.29	282.72
Bill	05/09/2022	OSCU 402518-72	engraving tools and supplies	88.85	371.57
Cre...	05/09/2022	Bimart Corporation	credit on account	-32.98	338.59
Bill	05/19/2022	OSCU 402518-72	201 - tea & coffee	33.66	372.25
Bill	05/19/2022	MPTV, Inc.	cleansers	15.47	387.72
Bill	05/19/2022	TWGW, Inc. dba Philom...	cleansers	12.78	400.50
Bill	05/19/2022	OSCU 402518-72	Personnel Photos	8.71	409.21
	Total 6200 · Supplies - Department			409.21	409.21
	6210 · Supplies - Medical				
Bill	05/09/2022	Life Assist, Inc.	mega-movers, electrodes	345.35	345.35
Bill	05/09/2022	Life Safety Corporation	oxygen bottle testing	189.00	534.35
Bill	05/09/2022	Industrial Welding Suppl...	Oxygen	47.40	581.75
Bill	05/09/2022	Medline Industries, Inc.	alcohol wipes & gauze	13.90	595.65
Bill	05/19/2022	Life Assist, Inc.	cpap masks	145.90	741.55
Bill	05/19/2022	Industrial Welding Suppl...	Oxygen and quarterly testing	53.35	794.90
	Total 6210 · Supplies - Medical			794.90	794.90
	6215 · Supplies - Prevention				
Bill	05/09/2022	OSCU 402518-73	Prevention supplies - hand-outs	408.00	408.00
	Total 6215 · Supplies - Prevention			408.00	408.00
	6240 · Supplies - Consumables				
Bill	05/09/2022	MPTV, Inc.	fasteners	18.46	18.46
Bill	05/09/2022	MPTV, Inc.	fasteners	2.00	20.46
Bill	05/09/2022	MPTV, Inc.	fasteners	22.53	42.99
	Total 6240 · Supplies - Consumables			42.99	42.99

Philomath Fire and Rescue
Transaction by Account
May 2022

Type	Date	Name	Memo	Amount	Balance
	6250 · Uniforms				
Bill	05/09/2022	Layne Converse	Boot reimbursement	130.00	130.00
Bill	05/09/2022	SeaWestern	suspenders	108.10	238.10
Bill	05/09/2022	911 Supply	sweaters w patches	230.90	469.00
Bill	05/09/2022	Fran Buster	Uniform alterations	50.00	519.00
Bill	05/09/2022	OSCU 402518-70	Station boot	79.94	598.94
Bill	05/09/2022	Northwest Safety Clean	Turnout inspections & repairs	954.60	1,553.54
Bill	05/09/2022	911 Supply	Sweaters with patches	121.21	1,674.75
Bill	05/19/2022	Northwest Safety Clean	Turnout inspections & repairs	705.85	2,380.60
Bill	05/19/2022	Northwest Safety Clean	Turnout inspection & repair	575.35	2,955.95
	Total 6250 · Uniforms			2,955.95	2,955.95
	6270 · Volunteer - Activities				
Bill	05/09/2022	Oregon Volunteer Firefi...	OVFA Conference - Anderson	160.00	160.00
Bill	05/09/2022	OSCU 402518-70	May volunteer business dinner	148.97	308.97
Bill	05/09/2022	OSCU 402518-73	May gift cards - home depot, bur...	150.00	458.97
Bill	05/09/2022	OSCU 402518-70	Volunteer Business dinner	50.95	509.92
Bill	05/09/2022	OSCU 402518-70	credit for returned items	-3.52	506.40
Bill	05/19/2022	Condon Skelly	Old #1 Insurance 06/12/22 - 06/1...	306.50	812.90
Bill	05/19/2022	Thomas Miller	Volunteer Business Dinner	171.39	984.29
	Total 6270 · Volunteer - Activities			984.29	984.29
	6310 · Physical & Immunizations				
Bill	05/09/2022	Philomath Pharmacy	flu vaccinations x4	119.96	119.96
Bill	05/09/2022	Occupational Medicine ...	Physicals - Brown, May, Worthin...	2,066.00	2,185.96
	Total 6310 · Physical & Immunizations			2,185.96	2,185.96
	6320 · Community Involvement				
Bill	05/09/2022	City of Philomath	Flower Baskets x2	180.00	180.00
Bill	05/19/2022	Philomath Lions Club	Lions Club calendar ad	150.00	330.00
	Total 6320 · Community Involvement			330.00	330.00
	Total 6000 · Materials and Services			29,218.77	29,218.77
	7000 · Capital Outlay				
	7150 · Capital Outlay - Vehicle				
Cre...	05/09/2022	Hughes Fire Equipment,...	credit on account	-1,072.60	-1,072.60
Bill	05/09/2022	OSCU 402518-70	hydrant valve	214.00	-858.60
Bill	05/09/2022	OSCU 402518-70	hydrant bag	120.34	-738.26
Bill	05/09/2022	OSCU 402518-70	title for new engine	101.00	-637.26
Bill	05/09/2022	Van Dykes Signmakers	New engine numbering and grap...	1,378.00	740.74
	Total 7150 · Capital Outlay - Vehicle			740.74	740.74
	Total 7000 · Capital Outlay			740.74	740.74
	Total Expense			29,959.51	29,959.51
	Net Ordinary Income			-29,959.51	-29,959.51
Net Income				**-29,959.51**	**-29,959.51**

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

Beginning Balance as of July 1, 2021	**486.91**	**128.5**

	Sick Leave	Vacation
July		
accrual	9	0
taken	0	0
balance	495.91	128.5
August		
accrual	9	0
taken	0	0
balance	504.91	128.5
September		
accrual	9	0
taken	0	0
balance	513.91	128.5
October		
accrual	9	0
taken	0	29
balance	522.91	99.5
November		
accrual	9	0
taken	0	0
balance	531.91	99.5
December		
accrual	9	0
taken	0	0
balance	540.91	99.5
January		
accrual	9	0
taken	0	0
balance	549.91	99.5
February		
accrual	9	0
taken	0	0
balance	558.91	99.5
March		
accrual	9	0
taken	0	24
balance	567.91	75.5
April		
accrual	9	0
taken	0	0
balance	576.91	195.5
May		
accrual	9	0
taken	20	8
balance	565.91	187.5
June		
accrual	9	0
taken		
balance	574.91	187.5

Philomath Fire & Rescue

Annual Board Calendar

January	February	March	April	May	June
Chief's Eval - Gather Info	Appreciation Dinner	Appoint Budget Committee - Effective 04/01	Annual Board Self-Appraisal	Budget Committee Meeting	Budgt Hearing
Review Master Plan	Chief's Final Eval, Goals & Contract		Review Civil Service Minutes		Civil Service Appointment Review
Budget Preparation Begins	Wage & Benefits Recommendation - From Chief		Review Strategic Plan		COLA Recommendations - From Chief - Motion to accept
Audit Presentation - Motion to Accept Audit	Appoint Budget Officer		Chief Check-In		Review Board Docs for Disposal
Review Civil Services Minutes	Set Budget Calendar				Review Standard of Coverage
Review Strategic Plan	May Election - Remind Board Members to File				Chief Check-In
	SDAO Conference				

July	August	September	October	November	December
Election of Board Officers	OFDA & OFCA Conferences	Appreciation Dinner - Set the Date	Open House	OFDDA & OFCA Conferences	SDAO Confernce - Sign up (Feb)
Approve Recurring Journal Entries	Review Civil Service Minutes	OFDDA & OFCA Conference Sign-up	SDAO Best Practice Self-Assessment - Due 11/01	Insurance Presentation	Review Master Plan
Civil Service Appointments - Exp 08/01		Chief Check-In	Review Civil Service minutes	SDAO Conference reminder	Chief Evaluation - Gather Info
Swear In New Board Members			Review Strategic Plan	Resolution for Local Option Levy	
State and Approve Meeting Day & Time				Chief Check-In	
Review Strategic Plan					

Action Item - Time Sensitive	Event	Reminder	Guest Speakers/Spec. Mtg	Policy/Plans Review	Chief Review Process

PHILOMATH FIRE & RESCUE

CHIEF'S REPORT

June 13, 2022

1. Personnel:
    - Four personnel attended Oregon Volunteer Firefighter Association (OVFA) Training in Hermiston.
    - Completed Fire Officer 3 & 4 in Tangent. DC Ferguson and AC Theurer are now certified Chief Officers.
    - Firefighter Andrew Licon has moved to A Shift because of a Lieutenant vacancy.
    - Created an Internal Posting for Firefighter vacancy. Applications will close on June 27th.
    - Thanks to everyone that provided information during the 202 Tactical Pause. It has been an educational experience and I want you know that you were heard. I am currently finalizing my decisions on the matter and see no reason why we cannot proceed with staffing Station 202 on July 1st, per the proposed contract.
    - Thank you to everyone that participated in and attended Doug Newell's Celebration of Life. It was well received by the family and they were very impressed.

2. Volunteers:
    - Four Resident Volunteers (RVs) have departed, but three new ones are starting this week. That keeps us at nine for the summer.

3. Apparatus Update:
    - Old 265 has found permanent home at Tygh Valley RFPD.
    - 251's Ladder is now 100 percent after the damage. Shims were placed under the fly section of the ladder to level it.

4. Equipment Update:
    - All equipment is currently in good working order.

5. Building Update:
    - All buildings are currently in working condition.

6. Meetings:
    - Attended HKVs Board Meeting. Attached is the Final Draft of IGA for HKV Agreement for signatures. Requesting the contract be signed so we can begin service on July 1st.

- FY 2022-23 was presented and passed by the Budget Committee, to be adopted by the Board.

7. RunTracker:
    - **78 calls for May:** 17 Fire (22%), 61 Medicals (78%), **2022 Calls**: 324, projected 786, we are 42% through the year. **In 2021** we ran 857 calls.
    - **Mutual Aid for the month:** Monroe-2, Kings Valley- 2, Blodgett-2, Corvallis- 3, Alsea- 1, Lincoln Co.- 0, and Conflagration- 0
    - **Current Personnel:** Career- 6, Resident Volunteers- 6, Comm. Volunteers- 32
    - **Vol. Standby Participation YTD:** Event Standbys- 268 hrs., Station Standbys- 475 hrs**.**
    - **Average Personnel per Call:** Career- 1.48, Volunteers- .59, Standby- 1.09, RVs- 2.05

Philomath Fire and Rescue
Balance Sheet by Class
As of May 31, 2022

	GO Bond 2016...	GO Bond 2016...	General Fund	Building Rese...
ASSETS				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	0.00	166,681.47	373,253.24	-212,064.00
1000 · Petty Cash	0.00	0.00	50.00	0.00
1050 · Local Government Investment Poo	5,938.00	258,695.19	133,620.13	396,645.53
1060 · OSU - Savings Account	0.00	0.00	11,079.53	0.00
Total Checking/Savings	5,938.00	425,376.66	518,002.90	184,581.53
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	36,630.75	0.00
Total Accounts Receivable	0.00	0.00	36,630.75	0.00
Other Current Assets				
1250 · Prepaid Assets	0.00	0.00	21,146.55	0.00
12100 · Inventory Asset	0.00	0.00	3,831.94	0.00
Total Other Current Assets	0.00	0.00	24,978.49	0.00
Total Current Assets	5,938.00	425,376.66	579,612.14	184,581.53
TOTAL ASSETS	**5,938.00**	**425,376.66**	**579,612.14**	**184,581.53**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	156,050.00	2,744.69	0.00
Total Accounts Payable	0.00	156,050.00	2,744.69	0.00
Other Current Liabilities				
2070 · Deferred Taxes	0.00	0.00	20,331.45	0.00
2400 · Payroll Liabilities				
2132 · Oregon Transit Tax Withholding	0.00	0.00	235.82	0.00
2100 · Wages Payable	0.00	0.00	28,662.99	0.00
2110 · Federal Income Tax Payable	0.00	0.00	-351.00	0.00
2120 · FICA Payable	0.00	0.00	2,398.00	0.00
2125 · Medicare Payable	0.00	0.00	561.00	0.00
2130 · State Income Tax Payable	0.00	0.00	-110.40	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	2.76	0.00
2140 · PERS Payable	0.00	0.00	13,008.66	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	50.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-2,026.01	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	-310.38	0.00
2230 · Flexible Spending Account	0.00	0.00	944.33	0.00
2232 · Union Dues	0.00	0.00	65.05	0.00
Total 2400 · Payroll Liabilities	0.00	0.00	43,130.82	0.00
Total Other Current Liabilities	0.00	0.00	63,462.27	0.00
Total Current Liabilities	0.00	156,050.00	66,206.96	0.00
Total Liabilities	0.00	156,050.00	66,206.96	0.00
Equity				
3010 · Fund Balance	0.00	-61,925.29	-352,244.76	-845,832.61
3200 · Unallocated Fund Balance	-299,453.00	60,183.12	655,440.58	847,239.13
Net Income	0.00	273,140.32	539,043.87	183,175.01
Total Equity	-299,453.00	271,398.15	842,239.69	184,581.53
TOTAL LIABILITIES & EQUITY	**-299,453.00**	**427,448.15**	**908,446.65**	**184,581.53**
UNBALANCED CLASSES	305,391.00	-2,071.49	-328,834.51	0.00

Philomath Fire and Rescue
Balance Sheet by Class
As of May 31, 2022

	Equipment Re...	Vehicle Reser...	Unclas...	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	-48,241.00	-72,120.49	-250.00	207,259.22
1000 · Petty Cash	0.00	0.00	0.00	50.00
1050 · Local Government Investment Poo	245,123.92	-31,642.00	0.00	1,008,380.77
1060 · OSU - Savings Account	0.00	0.00	327.72	11,407.25
Total Checking/Savings	196,882.92	-103,762.49	77.72	1,227,097.24
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	0.00	36,630.75
Total Accounts Receivable	0.00	0.00	0.00	36,630.75
Other Current Assets				
1250 · Prepaid Assets	0.00	0.00	0.00	21,146.55
12100 · Inventory Asset	0.00	0.00	0.00	3,831.94
Total Other Current Assets	0.00	0.00	0.00	24,978.49
Total Current Assets	196,882.92	-103,762.49	77.72	1,288,706.48
TOTAL ASSETS	**196,882.92**	**-103,762.49**	**77.72**	**1,288,706.48**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	0.00	-250.00	158,544.69
Total Accounts Payable	0.00	0.00	-250.00	158,544.69
Other Current Liabilities				
2070 · Deferred Taxes	0.00	0.00	0.00	20,331.45
2400 · Payroll Liabilities				
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00	235.82
2100 · Wages Payable	0.00	0.00	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	0.00	0.00	-351.00
2120 · FICA Payable	0.00	0.00	0.00	2,398.00
2125 · Medicare Payable	0.00	0.00	0.00	561.00
2130 · State Income Tax Payable	0.00	0.00	0.00	-110.40
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	0.00	2.76
2140 · PERS Payable	0.00	0.00	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00	50.00
2150 · Health Insurance Prem. Payable	0.00	0.00	0.00	-2,026.01
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	0.00	-310.38
2230 · Flexible Spending Account	0.00	0.00	0.00	944.33
2232 · Union Dues	0.00	0.00	0.00	65.05
Total 2400 · Payroll Liabilities	0.00	0.00	0.00	43,130.82
Total Other Current Liabilities	0.00	0.00	0.00	63,462.27
Total Current Liabilities	0.00	0.00	-250.00	222,006.96
Total Liabilities	0.00	0.00	-250.00	222,006.96
Equity				
3010 · Fund Balance	-606,952.12	-335,582.41	0.00	-2,202,537.19
3200 · Unallocated Fund Balance	608,156.06	336,019.92	327.72	2,207,913.53
Net Income	65,963.98	0.00	0.00	1,061,323.18
Total Equity	67,167.92	437.51	327.72	1,066,699.52
TOTAL LIABILITIES & EQUITY	**67,167.92**	**437.51**	**77.72**	**1,288,706.48**
UNBALANCED CLASSES	129,715.00	-104,200.00	0.00	-0.00

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

	GO Bond 2016 - Debt Services				General Fund			
	Jul '21 - Ma...	Budget	$ Over Bud...	% of Budget	Jul '21 - Ma...	Budget	$ Over Bud...	% of Budget
Ordinary Income/Expense								
Income								
4043 · Bond Income - Bank Interest	326.22				0.00			
4042 · Bond Income - Prop Tax Interest	580.90				0.00			
4041 · Bond Income - Delinquent Taxes	4,452.04	5,000.00	-547.96	89.0%	0.00			
4060 · Conflagration Income	0.00				334,277.78	343,000.00	-8,722.22	97.5%
4500 · Transfers In	0.00				0.00			
4050 · Public Education Income	0.00				11,063.16	8,000.00	3,063.16	138.3%
4040 · Bond Income	393,096.17	391,147.00	1,949.17	100.5%	0.00			
4000 · Carryover Fund Balance	40,913.00	1,229.00	39,684.00	3,329.0%	591,464.00	558,722.00	32,742.00	105.9%
4010 · Delinquent Property Taxes	0.00				14,597.86	15,000.00	-402.14	97.3%
4020 · Current Property Taxes	0.00				1,306,879.18	1,290,000.00	16,879.18	101.3%
4025 · Interest - Property Tax	0.00				1,760.52	2,000.00	-239.48	88.0%
4026 · Interest Income	811.83	130.00	681.83	624.5%	3,049.77	10,000.00	-6,950.23	30.5%
4035 · Grants Income	0.00				10,000.00	447,625.00	-437,625.00	2.2%
4900 · Miscellaneous Income	0.00				77,996.30	56,435.00	21,561.30	138.2%
Total Income	440,180.16	397,506.00	42,674.16	110.7%	2,351,088.57	2,730,782.00	-379,693.43	86.1%
Gross Profit	440,180.16	397,506.00	42,674.16	110.7%	2,351,088.57	2,730,782.00	-379,693.43	86.1%
Expense								
9010 · Transfers	0.00				52,100.00	52,100.00	0.00	100.0%
9000 · Unappropriated Ending Fund Bal	0.00	7,683.00	-7,683.00	0.0%	0.00	380,504.00	-380,504.00	0.0%
5000 · Personnel Expenses	0.00				1,044,807.43	1,148,365.00	-103,557.57	91.0%
6000 · Materials and Services	0.00				427,331.15	506,453.00	-79,121.85	84.4%
7000 · Capital Outlay	167,039.84	389,823.00	-222,783.16	42.9%	287,806.12	643,360.00	-355,553.88	44.7%
Total Expense	167,039.84	397,506.00	-230,466.16	42.0%	1,812,044.70	2,730,782.00	-918,737.30	66.4%
Net Ordinary Income	273,140.32	0.00	273,140.32	100.0%	539,043.87	0.00	539,043.87	100.0%
Net Income	**273,140.32**	**0.00**	**273,140.32**	**100.0%**	**539,043.87**	**0.00**	**539,043.87**	**100.0%**

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

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

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

	Vehicle Reserve Fund				TOTAL		
	Jul '21 - Ma...	Budget	$ Over Bud...	% of Budget	Jul '21 - Ma...	Budget	$ Over Budget
Ordinary Income/Expense							
Income							
4043 · Bond Income - Bank Interest	0.00				326.22	0.00	326.22
4042 · Bond Income - Prop Tax Interest	0.00				580.90	0.00	580.90
4041 · Bond Income - Delinquent Taxes	0.00				4,452.04	5,000.00	-547.96
4060 · Conflagration Income	0.00				334,277.78	343,000.00	-8,722.22
4500 · Transfers In	52,100.00	52,100.00	0.00	100.0%	52,100.00	104,200.00	-52,100.00
4050 · Public Education Income	0.00				11,063.16	8,000.00	3,063.16
4040 · Bond Income	0.00				393,096.17	391,147.00	1,949.17
4000 · Carryover Fund Balance	74,470.00	72,465.00	2,005.00	102.8%	954,975.00	890,794.00	64,181.00
4010 · Delinquent Property Taxes	0.00				14,597.86	15,000.00	-402.14
4020 · Current Property Taxes	0.00				1,306,879.18	1,290,000.00	16,879.18
4025 · Interest - Property Tax	0.00				1,760.52	2,000.00	-239.48
4026 · Interest Income	111.21	1,000.00	-888.79	11.1%	4,983.80	16,130.00	-11,146.20
4035 · Grants Income	0.00				10,000.00	447,625.00	-437,625.00
4900 · Miscellaneous Income	0.00				77,996.30	56,435.00	21,561.30
Total Income	126,681.21	125,565.00	1,116.21	100.9%	3,167,088.93	3,569,331.00	-402,242.07
Gross Profit	126,681.21	125,565.00	1,116.21	100.9%	3,167,088.93	3,569,331.00	-402,242.07
Expense							
9010 · Transfers	0.00				52,100.00	52,100.00	0.00
9000 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.0%	0.00	703,665.00	-703,665.00
5000 · Personnel Expenses	0.00				1,044,807.43	1,148,365.00	-103,557.57
6000 · Materials and Services	0.00				427,331.15	506,453.00	-79,121.85
7000 · Capital Outlay	126,681.21	125,565.00	1,116.21	100.9%	581,527.17	1,158,748.00	-577,220.83
Total Expense	126,681.21	125,565.00	1,116.21	100.9%	2,105,765.75	3,569,331.00	-1,463,565.25
Net Ordinary Income	0.00	0.00	0.00	0.0%	1,061,323.18	0.00	1,061,323.18
Net Income	**0.00**	**0.00**	**0.00**	**0.0%**	**1,061,323.18**	**0.00**	**1,061,323.18**

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

	TOTAL
	% of Budget
Ordinary Income/Expense	
Income	
4043 · Bond Income - Bank Interest	100.0%
4042 · Bond Income - Prop Tax Interest	100.0%
4041 · Bond Income - Delinquent Taxes	89.0%
4060 · Conflagration Income	97.5%
4500 · Transfers In	50.0%
4050 · Public Education Income	138.3%
4040 · Bond Income	100.5%
4000 · Carryover Fund Balance	107.2%
4010 · Delinquent Property Taxes	97.3%
4020 · Current Property Taxes	101.3%
4025 · Interest - Property Tax	88.0%
4026 · Interest Income	30.9%
4035 · Grants Income	2.2%
4900 · Miscellaneous Income	138.2%
Total Income	88.7%
Gross Profit	88.7%
Expense	
9010 · Transfers	100.0%
9000 · Unappropriated Ending Fund Bal	0.0%
5000 · Personnel Expenses	91.0%
6000 · Materials and Services	84.4%
7000 · Capital Outlay	50.2%
Total Expense	59.0%
Net Ordinary Income	100.0%
Net Income	**100.0%**

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

	GO Bond 2016...	General Fund	Building Reser...
Ordinary Income/Expense			
Income			
4043 · Bond Income - Bank Interest	326.22	0.00	0.00
4042 · Bond Income - Prop Tax Interest	580.90	0.00	0.00
4041 · Bond Income - Delinquent Taxes	4,452.04	0.00	0.00
4060 · Conflagration Income	0.00	334,277.78	0.00
4500 · Transfers In	0.00	0.00	0.00
4050 · Public Education Income	0.00	11,063.16	0.00
4040 · Bond Income	393,096.17	0.00	0.00
4000 · Carryover Fund Balance	40,913.00	591,464.00	182,432.00
4010 · Delinquent Property Taxes	0.00	14,597.86	0.00
4020 · Current Property Taxes	0.00	1,306,879.18	0.00
4025 · Interest - Property Tax	0.00	1,760.52	0.00
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	58.96	0.00
4030 · Investments - LGIP	811.83	2,625.78	743.01
4026 · Interest Income - Other	0.00	365.03	0.00
Total 4026 · Interest Income	811.83	3,049.77	743.01
4035 · Grants Income	0.00	10,000.00	0.00
4900 · Miscellaneous Income	0.00	77,996.30	0.00
Total Income	440,180.16	2,351,088.57	183,175.01
Gross Profit	440,180.16	2,351,088.57	183,175.01
Expense			
9010 · Transfers	0.00	52,100.00	0.00
5000 · Personnel Expenses			
5131 · Non-Union Overtime Wages	0.00	875.18	0.00
5422 · Oregon Transit Tax	0.00	158.40	0.00
5136 · Conflagration Wages	0.00	156,168.65	0.00
5100 · Fire Chief Wages	0.00	93,671.00	0.00
5105 · Deputy Chief Wages	0.00	67,548.00	0.00
5110 · Admin Asst Wages	0.00	47,074.00	0.00
5120 · Fire & Life Safety Officer Wage	0.00	67,662.20	0.00
5125 · Firefighter Wages	0.00	213,824.31	0.00
5130 · Overtime Wages	0.00	29,916.39	0.00
5135 · Extra Hire	0.00	5,560.98	0.00
5405 · Employers FICA	0.00	40,863.68	0.00
5410 · Employers Medicare	0.00	9,556.82	0.00
5420 · Workes Benefit Assessment	0.00	248.80	0.00
5421 · Workers Compensation	0.00	202.00	0.00
5430 · PERS - Employe	0.00	160,369.40	0.00
5431 · PERS - Pickup 6%	0.00	37,769.68	0.00
5440 · Health Insurance	0.00	113,337.94	0.00
Total 5000 · Personnel Expenses	0.00	1,044,807.43	0.00
6000 · Materials and Services			
6901 · Cost of Goods Sold	0.00	684.77	0.00
6217 · Supplies - EMR Classes	0.00	1,115.07	0.00
6216 · Supplies - FA/CPR Education	0.00	4,102.43	0.00
6091 · Tuition Reimbursement	0.00	42,015.84	0.00
6101 · Equip. Maint. Agreements - EMS	0.00	1,519.38	0.00
6001 · Contracted Professional Service	0.00	29,120.38	0.00
6010 · Office Supplies	0.00	7,037.59	0.00
6011 · Postage/Shipping	0.00	2,479.53	0.00
6020 · Insurance and Bond	0.00	41,759.00	0.00
6030 · Dues and Fees	0.00	10,219.75	0.00
6040 · Publications and Elections	0.00	1,365.04	0.00
6050 · Utilities	0.00	25,645.85	0.00
6060 · Telephone, Pagers, Internet	0.00	21,116.04	0.00
6070 · Travel	0.00	5,010.73	0.00
6080 · Conference	0.00	2,987.74	0.00
6090 · Education/Training	0.00	18,372.16	0.00
6100 · Equipment Maintenance Agreement	0.00	3,514.06	0.00

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

	GO Bond 2016...	General Fund	Building Reser...
6110 · Equipment Rentals	0.00	67.98	0.00
6130 · Gas & Oil	0.00	19,335.28	0.00
6150 · Radio Maintenance	0.00	15,003.65	0.00
6160 · Equipment Maintenance	0.00	16,764.19	0.00
6161 · Vehicle Maintenance	0.00	44,932.03	0.00
6170 · Building Maint and Improvements	0.00	6,781.52	0.00
6180 · Grounds Maintenance	0.00	2,555.75	0.00
6190 · Small Tools & Equipment	0.00	1,193.23	0.00
6200 · Supplies - Department	0.00	8,087.37	0.00
6210 · Supplies - Medical	0.00	13,412.57	0.00
6215 · Supplies - Prevention	0.00	2,301.41	0.00
6220 · Supplies - Suppression	0.00	3,515.18	0.00
6240 · Supplies - Consumables	0.00	770.64	0.00
6250 · Uniforms	0.00	35,803.73	0.00
6270 · Volunteer - Activities	0.00	5,954.05	0.00
6280 · Volunteer Incentive Program	0.00	3,286.79	0.00
6300 · Volunteer - Length of Service	0.00	11,000.00	0.00
6310 · Physical & Immunizations	0.00	14,989.46	0.00
6320 · Community Involvement	0.00	1,351.88	0.00
6900 · MIscellaneous Expense	0.00	2,159.08	0.00
Total 6000 · Materials and Services	0.00	427,331.15	0.00
7000 · Capital Outlay			
7130 · Capital Outlay - Bond			
7135 · Fees	167,039.84	10,631.25	0.00
Total 7130 · Capital Outlay - Bond	167,039.84	10,631.25	0.00
7150 · Capital Outlay - Vehicle	0.00	167,792.83	0.00
7020 · Dept. Equip. - Suppression	0.00	5,334.00	0.00
7030 · Capital Outlay - Medical	0.00	104,048.04	0.00
Total 7000 · Capital Outlay	167,039.84	287,806.12	0.00
Total Expense	167,039.84	1,812,044.70	0.00
Net Ordinary Income	273,140.32	539,043.87	183,175.01
Net Income	**273,140.32**	**539,043.87**	**183,175.01**

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

	Equipment Re...	Vehicle Reserv...	TOTAL
Ordinary Income/Expense			
Income			
4043 · Bond Income - Bank Interest	0.00	0.00	326.22
4042 · Bond Income - Prop Tax Interest	0.00	0.00	580.90
4041 · Bond Income - Delinquent Taxes	0.00	0.00	4,452.04
4060 · Conflagration Income	0.00	0.00	334,277.78
4500 · Transfers In	0.00	52,100.00	52,100.00
4050 · Public Education Income	0.00	0.00	11,063.16
4040 · Bond Income	0.00	0.00	393,096.17
4000 · Carryover Fund Balance	65,696.00	74,470.00	954,975.00
4010 · Delinquent Property Taxes	0.00	0.00	14,597.86
4020 · Current Property Taxes	0.00	0.00	1,306,879.18
4025 · Interest - Property Tax	0.00	0.00	1,760.52
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	0.00	58.96
4030 · Investments - LGIP	267.98	111.21	4,559.81
4026 · Interest Income - Other	0.00	0.00	365.03
Total 4026 · Interest Income	267.98	111.21	4,983.80
4035 · Grants Income	0.00	0.00	10,000.00
4900 · Miscellaneous Income	0.00	0.00	77,996.30
Total Income	65,963.98	126,681.21	3,167,088.93
Gross Profit	65,963.98	126,681.21	3,167,088.93
Expense			
9010 · Transfers	0.00	0.00	52,100.00
5000 · Personnel Expenses			
5131 · Non-Union Overtime Wages	0.00	0.00	875.18
5422 · Oregon Transit Tax	0.00	0.00	158.40
5136 · Conflagration Wages	0.00	0.00	156,168.65
5100 · Fire Chief Wages	0.00	0.00	93,671.00
5105 · Deputy Chief Wages	0.00	0.00	67,548.00
5110 · Admin Asst Wages	0.00	0.00	47,074.00
5120 · Fire & Life Safety Officer Wage	0.00	0.00	67,662.20
5125 · Firefighter Wages	0.00	0.00	213,824.31
5130 · Overtime Wages	0.00	0.00	29,916.39
5135 · Extra Hire	0.00	0.00	5,560.98
5405 · Employers FICA	0.00	0.00	40,863.68
5410 · Employers Medicare	0.00	0.00	9,556.82
5420 · Workes Benefit Assessment	0.00	0.00	248.80
5421 · Workers Compensation	0.00	0.00	202.00
5430 · PERS - Employe	0.00	0.00	160,369.40
5431 · PERS - Pickup 6%	0.00	0.00	37,769.68
5440 · Health Insurance	0.00	0.00	113,337.94
Total 5000 · Personnel Expenses	0.00	0.00	1,044,807.43
6000 · Materials and Services			
6901 · Cost of Goods Sold	0.00	0.00	684.77
6217 · Supplies - EMR Classes	0.00	0.00	1,115.07
6216 · Supplies - FA/CPR Education	0.00	0.00	4,102.43
6091 · Tuition Reimbursement	0.00	0.00	42,015.84
6101 · Equip. Maint. Agreements - EMS	0.00	0.00	1,519.38
6001 · Contracted Professional Service	0.00	0.00	29,120.38
6010 · Office Supplies	0.00	0.00	7,037.59
6011 · Postage/Shipping	0.00	0.00	2,479.53
6020 · Insurance and Bond	0.00	0.00	41,759.00
6030 · Dues and Fees	0.00	0.00	10,219.75
6040 · Publications and Elections	0.00	0.00	1,365.04
6050 · Utilities	0.00	0.00	25,645.85
6060 · Telephone, Pagers, Internet	0.00	0.00	21,116.04
6070 · Travel	0.00	0.00	5,010.73
6080 · Conference	0.00	0.00	2,987.74
6090 · Education/Training	0.00	0.00	18,372.16
6100 · Equipment Maintenance Agreement	0.00	0.00	3,514.06

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

	Equipment Re...	Vehicle Reserv...	TOTAL
6110 · Equipment Rentals	0.00	0.00	67.98
6130 · Gas & Oil	0.00	0.00	19,335.28
6150 · Radio Maintenance	0.00	0.00	15,003.65
6160 · Equipment Maintenance	0.00	0.00	16,764.19
6161 · Vehicle Maintenance	0.00	0.00	44,932.03
6170 · Building Maint and Improvements	0.00	0.00	6,781.52
6180 · Grounds Maintenance	0.00	0.00	2,555.75
6190 · Small Tools & Equipment	0.00	0.00	1,193.23
6200 · Supplies - Department	0.00	0.00	8,087.37
6210 · Supplies - Medical	0.00	0.00	13,412.57
6215 · Supplies - Prevention	0.00	0.00	2,301.41
6220 · Supplies - Suppression	0.00	0.00	3,515.18
6240 · Supplies - Consumables	0.00	0.00	770.64
6250 · Uniforms	0.00	0.00	35,803.73
6270 · Volunteer - Activities	0.00	0.00	5,954.05
6280 · Volunteer Incentive Program	0.00	0.00	3,286.79
6300 · Volunteer - Length of Service	0.00	0.00	11,000.00
6310 · Physical & Immunizations	0.00	0.00	14,989.46
6320 · Community Involvement	0.00	0.00	1,351.88
6900 · MIscellaneous Expense	0.00	0.00	2,159.08
Total 6000 · Materials and Services	0.00	0.00	427,331.15
7000 · Capital Outlay			
7130 · Capital Outlay - Bond			
7135 · Fees	0.00	0.00	177,671.09
Total 7130 · Capital Outlay - Bond	0.00	0.00	177,671.09
7150 · Capital Outlay - Vehicle	0.00	126,681.21	294,474.04
7020 · Dept. Equip. - Suppression	0.00	0.00	5,334.00
7030 · Capital Outlay - Medical	0.00	0.00	104,048.04
Total 7000 · Capital Outlay	0.00	126,681.21	581,527.17
Total Expense	0.00	126,681.21	2,105,765.75
Net Ordinary Income	65,963.98	0.00	1,061,323.18
Net Income	**65,963.98**	**0.00**	**1,061,323.18**

Register: 1015 · Citizens Bank Checking

From 05/01/2022 through 05/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/04/2022	EFT	AT&T Mobility	6000 · Materials and S...		45.88	X		110,689.62
05/04/2022	EFT	Intuit	6000 · Materials and S...		14.00	X		110,675.62
05/05/2022			4050 · Public Educatio...	Deposit		X	65.00	110,740.62
05/05/2022	EFT	Colonial Life	-split-		153.40	X		110,587.22
05/05/2022	PR 0422		-split-	Miller	7,166.83	X		103,420.39
05/05/2022	PR 0422		1015 · Citizens Bank C...	Rodriguez	3,362.83	X		100,057.56
05/05/2022	PR 0422		1015 · Citizens Bank C...	Moser	4,639.43	X		95,418.13
05/05/2022	PR 0422		1015 · Citizens Bank C...	Saalsaa	4,766.20	X		90,651.93
05/05/2022	PR 0422		1015 · Citizens Bank C...	Taylor	3,818.02	X		86,833.91
05/05/2022	PR 0422		1015 · Citizens Bank C...	Ferguson	4,432.60	X		82,401.31
05/05/2022	PR 0422		1015 · Citizens Bank C...	Tegen	3,391.57	X		79,009.74
05/05/2022	PR 0422		1015 · Citizens Bank C...	Licon	3,992.91	X		75,016.83
05/06/2022	EFT	Comcast	6000 · Materials and S...		13.21	X		75,003.62
05/06/2022	EFT	AsiFlex	2400 · Payroll Liabiliti...		325.00	X		74,678.62
05/09/2022			1050 · Local Governm...	Deposit		X	75,000.00	149,678.62
05/09/2022			12000 · Undeposited F...	Deposit		X	495.00	150,173.62
05/09/2022	EFT	AsiFlex	6000 · Materials and S...		11.25	X		150,162.37
05/09/2022	EFT	Oregon Growth Plan	2400 · Payroll Liabiliti...		250.00	X		149,912.37
05/09/2022	33051	OSCU 402518-70	2010 · Accounts Payable		1,706.02	X		148,206.35
05/09/2022	33052	OSCU 402518-73	2010 · Accounts Payable		1,018.67	X		147,187.68
05/09/2022	33053	OSCU 402518-72	2010 · Accounts Payable		948.38	X		146,239.30
05/09/2022	33054	OSCU 402518-71	2010 · Accounts Payable		2,461.63	X		143,777.67
05/09/2022	33055	911 Supply	2010 · Accounts Payable		352.11	X		143,425.56
05/09/2022	33056	Alyrica	2010 · Accounts Payable		592.86	X		142,832.70
05/09/2022	33057	Annas Consultants Inc.	2010 · Accounts Payable		1,687.44	X		141,145.26
05/09/2022	33058	Applegate Door Co.	2010 · Accounts Payable		426.00	X		140,719.26
05/09/2022	33059	Brandon Dowell	2010 · Accounts Payable		566.00	X		140,153.26
05/09/2022	33060	Carson Oil	2010 · Accounts Payable		1,995.97	X		138,157.29
05/09/2022	33061	Century Link	2010 · Accounts Payable		117.02	X		138,040.27
05/09/2022	33062	Chris Leonard	2010 · Accounts Payable		672.09	X		137,368.18
05/09/2022	33063	CIS Trust	2010 · Accounts Payable		10,921.32	X		126,446.86
05/09/2022	33064	City of Philomath	2010 · Accounts Payable		272.25	X		126,174.61
05/09/2022	33065	Consumers Power Inc.	2010 · Accounts Payable		514.74	X		125,659.87
05/09/2022	33066	Culligan	2010 · Accounts Payable		125.30	X		125,534.57
05/09/2022	33067	Eli Davis	2010 · Accounts Payable		150.00	X		125,384.57
05/09/2022	33068	Fran Buster	2010 · Accounts Payable		50.00			125,334.57
05/09/2022	33069	Good Earth Pest Co...	2010 · Accounts Payable		163.68	X		125,170.89
05/09/2022	33070	Industrial Welding S...	2010 · Accounts Payable		47.40	X		125,123.49
05/09/2022	33071	Kamind IT, Inc.	2010 · Accounts Payable		195.84	X		124,927.65
05/09/2022	33072	Layne Converse	2010 · Accounts Payable		130.00	X		124,797.65

Register: 1015 · Citizens Bank Checking

From 05/01/2022 through 05/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/09/2022	33073	Life Assist, Inc.	2010 · Accounts Payable		345.35	X		124,452.30
05/09/2022	33074	Life Safety Corporati...	2010 · Accounts Payable		189.00	X		124,263.30
05/09/2022	33075	Medline Industries, I...	2010 · Accounts Payable		13.90	X		124,249.40
05/09/2022	33076	Northwest Safety Cle...	2010 · Accounts Payable		954.60	X		123,294.80
05/09/2022	33077	NW Natural	2010 · Accounts Payable		398.84	X		122,895.96
05/09/2022	33078	Occupational Medici...	2010 · Accounts Payable		2,066.00	X		120,829.96
05/09/2022	33079	Oregon Fire District ...	2010 · Accounts Payable		11,000.00	X		109,829.96
05/09/2022	33080	Oregon Volunteer Fir...	2010 · Accounts Payable		250.00			109,579.96
05/09/2022	33081	Pacific Power	2010 · Accounts Payable		583.11	X		108,996.85
05/09/2022	33082	Philomath Fire Distri...	2010 · Accounts Payable		379.49	X		108,617.36
05/09/2022	33083	Philomath Pharmacy	2010 · Accounts Payable		119.96	X		108,497.40
05/09/2022	33084	Pioneer Telephone C...	2010 · Accounts Payable		241.02	X		108,256.38
05/09/2022	33085	Republic Services	2010 · Accounts Payable		336.56	X		107,919.82
05/09/2022	33086	RG Smith Electric & ...	2010 · Accounts Payable		581.60	X		107,338.22
05/09/2022	33087	SeaWestern	2010 · Accounts Payable		108.10	X		107,230.12
05/09/2022	33088	Spaeth Lumber Co., I...	2010 · Accounts Payable		177.89	X		107,052.23
05/09/2022	33089	Van Dykes Signmakers	2010 · Accounts Payable		1,523.00	X		105,529.23
05/09/2022	33090	Walter E. Nelson Co.	2010 · Accounts Payable		160.28	X		105,368.95
05/09/2022	33091	City of Philomath	2010 · Accounts Payable		180.00	X		105,188.95
05/09/2022	33092	Oregon Volunteer Fir...	2010 · Accounts Payable	VOID: Incorre...	160.00	X		105,028.95
05/09/2022	33093	MPTV, Inc.	2010 · Accounts Payable		98.37	X		104,930.58
05/09/2022	33094	Hughes Fire Equipm...	2010 · Accounts Payable	VOID: Paid by ...		X		104,930.58
05/10/2022			4900 · Miscellaneous I...	Deposit		X	0.01	104,930.59
05/10/2022	EFT	Oregon Department ...	2400 · Payroll Liabiliti...		3,390.00	X		101,540.59
05/10/2022	EFT	EFTPS	-split-		12,442.38	X		89,098.21
05/13/2022			-split-	Deposit		X	135.00	89,233.21
05/15/2022	EFT	De Lage Landen Fin...	6000 · Materials and S...		151.00	X		89,082.21
05/15/2022	EFT	Aflac	-split-		161.07	X		88,921.14
05/17/2022	33095	Trent Tegen`	-split-		4,551.59	X		84,369.55
05/19/2022			4050 · Public Educatio...	Deposit		X	65.00	84,434.55
05/19/2022	EFT	Stripe	4050 · Public Educatio...		524.72	X		83,909.83
05/19/2022	EFT	Verizon	6000 · Materials and S...		252.43	X		83,657.40
05/19/2022	33096	Annas Consultants Inc.	2010 · Accounts Payable		400.00			83,257.40
05/19/2022	33097	Carson Oil	2010 · Accounts Payable		987.06	X		82,270.34
05/19/2022	33098	CIS Trust	2010 · Accounts Payable		9,534.56	X		72,735.78
05/19/2022	33099	Condon Skelly	2010 · Accounts Payable		306.50	X		72,429.28
05/19/2022	33100	Consumers Power Inc.	2010 · Accounts Payable		206.06	X		72,223.22
05/19/2022	33101	Eli Davis	2010 · Accounts Payable		200.00	X		72,023.22
05/19/2022	33102	HeartLINK Health S...	2010 · Accounts Payable		150.00	X		71,873.22
05/19/2022	33103	Hughes Fire Equipm...	2010 · Accounts Payable		332.46	X		71,540.76

Register: 1015 · Citizens Bank Checking

From 05/01/2022 through 05/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/19/2022	33104	Industrial Welding S...	2010 · Accounts Payable		53.35			71,487.41
05/19/2022	33105	Jackie Goldman	2010 · Accounts Payable		103.75			71,383.66
05/19/2022	33106	Koopman Consulting	2010 · Accounts Payable		245.00	X		71,138.66
05/19/2022	33107	Life Assist, Inc.	2010 · Accounts Payable		145.90	X		70,992.76
05/19/2022	33108	Lillee Rodriguez	2010 · Accounts Payable		208.74	X		70,784.02
05/19/2022	33109	Midvalley Newspapers	2010 · Accounts Payable		346.80			70,437.22
05/19/2022	33110	Northwest Safety Cle...	2010 · Accounts Payable		1,281.20	X		69,156.02
05/19/2022	33111	NW Natural	2010 · Accounts Payable		276.22	X		68,879.80
05/19/2022	33112	Philomath Lions Club	2010 · Accounts Payable		150.00	X		68,729.80
05/19/2022	33113	Thomas Miller	2010 · Accounts Payable		171.39			68,558.41
05/20/2022	EFT	PERS	-split-		14,895.66	X		53,662.75
05/20/2022	EFT	Oregon Department ...	2400 · Payroll Liabiliti...		478.00	X		53,184.75
05/20/2022	EFT	EFTPS	-split-		1,979.48	X		51,205.27
05/26/2022			1050 · Local Governm...	Deposit		X	156,050.00	207,255.27
05/31/2022			4026 · Interest Income:...	Interest		X	3.95	207,259.22

Philomath Professional Firefighters
IAFF 4925

1035 Main Street
Philomath, OR 97370
541.360.0030

June 2022 Board of Directors Report

1. Signed Letter of Understanding (attached) with Chief Miller regarding hiring of part time firefighters.
2. Planning for a Labor-Management Committee. The Chief will hold one position, the Union will hold 2 positions, and we recommend 1 additional member appointed by the Board, ideally the Board President.
3. Per last months meeting: I spoke with our legal about designating signers for MOU's, contracts, etc. Legal advised that best practice is to have authorized signers officially appointed by the Board to negotiate, sign contracts, and be the signers to labor documents as well. I am requesting a vote to appoint the Fire Chief and Board President as authorized signatories.

PHILOMATH FIRE & RESCUE

BOARD OF DIRECTORS

POLICIES AND PROCEDURES

DRAFT

PHILOMATH FIRE & RESCUE
BOARD POLICY & PROCEDURES

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PHILOMATH FIRE & RESCUE
BOARD POLICY & PROCEDURES

ARTICLE I - PURPOSE OF THE FIRE DISTRICT

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

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

ARTICLE II - PURPOSE OF DISTRICT POLICY

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

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

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

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

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

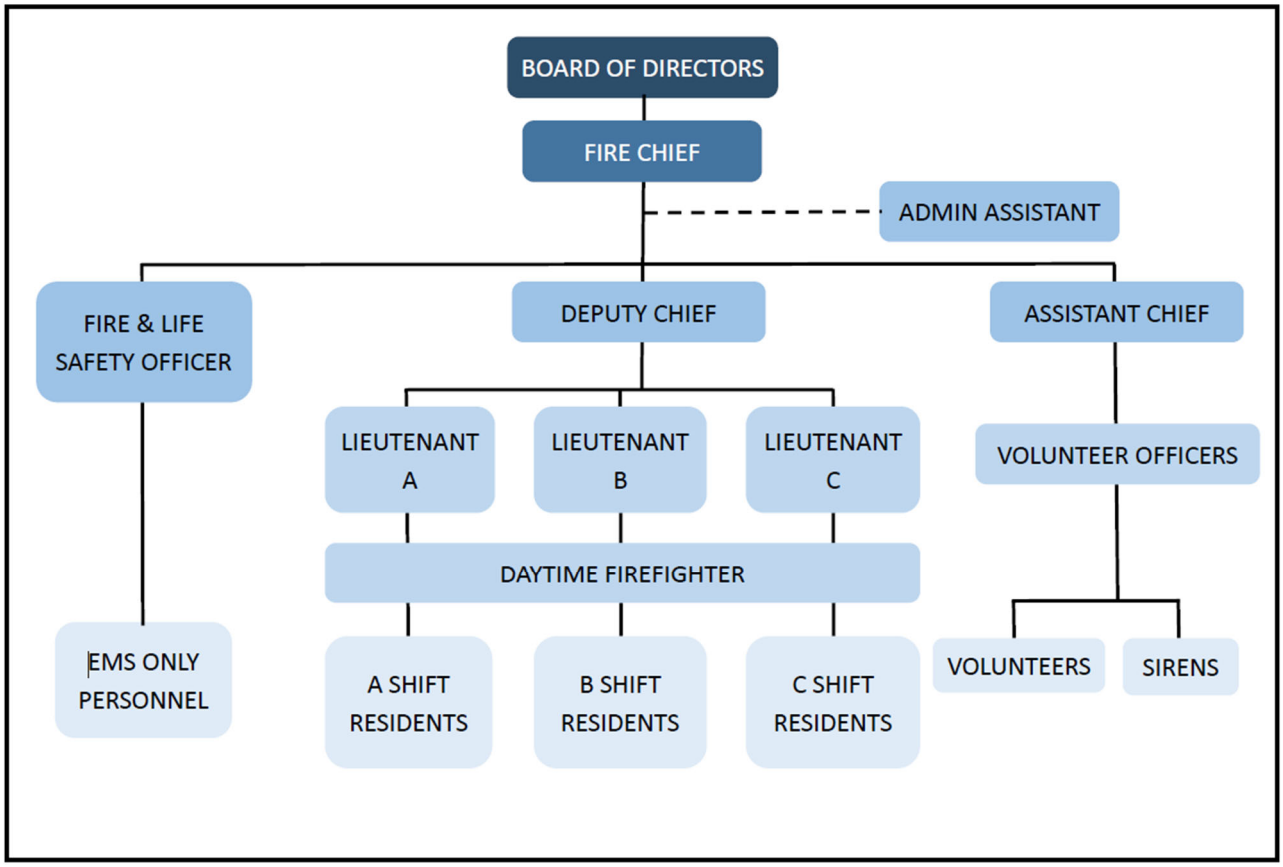
ARTICLE III - ORGANIZATION AND METHOD OF ORGANIZATION

SECTION 1. District Organization
The agency will be organized as follows:

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

See the below organizational chart:

ORGANIZATIONAL CHART



SECTION 2. Method of Organizing:

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

ARTICLE IV - QUALIFICATIONS AND AUTHORITY OF BOARD MEMBERS

SECTION 1. Elector or Property Owner:

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

SECTION 2. Employees and Volunteers:

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

SECTION 3. Elections:
The five District Board members are legally elected to four-year terms. Elections are held in odd-numbered years, with two positions filled at one election and three positions filled at the next election.

SECTION 4. Vacancies:
In the event of a vacancy on the District Board of Directors, the Board will advertise the position as vacant and allow reasonable time for all interested persons to submit a letter of interest for the position. At the first regular scheduled District Board meeting after notice has been given and sufficient time for letters of interest to be reviewed, the Board will appoint a member from those individuals who submitted letters of interest. The top three applicants will be interviewed by the Board of Directors. Applicants will meet qualifications set by ORS 478.050 and District Board policy.

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

SECTION 5. Actions as Board Member:
No individual Board Member may speak for or on behalf of the Board of Directors, except as authorized to do so by official action as recorded in the official minutes, guidelines or policies of the District. All official actions of the Board must be taken by public vote. The Board will not be bound by any actions or statements on the part of any individual Board member, past or present.

SECTION 6. Board Positions:
A. At the regular scheduled meeting in July the Board will elect for a one-year term members for the following positions. President
B. Vice President
C. Secretary
D. Treasurer

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

ARTICLE V - RESPONSIBILITIES OF THE BOARD MEMBERS

SECTION 1. Board as Policymakers:
The Board is responsible for policymaking, not administration.

SECTION 2. Board and Funding:
In anticipating and budgeting for District expenditures, the Board will allocate funds necessary to select, outfit, train, and maintain the best possible emergency services force, including personnel, apparatus and equipment. The Board will review financial reports and monthly expenditures. The time, place and manner of such reviews will be determined by subsequent Board resolution.

SECTION 3. Board Responsibilities
Board responsibilities include, but not limited to, the following:

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

SECTION 4. Planning:

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

SECTION 5. Ethics:

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

Section 6. Etiquette

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

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

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

SECTION 6. Attendance:

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

SECTION 7. Proxy Voting:

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

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

SECTION 1. Duties of the President:

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

SECTION 2. Duties of the Vice President:

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

~~SECTION 3. Duties of the Secretary:~~

~~A. The Secretary will sign official District documents when two signatures are needed, on behalf of the Board; after the Board, at an open Board meeting, has approved that document.~~
~~B. The Secretary will have the authority to sign checks for the District.~~

SECTION 4. Duties of the Secretary/Treasurer:

A. Participate in the invoice review process.

B. ~~Assure that accurate accounting and financial records are maintained by the District.~~Have advanced access to and review the District's annual audit prior to submission to the board.

C. Act as a back-up to the financial workings of the District in the absence of qualified administrative personnel including s~~S~~end, or cause to have sent, copies of the audit to state or local agencies requiring its submission.

~~A.~~D.

~~B. Annually review the District's financial audit with the District personnel prior to submitting the audit to the Board.~~

~~C.~~A. ~~Send, or cause to have sent, copies of the audit to state or local agencies requiring its submission.~~

~~D.~~E. The Secretary/Treasurer will have the authority to sign checks for the District.

SECTION 5. Duties of other Board members:

A. In the absence of the President and Vice-President, someone other than the Secretary/Treasurer will preside over Board meetings with powers and duties of the President.

B. Board members will have the authority to sign checks for the District.

ARTICLE VII - MEETINGS AND AGENDA

SECTION 1. Regular Meetings:

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

SECTION 2. Agenda:

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

Recommended agenda for meeting:

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

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

SECTION 4. Emergency Meetings:
Emergency Meetings may be called by the President or any three Board members. An Emergency Meeting may be called with less than 24-hour notice. The President or Board members calling the meeting will recite the reason at the beginning of the Emergency Meeting and the minutes for the meeting will describe the emergency justifying less than 24-hour notice.

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

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

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

SECTION 5. Executive Session:

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

5. Exempt Records ORS 192.660(1)(f).
6. Litigation/Consultation with Legal Consul ORS 192.660(1)(h).
7. Performance Evaluations ORS 192.660(1)(i).
8. Labor Negotiations ORS 192.660(2).

SECTION 6. Meetings:

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

SECTION 7. Voting at Board Meetings:

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

C. Votes will be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

SECTION 8. Minutes of Meetings:

Public Meetings:

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

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

Executive Sessions:

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

SECTION 9. Robert's Rules of Order:
Robert's Rules of Order will govern the conduct and parliamentary proceedings of the meetings, unless otherwise provided for in Board Policy and/or rules consistent with the laws of the State of Oregon.

ARTICLE VIII - OUTSIDE DISTRICT OPERATIONS

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

ARTICLE IX - FEES FOR OBTAINING PUBLIC RECORDS

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

ARTICLE X - REIMBURSEMENT GUIDELINES

SECTION 1. Training Reimbursements:
The Fire Chief will authorize schooling, training and conferences, including related expenses for employees and volunteers.

SECTION 2. Travel Reimbursements:
The Board of Directors, by majority vote, will authorize travel and other expenses for the Fire Chief and Board members.

SECTION 3. Reimbursement Expectations:
All Board members, employees and volunteers can reasonably expect to receive reimbursement for authorized travel, lodging, meals, registration, tuition and other related expenses for schooling, training, conferences and meetings representing the District as per the Organizational Manual, Section C, General Administration, Procedure C-5 Reimbursement for Training.

SECTION 5. Reimbursements for Guests:
Any Board member, employee or volunteer who is accompanied by a spouse or guest will pay any excess costs of registration, lodging or meals, attributable to their spouse or guest.

SECTION 6. Exercise Good Judgement:
Board members, District employees and volunteers are expected to use good judgement regarding the expenditure of District funds for travel expenses.

ARTICLE XI - PURCHASING

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

ARTICLE XII - RECOGNITION

The Board of Directors may recognize any member of the District and any civilian personnel who has performed any act of outstanding service on behalf of the District or rendered a life-saving service to any citizen, any District personnel who perform in an exemplary manner in the achievement of higher levels of education or skills. Any retiring Board member who has performed appropriate service to the District may also be recognized.

ARTICLE XIII - GENERAL PROVISIONS

SECTION 1. Repeal:
All previously adopted rules; regulations, policies or standard operating guidelines in conflict with this policy are hereby repealed.

SECTION 2. Nondiscrimination:
Pursuant to the District's nondiscrimination and harassment policy, no provision of this policy is intended as discrimination against any individual on the basis of any protected class as defined by the State of Oregon or the Federal Government.

SECTION 3. Severability:
If any part, term or clause of this policy is, or becomes, in conflict with any law, the validity of the remaining provisions and clauses will not be affected and the policy will remain in force as if it did not contain the particular part, term or clause in conflict with law.

Board President Signature _____

Board Member Signature _____

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

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

All notifications necessary under this contract shall be addressed to:

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

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

1. TERM: The PARTIES agree that this intergovernmental agreement is entered into pursuant to ORS 190.020 and 190.080. It is the intent of the PARTIES that this agreement be effective as of the date it is fully executed and that it continues until June 30, 2023.

2. SCOPE: PARTIES are entering into this Intergovernmental Agreement for the purpose of providing improved service to West Benton County and Southern Polk County.

3. Philomath Fire & Rescue agrees to:
   - 3.1. Provide two-person response from Station 202 as defined in the Automatic Aid Agreement
   - 3.2. Conduct monthly building and apparatus inspections of HKVRFPD Fire Station 501
   - 3.3. Coordinate with the HKVRFPD Fire Chief for repairs or deficiencies of building and apparatus
   - 3.4. Provide Wednesday Night In-house Fire Training per HKVRFPD's Training Schedule
   - 3.5. Provide Monthly EMS Training at Philomath Fire Station 201
   - 3.6. Extend to HKVRFPD invitation to participate in any Fire Training at Philomath Fire & Rescue
   - 3.7. Create a zero balance, written budget for HKVRFPD and submit it to their board for approval
   - 3.8. Provide Part-time Paid Fire Chief Services up to 32 hours a month.

4. Hoskins-Kings Valley RFPD agrees to:
   - 4.1. Allow the Philomath Fire Chief to create an annual budget that is acceptable to the board
   - 4.2. Provide the Philomath Fire Chief an office space to work in Station 501
   - 4.3. Pay a contract rate of $23,000 per annum, for up to 32 hours per month, towards the wages of Philomath Fire and Rescue's Fire Chief and Deputy Fire Chief for supervision and training of HKVRFPD personnel.
   - 4.4. Work towards improving firefighting abilities and response standards set forth by National Fire Protection Association 1001.

5. PARTIES agree to:
   - 5.1. Separately purchase and maintain buildings, equipment, and apparatus.
   - 5.2. Provide their own personnel, insurance, personal protective equipment, and uniforms.
   - 5.3. Maintain their own bills within their own budgets.
   - 5.4. Allow the other PARTY to borrow one another's equipment and apparatus if available to protect their respective districts.
   - 5.5. That the continued failure by either PARTY to meet the requirements established herein shall be just cause for termination of this Agreement and any remaining funds will be refunded and any equipment must be returned.

DRAFT

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

6. DISPUTE RESOLUTION: Any dispute between the PARTIES arising from the terms or implementation of the Agreement, or any claim by any PARTY for the breach or enforcement of the Agreement, shall be submitted in writing to both fire boards for resolution. Both boards shall meet in good faith to resolve the dispute before pursuing mediation or arbitration. If the dispute cannot be resolved internally, then mediation can be considered. If mediation is unsuccessful, then the case can be taken to binding arbitration. In the event of demand for arbitration, the PARTIES shall agree upon arbitration or, if no agreement is reached within ten days of the demand, each PARTY shall select an arbitrator and the two arbitrators shall select a third. If the issue involves a technical decision, the third arbitrator shall have suitable technical qualification to provide a well-informed decision with the cost of the third arbitrator. The arbitrators, by majority vote, shall have full authority to establish procedures, rule on evidence and objections and render an enforceable decision, and shall be subject to the terms of ORS 36.325.

7. ANNUAL BOARD RENEWAL: Any PARTY may withdraw from the Agency upon providing written notice to the designated Chair of the Board not later than May 30 of any year for withdrawal effective July 1 of the following calendar year; and This IGA may be dissolved upon mutual agreement of all PARTIES. No amendment may be made of this section lengthening the time required for notice of intent to withdraw except upon unanimous approval of both PARTIES.

Dated this day of

Philomath Fire & Rescue

_____
Tom Miller, Fire Chief

Approved as to form:

_____
Philomath Fire & Rescue Board Pres.

Hoskins-Kings Valley RFPD

_____
Adam Ryan, Fire Chief

Approved as to form:

_____
Hoskins-Kings Valley RFPD Board Pres.

DRAFT

Philomath Fire & Rescue

Local Option Levy Needs

Description		Cost
Fiscal Year 23-24		
2 FF LTs		$ 200,000
Daytime FF		$ 100,000
Part-time Admin Asst.		$ 10,000
SCBA Annual Replacement		$ 19,000
Heart Monitor Replacement		$ 14,000
Extrication Tool Replacement		$ 8,000
Zoll Monitor Replacement		$ 7,000
Station 201 Training Facility		$ 600,000
Land Purchase for 204		$ 30,000
Apparatus Replacement Plan - Reserves		$ 1,736,771
	Annual Total	$ 2,724,771

Fiscal Year 24-25		
2 FF LTs		$ 210,000
Heart Monitor Replacement		$ 14,000
Daytime FF		$ 105,000
Part-time Admin Asst.		$ 16,000
Extrication Tool Replacement		$ 8,000
SCBA Annual Replacement		$ 19,000
Zoll Monitor Replacement		$ 7,000
Station 202 - Remodel Work		$ 400,000
Land Purchase for 204		$ 30,000
Apparatus Replacement Plan - Reserves		$ 467,792
	Annual Total	$ 1,276,792

Fiscal Year 25-26		
2 FF LTs		$ 220,500
Heart Monitor Replacement		$ 14,000
Daytime FF		$ 110,250
Part-time Admin Asst.		$ 23,000
SCBA Annual Replacement		$ 19,000
Extrication Tool Replacement		$ 8,000
Zoll Monitor Replacement		$ 7,000
Land Purchase for 204		$ 30,000
Apparatus Replacement Plan - Reserves		$ 467,792
	Annual Total	$ 899,542

Fiscal Year 26-27			
Heart Monitor Replacement		$	14,000
2 FF LTs		$	231,525
Daytime FF		$	115,763
Part-time Admin Asst		$	32,000
Extrication Tool Replacement		$	8,000
SCBA Annual Replacement		$	19,000
Zoll Monitor Replacement		$	7,000
Land Purchase for 204		$	30,000
Apparatus Replacement Plan - Reserves		$	323,296
	Annual Total	$	780,584

Fiscal Year 27-28			
2 FF LTs		$	243,101
Daytime FF		$	121,551
Part-time Admin Asst.		$	53,000
SCBA Annual Replacement		$	19,000
Heart Monitor Replacement		$	14,000
Extrication Tool Replacement		$	8,000
Zoll Monitor Replacement		$	7,000
Land Purchase for 204		$	30,000
Apparatus Replacement Plan - Reserves		$	315,846
	Annual Total	$	811,498
	Levy Total	**$**	**6,493,186**

Levy Renewal 28-29?

Philomath Fire & Rescue
District Strategic Plan

Mission

The men and women of this department are dedicated to:
The preservation of property, through the extinguishment and prevention of fires: The protection and care of human life through education and treatment; The development of character through commitment and teamwork.

Vision

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

Guiding Principles

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

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

The District Strategic Plan contains the following themes:

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

Plan Design/Definition of Terms

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

Themes: High-level concepts to guide the District:

Objective: Categories of focus:

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

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

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

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

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

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

Blue – Items identified have been completed.

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

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

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

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

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A. Objective: Prevention

GOAL 1: Increase Service to West Benton County

Action Item 1: Remodel Station 202

Metrics for evaluating "success":
Responsibility:
Funding Source: Building Reserve Fund, General Fund, Levy

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

Action Item 2: Hire Personnel to Staff Station 202

Metrics for evaluating "success":
Responsibility: Department/Role/Individual
Funding Source: General Fund & OSFM Staffing Grant

Timeline/Tracking:									
	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken	$8,000 budgeted for Extra Hire to Cover Station 202	Staffing Grant Applied for $35,000 Grant Awarded							

GOAL 2: Medical Rescue with Extrication Equipment for Station 202

Action Item 1: Purchase Apparatus and furnish with extrication equipment

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

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

GOAL 3: Purchase Water Tender for Station 202

Action Item 2:

Metrics for evaluating "success":
Responsibility: Department/Role/Individual

Funding Source:

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

GOAL 4: Purchase Type I Engine for Station 202

Action Item 1: Purchase "New 232"

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

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

GOAL 5: Increase Service to East Benton County

Action Item 1: Identify Location for Station 204

Metrics for evaluating "success":
Responsibility:
Funding Source:

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

Action Item 2: Construct Station 204

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

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

Action Item 3: Purchase Apparatus for Station 204

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

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

B. Objective: Suppression

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

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

Metrics for evaluating "success": Personnel are responding in turnout attire that will function appropriately for protection of the member.
Responsibility: Uniforms
Funding Source: Operating Budget

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

GOAL 2: Establish Drone Program

Action Item: Evaluate Operational Need for Drone Technology

Metrics for evaluating "success": Sufficient knowledge that the District is maximizing their use of technology relating to the use of drones.
Responsibility: Deputy Chief/Fire Chief
Funding Source: Grants?

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

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

Action Item:

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

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

C. Objective: Life & Safety Medical

GOAL 1: Purchase Extrication Tools for Engine 233.

Action Item:

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

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

D. Objective: Response

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

Action Item 1:

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

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

Action Item 2:

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

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

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

Action Item 1:

Metrics for evaluating "success":
Responsibility: Department/Role/Individual: Fire Chief
Funding Source: RV Tuition Reimbursement Program, Building Reserves, 6050 – Utilities, 6200 - Supplies

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

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

Action Item:

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

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

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

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

Metrics for evaluating "success": Successfully pass Local Option Levy that includes funding for additional firefighting personnel.
Responsibility: Department/Role/Individual:
Funding Source: Local Option Levy

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

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

II. Theme: Community Partnership

A. Objective: Education

GOAL 1: Continue Community Medical Classes.

Action Item: Retain and Recruit Qualified Instructors

Metrics for evaluating "success":
Responsibility: Fire & Life Safety Officer
Funding Source:

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

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

Metrics for evaluating "success":
Responsibility: Fire & Life Safety Officer & Office Administrator
Funding Source: General Fund – 6010 & 6011

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

B. Objective: Bridge Program

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

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

Metrics for evaluating "success":
Responsibility: Fire & Life Safety Officer
Funding Source: Grant

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

C. Objective: Customer Service

GOAL 1: Develop District Disaster Plan

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

Metrics for evaluating "success":
Responsibility: Fire Chief
Funding Source:

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

III. Theme: Fiscal Responsibility

A. Objective Capital Maintenance

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

Action Item 1: Develop Apparatus Replacement Plan

Metrics for evaluating "success":
Responsibility: Apparatus Committee & Fire Chief
Funding Source: GO Bonds & Local Option Levies

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

GOAL 2: Evaluate District Facilities for Repairs & Replacements

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

Metrics for evaluating "success":
Responsibility: Apparatus Committee & Fire Chief
Funding Source: GO Bonds & Local Option Levies

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

GOAL 3: Repair Hose Tower Roof at Station 201

Action Item 1: Replace hose tower roof at Station 201

Metrics for evaluating "success":
Responsibility: Deputy Chief
Funding Source: None Needed

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

GOAL 4: Repair Concrete Patch at Station 201

Action Item 1: Repair/replace concrete patch at 201

Metrics for evaluating "success":
Responsibility: Deputy Chief
Funding Source:

Timeline/Tracking:									
Action Taken	Request bids for work								

B. Objective: Budget Accountability

GOAL 1: Operate Within the Limited Budget of the District

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

Metrics for evaluating "success":
Responsibility: Fire & Life Safety Officer
Funding Source: None Needed

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

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

Metrics for evaluating "success":
Responsibility: Fire Chief
Funding Source:

Timeline/Tracking:

	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

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

Metrics for evaluating "success":
Responsibility: Fire Chief & Paid Staff
Funding Source:

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

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

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

Metrics for evaluating "success":
Responsibility: Fire Chief & Paid Staff
Funding Source:

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

Action Item: Contract Services with Kings Valley RFPD

Metrics for evaluating "success":
Responsibility: Fire Chief & Paid Staff
Funding Source:

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

C. Objective: Information Technology

GOAL 1: Implement a robust cybersecurity program.

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

Metrics for evaluating "success": Complete and publish RFP.
Responsibility: Fire & Life Safety Captain Saalsaa
Funding Source: None needed.

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

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

Metrics for evaluating "success": Construct committee for evaluation, review RFPs and identify top candidate and runners-up
Responsibility: Fire & Life Safety Captain Saalsaa
Funding Source: None needed.

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

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

Metrics for evaluating "success": Board-signed contract with cybersecurity company with initial implementation.
Responsibility: Board
Funding Source: Operational Budget

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

D. Objective: Levies & Bonds

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

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

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

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

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

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

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

E. Objective: Savings/Reserves

GOAL 1: Develop Goals for Reserves Funding

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

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

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

F. Objective: New Revenue Sources

GOAL 1: Establish Alternative Revenues to Mitigate Program Expenses

Action Item: Establish Cost-Sharing Program for Bridge Inspections

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

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

Action Taken									

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

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

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

IV. Theme: People

A. Objective: Training

GOAL 1: Replace Training Facility at Station 201.

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

Metrics for evaluating "success":
Responsibility: Department/Role/Individual
Funding Source: Grant/Levy

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

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

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

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

Action Item: Groundwork for New Training Facility

Metrics for evaluating "success":

Responsibility: Department/Role/Individual
Funding Source:

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

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

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

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

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

B. Objective: Teamwork

GOAL 1: Find Balance Between Paid and Volunteer Personnel

Action Item:

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

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

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

Action Item:

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

Timeline/Tracking:

	Q1 2022	Q2 2022	Q 3 2022	Q4 2022	Q1 2023	Q2 2023			
Action Taken									

C. Objective: Retention

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

Action Item: Develop Plans for construction

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

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

GOAL 2: Perform Annual Evaluations for All Personnel

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

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

Timeline/Tracking:									
Action Taken									

GOAL 3: Ensure Resident Volunteer Retention Program stays competitive.

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

Metrics for evaluating "success":
Responsibility: Administration
Funding Source: Operating Budget
Timeline/Tracking:

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

Action Taken									

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

Action Item: Develop Plans for Construction

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

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

D. Objective: Recruitment

GOAL 1:

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

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

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

Appendix of Changes:

THIS PLAN IS INTENDED TO PROMOTE THE BEST POSSIBLE MANAGEMENT OF PUBLIC RESOURCES.
You are welcome to keep this copy if it is useful to you.
If you no longer need this copy, you are encouraged to return it
to:
Philomath Fire & Rescue
1035 Main St / PO Box 247 Philomath, OR 97370
Your cooperation will help us save on extra copying costs.

STANDARD OF COVERAGE

Philomath Fire & Rescue

REVISED 2021

Philomath Fire & Rescue Standard of Coverage 2021

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Executive Summary

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

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

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

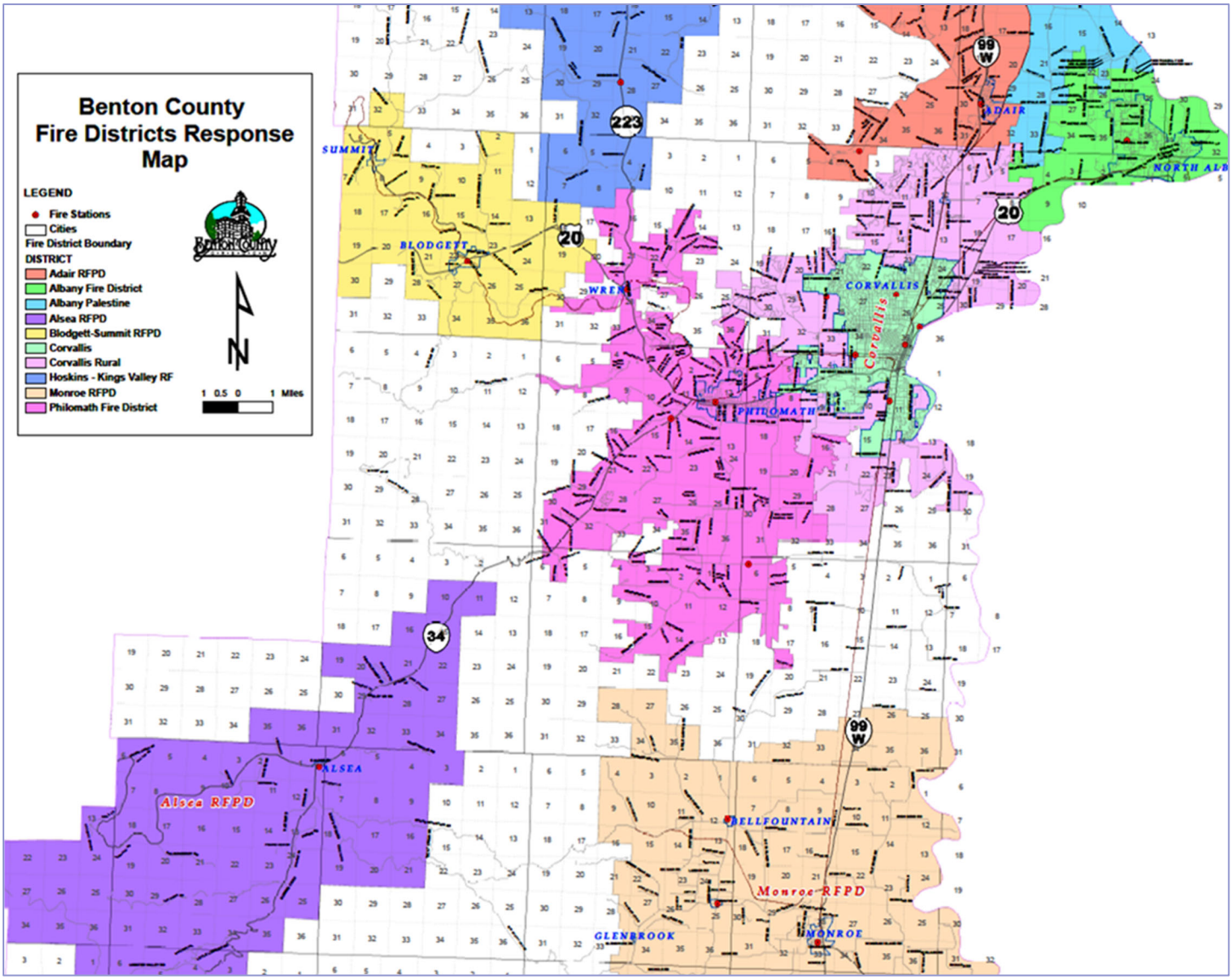
The Minimum Staffing Plan includes data regarding staffing, performance, and emergency response expectations. This information is the benchmark that the agency uses to measure its performance. The District measures performance on three different types of incidents: structure fires, wildland fires and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

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

Introduction

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

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



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

The District provides services from three manned stations.

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

The District responds to a variety of calls.

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

Common Fire Incidents:

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

Common Medical Incidents:

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

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

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

Overview

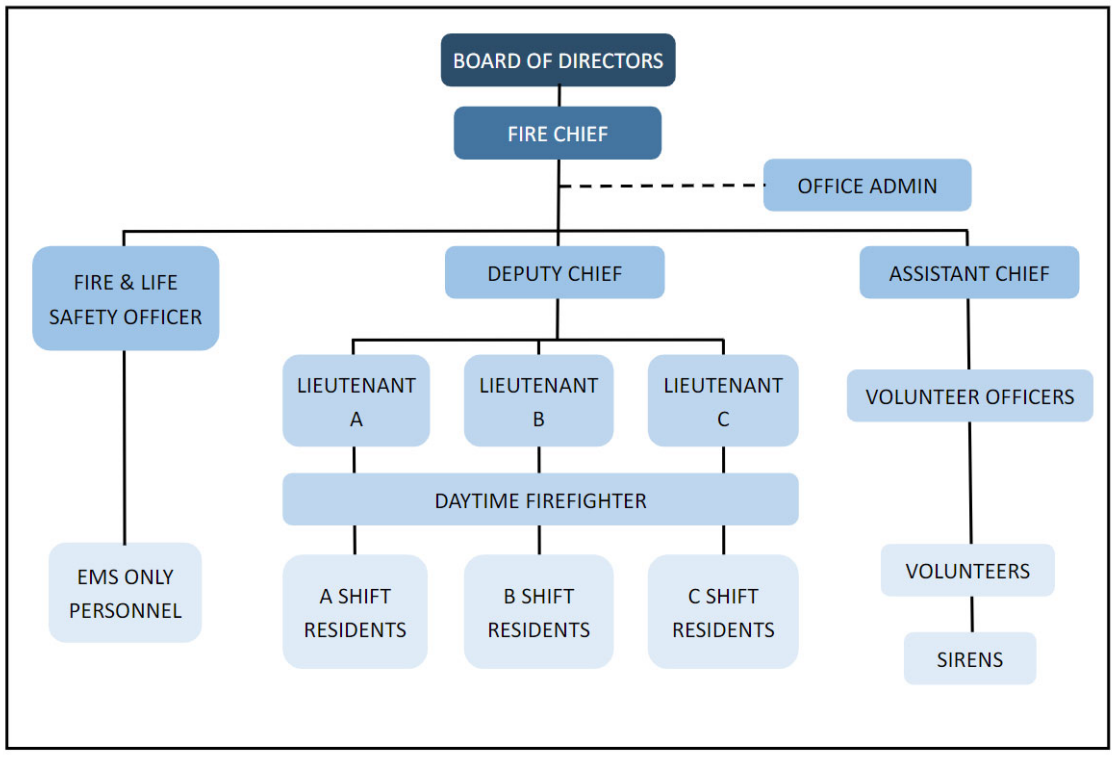
Philomath Fire & Rescue is a combination paid/volunteer Rural Fire District with three stations located within the boundaries of the District, in the heart of the beautiful Willamette Valley, which is southwest of Portland, Oregon.

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

Personnel

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

PHILOMATH FIRE & RESCUE
ORGANIZATIONAL CHART



Legal Jurisdiction

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

Budget

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

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

Community Impact

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

Mission, Goals, Objectives

Mission Statement

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

General Goals and Objectives

Administration

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

Personnel

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

Volunteers

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

Building and Land

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

Fire and Rescue Equipment and Apparatus

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

Fire and Rescue Services

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

Emergency Medical Services

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

Facilities

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

Station 201
1035 Main Street Philomath, OR

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

Station 202
34925 Wren Rd Philomath, OR

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

Station 203
25700 Llewellyn Rd Corvallis, OR

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

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

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

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

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

Resources

Station 201 at 1035 Main Street Apparatus

224 - 2016 Northstar/Ford F350 Ambulance

291 - 2007 Chevy Tahoe Staff Car

231 - 2016 Pierce/Saber Type 1 Engine

290 - 2017 Ford Explorer Staff Car

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

293 - 2010 Ford Crew Cab Staff Car

251 - 2018 Pierce/Enforcer 75 Foot Aerial

294 - 2017 Ford Explorer Staff Car

Air Trailer - Cascade System, filling station and extra bottles

Mass-Casualty Incident Trailer

261- 2017 Ford F550 Brush Truck

Station 202 at 34925 Wren Road Apparatus

232 - 2016 Pierce/International Type 1 Engine

221 - 2017 KME/Ford F450 Rescue

265 - 1990 BME/International Type 4 Engine

Station 203 at 25700 Llewellyn Road Apparatus

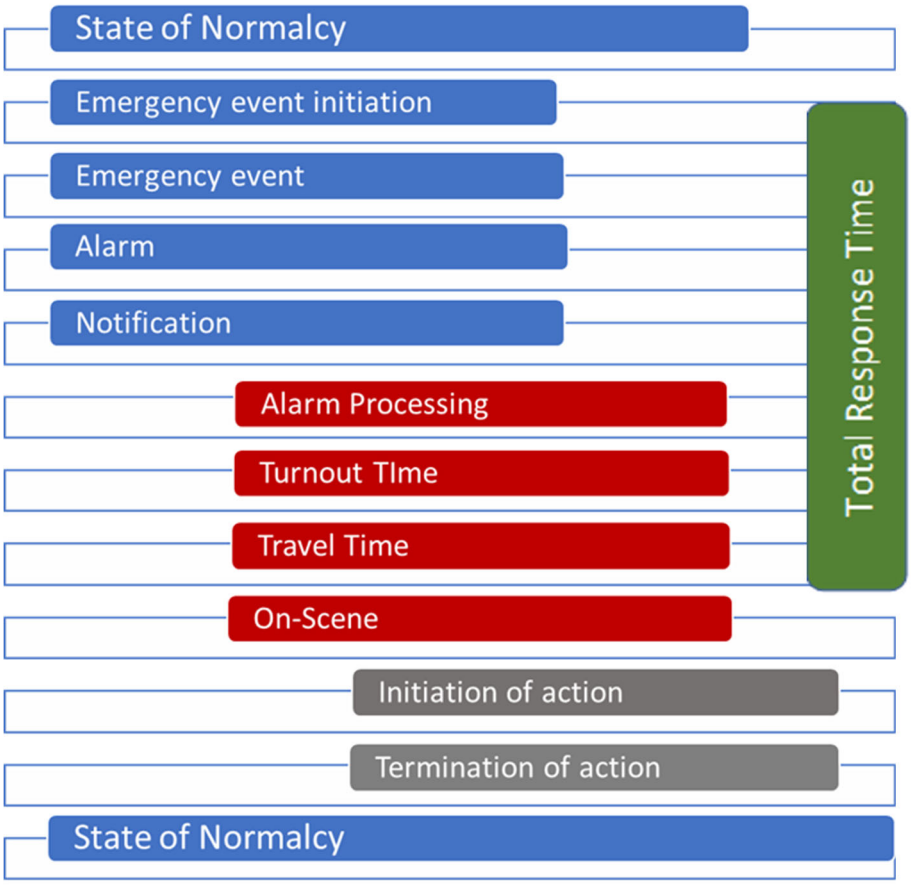
233 - 2008 BME/International Type 1 Engine

263- 2007 Ford F450 Brush Truck

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

Cascade of Events:

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



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

ISO Summary

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

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

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

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

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

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

Agency Partners

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

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

District Risk Assessment/Hazard Analysis/Topographic Characteristics

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

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

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

In July 2016, the Board of Commissioners formally adopted the Natural Hazards Mitigation Plan. In October 2020, a progress report on the implementation of the plan was developed. Both are listed in "Support Documents" on the Benton County Natural Hazards Mitigation site:
https://www.co.benton.or.us/sheriff/page/natural-hazards-mitigation-plan-nhmp

Development and Population Growth

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

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

Urban Growth Boundary and Impact:

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

Commercial or industrial development being planned:

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

Corvallis Clinic (Main St)

Northernwood (Alyrica campus on N 19th St)

Business and Medical Park on Main St

Housing developments being planned or under construction:

Mill Crossing (under construction)

Newton Creek (under construction)

Pippa Ln (under construction)

Habitat Housing (under construction)

Fawn Meadows (under construction)

Wren Hills Estates – Phase III (on-going)

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

Forest Meadows MHP Expansion (planned – 64 sites)

Response Performance Statistics

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

CONSIDERATIONS:

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

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

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

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

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

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

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

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

Risk Assessment Relating to Staffing

Personnel Resource Components

Variables in standard response associated with staffing:

Station 201:

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

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

Station 202:

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

Station 203:

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

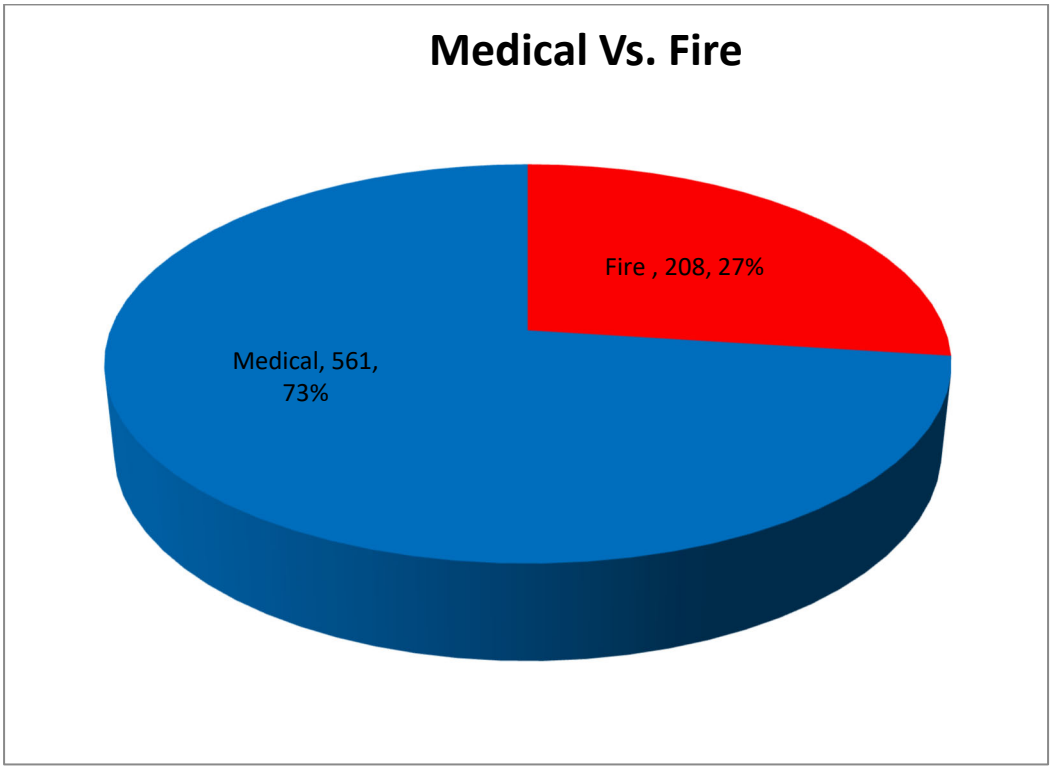
Automatic Aid Agreements

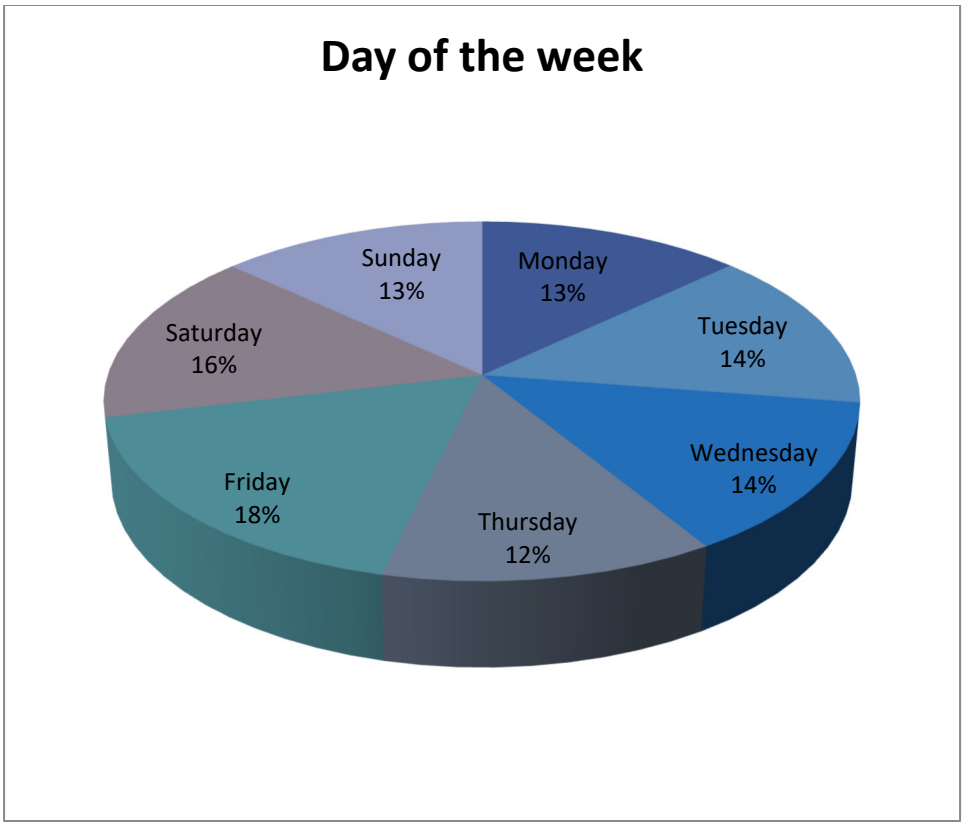
To compensate for the variables that can occur in volunteer staffing, the District has entered into automatic-aid agreements for response on all first-alarm structure fires with the service areas of the Corvallis Fire Department and the Monroe Rural Fire Protection District. These agreements provide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

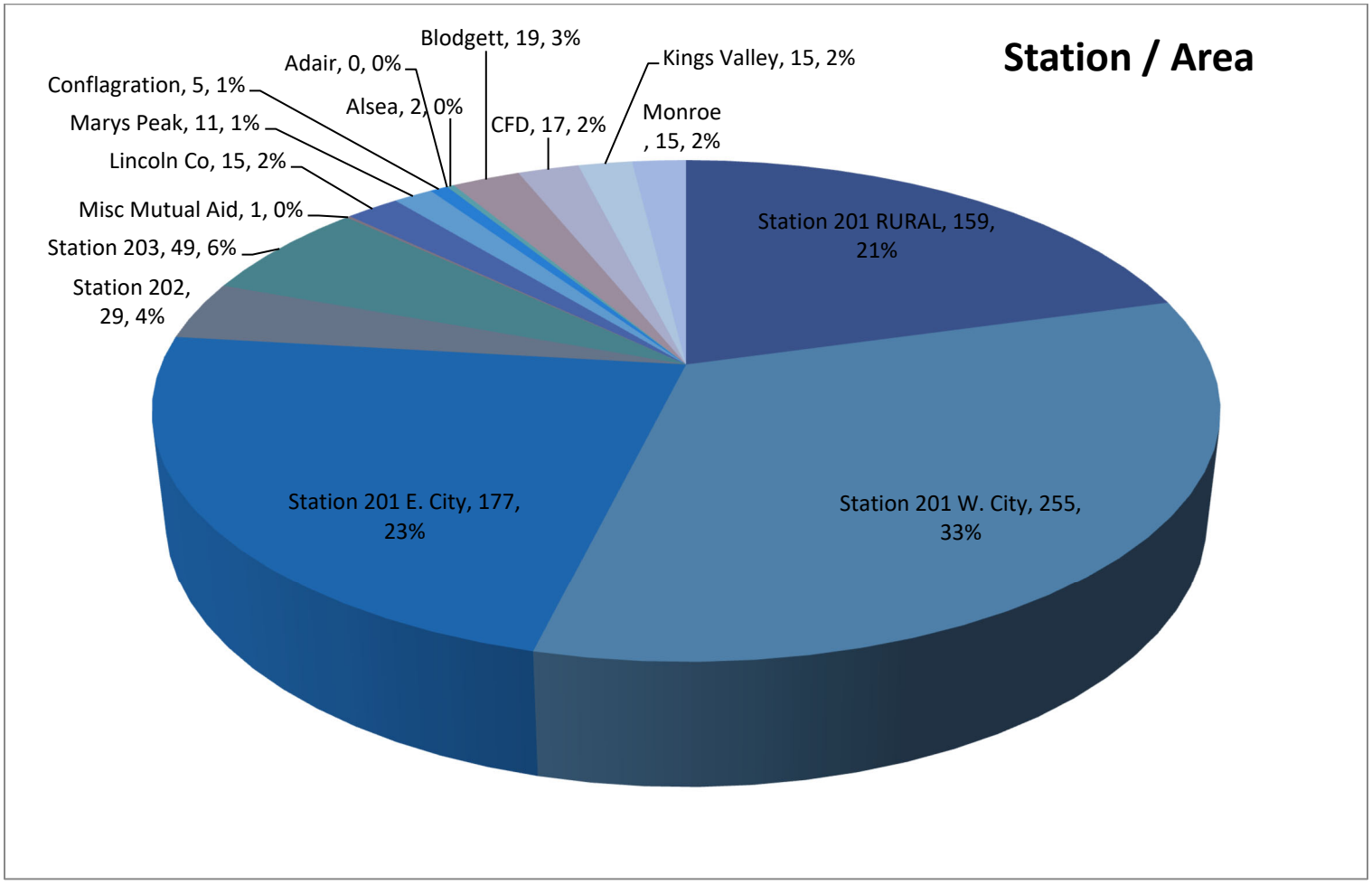
Mutual-Aid Agreements

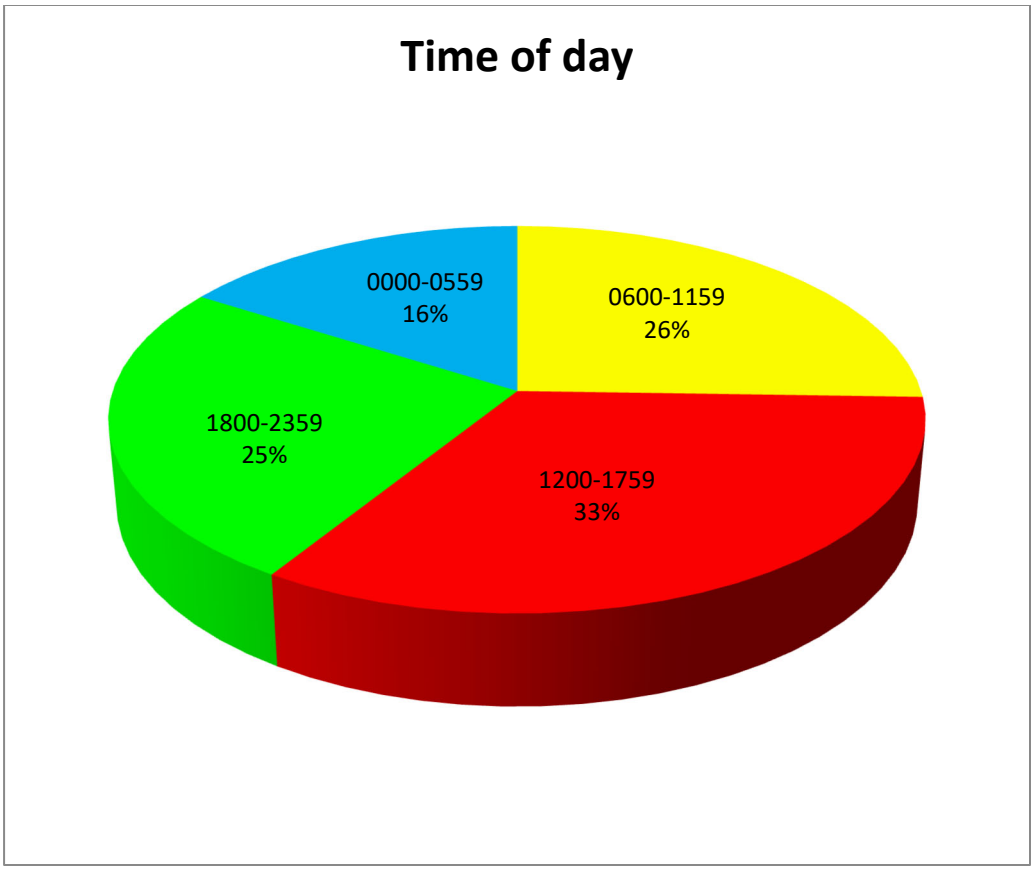
The District has mutual-aid agreements with all fire protection agencies in Benton, Linn, and Polk counties for response to natural or man-made disasters.

Incident charts **(2006-2020)**




Day of the week
Sunday 13%
Monday 13%
Tuesday 14%
Wednesday 14%
Thursday 12%
Friday 18%
Saturday 16%


Station / Area
Blodgett, 19, 3%
Adair, 0, 0%
Kings Valley, 15, 2%
Conflagration, 5, 1%
Alsea, 2, 0%
CFD, 17, 2%
Monroe , 15, 2%
Marys Peak, 11, 1%
Lincoln Co, 15, 2%
Misc Mutual Aid, 1, 0%
Station 203, 49, 6%
Station 202, 29, 4%
Station 201 RURAL, 159, 21%
Station 201 E. City, 177, 23%
Station 201 W. City, 255, 33%

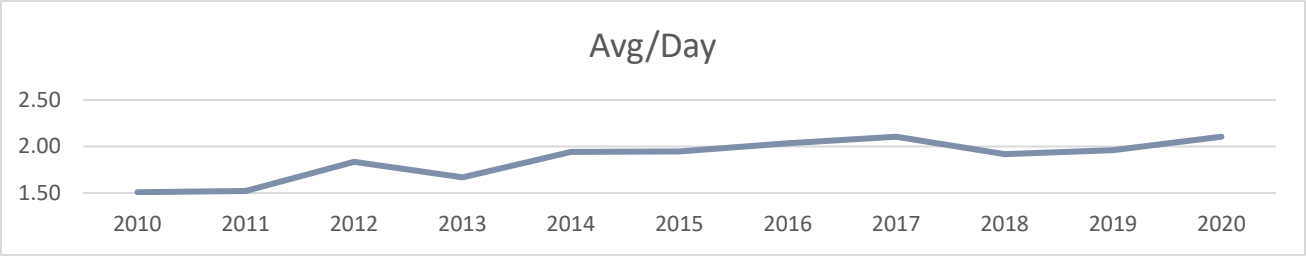


Probability Analysis

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

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

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



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

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

Staffing Definitions (These are minimums)

Ladder Company:
1- Fire Officer
1- Aerial Operator
1- Entry Cleared Firefighter
Engine Company:
1- Fire Officer
1- Pumper Operator
1- Entry Cleared Firefighter
Tender Company: Tender Operator (and Tender Aide if available.)
Brush Truck Crew: 1- Wildland Firefighter and 1- Brush Truck Operator
Rescue Squad: 1- EMT or higher and 1- Apparatus Operator
Ambulance/Medic: 1- EMT-Advanced or higher and 1- EMT/Apparatus Operation
Duty Officer: 1 Lieutenant or above in a staff vehicle

Conflagration Response:

Philomath Fire and Rescue will make every effort to assist the State of Oregon with conflagrations if possible. We will send following apparatus on state deployments providing that District Coverage can still be met, and proper staffing can be attained:
1- Taskforce/Strike Team Leader
1- Brush Truck Crew or Tender Company
1- Engine Crew

Automatic Aid with Structural Fire Protection Agencies:

Corvallis:
1- Ladder Company
Monroe RFPD, Blodgett-Summit VFD, and Hoskins-Kings Valley VFD:
1- Duty Officer
1- Engine Company
We will also send one Tender, with Tender Operator, to BSVFD and HKVVFD with proper staffing.

Mutual Aid with Structural Fire Protection Agencies:

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

Mutual Aid with ODF in Structurally Unprotected Areas:

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

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

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

Mass Casualty Incident Out of District in Structurally Unprotected Areas:

1- Duty Officer
1- Rescue Squad

Fire Chief Summary and Recommendations

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

Emergency Response:

1. Benton County Voters passed the 911 Service District Tax in 2019. Currently, calls for service are processed through the Corvallis Rural Communication Center; yet radio communications remain spotty at best throughout the District and create challenges for firefighters in the field. A non-biased radio study needs to be performed in the county and known weak spots need to be addressed. Also, monitored, countywide tactical channels need to be established to protect personnel.

2. Increased development within the District and surrounding areas may impact response reliability in the future. Benchmarks for response reliability should be established and monitored for compliance. Increasing emergency calls may necessitate the addition of peak activity staffing.

3. The District has three operational fire stations with two of the stations served by volunteers and the main station on Main Street (Station 201) served by a combination of career and volunteer staffing. Career staff from Station 201 respond to all incidents regardless of station response area. Response data for each station service area should be evaluated independently to provide feedback to volunteer personnel as well as to monitor regional needs and response trends.

4. The District works closely with neighboring agencies to provide a “closest-resource” response to emergency incidents. District staff should continue to enhance coordinated service within the region particularly Blodgett-Summit RFPD and Hoskins-Kings Valley RFPD. Additionally, staff should monitor mutual aid received and provided as part of its data reporting.

5. Maintenance of volunteer staffing and response reliability should be a priority for Stations 202 and 203.

6. The District should evaluate the failure to meet response requirements for rural wildfire responses and develop a mitigation plan to improve performance.

Preparedness:

1. The District should enhance local resilience to natural disasters with a focus on wildfire, flooding, weather, and earthquakes. The District should support local and regional efforts to enhance development and building codes which improve community resilience.

2. The District should train a cadre of personnel to perform building inspections to meet the needs of our growing business community.

3. The District shall evaluate emergency response data to identify opportunities to reduce community risk and prevent injuries.

4. The District should work with other local stakeholders to establish expanded medical care options for the community.

Training:

1. The District should ensure career and volunteer staff receive the necessary training to perform the essential functions of their job and are prepared for advancement. Volunteer training should provide opportunities for volunteers to become apparatus operators and officers within the organization. Classes should be offered at least biennially.

2. The training trailer needs to be replaced with a live fire training tower. The District should execute the established Master Plan and monitor its progress.

Summary

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