

PHILOMATH FIRE & RESCUE

July 13, 2020

Location: Philomath Fire & Rescue
Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL
- II. ACTION ITEMS
 - A. Approval of Minutes – June 1st Minutes
 - B. Approval of Minutes – Special Session Supplemental Budget Hearing Minutes
 - C. Approval of Bills
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. President – Brand
 2. Fire Chief – Miller Report
 3. Board Secretary – Rodriguez
 - Revenue/Expense Report
 - Review of Check Register
 - RunTracker – What information does the Board need/want?
 - Chief Vacation Hours
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association - Louden
 2. IAFF Local 4925 – Haney
- VI. OLD BUSINESS
 1. Board Goals
 2. Fee Schedule Policy – 2nd Reading
 3. Volunteer Assistant Chief Job Description – 1st Reading
- VII. NEW BUSINESS
 1. Civil Service Appointment - Plant
 2. Video Surveillance Policy – 1st Reading
 3. Election of Board Officers
 4. Approve Recurring Journal Entries
- VIII. ACTION ITEMS
- IX. NEXT MEETING – August 3, 2020
- X. ADJOURNMENT

A Fire Board member shall strive to:

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

(Board Member Code of Conduct presented by Ken Jones at the 2014 Fire Service Conference)

PHILOMATH FIRE & RESCUE

June 1, 2020

Budget Hearing

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Budget Hearing was called to order by President Rick Brand. Board members present were Board President Rick Brand, Vice President Joe Brier, Robyn Jones, and Treasurer Ruth Jacobs. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests: Deputy Chief (DC) Chancy Ferguson, Lieutenant Victor Haney, and Volunteer Association President Andy Louden.
- II. BUDGET HEARING OPEN/PUBLIC INPUT – None.
RESOLUTION ADOPTING BUDGET AND TAX LEVY – President Brand read through the Resolution Adopting the Budget 20-01. **Vice President Brier motioned to adopt Resolution 20-01. Treasurer Jacobs seconded. Motion passed 4-0.**
President Brand read the Resolution Adopting Tax Levy 20-02. **Jacobs motioned to adopt Resolution 20-02. Jones seconded. Motion passed 4-0.**
- III. ADJOURNMENT – President Brand adjourned the Budget Hearing at 15:11.

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – All attendees remained for the Board meeting.
- II. ACTION ITEMS
 - A. Approval of Minutes – May 4th Board Meeting – **Treasurer Jacobs motioned to adopt the minutes as presented. Vice President Brier seconded. Motion passed 4-0.**
Approval of Minutes – Budget Committee Meeting – OA Rodriguez noted slight changes to the format of the minutes for the Budget Committee meeting this year as compared to years passed. **Treasurer Jacobs motioned to adopt minutes as presented. Jones seconded. Motion passed 4-0.**
 - B. Approval of Bills – OA Rodriguez presented the bills for the month of May 2020, noting uncommon and unusual expenses. Vice President Brier asked about an expense related to additional cameras for Station 201. Chief Miller explained that the added security will be to monitor common spaces within the station. The Board encouraged the staff to develop policy and signage related to adding video surveillance at the station. **Jones motioned to approve payment of the bills in the amount of \$25,982.98. Vice President Brier seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President – President Brand reported that a packet was received by the District relating to the Statewide Timber Lawsuit. Treasurer Jacobs asked about any District liability for legal fees should the District move forward or opt-out of the lawsuit. The Board members encouraged Chief Miller to discuss the situation with SDAO's legal department to discern how the District should respond to this suit. President Brand stated that there are discussions within the county relating to the 9-1-1 Tax District Board and its members, adding that it is still a work in progress. He reported that the 9-1-1 Tax District Board will go into effect July 1, 2020.
 2. Fire Chief –

Personnel –

- Chief Miller reported that the District is moving forward with evaluations for the Daytime Firefighter position on June 26th. He stated that the 4 applicants will work through 3 evaluation stations that day.
- COVID-19 – Chief Miller stated that counties in Oregon can begin to apply for Phase 2, moving on from Phase 1, for reopening the State. He noted that Benton County has not yet applied.
- Emergency Operations Center (EOC) – Chief Miller stated that the EOC has been reduced in their scope and personnel and are now working with local community members and businesses.
- SAFER Grant – Chief Miller reported that the Safer Grant award has been adjusted to cover 100% of the personnel expenses for the hired position for the duration of the grant.
- Annual Review - Chief Miller recommended DC Ferguson for a step increase.
- Volunteers – Chief Miller stated that personnel training has returned to normal and there is an upcoming burn to learn scheduled for June 7th.
- New Recruits - Chief Miller thanked DC Ferguson and the other instructors for working through Fire Academy in a quick and efficient manner, noting that the District has 6 new recruits graduated from that class.
- Chief Miller reported that no Volunteer business meetings have been held since start of the COVID-19 Stay Home, Stay Safe order.

Equipment –

- SCBAs - Chief Miller reported that the new air packs have arrived. He also reported that the Lifepak annual service was performed though the AEDs were not evaluated this year.
- Riding Mower - Chief Miller stated that the prior lawn mower was 30 years old and needed major repair and instead of continuing to keep repairing it, a new mower was purchased. Treasurer Jacobs complimented the District on the appearance of the Station 201 grounds.

Apparatus – Chief Miller stated that no apparatus are currently in need of repair.

Building –

- 203 - Chief Miller stated that Station 203 is currently housing 2 RVs.
- 201 - Chief Miller reported that sprinkler test and annual carpet shampooing of station 201 has occurred. Chief Miller reported that additional cameras will be placed in the residence common space and the administrative areas, primarily in the hallways. Treasurer Jacobs asked about how the personnel have been receptive to the additional cameras. Chief Miller stated that he is the only administrator who has access to the security footage. The Board and personnel discussed developing a policy relating to the use of the security footage.

Meetings –

- Chief Miller noted that the Fire Defense Board has been focused on conflagration response during the COVID-19 pandemic. He added that the 9-1-1 Tax Service District is also a hot topic of conversation.
- Chief Miller stated that he attended the Linn Benton Fire Chief Board and they are going to work on developing a cross-county response matrix.
- Chief Miller stated that he held a meeting among himself and the Resident Volunteers where they reviewed the Resident Volunteer Policy and Station 201 resources. Chief

Miller talked with the Board about why the District has suddenly had a surge of Resident Volunteer applicants in recent months.

9-1-1 Service District – Chief Miller asked the Board to nominate a member to represent the District on the 9-1-1 Tax District Board. Chief Miller and the Board discussed some prior communications related to the 9-1-1 Tax District District.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez presented Revenue/Expense reports for May 2020. She noted that the interest from the LGIP account had been allocated among the funds and noted that the District is still waiting on the \$87,296.67 for the California Conflagration deployment in December 2019.
- Review of Check Register – OA Rodriguez noted deposits into the Citizens Bank account and transfers from the LGIP account related to the GO Bond repayment.
- RunTracker – OA Rodriguez presented the RunTracker for May 2020: 59 calls; 14 Fire, 45 Medical. Chief Miller and the Board discussed recent call volumes related to the COVID-19 pandemic.
- Chief Vacation hours were included in the Board Packet.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon stated that the Volunteer Business meeting has been moved to next week. He noted that the Volunteers are working to update their bylaws. He also noted that there have been some retirements from the association and they will talk about how they will recognize the departing individuals. Loudon stated that two members with 20+ year careers retired within the last month and noted how difficult it is to recruit non-resident volunteers. He also noted that the volunteers are working on breaking down their annual budget in order to better report their needs to the District.
2. IAFF Local 4925 – Union President Haney stated he had nothing to report.

VI. OLD BUSINESS

1. Board Goals – President Brand stated that he has been keeping an eye on the City meetings, adding that nothing related to the District has been on the agendas recently. Treasurer Jacobs noted that she intends to talk with her neighbors about the recent ISO re-evaluation and how it has impacted them, if at all. Chief Miller stated that the District newsletter generated quite a bit of response for the ISO rerate and rescue tool fundraising.

VII. NEW BUSINESS

1. Fee Schedule Policy – OA Rodriguez presented the Fees Schedule Policy, noting that this is putting into policy some of the District practices. Chief Miller clarified “fees” the District will charge for services rendered versus “violations” which would be issued by and collected through the City of Philomath. President Brand asked this policy be returned for a 2nd reading at the July meeting.
2. Civil Service Appointment Review – OA Rodriguez reported that Thomas Plant is interested in continuing in his position on the Civil Service Commission.
3. Assistant Chief (AC) Job Description – OA Rodriguez presented the adjustments to the Volunteer AC Job Description. She added that the Job Description will likely need to be returned for a first reading at the July meeting due to formatting and the addition of Physical and Cognitive Demands and Work Environment. Chief Miller stated that he, DC Ferguson and Volunteer AC Theurer have had a chance to review it. The Board and staff discussed where the Volunteer AC fits in on the organizational chart. Vice President Brier recommended replacing the Volunteer AC with the DC Job Description. Chief Miller

reviewed some of the history of the AC and DC positions. OA Rodriguez stated that she will bring this Job Description back for 1st reading at the next meeting.

VIII. ACTION ITEMS

9-1-1- Service District – President Brand recommended Chief Miller to represent the District on the 9-1-1 Special District Board. The Board and staff discussed the possible workload of this position. Chief Miller and Volunteer President Loudon agreed that Dan Kearl would be a good consultant for the District’s initial projects, if he’s interested. President Brand stated that Chief Miller should act as the lead and work with Kearl for his expertise. **Treasurer Jacobs motioned to have Chief Miller act as the lead on the 9-1-1 Service District body and encouraged him to seek technical support and advice from other members. Jones seconded. Motion passed 4-0.**

DC Ferguson Step Increase – **Treasurer Jacobs motioned to approve DC Ferguson step increase. Jones seconded. Motion passed 4-0.**

IX. NEXT MEETING – July 6, 2020 – Vice President Brier stated that he will not be available for the meeting July 6th. The Board discussed meeting on July 13th instead.

X. ADJOURNMENT – Meeting adjourned at 16:25.

DRAFT

PHILOMATH FIRE & RESCUE

June 25, 2020

Special Session Supplemental Budget Hearing

- I. CALL TO ORDER/ROLL CALL - The Philomath Fire & rescue Board of Directors Special Session was called to order at 15:00 to discuss the Supplemental Budget. Board Members present were Robyn Jones, Treasurer Ruth Jacobs, Daphne Phillips, and Board President Rick Brand. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
- II. DISCUSSION – OA Rodriguez discussed the reasoning behind the shift of funds from Capital Outlay to Materials & Services according to the Capitalization Policy adopted by the Board in January 2020. President Brand read Resolution Adopting Supplemental Budget 20-03. **Treasurer Jacobs moved to adopt Resolution 20-03. Jones seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. ADJOURNMENT – Meeting adjourned 15:07.

Philomath Fire and Rescue

Transaction by Account

June 2020

Type	Date	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
6000 - Materials and Services				
6001 - Contracted Professional Service				
Bill	06/15/2020	MES Northwest	Target Solutions	3,955.00
Bill	06/15/2020	Kamind IT, Inc.	Office 365 support	195.84
Bill	06/15/2020	Carter's Fire Sprinkler Maint. & ...	Annual Sprinkler System Inspection	250.00
Bill	06/15/2020	HR Answers, Inc.	HR review of personnel policies	644.00
Total 6001 - Contracted Professional Service				5,044.84
6010 - Office Supplies				
Bill	06/15/2020	OSCU 402518-72	Command strips	19.98
Bill	06/15/2020	OSCU 402518-72	Manila folders	28.98
Bill	06/25/2020	Rich Saalsaa	Station 203 - computer, monitor, webc...	420.95
Bill	06/25/2020	OSCU 402518-73	computer cable	5.26
Total 6010 - Office Supplies				475.17
6011 - Postage/Shipping				
Bill	06/15/2020	OSCU 402518-72	Mailing GO Bond Payment	7.75
Bill	06/15/2020	OSCU 402518-72	Mailing budget docs to Chase	7.75
Bill	06/15/2020	Petty Cash	Mailing large check w tracking	7.75
Bill	06/25/2020	OSCU 402518-72	Postage for large check tracking	7.75
Bill	06/30/2020	OSCU 402518-72	Return to life assist	50.10
Total 6011 - Postage/Shipping				81.10
6030 - Dues and Fees				
Check	06/04/2020	Intuit	Payroll Processing Fee	19.25
Check	06/10/2020	AsiFlex	FSA Admin Fee	15.00
Bill	06/15/2020	US Postal Service	PO Box Annual Fee	226.00
Bill	06/25/2020	Bio-Med Testing	Background check - Wooldridge	29.00
Check	06/30/2020		Service Charge	0.15
Total 6030 - Dues and Fees				289.40
6040 - Publications and Elections				
Bill	06/15/2020	Midvalley Newspapers	Budget Hearing Posting	497.20
Total 6040 - Publications and Elections				497.20
6050 - Utilities				
Bill	06/15/2020	Consumers Power Inc.	Daisy Drive - Power	25.14
Bill	06/15/2020	Consumers Power Inc.	Priest Rd - Power	60.32
Bill	06/15/2020	Consumers Power Inc.	202 - Power	46.79
Bill	06/15/2020	Culligan	201 - Bottled Water	126.80
Bill	06/15/2020	City of Philomath	Fire Line - water	10.00
Bill	06/15/2020	City of Philomath	201 - Water	470.25
Bill	06/15/2020	Consumers Power Inc.	Beaver Creek - Power	65.92
Bill	06/15/2020	Consumers Power Inc.	203 - Power	152.69
Bill	06/15/2020	Republic Services	201 - Garbage	226.56
Total 6050 - Utilities				1,184.47
6060 - Telephone, Pagers, Internet				
Check	06/04/2020	AT&T Mobility	Tablets	40.38
Check	06/06/2020	Comcast	201 - Cable	12.69
Bill	06/15/2020	Alyrica	201 - Phones & internet	492.87
Bill	06/15/2020	Pioneer Telephone Cooperative	202 - Phones	244.20
Bill	06/25/2020	Century Link	202 - Phones	100.70
Check	06/25/2020	Verizon	201 - Tablets & LT phone	164.27
Total 6060 - Telephone, Pagers, Internet				1,055.11

Philomath Fire and Rescue Transaction by Account June 2020

Type	Date	Name	Memo	Amount
6070 · Travel				
Bill	06/15/2020	OSCU 402518-71	Food after difficult mvc call	68.85
Bill	06/15/2020	OSCU 402518-70	Station Lunch	90.23
Bill	06/25/2020	Andy Louden`	Conflag Mileage and Per Diem	1,590.10
Total 6070 · Travel				1,749.18
6090 · Education/Training				
Bill	06/15/2020	Lillee Rodriguez	Tuition reimbursement	149.00
Bill	06/15/2020	OSCU 402518-72	Live-fire training - food	244.65
Bill	06/15/2020	Petty Cash	Fingerprints reimbursement made to F...	12.50
Bill	06/15/2020	OSCU 402518-72	Live-fire training food	111.47
Bill	06/15/2020	Lillee Rodriguez	Live-fire food	17.21
Bill	06/15/2020	OSCU 402518-72	Live-fire food	13.36
Bill	06/15/2020	OSCU 402518-73	Live fire - hay	23.98
Bill	06/15/2020	OSCU 402518-72	Live-fire food	9.00
Bill	06/15/2020	OSCU 402518-73	Training Video	49.95
Bill	06/15/2020	OSCU 402518-73	EMR Recert - Olsen	23.00
Bill	06/15/2020	OSCU 402518-73	Ambulance Online Course	188.00
Bill	06/15/2020	OSCU 402518-71	HeartCode ACLS - online course - Moser	132.00
Bill	06/25/2020	Department of Public Safety Sta...	Fingerprints - Rios	40.00
Total 6090 · Education/Training				1,014.12
6100 · Equipment Maintenance Agreement				
Bill	06/15/2020	CTX	201 - Kyocera copies	214.79
Bill	06/25/2020	CTX	201 - copies - Xerox	51.75
Total 6100 · Equipment Maintenance Agreement				266.54
6110 · Equipment Rentals				
Bill	06/15/2020	Republic Services	Dumpster rental	369.12
Total 6110 · Equipment Rentals				369.12
6130 · Gas & Oil				
Bill	06/15/2020	OSCU 402518-71	Lawn mower fuel	15.87
Bill	06/15/2020	Carson Oil	Fuel	243.87
Total 6130 · Gas & Oil				259.74
6150 · Radio Maintenance				
Bill	06/25/2020	My-Comm, Inc	Raidio reprograming and repair	3,312.51
Total 6150 · Radio Maintenance				3,312.51
6160 · Equipment Maintenance				
Bill	06/25/2020	True Value	Hose testing	44.94
Total 6160 · Equipment Maintenance				44.94
6161 · Vehicle Maintenance				
Bill	06/15/2020	TWGW, Inc. dba Philomath Napa	224 - Air filter	46.88
Bill	06/15/2020	Valvoline LLC	293 - preventative maintenance	40.78
Bill	06/25/2020	TWGW, Inc. dba Philomath Napa	233 - headlight repair	7.99
Total 6161 · Vehicle Maintenance				95.65
6170 · Building Maint and Improvements				
Bill	06/01/2020	American Hero Carpet Cleaning	201 - Carpet & Chair cleaning	966.00
Bill	06/15/2020	True Value	201 - bay project	18.95
Bill	06/15/2020	True Value	201 - Bay Project	3.36
Credit	06/15/2020	True Value	201 - Bay Project	-32.44
Bill	06/15/2020	True Value	201 - Bay Project	23.37
Total 6170 · Building Maint and Improvements				979.24

Philomath Fire and Rescue Transaction by Account June 2020

Type	Date	Name	Memo	Amount
6180 · Grounds Maintenance				
Bill	06/15/2020	Mainline Pump & Irrigation, LLC	201 - cemenb and downspout repair	9.35
Bill	06/15/2020	True Value	201 - concrete project	1.59
Bill	06/15/2020	Philomath Rental	201 - concrete project	24.24
Bill	06/15/2020	OSCU 402518-71	Bark Mulch	29.02
Bill	06/15/2020	True Value	201 - concrete project	70.42
Bill	06/15/2020	True Value	201 - concrete project	15.48
Bill	06/25/2020	True Value	Torch kit for grounds maint	109.00
Total 6180 · Grounds Maintenance				259.10
6190 · Small Tools & Equipment				
Bill	06/15/2020	Cascade Fire Equipment Co.	Hand pump diaphragm	57.87
Bill	06/15/2020	True Value	bit set & power bit	15.77
Bill	06/15/2020	OSCU 402518-71	push mower belt repair	9.99
Total 6190 · Small Tools & Equipment				83.63
6200 · Supplies - Department				
Bill	06/15/2020	True Value	201 - Bay project to mount SCBA packs	10.99
Bill	06/15/2020	True Value	201 - bay painting	19.46
Bill	06/15/2020	True Value	201 - Bay project	91.33
Bill	06/15/2020	True Value	201 - misc dept supplies, spray paint, g...	30.82
Bill	06/15/2020	Walter E. Nelson Co.	cleaning supplies	144.60
Total 6200 · Supplies - Department				297.20
6210 · Supplies - Medical				
Bill	06/15/2020	Life Assist, Inc.	Atropine, cpap masks	171.46
Bill	06/15/2020	Life Assist, Inc.	Epinephrine	8.30
Bill	06/15/2020	Life Assist, Inc.	med bag, airway bag	41.72
Bill	06/15/2020	Life Assist, Inc.	Epinephrine	41.50
Bill	06/15/2020	Industrial Welding Supply, Inc	Oxygen	15.70
Bill	06/15/2020	Life Assist, Inc.	Electrodes, iv sets, bag mask resuscita...	204.32
Bill	06/15/2020	Life Assist, Inc.	ALS/BLS airway bag	357.50
Bill	06/25/2020	Life Assist, Inc.	Gauze, extrication collar, albuterol, ele...	152.37
Bill	06/25/2020	Life Assist, Inc.	epinephrine	60.30
Bill	06/25/2020	Industrial Welding Supply, Inc	Oxygen	15.53
Total 6210 · Supplies - Medical				1,068.70
6215 · Supplies - Prevention				
Bill	06/15/2020	OSCU 402518-73	Jump starter	145.42
Total 6215 · Supplies - Prevention				145.42
6240 · Supplies - Consumables				
Bill	06/15/2020	OSCU 402518-72	201 - tea	18.99
Bill	06/15/2020	OSCU 402518-72	Candy, plates, napkins for 201	58.26
Bill	06/15/2020	OSCU 402518-72	Live fire supplies - wipes, hand sanitize...	10.00
Bill	06/15/2020	OSCU 402518-72	AA batteries	67.94
Bill	06/25/2020	OSCU 402518-72	Breakfast foods for FF evaluation day	106.71
Total 6240 · Supplies - Consumables				261.90
6250 · Uniforms				
Bill	06/15/2020	Rich Saalsaa	Uniform alteration - patches	40.00
Bill	06/15/2020	SeaWestern	3 pairs Turnout boots	1,183.90
Credit	06/19/2020	SeaWestern	Returned trousers	-93.60
Bill	06/25/2020	SeaWestern	Turnout nameplates: Brown, Wooldridg...	179.20
Bill	06/25/2020	Olivia Friedel	Station Boots	120.00
Bill	06/25/2020	SeaWestern	Trousers	123.10
Bill	06/25/2020	SeaWestern	Trousers and uniform shirts	198.40
Bill	06/25/2020	Northwest Safety Clean	turnout inspection & repair	120.70
Total 6250 · Uniforms				1,871.70

Philomath Fire and Rescue
Transaction by Account
June 2020

Type	Date	Name	Memo	Amount
6270 · Volunteer - Activities				
Bill	06/11/2020	OSCU 402518-72	Raffle Prize - Napa	25.00
Bill	06/11/2020	OSCU 402518-72	Raffle Prize - True Value	25.00
Bill	06/11/2020	OSCU 402518-72	Raffle Prize - Ixtapa	25.00
Bill	06/11/2020	OSCU 402518-72	Raffle Prize - Bimart	25.00
Bill	06/11/2020	Philomath Volunteer Fire Depart...	Reimbursement for DOJ Filing Fee	20.00
Bill	06/11/2020	OSCU 402518-72	Raffle Prize - Dutch Bros	22.50
Bill	06/11/2020	Bimart Corporation	Water & gatorade for Volunteer fridge	208.32
Bill	06/15/2020	Philomath Volunteer Fire Depart...	3 attendance awards	150.00
Bill	06/15/2020	Andy Louden`	Volunteer Bus. Mtg - ice Cream	19.97
Bill	06/15/2020	Willamette Valley First Respond...	Responder support	1,500.00
Bill	06/25/2020	OSCU 402518-72	Retirement Gift - Sleeman	500.00
Bill	06/26/2020	Philomath Volunteer Fire Depart...	Reimbursement for Newell Retirement	500.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - Napa Gift cards 3 x \$25	75.00
Bill	06/29/2020	Jessica Olsen	Raffle Prize - Out West Gift card	25.00
Bill	06/29/2020	Jessica Olsen	Raffle Prize - Out West gift card	25.00
Bill	06/29/2020	Jessica Olsen	Raffle Prize - Out West Gift Card	25.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Vinwood Gift Card	25.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Vinwood Gift Card	25.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Vinwood Gift Card	25.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Vinwood Gift Card	25.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Vinwood gift card	25.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Compton Fammily Wines...	50.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - Dollar General gift cards	75.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - Dairy Queen Gift cards ...	75.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Dutch Bros gift cards - 3 ...	67.50
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - Gift cards from safeway ...	275.00
Bill	06/29/2020	OSCU 402518-72	Volunteer beverages	43.13
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - gift cards from safeway ...	175.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Ixtapa gift card	50.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - 3 Figaros gift cards \$25	75.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - Eats N Treats gift card	25.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Eats N Treats gift card	25.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Eats n Treats gift card	25.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - Human Bean gift cards ...	100.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - True Value gift cards - 4...	100.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - Timber Towne gift card...	75.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prize - Marcotte gift card	50.00
Bill	06/29/2020	OSCU 402518-72	Raffle Prizes - Dirt Road gift cards - 3 \$...	75.00
Total 6270 · Volunteer - Activities				4,656.42
6310 · Physical & Immunizations				
Bill	06/15/2020	Occupational Medicine Dept.	NFPA Physicals - Bovbjerg, Ferguson, ...	5,127.00
Total 6310 · Physical & Immunizations				5,127.00
6900 · Miscellaneous Expense				
Bill	06/15/2020	OSCU 402518-70	203 - Smart TV	178.00
Bill	06/15/2020	OSCU 402518-70	Amazon expense	14.30
Bill	06/15/2020	OSCU 402518-70	Amazon expense	16.98
Bill	06/25/2020	OSCU 402518-72	Erroneous charge	39.99
Deposit	06/30/2020		square fee	1.52
Total 6900 · Miscellaneous Expense				250.79
Total 6000 · Materials and Services				30,740.19
Total Expense				30,740.19
Net Ordinary Income				-30,740.19
Net Income				-30,740.19

Philomath Fire and Rescue
Balance Sheet by Class
As of June 30, 2020

	GO Bond 201...	General Fund	Building Res...	Equipment R...
ASSETS				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	539.81	141,210.19	0.00	0.00
1000 · Petty Cash	0.00	50.00	0.00	0.00
1010 · Wells Fargo Checking	0.00	0.20	0.00	0.00
1050 · Local Government Investment Poo	20,472.48	365,847.46	217,744.19	284,268.67
1060 · OSU - Savings Account	0.00	10,650.23	0.00	0.00
Total Checking/Savings	21,012.29	517,758.08	217,744.19	284,268.67
Accounts Receivable				
11000 · Accounts Receivable	0.00	590.00	0.00	0.00
Total Accounts Receivable	0.00	590.00	0.00	0.00
Other Current Assets				
12100 · Inventory Asset	0.00	3,837.87	0.00	0.00
Total Other Current Assets	0.00	3,837.87	0.00	0.00
Total Current Assets	21,012.29	522,185.95	217,744.19	284,268.67
TOTAL ASSETS	21,012.29	522,185.95	217,744.19	284,268.67
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	3,206.34	0.00	0.00
Total Accounts Payable	0.00	3,206.34	0.00	0.00
Other Current Liabilities				
2400 · Payroll Liabilities				
2132 · Oregon Transit Tax Withholding	0.00	106.99	0.00	0.00
2100 · Wages Payable	0.00	7,432.84	0.00	0.00
2110 · Federal Income Tax Payable	0.00	-1,180.27	0.00	0.00
2120 · FICA Payable	0.00	-1,453.07	0.00	0.00
2125 · Medicare Payable	0.00	-162.37	0.00	0.00
2130 · State Income Tax Payable	0.00	-326.54	0.00	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	38.61	0.00	0.00
2140 · PERS Payable	0.00	7,014.94	0.00	0.00
2145 · OR Saving Growth 457 Payable	0.00	-50.00	0.00	0.00
2150 · Health Insurance Prem. Payable	0.00	343.75	0.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	573.54	0.00	0.00
2230 · Flexible Spending Account	0.00	881.16	0.00	0.00
2232 · Union Dues	0.00	820.87	0.00	0.00
Total 2400 · Payroll Liabilities	0.00	14,040.45	0.00	0.00
Total Other Current Liabilities	0.00	14,040.45	0.00	0.00
Total Current Liabilities	0.00	17,246.79	0.00	0.00
Total Liabilities	0.00	17,246.79	0.00	0.00
Equity				
3010 · Fund Balance	0.00	-893,510.62	-445,656.42	-256,987.45
3200 · Unallocated Fund Balance	0.00	883,260.63	445,656.42	256,987.45
Net Income	21,012.29	515,189.15	217,744.19	284,268.67
Total Equity	21,012.29	504,939.16	217,744.19	284,268.67
TOTAL LIABILITIES & EQUITY	21,012.29	522,185.95	217,744.19	284,268.67

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Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class
As of June 30, 2020

	Vehicle Reser...	TOTAL
ASSETS		
Current Assets		
Checking/Savings		
1015 · Citizens Bank Checking	0.00	141,750.00
1000 · Petty Cash	0.00	50.00
1010 · Wells Fargo Checking	0.00	0.20
1050 · Local Government Investment Poo	72,890.34	961,223.14
1060 · OSU - Savings Account	0.00	10,650.23
Total Checking/Savings	72,890.34	1,113,673.57
Accounts Receivable		
11000 · Accounts Receivable	0.00	590.00
Total Accounts Receivable	0.00	590.00
Other Current Assets		
12100 · Inventory Asset	0.00	3,837.87
Total Other Current Assets	0.00	3,837.87
Total Current Assets	72,890.34	1,118,101.44
TOTAL ASSETS	72,890.34	1,118,101.44
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · Accounts Payable	0.00	3,206.34
Total Accounts Payable	0.00	3,206.34
Other Current Liabilities		
2400 · Payroll Liabilities		
2132 · Oregon Transit Tax Withholding	0.00	106.99
2100 · Wages Payable	0.00	7,432.84
2110 · Federal Income Tax Payable	0.00	-1,180.27
2120 · FICA Payable	0.00	-1,453.07
2125 · Medicare Payable	0.00	-162.37
2130 · State Income Tax Payable	0.00	-326.54
2131 · Works Benefit Fund Payable(WBF)	0.00	38.61
2140 · PERS Payable	0.00	7,014.94
2145 · OR Saving Growth 457 Payable	0.00	-50.00
2150 · Health Insurance Prem. Payable	0.00	343.75
2210 · Health Ins Prem Ded Pre Tax	0.00	573.54
2230 · Flexible Spending Account	0.00	881.16
2232 · Union Dues	0.00	820.87
Total 2400 · Payroll Liabilities	0.00	14,040.45
Total Other Current Liabilities	0.00	14,040.45
Total Current Liabilities	0.00	17,246.79
Total Liabilities	0.00	17,246.79
Equity		
3010 · Fund Balance	-188,222.07	-1,784,376.56
3200 · Unallocated Fund Balance	188,222.07	1,774,126.57
Net Income	72,890.34	1,111,104.64
Total Equity	72,890.34	1,100,854.65
TOTAL LIABILITIES & EQUITY	72,890.34	1,118,101.44

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
 July 2019 through June 2020

	GO Bond 2016 - Debt Services				General Fund			
	Jul '19 - Ju...	Budget	\$ Over Bud...	% of Budget	Jul '19 - Ju...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense								
Income								
4060 · Conflagration Income	0.00				133,732.26	127,000.00	6,732.26	105.3%
4500 · Transfers In	0.00				0.00	0.00	0.00	0.0%
4050 · Public Education Income	0.00				8,116.00	8,000.00	116.00	101.5%
4040 · Bond Income	390,017.61	372,042.00	17,975.61	104.8%	0.00	0.00	0.00	0.0%
4000 · Carryover Fund Balance	0.00	0.00	0.00	0.0%	505,007.19	428,751.00	76,256.19	117.8%
4010 · Delinquent Property Taxes	0.00				16,063.38	10,000.00	6,063.38	160.6%
4020 · Current Property Taxes	0.00	0.00	0.00	0.0%	1,207,400.23	1,152,080.00	55,320.23	104.8%
4025 · Interest - Property Tax	0.00				213.99	2,000.00	-1,786.01	10.7%
4026 · Interest Income	2,377.87				12,004.51	8,496.00	3,508.51	141.3%
4035 · Grants Income	0.00				3,567.50	323,000.00	-319,432.50	1.1%
4900 · Miscellaneous Income	0.00				17,668.64	10,000.00	7,668.64	176.7%
Total Income	392,395.48	372,042.00	20,353.48	105.5%	1,903,773.70	2,069,327.00	-165,553.30	92.0%
Cost of Goods Sold								
50000 · Cost of Goods Sold	0.00				222.15			
Total COGS	0.00				222.15			
Gross Profit	392,395.48	372,042.00	20,353.48	105.5%	1,903,551.55	2,069,327.00	-165,775.45	92.0%
Expense								
9010 · Transfers	0.00				99,752.00	99,752.00	0.00	100.0%
9000 · Unappropriated Ending Fund Bal	0.00	625.00	-625.00	0.0%	0.00	391,707.00	-391,707.00	0.0%
5000 · Personnel Expenses	0.00				882,575.05	893,138.00	-10,562.95	98.8%
6000 · Materials and Services	0.00				406,035.35	428,630.00	-22,594.65	94.7%
7000 · Capital Outlay	371,383.19	371,417.00	-33.81	100.0%	0.00	332,100.00	-332,100.00	0.0%
Total Expense	371,383.19	372,042.00	-658.81	99.8%	1,388,362.40	2,145,327.00	-756,964.60	64.7%
Net Ordinary Income	21,012.29	0.00	21,012.29	100.0%	515,189.15	-76,000.00	591,189.15	-677.9%
Net Income	21,012.29	0.00	21,012.29	100.0%	515,189.15	-76,000.00	591,189.15	-677.9%

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2019 through June 2020

	Building Reserve Fund				Equipment Reserve Fund			
	Jul '19 - Ju...	Budget	\$ Over Bud...	% of Budget	Jul '19 - Ju...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense								
Income								
4060 · Conflagration Income	0.00				0.00			
4500 · Transfers In	0.00				99,752.00	99,752.00	0.00	100.0%
4050 · Public Education Income	0.00				0.00			
4040 · Bond Income	0.00				0.00			
4000 · Carryover Fund Balance	213,470.19	213,407.19	63.00	100.0%	179,159.85	179,159.85	0.00	100.0%
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	4,274.00	893.00	3,381.00	478.6%	5,356.82	371.00	4,985.82	1,443.9%
4035 · Grants Income	0.00				0.00			
4900 · Miscellaneous Income	0.00				0.00			
Total Income	<u>217,744.19</u>	<u>214,300.19</u>	<u>3,444.00</u>	<u>101.6%</u>	<u>284,268.67</u>	<u>279,282.85</u>	<u>4,985.82</u>	<u>101.8%</u>
Cost of Goods Sold								
50000 · Cost of Goods Sold	0.00				0.00			
Total COGS	<u>0.00</u>				<u>0.00</u>			
Gross Profit	<u>217,744.19</u>	<u>214,300.19</u>	<u>3,444.00</u>	<u>101.6%</u>	<u>284,268.67</u>	<u>279,282.85</u>	<u>4,985.82</u>	<u>101.8%</u>
Expense								
9010 · Transfers	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
9000 · Unappropriated Ending Fund Bal	0.00	214,300.19	-214,300.19	0.0%	0.00	203,282.85	-203,282.85	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	<u>0.00</u>	<u>214,300.19</u>	<u>-214,300.19</u>	<u>0.0%</u>	<u>0.00</u>	<u>203,282.85</u>	<u>-203,282.85</u>	<u>0.0%</u>
Net Ordinary Income	<u>217,744.19</u>	<u>0.00</u>	<u>217,744.19</u>	<u>100.0%</u>	<u>284,268.67</u>	<u>76,000.00</u>	<u>208,268.67</u>	<u>374.0%</u>
Net Income	<u>217,744.19</u>	<u>0.00</u>	<u>217,744.19</u>	<u>100.0%</u>	<u>284,268.67</u>	<u>76,000.00</u>	<u>208,268.67</u>	<u>374.0%</u>

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2019 through June 2020

	Vehicle Reserve Fund				TOTAL		
	Jul '19 - Ju...	Budget	\$ Over Bud...	% of Budget	Jul '19 - Ju...	Budget	\$ Over Budget
Ordinary Income/Expense							
Income							
4060 · Conflagration Income	0.00				133,732.26	127,000.00	6,732.26
4500 · Transfers In	0.00	0.00	0.00	0.0%	99,752.00	99,752.00	0.00
4050 · Public Education Income	0.00				8,116.00	8,000.00	116.00
4040 · Bond Income	0.00				390,017.61	372,042.00	17,975.61
4000 · Carryover Fund Balance	71,459.59	71,459.59	0.00	100.0%	969,096.82	892,777.63	76,319.19
4010 · Delinquent Property Taxes	0.00				16,063.38	10,000.00	6,063.38
4020 · Current Property Taxes	0.00				1,207,400.23	1,152,080.00	55,320.23
4025 · Interest - Property Tax	0.00				213.99	2,000.00	-1,786.01
4026 · Interest Income	1,430.75	240.00	1,190.75	596.1%	25,443.95	10,000.00	15,443.95
4035 · Grants Income	0.00				3,567.50	323,000.00	-319,432.50
4900 · Miscellaneous Income	0.00				17,668.64	10,000.00	7,668.64
Total Income	72,890.34	71,699.59	1,190.75	101.7%	2,871,072.38	3,006,651.63	-135,579.25
Cost of Goods Sold							
50000 · Cost of Goods Sold	0.00				222.15	0.00	222.15
Total COGS	0.00				222.15	0.00	222.15
Gross Profit	72,890.34	71,699.59	1,190.75	101.7%	2,870,850.23	3,006,651.63	-135,801.40
Expense							
9010 · Transfers	0.00				99,752.00	99,752.00	0.00
9000 · Unappropriated Ending Fund Bal	0.00	71,699.59	-71,699.59	0.0%	0.00	881,614.63	-881,614.63
5000 · Personnel Expenses	0.00				882,575.05	893,138.00	-10,562.95
6000 · Materials and Services	0.00				406,035.35	428,630.00	-22,594.65
7000 · Capital Outlay	0.00				371,383.19	703,517.00	-332,133.81
Total Expense	0.00	71,699.59	-71,699.59	0.0%	1,759,745.59	3,006,651.63	-1,246,906.04
Net Ordinary Income	72,890.34	0.00	72,890.34	100.0%	1,111,104.64	0.00	1,111,104.64
Net Income	72,890.34	0.00	72,890.34	100.0%	1,111,104.64	0.00	1,111,104.64

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Accrual Basis

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	<u>TOTAL</u>
	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
4060 · Conflagration Income	105.3%
4500 · Transfers In	100.0%
4050 · Public Education Income	101.5%
4040 · Bond Income	104.8%
4000 · Carryover Fund Balance	108.5%
4010 · Delinquent Property Taxes	160.6%
4020 · Current Property Taxes	104.8%
4025 · Interest - Property Tax	10.7%
4026 · Interest Income	254.4%
4035 · Grants Income	1.1%
4900 · Miscellaneous Income	176.7%
Total Income	<u>95.5%</u>
Cost of Goods Sold	
50000 · Cost of Goods Sold	100.0%
Total COGS	<u>100.0%</u>
Gross Profit	95.5%
Expense	
9010 · Transfers	100.0%
9000 · Unappropriated Ending Fund Bal	0.0%
5000 · Personnel Expenses	98.8%
6000 · Materials and Services	94.7%
7000 · Capital Outlay	52.8%
Total Expense	<u>58.5%</u>
Net Ordinary Income	<u>100.0%</u>
Net Income	<u><u>100.0%</u></u>

Philomath Fire and Rescue
Profit & Loss by Class
 July 2019 through June 2020

	GO Bond 201...	General Fund	Building Rese...	Equipment Re...
Ordinary Income/Expense				
Income				
4060 · Conflagration Income	0.00	133,732.26	0.00	0.00
4500 · Transfers In	0.00	0.00	0.00	99,752.00
4050 · Public Education Income	0.00	8,116.00	0.00	0.00
4040 · Bond Income	390,017.61	0.00	0.00	0.00
4000 · Carryover Fund Balance	0.00	505,007.19	213,470.19	179,159.85
4010 · Delinquent Property Taxes	0.00	16,063.38	0.00	0.00
4020 · Current Property Taxes	0.00	1,207,400.23	0.00	0.00
4025 · Interest - Property Tax	0.00	213.99	0.00	0.00
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	0.00	48.12	0.00	0.00
4030 · Investments - LGIP	2,377.87	11,956.39	4,274.00	5,356.82
Total 4026 · Interest Income	2,377.87	12,004.51	4,274.00	5,356.82
4035 · Grants Income	0.00	3,567.50	0.00	0.00
4900 · Miscellaneous Income	0.00	17,668.64	0.00	0.00
Total Income	392,395.48	1,903,773.70	217,744.19	284,268.67
Cost of Goods Sold				
50000 · Cost of Goods Sold	0.00	222.15	0.00	0.00
Total COGS	0.00	222.15	0.00	0.00
Gross Profit	392,395.48	1,903,551.55	217,744.19	284,268.67
Expense				
9010 · Transfers	0.00	99,752.00	0.00	0.00
5000 · Personnel Expenses				
5136 · Conflagration Wages	0.00	55,272.17	0.00	0.00
5100 · Fire Chief Wages	0.00	97,306.72	0.00	0.00
5105 · Deputy Chief Wages	0.00	66,624.00	0.00	0.00
5110 · Admin Asst Wages	0.00	46,418.01	0.00	0.00
5120 · Fire & Life Safety Officer Wage	0.00	57,018.47	0.00	0.00
5125 · Firefighter Wages	0.00	162,735.99	0.00	0.00
5130 · Overtime Wages	0.00	31,465.73	0.00	0.00
5135 · Extra Hire	0.00	44,290.27	0.00	0.00
5405 · Employers FICA	0.00	33,951.95	0.00	0.00
5410 · Employers Medicare	0.00	7,959.34	0.00	0.00
5420 · Workes Benefit Assessment	0.00	205.17	0.00	0.00
5421 · Workers Compensation	0.00	20,298.55	0.00	0.00
5430 · PERS - Employe	0.00	108,988.36	0.00	0.00
5431 · PERS - Pickup 6%	0.00	31,025.36	0.00	0.00
5440 · Health Insurance	0.00	119,014.96	0.00	0.00
Total 5000 · Personnel Expenses	0.00	882,575.05	0.00	0.00
6000 · Materials and Services				
6902 · Bad Debt	0.00	3,184.69	0.00	0.00
6901 · Cost of Goods Sold	0.00	1,186.33	0.00	0.00
6217 · Supplies - EMR Classes	0.00	1,010.40	0.00	0.00
6216 · Supplies - FA/CPR Education	0.00	3,670.81	0.00	0.00
6091 · Tuition Reimbursement	0.00	27,996.83	0.00	0.00
6101 · Equip. Maint. Agreements - EMS	0.00	1,095.00	0.00	0.00
6001 · Contracted Professional Service	0.00	32,714.41	0.00	0.00
6010 · Office Supplies	0.00	12,893.66	0.00	0.00
6011 · Postage/Shipping	0.00	2,378.86	0.00	0.00
6020 · Insurance and Bond	0.00	35,192.00	0.00	0.00
6030 · Dues and Fees	0.00	14,228.51	0.00	0.00
6040 · Publications and Elections	0.00	1,400.40	0.00	0.00
6050 · Utilities	0.00	24,111.17	0.00	0.00
6060 · Telephone, Pagers, Internet	0.00	12,934.12	0.00	0.00
6070 · Travel	0.00	10,669.75	0.00	0.00
6080 · Conference	0.00	1,326.00	0.00	0.00
6090 · Education/Training	0.00	13,264.19	0.00	0.00
6100 · Equipment Maintenance Agreement	0.00	2,129.55	0.00	0.00

Philomath Fire and Rescue
Profit & Loss by Class
 July 2019 through June 2020

	GO Bond 201...	General Fund	Building Rese...	Equipment Re...
6110 · Equipment Rentals	0.00	421.41	0.00	0.00
6130 · Gas & Oil	0.00	10,072.60	0.00	0.00
6150 · Radio Maintenance	0.00	7,116.58	0.00	0.00
6160 · Equipment Maintenance	0.00	6,934.53	0.00	0.00
6161 · Vehicle Maintenance	0.00	31,059.24	0.00	0.00
6170 · Building Maint and Improvements	0.00	7,054.95	0.00	0.00
6180 · Grounds Maintenance	0.00	9,227.00	0.00	0.00
6190 · Small Tools & Equipment	0.00	3,124.36	0.00	0.00
6200 · Supplies - Department	0.00	9,127.46	0.00	0.00
6210 · Supplies - Medical	0.00	16,834.01	0.00	0.00
6215 · Supplies - Prevention	0.00	2,226.77	0.00	0.00
6220 · Supplies - Suppression	0.00	174.83	0.00	0.00
6230 · Hazardous Materials	0.00	533.40	0.00	0.00
6240 · Supplies - Consumables	0.00	1,566.45	0.00	0.00
6250 · Uniforms	0.00	34,670.50	0.00	0.00
6260 · Dispatch	0.00	11,530.00	0.00	0.00
6270 · Volunteer - Activities	0.00	11,989.40	0.00	0.00
6280 · Volunteer Incentive Program	0.00	4,951.96	0.00	0.00
6300 · Volunteer - Length of Service	0.00	11,000.00	0.00	0.00
6310 · Physical & Immunizations	0.00	16,301.92	0.00	0.00
6320 · Community Involvement	0.00	1,816.29	0.00	0.00
6900 · Miscellaneous Expense	0.00	6,915.01	0.00	0.00
Total 6000 · Materials and Services	0.00	406,035.35	0.00	0.00
7000 · Capital Outlay				
7130 · Capital Outlay - Bond				
7135 · Fees	371,383.19	0.00	0.00	0.00
Total 7130 · Capital Outlay - Bond	371,383.19	0.00	0.00	0.00
Total 7000 · Capital Outlay	371,383.19	0.00	0.00	0.00
Total Expense	371,383.19	1,388,362.40	0.00	0.00
Net Ordinary Income	21,012.29	515,189.15	217,744.19	284,268.67
Net Income	21,012.29	515,189.15	217,744.19	284,268.67

Philomath Fire and Rescue
Profit & Loss by Class
 July 2019 through June 2020

	Vehicle Reser...	TOTAL
Ordinary Income/Expense		
Income		
4060 · Conflagration Income	0.00	133,732.26
4500 · Transfers In	0.00	99,752.00
4050 · Public Education Income	0.00	8,116.00
4040 · Bond Income	0.00	390,017.61
4000 · Carryover Fund Balance	71,459.59	969,096.82
4010 · Delinquent Property Taxes	0.00	16,063.38
4020 · Current Property Taxes	0.00	1,207,400.23
4025 · Interest - Property Tax	0.00	213.99
4026 · Interest Income		
4027 · Interest - Citizens Bank & OSU	0.00	48.12
4030 · Investments - LGIP	1,430.75	25,395.83
Total 4026 · Interest Income	1,430.75	25,443.95
4035 · Grants Income	0.00	3,567.50
4900 · Miscellaneous Income	0.00	17,668.64
Total Income	72,890.34	2,871,072.38
Cost of Goods Sold		
50000 · Cost of Goods Sold	0.00	222.15
Total COGS	0.00	222.15
Gross Profit	72,890.34	2,870,850.23
Expense		
9010 · Transfers	0.00	99,752.00
5000 · Personnel Expenses		
5136 · Conflagration Wages	0.00	55,272.17
5100 · Fire Chief Wages	0.00	97,306.72
5105 · Deputy Chief Wages	0.00	66,624.00
5110 · Admin Asst Wages	0.00	46,418.01
5120 · Fire & Life Safety Officer Wage	0.00	57,018.47
5125 · Firefighter Wages	0.00	162,735.99
5130 · Overtime Wages	0.00	31,465.73
5135 · Extra Hire	0.00	44,290.27
5405 · Employers FICA	0.00	33,951.95
5410 · Employers Medicare	0.00	7,959.34
5420 · Workes Benefit Assessment	0.00	205.17
5421 · Workers Compensation	0.00	20,298.55
5430 · PERS - Employe	0.00	108,988.36
5431 · PERS - Pickup 6%	0.00	31,025.36
5440 · Health Insurance	0.00	119,014.96
Total 5000 · Personnel Expenses	0.00	882,575.05
6000 · Materials and Services		
6902 · Bad Debt	0.00	3,184.69
6901 · Cost of Goods Sold	0.00	1,186.33
6217 · Supplies - EMR Classes	0.00	1,010.40
6216 · Supplies - FA/CPR Education	0.00	3,670.81
6091 · Tuition Reimbursement	0.00	27,996.83
6101 · Equip. Maint. Agreements - EMS	0.00	1,095.00
6001 · Contracted Professional Service	0.00	32,714.41
6010 · Office Supplies	0.00	12,893.66
6011 · Postage/Shipping	0.00	2,378.86
6020 · Insurance and Bond	0.00	35,192.00
6030 · Dues and Fees	0.00	14,228.51
6040 · Publications and Elections	0.00	1,400.40
6050 · Utilities	0.00	24,111.17
6060 · Telephone, Pagers, Internet	0.00	12,934.12
6070 · Travel	0.00	10,669.75
6080 · Conference	0.00	1,326.00
6090 · Education/Training	0.00	13,264.19
6100 · Equipment Maintenance Agreement	0.00	2,129.55

Philomath Fire and Rescue
Profit & Loss by Class
 July 2019 through June 2020

	Vehicle Reser...	TOTAL
6110 · Equipment Rentals	0.00	421.41
6130 · Gas & Oil	0.00	10,072.60
6150 · Radio Maintenance	0.00	7,116.58
6160 · Equipment Maintenance	0.00	6,934.53
6161 · Vehicle Maintenance	0.00	31,059.24
6170 · Building Maint and Improvements	0.00	7,054.95
6180 · Grounds Maintenance	0.00	9,227.00
6190 · Small Tools & Equipment	0.00	3,124.36
6200 · Supplies - Department	0.00	9,127.46
6210 · Supplies - Medical	0.00	16,834.01
6215 · Supplies - Prevention	0.00	2,226.77
6220 · Supplies - Suppression	0.00	174.83
6230 · Hazardous Materials	0.00	533.40
6240 · Supplies - Consumables	0.00	1,566.45
6250 · Uniforms	0.00	34,670.50
6260 · Dispatch	0.00	11,530.00
6270 · Volunteer - Activities	0.00	11,989.40
6280 · Volunteer Incentive Program	0.00	4,951.96
6300 · Volunteer - Length of Service	0.00	11,000.00
6310 · Physical & Immunizations	0.00	16,301.92
6320 · Community Involvement	0.00	1,816.29
6900 · Miscellaneous Expense	0.00	6,915.01
Total 6000 · Materials and Services	0.00	406,035.35
7000 · Capital Outlay		
7130 · Capital Outlay - Bond		
7135 · Fees	0.00	371,383.19
Total 7130 · Capital Outlay - Bond	0.00	371,383.19
Total 7000 · Capital Outlay	0.00	371,383.19
Total Expense	0.00	1,759,745.59
Net Ordinary Income	72,890.34	1,111,104.64
Net Income	72,890.34	1,111,104.64

Philomath Fire and Rescue

7/7/2020 10:00 AM

Register: 1015 · Citizens Bank Checking

From 06/01/2020 through 06/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/03/2020	EFT	Oregon Growth Plan	2400 · Payroll Liabiliti...		550.00	X		98,771.63
06/04/2020	EFT	AT&T Mobility	6000 · Materials and S...		40.38	X		98,731.25
06/04/2020	EFT	AsiFlex	2400 · Payroll Liabiliti...		295.00	X		98,436.25
06/04/2020	EFT	Intuit	6000 · Materials and S...		19.25	X		98,417.00
06/04/2020	30679	Jared Rios	2010 · Accounts Payable		2,600.00	X		95,817.00
06/05/2020	EFT	Oregon Child Support	2400 · Payroll Liabiliti...		145.00	X		95,672.00
06/05/2020	30678	Aine Smith	-split-		746.83	X		94,925.17
06/05/2020	30680	Fire Rescue Equipme...	2010 · Accounts Payable		370.00			94,555.17
06/05/2020	PR 0520		-split-	Miller	6,062.87	X		88,492.30
06/05/2020	PR 0520		1015 · Citizens Bank C...	Rodriguez	2,647.78	X		85,844.52
06/05/2020	PR 0520		1015 · Citizens Bank C...	Moser	3,522.56	X		82,321.96
06/05/2020	PR 0520		1015 · Citizens Bank C...	Saalsaa	3,804.46	X		78,517.50
06/05/2020	PR 0520		1015 · Citizens Bank C...	Haney	3,144.93	X		75,372.57
06/05/2020	PR 0520		1015 · Citizens Bank C...	Licon	562.78	X		74,809.79
06/05/2020	PR 0520		1015 · Citizens Bank C...	Taylor	3,012.97	X		71,796.82
06/05/2020	PR 0520		1015 · Citizens Bank C...	Ferguson	4,015.70	X		67,781.12
06/05/2020	PR 0520		1015 · Citizens Bank C...	Spangler	596.93	X		67,184.19
06/05/2020	PR 0520		1015 · Citizens Bank C...	Schell	537.65	X		66,646.54
06/05/2020	PR 0520		1015 · Citizens Bank C...	Louden - IMT	6,455.50	X		60,191.04
06/06/2020	EFT	Comcast	6000 · Materials and S...		12.69	X		60,178.35
06/10/2020	EFT	AsiFlex	6000 · Materials and S...		15.00	X		60,163.35
06/10/2020	EFT	Oregon Department ...	2400 · Payroll Liabiliti...		3,140.00	X		57,023.35
06/10/2020	EFT	EFTPS	-split-		11,055.28	X		45,968.07
06/12/2020	EFT	PERS	-split-		12,893.41	X		33,074.66
06/15/2020			1050 · Local Governm...	Deposit		X	199,175.00	232,249.66
06/15/2020			-split-	Deposit		X	890.00	233,139.66
06/15/2020	EFT	Aflac	-split-		217.88	X		232,921.78
06/15/2020	30681	Alyrica	2010 · Accounts Payable		492.87	X		232,428.91
06/15/2020	30682	Andy Louden`	2010 · Accounts Payable		19.97			232,408.94
06/15/2020	30683	Bimart Corporation	2010 · Accounts Payable	VOID:		X		232,408.94
06/15/2020	30684	Carson Oil	2010 · Accounts Payable		243.87	X		232,165.07
06/15/2020	30685	Carter's Fire Sprinkle...	2010 · Accounts Payable	Invoice # 1010...	250.00	X		231,915.07
06/15/2020	30686	Cascade Fire Equipm...	2010 · Accounts Payable		57.87	X		231,857.20
06/15/2020	30687	City of Philomath	2010 · Accounts Payable		480.25	X		231,376.95
06/15/2020	30688	Consumers Power Inc.	2010 · Accounts Payable		350.86	X		231,026.09
06/15/2020	30689	CTX	2010 · Accounts Payable		214.79	X		230,811.30
06/15/2020	30690	Culligan	2010 · Accounts Payable		126.80	X		230,684.50
06/15/2020	30691	Enerspect Medical S...	2010 · Accounts Payable		1,095.00	X		229,589.50
06/15/2020	30692	HR Answers, Inc.	2010 · Accounts Payable		644.00	X		228,945.50
06/15/2020	30693	Industrial Welding S...	2010 · Accounts Payable		15.70	X		228,929.80

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 06/01/2020 through 06/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/15/2020	30694	Kamind IT, Inc.	2010 · Accounts Payable		195.84	X		228,733.96
06/15/2020	30695	Life Assist, Inc.	2010 · Accounts Payable		824.80	X		227,909.16
06/15/2020	30696	Lillee Rodriguez	2010 · Accounts Payable		166.21	X		227,742.95
06/15/2020	30697	Mainline Pump & Irr...	2010 · Accounts Payable		9.35			227,733.60
06/15/2020	30698	MES Northwest	2010 · Accounts Payable		3,955.00	X		223,778.60
06/15/2020	30699	Midvalley Newspapers	2010 · Accounts Payable		497.20	X		223,281.40
06/15/2020	30700	Occupational Medici...	2010 · Accounts Payable		5,127.00	X		218,154.40
06/15/2020	30701	Philomath Rental	2010 · Accounts Payable		24.24			218,130.16
06/15/2020	30702	Philomath Volunteer ...	2010 · Accounts Payable		170.00	X		217,960.16
06/15/2020	30703	Pioneer Telephone C...	2010 · Accounts Payable		244.20	X		217,715.96
06/15/2020	30704	Republic Services	2010 · Accounts Payable		595.68	X		217,120.28
06/15/2020	30705	Rich Saalsaa	2010 · Accounts Payable		40.00	X		217,080.28
06/15/2020	30706	SeaWestern	2010 · Accounts Payable		1,183.90	X		215,896.38
06/15/2020	30708	True Value	2010 · Accounts Payable		311.93	X		215,584.45
06/15/2020	30709	TWGW, Inc. dba Phi...	2010 · Accounts Payable		46.88	X		215,537.57
06/15/2020	30710	US Postal Service	2010 · Accounts Payable		226.00	X		215,311.57
06/15/2020	30711	Valvoline LLC	2010 · Accounts Payable		40.78	X		215,270.79
06/15/2020	30712	Walter E. Nelson Co.	2010 · Accounts Payable		144.60	X		215,126.19
06/15/2020	30713	Willamette Valley Fi...	2010 · Accounts Payable		1,500.00			213,626.19
06/15/2020	30714	Chase	2010 · Accounts Payable		199,175.00	X		14,451.19
06/15/2020	30715	OSCU 402518-70	2010 · Accounts Payable		1,090.59	X		13,360.60
06/15/2020	30716	OSCU 402518-71	2010 · Accounts Payable		342.29	X		13,018.31
06/15/2020	30717	Bimart Corporation	2010 · Accounts Payable		208.32	X		12,809.99
06/15/2020	30718	Lillee Rodriguez	2010 · Accounts Payable		32.94	X		12,777.05
06/15/2020	30719	OSCU 402518-72	2010 · Accounts Payable		1,059.54	X		11,717.51
06/15/2020	30720	OSCU 402518-73	2010 · Accounts Payable		921.24	X		10,796.27
06/15/2020	30721	Petty Cash	2010 · Accounts Payable		20.25	X		10,776.02
06/17/2020			1050 · Local Governm...	Deposit		X	50,000.00	60,776.02
06/19/2020		Oregon State - Conflag	11000 · Accounts Recee...			X	86,601.67	147,377.69
06/25/2020	EFT	Verizon	6000 · Materials and S...		164.27	X		147,213.42
06/25/2020	30722	Andrew Lewis	2010 · Accounts Payable		2,600.00			144,613.42
06/25/2020	30723	Andy Louden`	2010 · Accounts Payable		1,590.10			143,023.32
06/25/2020	30724	Bio-Med Testing	2010 · Accounts Payable		29.00			142,994.32
06/25/2020	30725	Century Link	2010 · Accounts Payable		100.70	X		142,893.62
06/25/2020	30726	CTX	2010 · Accounts Payable		51.75			142,841.87
06/25/2020	30727	Department of Public...	2010 · Accounts Payable		40.00			142,801.87
06/25/2020	30728	Industrial Welding S...	2010 · Accounts Payable		15.53	X		142,786.34
06/25/2020	30729	Life Assist, Inc.	2010 · Accounts Payable		212.67	X		142,573.67
06/25/2020	30730	My-Comm, Inc	2010 · Accounts Payable		3,312.51			139,261.16
06/25/2020	30731	Northwest Safety Cle...	2010 · Accounts Payable		120.70			139,140.46

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 06/01/2020 through 06/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/25/2020	30732	Olivia Friedel	2010 · Accounts Payable		2,548.00			136,592.46
06/25/2020	30733	Rich Saalsaa	2010 · Accounts Payable		420.95	X		136,171.51
06/25/2020	30734	SeaWestern	2010 · Accounts Payable		500.70			135,670.81
06/25/2020	30735	True Value	2010 · Accounts Payable		153.94			135,516.87
06/25/2020	30736	TWGW, Inc. dba Phi...	2010 · Accounts Payable		7.99	X		135,508.88
06/26/2020			-split-	Deposit		X	0.00	135,508.88
06/26/2020	30737	Philomath Volunteer ...	2010 · Accounts Payable		500.00	X		135,008.88
06/27/2020	EFT	Colonial Life	-split-		153.40	X		134,855.48
06/29/2020	30738	Jessica Olsen	2010 · Accounts Payable		75.00			134,780.48
06/30/2020			12000 · Undeposited F...	Deposit		X	15.01	134,795.49
06/30/2020			-split-	Deposit			38.48	134,833.97
06/30/2020		Coronavirus Relief F...	11000 · Accounts Rece...			X	6,907.11	141,741.08
06/30/2020			4026 · Interest Income:...	Interest		X	8.92	141,750.00

Date	Day of the week	Time of call	Incident #	PF&R Call?	Map page	Fire / EMS	Incident type	Address block	Dispatched to Responding Out of station (Minutes)	Station Response to Arrival (Minutes)	Number of apparatus include D.O & 220	Career personnel on Scene	Resident Volunteers on scene	Volunteers on scene Non-resident	Stand By Personnel	Patient Transport	Code to scene	Projected Annual Calls	Day of the Year (based on Date in column A)	Incident Counter	Monthly Counter
2020			20-XXXX						1.71	5.21	1.72	1.89	1.73	0.45	1.28	154					
6/1/2020	Monday	0221	20-03313		545-350	EMS	09E01	2500 Green St	2	3	2	3	3	0	0		3	685	153	286	1
6/1/2020	Monday	0753	20-03315	Y	560-365	EMS	29B01	1600 West Hills Rd	3	4	4	4	3	0	5		3	687	153	287	2
6/2/2020	Tuesday	1725	20-03349		545-365	EMS	01A01	1400 College St	1	3	1	1	4	0	3		1	685	154	288	3
6/2/2020	Tuesday	2238	20-03356		550-370	EMS	06D04	800 N 12th St	1	4	2	2	4	0	0	Y	3	687	154	289	4
6/4/2020	Thursday	0413	20-03367		550-370	EMS	26A01	600 N 11th St	2	CX	1	1	2	0	0		1	681	156	290	5
6/4/2020	Thursday	1334	20-03374		540-370	EMS	33C01T	1200 Applegate St	0	2	3	3	3	1	0	Y	3	683	156	291	6
6/5/2020	Friday	0546	20-03392	Y	540-365	Fire	falarm	1600 Applegate St	CX	CX	1	1	3	0	0		3	681	157	292	7
6/5/2020	Friday	0919	20-03397		540-365	EMS	31C01	200 S 17th St	1	3	1	2	1	0	0	Y	3	684	157	293	8
6/5/2020	Friday	1423	20-03403	Y	525-420	Fire	RSTRUCT	23000 Hwy 34	2	5	3	4	3	0	3		3	686	157	294	9
6/5/2020	Friday	1600	20-03406	Y	535-355	Fire	BURNCO	3200 Chapel Dr	1	1	3	3	3	0	0		3	688	157	295	10
6/5/2020	Friday	1758	20-03411		525-330	EMS	32B03	4700 SW 53rd St	2	9	1	1	3	0	1	Y	3	690	157	296	11
6/5/2020	Friday	1913	20-03412		450-375	EMS	12D02	25000 Starr Creek Rd	2	6	2	1	4	1	2		3	693	157	297	12
6/5/2020	Friday	2046	20-03416		570-415	Fire	RSTRUCT	24000 Hwy 20	2	5	4	3	4	3	2		3	695	157	298	13
6/7/2020	Sunday	0120	20-03431		545-345	EMS	06D04	2800 Newton St	2	5	1	1	2	0	0		3	689	159	299	14
6/8/2020	Monday	0206	20-03451		545-360	EMS	med3	20th and main St	3	2	2	2	0	0	0	Y	3	687	160	300	15
6/8/2020	Monday	0913	20-03454		540-365	EMS	26A04	200 S 15th St	1	4	1	2	2	0	4	Y	1	689	160	301	16
6/8/2020	Monday	0946	20-03455		550-370	EMS	28C01L	1200 Grant St	3	5	3	4	3	1	0	Y	3	691	160	302	17
6/8/2020	Monday	1542	20-03467	Y	480-360	Fire	FALARM	25000 Llewellyn Rd	1	CX	2	3	3	2	0		3	694	160	303	18
6/8/2020	Monday	2351	20-03429		545-340	EMS	05A01	300 Marlon Pl	3	6	1	1	2	0	0	Y	1	696	160	304	19
6/9/2020	Tuesday	0905	20-03477		540-400	EMS	09D02	24000 Abbey Ln	1	3	3	5	3	1	2		3	694	161	305	20
6/9/2020	Tuesday	1208	20-03479		585-435	EMS	29D02N	Hwy 20 MP 46	1	6	6	4	3	6	1	Y	3	696	161	306	21
6/10/2020	Wednesday	0820	20-03488	Y	545-375	EMS	CAR	1000 Main St	0	1	1	4	2	0	0		3	694	162	307	22
6/10/2020	Wednesday	0011	20-03490	Y	545-370	EMS	Public	300 N 12th St	1	2	1	2	2	0	0		1	696	162	308	23
6/11/2020	Thursday	1508	20-03512		550-370	EMS	26D01	800 N 12th St	1	3	2	3	3	0	5	Y	3	694	163	309	24
6/11/2020	Thursday	1648	20-03513	Y	570-360	Fire	Smisc	2200 Dawnwood Dr	2	6	3	3	3	4	2		3	696	163	310	25
6/11/2020	Thursday	1520	20-03510		MA	Fire	Mutual	Sta 2 CFD	5	8	1	2	1	1	0		1	699	163	311	26
6/13/2020	Saturday	0756	20-03543		545-365	EMS	28C01U	100 S 14th St	2	2	2	1	3	1	0	Y	3	692	165	312	27
6/14/2020	Sunday	0322	20-03565		535-370	EMS	06D02	700 S 13th St	2	3	2	2	3	0	1	Y	3	690	166	313	28
6/14/2020	Sunday	0350	20-03366		535-400	EMS	26A11	32000 Hartless Hill Ln	2	7	1	1	3	0	1		1	693	166	314	29
6/14/2020	Sunday	0847	20-03567		565-345	EMS	31D03	2100 Rosecrest Dr	1	6	2	2	2	0	1		3	695	166	315	30
6/12/2020	Friday	1213	20-03526	Y	480-360	Fire	FALARM	25000 Llewellyn Rd	CX	CX	0	1	1	0	0		1	706	164	316	31
6/14/2020	Sunday	1252	20-03573	Y	525-405	Fire	ILLBURN	24000 Evergreen Rd	3	7	5	2	2	5	0		3	699	166	317	32
6/14/2020	Sunday	1346	20-03575		525-405	EMS	27D04G	24000 Evergreen Rd	1	5	4	1	2	4	0	Y	3	701	166	318	33
6/14/2020	Sunday	1342	20-03574		560-365	EMS	med1	1800 West hills rd	8	3	1	1	1	0	0	Y	1	704	166	319	34
6/14/2020	Sunday	1919	20-03585		MA	Fire	muTUAL	408 SW Monroe Ave	1	10	2	3	1	0	9		1	706	166	320	35
6/14/2020	Sunday	2041	20-03587		565-410	EMS	06D02	24000 Finch Lane	3	5	2	2	2	1	0	Y	3	708	166	321	36
6/16/2020	Tuesday	1400	20-03631		540-370	EMS	med3	200 S 13th St	1	3	2	4	0	0	1	Y	3	702	168	322	37
6/16/2020	Tuesday	1406	20-03632		545-375	EMS	11D01F	200 N 9th St	4	CX	1	1	0	0	0		3	704	168	323	38
6/16/2020	Tuesday	1523	20-03634		545-340	EMS	30B01	2500 Newton St.	2	3	2	4	1	0	0		3	706	168	324	39

DO NOT LEAVE NUMBER!
Day of the Year (based on Date in column A)
Incident Counter
Monthly Counter

Date	Day of the week	Time of call	Incident #	PF&R Call?	Map page	Fire / EMS	Incident type	Address block	Dispatched to Responding Out of station (Minutes)	Station Response to Arrival (Minutes)	Number of apparatus include D.O & 220	Career personnel on Scene	Resident Volunteers on scene	Volunteers on scene Non-resident	Stand By Personnel	Patient Transport	Code to scene	Projected Annual Calls	Day of the Year (based on Date in column A)	Incident Counter	Monthly Counter
2020			20-XXXXX						1.71	5.21	1.72	1.89	1.73	0.45	1.28	154					
6/17/2020	Wednesday	1441	20-03661		MA	EMS	ACCINJ	HWY 34 / MP 50	3	CX	2	2	1	1	1			704	169	325	40
6/17/2020	Wednesday	1608	20-03663	Y	540-390	Fire	PUBLIC	24000 Grange Hall Rd	1	4	1	2	3	0	4			706	169	326	41
6/19/2020	Friday	0003	20-03700		570-345	EMS	MED3	2300 Primrose Loop	2	CX	2	2	2	0	0			700	171	327	42
6/19/2020	Friday	0324	20-03703		495-390	EMS	26A03	31000 Peterson Rd	2	9	2	1	2	1	1	Y	1	702	171	328	43
6/19/2020	Friday	0548	20-03704		540-365	EMS	06C01	500 S 17th st	2	3	2	2	2	0	0	Y	3	704	171	329	44
6/21/2020	Sunday	0133	20-03751		550-370	EMS	13C03	700 N 12th St	2	3	2	2	3	0	0			698	173	330	45
6/21/2020	Sunday	0638	20-03755		555-360	EMS	31D04	1200 N 19th St	2	5	2	2	3	0	1	Y	3	700	173	331	46
6/22/2020	Monday	1042	20-03767		505-365	EMS	10C01	31000 Fern Rd	0	4	2	3	0	0	1	Y	3	699	174	332	47
6/22/2020	Monday	1605	20-03774		535-385	EMS	02C01I	25000 Grange hall Rd	1	3	2	3	2	0	0			701	174	333	48
6/24/2020	Wednesday	1023	20-03818		540-340	FIRE	RSTRUCT	400 S 31st St	2	5	3	4	2	1	3			695	176	334	49
6/24/2020	Wednesday	2110	20-03832	Y	540-340	FIRE	Smoke	400 S 31st St	3	4	1	1	3	0	3			697	176	335	50
6/25/2020	Thursday	0224	20-03835		MA	EMS	26A03	300 N 8th St. Monroe	3	28	1	1	3	0	3	Y	1	695	177	336	51
6/25/2020	Thursday	0716	20-03841	Y	560-340	Fire	29A02	3100 West Hills Rd	4	8	1	1	1	0	0			697	177	337	52
6/25/2020	Thursday	0851	20-03843		615-390	EMS	17D04	24000 Pleasant View Dr	1	8	2	4	0	1	1	Y	3	699	177	338	53
6/26/2020	Friday	0820	20-03864		545-375	EMS	17A03	100 N 9th ST	1	2	1	1	2	1	1	Y	1	697	178	339	54
6/26/2020	Friday	2206	20-03877		545-345	EMS	06D02	2800 Newton St	1	4	2	2	3	0	0			699	178	340	55
6/26/2020	Friday	2347	20-03881		MA	EMS	29B02	Hwy 223/Maxfield Creek Rd	3	16	1	1	0	0	0			701	178	341	56
6/28/2020	Sunday	1609	20-03912		540-365	EMS	31D04	200 S 17th St	2	2	2	2	3	0	0	Y	3	696	180	342	57
6/28/2020	Sunday	1949	20-03920	Y	545-380	Fire	ILLBURN	300 N 7th St	0	4	1	1	3	0	0			698	180	343	58
6/29/2020	Monday	0602	20-03927		565-415	EMS	29B05	24000 Hwy 20	2	5	3	3	1	0	3			696	181	344	59
6/29/2020	Monday	1316	20-03937		565-350	EMS	31A01	2544 Newgate Dr	1	8	1	2	1	0	1			698	181	345	60
6/29/2020	Monday	1958	20-03952	Y	615-390	Fire	Public	24000 Pleasant view Dr	2	CX	1	1	2	0	0			700	181	346	61
6/30/2020	Tuesday	0801	20-03962		545-350	EMS	26C01	2500 Newton St	3	1	2	3	0	0	0	Y	3	698	182	347	62
6/30/2020	Tuesday	1331	20-03972		MA	Fire	muTUAL	Hwy 20 MP33	1	CX	1	1	0	0	6			700	182	348	63
6/30/2020	Tuesday	1819	20-03978		545-360	EMS	12C04	300 N 18th St	1	3	1	1	1	1	1	Y	3	702	182	349	64

DO NOT LEAVE NUMBER!

Tom Miller Leave Usage
July 1, 2019 through June 30, 2020

Beginning Balance as of July 1, 2019	310.91	76
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	Sick Leave	Vacation
July		
accrual	9	0
taken	0	16
balance	319.91	60

August		
accrual	9	0
taken	0	0
balance	328.91	60

September		
accrual	9	0
taken	0	0
balance	337.91	60

October		
accrual	9	0
taken	0	8
balance	346.91	52

	Sick Leave	Vacation
November		
accrual	9	0
taken	0	12
balance	355.91	40

December		
accrual	9	0
taken	0	0
balance	364.91	40

January		
accrual	9	0
taken	0	0
balance	373.91	40

February		
accrual	9	120
taken	0	0
balance	382.91	160

	Sick Leave	Vacation
March		
accrual	9	0
taken	38	0
balance	353.91	160

April		
accrual	9	0
taken	0	0
balance	362.91	160

May		
accrual	9	0
taken	0	0
balance	371.91	160

June		
accrual	9	0
taken	0	64
balance	380.91	96

ORGANIZATIONAL MANUAL

Section C
General Administration
Procedure C-26

FEE POLICY

I. PURPOSE

To establish the fees charged by Philomath Fire & Rescue (the District) for services including, but not limited to: Emergency Medical Response (out of District), Fire Suppression Response (out of District), Motor Vehicle Accidents (non-District residents), stand-by events, and fire prevention/inspection services. These fees may be waived by the Fire Chief or designee as circumstances dictate.

II. POLICY

The fees charged by Philomath Fire & Rescue are established to offset the cost of provided personnel and equipment resources that are outside of those services provided to taxpayers of the District. In addition, there are fees established as customary charges for the review and enforcement of Fire & Life Safety codes. For certain stand-by functions, the Philomath Fire Volunteer Association will be providing the staff, and the District will forward collected fees to them accordingly.

III. FEE SCHEDULE

A. Emergency Medical Response, requested by outside agencies, for residents outside of the Philomath Fire & Rescue District, billed to the person receiving assistance (may be submitted to their health insurance company as appropriate).

- Emergency Medical Aid response \$460
- Care Facility Lift Assists (charged to the Care Facility) \$225
- Actual costs of supplies

B. Fire Suppression Response, requested by outside agencies, for residents outside of the Philomath Fire & Rescue District, billed to the owner/occupant.

- Aerial Truck \$150/hr.
- Type 1 Engine \$100/hr.
- Type 3 Engine \$75/hr.
- Type 6 Engine \$50/hr.
- Water Tender \$75/hr.
- Command vehicle \$35/hr.
- Firefighter \$40/hr.
- Officer/Boss \$60/hr.
- Investigator \$60/hr.
- Administrative Resources \$35/hr.

Equipment Rates based on Appendix C Section II Equipment Rates of the Oregon State Fire Marshal Mobilization Plan.

ORGANIZATIONAL MANUAL

C. Stand-by events, when crews are available. Billed to the requesting agency/organization.

- Dedicated Medic Standby (BLS, min EMT and EMR) \$120/hr.¹
- Dedicated Medic Standby (ALS, min AEMT and EMT) \$175/hr.¹
- Dedicated Engine Standby (min Officer, Operator, FF) \$275/hr.¹

D. Fire & Life Safety activities. Billed to the property or business owner

- Initial business inspection No charge
- 1st reinspection No charge
- 2nd reinspection (and all subsequent re-inspections) \$40/hr¹
- Plan review - Residential \$0.06/sq. ft.¹
- Plan review - Commercial \$0.11/sq. ft.²
- Illegal Burn – 2nd Response \$50 ~~fine~~fee
- Illegal Burn – 3rd and any subsequent responses \$100 ~~fine~~fee
- Address Post – Outside District boundaries \$40

¹ Collected by Philomath City or Benton County permit fees

ORGANIZATIONAL MANUAL

Section P
PERSONNEL
Procedure P-14

VOLUNTEER ASSISTANT CHIEF

Job Summary:

Under the general direction of the Fire Chief, the Volunteer Assistant Chief manages the Fire District. The Volunteer Assistant Chief is responsible for the direct management of all volunteers. The Volunteer Assistant Chief has the responsibility to effectively recommend hiring, transfer, suspension, promotion, discharge or discipline of the volunteers.

This position is both a supervisory and a confidential position and as such is not part of the bargaining unit. The Volunteer Assistant Chief will provide advice and guidance to the Fire Chief regarding staffing, personnel matters, and budget recommendations. The Volunteer Assistant Chief may be asked to prepare confidential materials and attend confidential meetings. In the absence of the Fire Chief, the Volunteer Assistant Chief may oversee operations of the volunteers of the District.

Supervision Received:

The Volunteer Assistant Chief will follow the Chain of Command at all times, except for certain protected activities described in the Personnel Policies, and reports directly to the Fire Chief.

Supervision Exercised:

The Volunteer Assistant Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- Provide input to the Fire Chief during the selection process and probationary period of personnel.
- Will have a thorough understanding of the district's personnel policies and procedures.
- Is assigned a crew by the Fire Chief to perform apparatus checks in the absence of sufficient Captains.
- Is the first step in the chain of command for Volunteer Captains.
- Should attempt to resolve major and minor issues brought to their attention. Issues where the Volunteer Assistant Chief is personally involved will be referred to the Fire Chief.
- May refer any issue brought their attention to the Fire Chief at the Volunteer Assistant Chief's discretion.
- Will keep the Fire Chief advised on all personnel issues brought to their attention, recommended actions that need to be taken, or the disposition of actions.
- Assist with training of personnel at regular and specialized training sessions.

ORGANIZATIONAL MANUAL

- Will serve in a supervisory capacity for all volunteer personnel at any point in the chain of command at his/her discretion.

Essential Job Duties:

Respond to the incident scene in a duty vehicle, from a station to the incident scene, or to a station for response or standby during their duty week.

- Possess an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods.
- Act as a liaison with agencies and organizations at the direction of the Fire Chief.
- May serve on a committee to evaluate capital purchases.
- Able to determine the initial actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Supervise the exercise of safety and use of personal protective equipment by others at emergency scenes.
- Direct the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Transmit orders and other information to personnel at emergency scenes.
- Assume command of emergency incidents when a firefighter is in command.
- Observe and evaluate scene safety and operational effectiveness when a Lieutenant or Captain is in command. The Volunteer Assistant Chief will assume command from a Lieutenant or Captain, as they deem necessary.
- Serve a duty week on a rotating basis with all officers above the level of Lieutenant; during this time the Volunteer Assistant Chief may respond directly to the incident scene and establish Incident Command. It is the Volunteer Assistant Chief's responsibility to find another officer to cover their duty should they be unable to respond or leave district during their duty week.

This list of complexity of duties is not intended to be exhaustive, additional related duties, as necessary, may be added by the Fire Chief.

CONTACT WITH OTHERS:

The Volunteer Assistant Chief will:

- Lead by example e.g. complete reports in a timely manner, participate in volunteer firefighter activities, attend drills according to volunteer guidelines, etc.
- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- Reflect a professional image of Philomath Fire & Rescue.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and effectively lead personnel.
- Exhibit qualities and actions worthy of the respect and emulation by others.

ORGANIZATIONAL MANUAL

Knowledge, Skills, and Ability to:

- Knowledge of the District including the rules, regulations, procedures, and Operational Guidelines governing the District.
- Knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Able to participate in training programs and be skilled in training others in the performance of specific tasks.
- Able to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- Knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Possess computer skills commensurate with the needs of the position.

Required Qualifications:

As a condition of employment, the following certifications, licenses, or training must be maintained. This list is not intended to be all inclusive. Additional training may be added as necessary.

- Good Standing within the Fire District.
- Minimum three years as Fire Captain or equivalent management-level experience
- Fire Officer I
- Fire Instructor II
- Apparatus Operator
- Aerial Operator
- Oregon Emergency Medical Technician
- Hazardous Materials Incident Commander
- Incident Safety Officer
- NWCG Engine Boss
- Maintain a Valid Oregon Driver's License

Preferred Qualifications:

- Fire Officer II
- Mobile Water Supply Officer
- NWCG Strike Team Leader
- Oregon Advanced or Paramedic

At the direction of the Fire Chief, the Volunteer Assistant Chief will attend training and seminars to increase their abilities in the performance of assigned duties.

Physical Demands

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable

ORGANIZATIONAL MANUAL

accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

Work Environment

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Overtime hours will be determined through contract with the District. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines

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The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

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ORGANIZATIONAL MANUAL

Section P
PERSONNEL
Procedure P-14

~~VOLUNTEER ASSISTANT CHIEF~~ ASSISTANT CHIEF

~~I. — ROLE:~~

Job Summary:

Under the general direction of the Fire Chief, the Volunteer Assistant Chief manages the Fire District. The Volunteer Assistant Chief is responsible for the direct management of all volunteers. The Volunteer Assistant Chief has the responsibility to effectively recommend hiring, transfer, suspension, promotion, discharge or discipline of the volunteers.

This position is both a supervisory and a confidential position and as such is not part of the bargaining unit. The Volunteer Assistant Chief will provide advice and guidance to the Fire Chief regarding staffing, personnel matters, and budget recommendations. The Volunteer Assistant Chief may be asked to prepare confidential materials and attend confidential meetings. In the absence of the Fire Chief, the Volunteer Assistant Chief may oversee operations of the volunteers of the District.

Supervision Received:

The Volunteer Assistant Chief will follow the Chain of Command at all times, except for certain protected activities described in the Personnel Policies, and reports directly to the Fire Chief.

Supervision Exercised:

The Volunteer Assistant Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- ~~During the scheduled duty week the Assistant Chief responds to the incident scene by personal vehicles, from a station to the incident scene, or to a station for response or standby.~~
- ~~Provides input to the Fire Chief during the selection process and probationary period of Captains, and Lieutenants personnel.~~
- ~~Acts as a liaison with agencies and organizations at the direction of the Fire Chief. May serve on a committee to evaluate different brands of equipment.~~
- ~~Acts as a liaison with agencies and organizations at the direction of the Fire Chief.~~

ORGANIZATIONAL MANUAL

- ~~—~~
- May request additional specialized duties from the Fire Chief. Will have a thorough understanding of the district's personnel policies and procedures.
- Is assigned a crew by the Fire Chief to perform apparatus checks in the absence of sufficient Captains.
- Is the first step in the chain of command for Volunteer Captains.
- Should attempt to resolve major and minor issues brought to their attention. Issues where the Volunteer Assistant Chief is personally involved will be referred to the Fire Chief.
- May refer any issue brought their attention to the Fire Chief at the Volunteer Assistant Chief's discretion.
- Will keep the Fire Chief advised on all personnel issues brought to their attention, recommended actions that need to be taken, or the disposition of actions.
- Assist with training of personnel at regular and specialized training sessions.
- Will serve in a supervisory capacity for all volunteer personnel at any point in the chain of command at his/her discretion.

COMPLEXITY OF DUTIES: Essential Job Duties:

- ~~—~~ Respond to the incident scene in a duty vehicle, from a station to the incident scene, or to a station for response or standby during their duty week. ~~The Assistant Chief:~~
- Possesses an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods.
- Act as a liaison with agencies and organizations at the direction of the Fire Chief.
- May serve on a committee to evaluate capital purchases.
- Able to Determine ~~s~~ the initial actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary.
- Directs response routes to be used by responding units and determines the need for additional resources at incident scenes.
- Supervises the exercise of safety and use of personal protective equipment by others at emergency scenes.
- Directs the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Transmits orders and other information to personnel at emergency scenes.
- Assumes command of emergency incidents when a firefighter is in command.
- ~~Shall Observe-remain in a position to observe~~ and evaluate scene safety and operational effectiveness when a Lieutenant or Captain is in command ~~unless the Fire Chief is serving in that capacity.~~ The ~~Assistant~~ Volunteer Assistant Chief

ORGANIZATIONAL MANUAL

~~shall~~will assume command from a Lieutenant or Captain, as ~~he/she deemsthey~~deem necessary.

- Serves a duty week on a rotating basis with all officers above the level of Lieutenant; during this time the ~~Assistant~~Volunteer Assistant Chief may respond directly to the incident scene and establish Incident Command. It is the ~~Assistant~~Volunteer Assistant Chief's responsibility to find another officer to cover their duty should they be unable to respond or leave district during their duty week.

This list of complexity of duties is not intended to be exhaustive, additional related duties, as necessary, may be added by the Fire Chief.

~~II.~~ PERSONNEL MANAGEMENT:

The Assistant Chief:

- ~~Shall have a thorough understanding of the district's personnel policies and procedures.~~
- ~~Is assigned a crew by the Fire Chief to perform apparatus checks in the absence of sufficient Captains.~~
- ~~Is the first step in the chain of command for Captains.~~
- ~~Should attempt to resolve major and minor issues brought to their attention by Captains. Issues where the Assistant Chief is personally involved shall be referred to the Fire Chief~~
- ~~May refer any issue brought the attention of the Assistant Chief for review to the Fire Chief at the Assistant Chiefs discretion.~~
- ~~Shall keep the Fire Chief advised on all personnel issues brought to their attention, recommended actions that need to be taken, or the disposition of actions.~~
- ~~Assist with training of personnel at regular and specialized training Sessions.~~
- ~~Shall serve in a supervisory capacity for all volunteer personnel at any point in the chain of command at his/her discretion.~~

CONTACT WITH OTHERS:

The ~~Assistant~~Volunteer Assistant Chief will:

- ~~Shall~~Lead by example e.g. completing reports in a timely manner, participating in volunteer firefighter activities, attending ~~at~~ drills according to volunteer guidelines, etc.
- Works with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- ~~The Assistant Chief will at all times r~~Reflect a professional image of Philomath Fire & Rescue.
- ~~B~~Must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.

ORGANIZATIONAL MANUAL

- ~~Shall~~E-exhibit leadership qualities ~~that create a positive image, and possess the ability to and~~ effectively lead personnel.
- ~~Shall~~E-exhibit qualities and actions worthy of the respect and emulation by others.

~~III. CHAIN OF COMMAND:~~

The Assistant Chief:

- ~~Shall at all times follow the Chain of Command.~~
- ~~Is responsible to the Fire Chief. In the absence of the Assistant Chief, the Captain shall report directly to the Fire Chief.~~
- ~~Are ultimately responsible to the Fire Chief.~~

~~IV. Knowledge, Skills, and Ability to:~~DISTINGUISHING FUNCTIONS OF THE POSITION:

The Assistant Chief:

- ~~Shall~~~~h~~Knowledge~~eave a thorough knowledge~~ of the ~~fire d~~District including the rules, regulations, procedures, and Operational Guidelines governing the District.
- ~~Shall have a working k~~Knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Able to p~~Should p~~articipate in ~~the~~ training programs and be skilled in training others in the performance of specific tasks.
- Able to a~~Must possess the ability to a~~nalyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- ~~Shall have an in-depth k~~Knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Possess computer skills commensurate with the needs of the position.

~~MINIMUM BASIC REQUIREMENTS:~~

The Assistant Chief:

Is appointed byRequired Qualifications:

As a condition of employment, the following certifications, licenses, or training must be maintained. This list is not intended to be all inclusive. Additional training may be added as necessary.

- Good Standing within the Fire Chief from the volunteer Captains.~~District.~~
- ~~Shall meet all requirements of a volunteer firefighter. (Procedure P-8)~~
- ~~Shall meet the minimum training attendance requirements.~~
- Shall have minimum ofMinimum three years as Fire Captain or equivalent management-level experience ~~in fire suppression.~~
- ~~Shall have been a Captain for a period of not less than three years.~~

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V. Certification:

- The Fire Officer I
- Fire Instructor II
- Apparatus Operator
- Aerial Operator
- Oregon Emergency Medical Technician
- Hazardous Materials Incident Commander
- Incident Safety Officer
- NWCG Engine Boss
- Maintain a Valid Oregon Driver's License

Preferred Qualifications:

- Fire Officer II
- Mobile Water Supply Officer
- NWCG Strike Team Leader
- Oregon Advanced or Paramedic

At the direction of the Fire Chief, the ~~Assistant~~ Volunteer Assistant Chief ~~should be~~ certified by DPSST in the following:

- ~~Incident Command~~
- ~~Safety Officer~~
- ~~Firefighter I~~
- ~~Hazardous Materials On Scene Incident Commander~~
- ~~SW 195 (S 130 S 205)~~
- ~~Driver~~
- ~~CPR~~

The Assistant Chief is ~~encouraged to continue his/her education~~ will attend training and seminars to ~~achieve certification as:~~

- ~~Fire Ground Leader~~
- ~~Fire Officer~~
- ~~MCTO Series~~
- ~~Pumper Operator~~
- ~~Tender Operator~~
- ~~EMT~~
- ~~Other specialized courses / training that are in areas of~~ increase ~~their specific interest that benefit the District.~~

~~Any combination of experience and training that provides the required skills; knowledge and abilities may be substituted for the above at in the discretion~~ performance ~~of the Fire Chief assigned duties.~~

ORGANIZATIONAL MANUAL

Physical Demands

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

Work Environment

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Overtime hours will be determined through contract with the District. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

ORGANIZATIONAL MANUAL

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

ORGANIZATIONAL MANUAL

Section C General Administration Procedure C-27

VIDEO SURVEILLANCE POLICY

PURPOSE

The purpose of video surveillance is to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment on the District premises. The District's video surveillance system will be used only for the protection and safety of the public, volunteers, employees, property, and to identify persons breaking the law or violating the District's policies.

POLICY

Philomath Fire & Rescue strives to maintain facilities that are safe and secure for staff, volunteers, and members of the community. To this end, selected areas of the District premises are equipped with video cameras that are recording video at all times, no audio recordings are being made at this time. Cameras will be placed only in areas where community members and personnel have no reasonable expectation of privacy. Signs informing the public of video surveillance are posted at facility entrances.

CONFIDENTIALITY

Video records may contain personally identifiable information about an individual who has come onto the grounds of the station. -(“patron information”) and as such.

ACCESS TO FOOTAGE

The system will be secure and will only be viewed by those authorized to do so. Persons with authorized access to the CCTV surveillance system will be limited to:

- a. The Fire Chief and their designees and
- b. Contractors authorized by the District, for the limited purpose of performing repair, installation, and maintenance on the system.

DISCLOSURE OF FOOTAGE

Video records may be used by individuals authorized under this policy to identify the person or persons responsible for District policy violations or criminal activity on District property.

When criminal activity is identified, incident-specific still images or video records may be shared with law enforcement to assist in the investigation and prosecution of the crime identified.

Video records may be shared with other District personnel, upon approval by the Fire Chief, in order to identify individuals(s) and to maintain a safe, secure and policy-compliant environment.

Video records will not be used or disclosed other than as specifically authorized by this policy.

Commented [LR1]: Volunteers recommend that Volunteer President be added to the list.

Commented [LR2]: There was also question about whether the footage would be “monitored” or only evaluated after misconduct is alleged.

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All requests for video footage or still images from the security system will be referred to the Fire Chief or their designee.

Video surveillance footage will be disclosed to law enforcement only pursuant to legally valid search warrant, subpoena, court order, or where otherwise required by law.

Confidentiality concerns prohibit the general public from viewing security camera footage. Members of the general public requesting footage will be advised to make a request through law enforcement.

RETENTION AND STORAGE OF FOOTAGE

Images from the District video security system are stored digitally on hardware at the station. Security camera footage will be kept confidential and security recording equipment is housed in a locked area. Logs will be kept of all instances of access to, and use of, recorded data to enable a proper audit trail.

Recorded video will be retained for a period of no more than 30 days and will then be automatically erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil).

Recurring Journal Entries for Philomath Fire & Rescue Fiscal Year 2020 – 2021

The following is a list of ongoing payments entered as journal entries on a monthly basis. The Philomath Fire & Rescue Board of Directors recognizes these ongoing journal entries for Philomath Fire & Rescue as suggested by the auditors. All invoices, as well as a monthly summary of the general journal entries, are reviewed by Chief Tom Miller and the Board Treasurer/Secretary.

- IRS – EFT Transfer of monthly payroll taxes.
- State of Oregon – EFT monthly payroll taxes, quarterly state tax, and quarterly transit tax payments.
- PERS – EFT Transfer of PERS monthly contributions.
- Intuit – EFT monthly payroll and processing fee.
- ASIFlex – EFT monthly contributions for Flexible Spending withholdings and monthly service charge.
- LGIP – EFT from Local Government Investment Pool to District’s checking account, as needed for paying bills.
- Oregon Savings Plan – EFT for employee contributions/withholdings.
- Supplemental Insurance – EFT for employee-elected contributions (i.e. Aflac, Colonial Life)
- State of Oregon – EFT for wage garnishments.
- Adobe – Autopay with administrative visa for subscription.
- Microsoft – Autopay with administrative visa for subscription.
- Verizon – Autopay for monthly cellular service for apparatus tablets & duty phone.
- Comcast – Auto pay for monthly cable service for Station 201.
- AT&T – Auto pay for ESO tablets wireless access.