

PHILOMATH FIRE & RESCUE

April 12, 2021

Location: Philomath Fire & Rescue

2:00 PM

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL
- II. ACTION ITEMS
 - A. Approval of Minutes
 - B. Approval of Bills
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. Board Report
 2. Fire Chief – Miller Report
 3. Board Secretary – Rodriguez
 - Revenue/Expense Report
 - Review of Check Register
 - Chief Vacation Hours
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association - Louden
 2. IAFF Local 4925 – Haney
- VI. OLD BUSINESS
 1. Chief Anniversary
 2. Resident Volunteer Policy – 1st Reading
 3. Appreciation Dinner
 4. Video Surveillance Policy – 1st Reading
- VII. NEW BUSINESS
 1. Personnel Policies – Code of Ethics, Personal Appearance, Uniforms/Personal Protective Equipment
 2. Civil Service Commission Meeting minutes
- VIII. ACTION ITEMS
- IX. NEXT MEETING – May 3, 2021
- X. ADJOURNMENT

A Fire Board member shall strive to:

Make decisions only after all available facts bearing on a question have been presented and discussed.

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

PHILOMATH FIRE & RESCUE

March 10, 2021

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL - The Philomath Fire & Rescue Board of Directors meeting was called to order at 16:02 by Board President Brier. Board members present were Daphne Philips, President Joe Brier, Ruth Jacobs, and Vice President Robyn Jones. Staff members present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests: Ken Corbin, Volunteer President Andy Louden, and Deputy Chief Chancy Ferguson
- II. ACTION ITEMS
 - A. Approval of Minutes – **Phillips motioned to approve minutes with the addition of a period in Section III. B. Approval of Bills. Vice President Jones seconded. Motion passed 4-0.**
 - B. Approval of Bills – OA Rodriguez noted additions to the bills for the month of February. She also made note of annual or uncommon bills. **Jacobs motioned to approve payment of the bills in the amount of \$30,868.88. Vice President Jones seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Brier stated that he had no report for the Board.
 2. Fire Chief – Chief Miller’s report was included in Board Packet.
Personnel - Chief Miller added that Captain Victor Haney resigned from the District with his last day scheduled for March 16th, 2021. Chief Miller stated that the current Daytime Firefighter will transition to the A Shift position and a new hire will be brought in from the hiring list to fill the Daytime Firefighter position. The Board and Chief Miller discussed vacation and sick leave payout.
RunTracker – Chief Miller stated that he believes the month-end calls actually totaled 62: 15 Fire and 47 Medical. He added that there were more calls this month due to the ice storm.
 3. Board Secretary –
 - Revenue/Expense Report – OA Rodriguez noted that the County Tax Assessors have sent two notice of appeals which have impacted the tax revenue for the district in the amount of approximately -\$6,000 for tax revenue received. She added that prior tax appeals have taken years to work their way through the system so there is no telling when this appeal will be resolved.
 - Review of Check Register – OA Rodriguez noted that several of the Conflagration Reimbursements have been received. She also made note of deposits to the District’s Citizens Bank account from classes and fees.
 - Chief Vacation Hours – OA Rodriguez stated that Chief Miller’s vacation hours were included in the Board packet. The Board discussed the Chief’s accumulated sick leave and how that could be managed if used or at termination.
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – Volunteer President Louden reported that the Volunteers have a draft of their updated bylaws that have been distributed to the membership for review. He added that they should have that document approved in the near future.
 2. IAFF Local 4925 – Union President Saalsaa not present.
- VI. OLD BUSINESS
 1. Chief Anniversary – Vice President Jones stated that there was nothing to report at this time adding that she needs to meet with Treasurer Brand.
 2. Standard of Coverage – Will return for April Meeting – Chief Miller stated that this document will be pushed back to the June meeting instead of working on this during budget season.
 3. Resident Volunteer Policy – 1st Reading – OA Rodriguez read the statement added since the last 1st reading. The Staff and Board discussed other minor changes to correct typographic errors. They also

clarified the tuition reimbursement changing from \$2600 to \$2800. **Jacobs motioned to move policy, with minor changes, to a 2nd reading at the April meeting. Vice President Jones seconded. Motion passed 4-0.**

4. RFP for Auditors & Evaluation Criteria – OA Rodriguez noted the evaluation criteria included in the RFP adding that the District will develop evaluation parameters and a grading scale to review the submissions. Jacobs and Vice President Phillips offered to participate as part of the evaluation board with Chief Miller and OA Rodriguez.

VII. NEW BUSINESS

1. Video Surveillance Policy – 1st Reading – OA Rodriguez read the change suggested under the Disclosure of Footage section. The staff, Volunteer President Loudon, and the Board discussed changes to the policy to provide clarification relating to access of live-feed and/or video recordings specific to the residential area of Station 201. The Board asked that this policy be returned for a 1st reading at the April Meeting.
2. Personnel Policies – Intro, Attendance, Teamwork & Conduct – OA Rodriguez reported the changes to these sections of the Personnel Policies, adding that the current versions were included in the Board packet. The Board reviewed each section and approved them one at a time.
 - Purpose of Personnel Policies - Jacobs motioned to move to 2nd reading.
 - Introduction – Phillips motioned to move to 2nd reading. Vice President Jones seconded. Motion 4-0.
 - Attendance and Punctuality – Phillips motioned to move to 2nd reading. Vice President Jones seconded. Motion passed 4-0.
 - Teamwork and Personal Conduct – Jacobs motioned to move to 2nd reading. Phillips seconded. Motion passed 4-0.
3. Budget Committee Appointment – OA Rodriguez noted that all current members of the Budget Committee are interested in serving again this year. She did add, however, that Mr. Sleeman would like to take his leave if there are other interested parties. OA Rodriguez presented the Board with an application for the Budget Committee from Ken Corbin. **Jacobs motioned to appoint Ken Corbin to the Budget Committee. Vice President Jones seconded. Motion 4-0.**
4. Board Election Deadline for Filing – March 18th – OA Rodriguez reminded the Board members to submit their paperwork and added that 2 new candidates had already submitted their applications for positions 2 and 3.

VIII. ACTION ITEMS

6 Surplus Nozzles – **Jacobs motioned to surplus the recommended 6 nozzles as surplus. Vice President Jones seconded. Motion passed 4-0.**

GOOD OF THE ORDER - Appreciation Dinner - Phillips stated that a Summer event at Marty Theurer's, with a bbq theme, is being planned for the annual Appreciation Dinner. She noted that she has done some initial legwork to get some budget ideas. Chief Miller stated that the Volunteers would like to plan this event for July 31st. Chief Miller added that the Longevity Awards and Promotions will be recognized at this event.

IX. NEXT MEETING – April 12, 2021 time moved to 1:30 or 2 pm.

X. ADJOURNMENT - Meeting adjourned at 17:14.

Philomath Fire and Rescue
Transaction by Account
March 2021

Type	Date	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
6000 · Materials and Services				
6001 · Contracted Professional Service				
Bill	03/17/2021	Security Alarm Corp	201 - Quarterly fire system services	126.34
Total 6001 · Contracted Professional Service				126.34
6010 · Office Supplies				
Bill	03/09/2021	OSCU 402518-72	office organizer	32.77
Bill	03/09/2021	OSCU 402518-72	copy paper	27.34
Bill	03/17/2021	OSCU 402518-72	dry erase markers	25.66
Total 6010 · Office Supplies				85.77
6011 · Postage/Shipping				
Bill	03/05/2021	OSCU 402518-72	shipping scba parts	72.20
Total 6011 · Postage/Shipping				72.20
6030 · Dues and Fees				
Bill	03/05/2021	IAFC	IAFC Membership and Western Divisio...	260.00
Bill	03/05/2021	OSCU 402518-70	Oregon Fire Chiefs Association memb...	85.00
Bill	03/09/2021	OSCU 402518-72	Subscription	119.00
Check	03/10/2021	AsiFlex	FSA Admin fee	15.00
Check	03/31/2021		Service Charge	0.05
Total 6030 · Dues and Fees				479.05
6050 · Utilities				
Bill	03/05/2021	Culligan	bottled water & cooler rental	81.90
Bill	03/05/2021	City of Philomath	201 - Water	327.29
Bill	03/05/2021	City of Philomath	Fire Line - water	15.23
Bill	03/05/2021	Pacific Power	201 - Power	772.20
Bill	03/09/2021	Republic Services	201 - Garbage	232.18
Bill	03/09/2021	Consumers Power Inc.	203 - Power	394.42
Bill	03/09/2021	Consumers Power Inc.	Bellfountain Power	67.35
Bill	03/17/2021	Consumers Power Inc.	Priest Rd - power	59.67
Bill	03/17/2021	Consumers Power Inc.	Daisy Dr - power	33.80
Bill	03/17/2021	Consumers Power Inc.	202 - power	177.04
Bill	03/23/2021	NW Natural	201 - Natural Gas	381.38
Total 6050 · Utilities				2,542.46
6060 · Telephone, Pagers, Internet				
Check	03/04/2021	AT&T Mobility	ESO Tablets	41.29
Bill	03/05/2021	Alyrica	201 - Phones & Internet	532.86
Bill	03/05/2021	Pioneer Telephone Cooperative	202 - Phones & internet	244.16
Check	03/06/2021	Comcast	201 - cable	13.15
Check	03/21/2021	Verizon	LT phone & tablets	318.89
Bill	03/23/2021	Century Link	203 - phones	9.89
Total 6060 · Telephone, Pagers, Internet				1,160.24
6070 · Travel				
Bill	03/05/2021	Figaros Pizza	Pizzas	91.77
Bill	03/09/2021	OSCU 402518-72	Cupcakes for Haney's last day	28.80
Bill	03/23/2021	Figaros Pizza	Food after training	92.70
Bill	03/23/2021	RDJ Specialties, Inc.	Open House give-aways	422.98
Bill	03/25/2021	OSCU 402518-72	Drinks for lunch during interviews	10.46
Total 6070 · Travel				646.71

Philomath Fire and Rescue Transaction by Account March 2021

Type	Date	Name	Memo	Amount
6090 · Education/Training				
Bill	03/09/2021	Department of Public Safety Sta...	Fingerprints - Biscoe	40.00
Bill	03/09/2021	Petty Cash	Schmeusser - fingerprints	12.50
Bill	03/10/2021	Lindsay Taylor	Fingerprints & background check	174.40
Bill	03/17/2021	OSCU 402518-73	EMS Cert - Taylor	62.50
Bill	03/17/2021	Department of Public Safety Sta...	Background check - Schmeusser	40.00
Bill	03/17/2021	Lillee Rodriguez	Winter Tuition Reimbursement	580.98
Bill	03/23/2021	Aine Smith	EMT Certification	98.00
Bill	03/25/2021	OSCU 402518-73	EMT Recert	110.00
Total 6090 · Education/Training				1,118.38
6100 · Equipment Maintenance Agreement				
Bill	03/05/2021	CTX	Xerox copies	59.52
Bill	03/17/2021	CTX	Kyocera - copies	97.45
Total 6100 · Equipment Maintenance Agreement				156.97
6130 · Gas & Oil				
Bill	03/05/2021	Carson Oil	Fuel	364.61
Bill	03/09/2021	OSCU 402518-71	Non-ethanol fuel	16.08
Bill	03/09/2021	OSCU 402518-71	Fuel for Generator	71.51
Bill	03/09/2021	OSCU 402518-70	Small engine fuel	25.44
Bill	03/23/2021	Carson Oil	Fuel	476.19
Total 6130 · Gas & Oil				953.83
6150 · Radio Maintenance				
Bill	03/17/2021	My-Comm, Inc	203 - coax repair on antenna	2,134.37
Total 6150 · Radio Maintenance				2,134.37
6160 · Equipment Maintenance				
Bill	03/05/2021	OSCU 402518-70	battle lanterns	332.98
Bill	03/05/2021	Northwest Mechanical	Turnout dryer repair - part	25.00
Bill	03/17/2021	Northwest Mechanical	turnout dryer repair - labor	215.00
Bill	03/23/2021	Fire Rescue Equipment NW, LLC	Holmatro equipment annual service	1,560.00
Bill	03/23/2021	OSCU 402518-73	Dell replacement battery	360.00
Total 6160 · Equipment Maintenance				2,492.98
6161 · Vehicle Maintenance				
Bill	03/05/2021	TWGW, Inc. dba Philomath Napa	233 - lightbulb	5.29
Bill	03/05/2021	Valvoline LLC	294 Oil Change	85.82
Bill	03/23/2021	Hughes Fire Equipment, Inc.	263 - pump repair	874.17
Total 6161 · Vehicle Maintenance				965.28
6180 · Grounds Maintenance				
Bill	03/09/2021	MPTV, Inc.	203 - concrete for sign	4.49
Bill	03/17/2021	OSCU 402518-70	201 - pushmower	296.10
Bill	03/23/2021	Shonnard's	Backflow testing	50.00
Bill	03/23/2021	MPTV, Inc.	pruning shears	23.99
Total 6180 · Grounds Maintenance				374.58
6200 · Supplies - Department				
Bill	03/05/2021	OSCU 402518-72	cleaning nozzles for bay	43.70
Bill	03/05/2021	Allan's Coffee & Tea	201 - Coffee	203.40
Bill	03/09/2021	Walter E. Nelson Co.	Degreaser, disinfectant, detergent	156.66
Bill	03/09/2021	Walter E. Nelson Co.	black garbage bags	40.87
Bill	03/09/2021	Walter E. Nelson Co.	toilet paper and paper towels	79.74
Bill	03/09/2021	OSCU 402518-71	toolbox for substations	91.85
Bill	03/09/2021	Bimart Corporation	Department supplies	59.98
Bill	03/17/2021	OSCU 402518-72	rug for residence bathroom	35.99
Bill	03/17/2021	MPTV, Inc.	misc station supplies - cleaner, bulletin...	27.98
Bill	03/17/2021	OSCU 402518-72	201 - candies	29.98
Bill	03/17/2021	TWGW, Inc. dba Philomath Napa	battery cleaner	5.99
Bill	03/23/2021	OSCU 402518-72	Coffee creamers	27.96
Bill	03/23/2021	MPTV, Inc.	storage tote	39.98

Philomath Fire and Rescue
Transaction by Account
March 2021

Type	Date	Name	Memo	Amount
Bill	03/23/2021	Petty Cash	201 - fruit	10.98
Bill	03/25/2021	R3 Engraving & Signs	Name plaques for former Chief Photos	150.00
Total 6200 · Supplies - Department				1,005.06
6210 · Supplies - Medical				
Bill	03/05/2021	Industrial Welding Supply, Inc	Oxygen	7.85
Bill	03/09/2021	Life Assist, Inc.	Atropine, abuterol, electrodes, sodium ...	143.74
Bill	03/17/2021	Medline Industries, Inc.	resuscitator reservoirs	12.01
Bill	03/17/2021	Medline Industries, Inc.	gloves	141.14
Bill	03/17/2021	OSCU 402518-72	paper bags	2.50
Bill	03/23/2021	OSCU 402518-73	aspirin & bandaids	9.16
Total 6210 · Supplies - Medical				316.40
6215 · Supplies - Prevention				
Bill	03/05/2021	OSCU 402518-73	fire extinguisher for station 202 residence	54.00
Bill	03/05/2021	SeaWestern	Extinguisher prop	548.25
Bill	03/09/2021	Benton County	Fire Station Signs for 203	149.85
Total 6215 · Supplies - Prevention				752.10
6240 · Supplies - Consumables				
Bill	03/05/2021	MPTV, Inc.	station light bulbs	13.99
Bill	03/09/2021	MPTV, Inc.	Nozzle and batteries	46.97
Total 6240 · Supplies - Consumables				60.96
6250 · Uniforms				
Bill	03/05/2021	SeaWestern	trousers	135.10
Bill	03/09/2021	Timber Supply Co.	safety glasses	12.00
Bill	03/09/2021	SeaWestern	Trousers	62.70
Bill	03/25/2021	OSCU 402518-70	Uniform patches	88.50
Bill	03/25/2021	OSCU 402518-70	Station boots	83.97
Bill	03/25/2021	Tiffanie Wikoff	Deposit toward station boots	50.00
Bill	03/25/2021	OSCU 402518-72	Turnout boots - Wikoff	269.95
Total 6250 · Uniforms				702.22
6270 · Volunteer - Activities				
Bill	03/23/2021	Spaeth Lumber Co., Inc	Bell project - lift structure	116.57
Bill	03/23/2021	R3 Engraving & Signs	Plaque project & update	1,576.80
Total 6270 · Volunteer - Activities				1,693.37
6300 · Volunteer - Length of Service				
Bill	03/23/2021	Oregon Fire District Directors As...	Length of service awards program - Vol...	11,000.00
Total 6300 · Volunteer - Length of Service				11,000.00
6310 · Physical & Immunizations				
Bill	03/05/2021	Philomath Pharmacy	Seasonal Flu Shots	239.92
Total 6310 · Physical & Immunizations				239.92
Total 6000 · Materials and Services				29,079.19
Total Expense				29,079.19
Net Ordinary Income				-29,079.19
Net Income				-29,079.19

Philomath Fire and Rescue
Balance Sheet by Class
As of March 31, 2021

	GO Bond 2016 - ...	GO Bond 2016 - ...	General Fund
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	0.00	25,538.56	364,048.78
1000 · Petty Cash	0.00	0.00	50.00
1050 · Local Government Investment Poo	5,938.00	377,907.65	230,310.29
1060 · OSU - Savings Account	0.00	0.00	11,305.71
Total Checking/Savings	5,938.00	403,446.21	605,714.78
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	47,681.32
Total Accounts Receivable	0.00	0.00	47,681.32
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	20,161.00
12100 · Inventory Asset	0.00	0.00	3,473.22
Total Other Current Assets	0.00	0.00	23,634.22
Total Current Assets	5,938.00	403,446.21	677,030.32
TOTAL ASSETS	5,938.00	403,446.21	677,030.32
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	3,020.54
Total Accounts Payable	0.00	0.00	3,020.54
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	22,430.00
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	120.78
2100 · Wages Payable	0.00	0.00	23,193.00
2110 · Federal Income Tax Payable	0.00	0.00	5,809.00
2120 · FICA Payable	0.00	0.00	5,894.34
2125 · Medicare Payable	0.00	0.00	1,378.72
2130 · State Income Tax Payable	0.00	0.00	3,807.60
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	60.24
2140 · PERS Payable	0.00	0.00	7,100.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	50.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-807.83
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	7,790.82
2230 · Flexible Spending Account	0.00	0.00	1,264.33
2232 · Union Dues	0.00	0.00	229.03
Total 2400 · Payroll Liabilities	0.00	0.00	55,890.03
Total Other Current Liabilities	0.00	0.00	78,320.03
Total Current Liabilities	0.00	0.00	81,340.57
Total Liabilities	0.00	0.00	81,340.57
Equity			
3010 · Fund Balance	0.00	-21,012.29	573,699.81
3200 · Unallocated Fund Balance	-299,453.00	21,012.29	-272,815.39
Net Income	0.00	403,446.21	729,911.33
Total Equity	-299,453.00	403,446.21	1,030,795.75
TOTAL LIABILITIES & EQUITY	-299,453.00	403,446.21	1,112,136.32
UNBALANCED CLASSES	305,391.00	0.00	-435,106.00

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04/05/21

Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class
As of March 31, 2021

	Building Reserve...	Equipment Reser...	Vehicle Reserve ...
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	-212,064.00	-48,241.00	-71,022.00
1000 · Petty Cash	0.00	0.00	0.00
1050 · Local Government Investment Poo	395,642.45	244,761.90	145,822.85
1060 · OSU - Savings Account	0.00	0.00	0.00
Total Checking/Savings	183,578.45	196,520.90	74,800.85
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	0.00	0.00	0.00
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	0.00
12100 · Inventory Asset	0.00	0.00	0.00
Total Other Current Assets	0.00	0.00	0.00
Total Current Assets	183,578.45	196,520.90	74,800.85
TOTAL ASSETS	183,578.45	196,520.90	74,800.85
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	0.00
Total Accounts Payable	0.00	0.00	0.00
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	0.00
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00
2100 · Wages Payable	0.00	0.00	0.00
2110 · Federal Income Tax Payable	0.00	0.00	0.00
2120 · FICA Payable	0.00	0.00	0.00
2125 · Medicare Payable	0.00	0.00	0.00
2130 · State Income Tax Payable	0.00	0.00	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	0.00
2140 · PERS Payable	0.00	0.00	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	0.00
2230 · Flexible Spending Account	0.00	0.00	0.00
2232 · Union Dues	0.00	0.00	0.00
Total 2400 · Payroll Liabilities	0.00	0.00	0.00
Total Other Current Liabilities	0.00	0.00	0.00
Total Current Liabilities	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00
Equity			
3010 · Fund Balance	-663,400.61	-541,256.12	-261,112.41
3200 · Unallocated Fund Balance	668,321.61	543,463.12	262,648.41
Net Income	178,657.45	64,598.90	73,264.85
Total Equity	183,578.45	66,805.90	74,800.85
TOTAL LIABILITIES & EQUITY	183,578.45	66,805.90	74,800.85
UNBALANCED CLASSES	0.00	129,715.00	0.00

2:15 PM

04/05/21

Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class
As of March 31, 2021

	Unclassified	TOTAL
ASSETS		
Current Assets		
Checking/Savings		
1015 · Citizens Bank Checking	270.00	58,530.34
1000 · Petty Cash	0.00	50.00
1050 · Local Government Investment Poo	0.00	1,400,383.14
1060 · OSU - Savings Account	0.00	11,305.71
Total Checking/Savings	270.00	1,470,269.19
Accounts Receivable		
11000 · Accounts Receivable	0.00	47,681.32
Total Accounts Receivable	0.00	47,681.32
Other Current Assets		
1250 · Prepaid Assets	0.00	20,161.00
12100 · Inventory Asset	0.00	3,473.22
Total Other Current Assets	0.00	23,634.22
Total Current Assets	270.00	1,541,584.73
TOTAL ASSETS	270.00	1,541,584.73
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · Accounts Payable	0.00	3,020.54
Total Accounts Payable	0.00	3,020.54
Other Current Liabilities		
2070 · Deferred Taxes	0.00	22,430.00
2400 · Payroll Liabilities		
2132 · Oregon Transit Tax Withholding	0.00	120.78
2100 · Wages Payable	0.00	23,193.00
2110 · Federal Income Tax Payable	0.00	5,809.00
2120 · FICA Payable	0.00	5,894.34
2125 · Medicare Payable	0.00	1,378.72
2130 · State Income Tax Payable	0.00	3,807.60
2131 · Works Benefit Fund Payable(WBF)	0.00	60.24
2140 · PERS Payable	0.00	7,100.00
2145 · OR Saving Growth 457 Payable	0.00	50.00
2150 · Health Insurance Prem. Payable	0.00	-807.83
2210 · Health Ins Prem Ded Pre Tax	0.00	7,790.82
2230 · Flexible Spending Account	0.00	1,264.33
2232 · Union Dues	0.00	229.03
Total 2400 · Payroll Liabilities	0.00	55,890.03
Total Other Current Liabilities	0.00	78,320.03
Total Current Liabilities	0.00	81,340.57
Total Liabilities	0.00	81,340.57
Equity		
3010 · Fund Balance	0.00	-913,081.62
3200 · Unallocated Fund Balance	0.00	923,177.04
Net Income	270.00	1,450,148.74
Total Equity	270.00	1,460,244.16
TOTAL LIABILITIES & EQUITY	270.00	1,541,584.73
UNBALANCED CLASSES	0.00	-0.00

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2020 through March 2021

	GO Bond 2016 - Debt Services				General Fund		
	Jul '20 - Ma...	Budget	\$ Over Bud...	% of Budget	Jul '20 - Ma...	Budget	\$ Over Budget
Ordinary Income/Expense							
Income							
4043 · Bond Income - Bank Interest	16.33				0.00		
4042 · Bond Income - Prop Tax Interest	-994.81				0.00		
4041 · Bond Income - Delinquent Taxes	3,901.13				0.00		
4060 · Conflagration Income	0.00				125,392.19	130,000.00	-4,607.81
4500 · Transfers In	0.00				260,000.00	260,000.00	0.00
4050 · Public Education Income	0.00				7,070.00	8,000.00	-930.00
4040 · Bond Income	378,588.77	380,652.00	-2,063.23	99.5%	0.00		
4000 · Carryover Fund Balance	21,012.29	625.00	20,387.29	3,362.0%	522,185.95	366,339.00	155,846.95
4010 · Delinquent Property Taxes	0.00				13,251.12	15,000.00	-1,748.88
4020 · Current Property Taxes	0.00				1,224,229.32	1,220,000.00	4,229.32
4025 · Interest - Property Tax	0.00				-1,252.21	2,000.00	-3,252.21
4026 · Interest Income	922.50				2,123.45	16,000.00	-13,876.55
4035 · Grants Income	0.00				0.00	400,000.00	-400,000.00
4900 · Miscellaneous Income	0.00				19,565.48	25,000.00	-5,434.52
Total Income	<u>403,446.21</u>	<u>381,277.00</u>	<u>22,169.21</u>	<u>105.8%</u>	<u>2,172,565.30</u>	<u>2,442,339.00</u>	<u>-269,773.70</u>
Gross Profit	403,446.21	381,277.00	22,169.21	105.8%	2,172,565.30	2,442,339.00	-269,773.70
Expense							
66900 · Reconciliation Discrepancies	0.00				0.00		
9010 · Transfers	0.00				0.00	0.00	0.00
9000 · Unappropriated Ending Fund Bal	0.00	1,229.00	-1,229.00	0.0%	0.00	437,900.00	-437,900.00
5000 · Personnel Expenses	0.00				787,701.53	1,096,939.00	-309,237.47
6000 · Materials and Services	0.00				365,130.79	471,000.00	-105,869.21
7000 · Capital Outlay	0.00	380,048.00	-380,048.00	0.0%	289,821.65	696,500.00	-406,678.35
Total Expense	<u>0.00</u>	<u>381,277.00</u>	<u>-381,277.00</u>	<u>0.0%</u>	<u>1,442,653.97</u>	<u>2,702,339.00</u>	<u>-1,259,685.03</u>
Net Ordinary Income	<u>403,446.21</u>	<u>0.00</u>	<u>403,446.21</u>	<u>100.0%</u>	<u>729,911.33</u>	<u>-260,000.00</u>	<u>989,911.33</u>
Net Income	<u>403,446.21</u>	<u>0.00</u>	<u>403,446.21</u>	<u>100.0%</u>	<u>729,911.33</u>	<u>-260,000.00</u>	<u>989,911.33</u>

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2020 through March 2021

	General Fu...	Building Reserve Fund				Equipment Reserve Fund		
	% of Budget	Jul '20 - Ma...	Budget	\$ Over Bud...	% of Budget	Jul '20 - Ma...	Budget	\$ Over Bud...
Ordinary Income/Expense								
Income								
4043 · Bond Income - Bank Interest		0.00				0.00		
4042 · Bond Income - Prop Tax Interest		0.00				0.00		
4041 · Bond Income - Delinquent Taxes		0.00				0.00		
4060 · Conflagration Income	96.5%	0.00				0.00		
4500 · Transfers In	100.0%	0.00				0.00		
4050 · Public Education Income	88.4%	0.00				0.00		
4040 · Bond Income		0.00				0.00		
4000 · Carryover Fund Balance	142.5%	217,744.19	213,301.00	4,443.19	102.1%	284,268.67	283,929.00	339.67
4010 · Delinquent Property Taxes	88.3%	0.00				0.00		
4020 · Current Property Taxes	100.3%	0.00				0.00		
4025 · Interest - Property Tax	-62.6%	0.00				0.00		
4026 · Interest Income	13.3%	913.26	3,000.00	-2,086.74	30.4%	330.23	1,000.00	-669.77
4035 · Grants Income	0.0%	0.00				0.00		
4900 · Miscellaneous Income	78.3%	0.00				0.00		
Total Income	89.0%	218,657.45	216,301.00	2,356.45	101.1%	284,598.90	284,929.00	-330.10
Gross Profit	89.0%	218,657.45	216,301.00	2,356.45	101.1%	284,598.90	284,929.00	-330.10
Expense								
66900 · Reconciliation Discrepancies		0.00				0.00		
9010 · Transfers	0.0%	40,000.00	0.00	40,000.00	100.0%	220,000.00	0.00	220,000.00
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	176,301.00	-176,301.00	0.0%	0.00	64,929.00	-64,929.00
5000 · Personnel Expenses	71.8%	0.00				0.00		
6000 · Materials and Services	77.5%	0.00				0.00		
7000 · Capital Outlay	41.6%	0.00				0.00		
Total Expense	53.4%	40,000.00	176,301.00	-136,301.00	22.7%	220,000.00	64,929.00	155,071.00
Net Ordinary Income	-280.7%	178,657.45	40,000.00	138,657.45	446.6%	64,598.90	220,000.00	-155,401.10
Net Income	-280.7%	178,657.45	40,000.00	138,657.45	446.6%	64,598.90	220,000.00	-155,401.10

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2020 through March 2021

	Equipment ...	Vehicle Reserve Fund				Total unclassified		
	% of Budget	Jul '20 - Ma...	Budget	\$ Over Bud...	% of Budget	Jul '20 - Ma...	Budget	\$ Over Bud...
Ordinary Income/Expense								
Income								
4043 · Bond Income - Bank Interest		0.00				0.00	0.00	0.00
4042 · Bond Income - Prop Tax Interest		0.00				0.00	0.00	0.00
4041 · Bond Income - Delinquent Taxes		0.00				0.00	0.00	0.00
4060 · Conflagration Income		0.00				0.00	0.00	0.00
4500 · Transfers In		0.00	0.00	0.00	0.0%	0.00	0.00	0.00
4050 · Public Education Income		0.00				0.00	0.00	0.00
4040 · Bond Income		0.00				0.00	0.00	0.00
4000 · Carryover Fund Balance	100.1%	72,890.34	71,291.00	1,599.34	102.2%	0.00	0.00	0.00
4010 · Delinquent Property Taxes		0.00				0.00	0.00	0.00
4020 · Current Property Taxes		0.00				0.00	0.00	0.00
4025 · Interest - Property Tax		0.00				0.00	0.00	0.00
4026 · Interest Income	33.0%	374.51	1,000.00	-625.49	37.5%	0.00	0.00	0.00
4035 · Grants Income		0.00				0.00	0.00	0.00
4900 · Miscellaneous Income		0.00				0.00	0.00	0.00
Total Income	99.9%	73,264.85	72,291.00	973.85	101.3%	0.00	0.00	0.00
Gross Profit	99.9%	73,264.85	72,291.00	973.85	101.3%	0.00	0.00	0.00
Expense								
66900 · Reconciliation Discrepancies		0.00				-270.00	0.00	-270.00
9010 · Transfers	100.0%	0.00				0.00	0.00	0.00
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	72,291.00	-72,291.00	0.0%	0.00	0.00	0.00
5000 · Personnel Expenses		0.00				0.00	0.00	0.00
6000 · Materials and Services		0.00				0.00	0.00	0.00
7000 · Capital Outlay		0.00				0.00	0.00	0.00
Total Expense	338.8%	0.00	72,291.00	-72,291.00	0.0%	-270.00	0.00	-270.00
Net Ordinary Income	29.4%	73,264.85	0.00	73,264.85	100.0%	270.00	0.00	270.00
Net Income	29.4%	73,264.85	0.00	73,264.85	100.0%	270.00	0.00	270.00

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 2020 through March 2021

	Total uncla...	TOTAL				
		% of Budget	Jul '20 - Ma...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
4043 · Bond Income - Bank Interest	0.0%	16.33	0.00	16.33	100.0%	
4042 · Bond Income - Prop Tax Interest	0.0%	-994.81	0.00	-994.81	100.0%	
4041 · Bond Income - Delinquent Taxes	0.0%	3,901.13	0.00	3,901.13	100.0%	
4060 · Conflagration Income	0.0%	125,392.19	130,000.00	-4,607.81	96.5%	
4500 · Transfers In	0.0%	260,000.00	260,000.00	0.00	100.0%	
4050 · Public Education Income	0.0%	7,070.00	8,000.00	-930.00	88.4%	
4040 · Bond Income	0.0%	378,588.77	380,652.00	-2,063.23	99.5%	
4000 · Carryover Fund Balance	0.0%	1,118,101.44	935,485.00	182,616.44	119.5%	
4010 · Delinquent Property Taxes	0.0%	13,251.12	15,000.00	-1,748.88	88.3%	
4020 · Current Property Taxes	0.0%	1,224,229.32	1,220,000.00	4,229.32	100.3%	
4025 · Interest - Property Tax	0.0%	-1,252.21	2,000.00	-3,252.21	-62.6%	
4026 · Interest Income	0.0%	4,663.95	21,000.00	-16,336.05	22.2%	
4035 · Grants Income	0.0%	0.00	400,000.00	-400,000.00	0.0%	
4900 · Miscellaneous Income	0.0%	19,565.48	25,000.00	-5,434.52	78.3%	
Total Income	0.0%	<u>3,152,532.71</u>	<u>3,397,137.00</u>	<u>-244,604.29</u>	<u>92.8%</u>	
Gross Profit	0.0%	3,152,532.71	3,397,137.00	-244,604.29	92.8%	
Expense						
66900 · Reconciliation Discrepancies	100.0%	-270.00	0.00	-270.00	100.0%	
9010 · Transfers	0.0%	260,000.00	0.00	260,000.00	100.0%	
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	752,650.00	-752,650.00	0.0%	
5000 · Personnel Expenses	0.0%	787,701.53	1,096,939.00	-309,237.47	71.8%	
6000 · Materials and Services	0.0%	365,130.79	471,000.00	-105,869.21	77.5%	
7000 · Capital Outlay	0.0%	289,821.65	1,076,548.00	-786,726.35	26.9%	
Total Expense	100.0%	<u>1,702,383.97</u>	<u>3,397,137.00</u>	<u>-1,694,753.03</u>	<u>50.1%</u>	
Net Ordinary Income	100.0%	<u>1,450,148.74</u>	<u>0.00</u>	<u>1,450,148.74</u>	<u>100.0%</u>	
Net Income	100.0%	<u>1,450,148.74</u>	<u>0.00</u>	<u>1,450,148.74</u>	<u>100.0%</u>	

Philomath Fire and Rescue
Profit & Loss by Class
 July 2020 through March 2021

	GO Bond 2016 - ...	General Fund	Building Reserv...
Ordinary Income/Expense			
Income			
4043 · Bond Income - Bank Interest	16.33	0.00	0.00
4042 · Bond Income - Prop Tax Interest	-994.81	0.00	0.00
4041 · Bond Income - Delinquent Taxes	3,901.13	0.00	0.00
4060 · Conflagration Income	0.00	125,392.19	0.00
4500 · Transfers In	0.00	260,000.00	0.00
4050 · Public Education Income	0.00	7,070.00	0.00
4040 · Bond Income	378,588.77	0.00	0.00
4000 · Carryover Fund Balance	21,012.29	522,185.95	217,744.19
4010 · Delinquent Property Taxes	0.00	13,251.12	0.00
4020 · Current Property Taxes	0.00	1,224,229.32	0.00
4025 · Interest - Property Tax	0.00	-1,252.21	0.00
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	359.70	0.00
4030 · Investments - LGIP	922.50	1,433.19	913.26
4026 · Interest Income - Other	0.00	330.56	0.00
Total 4026 · Interest Income	922.50	2,123.45	913.26
4900 · Miscellaneous Income	0.00	19,565.48	0.00
Total Income	403,446.21	2,172,565.30	218,657.45
Gross Profit	403,446.21	2,172,565.30	218,657.45
Expense			
66900 · Reconciliation Discrepancies	0.00	0.00	0.00
9010 · Transfers	0.00	0.00	40,000.00
5000 · Personnel Expenses			
5131 · Non-Union Overtime Wages	0.00	36.46	0.00
5136 · Conflagration Wages	0.00	89,017.84	0.00
5100 · Fire Chief Wages	0.00	74,436.00	0.00
5105 · Deputy Chief Wages	0.00	52,708.00	0.00
5110 · Admin Asst Wages	0.00	37,702.47	0.00
5120 · Fire & Life Safety Officer Wage	0.00	52,330.00	0.00
5125 · Firefighter Wages	0.00	166,610.52	0.00
5130 · Overtime Wages	0.00	20,247.25	0.00
5135 · Extra Hire	0.00	16,577.26	0.00
5405 · Employers FICA	0.00	27,550.20	0.00
5410 · Employers Medicare	0.00	6,443.17	0.00
5420 · Workes Benefit Assessment	0.00	243.83	0.00
5421 · Workers Compensation	0.00	19,500.96	0.00
5430 · PERS - Employe	0.00	107,845.11	0.00
5431 · PERS - Pickup 6%	0.00	25,383.01	0.00
5440 · Health Insurance	0.00	91,069.45	0.00
Total 5000 · Personnel Expenses	0.00	787,701.53	0.00
6000 · Materials and Services			
6901 · Cost of Goods Sold	0.00	1,177.15	0.00
6217 · Supplies - EMR Classes	0.00	955.24	0.00
6216 · Supplies - FA/CPR Education	0.00	3,972.43	0.00
6091 · Tuition Reimbursement	0.00	38,874.64	0.00
6001 · Contracted Professional Service	0.00	17,428.51	0.00
6010 · Office Supplies	0.00	3,942.28	0.00
6011 · Postage/Shipping	0.00	1,526.29	0.00
6020 · Insurance and Bond	0.00	44,063.00	0.00
6030 · Dues and Fees	0.00	10,575.40	0.00
6040 · Publications and Elections	0.00	189.60	0.00
6050 · Utilities	0.00	20,509.44	0.00
6060 · Telephone, Pagers, Internet	0.00	11,634.38	0.00
6070 · Travel	0.00	1,615.43	0.00
6080 · Conference	0.00	307.00	0.00
6090 · Education/Training	0.00	13,608.47	0.00
6100 · Equipment Maintenance Agreement	0.00	2,378.97	0.00
6110 · Equipment Rentals	0.00	40.90	0.00
6130 · Gas & Oil	0.00	9,028.03	0.00

Philomath Fire and Rescue
Profit & Loss by Class
 July 2020 through March 2021

	GO Bond 2016 - ...	General Fund	Building Reserv...
6150 · Radio Maintenance	0.00	16,046.18	0.00
6160 · Equipment Maintenance	0.00	10,454.52	0.00
6161 · Vehicle Maintenance	0.00	38,538.70	0.00
6170 · Building Maint and Improvements	0.00	12,349.44	0.00
6180 · Grounds Maintenance	0.00	10,809.38	0.00
6190 · Small Tools & Equipment	0.00	4,444.14	0.00
6200 · Supplies - Department	0.00	5,258.52	0.00
6210 · Supplies - Medical	0.00	11,508.54	0.00
6215 · Supplies - Prevention	0.00	1,212.58	0.00
6220 · Supplies - Suppression	0.00	7,850.30	0.00
6230 · Hazardous Materials	0.00	245.00	0.00
6240 · Supplies - Consumables	0.00	1,029.33	0.00
6250 · Uniforms	0.00	29,382.15	0.00
6270 · Volunteer - Activities	0.00	3,784.23	0.00
6300 · Volunteer - Length of Service	0.00	11,000.00	0.00
6310 · Physical & Immunizations	0.00	5,946.43	0.00
6320 · Community Involvement	0.00	4,021.10	0.00
6900 · Miscellaneous Expense	0.00	9,423.09	0.00
Total 6000 · Materials and Services	0.00	365,130.79	0.00
7000 · Capital Outlay			
7130 · Capital Outlay - Bond			
7135 · Fees	0.00	24,998.75	0.00
Total 7130 · Capital Outlay - Bond	0.00	24,998.75	0.00
7200 · Capital Outlay - Equipment	0.00	206,607.92	0.00
7150 · Capital Outlay - Vehicle	0.00	13,287.00	0.00
7110 · Capital Outlay - Building	0.00	44,927.98	0.00
Total 7000 · Capital Outlay	0.00	289,821.65	0.00
Total Expense	0.00	1,442,653.97	40,000.00
Net Ordinary Income	403,446.21	729,911.33	178,657.45
Net Income	403,446.21	729,911.33	178,657.45

Philomath Fire and Rescue
Profit & Loss by Class
 July 2020 through March 2021

	Equipment Rese...	Vehicle Reserve ...	Uncla...	TOTAL
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	0.00	0.00	0.00	16.33
4042 · Bond Income - Prop Tax Interest	0.00	0.00	0.00	-994.81
4041 · Bond Income - Delinquent Taxes	0.00	0.00	0.00	3,901.13
4060 · Conflagration Income	0.00	0.00	0.00	125,392.19
4500 · Transfers In	0.00	0.00	0.00	260,000.00
4050 · Public Education Income	0.00	0.00	0.00	7,070.00
4040 · Bond Income	0.00	0.00	0.00	378,588.77
4000 · Carryover Fund Balance	284,268.67	72,890.34	0.00	1,118,101.44
4010 · Delinquent Property Taxes	0.00	0.00	0.00	13,251.12
4020 · Current Property Taxes	0.00	0.00	0.00	1,224,229.32
4025 · Interest - Property Tax	0.00	0.00	0.00	-1,252.21
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	0.00	0.00	0.00	359.70
4030 · Investments - LGIP	330.23	374.51	0.00	3,973.69
4026 · Interest Income - Other	0.00	0.00	0.00	330.56
Total 4026 · Interest Income	330.23	374.51	0.00	4,663.95
4900 · Miscellaneous Income	0.00	0.00	0.00	19,565.48
Total Income	284,598.90	73,264.85	0.00	3,152,532.71
Gross Profit	284,598.90	73,264.85	0.00	3,152,532.71
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	-270.00	-270.00
9010 · Transfers	220,000.00	0.00	0.00	260,000.00
5000 · Personnel Expenses				
5131 · Non-Union Overtime Wages	0.00	0.00	0.00	36.46
5136 · Conflagration Wages	0.00	0.00	0.00	89,017.84
5100 · Fire Chief Wages	0.00	0.00	0.00	74,436.00
5105 · Deputy Chief Wages	0.00	0.00	0.00	52,708.00
5110 · Admin Asst Wages	0.00	0.00	0.00	37,702.47
5120 · Fire & Life Safety Officer Wage	0.00	0.00	0.00	52,330.00
5125 · Firefighter Wages	0.00	0.00	0.00	166,610.52
5130 · Overtime Wages	0.00	0.00	0.00	20,247.25
5135 · Extra Hire	0.00	0.00	0.00	16,577.26
5405 · Employers FICA	0.00	0.00	0.00	27,550.20
5410 · Employers Medicare	0.00	0.00	0.00	6,443.17
5420 · Workes Benefit Assessment	0.00	0.00	0.00	243.83
5421 · Workers Compensation	0.00	0.00	0.00	19,500.96
5430 · PERS - Employe	0.00	0.00	0.00	107,845.11
5431 · PERS - Pickup 6%	0.00	0.00	0.00	25,383.01
5440 · Health Insurance	0.00	0.00	0.00	91,069.45
Total 5000 · Personnel Expenses	0.00	0.00	0.00	787,701.53
6000 · Materials and Services				
6901 · Cost of Goods Sold	0.00	0.00	0.00	1,177.15
6217 · Supplies - EMR Classes	0.00	0.00	0.00	955.24
6216 · Supplies - FA/CPR Education	0.00	0.00	0.00	3,972.43
6091 · Tuition Reimbursement	0.00	0.00	0.00	38,874.64
6001 · Contracted Professional Service	0.00	0.00	0.00	17,428.51
6010 · Office Supplies	0.00	0.00	0.00	3,942.28
6011 · Postage/Shipping	0.00	0.00	0.00	1,526.29
6020 · Insurance and Bond	0.00	0.00	0.00	44,063.00
6030 · Dues and Fees	0.00	0.00	0.00	10,575.40
6040 · Publications and Elections	0.00	0.00	0.00	189.60
6050 · Utilities	0.00	0.00	0.00	20,509.44
6060 · Telephone, Pagers, Internet	0.00	0.00	0.00	11,634.38
6070 · Travel	0.00	0.00	0.00	1,615.43
6080 · Conference	0.00	0.00	0.00	307.00
6090 · Education/Training	0.00	0.00	0.00	13,608.47
6100 · Equipment Maintenance Agreement	0.00	0.00	0.00	2,378.97
6110 · Equipment Rentals	0.00	0.00	0.00	40.90
6130 · Gas & Oil	0.00	0.00	0.00	9,028.03

Philomath Fire and Rescue
Profit & Loss by Class
 July 2020 through March 2021

	Equipment Rese...	Vehicle Reserve ...	Uncla...	TOTAL
6150 · Radio Maintenance	0.00	0.00	0.00	16,046.18
6160 · Equipment Maintenance	0.00	0.00	0.00	10,454.52
6161 · Vehicle Maintenance	0.00	0.00	0.00	38,538.70
6170 · Building Maint and Improvements	0.00	0.00	0.00	12,349.44
6180 · Grounds Maintenance	0.00	0.00	0.00	10,809.38
6190 · Small Tools & Equipment	0.00	0.00	0.00	4,444.14
6200 · Supplies - Department	0.00	0.00	0.00	5,258.52
6210 · Supplies - Medical	0.00	0.00	0.00	11,508.54
6215 · Supplies - Prevention	0.00	0.00	0.00	1,212.58
6220 · Supplies - Suppression	0.00	0.00	0.00	7,850.30
6230 · Hazardous Materials	0.00	0.00	0.00	245.00
6240 · Supplies - Consumables	0.00	0.00	0.00	1,029.33
6250 · Uniforms	0.00	0.00	0.00	29,382.15
6270 · Volunteer - Activities	0.00	0.00	0.00	3,784.23
6300 · Volunteer - Length of Service	0.00	0.00	0.00	11,000.00
6310 · Physical & Immunizations	0.00	0.00	0.00	5,946.43
6320 · Community Involvement	0.00	0.00	0.00	4,021.10
6900 · Miscellaneous Expense	0.00	0.00	0.00	9,423.09
Total 6000 · Materials and Services	0.00	0.00	0.00	365,130.79
7000 · Capital Outlay				
7130 · Capital Outlay - Bond				
7135 · Fees	0.00	0.00	0.00	24,998.75
Total 7130 · Capital Outlay - Bond	0.00	0.00	0.00	24,998.75
7200 · Capital Outlay - Equipment	0.00	0.00	0.00	206,607.92
7150 · Capital Outlay - Vehicle	0.00	0.00	0.00	13,287.00
7110 · Capital Outlay - Building	0.00	0.00	0.00	44,927.98
Total 7000 · Capital Outlay	0.00	0.00	0.00	289,821.65
Total Expense	220,000.00	0.00	-270.00	1,702,383.97
Net Ordinary Income	64,598.90	73,264.85	270.00	1,450,148.74
Net Income	64,598.90	73,264.85	270.00	1,450,148.74

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 03/01/2021 through 03/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/04/2021	EFT	AT&T Mobility	6000 · Materials and S...		41.29			120,841.50
03/04/2021	31238	MPTV, Inc.	2010 · Accounts Payable		106.50			120,735.00
03/05/2021			-split-	Deposit			308.07	121,043.07
03/05/2021			-split-	Deposit			2,535.00	123,578.07
03/05/2021	EFT	Oregon Growth Plan	2400 · Payroll Liabiliti...		700.00			122,878.07
03/05/2021	EFT	Oregon Child Support	2400 · Payroll Liabiliti...		145.00			122,733.07
03/05/2021	EFT	Colonial Life	-split-		153.40			122,579.67
03/05/2021	EFT	AsiFlex	2400 · Payroll Liabiliti...		320.00	X		122,259.67
03/05/2021	PR 0221		-split-	Miller	6,139.38			116,120.29
03/05/2021	PR 0221		1015 · Citizens Bank C...	Rodriguez	2,759.34			113,360.95
03/05/2021	PR 0221		1015 · Citizens Bank C...	Moser	3,818.42			109,542.53
03/05/2021	PR 0221		1015 · Citizens Bank C...	Saalsaa	4,060.31			105,482.22
03/05/2021	PR 0221		1015 · Citizens Bank C...	Haney	3,831.60			101,650.62
03/05/2021	PR 0221		1015 · Citizens Bank C...	Taylor	3,630.11			98,020.51
03/05/2021	PR 0221		1015 · Citizens Bank C...	Ferguson	4,218.46			93,802.05
03/05/2021	PR 0221		1015 · Citizens Bank C...	Tegen	2,940.42			90,861.63
03/06/2021	EFT	Comcast	6000 · Materials and S...		13.15	X		90,848.48
03/08/2021			12000 · Undeposited F...	Deposit			20,999.00	111,847.48
03/09/2021	EFT	PERS	-split-		12,107.33			99,740.15
03/09/2021	31239	OSCU 402518-70	2010 · Accounts Payable		196.43			99,543.72
03/09/2021	31240	OSCU 402518-71	2010 · Accounts Payable		67.00			99,476.72
03/09/2021	31241	OSCU 402518-72	2010 · Accounts Payable		598.62			98,878.10
03/09/2021	31242	OSCU 402518-73	2010 · Accounts Payable		384.00			98,494.10
03/09/2021	31243	Allan's Coffee & Tea	2010 · Accounts Payable		203.40			98,290.70
03/09/2021	31244	Alyrica	2010 · Accounts Payable		532.86			97,757.84
03/09/2021	31245	Benton County	2010 · Accounts Payable		149.85			97,607.99
03/09/2021	31246	Carson Oil	2010 · Accounts Payable		364.61			97,243.38
03/09/2021	31247	City of Philomath	2010 · Accounts Payable		342.52			96,900.86
03/09/2021	31248	Consumers Power Inc.	2010 · Accounts Payable		461.77			96,439.09
03/09/2021	31249	Culligan	2010 · Accounts Payable		81.90			96,357.19
03/09/2021	31250	Department of Public...	2010 · Accounts Payable	ARF73811	40.00			96,317.19
03/09/2021	31251	Figaros Pizza	2010 · Accounts Payable		91.77			96,225.42
03/09/2021	31252	Hughes Fire Equipm...	2010 · Accounts Payable		1,407.37			94,818.05
03/09/2021	31253	IAFC	2010 · Accounts Payable		260.00			94,558.05
03/09/2021	31254	Industrial Welding S...	2010 · Accounts Payable		7.85			94,550.20
03/09/2021	31255	Life Assist, Inc.	2010 · Accounts Payable		143.74			94,406.46
03/09/2021	31256	Northwest Mechanical	2010 · Accounts Payable		25.00			94,381.46
03/09/2021	31257	Pacific Power	2010 · Accounts Payable		772.20			93,609.26
03/09/2021	31258	Philomath Fire Distri...	2010 · Accounts Payable		369.93			93,239.33
03/09/2021	31259	Philomath Pharmacy	2010 · Accounts Payable		239.92			92,999.41

Philomath Fire and Rescue

4/5/2021 2:17 PM

Register: 1015 · Citizens Bank Checking

From 03/01/2021 through 03/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/09/2021	31260	Pioneer Telephone C...	2010 · Accounts Payable		244.16			92,755.25
03/09/2021	31261	Republic Services	2010 · Accounts Payable		232.18			92,523.07
03/09/2021	31262	SeaWestern	2010 · Accounts Payable		746.05			91,777.02
03/09/2021	31263	Timber Supply Co.	2010 · Accounts Payable		12.00			91,765.02
03/09/2021	31264	Valvoline LLC	2010 · Accounts Payable		171.64			91,593.38
03/09/2021	31265	Walter E. Nelson Co.	2010 · Accounts Payable		277.27			91,316.11
03/09/2021	31266	Bimart Corporation	2010 · Accounts Payable		59.98			91,256.13
03/10/2021	EFT	AsiFlex	6000 · Materials and S...		15.00	X		91,241.13
03/10/2021	31267	Lindsay Taylor	2010 · Accounts Payable		174.40			91,066.73
03/16/2021	PR 0321...		-split-	Haney	7,026.13			84,040.60
03/16/2021	PR 0321...		1015 · Citizens Bank C...	Haney	2,237.20			81,803.40
03/21/2021	EFT	Verizon	6000 · Materials and S...		318.89			81,484.51
03/23/2021	EFT	Colonial Life	-split-		153.40			81,331.11
03/25/2021	31268	Aine Smith	2010 · Accounts Payable		98.00			81,233.11
03/25/2021	31269	Carson Oil	2010 · Accounts Payable		476.19			80,756.92
03/25/2021	31270	Century Link	2010 · Accounts Payable		9.89			80,747.03
03/25/2021	31271	Consumers Power Inc.	2010 · Accounts Payable		270.51			80,476.52
03/25/2021	31272	CTX	2010 · Accounts Payable		156.97			80,319.55
03/25/2021	31273	Department of Public...	2010 · Accounts Payable		40.00			80,279.55
03/25/2021	31274	Figaros Pizza	2010 · Accounts Payable		92.70			80,186.85
03/25/2021	31275	Fire Rescue Equipme...	2010 · Accounts Payable		1,560.00			78,626.85
03/25/2021	31276	Haden Hewes	2010 · Accounts Payable		2,545.00			76,081.85
03/25/2021	31277	Hughes Fire Equipm...	2010 · Accounts Payable		874.17			75,207.68
03/25/2021	31278	Jacob Bergstrom	2010 · Accounts Payable		2,600.00			72,607.68
03/25/2021	31279	Lillee Rodriguez	2010 · Accounts Payable		580.98			72,026.70
03/25/2021	31280	Medline Industries, I...	2010 · Accounts Payable		153.15			71,873.55
03/25/2021	31281	My-Comm, Inc	2010 · Accounts Payable		2,134.37			69,739.18
03/25/2021	31282	Northwest Mechanical	2010 · Accounts Payable		215.00			69,524.18
03/25/2021	31283	NW Natural	2010 · Accounts Payable		381.38			69,142.80
03/25/2021	31284	Oregon Fire District ...	2010 · Accounts Payable		11,000.00			58,142.80
03/25/2021	31285	R3 Engraving & Signs	2010 · Accounts Payable		1,726.80			56,416.00
03/25/2021	31286	RDJ Specialties, Inc.	2010 · Accounts Payable		422.98			55,993.02
03/25/2021	31287	Security Alarm Corp	2010 · Accounts Payable		126.34			55,866.68
03/25/2021	31288	Shonnard's	2010 · Accounts Payable		50.00			55,816.68
03/25/2021	31289	Spaeth Lumber Co., I...	2010 · Accounts Payable		116.57			55,700.11
03/25/2021	31290	Tiffanie Wikoff	2010 · Accounts Payable		50.00			55,650.11
03/25/2021	31291	TWGW, Inc. dba Phi...	2010 · Accounts Payable		23.77			55,626.34
03/29/2021			-split-	Deposit			2,904.00	58,530.34

Tom Miller Leave Usage
July 1, 2020 through June 30, 2021

Beginning Balance as of July 1, 2020	380.91	96
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	Sick Leave	Vacation
July		
accrual	9	0
taken	0	0
balance	389.91	96

August		
accrual	9	0
taken	0	9
balance	398.91	87

September		
accrual	9	0
taken	0	0
balance	407.91	87

October		
accrual	9	0
taken	0	35
balance	416.91	52

	Sick Leave	Vacation
November		
accrual	9	0
taken	0	23.5
balance	425.91	28.5

December		
accrual	9	0
taken	0	0
balance	434.91	28.5

January		
accrual	9	0
taken	0	0
balance	443.91	28.5

February		
accrual	9	120
taken	2	0
balance	450.91	148.5

	Sick Leave	Vacation
March		
accrual	9	0
taken	0	0
balance	459.91	148.5

April		
accrual	9	0
taken		
balance	468.91	148.5

May		
accrual	9	0
taken		
balance	477.91	148.5

June		
accrual	9	0
taken		
balance	486.91	148.5

Resident Volunteer Program

I. PURPOSE:

The purpose of this program is to provide learning and experience to individuals pursuing volunteerism or a career in fire service. This program is intended to increase the understanding of the responsibilities and duties of firefighters. Resident Volunteers are to be available after normal business hours. They serve as a point of contact, for emergency response, and to perform specific station duties.

II. RESIDENT REQUIREMENTS:

Resident Volunteers shall reside at the fire station as their primary place of residence. Resident Volunteers are strongly encouraged to participate in District activities, including calls, drills, meetings, and training, on days that they are not on-shift. The Resident Volunteer Program is not conducive to those employed in a swing, graveyard, or weekend position, or situations where someone's employment requires absences for extended periods of time. Exceptions may be made for the three-month summer break when frequent absences are due to temporary summer employment. Resident Volunteers that have temporary summer employment are required to coordinate coverage of their duty shift.

Resident Volunteers shall be full time students of higher education, or be employed full time during participation in the program. Lapses of attendance at college or in employment shall not exceed 3 consecutive months in a calendar year. Combinations of part-time work and part-time school attendance are allowed as long as they equal full-time endeavors.

Resident Volunteers shall maintain a driving record that meets the District's driving-record requirements. Resident Volunteers are required to maintain a current and valid Oregon Drivers License. Resident Volunteers must notify the Fire Chief of any change in their driver's license status, and of all traffic violations. Failure to report a traffic violation or change in license status to the Fire Chief will be viewed as a violation of District policy.

Resident Volunteers shall complete district training as follows:

- NFPA Driver (after completion of FFI Academy)
- EMR or EMT Basic (first available class)
- NFPA Firefighter I (within one year, as classes permit)

Resident Volunteers are encouraged to continue their training as follows:

- NFPA Pumper Operator
- EMT Advanced
- FF II

III. TERMS AND BENEFITS:

Resident Volunteers are held to the standards and expectations of Volunteers stated in the Personnel Policies for Volunteers. Those participating in the Resident Volunteer Program do so as volunteers and are in no way considered employees of the District. Resident Volunteers

ORGANIZATIONAL MANUAL

serve at the pleasure of the District, and their relationship as a Resident Volunteer with the District may be terminated at any time and for any reason, at the discretion of the District or the Resident Volunteer.

The benefits provided for Resident Volunteers include lodging, utilities, tuition reimbursement, and uniforms/station wear. These benefits are offered at the discretion of the District to offset any financial hardship or inconvenience from involvement in the Resident Volunteer Program.

Uniforms provided are: (2) T-Shirts, (1) Sweat Shirt, and (2) pair of blue Nomex pants. Resident Volunteers will be offered re-imbusement up to \$130 on Station Boots. These items will be evaluated for replacement as wear dictates.

Resident Volunteers shall report to all motor vehicle collision or fire calls while on District premises whether they are on-duty or not, although they may not be required to leave the station as part of their response to the call. Resident Volunteers that do not have their employer or instructor's permission to arrive late and that are due to report to work or school within one hour of a call dispatch time, may elect to not respond to the call. The Fire Chief may consider exceptions for Resident Volunteers that work or attend school at distant locations.

IV. TUITION ASSISTANCE:

Resident Volunteers are eligible for tuition reimbursement up to \$2800 per term, providing they are in good-standing in the department. Tuition reimbursement is based on 12 credit-hours, credit conversions will be considered for alternative academic schedules (i.e. semesters). Part-time students will be awarded prorated tuition reimbursement based on credit hours taken (i.e. 9 quarter credit hours of school = $\frac{3}{4}$ school attendance = $\frac{3}{4}$ tuition reimbursement). Prorated tuition reimbursement applies only to Resident Volunteers who are part-time students in addition to having part-time work. To receive reimbursement, a Resident Volunteer must provide receipts for tuition expenses at the end of each term, along with a current transcript indicating a grade of a C or better in each class.

V. PERSONAL CONDUCT:

- A. Resident Volunteers will, at all times, conduct themselves in a professional manner when dealing with the public, other agencies, other District Resident Volunteers, Volunteers, and paid staff.
- B. Horseplay in or around District facilities, at incident scenes, or during training will not be tolerated.
- C. Resident Volunteers will maintain a clean and neat appearance and practice good personal hygiene.
- D. Personal gear will not be left scattered about the fire station. All personal articles will either be stored in the Resident Volunteer's dormitory or other place designated by the Fire Chief.
- E. The District uniform or station wear, with District logo, will be worn at all times while the Resident Volunteer is on-duty.

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- F. The District has a responsibility to its personnel and the public to ensure safe working conditions for its employees and volunteers, and to have a productive District workforce unimpaired by chemical-substance abuse. To satisfy these responsibilities, the District must preserve a work environment free from the effects of drugs, alcohol, or other performance-impairing substances. The misuse of alcohol and other drugs can impair personnel performance, and physical and mental health. It also may jeopardize the safety of paid staff, Volunteers and the public. Each Resident Volunteer is responsible for meeting performance, safety, and attendance standards.

VI. VISITORS:

- A. General public - During daytime hours, visitors may be taken on tours through the station. General public tours will not be allowed after 2000 hours. The general public is not permitted to wander around the fire station without a District representative as escort.
- B. Personal visitors – Friends and family members are allowed at the station after hours during non-emergency times as Resident Volunteers’ personal visitor provided they do not disturb the other Resident Volunteers or interfere with the normal operation of the District. Visitors are not permitted to wander around the station without a District representative as escort. Quiet time for all personal visitors begins at 2200 hours during weekdays and at 2300 hours on weekends. Each Resident Volunteer is responsible for the conduct of their guests and for restoring the facility after their guest’s departure.

VII. BEDS / LINENS:

The District will supply a bed for each Resident Volunteer. Residents are responsible for supplying linens, blankets, pillows, and towels.

VIII. TRAINING:

Resident Volunteers shall participate in all scheduled and special training activities that occur during their duty shift unless excused by the Fire Chief or Duty Officer. Resident Volunteers are required to meet the District attendance requirements for fire and medical training during their participation in the Resident Volunteer Program.

IX. DUTY SHIFTS:

Shifts are designated as “A”, “B”, and “C” shifts. Resident Volunteers will be assigned an on-duty/paid officer mentor. Duty shifts for Resident Volunteers rotate in conjunction with their assigned Shift Officer.

Shift Hours: 08:00 – 08:00 on designated shift.

- C. Conflicts - It is understood that duty coverage may need to be arranged by Resident Volunteers who have occasional conflicts due to employment and/or school obligations. It will be the responsibility of each Resident Volunteer to find coverage for those hours and advise the Fire Chief or Duty Officer of the changes. All changes shall be made with the intent to provide coverage for all hours required for the shift and any duties required to be performed during the shift. Unless authorized, Resident Volunteers are not to leave the District during their duty shift

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except for picking up District equipment and supplies, or responding to mutual/automatic aid emergency calls. Authorizations for exceptions are provided by the on-duty officer.

- D. Leave – All Resident Volunteer leave must be covered by trade with other personnel. The Resident Volunteer planning to be absent is responsible for finding coverage for their shift. Vacation or leave must be requested two weeks in advance. Coverage for duty shifts must be scheduled and approved before vacation/leave begins. Resident Volunteers shall establish a vacation schedule that ensures coverage. Trading shifts is allowed to achieve that coverage.
- E. Holidays - If a Resident Volunteer's duty shift falls on a holiday, he or she is expected to be on-duty at the station and available for response. Resident Volunteers attending family gatherings, are "on-call" and required to respond to emergency calls.
- F. Breaks/Meal Periods – Short periods of time away from the station while on-duty to go out or run errands, in District, are permitted provided the Resident Volunteer returns to the station promptly after conducting business. Resident Volunteers, when away from the station, must return to the station or respond to the emergency incident scene for alarms during their duty shift.
- G. Sick leave - In the event of illness, Resident Volunteers must notify the Duty Officer or Fire Chief as soon as possible. It is the responsibility of the Duty Officer or Fire Chief to make relief assignments to provide the necessary shift coverage. Personnel with illness are recommended to leave the District premises or confine themselves to their dorm room for the duration of their illness.
- H. Duty changes - Duty changes should be made at least 24 hours in advance and be reciprocated. Duty changes must also take into consideration proper coverage of services (i.e. EMT coverage, pump operators, etc.). District Volunteers may be used for duty coverage with approval by the Fire Chief. Those who assume a duty shift, assume the station duties as well. All duty change requests must be made to the Fire Chief through the District scheduling program. Once a duty-shift change has been approved, the duty-shift traded becomes the responsibility of the accepting Volunteer/Resident Volunteer.
- I. Conflagrations – Resident Volunteers may respond to calls involving conflagrations provided their duty shifts and duties are covered. It is recommended that arrangements be in place for the potential of being gone for a period of up to (14) fourteen days. If the duty coverage cannot be accomplished the Resident Volunteer will not be able to respond.

X. DUTY ASSIGNMENTS:

- A. Routine
 1. Routine Station Details: radio test, burning data, daily log, etc.
 2. Routine Station Maintenance: dry mop floors, wet mop floors (as needed), vacuum, fill volunteer refrigerator, wash dishes, general pick up, empty can and bottle barrel, etc.
 3. Routine Engine Bay Maintenance: sweep floors as needed, general pick up, hosed out on Saturdays.

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4. Security Check:
 - a. Building – shop locked, doors secured, daily log completed, general pick up by 10 pm daily.
 - b. Apparatus - “ready to respond status”
5. At the discretion of the Fire Chief, completed checklists of duties performed may be requested to ensure completion of daily duties. Not participating in daily duties may result in disciplinary action. Daily duties are specified on checklists, located next to the radio on the West end of the Apparatus Bay.

B. Assigned

Any special duties or projects that are assigned by the Fire Chief, Duty Officer, or Senior Resident Volunteer.

XI. DORMITORY:

Resident Volunteers’ dormitories will be kept clean and orderly. The Chief or designated personnel may perform a Health and Comfort inspection of the dormitories twice per year. Resident Volunteers will be given 24 hours advanced notice of these inspections or other times their dorms may be accessed for repairs or installations, except in emergency situations relating to human safety or property damage.

Noise in the residence area (kitchen, hallway, rooms, outside of windows) or in other parts of the station (lounge, upstairs etc) will be kept at a low level. Consideration will be shown to those who may wish to study or sleep.

Friends, family members, volunteers, and staff are not permitted to spend the night in a Resident Volunteer’s dorm room.

Resident Volunteers are not allowed to spend the night in each other’s dorm rooms.

Dirty laundry will be stored in the Resident Volunteer’s dormitory room in a suitable container and not allowed to accumulate. Clean laundry will be returned to the Resident’s dorm and not allowed to accumulate in the laundry room.

XII. RESTROOMS:

Resident Volunteers will be responsible for the residence restroom facilities as well as the administrative restroom facilities.

Personal hygiene articles are to be kept in Resident Volunteer’s room rather than on the counters in the bathrooms.

It is recognized that daily cleaning may be required in the restroom. These chores may include cleaning the sink, toilets, urinal, and floors, and empty the wastebasket when full.

XIII. LAUNDRY ROOM:

The Resident Volunteer’s laundry room will have clothes removed from the washer or dryer when finished to allow others to use the appliances. Volunteers and staff, that are on-duty at

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the station, may use the washer and dryer during their duty hours. The washer and dryer are at no time to be used by or for anyone that is not a member of Philomath Fire & Rescue.

XIV. KITCHEN:

All foodstuffs will be kept inside cabinets, in the refrigerator or freezer. An exception is food that is left out for all personnel to help themselves.

Dishes, pans, and cooking utensils are not to be left on the stove, table, refrigerator, freezer, in the sink, or stored in the dishwasher after washing.

Messes made on the table, countertops, in or on the stove, microwave, or oven will be cleaned up immediately.

The cabinets, refrigerator, and freezer will be kept clean and/or defrosted. The garbage/trash container is to be emptied no less than twice a week.

XV. COMPUTERS, PHONES, INTERNET:

The District provides internet, cable and phone service as part of the administrative operations. Resident Volunteers may use these services, however they also have the option of installing private lines for internet, phone or television in their rooms under their name. The District assumes no responsibility for personal computer, cable lines or phone charges. The Fire Chief will have access to monitor all information on the District's network.

XVI. DAY ROOM/CONFERENCE/LIBRARY/STUDY ROOM:

At night, the last person leaving the lounge, library, conference room, or study room is responsible to turn off the television and lights. Furniture will be kept neatly arranged. Coffee cups, pop bottles, and snack wrappers will not be left in the area.

XVII. PERSONAL VEHICLE MAINTENANCE:

Resident Volunteers may perform light maintenance/repairs on their own personal vehicle provided it is not in conflict with other District activities. Under no circumstance will a personal vehicle be parked in front of an in-service apparatus. Any bay used for personal repairs/maintenance must be followed by cleaning. All tools used must be put away, and any apparatus moved must be restored after work is completed. Resident Volunteers must provide all supplies used to perform maintenance or repairs on their personal vehicles e.g. oil, wiring, polish, paint etc.

Resident Volunteer's personal vehicles (in excess of one), equipment, or recreational vehicles/items will not be stored at the station without permission of the Fire Chief.

The workbench area in the shop is to be cleaned and restored when work is completed.

XVIII. DISCIPLINE:

Resident Volunteers are covered by the Section 11.0 of the Policy for Volunteers.

XIX. EARTHQUAKE:

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If an earthquake occurs, as soon as possible after movement has stopped, Resident Volunteers should open all bay doors and pull all apparatus out onto the apron in front of the station. This should not be done if in any way it jeopardizes anyone's safety.

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CERTIFICATE

I certify that I have received a copy of the Resident Volunteer Policy of Philomath Fire & Rescue.

I understand that it is my responsibility to read and ask questions if necessary regarding this policy, and I accept responsibility for understanding and complying with this and all District policies.

I am accepting this position as a Resident Volunteer out of civic, charitable, or for humanitarian reasons.

I have no expectation of any compensation, and I know that free room and utilities are offered to me at the pleasure of the District to offset any inconvenience to me from participating as a Resident Volunteer.

I understand that my Resident Volunteer status can be terminated with or without cause, at any time, at the option of the District or myself, subject, however, only to such restrictions as may appear in the District Policy and Procedure Manual for Volunteers, or the Resident Volunteer policy, as amended periodically.

I understand that no one except the Fire Chief and the District Board of Directors has the authority to enter into any agreement in writing, contrary to District Policy and Procedure Manual for Volunteers, or the Resident Volunteer policy.

Resident Volunteer's Signature

Date

Resident Volunteer's Printed Name

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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 individuals who have come onto the grounds of the station.

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 designee
- b. The Fire District Board President
- c. 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. Surveillance footage will not be monitored at all times and will only be reviewed should an allegation or property damage surface. Live-feed of the cameras in the residential section shall not be monitored and recordings will only be viewed for cause and only following the Disclosure of Footage section of this policy. The residential section is defined as the areas of living space on the West end of Station 201 which includes the laundry room, dayroom, dorms, restrooms, hallway, and study area. All access of the video recordings will be tracked on the Video Surveillance Access Log. The Video Surveillance Access Log will be presented to the

ORGANIZATIONAL MANUAL

Board, periodically, for review. Access relating to criminal investigation will be brought to the Board President's attention as soon as practicable.

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. 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 a 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).

ORGANIZATIONAL MANUAL

Video Surveillance Access Log

Date Accessed

Time Accessed

Individual/Agency Name

Purpose of Access

Nothing in this policy is meant to imply that District personnel will face consequences for exercising the right to any protected leave.

TEAMWORK AND PERSONAL CONDUCT

Every employee should keep in mind that all personnel are part of a team of public employees, and public satisfaction with the District depends upon excellent service. Employees of the District are expected to be courteous, efficient, and helpful in the performance of all work assignments.

Employees are very much in the public eye, whether on or off duty. At all times, employees are expected to use good judgment and to adhere to the highest standards of professional conduct. Employees are responsible for the appropriateness of their own conduct and should demonstrate personal and professional integrity through their actions at all times. This visibility necessitates personnel to work cooperatively with each other and to keep in mind that favorable impressions created by employees' public behavior impacts goodwill and support for District services.

Employees must also abide by all applicable rules, policies, and practices of the District. It is impossible to list all forms of conduct that might be considered inappropriate. Certain behaviors such as theft, fighting, insubordination, falsification of records, bribery, threats of violence, or harassment are clearly unacceptable, at any time. Other conduct, such as failure to cooperate with other employees, or rudeness to coworkers or the public, while often more subtle, are equally inappropriate.

The District expects all of its personnel to observe high standards of professionalism at all times, to comply with all laws applicable to the District, and to treat others with dignity and respect. Unsatisfactory performance, work habits, attitude, conduct, or demeanor; violation of laws, District policies, practices, procedures, or guidelines; or other behavior or conduct considered inappropriate by the District will result in performance management or disciplinary measures, up to and including termination.

13.3 — CODE OF ETHICS FOR EMPLOYEES

- A. **Personal Interests Avoided.** District employees will not use their positions, District equipment, facilities, or services to obtain personal financial gain or to avoid personal financial detriment, other than official compensation and benefits.
- B. **Gifts and Gratuities.** Employees will not accept any favors, gifts, or gratuities resulting from or related to employee status with the District. In this regard, the appearance of impropriety can be as damaging as actual impropriety and shall therefore be avoided.
- C. **Special Gifts.** The Fire Chief may allow the acceptance of non-monetary gifts of nominal value (i.e., \$50 or under) for holidays or special occasions. Such gifts may be accepted only once during a calendar year, per donor, and will be shared by all employees of the District.

PERSONAL APPEARANCE

Each employee is responsible to present a proper, businesslike appearance, whether in the office, in a District vehicle, or at any other work site. Good taste and good judgment in personal attire is expected of all District employees. The appearance of personnel contribute to our reception and reputation in our community. All personnel are required to be neat, clean and tidy and in appropriate attire that is not stained or torn. Personnel should not wear attire that is provocative, revealing, athletic or casual in nature which include shorts, flip flops, T-shirts (other than those issued by the District), attire with symbols and emblems that are partisan or political, novelty buttons, and similar items of casual attire that do not present a businesslike appearance. Hair should be clean, combed and neatly trimmed or arranged. Individuals are also encouraged to maintain personal hygiene that is clean and without distracting artificial or natural odors. Depending on the nature of the position, personnel may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or other appropriate clothing. Personnel who do not meet the standards of this policy may be asked to take corrective action, which may include leaving the premises.

This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and personnel must use common sense in adhering to the principles underpinning the policy. The District recognizes the diversity of cultures and religions of its members and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations. Violations of this policy may result in disciplinary action.

UNIFORMS / ~~PERSONAL PROTECTIVE EQUIPMENT~~DISTRICT ATTIRE

The District will furnish the required uniform and personal protective equipment for ~~emergency response~~ ~~ach-personnel~~ ~~employee~~. ~~During the work day~~ ~~workday, 8 am to 5 pm, or at other times designated by the Fire Chief, employees~~ ~~uniformed personnel will wear the department uniform. This, which consists of the department~~ ~~District coat, dress shirt, T-shirt, sweatshirt, jeans/pants, belt, safety boots, or other safety footwear as determined by the Fire Chief. Non-response personnel will be expected to dress in a manner that is professional and appropriate for an office setting. The District encourages employees to wear District supplied apparel off duty to be rapidly identified during off duty or call back emergency calls. All uniforms will be of a color determined by the Fire Chief. Wearing the District uniform at outside training and conferences will be left to an individual employee's discretion. Additional requirements for professional attire can be found in the District's Uniform Policy, C-22.~~

The District, except in cases of employee negligence, in which case the employee may be held financially responsible, will furnish replacements of worn or damaged uniforms, ~~and/or~~ equipment. ~~Employees may substitute personal equipment for District furnished equipment only with the approval of the Fire Chief.~~

PHYSICAL EXAMINATIONS

TEAMWORK AND PERSONAL CONDUCT

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The District expects all of its personnel to observe high standards of professionalism at all times, to comply with all laws applicable to the District, and to treat others with dignity and respect. Unsatisfactory performance, work habits, attitude, conduct, or demeanor; violation of laws, District policies, practices, procedures, or guidelines; or other behavior or conduct considered inappropriate by the District will result in performance management or disciplinary measures, up to and including termination.

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UNIFORMS / DISTRICT ATTIRE

The District will furnish the required uniform and personal protective equipment for emergency response personnel. During the workday, 8 am to 5 pm, or at other times designated by the Fire Chief, uniformed personnel will wear the department uniform. This consists of the District coat, dress shirt, T-shirt, sweatshirt, jeans/pants, belt, safety boots, or other safety footwear as determined by the Fire Chief. Non-response personnel will be expected to dress in a manner that is professional and appropriate for an office setting. All uniforms will be of a color determined by the Fire Chief. Wearing the District uniform at outside training and conferences will be left to an individual employee's discretion. Additional requirements for professional attire can be found in the District's Uniform Policy, C-22.

The District, except in cases of employee negligence, in which case the employee may be held financially responsible, will furnish replacements of worn or damaged uniforms.

PHYSICAL EXAMINATIONS

Offers of employment by the District will be made contingent upon an applicant's successful completion of a medical examination based on NFPA 1582, *Medical Requirements for Firefighters*. This examination will include blood toxicology and a drug screen. The District will pay for this examination. To assure continued qualification for employee status, the District will periodically request for its employees to submit to a medical examination, at the District's expense, which may include blood toxicology and a drug screening.

PHYSICAL FITNESS PERIOD

Philomath Fire & Rescue

Civil Service Commission

Regular Session

Tuesday, April 6th, 2021

Station 201

5:00 pm

- I. Roll Call – The Civil Service Commission meeting was called to order at 17:03 by Chair Plant. Commissioners present were Chair Tom Plant and Van Hunsaker. Staff present were Office Administrator (OA) Lillee Rodriguez and Deputy Chief (DC) Chancy Ferguson.
- II. Changes or Additions to Agenda – None.
- III. Minutes – approval of January 5th, 2021 Minutes – Hunsaker motioned to approve minutes from the January 5th, 2021 meeting. Plant Seconded. Motion passed 2-0.
- IV. Quarterly Payroll Report – 1st Quarter 2021 – OA Rodriguez presented the 1st Quarter payroll report for 2021. She reviewed the effective dates of the personnel wages.
- V. Personnel – OA Rodriguez reported that Captain Haney had departed, AIC Tegen moved into the A Shift position, and Licon was hired from the hiring list for the Daytime Firefighter position effective April 1st. DC Ferguson noted that there will be a need to develop a new hiring list. He added that he and Chief Miller discussed going through that process in the Fall/Winter of 2021. OA Rodriguez also noted the personnel who have been hired on for COVID deployment. The commissioners commented how quickly DC Ferguson's first two years have gone by. Commissioners and staff talked about interest in the Resident Volunteer program, firefighter hiring throughout the state, and volunteer participation.
- VI. Future meeting dates – July 6, 2021, October 5, 2021, January 4, 2022
- VII. Adjournment – Meeting adjourned at 17:24.

Handouts included in packet:

January 5th, 2021 minutes

1st Quarter Payroll Report