PHILOMATH FIRE & RESCUE

November 4, 2019

Location: Philomath Fire & Rescue

Regular Session Board Meeting

3:00 pm

I. CALL TO ORDER/ROLL CALL

II. ACTION ITEMS
   A. Approval of Minutes
   B. 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
      - Audit Notes

V. REPRESENTATIVE REPORTS
   1. Volunteer Association - Taylor
   2. IAFF Local 4925 – Saalsaa

VI. OLD BUSINESS
   1. Master Plan Documents
   2. Appreciation Dinner – Invitees & RSVPs
   3. Lieutenant Job Description – 1st Reading
   4. OFDDA Conference – November 7-9 Seaside, Oregon
   5. Oregon Fire Chief's Association – Spring Conference April 30 – May 3 Redmond, Oregon

VII. NEW BUSINESS
   1. Board Goals
   2. Review of Civil Service Commission Meeting minutes
   3. Replacement of Self-Contained Breathing Apparatus (SCBAs)
   4. Discrimination and Harassment Policy
   5. Capitalization Policy – 1st Reading
   6. Siren Job Description – 1st Reading

VIII. ACTION ITEMS

IX. NEXT MEETING – December 2nd, 2019

X. ADJOURNMENT

A Fire Board member shall strive to:
Respect the opinions of others and graciously accept the principle of "majority rules" In Board meetings.
(Board Member Code of Conduct presented by Ken Jones at the 2014 Fire Service Conference)

PHILOMATH FIRE & RESCUE

October 7, 2019
Regular Session Board Meeting
3:00 pm

I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by President Rick Brand at 14:57. Board members present were Daphne Phillips, Treasurer Ruth Jacobs, Vice President Joe Brier, and President Rick Brand. Robyn Jones arrived at 1501. Staff members present were Chief Tom Miller and Administrative Assistant (AA) Lillee Rodriguez.
Guests: Ken Corbin, Deputy Chief (DC) Chancy Ferguson, and Lieutenant Victor Haney

II. ACTION ITEMS
   A. Approval of Minutes – **Jacobs motioned to approve minutes as written. Phillips seconded. Motion passed 4-0.**
   B. Approval of Bills – AA Rodriguez reviewed unique and large expenses for the month. President Brand asked how often sharps are picked up, about the port-a-tank patch kit and the expense to repair the Sparky Buggie. President Brand complimented the appearance of the Station 201 grounds as well. **Vice President Brier motioned to approve payment of the bills in the amount of $48,186.26. Treasurer Jacobs seconded. Motion passed 5-0.**

III. PUBLIC COMMENT – Corbin stated that he has been a volunteer for some time and he stated that he would be interested in becoming a board member in the future. He stated that when the next position comes available he would be interested in participating in the election. The Board discussed election cycles and thanked Mr. Corbin for his interest.

IV. STAFF REPORTS
   1. President – President Brand congratulated the personnel on the Open House Event. He stated that he stopped in on the day of the event and everyone seemed to be having a great time. He noted that there seemed to be a lot of new vendors who are big contributors to the Philomath Community and it was good to see them involved.
   2. Fire Chief –
      Personnel – Chief Miller reported that he completed evaluations for volunteers Schell and Anderson. He added that Anderson elected to step down from her leadership position in order to help facilitate driver training.
      Chief Miller reported that 4 new recruits will be starting Fire Academy on October 26th, adding that the District has another new volunteer who took a hybrid course. Chief Miller stated that there will also be a new RV moving to Station 203.
      Leadership Retreat – November 1st in Newport – Chief Miller stated that this event is intended to build teamwork and consensus among the District leadership.
      Volunteer Business Meeting – Chief Miller reported that he attended the Volunteer Business meeting and announced that a Training Audit will be performed by Douglas Baily, a retired DC from Corvallis. Chief Miller added that Baily had a chance to meet with the Volunteers during their business meeting to get candid feedback. Chief Miller stated that Baily will work with DC Chancy to develop a training schedule. Chief Miller added that this is a good opportunity for the District to get some outside perspective on their trainings.

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Events – Chief Miller reported that members of the District participated in the PYAC Carnival, Open House, Homecoming Parade, and Fire Prevention Month events throughout the community. He added that he attended the PCN Meeting and there are lots of community events going on during the month of October.
Equipment – Chief Miller stated that portable radios had been installed in 231. He added that there has been no update from AFG on the District's grant application however notices will continue to be issued over the next three weeks or so. Chief Miller stated that the SCBAs have all been bid and are ready to order. He added that he thinks the District will know one way or another by the end of the month of October.
Building – Chief Miller reported that the Station 201 front door had been ordered. He also reported that there is a CARDV display in the front garden beds at Station 201.
9-1-1 District – Chief Miller stated that the 9-1-1 District Election Committee asked if the Fire District would put signs out in front of the building supporting the measure. He noted that they were not present for the Open House which would have been a good opportunity for them to talk to the public.
Citizens' Academy – Chief Miller reported that there are 16 community members in the Citizen's Academy this year and they will be at Station 201 on Wednesday, the 10th, from 6 pm to 8 pm. He said this is a local group of citizens who have an interest in learning about local government. Treasurer Jacobs mentioned that it might be nice for a Board member to be present that evening to answer questions.
Master Plan – Chief Miller stated that he is still working through final details, adding that the cost analysis was included in the Board Packet. He clarified that the cost analysis include today's costs but the District will need to factor future expenses and inflation as well. President Brand suggested breaking it down into an excel spreadsheet to better understand the expenses and to plan for it.

3. Board Secretary –
   - Revenue/Expense Report – AA Rodriguez presented the September 2019 Revenue/Expense Report and reviewed the current fund balances.
   - Review of Check Register – AA Rodriguez reviewed deposits into the Citizens' Bank account.
   - RunTracker – AA Rodriguez presented the September 2019 RunTracker numbers: 57 calls; 9 Fire, 48 Medical. Chief Miller talked about what he expects for response to the new apartments in the District. Corbin asked about the access for the BLVD Apartments. Chief Miller clarified that there is a main access and a secondary egress for that development.
   - Internal Controls – AA Rodriguez reviewed the Internal Controls Survey completed by Chief Miller and herself. The Board and Staff talked about training around password protection and malware. President Brand stated that he would like to talk to Captain Saalsaa about the benefits of free versus paid versions of malware protection for the District.
   - Audit Notes - AA Rodriguez discussed some deficiencies identified by the auditors, including that the District should consider another audit group in the near future as best practices.

V. REPRESENTATIVE REPORTS
1. Volunteer Association – Volunteer President Taylor not present.
2. IAFF Local 4925 – Union President Saalsaa not present.

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VI. OLD BUSINESS

1. Office Administrator Job Description – 2nd Reading – AA Rodriguez presented the format changes to the policy, as requested by the Board. **Treasurer Jacobs motioned to adopt Office Administrator Job Description as presented. Jones seconded. Motion passed 5-0.**
2. Captain Job Description – 2nd Reading – AA Rodriguez presented the formatting changes to the Captain Job Description and the inclusion of the physical and mental demands of the position and the work environment. Jacobs recommended this policy return for a second reading at the November meeting.
3. Master Plan Supplemental Document – Treasurer Jacobs reminded the Board why the supplemental document was created, Chief Miller and the Board discussed the history, necessity, and creation of the Master Plan and Supplemental Document. President Brand asked if the current Master Plan document isn't really the Master Plan Summary whereas the Supplemental Document really is the meat of the Master Plan. Treasurer Jacobs will work with AA Rodriguez to continue to work on the completion of the Master Plan and Supplemental documents.
4. Surplus Policy – 2nd Reading – AA Rodriguez presented the Surplus Property Policy with the Board's requested format changes. **Treasurer Jacobs motioned to adopt the Disposal of Surplus Property Policy as presented. Brier seconded. Motion passed 5-0.**
5. Annexation/Withdrawal Policy – 2nd Reading – AA Rodriguez presented the policy with the change to include the ORS reference for withdrawal. **Treasurer Jacobs motioned to approve the policy as presented. Jones seconded. Motion passed 5-0.**
6. Appreciation Dinner – Invitees & RSVPs – The Board and staff discussed the upcoming event. Phillips was identified as the Board point person for this project. Treasurer Jacobs motioned to have Philips lead the Appreciation Dinner efforts. Jones seconded. Motion passed 5-0.

VII. NEW BUSINESS

1. Review of Civil Service Commission Meeting – AA Rodriguez apologized and noted that the minutes were not included in the Board packet as the minutes have not yet been completed. She stated that she would bring these minutes to the November meeting and reviewed the gist of the meeting.
2. Review Open House Event – Covered in Chief's report. Chief Miller stated that he estimates 350 to 400 members of the public were present for this event. He added that the weather was good and the District personnel received lots of compliments from the public. President Brand stated that he thought that there was lots of great support from community partners.
3. Board Best Practices Self-Assessment – The Board reviewed and completed the questions for the annual Best Practices Assessment. The Board and Staff discussed records management.
4. Engineer Job Description – Discontinue – Chief Miller stated that the District does not have an acting "Engineer" and recommends this job description for discontinuation. **Treasurer Jacobs motioned to approve discontinuance of the Volunteer Engineer Job Description. Philips Seconded. Motion passed 5-0.**
5. Lieutenant Job Description – 1st Reading – The Board and staff discussed the details of the job description, noting that there are some changes to be made and some organization of the description to be improved. Return for a 1st reading at the November meeting.

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VIII. ACTION ITEMS

1. 9-1-1 Tax District Signage – Chief Miller reported that City Hall has stated that they will not pick and choose who puts up signage in front of City Hall, meaning anyone can. Chief Miller and the Board discussed the background of the proposed Tax District. Treasurer Jacobs noted that the Board never took a position on the proposition, officially. She added if there is any financial advantage that it would be in the District's interest to recuse themselves. Brier stated that when it came to the Jail proposition, the District left their input at how it would impact the district, not in favor or opposed. Philips suggested the District remain neutral. Brier suggested drafting a policy stating that they will not post political signs on the property. **Vice President Brier motioned that the District will not endorse any elections through political signs on the property. Jacobs seconded. Motion passed 5-0.**
2. Citizens' Academy – Vice President Brier and Treasurer Jacobs stated that they could be present during the presentation.
3. Motion to not capitalize computers – **Jacobs motioned to no longer treat the purchase of office computer hardware as capital items. Philips seconded. Motion passed 5-0.**
4. Fuqua – GT Article – Treasurer Jacobs will follow up with Reporter Fuqua about his needs for article input.

IX. NEXT MEETING – November 4, 2019 – Philips not present. Jacobs, Jones, Brier, Brand confirmed.

X. ADJOURNMENT – Meeting adjourned at 16:34.

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Philomath Fire and Rescue
Transaction by Account
October 2019

Type	Date	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
6000 · Materials and Services				
6001 · Contracted Professional Service				
Bill	10/07/2019	Good Earth Pest Company	201 - Pest Service	68.00
Bill	10/07/2019	Koopman Consulting	Payroll and Quarterly Taxes November...	838.50
Bill	10/07/2019	Kamind IT, Inc.	Office 365 Support	195.84
Bill	10/07/2019	OSCU 402518-73	Malware protection	39.95
Bill	10/24/2019	Speer Hoyt	Legal fees	277.50
Bill	10/30/2019	Koontz, Blasquez & Associates, ...	FY 18-19 Audit services	3,000.00
Total 6001 · Contracted Professional Service				4,419.79
6010 · Office Supplies				
Bill	10/24/2019	OSCU 402518-72	Envelopes and cardstock	18.96
Bill	10/30/2019	OSCU 402518-72	copy paper	51.18
Bill	10/30/2019	OSCU 402518-72	pencils, pen cans, scoring board	26.23
Bill	10/30/2019	OSCU 402518-72	keyboard & mous, speakers	55.98
Total 6010 · Office Supplies				152.35
6011 · Postage/Shipping				
Bill	10/30/2019	OSCU 402518-72	Stamps	110.00
Total 6011 · Postage/Shipping				110.00
6030 · Dues and Fees				
Bill	10/24/2019	Special Districts Association	Membership dues	1,889.44
Bill	10/24/2019	Bio-Med Testing	Background checks - Spangler, Rose	58.00
Bill	10/24/2019	Oregon Government Ethics Co...	Annual fee	548.87
Total 6030 · Dues and Fees				2,496.31
6050 · Utilities				
Bill	10/07/2019	Consumers Power Inc.	Bellfountain Power	67.52
Bill	10/07/2019	Consumers Power Inc.	203 - Power	84.68
Bill	10/07/2019	Culligan	201 - Bottled Water	10.00
Bill	10/07/2019	City of Philomath	201 - Water usage	646.75
Bill	10/07/2019	City of Philomath	Fire Line	10.00
Bill	10/24/2019	Consumers Power Inc.	202 - Power	58.78
Bill	10/24/2019	Consumers Power Inc.	Priest Rd - Power	60.41
Bill	10/24/2019	Consumers Power Inc.	Daisy Dr - Power	25.05
Bill	10/24/2019	Republic Services	201 - Garbage	220.23
Bill	10/24/2019	NW Natural	201 - natural gas	166.68
Total 6050 · Utilities				1,350.10
6060 · Telephone, Pagers, Internet				
Bill	10/07/2019	Pioneer Telephone Cooperative	202 & Fire Line	99.74
Bill	10/07/2019	Alyrica	201 - Phones & Internet	492.87
Bill	10/24/2019	Century Link	203 - Phones	154.65
Total 6060 · Telephone, Pagers, Internet				747.26
6070 · Travel				
Bill	10/03/2019	Best Western Plus Agate Beach...	Reservation fee for Conference room r...	250.00
Bill	10/07/2019	OSCU 402518-72	Lunch for Open House cleanup crew	159.96
Bill	10/07/2019	OSCU 402518-72	Poster boards for Open House	4.00
Bill	10/07/2019	OSCU 402518-70	Open House food stuff	36.48
Bill	10/07/2019	OSCU 402518-72	Open House - donuts & cookies	280.00
Bill	10/07/2019	OSCU 402518-72	Open House - ribbon	10.05
Bill	10/07/2019	Victor Haney`	Lunch at class & Chili Cookoff ingredie...	90.43
Bill	10/24/2019	Lillee Rodriguez	Meals at OFSOA event	101.50
Bill	10/24/2019	OSCU 402518-72	Lunch @ OFSOA event	7.75
Bill	10/24/2019	OSCU 402518-72	Meal at OFSOA event	11.00
Bill	10/24/2019	OSCU 402518-72	Lunch at OFSOA event	16.75
Bill	10/24/2019	OSCU 402518-72	Meal at OFSOA event	7.04
Bill	10/24/2019	OSCU 402518-72	punch for Citizens' Academy	9.68
Bill	10/24/2019	OSCU 402518-72	cookies for Citizens' Academy	40.00
Bill	10/24/2019	OSCU 402518-70	Breakfast for officers meeting	12.78

Philomath Fire and Rescue
Transaction by Account
October 2019

Type	Date	Name	Memo	Amount
Bill	10/24/2019	OSCU 402518-72	Hotel Stay - Rodriguez OFSOA event	452.07
Bill	10/24/2019	Sparkling Faces	Open House face painter	195.00
Bill	10/24/2019	OSCU 402518-70	pizzas at figaros	156.50
Credit	10/24/2019	Figaros Pizza	payment made by cc	-156.50
	Total 6070 · Travel			1,684.49
	6090 · Education/Training			
Bill	10/24/2019	CoEnergy Propane	Propane	83.38
Bill	10/30/2019	Spaeth Lumber Co., Inc	nuts & bolts for door prop training	11.29
Bill	10/30/2019	Spaeth Lumber Co., Inc	wood for door prop	8.64
	Total 6090 · Education/Training			103.31
	6100 · Equipment Maintenance Agreement			
Bill	10/24/2019	CTX	copies	53.48
Bill	10/30/2019	CTX	Copies	54.33
Bill	10/30/2019	CTX	Copies	58.16
	Total 6100 · Equipment Maintenance Agreement			165.97
	6110 · Equipment Rentals			
Bill	10/30/2019	Philomath Rental	Auger rental for car fire prop	40.17
	Total 6110 · Equipment Rentals			40.17
	6130 · Gas & Oil			
Bill	10/07/2019	OSCU 402518-70	Non-ethanol Fuel	10.04
Bill	10/24/2019	Carson Oil	Fuel	472.21
Bill	10/24/2019	OSCU 402518-70	Small engine fuel	41.29
Bill	10/24/2019	OSCU 402518-73	Non-ethanol fuel	30.11
Bill	10/24/2019	OSCU 402518-71	Small equipment fuel	101.82
Bill	10/24/2019	Carson Oil	Fuel	533.43
	Total 6130 · Gas & Oil			1,188.90
	6150 · Radio Maintenance			
Bill	10/24/2019	OSCU 402518-70	radio repair - knob	25.98
	Total 6150 · Radio Maintenance			25.98
	6160 · Equipment Maintenance			
Bill	10/24/2019	Enerspect Medical Solutions, LLC	battery for lifepak	171.90
	Total 6160 · Equipment Maintenance			171.90
	6161 · Vehicle Maintenance			
Bill	10/07/2019	Valvoline LLC	291 - Lube & oil change	104.53
Bill	10/07/2019	Willamette Hose & Fittings	pump testing parts	16.56
Bill	10/07/2019	TWGW, Inc. dba Philomath Napa	291 - headlight	17.99
Bill	10/24/2019	OSCU 402518-71	294 - Cab organizer	71.94
Bill	10/24/2019	Hughes Fire Equipment, Inc.	251 - battery issue	309.75
	Total 6161 · Vehicle Maintenance			520.77
	6170 · Building Maint and Improvements			
Bill	10/07/2019	True Value	Teak oil and lubricant - 201 building m...	15.78
Bill	10/07/2019	Oregon Torch Craft	New front door handle	290.00
Bill	10/07/2019	True Value	201 - building maintenance supplies - li...	15.48
Bill	10/07/2019	True Value	light bulbs for bay	14.98
Bill	10/24/2019	OSCU 402518-72	Station 201 Paint	27.10
	Total 6170 · Building Maint and Improvements			363.34
	6180 · Grounds Maintenance			
Bill	10/07/2019	RG Smith Electric & Plumbing	Copper pipe install for West End sprink...	1,256.41
Bill	10/07/2019	True Value	garden hose nozzle for 203	6.99
Bill	10/24/2019	Benton County	New Fire Station sign	61.05
	Total 6180 · Grounds Maintenance			1,324.45

Philomath Fire and Rescue
Transaction by Account
October 2019

Type	Date	Name	Memo	Amount
	6190 · Small Tools & Equipment			
Bill	10/24/2019	OSCU 402518-71	2 chainsaw chains	433.00
	Total 6190 · Small Tools & Equipment			433.00
	6200 · Supplies - Department			
Bill	10/07/2019	True Value	Bike Hooks - Museum hardware	11.34
Bill	10/07/2019	OSCU 402518-72	Portrait of Phelps	22.96
Bill	10/24/2019	TWGW, Inc. dba Philomath Napa	atifreeze	12.99
Bill	10/24/2019	True Value	201 - paint touch-up	17.26
Bill	10/24/2019	Bimart Corporation	201 - bottled water	53.90
Bill	10/24/2019	True Value	fasteners	23.45
Bill	10/24/2019	OSCU 402518-73	Rust remover	58.77
Bill	10/24/2019	Allan's Coffee & Tea	201 - Coffee	203.40
Bill	10/24/2019	True Value	pain for bay	14.71
Bill	10/24/2019	Walter E. Nelson Co.	paper towels, cleaner, toilet paper	198.02
Bill	10/24/2019	OSCU 402518-72	step stool	8.99
Bill	10/24/2019	OSCU 402518-70	charge at bimart	36.69
Credit	10/24/2019	Bimart Corporation	payment made on cc	-36.69
Bill	10/24/2019	True Value	misc. repair supplies	46.32
Bill	10/30/2019	Allan's Coffee & Tea	201- Coffee	203.40
Bill	10/30/2019	Cascade Fire Equipment Co.	2 red turnout bags	283.93
Bill	10/30/2019	TWGW, Inc. dba Philomath Napa	tire cleaner	32.45
Bill	10/30/2019	OSCU 402518-72	201 - coffeemaker	51.04
Bill	10/30/2019	Spaeth Lumber Co., Inc	nuts & bolts	3.96
	Total 6200 · Supplies - Department			1,246.89
	6210 · Supplies - Medical			
Bill	10/24/2019	OSCU 402518-71	2 boxes of bandaids	8.98
Bill	10/24/2019	Life Assist, Inc.	sterile sponges, cold packs, nebulizer, ...	277.62
	Total 6210 · Supplies - Medical			286.60
	6230 · Hazardous Materials			
Bill	10/24/2019	Marty Theurer	Gross Decon supplies	313.40
	Total 6230 · Hazardous Materials			313.40
	6250 · Uniforms			
Bill	10/24/2019	SeaWestern	Boots	2,008.40
Bill	10/24/2019	SeaWestern	Boots	399.60
Bill	10/24/2019	Witmer Public Safety Group	Namebars	38.59
Bill	10/24/2019	MES Northwest	uniform shirts	236.84
	Total 6250 · Uniforms			2,683.43
	6270 · Volunteer - Activities			
Bill	10/01/2019	Philomath Volunteer Fire Depart...	Attendance Award - Bergstrom	50.00
Bill	10/01/2019	Philomath Volunteer Fire Depart...	RV of the Year - Taylor	150.00
Bill	10/01/2019	Philomath Volunteer Fire Depart...	FF of the Year Burkum	150.00
Bill	10/01/2019	Philomath Volunteer Fire Depart...	Aug Attendance Award - Seymour	50.00
Bill	10/07/2019	OSCU 402518-72	Volunteer Raffle Prizes	125.00
Bill	10/07/2019	OSCU 402518-71	Volunteer Business dinner ingredients	16.15
Bill	10/07/2019	OSCU 402518-71	Volunteer Business Dinner ingredients	87.83
Bill	10/24/2019	Bimart Corporation	Volunteer water & soda	98.23
Bill	10/24/2019	Bimart Corporation	Volunteers soda	52.52
	Total 6270 · Volunteer - Activities			779.73
	6280 · Volunteer Incentive Program			
Bill	10/30/2019	OSCU 402518-72	RSVPS for Appreciation Dinner	69.50
	Total 6280 · Volunteer Incentive Program			69.50
	6310 · Physical & Immunizations			
Bill	10/24/2019	Occupational Medicine Dept.	Vaccine, Physical - Sargent, Spangler	774.00
	Total 6310 · Physical & Immunizations			774.00

Philomath Fire and Rescue
Transaction by Account
October 2019

Type	Date	Name	Memo	Amount
	6320 · Community Involvement			
Bill	10/24/2019	Rotary Club of Philomath, OR	Sponsorship of 2 flags	80.00
Bill	10/24/2019	Philomath High School	2019 Yearbook ad	75.00
	Total 6320 · Community Involvement			155.00
	6900 · MIscellaneous Expense			
Bill	10/24/2019	OSCU 402518-71	Accidental charge, to be reimbursed	15.00
Bill	10/24/2019	OSCU 402518-70	catch-up for credit card account	0.01
Bill	10/30/2019	OSCU 402518-73	FFI Foodstuff - to be reimbursed by LB...	39.08
Bill	10/30/2019	OSCU 402518-73	FFI Academy - coffee to be reimbursed...	35.90
	Total 6900 · MIscellaneous Expense			89.99
	Total 6000 · Materials and Services			21,696.63
	7000 · Capital Outlay			
	7015 · Capital Outlay - Training			
Bill	10/24/2019	True Value	Concrete for car prop	19.95
Bill	10/24/2019	True Value	Concrete for car prop	35.91
Bill	10/24/2019	Mainline Pump & Irrigation, LLC	Car prop supplies	367.50
	Total 7015 · Capital Outlay - Training			423.36
	7060 · Capital Outlay - Radio			
Bill	10/07/2019	My-Comm, Inc	232 - gang charger replacement and in...	4,653.80
	Total 7060 · Capital Outlay - Radio			4,653.80
	Total 7000 · Capital Outlay			5,077.16
	Total Expense			26,773.79
	Net Ordinary Income			-26,773.79
Net Income				**-26,773.79**

Philomath Fire and Rescue
Balance Sheet by Class
As of October 31, 2019

	GO Bond 2016 - De...	General Fund	Building Reserve F...
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	0.00	88,855.98	0.00
1000 · Petty Cash	0.00	50.00	0.00
1010 · Wells Fargo Checking	0.00	-542.94	0.00
1050 · Local Government Investment Poo	1,854.93	40,945.97	213,948.42
1060 · OSU - Savings Account	0.00	10,646.24	0.00
Total Checking/Savings	1,854.93	139,955.25	213,948.42
Accounts Receivable			
11000 · Accounts Receivable	0.00	2,297.16	0.00
Total Accounts Receivable	0.00	2,297.16	0.00
Total Current Assets	1,854.93	142,252.41	213,948.42
TOTAL ASSETS	**1,854.93**	**142,252.41**	**213,948.42**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	3,133.49	0.00
Total Accounts Payable	0.00	3,133.49	0.00
Other Current Liabilities			
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	146.36	0.00
2240 · Child Support Payable	0.00	435.00	0.00
2100 · Wages Payable	0.00	7,432.84	0.00
2110 · Federal Income Tax Payable	0.00	10,808.73	0.00
2120 · FICA Payable	0.00	6,482.81	0.00
2125 · Medicare Payable	0.00	1,693.61	0.00
2130 · State Income Tax Payable	0.00	8,154.46	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	56.54	0.00
2140 · PERS Payable	0.00	7,014.94	0.00
2145 · OR Saving Growth 457 Payable	0.00	2,000.00	0.00
2150 · Health Insurance Prem. Payable	0.00	2,258.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	-151.98	0.00
2230 · Flexible Spending Account	0.00	1,467.82	0.00
2232 · Union Dues	0.00	600.03	0.00
Total 2400 · Payroll Liabilities	0.00	48,399.16	0.00
Total Other Current Liabilities	0.00	48,399.16	0.00
Total Current Liabilities	0.00	51,532.65	0.00
Total Liabilities	0.00	51,532.65	0.00
Equity			
3010 · Fund Balance	0.00	-893,510.62	-445,656.42
3200 · Unallocated Fund Balance	0.00	894,696.94	445,656.42
Net Income	1,854.93	89,533.44	213,948.42
Total Equity	1,854.93	90,719.76	213,948.42
TOTAL LIABILITIES & EQUITY	**1,854.93**	**142,252.41**	**213,948.42**

Philomath Fire and Rescue
Balance Sheet by Class
As of October 31, 2019

	Equipment Reserve...	Vehicle Reserve Fund	Unclassified
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	0.00	0.00	-810.36
1000 · Petty Cash	0.00	0.00	0.00
1010 · Wells Fargo Checking	0.00	0.00	0.00
1050 · Local Government Investment Poo	279,313.22	71,619.68	0.00
1060 · OSU - Savings Account	0.00	0.00	0.00
Total Checking/Savings	279,313.22	71,619.68	-810.36
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	0.00	0.00	0.00
Total Current Assets	279,313.22	71,619.68	-810.36
TOTAL ASSETS	**279,313.22**	**71,619.68**	**-810.36**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	-810.36
Total Accounts Payable	0.00	0.00	-810.36
Other Current Liabilities			
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00
2240 · Child Support Payable	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	-810.36
Total Liabilities	0.00	0.00	-810.36
Equity			
3010 · Fund Balance	-256,987.45	-188,222.07	0.00
3200 · Unallocated Fund Balance	256,987.45	188,222.07	0.00
Net Income	279,313.22	71,619.68	0.00
Total Equity	279,313.22	71,619.68	0.00
TOTAL LIABILITIES & EQUITY	**279,313.22**	**71,619.68**	**-810.36**

Philomath Fire and Rescue
Balance Sheet by Class
As of October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Checking/Savings	
1015 · Citizens Bank Checking	88,045.62
1000 · Petty Cash	50.00
1010 · Wells Fargo Checking	-542.94
1050 · Local Government Investment Poo	607,682.22
1060 · OSU - Savings Account	10,646.24
Total Checking/Savings	705,881.14
Accounts Receivable	
11000 · Accounts Receivable	2,297.16
Total Accounts Receivable	2,297.16
Total Current Assets	708,178.30
TOTAL ASSETS	**708,178.30**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	2,323.13
Total Accounts Payable	2,323.13
Other Current Liabilities	
2400 · Payroll Liabilities	
2132 · Oregon Transit Tax Withholding	146.36
2240 · Child Support Payable	435.00
2100 · Wages Payable	7,432.84
2110 · Federal Income Tax Payable	10,808.73
2120 · FICA Payable	6,482.81
2125 · Medicare Payable	1,693.61
2130 · State Income Tax Payable	8,154.46
2131 · Works Benefit Fund Payable(WBF)	56.54
2140 · PERS Payable	7,014.94
2145 · OR Saving Growth 457 Payable	2,000.00
2150 · Health Insurance Prem. Payable	2,258.00
2210 · Health Ins Prem Ded Pre Tax	-151.98
2230 · Flexible Spending Account	1,467.82
2232 · Union Dues	600.03
Total 2400 · Payroll Liabilities	48,399.16
Total Other Current Liabilities	48,399.16
Total Current Liabilities	50,722.29
Total Liabilities	50,722.29
Equity	
3010 · Fund Balance	-1,784,376.56
3200 · Unallocated Fund Balance	1,785,562.88
Net Income	656,269.69
Total Equity	657,456.01
TOTAL LIABILITIES & EQUITY	**708,178.30**

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Accrual Basis

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

	GO Bond 2016 - Debt Services				General Fund			
	Jul - Oct 19	Budget	$ Over Bud...	% of Budget	Jul - Oct 19	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
4060 · Conflagration Income	0.00				47,130.59	127,000.00	-79,869.41	37.1%
4500 · Transfers In	0.00				0.00	0.00	0.00	0.0%
4050 · Public Education Income	0.00				1,911.00	8,000.00	-6,089.00	23.9%
4040 · Bond Income	1,854.93	372,042.00	-370,187.07	0.5%	0.86	0.00	0.86	100.0%
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				7,266.73	10,000.00	-2,733.27	72.7%
4020 · Current Property Taxes	0.00	0.00	0.00	0.0%	0.00	1,152,080.00	-1,152,080.00	0.0%
4025 · Interest - Property Tax	0.00				603.13	2,000.00	-1,396.87	30.2%
4026 · Interest Income	0.00				2,864.30	8,496.00	-5,631.70	33.7%
4035 · Grants Income	0.00				0.00	323,000.00	-323,000.00	0.0%
4900 · Miscellaneous Income	0.00				5,241.82	10,000.00	-4,758.18	52.4%
Total Income	1,854.93	372,042.00	-370,187.07	0.5%	570,025.62	2,069,327.00	-1,499,301.38	27.5%
Gross Profit	1,854.93	372,042.00	-370,187.07	0.5%	570,025.62	2,069,327.00	-1,499,301.38	27.5%
Expense								
Bad Debt	0.00				2,010.72			
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				232,500.45	893,138.00	-660,637.55	26.0%
6000 · Materials and Services	0.00				127,207.14	371,180.00	-243,972.86	34.3%
7000 · Capital Outlay	0.00	371,417.00	-371,417.00	0.0%	19,021.87	389,550.00	-370,528.13	4.9%
Total Expense	0.00	372,042.00	-372,042.00	0.0%	480,492.18	2,145,327.00	-1,664,834.82	22.4%
Net Ordinary Income	1,854.93	0.00	1,854.93	100.0%	89,533.44	-76,000.00	165,533.44	-117.8%
Net Income	**1,854.93**	**0.00**	**1,854.93**	**100.0%**	**89,533.44**	**-76,000.00**	**165,533.44**	**-117.8%**

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

	Building Reserve Fund				Equipment Reserve Fund			
	Jul - Oct 19	Budget	$ Over Bud...	% of Budget	Jul - Oct 19	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	478.23	893.00	-414.77	53.6%	401.37	371.00	30.37	108.2%
4035 · Grants Income	0.00				0.00			
4900 · Miscellaneous Income	0.00				0.00			
Total Income	213,948.42	214,300.19	-351.77	99.8%	279,313.22	279,282.85	30.37	100.0%
Gross Profit	213,948.42	214,300.19	-351.77	99.8%	279,313.22	279,282.85	30.37	100.0%
Expense								
Bad Debt	0.00				0.00			
9010 · Transfers	0.00				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	0.00	214,300.19	-214,300.19	0.0%	0.00	203,282.85	-203,282.85	0.0%
Net Ordinary Income	213,948.42	0.00	213,948.42	100.0%	279,313.22	76,000.00	203,313.22	367.5%
Net Income	**213,948.42**	**0.00**	**213,948.42**	**100.0%**	**279,313.22**	**76,000.00**	**203,313.22**	**367.5%**

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

	Vehicle Reserve Fund				TOTAL			
	Jul - Oct 19	Budget	$ Over Bud...	% of Budget	Jul - Oct 19	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
4060 · Conflagration Income	0.00				47,130.59	127,000.00	-79,869.41	37.1%
4500 · Transfers In	0.00				99,752.00	99,752.00	0.00	100.0%
4050 · Public Education Income	0.00				1,911.00	8,000.00	-6,089.00	23.9%
4040 · Bond Income	0.00				1,855.79	372,042.00	-370,186.21	0.5%
4000 · Carryover Fund Balance	71,459.59	71,459.59	0.00	100.0%	969,096.82	892,777.63	76,319.19	108.5%
4010 · Delinquent Property Taxes	0.00				7,266.73	10,000.00	-2,733.27	72.7%
4020 · Current Property Taxes	0.00				0.00	1,152,080.00	-1,152,080.00	0.0%
4025 · Interest - Property Tax	0.00				603.13	2,000.00	-1,396.87	30.2%
4026 · Interest Income	160.09	240.00	-79.91	66.7%	3,903.99	10,000.00	-6,096.01	39.0%
4035 · Grants Income	0.00				0.00	323,000.00	-323,000.00	0.0%
4900 · Miscellaneous Income	0.00				5,241.82	10,000.00	-4,758.18	52.4%
Total Income	71,619.68	71,699.59	-79.91	99.9%	1,136,761.87	3,006,651.63	-1,869,889.76	37.8%
Gross Profit	71,619.68	71,699.59	-79.91	99.9%	1,136,761.87	3,006,651.63	-1,869,889.76	37.8%
Expense								
Bad Debt	0.00				2,010.72	0.00	2,010.72	100.0%
9010 · Transfers	0.00				99,752.00	99,752.00	0.00	100.0%
9000 · Unappropriated Ending Fund Bal	0.00	71,699.59	-71,699.59	0.0%	0.00	881,614.63	-881,614.63	0.0%
5000 · Personnel Expenses	0.00				232,500.45	893,138.00	-660,637.55	26.0%
6000 · Materials and Services	0.00				127,207.14	371,180.00	-243,972.86	34.3%
7000 · Capital Outlay	0.00				19,021.87	760,967.00	-741,945.13	2.5%
Total Expense	0.00	71,699.59	-71,699.59	0.0%	480,492.18	3,006,651.63	-2,526,159.45	16.0%
Net Ordinary Income	71,619.68	0.00	71,619.68	100.0%	656,269.69	0.00	656,269.69	100.0%
Net Income	**71,619.68**	**0.00**	**71,619.68**	**100.0%**	**656,269.69**	**0.00**	**656,269.69**	**100.0%**

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

	GO Bond 2016 - Debt...	General Fund
Ordinary Income/Expense		
Income		
4060 · Conflagration Income	0.00	47,130.59
4500 · Transfers In	0.00	0.00
4050 · Public Education Income	0.00	1,911.00
4040 · Bond Income	1,854.93	0.86
4000 · Carryover Fund Balance	0.00	505,007.19
4010 · Delinquent Property Taxes	0.00	7,266.73
4025 · Interest - Property Tax	0.00	603.13
4026 · Interest Income		
4027 · Interest - Citizens Bank & OSU	0.00	3.42
4030 · Investments - LGIP	0.00	2,860.88
Total 4026 · Interest Income	0.00	2,864.30
4900 · Miscellaneous Income	0.00	5,241.82
Total Income	1,854.93	570,025.62
Gross Profit	1,854.93	570,025.62
Expense		
Bad Debt	0.00	2,010.72
9010 · Transfers	0.00	99,752.00
5000 · Personnel Expenses		
5100 · Fire Chief Wages	0.00	32,139.36
5105 · Deputy Chief Wages	0.00	22,208.00
5110 · Admin Asst Wages	0.00	15,202.01
5120 · Fire & Life Safety Officer Wage	0.00	16,624.99
5125 · Firefighter Wages	0.00	62,238.52
5130 · Overtime Wages	0.00	13,145.25
5135 · Extra Hire	0.00	13,934.25
5405 · Employers FICA	0.00	2,683.38
5410 · Employers Medicare	0.00	627.55
5440 · Health Insurance	0.00	53,697.14
Total 5000 · Personnel Expenses	0.00	232,500.45
6000 · Materials and Services		
6216 · Supplies - FA/CPR Education	0.00	1,835.10
6091 · Tuition Reimbursement	0.00	3,019.00
6001 · Contracted Professional Service	0.00	10,998.85
6010 · Office Supplies	0.00	2,328.88
6011 · Postage/Shipping	0.00	1,111.03
6020 · Insurance and Bond	0.00	21,628.55
6030 · Dues and Fees	0.00	7,107.56
6050 · Utilities	0.00	7,366.61
6060 · Telephone, Pagers, Internet	0.00	4,531.28
6070 · Travel	0.00	3,222.92
6080 · Conference	0.00	240.00
6090 · Education/Training	0.00	1,512.88
6100 · Equipment Maintenance Agreement	0.00	462.51
6110 · Equipment Rentals	0.00	40.17
6130 · Gas & Oil	0.00	3,974.24
6150 · Radio Maintenance	0.00	395.93
6160 · Equipment Maintenance	0.00	638.79
6161 · Vehicle Maintenance	0.00	7,698.33
6170 · Building Maint and Improvements	0.00	1,293.34
6180 · Grounds Maintenance	0.00	5,076.03
6190 · Small Tools & Equipment	0.00	1,183.88
6200 · Supplies - Department	0.00	4,154.92
6210 · Supplies - Medical	0.00	4,521.74
6215 · Supplies - Prevention	0.00	1,372.26
6220 · Supplies - Suppression	0.00	174.83
6230 · Hazardous Materials	0.00	313.40
6240 · Supplies - Consumables	0.00	20.15
6250 · Uniforms	0.00	9,807.93
6260 · Dispatch	0.00	11,530.00

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

	GO Bond 2016 - Debt...		General Fund
6270 · Volunteer - Activities	0.00		2,493.71
6280 · Volunteer Incentive Program	0.00		69.50
6310 · Physical & Immunizations	0.00		2,166.00
6320 · Community Involvement	0.00		405.00
6900 · MIscellaneous Expense	0.00		4,511.82
Total 6000 · Materials and Services		0.00	127,207.14
7000 · Capital Outlay			
7200 · Capital Outlay - Equipment	0.00		2,473.18
7150 · Capital Outlay - Vehicle	0.00		576.91
7110 · Capital Outlay - Building	0.00		2,481.00
7015 · Capital Outlay - Training	0.00		795.26
7030 · Capital Outlay - Medical	0.00		4,406.00
7040 · Capital Outlay - Office	0.00		2,100.42
7060 · Capital Outlay - Radio	0.00		4,653.80
7080 · Capital Outlay-Protective Equip	0.00		1,535.30
Total 7000 · Capital Outlay		0.00	19,021.87
Total Expense		0.00	480,492.18
Net Ordinary Income		1,854.93	89,533.44
Net Income		**1,854.93**	**89,533.44**

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

	Building Reserve Fund	Equipment Reserve ...
Ordinary Income/Expense		
Income		
4060 · Conflagration Income	0.00	0.00
4500 · Transfers In	0.00	99,752.00
4050 · Public Education Income	0.00	0.00
4040 · Bond Income	0.00	0.00
4000 · Carryover Fund Balance	213,470.19	179,159.85
4010 · Delinquent Property Taxes	0.00	0.00
4025 · Interest - Property Tax	0.00	0.00
4026 · Interest Income		
4027 · Interest - Citizens Bank & OSU	0.00	0.00
4030 · Investments - LGIP	478.23	401.37
Total 4026 · Interest Income	478.23	401.37
4900 · Miscellaneous Income	0.00	0.00
Total Income	213,948.42	279,313.22
Gross Profit	213,948.42	279,313.22
Expense		
Bad Debt	0.00	0.00
9010 · Transfers	0.00	0.00
5000 · Personnel Expenses		
5100 · Fire Chief Wages	0.00	0.00
5105 · Deputy Chief Wages	0.00	0.00
5110 · Admin Asst Wages	0.00	0.00
5120 · Fire & Life Safety Officer Wage	0.00	0.00
5125 · Firefighter Wages	0.00	0.00
5130 · Overtime Wages	0.00	0.00
5135 · Extra Hire	0.00	0.00
5405 · Employers FICA	0.00	0.00
5410 · Employers Medicare	0.00	0.00
5440 · Health Insurance	0.00	0.00
Total 5000 · Personnel Expenses	0.00	0.00
6000 · Materials and Services		
6216 · Supplies - FA/CPR Education	0.00	0.00
6091 · Tuition Reimbursement	0.00	0.00
6001 · Contracted Professional Service	0.00	0.00
6010 · Office Supplies	0.00	0.00
6011 · Postage/Shipping	0.00	0.00
6020 · Insurance and Bond	0.00	0.00
6030 · Dues and Fees	0.00	0.00
6050 · Utilities	0.00	0.00
6060 · Telephone, Pagers, Internet	0.00	0.00
6070 · Travel	0.00	0.00
6080 · Conference	0.00	0.00
6090 · Education/Training	0.00	0.00
6100 · Equipment Maintenance Agreement	0.00	0.00
6110 · Equipment Rentals	0.00	0.00
6130 · Gas & Oil	0.00	0.00
6150 · Radio Maintenance	0.00	0.00
6160 · Equipment Maintenance	0.00	0.00
6161 · Vehicle Maintenance	0.00	0.00
6170 · Building Maint and Improvements	0.00	0.00
6180 · Grounds Maintenance	0.00	0.00
6190 · Small Tools & Equipment	0.00	0.00
6200 · Supplies - Department	0.00	0.00
6210 · Supplies - Medical	0.00	0.00
6215 · Supplies - Prevention	0.00	0.00
6220 · Supplies - Suppression	0.00	0.00
6230 · Hazardous Materials	0.00	0.00
6240 · Supplies - Consumables	0.00	0.00
6250 · Uniforms	0.00	0.00
6260 · Dispatch	0.00	0.00

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

	Building Reserve Fund	Equipment Reserve ...
6270 · Volunteer - Activities	0.00	0.00
6280 · Volunteer Incentive Program	0.00	0.00
6310 · Physical & Immunizations	0.00	0.00
6320 · Community Involvement	0.00	0.00
6900 · MIscellaneous Expense	0.00	0.00
Total 6000 · Materials and Services	0.00	0.00
7000 · Capital Outlay		
7200 · Capital Outlay - Equipment	0.00	0.00
7150 · Capital Outlay - Vehicle	0.00	0.00
7110 · Capital Outlay - Building	0.00	0.00
7015 · Capital Outlay - Training	0.00	0.00
7030 · Capital Outlay - Medical	0.00	0.00
7040 · Capital Outlay - Office	0.00	0.00
7060 · Capital Outlay - Radio	0.00	0.00
7080 · Capital Outlay-Protective Equip	0.00	0.00
Total 7000 · Capital Outlay	0.00	0.00
Total Expense	0.00	0.00
Net Ordinary Income	213,948.42	279,313.22
Net Income	**213,948.42**	**279,313.22**

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

	Vehicle Reserve Fund	TOTAL
Ordinary Income/Expense		
Income		
4060 · Conflagration Income	0.00	47,130.59
4500 · Transfers In	0.00	99,752.00
4050 · Public Education Income	0.00	1,911.00
4040 · Bond Income	0.00	1,855.79
4000 · Carryover Fund Balance	71,459.59	969,096.82
4010 · Delinquent Property Taxes	0.00	7,266.73
4025 · Interest - Property Tax	0.00	603.13
4026 · Interest Income		
4027 · Interest - Citizens Bank & OSU	0.00	3.42
4030 · Investments - LGIP	160.09	3,900.57
Total 4026 · Interest Income	160.09	3,903.99
4900 · Miscellaneous Income	0.00	5,241.82
Total Income	71,619.68	1,136,761.87
Gross Profit	71,619.68	1,136,761.87
Expense		
Bad Debt	0.00	2,010.72
9010 · Transfers	0.00	99,752.00
5000 · Personnel Expenses		
5100 · Fire Chief Wages	0.00	32,139.36
5105 · Deputy Chief Wages	0.00	22,208.00
5110 · Admin Asst Wages	0.00	15,202.01
5120 · Fire & Life Safety Officer Wage	0.00	16,624.99
5125 · Firefighter Wages	0.00	62,238.52
5130 · Overtime Wages	0.00	13,145.25
5135 · Extra Hire	0.00	13,934.25
5405 · Employers FICA	0.00	2,683.38
5410 · Employers Medicare	0.00	627.55
5440 · Health Insurance	0.00	53,697.14
Total 5000 · Personnel Expenses	0.00	232,500.45
6000 · Materials and Services		
6216 · Supplies - FA/CPR Education	0.00	1,835.10
6091 · Tuition Reimbursement	0.00	3,019.00
6001 · Contracted Professional Service	0.00	10,998.85
6010 · Office Supplies	0.00	2,328.88
6011 · Postage/Shipping	0.00	1,111.03
6020 · Insurance and Bond	0.00	21,628.55
6030 · Dues and Fees	0.00	7,107.56
6050 · Utilities	0.00	7,366.61
6060 · Telephone, Pagers, Internet	0.00	4,531.28
6070 · Travel	0.00	3,222.92
6080 · Conference	0.00	240.00
6090 · Education/Training	0.00	1,512.88
6100 · Equipment Maintenance Agreement	0.00	462.51
6110 · Equipment Rentals	0.00	40.17
6130 · Gas & Oil	0.00	3,974.24
6150 · Radio Maintenance	0.00	395.93
6160 · Equipment Maintenance	0.00	638.79
6161 · Vehicle Maintenance	0.00	7,698.33
6170 · Building Maint and Improvements	0.00	1,293.34
6180 · Grounds Maintenance	0.00	5,076.03
6190 · Small Tools & Equipment	0.00	1,183.88
6200 · Supplies - Department	0.00	4,154.92
6210 · Supplies - Medical	0.00	4,521.74
6215 · Supplies - Prevention	0.00	1,372.26
6220 · Supplies - Suppression	0.00	174.83
6230 · Hazardous Materials	0.00	313.40
6240 · Supplies - Consumables	0.00	20.15
6250 · Uniforms	0.00	9,807.93
6260 · Dispatch	0.00	11,530.00

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

	Vehicle Reserve Fund	TOTAL
6270 · Volunteer - Activities	0.00	2,493.71
6280 · Volunteer Incentive Program	0.00	69.50
6310 · Physical & Immunizations	0.00	2,166.00
6320 · Community Involvement	0.00	405.00
6900 · MIscellaneous Expense	0.00	4,511.82
Total 6000 · Materials and Services	0.00	127,207.14
7000 · Capital Outlay		
7200 · Capital Outlay - Equipment	0.00	2,473.18
7150 · Capital Outlay - Vehicle	0.00	576.91
7110 · Capital Outlay - Building	0.00	2,481.00
7015 · Capital Outlay - Training	0.00	795.26
7030 · Capital Outlay - Medical	0.00	4,406.00
7040 · Capital Outlay - Office	0.00	2,100.42
7060 · Capital Outlay - Radio	0.00	4,653.80
7080 · Capital Outlay-Protective Equip	0.00	1,535.30
Total 7000 · Capital Outlay	0.00	19,021.87
Total Expense	0.00	480,492.18
Net Ordinary Income	71,619.68	656,269.69
Net Income	**71,619.68**	**656,269.69**

Philomath Fire and Rescue

10/30/2019 12:13 PM

Register: 1015 · Citizens Bank Checking

From 10/01/2019 through 10/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/04/2019	30199	Aine Smith	-split-		593.14			124,040.28
10/07/2019	30200	Alyrica	2010 · Accounts Payable		492.87			123,547.41
10/07/2019	30201	Best Western Plus A...	2010 · Accounts Payable		250.00			123,297.41
10/07/2019	30202	City of Philomath	2010 · Accounts Payable		656.75			122,640.66
10/07/2019	30203	Consumers Power Inc.	2010 · Accounts Payable		152.20			122,488.46
10/07/2019	30204	CTX	2010 · Accounts Payable		57.59			122,430.87
10/07/2019	30205	Culligan	2010 · Accounts Payable		10.00			122,420.87
10/07/2019	30206	Good Earth Pest Co...	2010 · Accounts Payable		68.00			122,352.87
10/07/2019	30207	Kamind IT, Inc.	2010 · Accounts Payable		195.84			122,157.03
10/07/2019	30208	Koopman Consulting	2010 · Accounts Payable		838.50			121,318.53
10/07/2019	30209	My-Comm, Inc	2010 · Accounts Payable		4,653.80			116,664.73
10/07/2019	30210	Oregon Torch Craft	2010 · Accounts Payable		290.00			116,374.73
10/07/2019	30211	Philomath Fire Distri...	2010 · Accounts Payable		260.57			116,114.16
10/07/2019	30212	Philomath Volunteer ...	2010 · Accounts Payable		400.00			115,714.16
10/07/2019	30213	Pioneer Telephone C...	2010 · Accounts Payable		99.74			115,614.42
10/07/2019	30214	RG Smith Electric & ...	2010 · Accounts Payable		1,256.41			114,358.01
10/07/2019	30215	Scott Machine Devel...	2010 · Accounts Payable		56.27			114,301.74
10/07/2019	30216	True Value	2010 · Accounts Payable		64.57			114,237.17
10/07/2019	30217	TWGW, Inc. dba Phi...	2010 · Accounts Payable		17.99			114,219.18
10/07/2019	30218	Valvoline LLC	2010 · Accounts Payable		104.53			114,114.65
10/07/2019	30219	Victor Haney`	2010 · Accounts Payable		90.43			114,024.22
10/07/2019	30220	Willamette Hose & F...	2010 · Accounts Payable		16.56			114,007.66
10/10/2019			4900 · Miscellaneous I...	Deposit			25.00	114,032.66
10/10/2019		Benton County Scho...	11000 · Accounts Rece...				120.00	114,152.66
10/24/2019	30221	Allan's Coffee & Tea	2010 · Accounts Payable		203.40			113,949.26
10/24/2019	30222	Benton County	2010 · Accounts Payable	Customer Num...	61.05			113,888.21
10/24/2019	30223	Bimart Corporation	2010 · Accounts Payable	VOID:		X		113,888.21
10/24/2019	30224	Bio-Med Testing	2010 · Accounts Payable		58.00			113,830.21
10/24/2019	30225	Carson Oil	2010 · Accounts Payable		1,005.64			112,824.57
10/24/2019	30226	Century Link	2010 · Accounts Payable		154.65			112,669.92
10/24/2019	30227	CIS Trust	2010 · Accounts Payable		8,533.95			104,135.97
10/24/2019	30228	CoEnergy Propane	2010 · Accounts Payable		83.38			104,052.59
10/24/2019	30229	Consumers Power Inc.	2010 · Accounts Payable		144.24			103,908.35
10/24/2019	30230	CTX	2010 · Accounts Payable		53.48			103,854.87
10/24/2019	30231	Enerspect Medical S...	2010 · Accounts Payable		171.90			103,682.97
10/24/2019	30232	Hughes Fire Equipm...	2010 · Accounts Payable		309.75			103,373.22
10/24/2019	30233	Life Assist, Inc.	2010 · Accounts Payable		277.62			103,095.60
10/24/2019	30234	Lillee Rodriguez	2010 · Accounts Payable		101.50			102,994.10
10/24/2019	30235	Mainline Pump & Irr...	2010 · Accounts Payable		367.50			102,626.60
10/24/2019	30236	Marty Theurer	2010 · Accounts Payable		313.40			102,313.20

Register: 1015 · Citizens Bank Checking

From 10/01/2019 through 10/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/24/2019	30237	MES Northwest	2010 · Accounts Payable		236.84			102,076.36
10/24/2019	30238	NW Natural	2010 · Accounts Payable		166.68			101,909.68
10/24/2019	30239	Occupational Medici...	2010 · Accounts Payable		774.00			101,135.68
10/24/2019	30240	Oregon Government ...	2010 · Accounts Payable		548.87			100,586.81
10/24/2019	30241	Philomath High School	2010 · Accounts Payable		75.00			100,511.81
10/24/2019	30242	Republic Services	2010 · Accounts Payable		220.23			100,291.58
10/24/2019	30243	Rotary Club of Philo...	2010 · Accounts Payable		80.00			100,211.58
10/24/2019	30244	SeaWestern	2010 · Accounts Payable		2,408.00			97,803.58
10/24/2019	30245	Sparkling Faces	2010 · Accounts Payable		195.00			97,608.58
10/24/2019	30246	Special Districts Ass...	2010 · Accounts Payable		1,889.44			95,719.14
10/24/2019	30247	Speer Hoyt	2010 · Accounts Payable		277.50			95,441.64
10/24/2019	30248	True Value	2010 · Accounts Payable	VOID:		X		95,441.64
10/24/2019	30249	Walter E. Nelson Co.	2010 · Accounts Payable		198.02			95,243.62
10/24/2019	30250	Witmer Public Safety...	2010 · Accounts Payable		38.59			95,205.03
10/24/2019	30251	OSCU 402518-71	2010 · Accounts Payable		260.04			94,944.99
10/24/2019	30252	OSCU 402518-72	2010 · Accounts Payable		969.43			93,975.56
10/24/2019	30253	OSCU 402518-70	2010 · Accounts Payable		746.94			93,228.62
10/24/2019	30254	Bimart Corporation	2010 · Accounts Payable		167.96			93,060.66
10/24/2019	30255	True Value	2010 · Accounts Payable		157.60			92,903.06
10/24/2019	30256	OSCU 402518-73	2010 · Accounts Payable		337.76			92,565.30
10/30/2019	30257	Allan's Coffee & Tea	2010 · Accounts Payable		203.40			92,361.90
10/30/2019	30258	Cascade Fire Equipm...	2010 · Accounts Payable		283.93			92,077.97
10/30/2019	30259	Consumers Power Inc.	2010 · Accounts Payable		173.18			91,904.79
10/30/2019	30260	CTX	2010 · Accounts Payable		112.49			91,792.30
10/30/2019	30261	Koontz, Blasquez & ...	2010 · Accounts Payable		3,000.00			88,792.30
10/30/2019	30262	Pacific Power	2010 · Accounts Payable		637.18			88,155.12
10/30/2019	30263	Philomath Rental	2010 · Accounts Payable		40.17			88,114.95
10/30/2019	30264	Spaeth Lumber Co., I...	2010 · Accounts Payable		23.89			88,091.06
10/30/2019	30265	TWGW, Inc. dba Phi...	2010 · Accounts Payable		45.44			88,045.62

Audit FY 2019 – 2020
Preliminary Notes

This year's audit was scheduled for October 7th, 8th and 9th. However, the team was able to complete their audit in two, rather than three, days. Personnel were commended on their organization of invoices, personnel records, and financials throughout the year.

Improvements identified:

- Timesheet issues of the past were corrected.
- Depreciation schedule was clean and accurate.

Discrepancies Identified:

- Lease payment was budgeted under Capital Outlay. However, it was an expense out of Debt Services, which was not budgeted. Therefore, Debt Services was "overspent", and this will be reflected on our audit report to the state.
- Resolution for the budget should include all unappropriated funds or none of them.

Future Considerations:

- Auditors advised personnel that for the next budget cycle the Bonded Debt income will need to be separated in to current year taxes, delinquent tax income, and interest income.
- For FY 2020 – 2021 audit cycle the District will need to have established with a new auditor, as part of best practices.

PHILOMATH FIRE & RESCUE

Master Plan
2019

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Part I-Background Information

Section 1 Overview

1.0 Overview

The purpose of a Master Plan is to specify what Philomath Fire & Rescue (the District) needs to accomplish in the next 3-10 years. It is not a plan to determine how the District will live within its current budget, but rather a plan to best meet the future needs of the community the District serves. Planning should be based primarily on what gives the greatest benefit to the public. The needs of the public should be the motivating factor in setting goals and objectives for the Master Plan. The availability of resources must also be considered. The plan should realistically address the issue of funding. It should consider the community's willingness to provide help. It should also provide a framework for determining the necessary intermediate steps. The plan should describe the assumptions and basis used for planning. It is the intent of the District's Board to review and update this plan periodically.

The need to develop and implement a cost-effective fire protection master plan cannot be overemphasized. Fire Districts, like other public agencies, are closely scrutinized for potential reductions in program areas. Moreover, alternative approaches to traditional fire service delivery are being explored to determine the feasibility of implementing new and innovative programs. This type of in-depth analysis by administrators and elected officials requires Fire Districts to take a leadership role in searching for cost reductions while maintaining or increasing the level of services.

The District relies on three main documents to describe where the District has been, is now, and is going in the future. These documents are the Standard of Coverage, the Deployment Standard, and the Master Plan. The Standard of Coverage is a look back at how well the District provided service in the past. It can be used as a standard to measure progress and provides a realistic view of what the public can expect. The Deployment Standard describes how the District functions politically, administratively, and operationally. Both the Standard of Coverage and the Deployment Standard are reviewed and updated periodically.

1.1 Types of Plans

Planning is carried out on several levels. For emergency services organizations three levels are used:

- Master Planning
- Operational Planning
- Tactical Planning

The District is concerned with the first level of planning in Master Planning.

1.2 Master Planning

Master planning for the District is concerned with evaluating and updating the fire-protection delivery system to meet the needs of a changing environment. It is by nature policy-oriented, and can address immediate, short range, or long-range perspectives, or a combination of all

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three. It strives to confront the technical, financial, operational, legal, legislative, and political aspects of emergency services. Master planning emphasizes anticipating conditions rather than merely reacting to them.

To be useful to decision makers, master planning must perform the following key functions: define the problem(s), identify the solution(s), and provide a plan by which to implement the solution(s). Because the provision of emergency services is a system of independent interacting elements, effective master planning has a high potential for improving efficiency and effectiveness. The previous District Master Plan was adopted in 2015.

1.3 Research Team

The research team reviewed the preceding master plan, incorporated current statistical information, identified trends, recommended potential goals, and provided the necessary documentation to form a draft master plan that served as an informational document for the advisory committee and the District's Board of Directors on immediate, five year, and long-term issues. Members of the research team were:

Tom Miller, Fire Chief
Rick Brand, Board Member
Ruth Jacobs, Board Member
Tom Plant, Civil Service
Van Hunsaker, Civil Service
Ken Corbin, Volunteer
Andy Louden, Volunteer
Rich Saalsaa, Fire & Life Safety Captain
Victor Haney, Lieutenant

1.4 Philomath Fire & Rescue Board of Directors

The District's Board of Directors reviewed the findings and proposals of the research team, addressed recommendations made by the Fire Chief, based on his involvement with the Research Team, and incorporated any changes that they deem necessary in the plan. Members of the Board of Directors were:

Joe Brier
Robyn Jones
Daphne Phillips
Rick Brand
Ruth Jacobs

1.5 Mission Statement

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

1.6 Philomath Fire & Rescue Goals

Community Oriented

- To provide high-quality emergency response
- To reduce injury, loss of life, and damage to property when emergencies occur
- To provide service in a sustainable and cost-effective manner

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- To support and improve the community's ability to avoid, prevent, and appropriately respond to individual and community emergencies
- To reduce the incidence of injury and fire through public education and code enforcement
- To provide a resilient response to a community-wide emergency incident

Internally Oriented

- To be active in community affairs related to public safety
- To recruit and maintain a well-trained community volunteer emergency-response organization
- To invest in the development of career staff to ensure a robust framework of leadership and skill in fire and medical services

1.7 Philomath Fire & Rescue Assumptions

1. The District will continue to provide emergency services as a public entity. The District currently provides high quality cost-efficient services to the District patrons.
2. The District will provide EMS services as a Quick Response Team (QRT) for Corvallis Fire Department.
3. Benton County will continue to work towards their goal of ensuring that all citizens of the county have fire protection.
4. The District will maintain their response relationship with neighboring districts and departments. Should this lead to future consolidation the District will examine such request from the standpoint of:
   - Maintaining the present level of service within District boundaries.
   - Not increasing the tax burden to District patrons due to any consolidation.
   - The ability to provide a comparable level of service within any District requesting consolidation.
   - The condition of the facilities, apparatus, and equipment of the District requesting consolidation, and the number of personnel, both volunteer and career.

2 Aid Agreements

2.0 Overview

Aid agreements are formal written agreements entered by emergency services agencies for the protection of their respective communities. These agreements can be of the mutual or automatic type. Automatic aid agreements define specific parameters when resources from adjoining Districts are automatically sent by dispatch. Mutual aid agreements are written agreements between jurisdictions that define what types of aid the Districts are willing and able to provide to one another. Mutual and automatic aid are reciprocal in nature, meaning they are based on the principle that the aid agreements work to benefit all parties concerned. The District has established a minimum staffing guideline to ensure adequate resources and personnel for response within the District. In the event minimum staffing is not available to honor a mutual or automatic aid agreement, the District will request mutual aid from another agency to cover District needs. If the District lacks the resources necessary to both provide aid and cover District needs, the District will not respond to the requesting agency.

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2.1 Mutual Aid Agreements

Mutual aid agreements provide for the ability to call for assistance when the magnitude of the incident exceeds the personnel and equipment available under normal circumstances. Current mutual aid agreements include:

- Mutual aid for fire protection with all fire-protection agencies in Benton, Linn, and Polk counties.
- Mutual aid with the regional hazardous materials team in unprotected areas of Benton County (within five road miles of the District's boundaries).
- Mutual aid to unprotected areas of Benton and Lincoln counties.
- Mutual aid with Oregon Department of Forestry for wildland fires in unprotected areas of Benton County.

2.2 Automatic Aid Agreements

Automatic aid agreements recognize that additional resources will be required prior to an incident occurring. These agreements provide for notification of all agencies involved simultaneously. Current automatic aid agreements include:

- First-alarm structure fires in the Corvallis Rural Fire Protection District.
- First-alarm structure fires in the City of Corvallis.
- First-alarm structure fires in the Monroe Rural Fire Protection District.
- First-alarm fires and vehicle extrications in the Blodgett - Summit Rural Fire Protection District.
- First-alarm fires and vehicle extrications in the Hoskins - Kings Valley Rural Fire Protection District.
- Extrication of victims entrapped in motor vehicles with Corvallis Fire Department Ambulance Service in unprotected areas of Benton County within five road miles of Philomath Fire & Rescue's District boundaries and on Mary's Peak Road.
- Quick Response Team (QRT) for all medical emergencies in unprotected areas of Benton County within five road miles of Philomath Fire & Rescue's District boundaries and on Mary's Peak Road.

3 Demographics and Growth Trends

3.0 Overview

There are many factors that influence the District's future ability to provide service. This section covers some factors that have a direct or an indirect influence on District operations. There are myriad factors that can influence, or seem to influence, District operations. The three major influences on the District's ability to perform its core mission are the District's ability to staff, call volume and type, and revenues. There are several lesser factors that are addressed in this section.

3.1 Fire District Area

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The District area consists of 3 square miles of the incorporated City of Philomath, and 55 square miles of unincorporated areas of rural Benton County, for a combined area of 58 square miles.

3.2 Population

Population has an indirect influence on District operations. While an increase in population may result in an increase in call volume, the actual make-up of the population can cause District call volume to increase or decrease. An example of this might be an increase in the number or size of senior care facilities in the District.

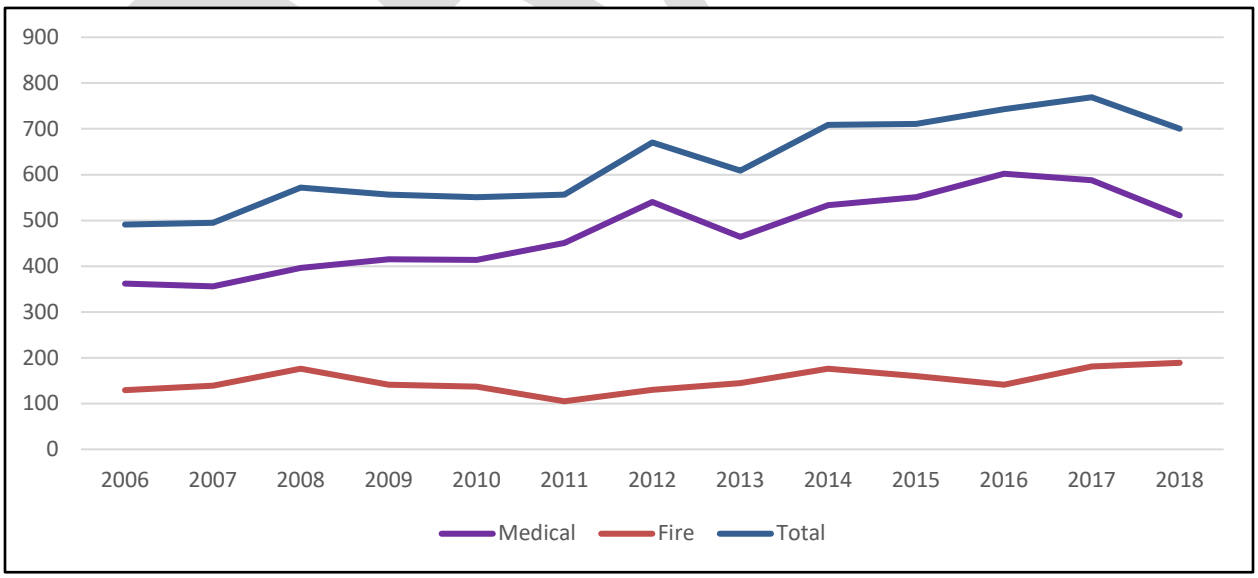
For the ten-year period from 2009 to 2018, the City of Philomath's population increased by 6% (4584 to 4839 residents) while District call volume increased by 28% (556 to 769 calls).

A projected population change, from 2018 – 2027, was calculated with the previous 5 and 10-year average growth for the City of Philomath. The five-year projected growth average for Philomath (2018-2022) is 12% and the ten-year average (2018-2027) is 22%. Population projections do not take into consideration potential annexations into the City of Philomath or potential rural subdivisions. Statistics quoted in this plan were taken from information supplied by Portland State University, the U.S. Census Bureau, and the City of Philomath.

- Estimated current population of the District (2018) is 9,500.
- Projected population of the District in five years (2022) is 10,640.
- Projected population of the District in ten years (2027) is 11,590.

3.3 Emergency Response Call Volume

The District has experienced a steady increase in call volume. This increase can be directly attributed to demographics and traffic flow within the District. Below is a graph of District response totals for 2006 (491) to 2018 (700). The highest year to date was 2017 with 769 calls.



3.5 Land Use

The City of Philomath can only annex areas of the Urban Growth Boundary outside of its present city limits by vote of the electorate. This process makes forecasting future development outside of the city limits of Philomath difficult because there are several large parcels of land adjacent to the City of Philomath that are suitable for residential development. The City's industrial park has yet to attract substantial commercial development. All areas around the City of Philomath that are subject to annexation are presently in the District.

There are currently less than 50 buildable lots in subdivisions outside of the Philomath City limits and roughly 50 lots available inside the City. If all these lots were built up, the District's property tax revenue would only increase by $45,000-50,000 per year. The District does not anticipate a significant increase in property tax revenue in the next 10-15 years.

It is the intent of the District to periodically review changes to the community, both residential and commercial, and consider their impact on the District's mission.

3.6 Safety Code(s)

The District works with the building divisions of the City of Philomath and Benton County as an advisory agency in the building permit process. The District relies on an ongoing positive working relationship with both agencies to ensure that the Oregon Fire Code is considered and followed on projects within the District. In addition, the District is engaged with the Planning Division of both the City of Philomath and Benton County in an ongoing effort to raise awareness of the importance of access and water supply for projects in the District.

Enforcement of the Building Code, Electrical Code, and Mechanical Code is done contractually between the City of Philomath and Benton County for construction inside the City of Philomath. Enforcement of the Building Code, Electrical Code, and Mechanical Code in all other areas of the District is conducted by Benton County. Benton County relies on the staff of the District to provide them with pertinent information regarding applicable fire codes for projects.

4 Insurance Services Office (ISO) and Water Supply

4.1 ISO

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

The District was graded by the ISO in 2012, and at that time, the rating for the District was adjusted. The District was downgraded from a PPC 3 in the City of Philomath to a PPC 4. Additionally, District Stations 202 and 203 maintained their 8B rating. The following protection classifications only apply to properties with a needed fire flow of 3,500 GPM or less. The classifications for properties with larger needed fire flows are individually evaluated and may vary from other protection classifications in that area.

- Class (4) residential properties within 1,000 feet of a fire hydrant and within 5 miles of Station 201 (1035 Main Street).
- Class (8B) residential properties that are over 1,000 feet from a fire hydrant but within 5 miles of any of our three of our stations.
- Class (10) residential properties that are over five miles of any of our stations.

The formulas homeowner insurance companies use to determine insurance rates are complex and constantly changing. But all other things being equal, a lower PPC score for the District could translate to a lower homeowner insurance premium for constituents. Home insurance companies may offer lower rates in areas with better ISO ratings because a well-prepared fire department should be able to put out a structural fire more quickly.

However, how ratings impact homeowner insurance premiums vary by insurer, it is often only one of many factors considered with regards to fire safety. For example, some companies will ask about the home's proximity to a fire station or fire hydrant as well as whether or not fire alarm or sprinkler systems have been installed. Some insurers do not use the ISO's score to set homeowner premiums at all. Instead, they use their own metrics.

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

4.2 Water Supply

The District protects properties in two distinctly different areas. The City of Philomath has a municipal water system with fire hydrants, whereas the rural areas of the District must be supplied by water transported to the scene by fire apparatus.

The City of Philomath water system is owned, operated, and maintained by the City of Philomath. These facilities treat, pump, and store water for domestic, commercial, industrial, and firefighting purposes, both inside and outside the city limits. The goal of the City of Philomath is to have its water system in compliance with state and federal regulations, while providing adequate quantity and pressure for fire suppression activities.

The water for the system is supplied by water from Mary's River, but as an alternative can be supplied from a well on North 11th Street, or a connection to the City of Corvallis' Rock Creek reservoir line. The design capacity of the treatment plant for treating water from Mary's River is one million gallons per day. Water from the well is available at a sustained flow of 4,320 gallons per day. The water from the Rock Creek reservoir is not available at enough pressure to fill the city reservoir or to provide water at higher elevations within the city. An updated contractual agreement was reached between the City of Philomath and the City of Corvallis for use of water from Rock Creek reservoir in 2006.

The City of Philomath has a 1.25-million-gallon reservoir located at the top of Neaback Hill. Average demand for water between 2013 and 2015 was 106 gallons per capita per day, with peak demand being 1.47 million gallons per day. The City of Philomath reports a maximum capacity of 2.18 million gallons per day.

The distribution system contains 289 fire hydrants situated in strategic locations throughout the city. The water distribution system is supplied through a series of water mains that form a looped grid system. The water mains are primarily ductile cast iron with an insignificant portion being polyvinyl chloride (PVC). The age of the water mains varies according to the year of installation, with the overall system being rated as excellent by the Philomath Public Works Department. The District works closely with Philomath Public Works in determining placement of hydrants as the system is upgraded. New residential construction in the city is required to have water mains that are a minimum of 8 inches in diameter, with fire hydrants spaced 250 feet apart.

Construction for commercial uses requires that water mains be sized, and hydrants spaced or located in accordance with the fire-flow requirements of the structure and any special hazards as required by the International Fire Code. All new construction must meet fire-flow requirements stipulated in the most current adopted edition of the International Fire Code (IFC) by the State of Oregon, and any requirements of the Insurance Services Office (ISO). All fire hydrants within the District's boundaries are tested annually by cooperative efforts between the District and the City of Philomath Public Works.

Rural areas of the District require water to be transported to the scene by fire engines and water tenders. The District has two water tenders, each capable of carrying 3,000 gallons of water, and three fire engines and a Quint, carrying a combined total of 3,000 gallons of water. The ability of these vehicles to respond as quickly as possible is critical to fire-suppression activities. To achieve the goal of responding as quickly as possible, the District has developed five rural water supply sites. Three of these sites have stationary powered pumps installed at the site. The hydrant at Highway 34 and Joseph Lane is pressure fed by the Corvallis Rock Creek Reservoir. The two hydrants in Wren Hill Estates are gravity fed from a surface water-collection pond located in the subdivision that maintains a 300,000-gallon capacity. The five rural water supply sites are:

- Hwy 223 and Priest Road on the Mary's River
- Bellfountain Road and Greenberry Road on Beaver Creek
- Daisy Drive in Mary's River Estates
- Hydrant at Highway 34 and Joseph Lane
- Hydrants on Hawk Hill Road (Wren Hill Estates)

As population increases in the rural areas of the District plans will need to be developed to place additional draft sites to reduce water-transport time.

The following areas have been selected as strategic locations for future water supplies:

- Vicinity of Decker Road and Highway 34
- Vicinity of Petersen Road and Ervin Road

Part II – Operational Planning

5 Facilities

5.0 OVERVIEW

The District has three fire stations in operation, one in the City of Philomath, one in the community of Wren, and one on Llewellyn Road. These stations are equipped for response 24 hours a day, 365 days a year either with volunteers or a combination of volunteers and paid personnel. The District's main station (201), at 1035 Main Street, was completed in 1976 and remodeled and seismically retrofitted in 2017. The Wren substation (202) was built in 1980, and the Inavale substation was completed in 1992 and remodeled in 2007.

Planning for facilities, buildings, and lands occurs in two main areas. The first is maintenance of existing facilities. The second area is improvements to existing facilities. The District is looking to make some minor modifications to Station 203 to accommodate 2 Resident Volunteers for quicker response in that area. We are also looking to purchase a modular home to place on the property at station 202 to house Resident Volunteers (RV) on-site. This structure will provide sleeping quarters and living space for RVs to provide quicker response to the Wren Area as well as the Blodgett and Kings Valley Areas which we currently have an Automatic Aid Agreement with.

Facilities maintenance includes the ongoing maintenance and replacement of District buildings. While maintenance can be planned for and included in the general fund budget, the replacement of major systems (roof; system for heating, ventilation, and air conditioning; paving) is best handled by saving money in the District's Building Reserve Fund.

Key Findings

- 201 - Remodeled in 2017 to accommodate current staffing and future growth, the structure was also hardened for seismic activity.
- 202 – A strategic location for response to the west side of the District, Benton County, as well as mutual aid with Blodgett, Kings Valley, and Lincoln County**.**
- 203 – Well constructed for growth, requires some alternation to augment it for 2 residents in order to be useful as a manned station.

Goals

Improve existing facilities to meet the changing needs of the District.

<u>202 – Establish Living Quarters</u>

- 3 Years - Purchase temporary living quarters at Station 202, either within the structure or adjacent to.
- 5 Years - Implement plan to construct new apparatus bay to meet future vehicle needs.
- 10 Years - Rebuild station to accommodate water tender and permanent residence.

<u>203 – Improve Livability</u>

- 3 Years -
    - Improve air handling system.
    - Redesign exhaust system in bay to better accommodate a Tender.
    - Update living room and bedroom furniture.
- 5 Years - Add laundry facilities & upgrade appliances.
- 10 Years - Consistently house 2 Resident Volunteers on-site.

Due to changes in state certification standards for firefighters, the addition of a fire-training building, where actual fires could be simulated, would greatly increase the District's ability to initially train and certify personnel, as well as provide high-fidelity ongoing training. The District

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would continue to look at designs around the state to see what others have done to provide a robust training platform without too great an increase in maintenance. While the District has a specific solution in mind, it will continue to evaluate options.

The District has proactively added remote water sites in strategic locations around the District. The District procured two Turbo-Draft appliances which will aid in expanding the use of draft sites around the District. Seven sites have been identified for remote water sites: Saxton Dr at Beaver Creek bridge, Beaver Creek Rd bridge at Duffy Creek, Beaver Creek Rd bridge at Beaver Creek, a private pond at Peterson Rd near Ervin Rd, a Pond off a driveway to the property at Peterson and Llewellyn Rd, entrance to Tree Farm on Woods Creek Rd, bridge over Woods Creek on Woods Creek Rd, and the Marys River near the Harris Bridge.

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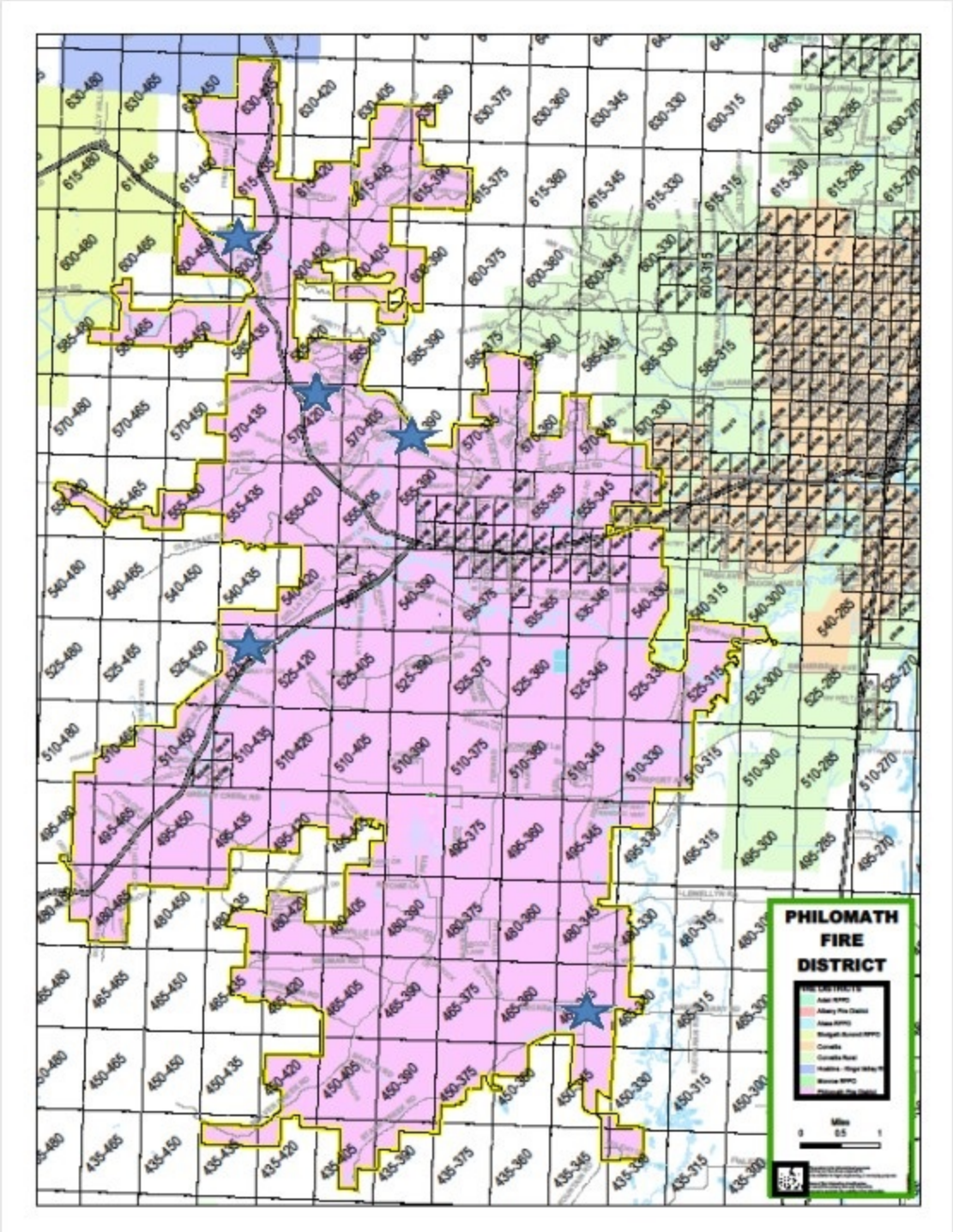

Map of Philomath Fire & Rescue District Boundary- Blue stars indicate current permanent water sites.

6 Personnel - Volunteer and Paid Staff

6.0 Overview

One of the greatest challenges the District faces is the changing nature of volunteerism in the United States. The two main issues faced are the availability of personnel during the standard workweek and the development of a robust leadership cadre.

The District currently has a variety of groups that provide staffing. It relies on career staff to provide the bulk of response coverage during weekdays, as well as complete the maintenance and administrative duties necessary to keep the District operating. As the nature of the private workplace has changed, the District has found that there are fewer volunteers to respond to calls on weekdays. In 2008, the District increased the number of career staff and in 2015 the District moved the paid firefighters to 24-hour shifts, in an effort to provide better round-the-clock coverage.

Since 1984, the number of volunteer firefighters in the United States has decreased by 13% according to the National Volunteer Fire Council. District numbers have fluctuated from a low of 30 volunteers in 2006 to the current level of 40 volunteers. Over the same time period, the percentage of volunteer firefighters over the age of 50 in communities the size served by the District has increased from 12.7% to 20.9%. Thirty-nine percent of District volunteers are currently over the age of 50. Additionally, while the national percentage for firefighters under the age of 30 in communities the size served by the District is 31.6%, the District has 21% that are under 30. These changes in District volunteer personnel have led to a decrease in the number of volunteers who can put in the time for training and experience to become leaders in the organization. Volunteers continue to be a vital part of the District force, but the changes in their capabilities affect District operations.

Key Findings

- Good leadership has been identified as a strength of the District.
- An investment in training is required for new personnel as well as recertifications. These costs are substantial and ongoing. The District needs to strive to retain all personnel in order to provide the best service to the community.
- Competition for volunteers within the City of Philomath as well as with other Districts/Departments.

Goals

Personnel Retention:

<u>3 Years</u> -

- All Officer Trainees will achieve Lieutenant status through training and experience.
- Perform annual evaluations on all Officer Trainees. Work with personnel to develop career goals through education and promotional advancement.
- Continue to provide opportunities for leadership training.
- Incentivize volunteer advancement.
- Maintain and increase volunteer leadership & qualifications to strengthen after-hours response.

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- Increase qualified after-hours response from Resident Volunteers. Develop more responsive training programs to accommodate new personnel as they onboard, improving transition from Senior Resident Volunteers to New Recruits.
- Add 1 full-time firefighting position to cover vacations and absences of shift Lieutenants, as well as off-site training, and to increase daytime response at Station 201.

5 Years -

- Perform annual evaluations for all personnel.
- Increase qualified after-hours response from volunteers. Work with volunteers toward leadership and instructor roles as their ambitions and abilities change.
- Increase qualified after-hours response from paid personnel.

10 years -

6.1 Paid Staff

Overview: In 1976, when Station 201 was completed, the Philomath Fire Department had 1 career employee (Fire Chief) and was a department of the City of Philomath. In 1978, a second employee was added, with that position initially funded with help from a federal program. After formation as a Fire District in 1984, the District added a part-time Administrative Assistant. The District currently has 7 full-time employees.

Key Findings:

- Volunteer leadership has decreased for a variety of reasons creating a greater need to fulfill this role with career staff.
- 24-hour shifts create challenges with daytime coverage during vacations and absences.
- Any changes to the District's current staffing model needs to be negotiated with the Union that represents some District staff.

Goals:

- Increase number of District career Firefighters/Lieutenants from three to four.
- Move three Firefighter/Lieutenants to 24 hours on/48 hour off duty cycle.
- Provide additional paid personnel for emergency response during the day.

In December 2018, the District had a staff of seven full-time personnel. These employees consisted of the Fire Chief, Deputy Chief, Administrative Assistant, Fire & Life Safety Officer and three Firefighter/Lieutenants. The Lieutenants work 24-hour rotating schedule that includes coverage on weekdays, weekends, and after-hours calls. The rest of the staff is on duty weekdays so that the bulk of District staff coverage is during the normal workweek.

The District has seen a decrease in the ability of the volunteer cadre to provide the company-level leadership necessary to operate safely and efficiently. The table below illustrates the increasing dependence on career staff for emergency scene leadership. Volunteers are encouraged to gain the training and experience needed to become officers to augment the leadership model. The addition of one more Firefighter/Lieutenant to provide vacation relief for the shift personnel and bolster weekday coverage has been identified as a necessity to augment the 24-hour staffing model. This additional Lieutenant would be scheduled Monday through Friday from 0800-1700 unless needed for coverage of a shift Lieutenant.

Officer Profile Through the Years

November 2001	11 Officers	3 Staff	8 Volunteers
April 2003	9 Officers	3 Staff	6 Volunteers
January 2005	9 Officers	3 Staff	6 Volunteers
March 2008*	7 Officers	3 Staff	4 Volunteers
April 2010	8 Officers	4 Staff	4 Volunteers
March 2012	9 Officers	6 Staff	3 Volunteers
September 2014	8 Officers	6 Staff	2 Volunteers
January 2019	9 Officers	6 Staff	3 Volunteers

*Hiring of three staff firefighters

6.2 Resident Volunteer Firefighter Program

Overview: Station 201 was designed with the idea of Resident Volunteers in mind. The program originally housed six Resident Volunteers in the three dorms. For a brief period, a front office was converted to dorm space and the number of Resident Volunteers was increased to eight. In 1985 the number of Resident Volunteers was reduced to three. Since the remodel in 2017, we have increased the Resident Volunteers back to 6. The new facilities and accommodations are more than adequate to sustain them for years to come. The current focus is to house Resident Volunteers in Station 202 and 203 to provide better service in the rural areas.

Key Findings:

- For the District, a small workforce of Resident Volunteers provides the most cost-effective means for rapid response after normal staffing hours.
- With our current budget, providing RVs with college tuition is best way to attract students to our program.

Goals:

- Maintain Resident Volunteer workforce at six positions on duty at Station 201.
- Implement facility changes to house Resident Volunteers at Stations 202 and 203.

The District has positions for six Resident Volunteers that live at the main station in Philomath (201) and a position for one Resident Volunteer at the substation on Llewellyn Road (203). The Resident Volunteers serve a rotating 24-hour shift (ABC). The Resident Volunteer Program provides on-duty personnel after normal working hours Monday through Friday and on weekends. In exchange for their room and utilities, the Resident Volunteers provide station security, stand-by, station and equipment maintenance, and apparatus maintenance and inspections on weekends. One of the challenges of the current Resident Volunteer program is maintain current staffing levels as well as experienced RVs.

In order to attract career-oriented Resident Volunteers and to retain them for a two-year period, the District would develop a program that would provide the training necessary for Resident Volunteers to attain their Fire Fighter 2, Instructor 1, Hazardous Materials Operations, and Pumper Operator. Chemeketa Community College allows students in certified programs to use the training and certifications gained and to purchase the credits necessary to complete an associate degree in Fire Science. The tuition stipend also helps the District attract and retain Resident Volunteers.

6.3 Volunteer Firefighters

Overview: The Philomath Volunteer Fire Department (PVFD) was organized in 1930. The District and the PVFD are a partnership. The District provides the training and support needed to safely and effectively carry out the District's mission of community safety, while the Volunteer Association provides the manpower and acts as the benevolent arm of the District. The District will not use volunteers that are not members of the Volunteer Association, and the Volunteer Association will not accept members who have not been certified by the District. The community continues to rely on the efforts of the Volunteer Association to keep emergency-response services affordable and effective. Volunteers provide the vast majority of medical standby at community events and assist with public education, in addition to their commitment to emergency response.

The Volunteer Association operates as an autonomous organization but receives some funding from the District to support activities that are considered beneficial to volunteer retention and morale. The Association has its own secondary funding stream through donations, which it uses to provide scholarships and other forms of community support.

While the PVFD has experienced turnover rates comparable to national averages, the District has been unable to develop personnel into the historic leadership roles necessary for operational readiness. The District has struggled to recruit adequate numbers of personnel for outstations as well. During a 2010 ISO evaluation, both outstations lost their accreditation due to lack of personnel. The volunteers have taken an active role in attempting to figure out what motivates their membership. This has taken the form of a report compiled by the Volunteer Association and presented in September 2014, which addressed several identified challenges. Moving forward, the District needs to find ways to provide the Volunteer members with meaningful avenues of service, along with a robust program for career development.

In the Volunteer Report, the PVFD identified incentivizing participation in the Home Responder program and a formal program of overnight shift coverage at Station 201 as options for increasing motivation. The logistic elements of increased participation as Home Responders and overnight shifts at Station 201 are addressed in the Facilities and Apparatus sections of this document. The incentives suggested by the PVFD include a pay-per-call program, mileage reimbursements for response to stations for emergency calls and the future possibility of tax incentives for members in good standing. While all of the suggestions included in the Staffing/Incentives report provided by the PVFD have merit, not all ideas may be feasible due to constraints outside of the District's control.

Key Findings:

- The average length of service for volunteer firefighters in the United States is three to five years.
- Between 2000 and 2013 District turnover of volunteers was consistent with national trends. Over 100 volunteers left the District during this time period.
- Since 2004, the number of volunteers at Station 201 varied from 25-35.
- A wide variety of factors influence volunteer recruitment and retention nationally and at the District level.

Goals:

- Continue to recruit volunteers to serve as firefighting and emergency medical responders.

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- Fund the District's Length-of-Service Award Program (LOSAP) and Volunteer $100,000 Accidental Death and Dismemberment plan with District revenue from property taxes.

The recruitment and retention of volunteers is of a major concern to emergency services agencies nationwide, including Oregon. Districts have had to restructure and close fire stations due to the lack of volunteers. This problem can be attributed to many factors, including, two family incomes, outside interests, demographics, but most notably the increasing requirements by regulatory agencies which translate into mandatory time requirements for training.
The national average for the length of service for a volunteer firefighter is three to five years. The District has several volunteers with a length of service well beyond that amount of time. The District currently has a Length-of-Service Award Program (LOSAP) and makes an annual contribution for each Volunteer Firefighter based on participation. The Fire Board has elected to fund the program with an annual contribution of $11,000, budgeted yearly.

The Volunteer Association held a series of meetings to discuss the issue of retention, motivation, and incentives. In a report dated September 24, 2014, they identified challenges and recommended solutions to the joint issues of staffing and incentives. For the purposes of planning for identified organizational needs related to the areas of staffing, motivation, and incentives, the report identified a monetary incentive tied to participation, mileage reimbursement for emergency response, and tuition/scholarships for qualified individuals.

Additionally, the report suggests incentives for 'rapid achievement of mission-critical qualifications' and the possibility of tax incentives for members in good standing. As these ideas are researched and a method of implementation is determined, the costs will be evaluated. There is not enough information currently for an accurate cost projection.

The District has a program of continuous recruitment to increase its volunteer numbers at the substations. These attempts have been made through articles in local papers, community newsletters, and through social media and online resources. Funding for the ongoing costs to update and maintain the program are budgeted annually.

7 Apparatus

7.0 Overview

The District's fleet consists of 17 apparatus. This includes three structural engines, one interface engine, two tenders, three brush rigs, one brush engine, two rescues, one aerial (truck) and four staff vehicles. The District uses the National Fire Protection Association recommendations as a guide for determining the effective life span of operational apparatus. The District also relies on the history of maintenance costs and issues to 'fine tune' a replacement schedule. Historically, the District has put aside money in an Apparatus Reserve Fund for the purchase of apparatus. Due to the rising costs of day-to-day operations, the District has not been able to fund the Apparatus Reserve Fund adequately for future purchases.

The District currently has three staff vehicles. One is dedicated to the Fire Chief, and the other two are shared by staff during the day and by duty officers, Home Responders and personnel attending classes.

Key Findings:

- The District's Apparatus Reserve Fund does not have enough funding for future replacement purchases and the outlook for the growth of this fund to meet needs for replacement purchases is not promising.
- The projected working life of District apparatus exceeds expectations of the National Fire Protection Agency.
- The District recently received $3.5 million in GO Bond funds and invested in new and replacement apparatus.
- The District continues to prioritize maintenance and prevention services of apparatus, in order to extend their lifespan.

Goals:

<u>3 Years</u>

- Develop replacement plan for apparatus, evaluate funding requirements.
- Replace 265 and 291.

<u>5 Years</u>

- Replace 293 and 263.

<u>10 Years</u>

- Replace 233, 231 and 224 (if patient transport program established).
- Purchase new 242 Tender for Station 202.
- Purchase new 233 for Station 203.

Apparatus is one of the most expensive and dynamic areas to manage. Many departments and districts grapple with the increasingly difficult task of setting aside enough money in a reserve fund to make the kinds of purchases necessary to maintain a fleet. This plan does not address any changes to the current strategy for fleet complement. Any changes in what the District chooses to maintain would have a direct bearing on how much it will cost to replace the necessary apparatus. The District will continue to review what makes the most sense for apparatus based on past use and anticipated needs.

The District should begin to develop a replacement plan that is based on five-year intervals. Using current values, and projecting replacement costs, the District could pass a modest bond measure every five years for the express purpose of replacing apparatus and equipment. This would provide the community a chance to publicly review District needs on a regular basis. This ensures that an internal review is done periodically to justify District projected requirements.

8 Equipment

8.0 Overview

Equipment covers the large capital items that the District needs to carry out its mission. Equipment has a broad variation in cost and lifecycle and some of the expected life spans on equipment can change as the result of changes in technology. The District balances the increase in efficiency and safety with the cost that comes along with technological improvements. Some equipment purchases can be planned for in the general fund budget or through the Equipment Reserve Fund.

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The District has been fortunate in securing grants for some major purchases of equipment and facilities improvements. The District has also been diligent in using state and federal surplus equipment programs to secure apparatus and equipment that meet District needs but are more economical than buying new.

Key Findings:

- Between 2014 and 2024, the District projects that maintenance and replacement costs for existing equipment will be $730,000.
- The District's Equipment Reserve Fund will not meet the projected needs for equipment replacement.
- Replacement of existing equipment is important to personnel safety and to maintain adequate service.
- District has strived to keep up with updated and improved technologies as well as maintaining existing equipment to keep it in good working order.

Goals:

Continue to evaluate upgrades and replacements to equipment based on need and use as well as changing industry standards. Continue to seek grants for equipment needs.

<u>3 Years</u>

- Purchase new extrication tools for 232
- Upgrade Self-Contained Breathing Apparatus
- Continuously upgrade turnouts and other PPE as needed

<u>5 Years</u>

- Establish drone program including purchase of 1 drone and certification for personnel to operate it legally
- Purchase new extrication tools for 233

Several factors affect District projected equipment costs. The National Fire Protection Agency makes recommendations for the useful lifespan of various items. In some cases these recommendations become mandates that directly affect the life cycle of a piece of equipment. In other cases, the recommendation can be treated as a guide. The National Fire Protection agency recommends replacing fire engines at 20 years of age. The District evaluates the actual life span of an individual engine based on performance and maintenance costs and so uses 25 years when planning for replacement.

Additionally, the District has been able to make changes to equipment by upgrading or replacing equipment with grant funds. While grants are good, in that they allow the District to make purchases sooner than might otherwise occur, they do create maintenance and replacement costs that must be managed down the road. While the District will continue to chase grant money, grants are becoming increasingly competitive. The District also has found that the rules for spending some of the grant programs can change over time.

The District believes that the equipment it currently uses, both for operations and for maintenance, are necessary and need to be maintained. Additionally, the District has identified an annual expense of $20,000 to $25,000 for turnout replacement.

9 Programs

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9.0 Overview

The District is involved in several programs that support the mission of prevention through education. It currently provides First Aid and CPR training to community members. The District uses fire extinguisher trainer to reach businesses and organizations in the community. The District is active with several homeowner associations in rural subdivisions and in partnership with the Oregon Department of Forestry and Benton County to promote Firewise practices. The District has a budget line for community involvement, which provides support for activities that raise the District's profile in the community it serves. The District uses its involvement to both support the community and as a recruitment tool.

Additionally, the District is active in several training activities that reach beyond the boundaries of the District. Staff members regularly teach EMS and fire-related classes in Linn and Benton counties. The District hosts quarterly EMS drills for all the non-career agencies in Benton County, and staff members serve on several local, regional, and state planning groups.

Code enforcement is an effective way to remind businesses and organizations of the safety rules that apply to their organizations. The District's primary means of code enforcement is regular inspections of schools, churches, and businesses by the District's Fire & Life Safety Officer and Lieutenants.

Key Findings:

- District programs, (such as standby at community events, CPR/First Aid training, public education), have a positive effect on the safety of the community served by the District.
- The Volunteer Association is very active in the community and finds it difficult to take on additional commitments.
- Public education programs are effective tools for increasing community safety.
- The District's Training Program is one the most effective ways to maintain and improve the District's level of service and to keep District personnel safe.

Goals:

<u>3 Years</u>

- Maintain and grow training with online & hybrid programs, more flexible for needs of personnel.
- Recruit outside instructors to teach courses in house and keep personnel in District.

<u>5 Years</u>

- Develop District Disaster Plan.
- Develop Bridge Inspection Program by designating leadership for program, cross-train volunteers and paid staff to assist.

<u>10 Years</u>

- Secure a grant to strengthen bridge inspection program by committing personnel to this project as an essential function of their job description.

The District is able to provide support to the smaller fire Districts in Benton County. Critical incident debriefing can provide a vital element for the resiliency of any District after a high-stress event. By supporting staff time and training, the District can be prepared to serve both its needs and the needs of neighboring Districts in Benton County. A Critical Incident Team is also available to assist other entities in the community.

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Leadership development, both operational and administrative, requires ongoing training and education. The District will encourage personnel, both career and volunteer, to seek opportunities for outside education to develop or expand their leadership skills. The District will support those activities and continue to look for ways to identify new leaders.

The District believes that the community has several groups that could benefit from a public education program focused on how to respond in an emergency or disaster situation. An outreach program that is targeted at schools, caregivers, and businesses would increase the community's safety and wellbeing. The District will develop a series of focused programs and establish a training schedule for such.

Disaster preparedness, as an ongoing outreach program, will require development of a plan and message. The plan will need to be integrated into planning at the city and county level, as well as being regularly reviewed.

10 Operational Funding

10.0 Overview

The discussion of funding for the District cannot begin without a little history on property tax measures.

In 1990, Oregon voters approved Ballot Measure 5. The provisions of Measure 5 limit the amount of property taxes that can be imposed for schools and general government. Under Measure 5, the amount that an individual taxpayer can be assessed for general government is $10 per $1,000 of assessed value (AV) or real market value (RMV), whichever is greater. This limitation applies to both permanent tax rates and any locally adopted tax levies, i.e.- serial operating levies. If an individuals' tax burden is greater than $10 per $1,000 for general government, they are said to be under compression.

In 1997, voters approved Ballot Measure 50. The measure had three components. It created permanent rates for taxing Districts, reduced assessed values, and limited the rate of growth for assessed values. Prior to Measure 50, if a taxing District wanted to increase its revenue, it could ask the voters to increase the tax rate. As a result of Measure 50, the State of Oregon sets the permanent tax rate for all taxing Districts. Measure 50 also set the assessed values for property in the 1997-98 tax year at 90% of the 95-96 values and limited the annual growth in assessed value at 3% per year.

Over the years since the passage of these two measures, RMV's grew at a much faster rate than AV's. It was not uncommon for the AV of a property to be 50% of the RMV for the property. As a result of the 2008 housing market collapse, the gap between AV and RMV has closed dramatically. Since tax compression depends on the greater of AV and RMV, we've seen more properties come under compression in the past several years. While compression hasn't been a significant factor it will affect any future serial operating levies or special levies.

The tax reduction aspects of Measure 50 limited the annual tax revenue growth to 3% of existing construction plus the value of any new construction. Prior to 2008, the annual tax

revenues of the District increased by around 4% annually. Since 2008, the District's annual revenue increase has been around 2.9%. As the District's annual operating costs have risen, the ability to increase revenues has been limited.

The District relies on internal funding through a permanent tax rate to provide most of the funding necessary to provide emergency services to the fire District. Although supported by tax dollars, the District uses external funding to acquire equipment, property, and supplies whenever it is possible. These methods include donations, grants, and surplus property. While the District has been successful in obtaining grants for equipment, grant opportunities are decreasing while competition for grants is increasing. The District will continue to pursue grants for both personnel and equipment.

10.1 Internal Funding

The District is supported by property tax dollars. The District budget is based on estimated property tax assessment values, which are received from the Benton County Assessor's Office, and multiplied by the District's permanent tax rate of $0.001508 ($1.5080 per $1,000 of assessed value). These figures provided an estimated budget for each ensuing fiscal year. The bulk of District tax revenues become available in November. The District's fiscal year begins in July and runs through June of the following year.

Under current Oregon statutes, local government entities cannot make changes to their permanent tax rate. Options for increasing voter-approved funds are restricted to serial operating levies, special levies and general obligation bonds. Levies are subject to tax compression, while bonds are not. For an explanation of what compression is, go to http://www.co.benton.or.us/assess/faq.php.

The District's budget has several reserve funds established for large purchases and, in addition, has an unappropriated ending fund balance reserve to provide cash flow to continue District services from the beginning of the fiscal year (July 1) until tax dollars are provided through the Assessors' Office in November.

10.2 External Funding

- Grant funds are becoming increasingly difficult to secure. Several sources for grants that the District has used in the past are no longer available or have become prohibitively competitive.
- Private donations of equipment have assisted the District in acquiring needed equipment used in our programs. These sources, although limited, will continue to be an asset to the District.
- Surplus property available through state and federal sources has declined in the last few years. In the past the District has saved a considerable amount of tax dollars using these programs.
- Fees charged for services to non-residents may see an increase due to demographics, traffic flow patterns, and development in areas outside of the District.

Key findings:

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- The District is recognized for their good fiscal management, evaluated annually by third party auditors and the Board.
- The District population is projected to increase in the coming years.
- Increased call volume trend has resulted in multiple back-to-back calls throughout the year.

Goals:

3 Years

- Evaluate transport as revenue stream
- Consider Bonds, Levies, Grants for funding of future operations/capital outlay
- Consider implementation of fire prevention fees and develop fee schedule
- Develop growth and funding trends and compare them with similar districts
- Participate in master planning committee for City of Philomath
- Consider funding bridge inspection and cost share program with District residents
- Establish funding strategy to pay for construction projects and increase in personnel

5 Years

10 Years

Like many public agencies in Oregon, the District finds itself at the point where property tax funding can no longer keep pace with the increased costs of operations. The District has been successful in securing grants and using state and federal surplus programs for major purchases. The District will continue to use both types of resource in the future, but needs to plan for the possibility that, as it become increasingly competitive for these funds and they are subject to government cutbacks, the community will need to be responsible for funding operations. Any success in securing grants will help to decrease the need for community-based funding.

The District is also at the effective end of continuing to support needed levels of service with the existing permanent tax rate and assessed value. Financial planning for the District will need to consider two major areas: capital investment and daily operations.

The District will use cyclical bond measures on a five-year cycle to address District capital needs. This allows the District to plan and implement on a regular interval. As stated, the District will attempt to complete some major building projects and develop a systematic 5-year cycle for apparatus replacement. The District will look at shortening some replacement periods for apparatus, as well as lengthening others, to develop a long-term approach that will even out financial requirements. The District will continue to use bond measures to fund apparatus replacement.

In addition to bond measures for purchases, the District will use serial operating levies to make up shortfalls in operating expenses to maintain adequate levels of service.

The use of grants will have the most effect on the District's bond cycle. Bond measures are not subject to compression, whereas operating levies are. The District's bond measures, and operating levies will be staggered. Every two or three years, the District would need to be prepared to have a measure or a levy on the November ballot. Passage of a tax measure in November would allow the District to use the anticipated funds for budget planning.

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11 Customer Service

11.0 Overview

The District recognizes that they serve the community of Philomath and surrounding areas by meeting the needs and expectations of the community members. Every interaction with members of the public can build strong relationships with the community or can erode them. With that in mind, the District has added a focus on customer service. The District also recognizes that relations with neighboring districts can strengthen the District's response and reputation not only in the Philomath community but in surrounding areas as well.

Key Findings

- District meets the expectations of the community by maintaining ongoing National Fire Protection Association Standards for response.
- Appropriate leadership on-site for after-hours response.
- Providing auto-aid to neighboring departments strengthening the county-wide response.

Goals

Continue to find balance between paid and volunteer personnel for District coverage in all stations.

Work with Blodgett-Summit VFD and Hoskins-Kings Valley VFD to provide better coverage in those districts.

Improve station staffing:

<u>201</u>

- 3 Years - Continue robust volunteer and Resident Volunteer retention program. As revenue increases, start nighttime part-time firefighter program.
- 5 Years - Hire full-time daytime firefighter.
- 10 Years - Provide two personnel (Lieutenant, Firefighter) 24 hours per day.

<u>202</u>

- 3 Years - Actively recruit volunteers in the Wren area and recruit a Resident Volunteer for quicker response.
- 5 Years - Increase Resident Volunteer staff to two personnel.
- 10 Years - Provide one 24-hour firefighter and two Resident Volunteers for evening/weekend shifts.

<u>203</u>

- 3 Years - Establish a Resident Volunteers on-site.
- 5 Years
- 10 Years - Consistently house 2 Resident Volunteers.

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Master Plan Summary for Philomath Fire & Rescue

This 2019 Master Plan Summary describes what Philomath Fire & Rescue (hereafter, the District) plans to accomplish in the next 10 years. This plan addresses the seven areas that the District has determined are vital operational areas for change. These areas are facilities, staffing, apparatus, equipment, programs, funding, and customer service. Detailed information regarding this plan is available in the full Master Plan document. The Master Plan also provides background information for various factors that influenced the contents of this Master Plan Summary.

1. Facilities

Key Findings

- 201 - Remodeled in 2017 to accommodate current staffing and future growth, the structure was also hardened for seismic activity.
- 202 – In strategic location for response to west side of District and Benton County, and mutual aid with Blodgett, Kings Valley, and Lincoln County**.**
- 203 – Well constructed for growth, requires little alternation to make it comfortably habitable and useful as a responding station.

Goals

Improve existing facilities to meet the changing needs of the District.

- 202 – Establish Living Quarters

  3 Years
  - Develop temporary living quarters at Station 202, either within the structure or adjacent to.

  5 Years
  - Implement plan to construct new apparatus bay to meet future vehicles.

  10 Years
  - Rebuild station to accommodate water tender and permanent residence.
- 203 – Improve Livability

  3 Years
  - Improve air handling system.
  - Redesign exhaust system in bay to better accommodate a Tender
  - Update living room and bedroom furniture

  5 Years
  - Add laundry facilities & upgrade appliances.

  10 Years
  - Consistently house 2 Resident Volunteers,

2. Personnel

Key Findings

- Good leadership has been identified as a strength of the District.

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- An investment in training is required for new personnel as well as recertifications. These costs are substantial and ongoing. The District needs to strive retain all personnel in order to provide the best return on investment and service to the community.
- Competition for volunteers within the City of Philomath as well as with other Districts/Departments is a factor in our retention.

Goals

Personnel Retention

3 Years

- All Officer Trainees will achieve Lieutenant status through training and experience.
- Perform annual evaluations on all Officer Trainees.
    - Work with personnel to develop career goals through education and promotional advancement.
- Continue to provide opportunities for leadership training.
- Incentivize volunteer advancement.
- Maintain and increase volunteer leadership & qualifications to strengthen after-hours response.
- Increase qualified after-hours response from Resident Volunteers.
    - Develop more responsive training programs to accommodate new personnel as they onboard, improving transition from Senior Resident Volunteers to New Recruits.
- Add 1 part-time position to cover evening and weekend shifts at Station 201.

5 Years

- Perform annual evaluations for all personnel.
- Increase qualified after-hours response from volunteers.
    - Work with volunteers toward leadership and instructor roles as their ambitions and abilities change.
- Increase qualified after-hours response from paid personnel.

10 years

3. Apparatus -

Key Findings

- The District recently received $3.5 million in GO Bond funds and invested in new and replacement apparatus.
- The District continues to prioritize maintenance and prevention services of apparatus, in order to extend their lifespan.

Goals

3 Years

- Develop replacement plan for apparatus, evaluate funding requirements.
- Replace 265 and 291.

5 Years

- Replace 293 and 263.

10 Years

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- Replace 233, 231 and 224 (if patient transport program established).
- Purchase new 242 Tender for Station 202.
- Purchase new 233 for Station 203.

4. Equipment

Key Findings

- District has strived to keep up with new and improved technologies and to maintain existing equipment to keep it in good working order.

Goals

Continue to evaluate upgrades and replacements to equipment based on need and use as well as changing industry standards.

3 Years

- Purchase new extrication tools for 232.
- Upgrade Self-Contained Breathing Apparatus.
- Continuously upgrade turnouts and other PPE, as needed.

5 Years

- Develop drone program and certify personnel for operations.
- Purchase new extrication tools for 233.

10 Years

5. Programs

Key Findings

- Good public relations & customer service continue to be strengths of the District.
- Meeting community expectations through outreach, response, and community training.
- Improved in-house trainings using experienced personnel with instructor credentialing.

Goals

3 Years

- Maintain and grow training with online & hybrid programs, making onboarding more flexible to accommodate the needs of the personnel.
- Recruit outside instructors to teach courses in-house, keeping personnel in District and available for response.

5 Years

- Develop District Disaster Plan.
- Develop Bridge Inspection Program by designating leadership for program, cross-training volunteers and paid staff to assist.

10 Years

- Secure a grant to strengthen Bridge Inspection Program by committing personnel to this project as an essential function of their job description.

6. Funding

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Key Findings

- The District is recognized for their good fiscal management, evaluated annually by third party auditors and Board.
- District is projected to increase in population in the coming years.
- Increased call volume trend has resulted in multiple back-to-back calls throughout the year.

Goals

3 Years

- Evaluate transport as revenue stream.
- Consider Bonds, Levies, Grants for funding of future Operations/Capital Outlay.
- Consider implementation of fire prevention fees and develop fee schedule.
- Develop growth and funding trends and compare them with similar districts.
- Participate in master planning committee for City of Philomath.
- Consider funding for Bridge Inspection Program and cost-share program with District residents.
- Establish funding strategy to pay for construction projects and increased personnel.

5 Years

10 Years

7. Customer Service -

Key Findings

- District meets the expectations of the community by maintaining ongoing National Fire Protection Association Standards for response.
- Appropriate leadership on-site for after-hours response according to current call levels.
- Providing auto-aid to neighboring departments strengthening the county-wide response.

Goals

Station staffing

- Continue to find balance between paid and volunteer personnel for District coverage at all stations.
- Work with Blodgett-Summit VFD and Hoskins-Kings Valley VFD to provide better coverage in their Districts.

201

3 Years

- Continue robust Volunteer and Resident Volunteer retention program. As revenue increases, establish nighttime part-time firefighter shift.

5 Years

- Hire full-time daytime firefighter.

10 Years

- Provide two paid personnel (Lieutenant, Firefighter) 24 hours per day.

202

3 Years

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- Actively recruit volunteers in the Wren area and recruit a Resident Volunteer for expedited response.

5 Years

- Increase Resident Volunteer staff to two personnel.

10 Years

- Provide one 24-hour Firefighter and two Resident Volunteers for evening/weekend shifts.

203

3 Years

- Establish a Resident Volunteers on-site.

5 Years

10 Years

- Consistently house 2 Resident Volunteers.

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Email Address	Affiliation	Responder's Name
leavitt.brandonj@gmail.com	Volunteer	Brandon Leavitt
bryan6162@gmail.com	Former Employee	Bryan Crocker
	Staff	Doug Lilja
evelynnehoy1@gmail.com	Former Volunteer	Evelynne Hoy
hiramloyd@gmail.com	Former Volunteer	Hiram Loyd
lfccpastor@aol.com	Philomath Pastor	Jim Hall
jwolfe454@gmail.com	Lifetime Member	Jon Wolfe
kevin.sullivan@alyrica.net	Former Board Member	Kevin Sullivan
bryan6162@gmail.com	Former Volunteer	Kyler Crocker
maddie.morrell@yahoo.com	Volunteer	Maddie Morrell
melissa.goff@philomath.k12.or.us	School Superintendent	Melissa Goff
nathanestanley@gmail.com	Volunteer	Nate Stanley
tries@peak.org	Former Board	Tom Ries
	Mayor	Eric Nieman
	City Manager	Chris Workman
	Police Chief	Chief Rueben

LIEUTENANT

Job Summary
The role of Lieutenant includes all the responsibilities of Firefighter such as responding to emergency medical calls, motor vehicle accidents, hazardous material spills, and fire suppression activities. Additionally, they provide supervision to the personnel assigned to them and on their shift. Lieutenants perform the duties or functions at Incident Scenes assigned to them by the Incident Commander. In the absence of the Fire Chief, the Assistant Chief, Deputy Chief, and Captain, Lieutenants may perform duties at Incident Scenes as the Incident Commander. Lieutenants may remain in the position of Incident Commander at the discretion of the highest-ranking officer on scene.

Supervision Received
Lieutenants report to the Captain. In the absence of a Captain, Lieutenants report to the Assistant Chief or Deputy Chief. In the absence of the Assistant Chief or Deputy Chief, Lieutenants report directly, and are ultimately responsible, to the Fire Chief. Staff Lieutenants are under the direct supervision of the Deputy Chief for daily operations. The Lieutenant may be assigned to a specific Captain at the discretion of the Fire Chief.

Supervison Exercised
Mentoring is a critical element in the transition from Firefighter to Lieutenant. Because of this, additional mentoring will be provided to the Lieutenant by the Captain and Deputy Chief. Additionally, the Lieutenant will be expected to mentor other personnel both during training and on-scene.

Essential Job Duties
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required.
- Determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Assume command of emergency incidents when a Firefighter is in command.
- Complete accident forms, incident reports and any other forms as necessary.
- Perform regular checks of the apparatus and equipment.
- Assist the Fire and Life Safety Officer by conducting business inspections and pre-fire surveys.

IV. CONTACT WITH OTHERS
- Work with the general public, other public safety agencies, local, state, federal, and regulatory officials/agencies at the direction of the Fire Chief.
- The Lieutenant will, at all times, reflect a professional image on behalf of the District.

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Knowledge, Skills, and Abilities:

Knowledge:

- Knowledge of training techniques, hazardous material mitigation, and fire suppression principles, practices and methods.
- Knowledge of the Fire District including the rules, regulations and procedures governing the operation of the District.
- Knowledgeable of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Knowledge of the fire suppression resources of the District and surrounding fire service agencies.

Skills:

- Receive personnel issues and complaints and refer them up the Chain of Command, as appropriate.
- Coordinate assigned crew to perform regular apparatus checks and daily tasks.
- Oversee personnel safety on-scene, including the use of personal protective equipment by responding personnel and proper use of equipment.
- Exhibit leadership qualities that are worthy of emulation by others, including integrity, ...

Abilities:

- Ability to perform duties at an emergency scene, including the ability to analyze emergency conditions and take decisive, effective, and reasonable course of action.
- Ability to be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Ability to assist with training personnel at regular and specialized training sessions and skilled in training others in the performance of specific tasks.
- Ability to lead by example (i.e. completing reports in a timely manner, participation in volunteer activities, attendance at drills, teamwork, etc.)
- Ability to effectively transmit orders and other information to personnel.

Required Qualifications

Lieutenant recruits, prior to taking the written exam, must be certified by DPSST in the following:

- Firefighter I
- EMS Certification
- NWCG Firefighter Type I
- Pumper Operator
- Incident Safety Officer
- Instructor I
- HazMat Incident Commander
- ICS 100
- ICS 200
- Traffic Incident Management Responder Training
- Meet all requirements of a Firefighter.

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- Meet the minimum training attendance requirement.
- Minimum of two years experience in fire suppression.
- Minimum one year service with Philomath Fire & Rescue.
- Successfully pass the Lieutenants examination with a minimum score of 70% in each section.
- Complete a minimum of 16 hours of training each year in structural fire suppression, strategic or tactical officer level training, as approved by Fire Chief or designee.
- Maintain an Oregon Drivers License that meets District requirements.

Preferred Qualifications

- ICS 700
- ICS 800
- Aerial Operator
- Mobile Water Supply/Tender Operator
- Firefighter II
- Fire Officer I
- NWCG Engine Boss

Duty Coverage

The Lieutenant will be expected to provide duty coverage once they have attained an exceptional level of response competence, as determined by the Fire Chief, after a probationary period of no less than one year.

Physical Demands

The physical demands described here are representative of those that must be met by an employee 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.

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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
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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Philomath Fire & Rescue

Civil Service Commission
Regular Session
Tuesday, October 1, 2019

I. Roll Call – The Civil Service Commission meeting was called to order at 1702 by Commissioner Plant. All Civil Service Commissioners were present. Staff present were Chief Miller and Administrative Assistant (AA) Rodriguez.

II. Changes or Additions to Agenda – none.

III. Approval of Minutes – **Sage motioned to approve the July 2nd, 2019 minutes as written. Hunsaker seconded. Motion passed 3-0.**

IV. Quarterly Payroll Report – 3rd Quarter Report 2019 – AA Rodriguez reviewed the 3rd Quarter Payroll report. Commissioners and Staff discussed the overall personnel expenses and increased personnel expenses over time. They also discussed developments around town and how new construction could impact the call volume and tax base for the District.

V. Personnel – Chief Miller reported that an additional part-timer was added to the personnel pool, maintaining the pool at 5 individuals who can help fill shifts. Chief Miller reported that the District has 6 Resident Volunteers at Station 201 and are adding one RV to Station 203 toward the end of October 2019. Chief Miller reported that Fall Fire Academy will start at the end of the month as well.

VI. Future meeting dates – January 7, 2020, April 7, 2020, July 7, 2020

VII. Adjournment – Meeting adjourned 17:26.

Handouts included in meeting:
3rd Quarter Payroll Report
July 2nd, 2019 Minutes

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ASSET CAPITALIZATION AND DEPRECIATION

I. Purpose

This accounting policy establishes the method of maintaining fixed asset information and the capitalization amount that shall be used to determine the fixed assets that are to be recorded in Philomath Fire & Rescue's (hereafter referred to as the District) annual financial statements.

II. Fixed Asset Definition

A fixed asset is defined as a unit of property that: (1) has an economic useful life that extends beyond 5 years; **and** (2) was acquired or produced for a cost of $5,000.00 or more. Fixed Assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes.

III. Maintenance of Fixed Asset List

A Fixed Asset List shall be maintained by the District and shall be reviewed annually by the Fire Chief or designee at the close of fiscal year, to ensure the document is accurate and up to date. The following information will be captured for each item on the Fixed Asset List:

- Assigned asset number
- Description of the asset
- Asset Category (Comp. & Equip./Furniture/Vehicles/Leasehold Improvement)
- The date the asset was placed in service
- The asset's cost or acquisition value
- The asset's salvage value, if any
- The asset's estimated useful life

IV. Capitalization Thresholds

The District establishes $5,000.00 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in the District's financial statements.

V. Capitalization Method and Procedure

Fixed assets shall be recorded at historic cost as of the date acquired or, if the cost is not readily determined, at estimated historic costs. Cost shall include applicable ancillary costs (i.e. shipping & delivery cost, installation cost, other costs associated to the asset).

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Tangible assets costing below the threshold amount are recorded as an expense for the District's annual financial statements. Alternatively, assets with an economic useful life of less than 5 years will be expensed for financial statement purposes, if they do not meet the capitalization threshold.

VI. Useful Life

The useful life of an asset is that period during which the asset provides benefits. Estimates of useful life consider factors such as physical wear and tear and technological changes that bear on the economic usefulness of the asset.

VII. Depreciation Method

The District has established the straight-line methodology for depreciating all fixed assets. Depreciation will begin in the month the asset is placed in service. Under the straight-line depreciation method, the basis of the asset is written off evenly over the useful life of the asset. The amount of annual depreciation is determined by dividing an asset's cost by its estimated life. The total amount depreciated can never exceed the asset's historic cost.

VIII. Recordkeeping

Invoice substantiating an acquisition cost of each unit of property shall be retained for a minimum of three (3) years.

Adopted this the _____ of _____, 2019 by the District Board or Directors.

_____ _____

Board President Rick Brand Date

_____

Board Member

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Section P
PERSONNEL
Procedure P-23

SIREN

Purpose:
The Siren Program is designed to allow volunteers the ability to participate in District activities in a way that supports the operations of the District and the Volunteer Association. The position of Siren does not include response to an emergency scene.

Participation:
Sirens are required to participate in District and Volunteer activities, with a documented 8 hours of participation per quarter. Sirens are encouraged to wear District-issued attire when participating in community events or activities where interaction with members of the public is anticipated.

Duties:
Sirens will manage the coordination of dinners for the Volunteer Association Business meeting, live fire or other training events, and incident support when called upon the provide food and drink to fire personnel on larger incidents (either on-site or at the station). They are also encouraged to participate and coordinate social events under the direction of the Event Committee. Duties may be performed at one of the District Stations, within the District boundaries, or beyond the District boundaries if working on behalf of the District.

Personal Conduct
Sirens will, at all times, conduct themselves in a professional manner when dealing with the public, other agencies, and other District personnel.

The District has a responsibility to its personnel and the public to ensure safe working conditions for its personnel, 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 personnel or members of the public.

Requirements:
Sirens shall maintain a driving record that meets the District's driving-record requirements. Sirens are required to maintain a current and valid Oregon Driver's License. Sirens 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's policy.

Sirens must obtain First Aid/CPR Heartsaver certification within 60 days of their application acceptance.

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