

PHILOMATH FIRE & RESCUE

April 2, 2019

Location: Philomath Fire & Rescue

Executive Session

3:00 pm

ORS 192.660(2)(d) To conduct deliberations with persons you have designated to carry on labor negotiations and

ORS 192.660(2)(a) and 192.660(7) To consider the employment of an officer, employee, staff member or agent.

- I. CALL TO ORDER/ROLL CALL
- II. DISCUSSION
- III. ADJOURNMENT

Regular Session Board Meeting

3:45 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 – Brier
 - 2. Fire Chief – Miller Report
 - 3. Board Secretary – Rodriguez
 - Revenue/Expense Report
 - Review of Check Register
 - RunTracker
- V. REPRESENTATIVE REPORTS
 - 1. Volunteer Association - Taylor
 - 2. IAFF Local 4925 – Saalsaa
- VI. OLD BUSINESS
 - 1. Negotiations
 - 2. Chief Goals
 - 3. Social Media Policy – 1st Reading
 - 4. Volunteer Attendance and Incentive policy – 1st Reading
 - 5. Board Policies Review
 - 6. Appoint Budget Committee
 - 7. Board Meeting Time
- VII. NEW BUSINESS
 - 1. Results of Board Position filing
 - 2. Budget Committee Meeting Scheduled May 16 at 6 pm

3. Board Training Opportunities – SDAO Best Practices
4. Volunteer Association Expenditures
5. Deputy Chief Job Description
6. Part-Time Firefighter Job Description

VIII. NEXT MEETING – May 7, 2019

IX. ADJOURNMENT

A Fire Board member shall strive to:

Refuse to make commitment on any matter that should properly come before the Board as a whole.
(Board Member Code of Conduct presented by Ken Jones at the 2014 Fire Service Conference)

PHILOMATH FIRE & RESCUE

March 5, 2019

Executive Session

ORS 192.660(2)(i) and 192.660(8)

To evaluate the performance of an officer, employee or staff member.

- I. CALL TO ORDER/ROLL CALL
- II. DISCUSSION
- III. ADJOURNMENT

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL - The Philomath Fire & Rescue Board of Directors meeting was called to order by President Joe Brier at 12:48. Board members present were President Joe Brier, Vice President Kevin Sullivan, Treasurer Rick Brand, and Ruth Jacobs. Staff members present were Fire Chief Tom Miller and Administrative Assistant (AA) Lillee Rodriguez.
Guest present: Ken Corbin, Volunteer Association Treasurer
- II. ACTION ITEMS
 - A. Approval of Minutes – **Jacobs motioned to approve minutes as presented. Sullivan seconded. Motion passed 4-0.**
 - B. Approval of Bills – AA Rodriguez noted additions to the bills, including a zeroed-out check for Melissa Miller which the Volunteer Association paid. **Vice President Sullivan motioned to approve payment of the bills in the amount of \$30,773.98. Jacobs seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. President – President Brier stated that he will be doing disaster recovery in Lane County, after the recent, severe winter storms.
 2. Fire Chief –
 - Personnel – Chief Miller reported that the staff is working on the updated Job Description for the Deputy Chief position which will be posted on Daily Dispatch. Chief Miller stated that the new part-time firefighters received new-hire orientation on February 8th and the District is very pleased with the new personnel. Chief Miller reported that Captain Saalsaa attended a Public Information Officer (PIO) class for NWCG certification noting that this will enable him to work on conflagrations in a PIO position. He added that EMR classes will start this month, with 2 of the District personnel participating in that class.
 - Volunteers – Chief Miller reported that he attended the Volunteer Business meeting and the Appreciation Dinner and everyone seemed to have a great time at the event.
 - Apparatus – Chief Miller reported that the District has been notified that the Benton County Shops will raise their rates 14% this year. President Brier

asked if Chief Miller to look into other repair services available in the area. Chief Miller stated that Corvallis will go out for a request for proposal for repair services. Vice President Sullivan suggested we work with Corvallis to consider their proposal process and benefit from their work. Chief Miller stated that the District needs to consider whether or not any of the needed repairs on the vehicles can be take care of in-house as opposed to taking them in for repair. He also recommended that they use local options for smaller services in order to reduce costs.

- Building – Chief Miller reported that the RV carport was installed on the training grounds to house the District trailers. Chief Miller reported that the exhaust system at 202 needs some adjustment to accommodate the apparatus housed there. He added that the exhaust system at station 201 will need some attention within the next fiscal year. Vice President Sullivan recommended looking in to rebuilding and servicing the system as opposed to replacing it.
- Meetings - Chief Miller reported that he participated in the hiring process in Monroe.
- Master Plan Committee – Chief Miller stated that the committee worked through an analysis of the strengths, weaknesses, opportunities and threats to the District. He added that they have developed a list of priorities for each area in order to focus 3, 5, and 10-year plans. Chief Miller reviewed the identified priorities from the analysis with the Board.
- Budget – Chief Miller reported that the staff is working through budget discussions adding that replacement of the Deputy Chief position is a consideration for next fiscal year. Jacobs encouraged Chief Miller to get a letter from the Union with written approval for replacing the Deputy Chief position since they previously issued a statement suggesting an alternative to replacing the Deputy Chief. Chief Miller reported that the next staff budget meeting is scheduled this Friday and he would like to see some movement on negotiations prior to then.
- President Brier suggest Chief Miller attend the meet and greet for the new Corvallis Fire Chief.

3. Board Secretary –

- Revenue/Expense Report - AA Rodriguez reviewed the revenue and expense reports with the Board.
- Review of Check Register - AA Rodriguez reviewed deposits listed for the Citizens' Bank account.
- RunTracker - AA Rodriguez presented the RunTracker numbers for February 2019: 56 calls; 15 Fire, 41 Medical. The Board and staff discussed projected calls for the year and how response may differ from one year to the next. Corbin chimed in and added that the winter was mild and did not generate any additional calls due to severe weather.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Taylor was not present. Volunteer Association Treasurer Corbin thanked the Board for the Appreciation Dinner.
2. IAFF Local 4925 – Union President Saalsaa was not present.

VI. OLD BUSINESS

1. Appreciation Dinner – AA Rodriguez reported comparable numbers this year for the event expenses. She added that the caterers were appreciated and well received. Treasurer Brand observed that the attendees seemed to be enjoying themselves and mingling more this year. Jacobs asked Corbin to solicit feedback from the Volunteer Association and to get a recommendation for next year for this or other ways to appreciate the personnel. Chief Miller stated that he will follow up with volunteers to see what they prefer.
2. Board Policies Review – Jacobs stated that the vast majority of her suggested changes relate to clarity, typos, and minor editorial corrections. She noted Article 2, Section 5 – annual review of the board policies.
3. Chief's Evaluation – President Brier stated that the Board conducted a review of the Fire Chief for the last year, have identified some goals for him, and would like to encourage him to stay for another year. President Brier and Chief Miller will work together to formalize his goals for the year.

VII. NEW BUSINESS

1. Appoint Budget Committee Members – AA Rodriguez reported that only Larry Sleeman and Anton Grube had responded with their availability for the Committee. The Board recommended soliciting for positions online, on the District website and facebook. Jacobs encouraged Chief Miller to encourage volunteers to spread the word for openings on the Budget Committee and Board positions.
2. Social Media Policy – AA Rodriguez recommended that this policy be tabled to next month in order to include some additional adjustments.
3. Volunteer Attendance and Incentive Policy – AA Rodriguez presented this policy, noting that the changes are made only to include the Siren volunteers. Jacobs recommended inclusion of a definition for Sirens and Volunteers and asked that this policy be returned for a 1st reading at the April meeting.
4. Supplemental Budget – AA Rodriguez reviewed the Supplemental Budget notice. President Brier read the Supplemental Budget Resolution. **Jacobs motioned to adopt resolution 19-01. Brand seconded. Motion passed 4-0.**
5. SDIS Board Self Evaluation – President Brier read through the self-evaluation and the Board discussed and answered the best practices questions.
6. Board Meeting Time – The Board considered whether or not the meeting could be moved away from the noon hour. President Brier suggested the Board meet in the afternoons in order to allow time for the staff to prepare. The Board agreed that 3 pm would be a good time to meet. **Sullivan motioned to move the April meeting to 3 pm as a trial. Jacobs seconded. Motion passed 4-0.**

VIII. NEXT MEETING – April 2, 2019 – Jacobs, Sullivan, and Brier confirmed their attendance at the April meeting.

IX. ADJOURNMENT – Meeting adjourned at 14:07.

Philomath Fire and Rescue
Transaction by Account
March 2019

| Type | Date | Name | Memo | Amount |
|---|------------|-------------------------------|-------------------------------|----------|
| Ordinary Income/Expense | | | | |
| Expense | | | | |
| 6000 - Materials and Services | | | | |
| 6001 - Contracted Professional Service | | | | |
| Bill | 03/04/2019 | Security Alarm Corp | 201 - alarm reset & repair | 230.00 |
| Bill | 03/04/2019 | Kamind IT, Inc. | Office 365 support | 195.84 |
| Bill | 03/14/2019 | OSCU 402518-72 | mini-fridge protection plan | 39.54 |
| Bill | 03/14/2019 | Security Alarm Corp | 201 - Monitoring service | 205.85 |
| Bill | 03/26/2019 | Good Earth Pest Company | 201 - bimonthly pest service | 67.50 |
| Total 6001 - Contracted Professional Service | | | | 738.73 |
| 6010 - Office Supplies | | | | |
| Bill | 03/04/2019 | OSCU 402518-72 | storage boxes | 20.14 |
| Bill | 03/04/2019 | OSCU 402518-72 | copy paper | 39.98 |
| Bill | 03/14/2019 | OSCU 402518-72 | White noise maker | 19.99 |
| Bill | 03/14/2019 | OSCU 402518-72 | Laminating sheets | 72.21 |
| Bill | 03/14/2019 | OSCU 402518-72 | shipping tape | 38.92 |
| Bill | 03/26/2019 | OSCU 402518-72 | frames | 20.75 |
| Total 6010 - Office Supplies | | | | 211.99 |
| 6011 - Postage/Shipping | | | | |
| Bill | 03/04/2019 | The UPS Store #5088 | tft postage | 91.00 |
| Bill | 03/26/2019 | OSCU 402518-72 | postage & stamps | 123.83 |
| Total 6011 - Postage/Shipping | | | | 214.83 |
| 6030 - Dues and Fees | | | | |
| Bill | 03/04/2019 | OSCU 402518-70 | OFCA roundtable participation | 25.00 |
| Total 6030 - Dues and Fees | | | | 25.00 |
| 6040 - Publications and Elections | | | | |
| Bill | 03/04/2019 | Corvallis Gazette Times | Supplemental Budget posting | 421.60 |
| Bill | 03/14/2019 | WFCA The Daily Dispatch | DC Posting | 280.00 |
| Total 6040 - Publications and Elections | | | | 701.60 |
| 6050 - Utilities | | | | |
| Bill | 03/04/2019 | Pacific Power | 201 - Power | 890.77 |
| Bill | 03/04/2019 | City of Philomath | 201 - water | 246.35 |
| Bill | 03/04/2019 | City of Philomath | Fire Line water | 10.00 |
| Bill | 03/04/2019 | Consumers Power Inc. | 203 - streetlight | 20.30 |
| Bill | 03/04/2019 | Consumers Power Inc. | 203 - Power | 376.24 |
| Bill | 03/04/2019 | Consumers Power Inc. | Bellfountain power | 50.98 |
| Bill | 03/14/2019 | Consumers Power Inc. | Daisy Dr Power | 20.47 |
| Bill | 03/14/2019 | Consumers Power Inc. | Priest Rd Power | 45.79 |
| Bill | 03/14/2019 | Consumers Power Inc. | 202 - Power | 136.89 |
| Bill | 03/14/2019 | Republic Services | 201 - Garbage | 253.94 |
| Bill | 03/19/2019 | Willamette Water | 201 - Bottled water | 48.50 |
| Bill | 03/26/2019 | NW Natural | 201 - natural gas | 533.34 |
| Total 6050 - Utilities | | | | 2,633.57 |
| 6060 - Telephone, Pagers, Internet | | | | |
| Bill | 03/04/2019 | Comcast | 201 - cable | 12.70 |
| Bill | 03/04/2019 | Alyrica | 201 - Phones & internet | 492.87 |
| Bill | 03/04/2019 | Pioneer Telephone Cooperative | 202 - Phones | 98.48 |
| Bill | 03/26/2019 | Comcast | 201 - cable | 12.70 |
| Bill | 03/26/2019 | Century Link | 202 - Phones | 151.04 |
| Total 6060 - Telephone, Pagers, Internet | | | | 767.79 |

Philomath Fire and Rescue Transaction by Account March 2019

| Type | Date | Name | Memo | Amount |
|---|------------|-------------------------------|---|----------|
| 6070 - Travel | | | | |
| Bill | 03/04/2019 | Figaros Pizza | Pizzas for board meeting | 35.85 |
| Bill | 03/04/2019 | Figaros Pizza | Pizas for new hire orientation | 118.55 |
| Bill | 03/04/2019 | OSCU 402518-73 | Hotel stay for S-203 class - Saalsaa | 342.04 |
| Bill | 03/04/2019 | OSCU 402518-72 | Hotel stay for CIS Conference - Rodrig... | 148.47 |
| Bill | 03/04/2019 | OSCU 402518-73 | lunch at S-203 class | 9.07 |
| Bill | 03/04/2019 | OSCU 402518-73 | breakfast at s-203 class | 9.98 |
| Bill | 03/04/2019 | OSCU 402518-72 | lunch at CIS conference | 12.00 |
| Bill | 03/04/2019 | OSCU 402518-73 | lunch at S-203 class | 10.28 |
| Bill | 03/04/2019 | OSCU 402518-73 | lunch at s-203 class | 7.75 |
| Bill | 03/04/2019 | OSCU 402518-73 | lunch at s-203 class | 9.79 |
| Bill | 03/04/2019 | OSCU 402518-72 | dinner at CIS conference | 28.00 |
| Bill | 03/04/2019 | OSCU 402518-72 | lunch at CIS conference | 5.75 |
| Total 6070 - Travel | | | | 737.53 |
| 6080 - Conference | | | | |
| Bill | 03/26/2019 | OSCU 402518-72 | OFSOA - Spring Workshop | 100.00 |
| Total 6080 - Conference | | | | 100.00 |
| 6090 - Education/Training | | | | |
| Bill | 03/04/2019 | OSCU 402518-73 | EMS Recert - Saalsaa | 55.00 |
| Bill | 03/12/2019 | OSCU 402518-73 | CPS Registration fee | 95.00 |
| Bill | 03/14/2019 | Victor Haney` | lunch whil at engine boss class - haney | 38.83 |
| Bill | 03/26/2019 | Lillee Rodriguez | Winter 2019 - tuition reimbursement | 370.24 |
| Bill | 03/26/2019 | OSCU 402518-70 | Trust in Fire service class | 10.00 |
| Total 6090 - Education/Training | | | | 569.07 |
| 6100 - Equipment Maintenance Agreement | | | | |
| Bill | 03/04/2019 | CTX | 201 - copies | 74.63 |
| Bill | 03/14/2019 | CTX | 201 - copies | 98.64 |
| Bill | 03/26/2019 | CTX | 201 - copies | 92.59 |
| Total 6100 - Equipment Maintenance Agreement | | | | 265.86 |
| 6130 - Gas & Oil | | | | |
| Bill | 03/04/2019 | Carson Oil | Fuel | 362.74 |
| Bill | 03/14/2019 | Carson Oil | Fuel | 664.82 |
| Bill | 03/26/2019 | Carson Oil | Fuel | 525.95 |
| Total 6130 - Gas & Oil | | | | 1,553.51 |
| 6160 - Equipment Maintenance | | | | |
| Bill | 03/26/2019 | Fire Rescue Equipment NW, LLC | Hydraulic tools annual maintenance | 1,828.00 |
| Total 6160 - Equipment Maintenance | | | | 1,828.00 |
| 6161 - Vehicle Maintenance | | | | |
| Bill | 03/14/2019 | Benton County Public Works | 233 - radiator line repair | 289.32 |
| Bill | 03/14/2019 | Oregon Apparatus Repair | Ladder repair | 431.06 |
| Bill | 03/15/2019 | TWGW, Inc. dba Philomath Napa | 233 - headlight | 12.77 |
| Bill | 03/26/2019 | Freebird Inc. Body & Paint | 232 - rear bumper repair | 709.47 |
| Bill | 03/26/2019 | Freebird Inc. Body & Paint | 232 - paint scratch repair | 347.50 |
| Bill | 03/26/2019 | Valvoline Instant Oil Change | 290 - lube & oil | 61.18 |
| Bill | 03/26/2019 | Valvoline Instant Oil Change | 294 - lube & oil | 61.18 |
| Bill | 03/26/2019 | Task Force Tips | 231 - repair of intake piston | 272.13 |
| Bill | 03/26/2019 | Mid-Valley Auto Glass LLC | 293 - windshield replacement - reimbur... | 337.44 |
| Total 6161 - Vehicle Maintenance | | | | 2,522.05 |
| 6170 - Building Maint and Improvements | | | | |
| Bill | 03/26/2019 | Washington Automated, Inc | turnout washer repair | 633.09 |
| Bill | 03/26/2019 | Applegate Door Co. | 201 - Bay door repair | 403.00 |
| Bill | 03/26/2019 | Mill Creek Heating | HVAC filter | 25.00 |
| Total 6170 - Building Maint and Improvements | | | | 1,061.09 |

Philomath Fire and Rescue
Transaction by Account
March 2019

| Type | Date | Name | Memo | Amount |
|---|------------|--------------------------------|--|----------|
| 6190 · Small Tools & Equipment | | | | |
| Bill | 03/04/2019 | OSCU 402518-70 | conflagration supplies | 72.71 |
| Bill | 03/04/2019 | OSCU 402518-71 | 2 new chainsaw chains | 413.00 |
| Bill | 03/04/2019 | Cascade Fire Equipment Co. | shastina wildland tool | 208.02 |
| Bill | 03/26/2019 | Willamette Saw | chainsaw chains | 52.00 |
| Total 6190 · Small Tools & Equipment | | | | 745.73 |
| 6200 · Supplies - Department | | | | |
| Bill | 03/04/2019 | Walter E. Nelson Co. | Tp, laundry detergent | 196.80 |
| Bill | 03/04/2019 | Walter E. Nelson Co. | dishwasher detergent | 42.98 |
| Bill | 03/04/2019 | True Value | tape & push pins | 17.48 |
| Bill | 03/14/2019 | OSCU 402518-72 | 201 - mini-fridge | 173.99 |
| Bill | 03/14/2019 | Benton County | Fire Lane sign | 77.70 |
| Bill | 03/14/2019 | OSCU 402518-72 | 201 - creamer | 20.08 |
| Bill | 03/14/2019 | Walter E. Nelson Co. | 201 - clothes detergent | 85.29 |
| Bill | 03/15/2019 | True Value | coupling and galvanized nipple | 7.78 |
| Bill | 03/26/2019 | Allan's Coffee & Tea | 201 - coffee | 236.00 |
| Bill | 03/26/2019 | True Value | nozzle, hole saw, and accessories | 43.97 |
| Total 6200 · Supplies - Department | | | | 902.07 |
| 6210 · Supplies - Medical | | | | |
| Bill | 03/04/2019 | Industrial Welding Supply, Inc | oxygen | 15.70 |
| Bill | 03/04/2019 | Life Assist, Inc. | ekg paper, electrodes, iv catheter, salin... | 291.76 |
| Bill | 03/14/2019 | OSCU 402518-72 | 3 pulse ox's | 96.13 |
| Bill | 03/14/2019 | Life Assist, Inc. | Biohazard bags, epinephrine, iv set, ch... | 133.53 |
| Bill | 03/19/2019 | Industrial Welding Supply, Inc | Oxygen | 85.55 |
| Bill | 03/26/2019 | Industrial Welding Supply, Inc | Oxygen | 15.70 |
| Bill | 03/26/2019 | Life Assist, Inc. | epinephrine | 51.66 |
| Bill | 03/26/2019 | Life Assist, Inc. | gloves | 130.00 |
| Bill | 03/26/2019 | Life Assist, Inc. | epinephrine, activated charcoal | 28.17 |
| Bill | 03/26/2019 | Industrial Welding Supply, Inc | Oxygen | 10.85 |
| Total 6210 · Supplies - Medical | | | | 859.05 |
| 6215 · Supplies - Prevention | | | | |
| Bill | 03/04/2019 | Benton County | Address post materials | 410.70 |
| Bill | 03/04/2019 | OSCU 402518-73 | 5 CLS CPR cards | 25.00 |
| Bill | 03/14/2019 | OSCU 402518-73 | medical tape | 44.19 |
| Bill | 03/14/2019 | OSCU 402518-73 | penlight | 9.77 |
| Bill | 03/14/2019 | OSCU 402518-73 | thomas tube holder | 6.68 |
| Bill | 03/14/2019 | OSCU 402518-73 | lubricating jelly | 12.98 |
| Bill | 03/14/2019 | OSCU 402518-73 | 7 FA/CPR Cards | 140.00 |
| Bill | 03/14/2019 | OSCU 402518-73 | 8 FA/CPR cards | 160.00 |
| Bill | 03/14/2019 | OSCU 402518-73 | 9 FA/CPR cards | 180.00 |
| Bill | 03/14/2019 | OSCU 402518-73 | EMT Recert - Kearl | 55.00 |
| Bill | 03/26/2019 | OSCU 402518-73 | 6 Hearsaver CPR/AED Cards | 120.00 |
| Total 6215 · Supplies - Prevention | | | | 1,164.32 |
| 6220 · Supplies - Suppression | | | | |
| Bill | 03/14/2019 | Mallory Safety & Supply, LLC | Foam concentrate | 636.00 |
| Total 6220 · Supplies - Suppression | | | | 636.00 |
| 6250 · Uniforms | | | | |
| Bill | 03/04/2019 | SeaWestern | boots | 439.80 |
| Bill | 03/04/2019 | Daniel Cummins | Station boot reimbursement | 130.00 |
| Bill | 03/04/2019 | SeaWestern | shirts, trousers | 385.50 |
| Bill | 03/14/2019 | SeaWestern | boots | 281.20 |
| Bill | 03/14/2019 | Joel Skotte | pant hemming | 15.00 |
| Bill | 03/14/2019 | Rymer Hoey | Uniform alteration | 20.00 |
| Bill | 03/14/2019 | Witmer Public Safety Group | Namebars - Coerper, Cummins, Dunw... | 67.19 |
| Bill | 03/15/2019 | Joel Skotte | Station boots | 130.00 |
| Total 6250 · Uniforms | | | | 1,468.69 |

Philomath Fire and Rescue
Transaction by Account
March 2019

| Type | Date | Name | Memo | Amount |
|--|------------|------------------------------------|---|-----------|
| 6270 · Volunteer - Activities | | | | |
| Bill | 03/04/2019 | OSCU 402518-71 | Sodas for volunteer fridge | 205.28 |
| Bill | 03/04/2019 | OSCU 402518-71 | Gatorade for volunteer fridge | 30.59 |
| Bill | 03/04/2019 | OSCU 402518-72 | frame for certificate | 17.22 |
| Bill | 03/04/2019 | R3 Engraving & Signs | Longevity awards | 365.00 |
| Bill | 03/04/2019 | R3 Engraving & Signs | Plaque engraving | 25.00 |
| Bill | 03/04/2019 | Melissa Miller | Vol. business dinner supplies | 0.00 |
| Bill | 03/04/2019 | Philomath Volunteer Fire Depart... | Firefighter of the year and business din... | 156.35 |
| Bill | 03/14/2019 | OSCU 402518-70 | Volunteer Gift Card | 25.00 |
| Bill | 03/14/2019 | OSCU 402518-70 | Gift card | 25.00 |
| Bill | 03/26/2019 | Santiam Emergency Equip., Inc. | pike hook (2) - doug's retirement gift | 337.89 |
| Bill | 03/26/2019 | Bimart Corporation | Volunteer beverages | 85.85 |
| Bill | 03/26/2019 | True Value | epoxy - Doug's retirement gift | 5.49 |
| Bill | 03/26/2019 | True Value | fasteners - doug's retirement gift | 6.84 |
| Bill | 03/26/2019 | OSCU 402518-70 | Volunteer Appreciation | 150.00 |
| Total 6270 · Volunteer - Activities | | | | 1,435.51 |
| 6280 · Volunteer Incentive Program | | | | |
| Bill | 03/04/2019 | OSCU 402518-72 | Monroe dinner during Appreciation event | 103.80 |
| Bill | 03/04/2019 | OSCU 402518-70 | gift card - beggs tires | 100.00 |
| Bill | 03/04/2019 | OSCU 402518-70 | gift cards | 275.00 |
| Bill | 03/04/2019 | OSCU 402518-70 | gift card - bimart | 50.00 |
| Bill | 03/04/2019 | OSCU 402518-70 | gift card - shonnards | 100.00 |
| Bill | 03/04/2019 | OSCU 402518-70 | gift card - out west | 107.99 |
| Bill | 03/04/2019 | OSCU 402518-70 | gift card - market of choice | 50.00 |
| Bill | 03/04/2019 | Thomas Miller | gift card - winco | 100.00 |
| Total 6280 · Volunteer Incentive Program | | | | 886.79 |
| 6310 · Physical & Immunizations | | | | |
| Bill | 03/14/2019 | Occupational Medicine Dept. | Physicals - Bentley, Cummins | 1,050.30 |
| Total 6310 · Physical & Immunizations | | | | 1,050.30 |
| 6320 · Community Involvement | | | | |
| Bill | 03/04/2019 | Rotary Club of Philomath, OR | Salmon & Jazz sponsorship | 250.00 |
| Bill | 03/15/2019 | Petty Cash | ODF Chili Cook-off | 35.00 |
| Total 6320 · Community Involvement | | | | 285.00 |
| 6900 · Miscellaneous Expense | | | | |
| Bill | 03/26/2019 | OSCU 402518-72 | tablecloth cleaning | 18.98 |
| Total 6900 · Miscellaneous Expense | | | | 18.98 |
| Total 6000 · Materials and Services | | | | 23,383.06 |
| 7000 · Capital Outlay | | | | |
| 7200 · Capital Outlay - Equipment | | | | |
| Bill | 03/26/2019 | Cascade Fire Equipment Co. | Fireline pack | 594.34 |
| Total 7200 · Capital Outlay - Equipment | | | | 594.34 |
| 7015 · Capital Outlay - Training | | | | |
| Bill | 03/26/2019 | Dummies Unlimited, Inc. | training equipment - drag dummy | 1,400.94 |
| Total 7015 · Capital Outlay - Training | | | | 1,400.94 |
| 7020 · Dept. Equip. - Suppression | | | | |
| Bill | 03/26/2019 | OSCU 402518-71 | hose | 880.02 |
| Total 7020 · Dept. Equip. - Suppression | | | | 880.02 |
| 7040 · Capital Outlay - Office | | | | |
| Bill | 03/26/2019 | OSCU 402518-71 | Desktop computer | 365.99 |
| Bill | 03/26/2019 | OSCU 402518-71 | desktop computer protection plan - 4 y... | 17.45 |
| Total 7040 · Capital Outlay - Office | | | | 383.44 |

**Philomath Fire and Rescue
Transaction by Account
March 2019**

| Type | Date | Name | Memo | Amount |
|---|------------|-----------------|-----------------------|-------------------|
| 7080 · Capital Outlay-Protective Equip | | | | |
| Bill | 03/04/2019 | CMC Rescue Inc. | rope rescue equipment | 2,572.86 |
| Bill | 03/14/2019 | CMC Rescue Inc. | Carabiners | 238.47 |
| Total 7080 · Capital Outlay-Protective Equip | | | | 2,811.33 |
| Total 7000 · Capital Outlay | | | | 6,070.07 |
| Total Expense | | | | 29,453.13 |
| Net Ordinary Income | | | | -29,453.13 |
| Net Income | | | | -29,453.13 |

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

| | GO Bond 2016 - Cap... | GO Bond 2016 - Deb... | General Fund |
|---|-----------------------|-----------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 1015 · Citizens Bank Checking | 336,870.00 | -245,511.02 | 59,906.19 |
| 1000 · Petty Cash | 0.00 | 0.00 | 50.00 |
| 1010 · Wells Fargo Checking | 0.00 | 0.00 | 0.20 |
| 1050 · Local Government Investment Poo | -336,870.00 | 538,996.07 | 822,560.54 |
| 1060 · OSU - Savings Account | 0.00 | 0.00 | 10,291.82 |
| Total Checking/Savings | 0.00 | 293,485.05 | 892,808.75 |
| Accounts Receivable | | | |
| 11000 · Accounts Receivable | 0.00 | 0.00 | 5,683.60 |
| Total Accounts Receivable | 0.00 | 0.00 | 5,683.60 |
| Other Current Assets | | | |
| 12000 · Undeposited Funds | 0.00 | 0.00 | 1,657.00 |
| Total Other Current Assets | 0.00 | 0.00 | 1,657.00 |
| Total Current Assets | 0.00 | 293,485.05 | 900,149.35 |
| TOTAL ASSETS | 0.00 | 293,485.05 | 900,149.35 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2010 · Accounts Payable | 0.00 | 0.00 | 14,036.26 |
| Total Accounts Payable | 0.00 | 0.00 | 14,036.26 |
| Other Current Liabilities | | | |
| 2400 · Payroll Liabilities | | | |
| 2132 · Oregon Transit Tax Withholding | 0.00 | 0.00 | 94.49 |
| 2240 · Child Support Payable | 0.00 | 0.00 | 145.00 |
| 2100 · Wages Payable | 0.00 | 0.00 | 7,432.84 |
| 2110 · Federal Income Tax Payable | 0.00 | 0.00 | 1,412.73 |
| 2120 · FICA Payable | 0.00 | 0.00 | 579.24 |
| 2125 · Medicare Payable | 0.00 | 0.00 | 312.92 |
| 2130 · State Income Tax Payable | 0.00 | 0.00 | 1,875.52 |
| 2131 · Works Benefit Fund Payable(WBF) | 0.00 | 0.00 | 37.03 |
| 2140 · PERS Payable | 0.00 | 0.00 | 7,014.94 |
| 2145 · OR Saving Growth 457 Payable | 0.00 | 0.00 | 650.00 |
| 2150 · Health Insurance Prem. Payable | 0.00 | 0.00 | 1,995.62 |
| 2210 · Health Ins Prem Ded Pre Tax | 0.00 | 0.00 | 191.75 |
| 2230 · Flexible Spending Account | 0.00 | 0.00 | 1,101.96 |
| 2232 · Union Dues | 0.00 | 0.00 | 600.03 |
| Total 2400 · Payroll Liabilities | 0.00 | 0.00 | 23,444.07 |
| Total Other Current Liabilities | 0.00 | 0.00 | 23,444.07 |
| Total Current Liabilities | 0.00 | 0.00 | 37,480.33 |
| Total Liabilities | 0.00 | 0.00 | 37,480.33 |
| Equity | | | |
| 3010 · Fund Balance | -339,569.64 | 0.00 | -388,503.43 |
| 3200 · Unallocated Fund Balance | 339,569.64 | 0.00 | 389,650.37 |
| Net Income | 0.00 | 293,485.05 | 772,748.08 |
| Total Equity | 0.00 | 293,485.05 | 773,895.02 |
| TOTAL LIABILITIES & EQUITY | 0.00 | 293,485.05 | 811,375.35 |
| UNBALANCED CLASSES | 0.00 | 0.00 | 88,774.00 |

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

| | Building Reserve Fu... | Equipment Reserve ... | Vehicle Reserve Fund |
|---|------------------------|-----------------------|----------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 1015 · Citizens Bank Checking | 0.00 | 0.00 | 0.00 |
| 1000 · Petty Cash | 0.00 | 0.00 | 0.00 |
| 1010 · Wells Fargo Checking | 0.00 | 0.00 | 0.00 |
| 1050 · Local Government Investment Poo | 207,589.08 | 58,400.30 | 65,570.51 |
| 1060 · OSU - Savings Account | 0.00 | 0.00 | 0.00 |
| Total Checking/Savings | 207,589.08 | 58,400.30 | 65,570.51 |
| Accounts Receivable | | | |
| 11000 · Accounts Receivable | 0.00 | 0.00 | 0.00 |
| Total Accounts Receivable | 0.00 | 0.00 | 0.00 |
| Other Current Assets | | | |
| 12000 · Undeposited Funds | 0.00 | 0.00 | 0.00 |
| Total Other Current Assets | 0.00 | 0.00 | 0.00 |
| Total Current Assets | 207,589.08 | 58,400.30 | 65,570.51 |
| TOTAL ASSETS | 207,589.08 | 58,400.30 | 65,570.51 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2010 · Accounts Payable | 0.00 | 0.00 | 0.00 |
| Total Accounts Payable | 0.00 | 0.00 | 0.00 |
| Other Current Liabilities | | | |
| 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 | 0.00 |
| Total Liabilities | 0.00 | 0.00 | 0.00 |
| Equity | | | |
| 3010 · Fund Balance | -232,186.23 | -77,827.60 | -116,762.48 |
| 3200 · Unallocated Fund Balance | 232,186.23 | 77,827.60 | 116,762.48 |
| Net Income | 207,589.08 | 147,174.30 | 65,570.51 |
| Total Equity | 207,589.08 | 147,174.30 | 65,570.51 |
| TOTAL LIABILITIES & EQUITY | 207,589.08 | 147,174.30 | 65,570.51 |
| UNBALANCED CLASSES | 0.00 | -88,774.00 | 0.00 |

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Accrual Basis

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

| | <u>TOTAL</u> |
|--|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1015 · Citizens Bank Checking | 151,265.17 |
| 1000 · Petty Cash | 50.00 |
| 1010 · Wells Fargo Checking | 0.20 |
| 1050 · Local Government Investment Poo | 1,356,246.50 |
| 1060 · OSU - Savings Account | 10,291.82 |
| Total Checking/Savings | <u>1,517,853.69</u> |
| Accounts Receivable | |
| 11000 · Accounts Receivable | 5,683.60 |
| Total Accounts Receivable | <u>5,683.60</u> |
| Other Current Assets | |
| 12000 · Undeposited Funds | 1,657.00 |
| Total Other Current Assets | <u>1,657.00</u> |
| Total Current Assets | <u>1,525,194.29</u> |
| TOTAL ASSETS | <u>1,525,194.29</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2010 · Accounts Payable | 14,036.26 |
| Total Accounts Payable | <u>14,036.26</u> |
| Other Current Liabilities | |
| 2400 · Payroll Liabilities | |
| 2132 · Oregon Transit Tax Withholding | 94.49 |
| 2240 · Child Support Payable | 145.00 |
| 2100 · Wages Payable | 7,432.84 |
| 2110 · Federal Income Tax Payable | 1,412.73 |
| 2120 · FICA Payable | 579.24 |
| 2125 · Medicare Payable | 312.92 |
| 2130 · State Income Tax Payable | 1,875.52 |
| 2131 · Works Benefit Fund Payable(WBF) | 37.03 |
| 2140 · PERS Payable | 7,014.94 |
| 2145 · OR Saving Growth 457 Payable | 650.00 |
| 2150 · Health Insurance Prem. Payable | 1,995.62 |
| 2210 · Health Ins Prem Ded Pre Tax | 191.75 |
| 2230 · Flexible Spending Account | 1,101.96 |
| 2232 · Union Dues | 600.03 |
| Total 2400 · Payroll Liabilities | <u>23,444.07</u> |
| Total Other Current Liabilities | <u>23,444.07</u> |
| Total Current Liabilities | <u>37,480.33</u> |
| Total Liabilities | 37,480.33 |
| Equity | |
| 3010 · Fund Balance | -1,154,849.38 |
| 3200 · Unallocated Fund Balance | 1,155,996.32 |
| Net Income | 1,486,567.02 |
| Total Equity | <u>1,487,713.96</u> |
| TOTAL LIABILITIES & EQUITY | <u>1,525,194.29</u> |
| UNBALANCED CLASSES | -0.00 |

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2018 through March 2019

| | GO Bond 2016 - Capital Improvem | | | | GO Bond 2016 - Debt Services | | | |
|---------------------------------------|---------------------------------|--------------------|--------------------|--------------------|------------------------------|--------------------|--------------------------|----------------------|
| | Jul '18 - Ma... | Budget | \$ Over Bud... | % of Budget | Jul '18 - Ma... | Budget | \$ Over Bud... | % of Budget |
| Ordinary Income/Expense | | | | | | | | |
| Income | | | | | | | | |
| 4060 · Conflagration Income | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 4500 · Transfers In | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 4050 · Public Education Income | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 4040 · Bond Income | 0.00 | 0.00 | 0.00 | 0.0% | 332,379.41 | 363,367.00 | -30,987.59 | 91.5% |
| 4000 · Carryover Fund Balance | 339,569.64 | 341,361.00 | -1,791.36 | 99.5% | -9,417.39 | 24,465.00 | -33,882.39 | -38.5% |
| 4010 · Delinquent Property Taxes | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 4020 · Current Property Taxes | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 4025 · Interest - Property Tax | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 4026 · Interest Income | 0.00 | 0.00 | 0.00 | 0.0% | 1,792.51 | | | |
| 4035 · Grants Income | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 4900 · Miscellaneous Income | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| Total Income | <u>339,569.64</u> | <u>341,361.00</u> | <u>-1,791.36</u> | <u>99.5%</u> | <u>324,754.53</u> | <u>387,832.00</u> | <u>-63,077.47</u> | <u>83.7%</u> |
| Gross Profit | <u>339,569.64</u> | <u>341,361.00</u> | <u>-1,791.36</u> | <u>99.5%</u> | <u>324,754.53</u> | <u>387,832.00</u> | <u>-63,077.47</u> | <u>83.7%</u> |
| Expense | | | | | | | | |
| 9010 · Transfers | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 9000 · Unappropriated Ending Fund Bal | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 25,344.00 | -25,344.00 | 0.0% |
| 5000 · Personnel Expenses | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 6000 · Materials and Services | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | | |
| 7000 · Capital Outlay | 339,569.64 | 341,361.00 | -1,791.36 | 99.5% | 31,269.48 | 362,488.00 | -331,218.52 | 8.6% |
| Total Expense | <u>339,569.64</u> | <u>341,361.00</u> | <u>-1,791.36</u> | <u>99.5%</u> | <u>31,269.48</u> | <u>387,832.00</u> | <u>-356,562.52</u> | <u>8.1%</u> |
| Net Ordinary Income | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.0%</u> | <u>293,485.05</u> | <u>0.00</u> | <u>293,485.05</u> | <u>100.0%</u> |
| Net Income | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.0%</u> | <u>293,485.05</u> | <u>0.00</u> | <u>293,485.05</u> | <u>100.0%</u> |

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 2018 through March 2019

| | General Fund | | | | Building Reserve Fund | | | |
|--|--------------------------|-------------------------|--------------------------|----------------------|--------------------------|--------------------|--------------------------|----------------------|
| | Jul '18 - Ma... | Budget | \$ Over Bud... | % of Budget | Jul '18 - Ma... | Budget | \$ Over Bud... | % of Budget |
| Ordinary Income/Expense | | | | | | | | |
| Income | | | | | | | | |
| 4060 · Conflagration Income | 347,179.77 | 307,577.00 | 39,602.77 | 112.9% | 0.00 | | | |
| 4500 · Transfers In | 0.00 | 47,833.00 | -47,833.00 | 0.0% | 0.00 | 4,491.00 | -4,491.00 | 0.0% |
| 4050 · Public Education Income | 5,007.88 | 17,000.00 | -11,992.12 | 29.5% | 0.00 | | | |
| 4040 · Bond Income | -358.81 | | | | 0.00 | | | |
| 4000 · Carryover Fund Balance | 351,609.86 | 351,609.00 | 0.86 | 100.0% | 204,057.84 | 204,023.00 | 34.84 | 100.0% |
| 4010 · Delinquent Property Taxes | 7,690.30 | 16,000.00 | -8,309.70 | 48.1% | 0.00 | | | |
| 4020 · Current Property Taxes | 1,143,088.98 | 1,097,219.00 | 45,869.98 | 104.2% | 0.00 | | | |
| 4025 · Interest - Property Tax | -219.00 | 2,500.00 | -2,719.00 | -8.8% | 141.80 | | | |
| 4026 · Interest Income | 15,902.13 | 6,000.00 | 9,902.13 | 265.0% | 3,389.44 | 870.00 | 2,519.44 | 389.6% |
| 4035 · Grants Income | 2,838.00 | 0.00 | 2,838.00 | 100.0% | 0.00 | | | |
| 4900 · Miscellaneous Income | 16,429.30 | 3,000.00 | 13,429.30 | 547.6% | 0.00 | | | |
| Total Income | <u>1,889,168.41</u> | <u>1,848,738.00</u> | <u>40,430.41</u> | <u>102.2%</u> | <u>207,589.08</u> | <u>209,384.00</u> | <u>-1,794.92</u> | <u>99.1%</u> |
| Gross Profit | 1,889,168.41 | 1,848,738.00 | 40,430.41 | 102.2% | 207,589.08 | 209,384.00 | -1,794.92 | 99.1% |
| Expense | | | | | | | | |
| 9010 · Transfers | 88,774.00 | 40,941.00 | 47,833.00 | 216.8% | 0.00 | 0.00 | 0.00 | 0.0% |
| 9000 · Unappropriated Ending Fund Bal | 0.00 | 300,000.00 | -300,000.00 | 0.0% | 0.00 | 209,384.00 | -209,384.00 | 0.0% |
| 5000 · Personnel Expenses | 637,462.93 | 887,000.00 | -249,537.07 | 71.9% | 0.00 | | | |
| 6000 · Materials and Services | 274,842.85 | 355,981.00 | -81,138.15 | 77.2% | 0.00 | | | |
| 7000 · Capital Outlay | 115,340.55 | 169,150.00 | -53,809.45 | 68.2% | 0.00 | | | |
| Total Expense | <u>1,116,420.33</u> | <u>1,753,072.00</u> | <u>-636,651.67</u> | <u>63.7%</u> | <u>0.00</u> | <u>209,384.00</u> | <u>-209,384.00</u> | <u>0.0%</u> |
| Net Ordinary Income | <u>772,748.08</u> | <u>95,666.00</u> | <u>677,082.08</u> | <u>807.8%</u> | <u>207,589.08</u> | <u>0.00</u> | <u>207,589.08</u> | <u>100.0%</u> |
| Net Income | <u>772,748.08</u> | <u>95,666.00</u> | <u>677,082.08</u> | <u>807.8%</u> | <u>207,589.08</u> | <u>0.00</u> | <u>207,589.08</u> | <u>100.0%</u> |

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2018 through March 2019

| | Equipment Reserve Fund | | | | Vehicle Reserve Fund | | | |
|---------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------|-------------------------|--------------------|-------------------------|----------------------|
| | Jul '18 - Ma... | Budget | \$ Over Bud... | % of Budget | Jul '18 - Ma... | Budget | \$ Over Bud... | % of Budget |
| Ordinary Income/Expense | | | | | | | | |
| Income | | | | | | | | |
| 4060 · Conflagration Income | 0.00 | | | | 0.00 | | | |
| 4500 · Transfers In | 88,774.00 | 31,000.00 | 57,774.00 | 286.4% | 0.00 | 5,450.00 | -5,450.00 | 0.0% |
| 4050 · Public Education Income | 0.00 | | | | 0.00 | | | |
| 4040 · Bond Income | 0.00 | | | | 0.00 | | | |
| 4000 · Carryover Fund Balance | 57,179.40 | 57,169.00 | 10.40 | 100.0% | 64,474.27 | 64,465.00 | 9.27 | 100.0% |
| 4010 · Delinquent Property Taxes | 0.00 | | | | 0.00 | | | |
| 4020 · Current Property Taxes | 0.00 | | | | 0.00 | | | |
| 4025 · Interest - Property Tax | 39.84 | | | | 37.71 | | | |
| 4026 · Interest Income | 1,181.06 | 240.00 | 941.06 | 492.1% | 1,058.53 | 220.00 | 838.53 | 481.2% |
| 4035 · Grants Income | 0.00 | | | | 0.00 | | | |
| 4900 · Miscellaneous Income | 0.00 | | | | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | <u>147,174.30</u> | <u>88,409.00</u> | <u>58,765.30</u> | <u>166.5%</u> | <u>65,570.51</u> | <u>70,135.00</u> | <u>-4,564.49</u> | <u>93.5%</u> |
| Gross Profit | 147,174.30 | 88,409.00 | 58,765.30 | 166.5% | 65,570.51 | 70,135.00 | -4,564.49 | 93.5% |
| Expense | | | | | | | | |
| 9010 · Transfers | 0.00 | 47,833.00 | -47,833.00 | 0.0% | 0.00 | | | |
| 9000 · Unappropriated Ending Fund Bal | 0.00 | 136,242.00 | -136,242.00 | 0.0% | 0.00 | 70,135.00 | -70,135.00 | 0.0% |
| 5000 · Personnel Expenses | 0.00 | | | | 0.00 | | | |
| 6000 · Materials and Services | 0.00 | | | | 0.00 | | | |
| 7000 · Capital Outlay | 0.00 | | | | 0.00 | | | |
| Total Expense | <u>0.00</u> | <u>184,075.00</u> | <u>-184,075.00</u> | <u>0.0%</u> | <u>0.00</u> | <u>70,135.00</u> | <u>-70,135.00</u> | <u>0.0%</u> |
| Net Ordinary Income | <u>147,174.30</u> | <u>-95,666.00</u> | <u>242,840.30</u> | <u>-153.8%</u> | <u>65,570.51</u> | <u>0.00</u> | <u>65,570.51</u> | <u>100.0%</u> |
| Net Income | <u><u>147,174.30</u></u> | <u><u>-95,666.00</u></u> | <u><u>242,840.30</u></u> | <u><u>-153.8%</u></u> | <u><u>65,570.51</u></u> | <u><u>0.00</u></u> | <u><u>65,570.51</u></u> | <u><u>100.0%</u></u> |

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Accrual Basis

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
 July 2018 through March 2019

| | TOTAL | | | |
|---------------------------------------|----------------------------|---------------------|----------------------------|----------------------|
| | Jul '18 - Ma... | Budget | \$ Over Budget | % of Budget |
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4060 · Conflagration Income | 347,179.77 | 307,577.00 | 39,602.77 | 112.9% |
| 4500 · Transfers In | 88,774.00 | 88,774.00 | 0.00 | 100.0% |
| 4050 · Public Education Income | 5,007.88 | 17,000.00 | -11,992.12 | 29.5% |
| 4040 · Bond Income | 332,020.60 | 363,367.00 | -31,346.40 | 91.4% |
| 4000 · Carryover Fund Balance | 1,007,473.62 | 1,043,092.00 | -35,618.38 | 96.6% |
| 4010 · Delinquent Property Taxes | 7,690.30 | 16,000.00 | -8,309.70 | 48.1% |
| 4020 · Current Property Taxes | 1,143,088.98 | 1,097,219.00 | 45,869.98 | 104.2% |
| 4025 · Interest - Property Tax | 0.35 | 2,500.00 | -2,499.65 | 0.0% |
| 4026 · Interest Income | 23,323.67 | 7,330.00 | 15,993.67 | 318.2% |
| 4035 · Grants Income | 2,838.00 | 0.00 | 2,838.00 | 100.0% |
| 4900 · Miscellaneous Income | 16,429.30 | 3,000.00 | 13,429.30 | 547.6% |
| Total Income | <u>2,973,826.47</u> | <u>2,945,859.00</u> | <u>27,967.47</u> | <u>100.9%</u> |
| Gross Profit | 2,973,826.47 | 2,945,859.00 | 27,967.47 | 100.9% |
| Expense | | | | |
| 9010 · Transfers | 88,774.00 | 88,774.00 | 0.00 | 100.0% |
| 9000 · Unappropriated Ending Fund Bal | 0.00 | 741,105.00 | -741,105.00 | 0.0% |
| 5000 · Personnel Expenses | 637,462.93 | 887,000.00 | -249,537.07 | 71.9% |
| 6000 · Materials and Services | 274,842.85 | 355,981.00 | -81,138.15 | 77.2% |
| 7000 · Capital Outlay | 486,179.67 | 872,999.00 | -386,819.33 | 55.7% |
| Total Expense | <u>1,487,259.45</u> | <u>2,945,859.00</u> | <u>-1,458,599.55</u> | <u>50.5%</u> |
| Net Ordinary Income | <u>1,486,567.02</u> | <u>0.00</u> | <u>1,486,567.02</u> | <u>100.0%</u> |
| Net Income | <u><u>1,486,567.02</u></u> | <u><u>0.00</u></u> | <u><u>1,486,567.02</u></u> | <u><u>100.0%</u></u> |

Philomath Fire and Rescue
Profit & Loss by Class
 July 2018 through March 2019

| | GO Bond 2016 - Ca... | GO Bond 2016 - De... | General Fund |
|--|----------------------|----------------------|---------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4060 · Conflagration Income | 0.00 | 0.00 | 347,179.77 |
| 4500 · Transfers In | 0.00 | 0.00 | 0.00 |
| 4050 · Public Education Income | 0.00 | 0.00 | 5,007.88 |
| 4040 · Bond Income | 0.00 | 332,379.41 | -358.81 |
| 4000 · Carryover Fund Balance | 339,569.64 | -9,417.39 | 351,609.86 |
| 4010 · Delinquent Property Taxes | 0.00 | 0.00 | 7,690.30 |
| 4020 · Current Property Taxes | 0.00 | 0.00 | 1,143,088.98 |
| 4025 · Interest - Property Tax | 0.00 | 0.00 | -219.00 |
| 4026 · Interest Income | | | |
| 4027 · Interest - Citizens Bank & OSU | 0.00 | 0.00 | 41.45 |
| 4030 · Investments - LGIP | 0.00 | 1,792.51 | 15,523.12 |
| 4026 · Interest Income - Other | 0.00 | 0.00 | 337.56 |
| Total 4026 · Interest Income | 0.00 | 1,792.51 | 15,902.13 |
| 4035 · Grants Income | 0.00 | 0.00 | 2,838.00 |
| 4900 · Miscellaneous Income | 0.00 | 0.00 | 16,429.30 |
| Total Income | 339,569.64 | 324,754.53 | 1,889,168.41 |
| Gross Profit | 339,569.64 | 324,754.53 | 1,889,168.41 |
| Expense | | | |
| 9010 · Transfers | 0.00 | 0.00 | 88,774.00 |
| 5000 · Personnel Expenses | | | |
| 5136 · Conflagration Wages | 0.00 | 0.00 | 111,013.59 |
| 5100 · Fire Chief Wages | 0.00 | 0.00 | 62,429.84 |
| 5105 · Deputy Chief Wages | 0.00 | 0.00 | 48,325.56 |
| 5110 · Admin Asst Wages | 0.00 | 0.00 | 32,328.10 |
| 5120 · Fire & Life Safety Officer Wage | 0.00 | 0.00 | 36,053.69 |
| 5125 · Firefighter Wages | 0.00 | 0.00 | 98,125.02 |
| 5130 · Overtime Wages | 0.00 | 0.00 | 16,187.48 |
| 5135 · Extra Hire | 0.00 | 0.00 | 22,237.50 |
| 5405 · Employers FICA | 0.00 | 0.00 | 26,846.46 |
| 5410 · Employers Medicare | 0.00 | 0.00 | 6,279.90 |
| 5420 · Workes Benefit Assessment | 0.00 | 0.00 | 236.83 |
| 5421 · Workers Compensation | 0.00 | 0.00 | 11,498.38 |
| 5430 · PERS - Employe | 0.00 | 0.00 | 58,083.61 |
| 5431 · PERS - Pickup 6% | 0.00 | 0.00 | 22,009.21 |
| 5440 · Health Insurance | 0.00 | 0.00 | 85,807.76 |
| Total 5000 · Personnel Expenses | 0.00 | 0.00 | 637,462.93 |
| 6000 · Materials and Services | | | |
| 6091 · Tuition Reimbursement | 0.00 | 0.00 | 10,080.00 |
| 6001 · Contracted Professional Service | 0.00 | 0.00 | 18,103.06 |
| 6010 · Office Supplies | 0.00 | 0.00 | 3,244.33 |
| 6011 · Postage/Shipping | 0.00 | 0.00 | 1,334.13 |
| 6020 · Insurance and Bond | 0.00 | 0.00 | 32,562.39 |
| 6030 · Dues and Fees | 0.00 | 0.00 | 9,521.20 |
| 6040 · Publications and Elections | 0.00 | 0.00 | 1,261.60 |
| 6050 · Utilities | 0.00 | 0.00 | 16,981.48 |
| 6060 · Telephone, Pagers, Internet | 0.00 | 0.00 | 10,600.04 |
| 6070 · Travel | 0.00 | 0.00 | 7,112.48 |
| 6080 · Conference | 0.00 | 0.00 | 2,075.00 |
| 6090 · Education/Training | 0.00 | 0.00 | 9,457.45 |
| 6100 · Equipment Maintenance Agreement | 0.00 | 0.00 | 1,175.95 |
| 6110 · Equipment Rentals | 0.00 | 0.00 | 36.80 |
| 6130 · Gas & Oil | 0.00 | 0.00 | 10,722.45 |
| 6150 · Radio Maintenance | 0.00 | 0.00 | 120.31 |
| 6160 · Equipment Maintenance | 0.00 | 0.00 | 8,531.21 |
| 6161 · Vehicle Maintenance | 0.00 | 0.00 | 26,084.39 |
| 6170 · Building Maint and Improvements | 0.00 | 0.00 | 5,555.39 |
| 6180 · Grounds Maintenance | 0.00 | 0.00 | 7,202.98 |
| 6190 · Small Tools & Equipment | 0.00 | 0.00 | 2,097.48 |
| 6200 · Supplies - Department | 0.00 | 0.00 | 8,986.88 |

Philomath Fire and Rescue
Profit & Loss by Class
 July 2018 through March 2019

| | GO Bond 2016 - Ca... | GO Bond 2016 - De... | General Fund |
|--|----------------------|----------------------|---------------------|
| 6210 · Supplies - Medical | 0.00 | 0.00 | 5,981.65 |
| 6215 · Supplies - Prevention | 0.00 | 0.00 | 7,020.63 |
| 6220 · Supplies - Suppression | 0.00 | 0.00 | 1,325.96 |
| 6250 · Uniforms | 0.00 | 0.00 | 19,325.15 |
| 6260 · Dispatch | 0.00 | 0.00 | 11,430.00 |
| 6270 · Volunteer - Activities | 0.00 | 0.00 | 8,916.08 |
| 6280 · Volunteer Incentive Program | 0.00 | 0.00 | 2,571.03 |
| 6300 · Volunteer - Length of Service | 0.00 | 0.00 | 11,000.00 |
| 6310 · Physical & Immunizations | 0.00 | 0.00 | 7,833.92 |
| 6320 · Community Involvement | 0.00 | 0.00 | 1,454.92 |
| 6900 · Miscellaneous Expense | 0.00 | 0.00 | 5,136.51 |
| Total 6000 · Materials and Services | 0.00 | 0.00 | 274,842.85 |
| 7000 · Capital Outlay | | | |
| 7130 · Capital Outlay - Bond | | | |
| 7136 · Lease-Purchase Repayment | 336,869.51 | 0.00 | 0.00 |
| 7135 · Fees | 0.00 | 31,269.48 | 0.00 |
| 7133 · Facilities | 2,700.13 | 0.00 | 0.00 |
| 7132 · Equipment | 0.00 | 0.00 | 509.00 |
| Total 7130 · Capital Outlay - Bond | 339,569.64 | 31,269.48 | 509.00 |
| 7022 · Dept. Equip. - Building/Grounds | 0.00 | 0.00 | 990.00 |
| 7200 · Capital Outlay - Equipment | 0.00 | 0.00 | 2,713.84 |
| 7150 · Capital Outlay - Vehicle | 0.00 | 0.00 | 58,723.63 |
| 7110 · Capital Outlay - Building | 0.00 | 0.00 | 13,514.55 |
| 7015 · Capital Outlay - Training | 0.00 | 0.00 | 1,400.94 |
| 7020 · Dept. Equip. - Suppression | 0.00 | 0.00 | 1,218.90 |
| 7030 · Capital Outlay - Medical | 0.00 | 0.00 | 1,002.55 |
| 7040 · Capital Outlay - Office | 0.00 | 0.00 | 3,849.44 |
| 7060 · Capital Outlay - Radio | 0.00 | 0.00 | 2,258.82 |
| 7070 · Capital Outlay - Hose/Appliance | 0.00 | 0.00 | 4,720.01 |
| 7080 · Capital Outlay-Protective Equip | 0.00 | 0.00 | 24,438.87 |
| Total 7000 · Capital Outlay | 339,569.64 | 31,269.48 | 115,340.55 |
| Total Expense | 339,569.64 | 31,269.48 | 1,116,420.33 |
| Net Ordinary Income | 0.00 | 293,485.05 | 772,748.08 |
| Net Income | 0.00 | 293,485.05 | 772,748.08 |

Philomath Fire and Rescue

Profit & Loss by Class

July 2018 through March 2019

| | Building Reserve F... | Equipment Reserv... | Vehicle Reserve F... |
|--|-----------------------|---------------------|----------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4060 · Conflagration Income | 0.00 | 0.00 | 0.00 |
| 4500 · Transfers In | 0.00 | 88,774.00 | 0.00 |
| 4050 · Public Education Income | 0.00 | 0.00 | 0.00 |
| 4040 · Bond Income | 0.00 | 0.00 | 0.00 |
| 4000 · Carryover Fund Balance | 204,057.84 | 57,179.40 | 64,474.27 |
| 4010 · Delinquent Property Taxes | 0.00 | 0.00 | 0.00 |
| 4020 · Current Property Taxes | 0.00 | 0.00 | 0.00 |
| 4025 · Interest - Property Tax | 141.80 | 39.84 | 37.71 |
| 4026 · Interest Income | | | |
| 4027 · Interest - Citizens Bank & OSU | 0.00 | 0.00 | 0.00 |
| 4030 · Investments - LGIP | 3,192.11 | 1,125.63 | 1,007.52 |
| 4026 · Interest Income - Other | 197.33 | 55.43 | 51.01 |
| Total 4026 · Interest Income | 3,389.44 | 1,181.06 | 1,058.53 |
| 4035 · Grants Income | 0.00 | 0.00 | 0.00 |
| 4900 · Miscellaneous Income | 0.00 | 0.00 | 0.00 |
| Total Income | 207,589.08 | 147,174.30 | 65,570.51 |
| Gross Profit | 207,589.08 | 147,174.30 | 65,570.51 |
| Expense | | | |
| 9010 · Transfers | 0.00 | 0.00 | 0.00 |
| 5000 · Personnel Expenses | | | |
| 5136 · Conflagration Wages | 0.00 | 0.00 | 0.00 |
| 5100 · Fire Chief Wages | 0.00 | 0.00 | 0.00 |
| 5105 · Deputy Chief Wages | 0.00 | 0.00 | 0.00 |
| 5110 · Admin Asst Wages | 0.00 | 0.00 | 0.00 |
| 5120 · Fire & Life Safety Officer Wage | 0.00 | 0.00 | 0.00 |
| 5125 · Firefighter Wages | 0.00 | 0.00 | 0.00 |
| 5130 · Overtime Wages | 0.00 | 0.00 | 0.00 |
| 5135 · Extra Hire | 0.00 | 0.00 | 0.00 |
| 5405 · Employers FICA | 0.00 | 0.00 | 0.00 |
| 5410 · Employers Medicare | 0.00 | 0.00 | 0.00 |
| 5420 · Workes Benefit Assessment | 0.00 | 0.00 | 0.00 |
| 5421 · Workers Compensation | 0.00 | 0.00 | 0.00 |
| 5430 · PERS - Employe | 0.00 | 0.00 | 0.00 |
| 5431 · PERS - Pickup 6% | 0.00 | 0.00 | 0.00 |
| 5440 · Health Insurance | 0.00 | 0.00 | 0.00 |
| Total 5000 · Personnel Expenses | 0.00 | 0.00 | 0.00 |
| 6000 · Materials and Services | | | |
| 6091 · Tuition Reimbursement | 0.00 | 0.00 | 0.00 |
| 6001 · Contracted Professional Service | 0.00 | 0.00 | 0.00 |
| 6010 · Office Supplies | 0.00 | 0.00 | 0.00 |
| 6011 · Postage/Shipping | 0.00 | 0.00 | 0.00 |
| 6020 · Insurance and Bond | 0.00 | 0.00 | 0.00 |
| 6030 · Dues and Fees | 0.00 | 0.00 | 0.00 |
| 6040 · Publications and Elections | 0.00 | 0.00 | 0.00 |
| 6050 · Utilities | 0.00 | 0.00 | 0.00 |
| 6060 · Telephone, Pagers, Internet | 0.00 | 0.00 | 0.00 |
| 6070 · Travel | 0.00 | 0.00 | 0.00 |
| 6080 · Conference | 0.00 | 0.00 | 0.00 |
| 6090 · Education/Training | 0.00 | 0.00 | 0.00 |
| 6100 · Equipment Maintenance Agreement | 0.00 | 0.00 | 0.00 |
| 6110 · Equipment Rentals | 0.00 | 0.00 | 0.00 |
| 6130 · Gas & Oil | 0.00 | 0.00 | 0.00 |
| 6150 · Radio Maintenance | 0.00 | 0.00 | 0.00 |
| 6160 · Equipment Maintenance | 0.00 | 0.00 | 0.00 |
| 6161 · Vehicle Maintenance | 0.00 | 0.00 | 0.00 |
| 6170 · Building Maint and Improvements | 0.00 | 0.00 | 0.00 |
| 6180 · Grounds Maintenance | 0.00 | 0.00 | 0.00 |
| 6190 · Small Tools & Equipment | 0.00 | 0.00 | 0.00 |
| 6200 · Supplies - Department | 0.00 | 0.00 | 0.00 |

Philomath Fire and Rescue
Profit & Loss by Class
 July 2018 through March 2019

| | Building Reserve F... | Equipment Reserv... | Vehicle Reserve F... |
|--|-----------------------|---------------------|----------------------|
| 6210 · Supplies - Medical | 0.00 | 0.00 | 0.00 |
| 6215 · Supplies - Prevention | 0.00 | 0.00 | 0.00 |
| 6220 · Supplies - Suppression | 0.00 | 0.00 | 0.00 |
| 6250 · Uniforms | 0.00 | 0.00 | 0.00 |
| 6260 · Dispatch | 0.00 | 0.00 | 0.00 |
| 6270 · Volunteer - Activities | 0.00 | 0.00 | 0.00 |
| 6280 · Volunteer Incentive Program | 0.00 | 0.00 | 0.00 |
| 6300 · Volunteer - Length of Service | 0.00 | 0.00 | 0.00 |
| 6310 · Physical & Immunizations | 0.00 | 0.00 | 0.00 |
| 6320 · Community Involvement | 0.00 | 0.00 | 0.00 |
| 6900 · Miscellaneous Expense | 0.00 | 0.00 | 0.00 |
| Total 6000 · Materials and Services | 0.00 | 0.00 | 0.00 |
| 7000 · Capital Outlay | | | |
| 7130 · Capital Outlay - Bond | | | |
| 7136 · Lease-Purchase Repayment | 0.00 | 0.00 | 0.00 |
| 7135 · Fees | 0.00 | 0.00 | 0.00 |
| 7133 · Facilities | 0.00 | 0.00 | 0.00 |
| 7132 · Equipment | 0.00 | 0.00 | 0.00 |
| Total 7130 · Capital Outlay - Bond | 0.00 | 0.00 | 0.00 |
| 7022 · Dept. Equip. - Building/Grounds | 0.00 | 0.00 | 0.00 |
| 7200 · Capital Outlay - Equipment | 0.00 | 0.00 | 0.00 |
| 7150 · Capital Outlay - Vehicle | 0.00 | 0.00 | 0.00 |
| 7110 · Capital Outlay - Building | 0.00 | 0.00 | 0.00 |
| 7015 · Capital Outlay - Training | 0.00 | 0.00 | 0.00 |
| 7020 · Dept. Equip. - Suppression | 0.00 | 0.00 | 0.00 |
| 7030 · Capital Outlay - Medical | 0.00 | 0.00 | 0.00 |
| 7040 · Capital Outlay - Office | 0.00 | 0.00 | 0.00 |
| 7060 · Capital Outlay - Radio | 0.00 | 0.00 | 0.00 |
| 7070 · Capital Outlay - Hose/Appliance | 0.00 | 0.00 | 0.00 |
| 7080 · Capital Outlay-Protective Equip | 0.00 | 0.00 | 0.00 |
| Total 7000 · Capital Outlay | 0.00 | 0.00 | 0.00 |
| Total Expense | 0.00 | 0.00 | 0.00 |
| Net Ordinary Income | 207,589.08 | 147,174.30 | 65,570.51 |
| Net Income | 207,589.08 | 147,174.30 | 65,570.51 |

Philomath Fire and Rescue
Profit & Loss by Class
 July 2018 through March 2019

| | TOTAL |
|--|---------------------|
| Ordinary Income/Expense | |
| Income | |
| 4060 · Conflagration Income | 347,179.77 |
| 4500 · Transfers In | 88,774.00 |
| 4050 · Public Education Income | 5,007.88 |
| 4040 · Bond Income | 332,020.60 |
| 4000 · Carryover Fund Balance | 1,007,473.62 |
| 4010 · Delinquent Property Taxes | 7,690.30 |
| 4020 · Current Property Taxes | 1,143,088.98 |
| 4025 · Interest - Property Tax | 0.35 |
| 4026 · Interest Income | |
| 4027 · Interest - Citizens Bank & OSU | 41.45 |
| 4030 · Investments - LGIP | 22,640.89 |
| 4026 · Interest Income - Other | 641.33 |
| Total 4026 · Interest Income | 23,323.67 |
| 4035 · Grants Income | 2,838.00 |
| 4900 · Miscellaneous Income | 16,429.30 |
| Total Income | 2,973,826.47 |
| Gross Profit | 2,973,826.47 |
| Expense | |
| 9010 · Transfers | 88,774.00 |
| 5000 · Personnel Expenses | |
| 5136 · Conflagration Wages | 111,013.59 |
| 5100 · Fire Chief Wages | 62,429.84 |
| 5105 · Deputy Chief Wages | 48,325.56 |
| 5110 · Admin Asst Wages | 32,328.10 |
| 5120 · Fire & Life Safety Officer Wage | 36,053.69 |
| 5125 · Firefighter Wages | 98,125.02 |
| 5130 · Overtime Wages | 16,187.48 |
| 5135 · Extra Hire | 22,237.50 |
| 5405 · Employers FICA | 26,846.46 |
| 5410 · Employers Medicare | 6,279.90 |
| 5420 · Workes Benefit Assessment | 236.83 |
| 5421 · Workers Compensation | 11,498.38 |
| 5430 · PERS - Employe | 58,083.61 |
| 5431 · PERS - Pickup 6% | 22,009.21 |
| 5440 · Health Insurance | 85,807.76 |
| Total 5000 · Personnel Expenses | 637,462.93 |
| 6000 · Materials and Services | |
| 6091 · Tuition Reimbursement | 10,080.00 |
| 6001 · Contracted Professional Service | 18,103.06 |
| 6010 · Office Supplies | 3,244.33 |
| 6011 · Postage/Shipping | 1,334.13 |
| 6020 · Insurance and Bond | 32,562.39 |
| 6030 · Dues and Fees | 9,521.20 |
| 6040 · Publications and Elections | 1,261.60 |
| 6050 · Utilities | 16,981.48 |
| 6060 · Telephone, Pagers, Internet | 10,600.04 |
| 6070 · Travel | 7,112.48 |
| 6080 · Conference | 2,075.00 |
| 6090 · Education/Training | 9,457.45 |
| 6100 · Equipment Maintenance Agreement | 1,175.95 |
| 6110 · Equipment Rentals | 36.80 |
| 6130 · Gas & Oil | 10,722.45 |
| 6150 · Radio Maintenance | 120.31 |
| 6160 · Equipment Maintenance | 8,531.21 |
| 6161 · Vehicle Maintenance | 26,084.39 |
| 6170 · Building Maint and Improvements | 5,555.39 |
| 6180 · Grounds Maintenance | 7,202.98 |
| 6190 · Small Tools & Equipment | 2,097.48 |
| 6200 · Supplies - Department | 8,986.88 |

Philomath Fire and Rescue
Profit & Loss by Class
 July 2018 through March 2019

| | TOTAL |
|--|---------------------|
| 6210 · Supplies - Medical | 5,981.65 |
| 6215 · Supplies - Prevention | 7,020.63 |
| 6220 · Supplies - Suppression | 1,325.96 |
| 6250 · Uniforms | 19,325.15 |
| 6260 · Dispatch | 11,430.00 |
| 6270 · Volunteer - Activities | 8,916.08 |
| 6280 · Volunteer Incentive Program | 2,571.03 |
| 6300 · Volunteer - Length of Service | 11,000.00 |
| 6310 · Physical & Immunizations | 7,833.92 |
| 6320 · Community Involvement | 1,454.92 |
| 6900 · Miscellaneous Expense | 5,136.51 |
| Total 6000 · Materials and Services | 274,842.85 |
| 7000 · Capital Outlay | |
| 7130 · Capital Outlay - Bond | |
| 7136 · Lease-Purchase Repayment | 336,869.51 |
| 7135 · Fees | 31,269.48 |
| 7133 · Facilities | 2,700.13 |
| 7132 · Equipment | 509.00 |
| Total 7130 · Capital Outlay - Bond | 371,348.12 |
| 7022 · Dept. Equip. - Building/Grounds | 990.00 |
| 7200 · Capital Outlay - Equipment | 2,713.84 |
| 7150 · Capital Outlay - Vehicle | 58,723.63 |
| 7110 · Capital Outlay - Building | 13,514.55 |
| 7015 · Capital Outlay - Training | 1,400.94 |
| 7020 · Dept. Equip. - Suppression | 1,218.90 |
| 7030 · Capital Outlay - Medical | 1,002.55 |
| 7040 · Capital Outlay - Office | 3,849.44 |
| 7060 · Capital Outlay - Radio | 2,258.82 |
| 7070 · Capital Outlay - Hose/Appliance | 4,720.01 |
| 7080 · Capital Outlay-Protective Equip | 24,438.87 |
| Total 7000 · Capital Outlay | 486,179.67 |
| Total Expense | 1,487,259.45 |
| Net Ordinary Income | 1,486,567.02 |
| Net Income | 1,486,567.02 |

Philomath Fire and Rescue

3/26/2019 2:42 PM

Register: 1015 · Citizens Bank Checking

From 03/01/2019 through 03/31/2019

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------------|-------------------------|------------------|----------|---|-----------|------------|
| 03/04/2019 | 29752 | Alyrica | 2010 · Accounts Payable | | 492.87 | | | 96,522.64 |
| 03/04/2019 | 29753 | Benton County | 2010 · Accounts Payable | | 410.70 | | | 96,111.94 |
| 03/04/2019 | 29754 | Carson Oil | 2010 · Accounts Payable | | 362.74 | | | 95,749.20 |
| 03/04/2019 | 29755 | Cascade Fire Equipm... | 2010 · Accounts Payable | | 208.02 | | | 95,541.18 |
| 03/04/2019 | 29756 | City of Philomath | 2010 · Accounts Payable | | 256.35 | | | 95,284.83 |
| 03/04/2019 | 29757 | CMC Rescue Inc. | 2010 · Accounts Payable | | 2,572.86 | | | 92,711.97 |
| 03/04/2019 | 29758 | Comcast | 2010 · Accounts Payable | | 12.70 | | | 92,699.27 |
| 03/04/2019 | 29759 | Consumers Power Inc. | 2010 · Accounts Payable | | 447.52 | | | 92,251.75 |
| 03/04/2019 | 29760 | Corvallis Gazette Ti... | 2010 · Accounts Payable | | 421.60 | | | 91,830.15 |
| 03/04/2019 | 29761 | CTX | 2010 · Accounts Payable | | 74.63 | | | 91,755.52 |
| 03/04/2019 | 29762 | Daniel Cummins | 2010 · Accounts Payable | | 130.00 | | | 91,625.52 |
| 03/04/2019 | 29763 | Figaros Pizza | 2010 · Accounts Payable | | 154.40 | | | 91,471.12 |
| 03/04/2019 | 29764 | Industrial Welding S... | 2010 · Accounts Payable | | 31.40 | | | 91,439.72 |
| 03/04/2019 | 29765 | Kamind IT, Inc. | 2010 · Accounts Payable | | 195.84 | | | 91,243.88 |
| 03/04/2019 | 29766 | Life Assist, Inc. | 2010 · Accounts Payable | | 291.76 | | | 90,952.12 |
| 03/04/2019 | 29767 | Melissa Miller | 2010 · Accounts Payable | VOID: Mis-wri... | | X | | 90,952.12 |
| 03/04/2019 | 29768 | Pacific Power | 2010 · Accounts Payable | | 890.77 | | | 90,061.35 |
| 03/04/2019 | 29769 | Philomath Fire Distri... | 2010 · Accounts Payable | | 241.97 | | | 89,819.38 |
| 03/04/2019 | 29770 | Philomath Volunteer ... | 2010 · Accounts Payable | | 156.35 | | | 89,663.03 |
| 03/04/2019 | 29771 | Pioneer Telephone C... | 2010 · Accounts Payable | | 98.48 | | | 89,564.55 |
| 03/04/2019 | 29772 | R3 Engraving & Signs | 2010 · Accounts Payable | | 390.00 | | | 89,174.55 |
| 03/04/2019 | 29773 | Rotary Club of Philo... | 2010 · Accounts Payable | | 250.00 | | | 88,924.55 |
| 03/04/2019 | 29774 | SeaWestern | 2010 · Accounts Payable | | 825.30 | | | 88,099.25 |
| 03/04/2019 | 29775 | Security Alarm Corp | 2010 · Accounts Payable | | 230.00 | | | 87,869.25 |
| 03/04/2019 | 29776 | The UPS Store #5088 | 2010 · Accounts Payable | | 91.00 | | | 87,778.25 |
| 03/04/2019 | 29777 | Walter E. Nelson Co. | 2010 · Accounts Payable | | 239.78 | | | 87,538.47 |
| 03/05/2019 | 29778 | Thomas Miller | 2010 · Accounts Payable | | 100.00 | | | 87,438.47 |
| 03/12/2019 | 29779 | OSCU 402518-70 | 2010 · Accounts Payable | | 1,357.27 | | | 86,081.20 |
| 03/12/2019 | 29780 | OSCU 402518-71 | 2010 · Accounts Payable | | 648.87 | | | 85,432.33 |
| 03/12/2019 | 29781 | OSCU 402518-72 | 2010 · Accounts Payable | | 585.68 | | | 84,846.65 |
| 03/12/2019 | 29782 | OSCU 402518-73 | 2010 · Accounts Payable | | 727.59 | | | 84,119.06 |
| 03/15/2019 | | | 1050 · Local Governm... | Deposit | | | 75,000.00 | 159,119.06 |
| 03/15/2019 | | | -split- | Deposit | | | 5,731.80 | 164,850.86 |
| 03/15/2019 | 29783 | Benton County | 2010 · Accounts Payable | Customer # 41... | 77.70 | | | 164,773.16 |
| 03/15/2019 | 29784 | Benton County Publi... | 2010 · Accounts Payable | | 289.32 | | | 164,483.84 |
| 03/15/2019 | 29785 | Carson Oil | 2010 · Accounts Payable | | 664.82 | | | 163,819.02 |
| 03/15/2019 | 29786 | CMC Rescue Inc. | 2010 · Accounts Payable | | 238.47 | | | 163,580.55 |
| 03/15/2019 | 29787 | Consumers Power Inc. | 2010 · Accounts Payable | | 203.15 | | | 163,377.40 |
| 03/15/2019 | 29788 | CTX | 2010 · Accounts Payable | | 98.64 | | | 163,278.76 |
| 03/15/2019 | 29789 | Joel Skotte | 2010 · Accounts Payable | | 145.00 | | | 163,133.76 |

Philomath Fire and Rescue

3/26/2019 2:42 PM

Register: 1015 · Citizens Bank Checking

From 03/01/2019 through 03/31/2019

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|-------------|---------------|-------------------------|-------------------------|------------------|----------------|----------|----------------|----------------|
| 03/15/2019 | 29790 | Life Assist, Inc. | 2010 · Accounts Payable | | 133.53 | | | 163,000.23 |
| 03/15/2019 | 29791 | Mallory Safety & Su... | 2010 · Accounts Payable | | 636.00 | | | 162,364.23 |
| 03/15/2019 | 29792 | Occupational Medici... | 2010 · Accounts Payable | | 1,050.30 | | | 161,313.93 |
| 03/15/2019 | 29793 | Oregon Apparatus R... | 2010 · Accounts Payable | | 431.06 | | | 160,882.87 |
| 03/15/2019 | 29794 | Republic Services | 2010 · Accounts Payable | | 253.94 | | | 160,628.93 |
| 03/15/2019 | 29795 | Rymer Hoey | 2010 · Accounts Payable | | 20.00 | | | 160,608.93 |
| 03/15/2019 | 29796 | SeaWestern | 2010 · Accounts Payable | | 281.20 | | | 160,327.73 |
| 03/15/2019 | 29797 | Security Alarm Corp | 2010 · Accounts Payable | | 205.85 | | | 160,121.88 |
| 03/15/2019 | 29798 | WFCA The Daily Di... | 2010 · Accounts Payable | | 280.00 | | | 159,841.88 |
| 03/15/2019 | 29799 | True Value | 2010 · Accounts Payable | | 25.26 | | | 159,816.62 |
| 03/15/2019 | 29800 | Victor Haney` | 2010 · Accounts Payable | | 38.83 | | | 159,777.79 |
| 03/15/2019 | 29801 | Walter E. Nelson Co. | 2010 · Accounts Payable | | 85.29 | | | 159,692.50 |
| 03/15/2019 | 29802 | Witmer Public Safety... | 2010 · Accounts Payable | | 67.19 | | | 159,625.31 |
| 03/18/2019 | | | -split- | Deposit | | | 250.00 | 159,875.31 |
| 03/19/2019 | | TWGW, Inc. dba Phi... | 2010 · Accounts Payable | QuickBooks ge... | | | | 159,875.31 |
| 03/19/2019 | 29803 | CIS Trust | 2010 · Accounts Payable | | 8,526.64 | | | 151,348.67 |
| 03/19/2019 | 29804 | Petty Cash | 2010 · Accounts Payable | | 35.00 | | | 151,313.67 |
| 03/19/2019 | 29805 | Willamette Water | 2010 · Accounts Payable | | 48.50 | | | 151,265.17 |

Tom Miller Leave Usage
July 1, 2018 through June 30, 2019

| | | |
|---|---------------|-----------|
| Beginning Balance as of July 1, 2018 | 210.91 | 60 |
|---|---------------|-----------|

| | Sick Leave | Vacation |
|-------------|------------|----------|
| July | | |
| accrual | 9 | 0 |
| taken | 0 | 0 |
| balance | 219.91 | 60 |

| | | |
|---------------|--------|----|
| August | | |
| accrual | 9 | 0 |
| taken | 0 | 40 |
| balance | 228.91 | 20 |

| | | |
|------------------|--------|----|
| September | | |
| accrual | 9 | 0 |
| taken | 4 | 0 |
| balance | 233.91 | 20 |

| | | |
|----------------|--------|----|
| October | | |
| accrual | 9 | 0 |
| taken | 0 | 0 |
| balance | 242.91 | 20 |

| | Sick Leave | Vacation |
|-----------------|------------|----------|
| November | | |
| accrual | 9 | 0 |
| taken | 4 | 8 |
| balance | 247.91 | 12 |

| | | |
|-----------------|--------|----|
| December | | |
| accrual | 9 | 0 |
| taken | 0 | 0 |
| balance | 256.91 | 12 |

| | | |
|----------------|--------|----|
| January | | |
| accrual | 9 | 0 |
| taken | 0 | 0 |
| balance | 265.91 | 12 |

| | | |
|-----------------|--------|-----|
| February | | |
| accrual | 9 | 120 |
| taken | 0 | 32 |
| balance | 274.91 | 100 |

| | Sick Leave | Vacation |
|--------------|------------|----------|
| March | | |
| accrual | 9 | 0 |
| taken | 0 | 4 |
| balance | 283.91 | 96 |

| | | |
|--------------|--------|----|
| April | | |
| accrual | 9 | 0 |
| taken | 0 | 0 |
| balance | 292.91 | 96 |

| | | |
|------------|--------|----|
| May | | |
| accrual | 9 | 0 |
| taken | 0 | 0 |
| balance | 301.91 | 96 |

| | | |
|-------------|--------|----|
| June | | |
| accrual | 9 | 0 |
| taken | 0 | 0 |
| balance | 310.91 | 96 |

ORGANIZATIONAL MANUAL

Section C General Administration Procedure C-23

CELL PHONE & SOCIAL MEDIA POLICY

I. **PURPOSE**

This document is intended to promote responsible cell phone usage, to prevent the disclosure of protected patient information, and to control the use of photos generated by members of the District.

II. **POLICY**

Personal use of cell phones, whether personal or company-issued, is only permitted during limited times when work responsibilities are not being performed. Use of personal cameras, whether cell phone cameras, stand-alone cameras, cameras contained in any other personal device, or recording devices, while on duty, responding, or training on behalf of Philomath Fire & Rescue is strictly prohibited. This policy includes both digital and conventional film cameras. Images generated at District events and activities will become the property of Philomath Fire & Rescue and distribution must be approved by the Fire Chief.

Cell Phone Use

- Personal cell phones are permitted to be carried while on-duty but should be placed on silent mode to allow voicemail to answer. Messages may be checked during “down time” when not actively involved in an incident or performing work duties.
- Cell phones may be used for personal purposes only on a very limited basis and conversations should be limited to five (5) minutes or less if possible. Personal phone calls must never delay response to a patient or beginning or completing an assignment.
- While attending to a patient or while operating a District vehicle personnel will not, under any circumstances, respond to (or make) a personal call, send text message, or check e-mail. Should it be necessary to make or take a call while driving, the vehicle first must be pulled to the side of the road and placed in park.
- Personnel are discouraged from using personal cell phones or other electronic devices between the dispatch of an incident and the time that the crew returns to quarters. This is to prevent any distractions while engaged in emergency response and to avoid possible interference with patient care or incident tasks. Personal cell phones may be used in situations that require emergency communications such as to area hospitals, dispatch, Poison Control, or response leadership.
- Cell phone use is not compulsory for training or response. As such, no compensation for use of personal devices will be provided by Philomath Fire & Rescue.
 - Should any position be required to have access to a cell phone, one will be provided by the District. If a duty phone is provided, it must be carried by personnel on-duty for the duration of duty.

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- Any agreement for cell phone compensation must be approved by the Fire Chief and the Fire District Board of Directors.

Camera Use

- Under no circumstances may any personnel be permitted to use the camera function of a personal cell phone or other recording device while on-duty, responding to a call, or during training.
- Personnel are only permitted to use cameras or other image generating devices authorized by Philomath Fire & Rescue.
- Any images taken by personnel in the course and scope of their duties, response, or training are solely the property of Philomath Fire & Rescue and not the property of the individual. This includes any image inadvertently taken with a cell phone camera or other device.

Social Media

- No images taken by personnel in the course and scope of their involvement with the District may be used, printed, copied, scanned, emailed, posted, shared, or distributed in any manner without the express written approval of the Fire Chief. This prohibition includes posting photos on personal web sites, such as Facebook or Instagram, or on any other public safety agency website, or emailing images to friends, colleagues, or others in the EMS/Fire industry.
- If any such use has been proven to be used for personal gain or placed on the web, social media, or any other source, disciplinary action will occur and may result in termination from duties.
- Posting on behalf of the District will be authorized by the Fire Chief or designee and will only be posted to the official account of the District. Any District posting will also require an internal review by the Fire Chief or designee, at least one individual in addition to the creator of the content.

Philomath Fire & Rescue will not be responsible for lost or damaged personal devices.

ORGANIZATIONAL MANUAL

Section C
GENERAL
ADMINISTRATION
Procedure C-14

VOLUNTEER ATTENDANCE AND INCENTIVE PROGRAM

Purpose:

Philomath Fire & Rescue has established a point program for use in establishing a minimum acceptable level of volunteer activity and in recognition of volunteers' response to emergency calls, attendance at training, **station standby, and participation in the District Activities**. These points will be used to calculate annual contributions on behalf of the individual volunteers to the District-designated Length of Service Award Program (LOSAP).

Definitions:

"Volunteers" are any personnel who participate in the emergency response aspects of the Fire District including medical emergencies, fire response, and medical standby.

"Sirens" are volunteer members who act in a supporting role to the Fire District. Sirens are not considered responding personnel.

Scope:

All volunteers are required to maintain a minimum level of participation within the District. The LOSAP program is available for all volunteers associated with the District. Participation in the LOSAP program is voluntary.

Training:

Weekly and monthly maintenance training, live-fire training, **station standby, and response support** will apply towards points total. All training sponsored by Philomath Fire & Rescue is considered part of this program. Any training associated with a volunteer's outside employment or other volunteer agency, or arising through the course of their outside employment or volunteer agency, will not be awarded points.

Emergency Response:

All responses that are the result of emergency calls within the District, through established mutual and automatic aid agreements, or through District policy are part of this program.

Points:

1. Points will be awarded based on attendance at regular and sponsored training sessions and response to emergency calls, including Governor-declared conflagrations, at the rate of one point for each training session, per day, and one point for each emergency or conflagration response.

ORGANIZATIONAL MANUAL

2. Points will be awarded for **station standby, response support** and standby at community events at the rate of one point for each four hours of standby.
3. Points will be tallied for LOSAP contributions annually.

Standard:

Response volunteers are required to achieve a total of 18 points per quarter. **Sirens are required to achieve a total of 3 points per quarter.** Failure to meet the standard for 1 (one) quarter will result in a 'Delinquency Report' given to the Company Officer and counseling of the volunteer by that Officer. Failure to meet the standard for 2 (two) consecutive quarters will result in the volunteer being placed on probation and a conference with the Company Officer and the Fire Chief. Failure to meet the standard for 3 (three) consecutive quarters will result in removal of the volunteer from the roll.

Volunteers wishing for a temporary exemption should talk to their Company Officer who will make a report of the request to the Fire Chief. The Fire Chief can elect to change the schedule for reporting and counseling as the situation warrants.

A seagull is captured in mid-flight, its wings spread wide, flying from the upper left towards the center of the frame. Below it, a lighthouse with a white upper section and a red base stands on a rocky outcrop. The lighthouse has a dark lantern room at the top. To the right of the lighthouse is a smaller, white, rectangular structure. The background shows a blue sky with scattered white clouds and a rocky coastline with waves crashing against the shore, creating white foam. The overall scene is a coastal landscape.

SD|I|S

SPECIAL DISTRICTS
INSURANCE SERVICES

2019 BEST PRACTICES
PROGRAM



SDIS
SPECIAL DISTRICTS
INSURANCE SERVICES

2019 SDIS Best Practices Program

Deadline: November 1, 2019



**Receive up to a 14% discount on your general liability,
auto liability, and property insurance contributions.**

The SDIS Best Practices Program was designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 14% credit on 2019 general liability, auto liability, and property insurance contributions. There are six opportunities to earn 2% - 4% toward your total discount. These opportunities include the following:

1. Affiliate Organization Membership | Credit: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon Economic Development District Association
- Oregon PRIMA
- Oregon APCO-NENA
- Oregon Fire Chiefs Association
- Oregon Public Ports Association
- Oregon Association of Chiefs of Police
- Oregon Fire District Directors Association
- Oregon Recreation and Park Association
- Oregon Association of Clean Water Agencies
- Oregon Library Association
- Oregon Rural Health Association
- Oregon Association of Conservation Districts
- Oregon Mosquito & Vector Control Association
- Oregon Transit Association
- Oregon Association of Hospitals/Health Systems
- Oregon People's Utility Districts Association
- Oregon Water Resources Congress
- Oregon Association of Water Utilities

As we have several district types, this is **not** a comprehensive list. If you are a member of an organization that is not listed above or has qualified in prior years, please contact Jaime Keeling at jkeeling@sdao.com.

2. Public Records Checklist | Credit: 2%

To receive credit in this category, you must complete the public records checklist available within the Best Practices Survey on the SDIS Insurance Site. To access the Insurance Site, visit the SDAO website (www.sdao.com) and sign in. Next, click the Insurance Site button. If you do not have user access, please contact Member Services at 800.285.5461 or email memberservices@sdao.com for assistance.

3. Public Records Policy | Credit: 2%

In order to receive the 2% credit, your district must have adopted a public records policy that includes the new changes in the law pertaining to the timeframe for responding to requests. If you do not have one in place, visit <http://ref.sdao.com/bestpractices/policy.docx> for a sample policy.

4. Online Training (Available Spring 2019) | Credit: 2%

To receive credit for this category, you must complete the following online course:

- **Public Records** (Click on Extra Training and search "Public Records".)

Trainings are not accessible through the SDAO website. SDAO uses SafePersonnel to facilitate the online training program where a personalized training website is created for each member district to access the training library and take online courses. **If your district does not have a training website already set up through this program, please contact SDAO Member Services to get started. You can call us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com. We will send your information to SafePersonnel.**

If your district's training website has already been created and you need assistance accessing the information, please contact SafePersonnel directly at 800-434-0154.

5. SDAO/SDIS Training | Credit: 2%

One board member or district staff member must attend **one** SDAO/SDIS Spring, Summer or Fall Regional Training, the 2019 SDAO Annual Conference, or any onsite risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2019).

A list of upcoming trainings is available at www.sdao.com/events.

6. Board Practices Assessment (BPA) | Credit: 4%

This option is limited to the first 25 districts that sign up (not available to districts that have previously participated). You must complete a Board Practices Assessment provided by the SDAO Management Consulting Program. Contact George Dunkel at gdunkel@sdao.com for more information and to schedule. For more information, visit <http://ref.sdao.com/bestpractices/bpa.pdf>.

Receiving Credit

Completion of the Best Practices Survey (located online on the SDIS Insurance Site) is required to receive credit. Your district will be notified by email this spring when the survey becomes available online. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. *Please note, each district is responsible for completing their own survey online.* **The deadline to complete the survey is November 1, 2019.**

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at jkeeling@sdao.com or 800.285.5461, ext. 122.



S | D | I | S
SPECIAL DISTRICTS
INSURANCE SERVICES

Board Practices Assessment

Earn 4% credit toward your special district's 2019 insurance contributions



As part of the 2019 Best Practices Program, the **first 25 districts** that schedule their Board Practices Assessment are eligible to earn **4% credit** toward their 2019 general liability, auto liability, and property insurance contributions.

Your district board has been entrusted with a vital public responsibility – to effectively manage the many risks that are involved with the operation of your special district. The SDIS Board Practices Assessment (BPA) is a consulting tool offered to show district boards how they rate in six key areas of risk management:

*Duties &
Responsibilities*

*Budget &
Finance*

*Operational
Compliance*

*Personnel
Administration*

*Policies &
Procedures*

*Customer
Relations*

Results of the BPA underscore the significant link between a board's performance and their district's risk management experience. Simply put, good board practices lead to sound risk management.

Contact George Dunkel at gdunkel@sdao.com for more information and scheduling. Don't wait, there are only 25 slots available!

Administered by Special Districts Association of Oregon

Phone: 503-371-8667 | Toll-free: 800-285-5461 | Fax: 503-371-4781

Email: sdao@sdao.com | Web: www.sdao.com



Philomath Volunteer Fire Dept.

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

Guidelines for Volunteer Association Expenditures

Volunteer Checking Account & Mutual Funds

These expenditures will be paid with funds earned by the Volunteer Association through EMT Standby reimbursements, donations, fund interest, and fundraising events. These purchases will not be facilitated by public funds received by the Fire District as part of any tax revenue or public funds.

- Donations to other individuals or organizations
- Holiday Cheer Expenses
- Social Events – Christmas Party, Summer Picnic, Spring Fling, etc.
- Scholarships – Karl Corbin Scholarship to be paid from Karl Corbin Scholarship Fund
- Special projects for which funds were donated to the Association without a purpose/stipulation

Volunteer Activities Fund – 6270

These funds are budgeted annually by the District, appropriated from tax revenue/public funds, in order to support the business activities of the Volunteer Association.

- Old #1 maintenance
- Old #1 Insurance – Condon Skelly
- Meeting supplies – gift cards, food, drinks, cookware, dishware, etc.
- Volunteer drinks – Gatorade, soda, water, etc.
- Service/Attendance Awards - certificates & checks
- Longevity Awards – certificates, plaques, awards, statues, shadowboxes, etc.

Fire District Board Member

Volunteer Association Board Member

ORGANIZATIONAL MANUAL

Section P
PERSONNEL
Procedure P-13

Deputy Chief

I. Job Summary:

Under the general direction of the Fire Chief, the Deputy Chief manages the District's training program. Responsibilities include planning, coordination, and implementation of a comprehensive program for the training and development of personnel, and the supervision of activities and functions of these personnel. The Deputy Chief is responsible for the direct management of all resident volunteers and paid firefighters. The Deputy Chief has the responsibility to effectively recommend hiring, transfer, suspension, promotion, discharge or discipline for these employees and will responsible for conducting annual employee evaluations.

This position is both a supervisory and a confidential position and as such is not part of the bargaining unit. The Deputy Chief will provide advice and guidance to the Fire Chief regarding labor matters, staffing, personnel matters, and budget recommendations. The Deputy Chief may be asked to prepare confidential materials and attend confidential meetings. The Deputy Chief performs other duties assigned by the Fire Chief.

II. Distinguishing Features of the Class:

The Deputy Chief's duties include, but are not limited to the following:

- A. Possess an in-depth knowledge of the training and instruction of:
 - 1. Emergency medical procedures
 - 2. Hazardous materials mitigation
 - 3. Fire suppression techniques
 - 4. Vehicle extrication
 - 5. Bank water rescue
 - 6. Low angle rope rescue
- B. Functions as a member of the District's emergency response team in emergency medical, fire suppression, rescue, and hazardous material remediation.
- C. District Training Program Coordinator:
 - 1. Supervises the training of personnel at scheduled drills and events
 - 2. Act as Safety Officer, ensuring the safety of District personnel and proper use of personal protective equipment during training sessions.
 - 3. Coordinate the development of a District training program of enough content to meet or exceed NFPA, DPSST, and District standards.
 - 4. Assure that Districts training records are accurately maintained, documented, and reported to the appropriate agencies for certification.
 - 5. Possess knowledge of standards and regulations as they apply to emergency services including NFPA, OSHA, OAR's, and ORS's.
- D. Oversee routine facility and equipment maintenance:
 - 1. Test and restore fire hose

ORGANIZATIONAL MANUAL

2. Order service of equipment and apparatus
3. Maintain tools and supplies for routine mechanical work

III. Employment Requirements:

The Deputy Chief will:

1. Be responsible to the Fire Chief and function as part of the District administrative team.
2. Enforce policies of the District and maintain discipline of personnel.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other fire protection agencies to reflect a professional image of the District.
4. Attend District training sessions as required.
5. Act as liaison with the Linn/Benton Fire Training Council.
6. Cooperate with local, state and federal public agency officials.
7. Be responsible for the operation and supervision of personnel assigned to them and act in an Incident command position at emergency scenes.
8. Recommend the hiring, transfer, suspension, promotion, discharge or discipline for assigned employees.
9. Assist the Fire Chief by providing advice, guidance and information on labor matters and disciplinary recommendations.
10. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District.
11. Possess the ability to accurately follow instructions and to complete tasks with a minimum of direction and supervision.
12. Possess ability to communicate effectively both verbally and in writing.
13. Meet the physical requirements set by the District, per NFPA 1582, relating to firefighter physicals and District fitness standards.
14. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
15. Have an in-depth knowledge of the fire suppression resources of the Fire District and the surrounding fire service agencies with a general knowledge of the geography of the District.

The Deputy Chief is encouraged to participate in the activities and functions of the Philomath Volunteer Fire Department Association.

V. Minimum Basic Requirements:

As a condition of employment, the following certifications, licenses, or training must be maintained. The Deputy Chief will also possess computer skills commensurate with the needs of the position. This list is not intended to be all inclusive. Additional training may be added as necessary.

Required NFPA Qualifications:

- Associates degree in Fire Science or related field
- Minimum three years as Fire Captain or equivalent management-level experience
- Fire Officer I
- Fire Instructor II
- Apparatus Operator
- Aerial Operator

ORGANIZATIONAL MANUAL

- Oregon Emergency Medical Technician
- Hazardous Materials Incident Commander
- Incident Safety Officer
- NWCG Engine Boss
- Maintain a Valid Oregon Driver's License

Preferred NFPA Qualifications:

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

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

ORGANIZATIONAL MANUAL

Section P
PERSONNEL
Procedure P-22

PART TIME FIREFIGHTER

POSITION SUMMARY

Under the general direction of staff or an officer, the firefighter / maintenance person may be required to effectively perform duties involving the protection of life and property from fire or other emergencies; respond to fire, medical and hazardous materials emergencies. Duties vary from emergency response, training, building/vehicle/grounds maintenance, staff assignments and fire prevention activities. May be required to perform other duties as required or directed.

DISTINGUISHING FEATURES OF CLASS:

I. COMPLEXITY OF DUTIES

The firefighter must have knowledge and skills related to fire suppression, emergency medical care, and hazardous materials mitigation. The firefighter must have the ability to use various computer systems, software programs e.g. Microsoft Word and Excel, and the ability to access the Internet. Must have knowledge, skills, and experience in performing minor electrical / mechanical repair, maintenance of vehicles, building repair/maintenance, and ground maintenance / landscaping with minimal supervision, these elements are essential functions of this position.

The firefighter shall:

- Maintain apparatus in a constant state of readiness.
- Perform, or cause to be performed maintenance and repairs on district apparatus and equipment.
- Document apparatus maintenance; pump service test, hose test, and ladder test records.
- Must possess an understanding of building care and maintenance.
- Must possess knowledge in the care of landscaping and grounds maintenance.

The firefighter is responsible for the efficient, accurate and rapid completion of all tasks assigned to them by an officer or staff. Emergency services duties require a knowledge and understanding of fire suppression, hazardous materials mitigation, and emergency medical techniques used in a modern fire department. He/she may be assigned to perform other duties as situations dictate.

II. CONTACT WITH OTHERS

The firefighter:

- Shall be responsible to fire department officers and staff.
- Shall portray a positive image to the community through appearance and conduct.
- Must have the ability to effectively work with others and function as a team member.
- Must possess effective listening, oral and written communication skills.
- Must have the ability to work alone and use independent judgment.
- Must have the ability to develop solutions to problems and to seek advice as appropriate.

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III. ESSENTIAL PHYSICAL AND MENTAL FUNCTIONS OF POSITION

In addition to those physical and mental functions required to perform the duties set forth above, this position requires the following:

1. Shall be able to successfully complete the annual Fire District "Star Drill" consisting of physical agility and endurance test. Ability to successfully pass the Self Contained Breathing Apparatus "FIT" tests to meet Oregon OSHA requirements for annual evaluation of firefighters.
2. Ability to enter a building under adverse fire conditions while wearing firefighter turnout gear and a Self Contained Breathing Apparatus. These conditions might include toxic smoke, gases, and extreme heat, with little or no visibility. Tasks that may be required while in this environment include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire.
3. Ability to perform emergency medical care not to exceed their scope of practice or training.
4. Ability to work in high, open places and confined places.
5. Ability to operate a power saw in awkward positions, such as overhead cutting, cutting on a sloping roof, and cutting from a ladder.
6. Ability to use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building.
7. Ability to perform fire fighting and rescue duties while exposed to extreme cold and/or wet environmental elements.
8. Ability to complete fire fighter and emergency rescue functions and tasks which are very physically demanding over a prolonged period of time, recovering quickly when given a short break.
9. Ability to work up to an 24-hour shift or an A, B, C shift as required.
10. Ability to maintain composure and confront stressful situations.
11. Ability to hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims. Ability to shout orders warnings and responses when necessary.
12. Ability to read, learn and remember new and updated detailed complex information, such as hazardous materials information, medical information, or changes in policy or procedures. Ability to apply information in a logical manner.
13. Ability to communicate with a diverse range of people and deal with verbal and physical confrontations.

ORGANIZATIONAL MANUAL

14. Ability to interview people and to gather information on their medical history or circumstances surrounding an incident.

IV. MINIMUM BASIC QUALIFICATIONS

- Accredited NFPA Firefighter I.
- Accredited NFPA Driver/Operator.
- Certified by DPSST at the Hazardous Materials Operations Level.
- Valid insurable Oregon driver's license with driving record that meets Philomath Fire and Rescue Standards.
- Oregon State Health Services EMR Certification
- Pass a department background check

V. DESIRED QUALIFICATIONS

- NFPA Firefighter II
- NFPA Pumper/Operator
- NFPA Mobile Water Supply Apparatus Operator
- Certification as an Oregon EMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

VI. PERSONNEL POLICY MANUAL:

The firefighter shall be given a copy of the personnel policy manual for employees. It shall be their responsibility to read, ask questions, and understand the policy manual. The firefighter shall sign a form for receipt of the personnel policy manual.