

PHILOMATH FIRE & RESCUE

March 10, 2025

Location: Philomath Fire & Rescue

Regular Session Board Meeting

3:00 pm

Join Zoom Meeting

<https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS>

[HRvQT09](#)

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL
- II. LEVY PRESENTATION
Christopher McMorran, Mayor of Philomath
- III. CONSENT AGENDA
 - a. Minutes- February 10, 2025 Regular Session
 - b. Minutes- February 10, 2025 Executive Session
 - c. Bills – February
 - d. Chief Vacation Hours
- IV. PUBLIC COMMENT
- V. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 - Volunteer Business Meeting- Next Meeting-April (Phillips)
 - Chief Check In- March (Phillips) & April (Brand)
 2. Fire Chief Report – Chief Ferguson

3. Operations Chief Report- Ops Chief Eddy
4. Office Administrator Financial Report- Scott

VI. REPRESENTATIVE REPORTS

1. Volunteer Association – Association Representative
2. IAFF Local 4925 – President Taylor
3. City Council Liaison- Mayor Christopher McMorran

VII. OLD BUSINESS

1. Board Policy- Edmonds
2. Drone Program Policy- Chief Ferguson
Recommended action: Move to forward the sUAS Policy to Final Reading.
3. 293 and Vehicle Update- Chief Ferguson
4. Chief Contract Review and Exhibit A- Edmonds
Recommended action: Move to accept the Chief Contract Review and Exhibit A as presented.

VIII. NEW BUSINESS

1. Wage, Benefits & COLA Recommendations- Scott
Recommended action: Move to accept the Wage, Benefits & COLA recommendations as presented.
2. Liaison for Adjoining Rural Fire Protection Districts
Recommended action: Move to appoint (name member of the board) to be the liaison between the Philomath Fire & Rescue Board of Directors and adjoining Rural Fire Protection District's Board of Directors.

IX. ACTION ITEMS

X. NEXT MEETING – April 14, 2025

XI. ADJOURNMENT

PHILOMATH FIRE & RESCUE

March 10, 2025

**Location: Philomath Fire & Rescue
1035 Main St, Philomath, OR 97370
Immediately Following Regular Session Board Meeting
Executive Session Board Meeting**

ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

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

March 10th, 2025

Philomath Fire & Rescue
Board of Directors
Station 201
1035 Main Street, Philomath, OR 97370

Local Option Levy Overview

Dear Philomath Fire & Rescue Board Members and Staff,

Thank you for allowing me to share more information about the Local Option Levy process, and how it would look for the Fire District to pursue this option. This written report will provide a brief overview with key takeaways, and I will share a more in-depth presentation at your March 10th Board Meeting.

I will also clarify that I am appearing before you as a resident of the District who cares deeply about supporting our local public safety agencies, and who has experience with campaigns and local option levy issues. I am not appearing in any other capacity at this time.

One basic note: the District currently has a Bond measure which will be expiring at the end of 2026/beginning of 2027. If the plan is for the District to replace the current Bond Levy with an Operating Levy, that election should occur prior to the expiration of the Bond.

A Bond Levy allows the District to borrow money in a lump sum for capital expenses, and to then use the tax revenue from the Bond Levy to pay off that loan. An Operating Levy, on the other hand, provides revenue for the District to use in its general operating budget each year.

Main Takeaways:

1. The best option is to refer a levy to the voters that will **maintain the current tax rate** of the district's bond measure. This will not raise tax rates, and will provide additional services for the district.
2. We are in a strong position: community support for the Fire & Rescue District is high, and fire safety is at the top of mind for many residents. Giving voters the option to support additional staffing and safety with no tax increase is a strong proposition.
3. The maximum length for a local option levy for operational expenses is five years. The District will need to renew the levy every five years or phase it out.
4. The Board should articulate what this levy will fund in a way that gives the community a clear idea what they are supporting, but does not overly constrain the district or future Boards.
5. The Board needs to decide which election is the best fit for this measure. The May 2026 election is a likely option.
6. District Staff & Counsel can assist in the Ballot Title and explanatory statement drafting & filing process, but once the measure has been filed, staff must refrain from campaigning for or against the measure as part of their work duties. Elected Board

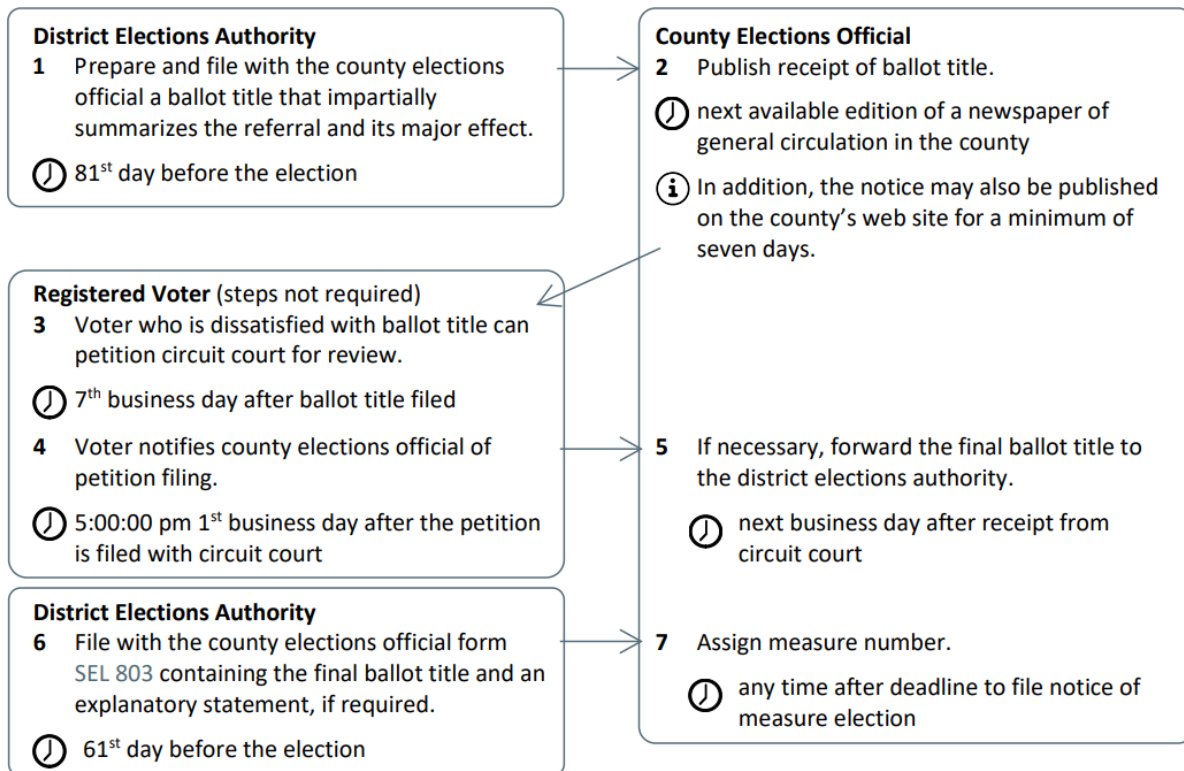
Members may still express support or opposition for a measure as part of their role as an elected official.

- a. The District & staff can still provide informational materials, but cannot engage in advocacy.

Sample Timeline (for May 2026 election):

- February 17: File Request for Ballot Title (SEL 805)
 - Seven business day challenge period if residents think ballot title is unfairly drafted
- March 19: File Notice of Measure Election (SEL 803)
- March 23: Deadline to file Voters Pamphlet arguments
- April 22 - April 24: Voters' Pamphlets delivered to Oregon Residents
- May 1, 2026: Ballots mailed to voters
- **May 19, 2026: Election Day**

District Referral Steps



Ballot Title Overview:

The District will need to prepare a neutral Ballot Title and associated information for the ballot. It needs to meet the following criteria:

Caption—10 words

- a. Purpose is to identify the type of tax.
- b. Do not put district name or dollar amounts in the caption.

Question—20 words

- a. Include the name of the taxing district. The word “district” may be substituted for the full name if the full name is included in the summary.
- b. State the tax rate per \$1,000 of assessed value.
- c. State whether the tax is for operating purposes or capital projects.
- d. State the fiscal year the tax will be imposed and the number of years the tax will be imposed.
- e. If this is a new local tax levy, include the following statement after the question: “This measure may cause property taxes to increase more than three percent.” If the measure is renewing a currently existing local option tax, include the following statement instead: “This measure renews current local option taxes.” This statement is not counted in the 20-word limit.

Summary—175 words

- a. Explain the purpose in plain language. Do not advocate a yes or no answer.
- b. Give the amount of tax that is estimated to be raised in the fiscal year the tax is imposed.

The above information will be provided on the physical ballot itself. In addition, the district will need to draft an explanatory statement, which impartially adds more information, context, and background for the measure and how the funds will be used.

The **Explanatory Statement of 500 words**, along with the above Ballot Title information, will be included in the Voters’ Pamphlet which is mailed to every registered voter.

Questions for the Board:

- Does the Board wish to refer an Operating Levy to the ballot with the same tax rate as the expiring Bond Levy?
- If so, at which election date does the Board wish to place this measure on the ballot?
- Who would the Board like to designate as its “Elections Official” for the purposes of filing this paperwork?
- Does the Board feel there is a need for a paid consultant to assist?

Sincerely,

Christopher McMorran

PHILOMATH FIRE & RESCUE

February 10, 2025

Location: Philomath Fire & Rescue

Regular Session Board Meeting

CONFIRM ATTENDEES

CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 1500. Board members present included: President Doug Edmonds, Vice President Rick Brand, Treasurer Ken Corbin, and Daphne Phillips (via Zoom until 15:35). Board Member Joe Brier was unable to attend. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Office Administrator Ashley Scott (via Zoom), Operations Chief Dan Eddy, Union President and Lieutenant Lindsay Taylor, and Volunteer Dan Kearl. Guests included Roy Emery & Bill Anderson from the Special Districts Association of Oregon until the conclusion of their report and Mayor Christopher McMorran via Zoom from 15:30 to 16:00.

- I. ORGANIZATIONAL ASSESSMENT PRESENTATION- Roy Emery & Bill Anderson, Special Districts Association of Oregon Senior Consultants completed an Organization Assessment of Philomath Fire & Rescue which was included in the Board Packet and highlights were discussed with the Board.

- II. CONSENT AGENDA
 - a. Minutes- January 9, 2025 Emergency Session
 - b. Minutes- January 13, 2025 Regular Session
 - c. Minutes- January 13, 2025 Work Session
 - d. Minutes- January 16, 2025 Continued Session
 - e. Bills – January
 - f. Chief Vacation Hours

Edmonds moved to approve Consent Agenda as presented. Corbin seconded.

Voting results 4-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

Phillips: In Favor

III. PUBLIC COMMENT – None.

IV. STAFF REPORTS

1. Board Report

Edmonds attended the Appreciation Dinner, thanked the set-up crew and everyone involved to make it happen. Edmonds attended the Volunteer Business Meeting.

- Review Board Calendar- no updates were needed.
- Volunteer Business Meeting- Next Meeting-April (Phillips)
- OFDDA Conference- November 20-22 in Seaside- please let Ashley know if you are interested in attending so we can get lodging secured.

2. Fire Chief Report – Included in Board Packet and highlights discussed by Chief Ferguson. Finally got notified by dispatch that the automatic toning for structure fires for Corvallis was eliminated and will only be toned if the Battalion Chief believes our move up is necessary. Moving forward with Academy adding 11 to the volunteer roster and losing 3 volunteers. Multiple meetings with the Union regarding staffing and policy. Administrative staff got the opportunity to attend Struggle Well Training last week. DEF issue on the ladder truck (251) has been officially repaired. The roof repair at 203 was completed today. Edmonds asked Chief's plan for the items identified as Organizational Assessment. Community survey challenge with the reader board, and social media responses. Operationally we are very strong and working toward creating the Master Plan with a small committee. Time out the door on the second call is an area to watch.

3. Operations Chief Report- Included in Board Packet and highlights discussed by Operations Chief Eddy. Volunteer scheduling shifts and safety committee meetings are back to monthly. 96 calls for January, down from last year (but no ice storm this year). A couple structure fires- Furnace overheated, minor fire on College Street, in King Valley- assisted with a chicken coop fire. Changing a couple numbers on apparatus to reflect their actual abilities within our fire district. Radio and Apparatus preventative maintenance completed.

4. Office Administrator Financial Report- Included in Board Packet and highlights discussed by Scott. Chief and the Board thanked Scott for Accuity being able to lower our risk for the diligence paid in the separation of duties category.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Included in Board Packet and representative present.
2. IAFF Local 4925 – President Lieutenant Taylor present and no report submitted.

3. City Council Liaison- Mayor Christopher McMorran discussed that he would continue to be the 2025 Fire District Liaison. Strategic planning beginning at the city. Levy options will be discussed next month. The council has been discussing a Community Vision process- looping in Non-Profits, Fire and School Districts. The city manager and Chief Ferguson have a mission to discuss hydrant testing.

VI. OLD BUSINESS

1. Master Plan Update- Chief Ferguson discussed setting up a committee (including Board Member Brier) to help move this process forward.
2. Board Policy- Edmonds asked for the Board Policy to be discussed at the next meeting.
3. Levy Assistance Update- Scott discussed that in March we will be taught more about levy process and options.
4. Drone Program- Chief Ferguson discussed the new policy and asked that the job description to be moved to next month. Oversight is required- a Coordinator position will be added to help close that gap. Kearl was available for questions from the board. Kearl discussed the specific approach to multiple drones on a scene and the actual reporting to be compliant. Important piece that will be a great addition to the standard of cover.

Corbin moved to forward sUAS Pilot Policy to Second Reading. Brand seconded.

Voting results 3-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

5. Surplus 293 Update- Operations Chief Eddy discussed during his report that 293 is ready to sell and moving forward with the purchase of new vehicles. We've been working with GovDeals to sell items for the district.

VII. NEW BUSINESS

1. Appoint Budget Officer

Edmonds moved to appoint Chief Ferguson as Budget Officer for 2025-2026 Budget. Corbin seconded.

Voting results 3-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

2. Appoint Budget Committee

Brand moved to appoint the following members: Doug Edmonds, Rick Brand, Ken Corbin, Joe Brier, Daphne Phillips, Van Hunsaker, Christopher McMorran, Jerry

**Wolcott, Greg Phelps, and Elsa Parmelee to our 2025-2026 Budget Committee.
Edmonds seconded.**

Voting results 3-0 Passes with a quorum present:

Edmonds: In Favor

Brand: In Favor

Corbin: In Favor

3. Chief Contract Review and Exhibit A- Moved to March Meeting

VIII. ACTION ITEMS- Contract Review Board Policy and Drone Job Description. Schedule SDAO review in 2–3-year timeframe.

IX. PAUSE REGULAR SESSION FOR EXECUTIVE SESSION (SEE THAT AGENDA FOR DETAILS)- 16:21.

X. RETURN TO REGULAR SESSION FROM EXECUTIVE SESSION – 16:57.

XI. NEXT MEETING – March 10, 2025 Regular and Executive Sessions

XII. ADJOURNMENT – 16:58.

PHILOMATH FIRE & RESCUE

February 10, 2025

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1035 Main St, Philomath, OR 97370
Immediately Following Regular Session Board Meeting
Executive Session Board Meeting**

ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Executive Session was called to order by President Doug Edmonds at 16:22. Board members present included: President Doug Edmonds, Vice President Rick Brand, and Treasurer Ken Corbin.
- II. DISCUSSION- was limited to statute sited materials.
- III. ADJOURNMENT- 16:56.

Philomath Fire and Rescue

Transaction by Account

February 2025

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6001 · Contracted Professional Service					
Check	02/13/2025	Riverstrong		2,624.79	2,624.79
Bill	02/13/2025	Woods Aesculapian Quan...	2024 Medical Doctor Fees	2,500.00	5,124.79
Check	02/15/2025	De Lage Landen Financial ...		155.97	5,280.76
Bill	02/21/2025	Koopman Consulting	Payroll Accountant	579.33	5,860.09
Total 6001 · Contracted Professional Service				5,860.09	5,860.09
6010 · Office Supplies					
Bill	02/06/2025	MPTV, Inc.	Office Hook	14.99	14.99
Credi...	02/10/2025	Amazon	Department Document Stamp	24.95	39.94
Credi...	02/18/2025	Amazon	Computer Monitor Stand for Eddy	24.99	64.93
Total 6010 · Office Supplies				64.93	64.93
6011 · Postage/Shipping					
Credi...	02/10/2025	US Postal Service	Postage for Mailing Patch & Cha...	1.47	1.47
Credi...	02/10/2025	FedEx	Box and Shipping for FIT Tester	242.33	243.80
Total 6011 · Postage/Shipping				243.80	243.80
6030 · Dues and Fees					
Bill	02/05/2025	Oregon Volunteer Firefight...	Oregon Volunteer Association D...	370.00	370.00
Check	02/15/2025	AsiFlex		11.25	381.25
Check	02/28/2025		Service Charge	0.05	381.30
Total 6030 · Dues and Fees				381.30	381.30
6050 · Utilities					
Check	02/01/2025	Consumer Power Inc	7924200- 202	147.61	147.61
Check	02/01/2025	Consumer Power Inc	7924201- Priest Pump Site	75.62	223.23
Check	02/01/2025	Consumer Power Inc	7924204- Daisy Pump Site	46.27	269.50
Check	02/06/2025	NW Natural		708.78	978.28
Check	02/10/2025	Pacific Power		954.39	1,932.67
Check	02/16/2025	City of Philomath		15.20	1,947.87
Check	02/16/2025	City of Philomath		245.10	2,192.97
Check	02/20/2025	Consumer Power Inc	7924202- 203	485.61	2,678.58
Check	02/20/2025	Consumer Power Inc	7924203- Muddy Creek Pump Site	81.43	2,760.01
Check	02/20/2025	Republic Services		266.39	3,026.40
Check	02/20/2025	Republic Services		37.11	3,063.51
Total 6050 · Utilities				3,063.51	3,063.51
6060 · Telephone, Pagers, Internet					
Check	02/04/2025	Verizon		214.29	214.29
Check	02/04/2025	AT&T Mobility		200.14	414.43
Check	02/06/2025	Comcast		17.81	432.24
Credi...	02/15/2025	Alyrica		592.86	1,025.10
Total 6060 · Telephone, Pagers, Internet				1,025.10	1,025.10
6090 · Education/Training					
Credi...	02/10/2025	Liftoff Certifications	Forklift Certification	49.00	49.00
Credi...	02/10/2025	IFSTA	Fire and Emergency Services In...	170.00	219.00
Credi...	02/10/2025	IFSTA	Pumping and Aerial Apprartus D...	220.00	439.00
Credi...	02/28/2025	Liftoff Certifications	Moser Forklift Certification	49.00	488.00
Credi...	02/28/2025	Liftoff Certifications	Eddy Forklift Certification	59.00	547.00
Credi...	02/28/2025	Providence	2025 EMS, Stroke and Heart Vir...	10.00	557.00
Credi...	02/28/2025	Grand Hotel	Hotel for CIS Training- AS	290.81	847.81
Total 6090 · Education/Training				847.81	847.81
6130 · Gas & Oil					
Bill	02/05/2025	TWGW, Inc. dba Philomat...	231- Oil	17.99	17.99
Check	02/15/2025	Carson		1,398.61	1,416.60
Total 6130 · Gas & Oil				1,416.60	1,416.60

Philomath Fire and Rescue Transaction by Account February 2025

Type	Date	Name	Memo	Amount	Balance
6150 · Radio Maintenance					
Bill	02/06/2025	My-Comm, Inc	Radio PMs	4,926.48	4,926.48
Bill	02/21/2025	My-Comm, Inc	Headset Repairs and Parts	306.95	5,233.43
Total 6150 · Radio Maintenance				5,233.43	5,233.43
6160 · Equipment Maintenance					
Bill	02/05/2025	Annas Consultants Inc.	Air Compressor Quality Assess...	450.00	450.00
Bill	02/25/2025	IIA Lifting Services, Inc.	Ladder Testing	2,170.35	2,620.35
Total 6160 · Equipment Maintenance				2,620.35	2,620.35
6161 · Vehicle Maintenance					
Bill	02/05/2025	Spaeth Lumber Co., Inc	Handles for Chain Up Ramps	49.85	49.85
Bill	02/05/2025	Spaeth Lumber Co., Inc	Chain up ramps for 203	43.65	93.50
Bill	02/06/2025	Hughes Fire Equipment, Inc.	244- PMs and Repairs	826.63	920.13
Bill	02/06/2025	Hughes Fire Equipment, Inc.	241- PMs and Serviced Fluids/Fi...	2,883.53	3,803.66
Bill	02/06/2025	Hughes Fire Equipment, Inc.	241- PMs, Replace Lights	681.33	4,484.99
Bill	02/06/2025	Hughes Fire Equipment, Inc.	231- Parts for Fender Repair	1,197.04	5,682.03
Bill	02/06/2025	Hughes Fire Equipment, Inc.	265- PMs	1,120.48	6,802.51
Bill	02/06/2025	Hughes Fire Equipment, Inc.	265- PMs	1,766.08	8,568.59
Bill	02/11/2025	TWGW, Inc. dba Philomat...	293- Mass Air Flow Sensor	81.33	8,649.92
Bill	02/13/2025	Hughes Fire Equipment, Inc.	251- Shore Air, DEF Header	2,471.56	11,121.48
Bill	02/13/2025	Hughes Fire Equipment, Inc.	231- PM	3,155.70	14,277.18
Bill	02/13/2025	Hughes Fire Equipment, Inc.	231- NFPA & DOT Inspections	711.63	14,988.81
Bill	02/18/2025	Hughes Fire Equipment, Inc.	231- Compartment Lights, Seat ...	1,037.87	16,026.68
Bill	02/19/2025	TWGW, Inc. dba Philomat...	231- Coupling	32.29	16,058.97
Total 6161 · Vehicle Maintenance				16,058.97	16,058.97
6170 · Building Maint and Improvements					
Bill	02/05/2025	MPTV, Inc.	203- Sign Paint and supplies	91.92	91.92
Bill	02/06/2025	MPTV, Inc.	Dishwasher Fitting	10.99	102.91
Bill	02/06/2025	MPTV, Inc.	Paint Exchange	7.00	109.91
Bill	02/18/2025	MPTV, Inc.	203- White Paint for Sign	29.44	139.35
Bill	02/19/2025	Sema Roofing Experts LLC	203- Roof Repair	1,700.00	1,839.35
Credi...	02/24/2025	Amazon	Furnace Filters	38.37	1,877.72
Bill	02/25/2025	City of Philomath	2025 Flower Basket	100.00	1,977.72
Bill	02/28/2025	Applegate Door Co.	Repaired Doors and Transmitter	126.50	2,104.22
Bill	02/28/2025	Applegate Door Co.	Service Call to Repair Doors	35.00	2,139.22
Total 6170 · Building Maint and Improvements				2,139.22	2,139.22
6180 · Grounds Maintenance					
Bill	02/21/2025	Shonnard's	Backflow Testing	60.00	60.00
Total 6180 · Grounds Maintenance				60.00	60.00
6190 · Small Tools & Equipment					
Credi...	02/10/2025	Fire Maul Tools	Tool Grips	40.00	40.00
Credi...	02/10/2025	Amazon	Saw Blades & Straps	118.38	158.38
Total 6190 · Small Tools & Equipment				158.38	158.38
6200 · Supplies - Department					
Bill	02/05/2025	Medline Industries, Inc.	Cleaner	80.62	80.62
Bill	02/05/2025	Medline Industries, Inc.	Dish Soap and Trash Liners	101.71	182.33
Credi...	02/10/2025	Walmart	Candy	68.87	251.20
Credi...	02/10/2025	Amazon	Vacuum	149.99	401.19
Credi...	02/13/2025	Fire Department Coffee	Coffee for Residence	79.79	480.98
Bill	02/19/2025	Medline Industries, Inc.	Trash Liners, Scrubbing Sponge...	105.34	586.32
Bill	02/19/2025	Medline Industries, Inc.	Hand Towel	63.11	649.43
Credi...	02/21/2025	Safeway	Breakfast Supplies for Master Pl...	40.43	689.86
Total 6200 · Supplies - Department				689.86	689.86

Philomath Fire and Rescue Transaction by Account February 2025

Type	Date	Name	Memo	Amount	Balance
6210 · Supplies - Medical					
Bill	02/05/2025	Industrial Welding Supply, ...		20.50	20.50
Credit	02/05/2025	Industrial Welding Supply, ...		-233.24	-212.74
Credi...	02/10/2025	Laerdal	Filter and Tubing	96.00	-116.74
Bill	02/13/2025	Zoll Medical Corporation	Cuff & Electrodes	188.12	71.38
Bill	02/13/2025	Life Assist, Inc.	Tourniquets, Lancets, Test Strip...	239.83	311.21
Bill	02/19/2025	Life Assist, Inc.	ABD Pad and Epinephrine	114.40	425.61
Bill	02/21/2025	Industrial Welding Supply, ...	Oxygen	31.00	456.61
Bill	02/28/2025	Industrial Welding Supply, ...	Medical Oxygen	20.50	477.11
Bill	02/28/2025	Life Assist, Inc.	Airway Kit, Resuscitator, Emesis...	51.80	528.91
Bill	02/28/2025	Life Assist, Inc.	IV Catheters	642.60	1,171.51
Total 6210 · Supplies - Medical				1,171.51	1,171.51
6220 · Supplies - Suppression					
Credi...	02/27/2025	Rock-N-Rescue	Nylon Rope Rescue Flat Rope	119.99	119.99
Total 6220 · Supplies - Suppression				119.99	119.99
6250 · Uniforms					
Bill	02/05/2025	Northwest Safety Clean	Turnout Cleaning and Inspection	1,318.45	1,318.45
Bill	02/05/2025	SeaWestern	Boots	369.60	1,688.05
Bill	02/05/2025	MES Northwest	Pants	278.00	1,966.05
Bill	02/10/2025	Pacific Fire Apparel	Hats	600.00	2,566.05
Bill	02/13/2025	SeaWestern	Pants	223.63	2,789.68
Bill	02/28/2025	Northwest Safety Clean	Turnout Cleaning and Repairs	964.75	3,754.43
Total 6250 · Uniforms				3,754.43	3,754.43
6270 · Volunteer - Activities					
Bill	02/05/2025	Paula Anderson.	Attendance Award & Door Prizes	130.95	130.95
Bill	02/06/2025	Amy Wilkerson	Groceries for Biz Mtg	119.79	250.74
Total 6270 · Volunteer - Activities				250.74	250.74
6280 · Volunteer Incentive Program					
Credi...	02/06/2025	Walmart	Appreciation Dinner Beverages	89.92	89.92
Credi...	02/06/2025	Joann	Badge Boxes for Appreciation Di...	2.74	92.66
Credi...	02/10/2025	US Foods Chef's Store	Plates, Napkins and Plasticware...	113.73	206.39
Credi...	02/10/2025	Amazon	Appreciation Dinner Photo Fram...	36.99	243.38
Bill	02/18/2025	Daphne Phillips	Flowers for Appreciation Dinner	125.90	369.28
Total 6280 · Volunteer Incentive Program				369.28	369.28
6310 · Physical & Immunizations					
Bill	02/13/2025	The Corvallis Clinic	Physicals for Beede, DEddy, Gr...	5,103.00	5,103.00
Bill	02/21/2025	Philomath Pharmacy	Flu Vaccines	32.99	5,135.99
Total 6310 · Physical & Immunizations				5,135.99	5,135.99
6900 · Miscellaneous Expense					
Credi...	02/10/2025	Enterprise Rent-A-Car	Rental Car to Return Crew from ...	87.59	87.59
Total 6900 · Miscellaneous Expense				87.59	87.59
Total 6000 · Materials and Services				50,752.88	50,752.88
7000 · Capital Outlay					
7150 · Capital Outlay - Vehicle					
Bill	02/10/2025	H.O. Bostrom Co., Inc.	Green Machine Replacement Se...	2,319.80	2,319.80
Total 7150 · Capital Outlay - Vehicle				2,319.80	2,319.80
Total 7000 · Capital Outlay				2,319.80	2,319.80
Total Expense				53,072.68	53,072.68
Net Ordinary Income				-53,072.68	-53,072.68
Net Income				-53,072.68	-53,072.68

**Chancy Ferguson Vacation Usage
July 1, 2024 through June 30, 2025**

Beginning Balance as of July 1, 2024	395.5	215.69
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	Sick Leave	Vacation
July		
accrual	8	10
taken	0	40
balance	403.5	185.69

August		
accrual	8	10
taken	0	0
balance	411.5	195.69

September		
accrual	8	10
taken	0	0
balance	419.5	205.69

October		
accrual	8	10
taken	0	32
balance	427.5	183.69

	Sick Leave	Vacation
November		
accrual	8	10
taken	0	0
balance	435.5	193.69

December		
accrual	8	10
taken	0	0
balance	443.5	203.69

January		
accrual	8	10
taken	0	0
balance	451.5	213.69

February		
accrual	8	10
taken	0	0
balance	459.5	223.69

	Sick Leave	Vacation
March		
accrual		
taken		
balance		

April		
accrual		
taken		
balance		

May		
accrual		
taken		
balance		

June		
accrual		
taken		
balance		

Philomath Fire & Rescue Annual Board Calendar

January	February	March	April	May	June
Audit Presentation	Appoint Budget Officer & Budget Committee	Wage, Benefits, COLA Recommendations- Motion to Accept	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Chief Check In- Phillips
SDAO Conference in February (Seaside) OFDDA Conference in November (Seaside)	SDAO Conference- Scott Attending Alliances	Chief Check In- Phillips	Budget Committee Meeting	Budget Adoption	Volunteer Business Mtg Rep -Corbin
Set Budget Calendar	Contract and Exhibit A Final Review	Levy Presentation	Volunteer Business Mtg Rep - Phillips	Chief Check In- Brier	Approval of Final Chief Contract
Appoint Board Member to Begin Chief Review and Contract Negotiations	Chief Check In- Corbin		Chief Check In- Brand		
Chief Performance Review and Final Review of Contract	Appreciation Dinner (2/8/2025)				
Chief Check In- Edmonds	SDAO Organizational Audit Presentation				
	Volunteer Business Mtg Rep - Edmonds				
July	August	September	October	November	December
Election of Board Officers	National Night Out Volunteer Business Mtg Rep- No Meeting	Chief Check In- TBD	Open House	OFDDA Conferences	Decide Board Members attending Volunteer Business Meeting
Civil Service Appointments	Chief Check In- TBD		Volunteer Business Meeting Rep - TBD	Chief Check In- TBD	Volunteer Business Meeting Rep - TBD
Swear In New Board Members			Chief Check In- TBD		Insurance Presentation
State and Approve Meeting Day & Time					Chief Check In- TBD
Chief Check In- TBD					
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		



Philomath Fire & Rescue

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

PHILOMATH FIRE & RESCUE

CHIEF'S REPORT

March 5, 2025

Department Business

The Community Survey has opened to the public and we have received a few responses. The responses have been very informative thus far. We will go over the initial results during the board meeting. The master planning committee met and developed a starting point to create a plan. We are working with the State Representative Cate to seek funding through a Supplemental Funding Package being put in front of the state legislature. We are seeking \$500,000.00 to assist in funding the training facility. We are currently working on developing the budget for 2025-2026. Plan review of future development has been a considerable workload.

Personnel

New volunteer department members will be starting their FF I Academy, starting the first weekend of March and continuing for the next 10 weekends.

Union Communications

This month has included several meetings with Local 4925 regarding policy changes including a Staffing for Response policy. After much collaboration we were unable to come to a consensus on the staffing of emergency response crews. After discussing with Board President Edmonds, I have decided it is not in the best interest of the district to move forward with this policy. I will be moving forward with an Administrative Directive outlining the use of overtime and call back procedures of emergency staffing during events.

Training Activities

Crews are training on large occupancy structures this month including the schools.

Apparatus/Equipment

293 was sold for \$6,800 through GovDeals.com

231 has developed a leak within the water tank. We are working with Hughes Fire Equipment to complete the repair. The tank has a lifetime warranty, but total repair costs are unknown.

This will create a significant amount of time that Engine 231 will be out of service. 251 has moved in the primary response position and 232 has been moved to station 201 as a rural response vehicle.



Philomath Fire & Rescue

1035 Main Street
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Philomath, OR 97370
541.360.0030

Building Update

The dishwasher at 201 has been replaced.
SEMA Roofing completed the repair of the roof at 203.

Community Involvement/Meetings

Meetings this month included Fire Defense Board and Chamber meetings. I have met with the Benton Community Foundation to assist them in future planning to assist meeting the needs found within Rural Benton County. We will be attending the Benton Community Foundation Annual Community Grants Celebration on March 7. March 12, we will represent the district at the SDAO Legislative Reception in Salem.

Strategic Plan Update

This month we are developing priorities to fund during the 2025-2026.
Please refer to the attached document for details on the strategic plan update.

Respectfully submitted,
Chief Ferguson



Philomath Fire & Rescue
District Strategic Plan

Mission

The men and women of this department are dedicated to:

The preservation of property, through the extinguishment and prevention of fires; The protection and care of human life through education and treatment; The development of character through commitment and teamwork.

Vision

As our community grows, we are dedicated to providing prompt and professional emergency care, practiced rescue operations, safe fire services, and progressive risk reduction education. We strive to evolve and grow our thriving Philomath Fire and Rescue family through informed decisions, community engagement, fiscal responsibility, recruitment, and retention.

Value

“How we measure ourselves.”

As a team we value treating the community we serve with dignity, respect, and compassion.

We work to establish trust in the community through our professionalism and commitment to growing and learning.

- We honor our community through our integrity, safety, and service.
- We are dedicated to creating an environment that is inclusive, supportive, and encouraging.
- We persevere and adapt in both emergent and daily environments until a solution is identified.

Guiding Principles

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

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

The District Strategic Plan contains the following themes:

- Department Operations
- Fiscal Responsibility
- Our People
- Our community

Color Key for Strategic Plan Updates:

Unable to Proceed with Details

In Progress/Current Status

Completed

I. Theme: Department Operations

A. Objective: Emergency Response

GOAL 1: Provide 2 Paid Pumper Operator Personnel 24 Hours Per Day, Operations Chief & Public Education Coordinator Recruitment

Action Item: Utilizing General Fund, Apply for SAFER and OSFM Grants to improve staffing.

Timeline: 2024-2025 Budget

Month	Update
July	Firefighters begin orientation and training
August	OC Recruitment Begins
September	OC Applications Due
October	OC Testing
November	
December	New OC orientation and training, PEC Recruitment & Applications Due
January	PEC orientation
February	
March	
April	
May	
June	

Responsibility: Fire Chief and Office Administrator

Funding Source: Grants & General Fund

GOAL 2: Prepare us for Community Disasters

Action Item 1: Load Test 201 Generator

Timeline: Winter 2024

Month	Update
July	n/a
August	n/a
September	n/a
October	n/a
November	Schedule Test
December	
January	
February	Test Scheduled & Completed
March	
April	
May	
June	

Responsibility: Captain Louden

Funding Source: General Fund

GOAL 3: Prepare us for Community Disasters

Action Item 1: Incident Action Plan

Timeline: **Move to 2025-2026 Strategic Plan**

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Operations Chief & Training Captain

Funding Source: General Fund

GOAL 4: Implement Drone Program

Timeline: 2024-2025 Budget

Month	Update
July	
August	
September	Job Description Creation Begins
October	
November	
December	
January	Present Job Description to Board
February	Present Job Description to Board
March	Present Drone Program Policy to Board- Move to Final Reading
April	
May	
June	

Responsibility: Dan Kearn

Funding Source: Equipment Reserves & Seek Grant Funding

II. Theme: Fiscal Responsibility

A. Objective: Review and Update Organizational Documents

GOAL 1: Employee Handbook Updating Completed with Board Approval

Action Item: Bring Employee Handbook up to date with new laws and regulations.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	HR Answers Reviewing Handbook- Review for 7/8 Board Meeting
August	Completed- Implementing with Staff and Volunteers
September	
October	
November	
December	Board Final Reading with Union Updates- Complete
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief and Office Administrator

Funding Source: Contracted Professional Services- General Fund (Lawyer Review)

B. Objective: SDAO Consulting Services to Perform District Audit

GOAL 2: Roy Emery to conduct audit for District.

Action Item: Schedule and engage with Audit Process.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Confirm Dates with SDAO.
August	
September	
October	Compiling Requested Documents.
November	Assessment to take place in November
December	Assessment Completed
January	
February	Presentation to Board
March	
April	
May	
June	

Responsibility: Fire Chief

Funding Source: Contracted Professional Services

C. Objective: Capital Improvements

GOAL 1: Replace Training Facility at Station 201.

Action Item: RFP for Contractors and begin Construction.

Timeline: 2024-2025 Fiscal Year and beyond.

Month	Update
July	
August	RFP in process
September	
October	
November	
December	
January	
February	
March	
April	RFP Due
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: Building and Land Reserves

GOAL 2: Apparatus Replacement Plan

Action Item: Apparatus Committee to create Maintenance & Replacement Plan to prolong apparatus lives.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	Begin plan development with Office Administrator
September	
October	Bring plan to Apparatus Committee
November	
December	
January	
February	
March	Present to Board
April	
May	
June	

Responsibility: Captain Louden

Funding Source: Vehicle Reserves

GOAL 3: Facility Improvements Plan

Action Item: 201 Garage Door Maintenance

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	Begin plan development
October	
November	
December	
January	Completed PMs
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

GOAL 4: Facility Improvements Plan

Action Item: 201 Thermostat Cutoff

Timeline: Move to 2025-2026 Strategic Plan

Month	Update
July	n/a
August	n/a
September	Awaiting Meeting with Energy Trust Representative
October	n/a
November	
December	
January	
February	Pending Budget Availability
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

GOAL 5: Facility Improvements Plan

Action Item: Paint 203

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Obtain additional Bid
August	Award bid and schedule
September	Project Complete
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

GOAL 5: Facility Improvements Plan

Action Item: Update Lighting in Bays

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Contact Energy Trust of Oregon
August	Awaiting Meeting with Energy Trust Representative
September	Awaiting Meeting with Energy Trust Representative
October	Ordered new bulbs
November	Completed Project.
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

D. Objective: Information Technology

GOAL: Protect the District’s Digital Assets.

Action Item: Wireless Infrastructure Planning, Switching Infrastructure, Workstation Lifecycle Management.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Completed in 2024- Upgraded wireless, switches and workstations.
August	n/a
September	n/a
October	n/a
November	n/a
December	n/a
January	
February	
March	Begin Research for Back Up Internet Source for 2025-2026 FY
April	
May	
June	

Responsibility: Ops Chief

Funding Source: General Fund and Grants

III. Theme: Our People

A. Objective: Wellness

GOAL: Encourage Physical & Mental Wellness

Action Item: Create and Implement Wellness Policy and Investigate Wellness Programs for District (such as “Struggle Well”)

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Begin Wellness Policy
August	Bring Wellness Policy to Board
September	Implement Program
October	n/a
November	n/a
December	n/a
January	Investigate 2025-2026 Wellness Expenses & Cost of Gym Creation
February	
March	Gym Equipment Ordered
April	
May	
June	

Responsibility: LT Taylor

Funding Source: General Fund & Wellness Grants

B. Objective: Training

GOAL: Develop Internal Training Materials to meet current Operation needs of the District

Action Item: Reconcile individual and company tasks. Develop and make available training materials and resources on our internal site.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Begin development and accessibility
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: General Fund & Grants

C. Objective: Retention

GOAL 1: Ensure Retention

Action Item: Implement "Stay Interview" Program

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	Implement Process and Build Program
May	Stay interviews to be conducted by Chief
June	

Responsibility: Fire Chief & Office Administrator

Funding Source: General Fund

GOAL 2: Develop Volunteer Shift Rotation

Action Item: Create and Implement scheduling for Volunteers to provide additional coverage.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	
October	
November	
December	
January	Implement Process and Build Program
February	
March	Encourage Volunteers to Sign Up for Shifts
April	
May	
June	

Responsibility: Ops Chief Dan Eddy

Funding Source: None

IV. Theme: Our Community

B. Objective: Community Interaction and Input

Action Item: Obtain insight from our community to create Master Plan.

Timeline: 2024-2025 Budget Year

Month	Update
July	Awaiting Board Plan.
August	
September	
October	
November	
December	
January	
February	
March	Community Survey out to Public- Receiving Responses
April	
May	
June	

Responsibility: Board of Directors

Funding Source: General Fund

**Operation's Board Report
04 March 2025
OC Dan Eddy**

Statistics for February 2025

Total calls:	95	
Fire calls:	16 (17%)	
EMS Calls:	79 (83%)	
Yearly calls as of 31 January 2025:		191
Last year at this time:	201	
	(-5% YOY)	

Significant calls:

2/9/25 Wildwood Structure Fire: Mutual Aid to Hoskins- Kings Valley Rural Fire Protection District for a Structure Fire. An occupied camp trailer burned and caught some nearby by debris on fire additionally. No injuries. No damage to other structures. Philomath Fire & Rescue assisted Hoskins- Kings Valley Rural Fire Protection District in extinguishing and monitoring the scene.

2/10/25 Botkin Flue Fire: Crews responded and assessed for threat to life or property utilizing the Thermal Imaging Camera.

2/13/25 MVC on Main: Non-blocking and non-injury. Scene turned over to Philomath PD upon arrival.

2/13/25 Odor Investigation on Main: Upon arrival, unable to detect any gas using a 4-gas monitor. The area around the building was checked by nothing located

2/14/25 Motor Vehicle Crash with Injuries HWY 34 & Botkin: PFR was dispatched to a reported roll-over accident at Hwy 34 and Botkin Rd. The single passenger had left the roadway after hitting an icy stretch of Hwy 34 coming off the curves. The vehicle flipped upside down and landed in a drainage ditch approximately 20 ft down an embankment on the northbound side of Hwy 34 and Botkin Rd. FFs lowered a ladder off the side of the hill and broke one of the windows. The victim was able to exit the vehicle and climb up the side of the hill under her own power. The crew examined the victim, who did not complain of any injury (the victim was belted and airbags deployed.)

2/16/25 Small Miscellaneous Fire Hwy 34 MP 51: Philomath Fire & Rescue was dispatched to a reported small fire on Hwy 34. The fire was located off road approximately 20 yards. Fire was contained in a single area and not spreading. Fire appeared to be abandoned Li-ion battery packs that had shorted. Fire was extinguished.

2/25/25 Mutual Aid to Scene Butler Bridge: Dispatched to Toledo for Commercial Structure Fire. Cancelled in route.

2/27/25 Mutal Aid to HKV MCV with Injuries Hwy 223 MP 28: Motorcycle lost control after collision with deer.

Breakdown of calls for the year by area (as of 3 March 2025):

Station 201	
RURAL	48
Station 201	
W. City	49
Station 201	
E. City	50
Station 202	9
Station 203	21
Adair	0
Alsea	3
Blodgett	0
CFD	11
Conflagration	1
Kings Valley	5
Lincoln Co	1
Marys Peak	0
Misc Mutual	
Aid	0
Monroe	0
Unprotected	1
Total	199

Total calls we received aid from another agency: 0 (year to date 2).

Mutal aid given: Alsea 1, HKVFD 3, CFD 1 and Lincoln County 1

Projects / Community Outreach

- Fire Defense Board
- Public Ed: 1 First Aid/CPR and 1 BLS CPR refresher
- Station Inspections.
- Radio Maintenance

Cybersecurity Update

See the attached report.

Respectfully submitted,

O/C Dan Eddy

THREAT REPORT

2025-02-01 - 2025-02-28



PHILOMATH FIRE & RESCUE



Powered By:



SUMMARY

During the time frame of this report, your cybersecurity platform **analyzed 4,879,415 events** from **89 entities** on your network.

Of those events, there was **1 signal detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team. This defense strategy continues to reduce your risk, which maximizes your security and minimizes cyberattack damage to your business.

ENTITIES PROTECTED



ANALYST NOTES



DRAY AGHA
MALWARE ANALYST

GLOBAL THREATS

- LUMMA STEALER
- FAKE CAPTCHA
- USER EDUCATION

We've seen a rise in Lumma Stealer infections, often spread through fake CAPTCHA prompts on malicious ads and compromised sites. Users are tricked into downloading disguised malware leading to credential theft, session hijacking, and crypto wallet compromise. To stop it, enforce endpoint security, block suspicious downloads, enable MFA, and educate users on spotting fake CAPTCHAs. A proactive defence would also be to disable the Windows Run prompt, via Group Policy

PERSISTENT FOOTHOLDS

During this time frame, your cybersecurity platform **analyzed 8,539 autorun events** to discover persistent footholds that, if not remediated quickly, could become malicious threats to your business.

Of those events, there were **0 autorun signals detected**.

AUTORUN EVENT TRIAGE



8,539

Autorun Events Analyzed



0

Autorun Signals Detected



0

Autorun Signals Investigated



0

Foothold Incidents Reported

WHAT IS A PERSISTENT FOOTHOLD?



Persistent Footholds are mechanisms attackers use to gain long-term access to a network by exploiting common auto-starting applications (autoruns), such as Skype or Google Updater.

By abusing and masquerading as legitimate system components, attackers can slip by other security tools, remaining undetected while planning their next move.

RANSOMWARE CANARIES

During this time frame, your cybersecurity team monitored **300 canary files deployed** on Windows endpoints, which acted as early warning signals for ransomware on your network.

Like the old canary in the coal mine, Ransomware Canaries enable faster and earlier detection of potential ransomware incidents. When deployed, small lightweight files are placed on all protected endpoints—and if those files are modified or changed in any way, an investigation is conducted.

CANARIES IN YOUR MINE

55

Protected User Profiles

with **300** total canary files, deploying multiple canary files per user

0

Ransomware Incidents Reported

across **20** endpoints

RANSOMWARE IN THE NEWS

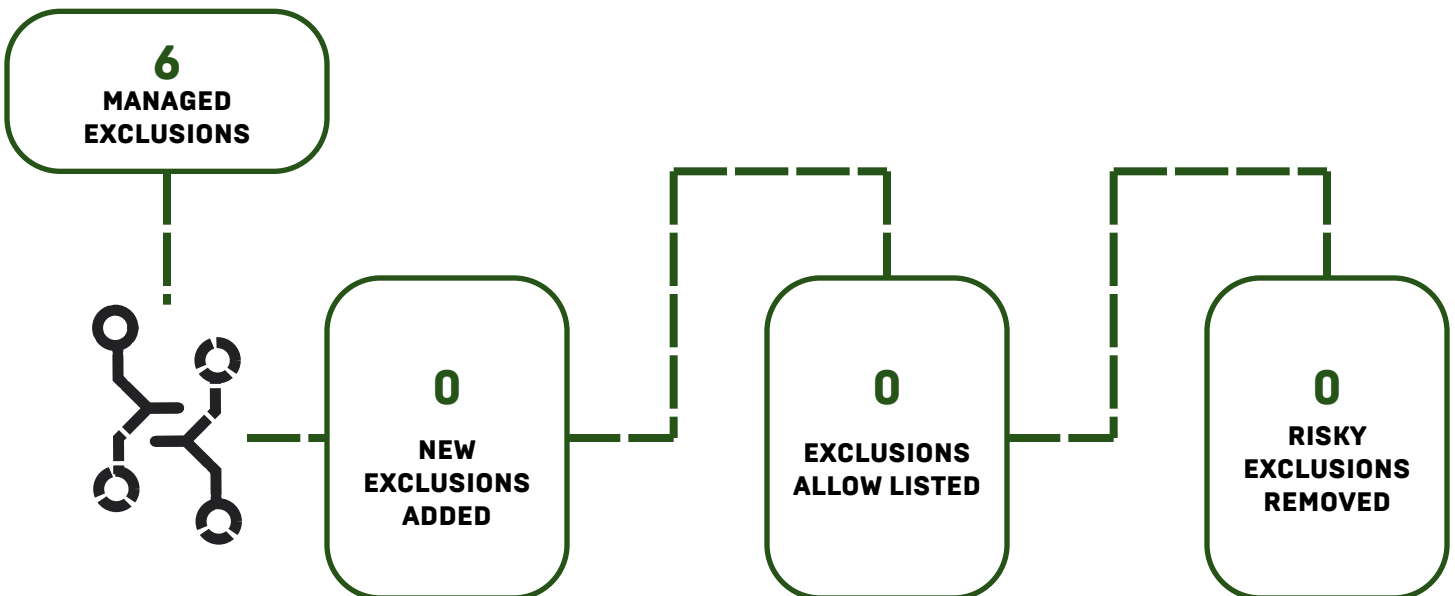


Ransomware groups have broadened their target industries to include medical device manufacturers, hospitals, supply chain management, and even energy grid suppliers. In a strong response, the US Office of Foreign Assets Control and the US Treasury announced sanctions against a Chinese cybersecurity firm called Sichuan Silence. They linked the firm to activities involving Ragnarok ransomware. Despite the increase in ransomware attacks, fewer victims are paying them. A recent report from the UK shows that only 32% of victims pay ransoms now, compared to 80% in 2019. Last year, small businesses were affected the most, making up 56% of all ransomware attacks. Since 2023, ransomware protection has improved, leading attackers to change their tactics. Now, they focus more on stealing data instead of locking users out. Attackers pressure companies to pay by threatening to leak trade secrets, release their data, or report the company to regulatory bodies.

MANAGED AV EXCLUSIONS

During this time frame, your cybersecurity platform **analyzed 6 exclusions** and automatically **removed 0 risky exclusions** from decreasing the effective scan radius of Microsoft Defender.

EXCLUSIONS ANALYSIS



WHAT ARE RISKY EXCLUSIONS?



Risky Exclusions are settings that prevent Microsoft Defender from scanning specific file paths, file extensions, or process names. Defining these settings too broadly results in effectively lowering the surface radius of protection Defender can offer.

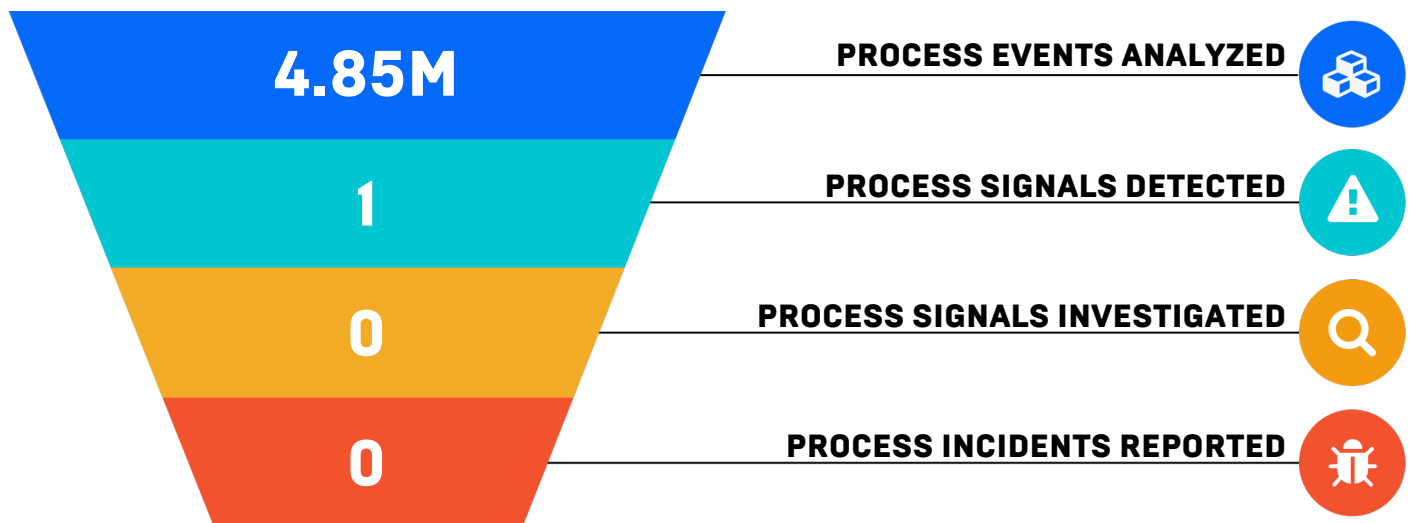
By aggregating exclusions into a single-pane of glass, you can choose whether to have your cybersecurity platform remove these risky exclusions automatically or you may review them manually. [View all of your exclusions](#)

PROCESS INSIGHTS

During this time frame, your cybersecurity platform **analyzed 4,852,098 process events** to identify suspicious processes that could lead to malware execution.

Of those events, there was **1 process signal detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

PROCESS INSIGHTS EVENT TRIAGE



WHAT IS PROCESS INSIGHTS?



Before causing disruption, malicious actors use covert processes to stalk the systems they plan to exploit. Process Insights enables your security team to detect these precursor actions.

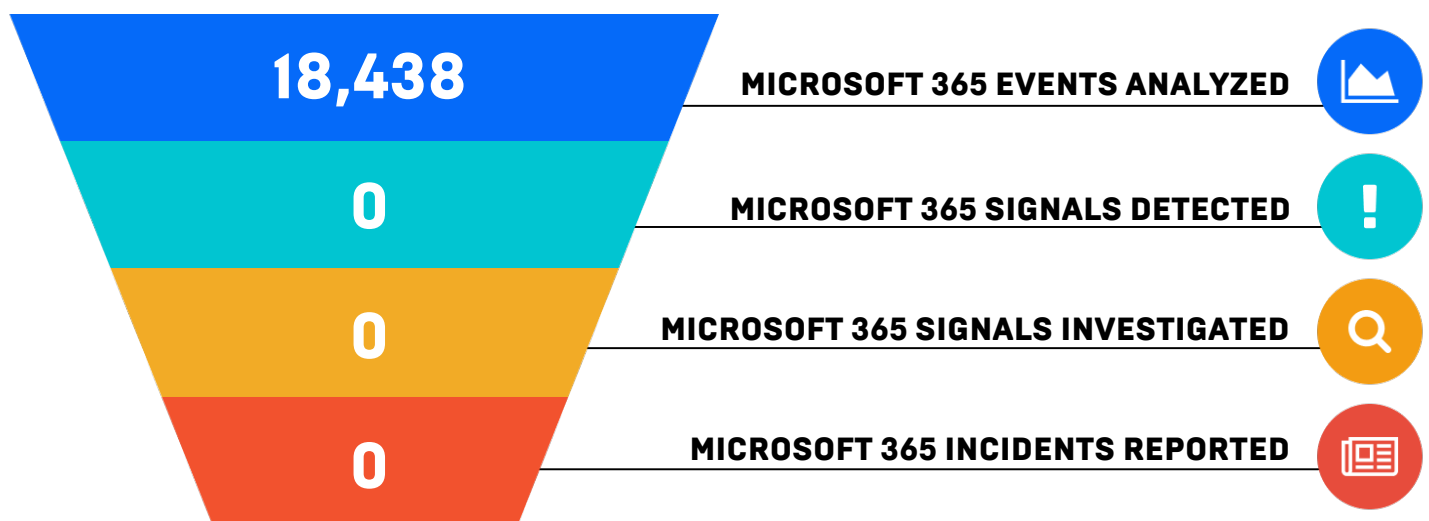
Once identified your cybersecurity platform is able to stop the maliciously running processes in their tracks, preventing further cyber attack spread.

MANAGED ITDR

During this time frame, your cybersecurity platform **analyzed 18,438 Microsoft 365 events** to identify any that could be potential threats to your Microsoft 365 users or environment.

Of those events, there were **0** Microsoft 365 signals detected.

MICROSOFT 365 EVENT TRIAGE



WHAT IS MANAGED ITDR?



As an integral and widespread productivity suite, Microsoft 365 is a high-profile target for threat actors. Managed ITDR can detect anomalous logins, suspicious email rules, and other hacker tradecraft within Microsoft 365.

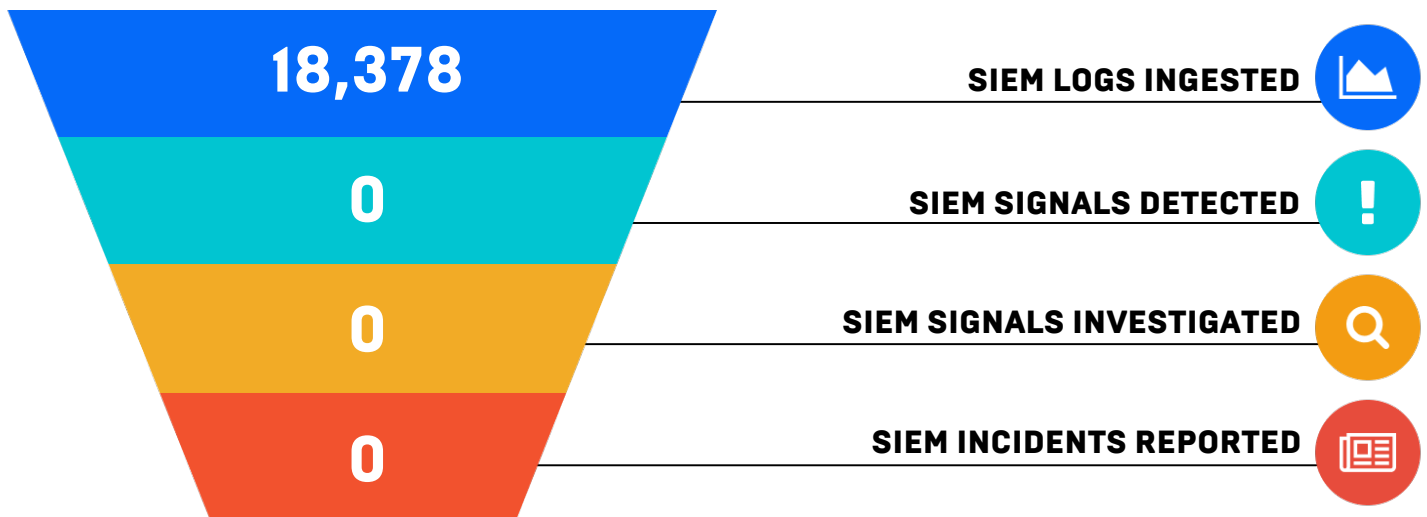
When a potential attack is detected, a security analyst reviews the activity, and an incident report with remediation steps is actioned by your security team.

SIEM

During this time frame, your cybersecurity platform **ingested 18,378 logs** in order to identify any that could be potential threats to your organization.

From the ingested logs, there were **0 SIEM signals detected**.

SIEM EVENT TRIAGE



WHAT IS SIEM?



Security Information and Event Management (SIEM) aggregates and analyzes security data from various sources across an organization's IT infrastructure. It enables real-time monitoring, threat detection and response by identifying patterns, anomalies and alerts within the data.

Analysts use the consolidated information from SIEM to assess risks, correlate events and respond quickly to incidents.

INCIDENT SUMMARY

Great news! During this time frame, your organization had **0 incidents reported**. Keep up the good work. In the meantime, stay updated on the cyber threat landscape with this Global Threat Spotlight.

GLOBAL THREAT SPOTLIGHT



This year, attacks on third-party software programs, supply chains, and internet providers have been at an all-time high, making them a source of risk. Attackers targeted tools for managing physical supply chains to harm as many people as possible. Attacks have focused on specific people, like game and AI developers, as well as companies. This situation is similar to the 2023 hack of MOVEit, a file transfer software. The biggest supply chain attack of the year was found and stopped quickly. However, attackers still find ways to insert backdoors into legitimate software, like third-party updates through internet service providers (ISPs). They've even piggybacked onto valid backdoors, developed to monitor telephone calls, to compromise victims in large numbers. As attackers continue to target and hack third-party tools and providers, individuals and corporations must be vigilant in identifying and preventing these attacks.

Philomath Fire and Rescue Profit & Loss by Class

July 2024 through February 2025

	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
Ordinary Income/Expense						
Income						
4043 · Bond Income - Bank Interest	1,682.89	0.00	0.00	0.00	0.00	1,682.89
4042 · Bond Income - Prop Tax Interest	-4,015.50	0.00	0.00	0.00	0.00	-4,015.50
4041 · Bond Income - Delinquent Taxes	4,015.72	0.00	0.00	0.00	0.00	4,015.72
4060 · Conflagration Income	0.00	294,290.51	0.00	0.00	0.00	294,290.51
4050 · Public Education Income	0.00	7,385.00	0.00	0.00	0.00	7,385.00
4040 · Bond Income	413,615.05	151.22	0.00	0.00	0.00	413,766.27
4000 · Carryover Fund Balance	88,377.00	846,079.00	418,201.00	97,901.00	350,437.00	1,800,995.00
4010 · Delinquent Property Taxes	0.00	13,886.24	0.00	0.00	0.00	13,886.24
4020 · Current Property Taxes	0.00	1,466,017.26	0.00	0.00	0.00	1,466,017.26
4025 · Interest - Property Tax	0.00	-8,409.51	0.00	0.00	0.00	-8,409.51
4026 · Interest Income						
4027 · Interest - Citizens Bank & OSU	0.00	26.58	0.00	0.00	0.00	26.58
4030 · Investments - LGIP	0.00	51,915.81	0.00	0.00	0.00	51,915.81
Total 4026 · Interest Income	0.00	51,942.39	0.00	0.00	0.00	51,942.39
4900 · Miscellaneous Income	0.00	21,610.10	0.00	0.00	0.00	21,610.10
Total Income	503,675.16	2,692,952.21	418,201.00	97,901.00	350,437.00	4,063,166.37
Gross Profit	503,675.16	2,692,952.21	418,201.00	97,901.00	350,437.00	4,063,166.37
Expense						
5000 · Personnel Expenses						
5137 · Grant Funded Wages	0.00	20,043.92	0.00	0.00	0.00	20,043.92
5136 · Conflagration Wages	0.00	151,345.89	0.00	0.00	0.00	151,345.89
5100 · Fire Chief Wages	0.00	69,787.00	0.00	0.00	0.00	69,787.00
5105 · Deputy Chief Wages	0.00	88,592.20	0.00	0.00	0.00	88,592.20
5110 · Admin Asst Wages	0.00	43,097.00	0.00	0.00	0.00	43,097.00
5120 · Staff Captain Wage	0.00	51,452.00	0.00	0.00	0.00	51,452.00
5125 · Firefighter Wages	0.00	266,442.32	0.00	0.00	0.00	266,442.32
5130 · Overtime Wages	0.00	40,617.96	0.00	0.00	0.00	40,617.96
5135 · Extra Hire	0.00	1,000.00	0.00	0.00	0.00	1,000.00
5405 · Employers FICA	0.00	45,181.75	0.00	0.00	0.00	45,181.75
5410 · Employers Medicare	0.00	10,566.72	0.00	0.00	0.00	10,566.72
5421 · Workers Compensation	0.00	53,474.26	0.00	0.00	0.00	53,474.26
5430 · PERS - Employe	0.00	151,946.35	0.00	0.00	0.00	151,946.35
5431 · PERS - Pickup 6%	0.00	34,648.08	0.00	0.00	0.00	34,648.08
5440 · Health Insurance	0.00	124,295.20	0.00	0.00	0.00	124,295.20
Total 5000 · Personnel Expenses	0.00	1,152,490.65	0.00	0.00	0.00	1,152,490.65
6000 · Materials and Services						
6330 · Wellness	0.00	1,138.79	0.00	0.00	0.00	1,138.79
6216 · FA/CPR Education						
6216-1 · FA/CPR Education- Supplies	0.00	3,485.17	0.00	0.00	0.00	3,485.17
6216-2 · FA/CPR Education- Instructo...	0.00	1,675.00	0.00	0.00	0.00	1,675.00
Total 6216 · FA/CPR Education	0.00	5,160.17	0.00	0.00	0.00	5,160.17
6091 · Tuition Reimbursement	0.00	19,194.84	0.00	0.00	0.00	19,194.84
6101 · Equip. Maint. Agreements - EMS	0.00	620.00	0.00	0.00	0.00	620.00
6001 · Contracted Professional Service	0.00	45,927.50	0.00	0.00	0.00	45,927.50
6010 · Office Supplies	0.00	2,869.90	0.00	0.00	0.00	2,869.90
6011 · Postage/Shipping	0.00	506.41	0.00	0.00	0.00	506.41
6020 · Insurance and Bond	0.00	51,737.00	0.00	0.00	0.00	51,737.00
6030 · Dues and Fees	0.00	7,497.32	0.00	0.00	0.00	7,497.32
6050 · Utilities	0.00	21,439.28	0.00	0.00	0.00	21,439.28
6060 · Telephone, Pagers, Internet	0.00	13,115.66	0.00	0.00	0.00	13,115.66
6090 · Education/Training	0.00	9,108.82	0.00	-264.80	0.00	8,844.02
6130 · Gas & Oil	0.00	13,656.65	0.00	0.00	0.00	13,656.65
6150 · Radio Maintenance	0.00	6,073.91	0.00	0.00	0.00	6,073.91
6160 · Equipment Maintenance	0.00	9,776.30	0.00	0.00	0.00	9,776.30
6161 · Vehicle Maintenance	0.00	47,958.38	0.00	0.00	0.00	47,958.38
6170 · Building Maint and Improvements	0.00	8,901.79	0.00	0.00	0.00	8,901.79

**Philomath Fire and Rescue
Profit & Loss by Class
July 2024 through February 2025**

	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
6180 - Grounds Maintenance	0.00	1,353.85	0.00	0.00	0.00	1,353.85
6190 - Small Tools & Equipment	0.00	2,913.77	0.00	0.00	0.00	2,913.77
6200 - Supplies - Department	0.00	3,958.17	0.00	0.00	0.00	3,958.17
6210 - Supplies - Medical	0.00	16,209.87	0.00	0.00	0.00	16,209.87
6215 - Supplies - Prevention	0.00	422.92	0.00	0.00	0.00	422.92
6220 - Supplies - Suppression	0.00	618.12	0.00	0.00	0.00	618.12
6250 - Uniforms	0.00	14,138.61	0.00	0.00	0.00	14,138.61
6270 - Volunteer - Activities	0.00	2,670.22	0.00	0.00	0.00	2,670.22
6280 - Volunteer Incentive Program	0.00	2,386.78	0.00	0.00	0.00	2,386.78
6300 - Volunteer - Length of Service	0.00	-451.38	0.00	0.00	0.00	-451.38
6310 - Physical & Immunizations	0.00	7,481.99	0.00	0.00	0.00	7,481.99
6320 - Community Involvement	0.00	1,952.64	0.00	0.00	0.00	1,952.64
6900 - Miscellaneous Expense	0.00	13,140.80	0.00	0.00	0.00	13,140.80
Total 6000 - Materials and Services	0.00	331,479.08	0.00	-264.80	0.00	331,214.28
7000 - Capital Outlay						
7130 - Capital Outlay - Bond	10,581.71	0.00	0.00	0.00	0.00	10,581.71
7150 - Capital Outlay - Vehicle	0.00	0.00	0.00	0.00	13,190.23	13,190.23
7110 - Capital Outlay - Building	0.00	0.00	6,850.00	0.00	0.00	6,850.00
Total 7000 - Capital Outlay	10,581.71	0.00	6,850.00	0.00	13,190.23	30,621.94
Total Expense	10,581.71	1,483,969.73	6,850.00	-264.80	13,190.23	1,514,326.87
Net Ordinary Income	493,093.45	1,208,982.48	411,351.00	98,165.80	337,246.77	2,548,839.50
Net Income	493,093.45	1,208,982.48	411,351.00	98,165.80	337,246.77	2,548,839.50

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Philomath Fire and Rescue

Check Detail

February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		02/05/2025	Industrial Welding...		1015 · Citizens Ba...		0.00
Bill	892113	01/24/2025	Industrial Welding ...		2010 · Accounts Pa...	0.00	-41.50
Bill	432844	02/05/2025	Industrial Welding ...		2010 · Accounts Pa...	0.00	-20.50
TOTAL						0.00	-62.00
Bill Pmt -Check		02/06/2025	TWGW, Inc. dba P...		1015 · Citizens Ba...		0.00
Bill	830698	02/05/2025	TWGW, Inc. dba P...		2010 · Accounts Pa...	0.00	-17.99
TOTAL						0.00	-17.99
Check		02/28/2025			1050 · Local Gover...		-0.05
					6030 · Dues and Fe...	-0.05	0.05
TOTAL						-0.05	0.05
Check	EFT	02/01/2025	Consumer Power I...		1015 · Citizens Ba...		-269.50
					6050 · Utilities	-147.61	147.61
					6050 · Utilities	-75.62	75.62
					6050 · Utilities	-46.27	46.27
TOTAL						-269.50	269.50
Check	EFT	02/04/2025	Verizon		1015 · Citizens Ba...		-214.29
					6060 · Telephone, ...	-214.29	214.29
TOTAL						-214.29	214.29
Check	EFT	02/04/2025	AT&T Mobility		1015 · Citizens Ba...		-200.14
					6060 · Telephone, ...	-200.14	200.14
TOTAL						-200.14	200.14
Check	EFT	02/05/2025	EFTPS		1015 · Citizens Ba...		-18,042.97
					2110 · Federal Inco...	-7,390.00	7,390.00
					2120 · FICA Payable	-4,316.86	4,316.86
					2125 · Medicare Pa...	-1,009.62	1,009.62
					5405 · Employers F...	-4,316.87	4,316.87
					5410 · Employers ...	-1,009.62	1,009.62
TOTAL						-18,042.97	18,042.97
Check	EFT	02/05/2025	Oregon Departme...		1015 · Citizens Ba...		-4,843.00
					2130 · State Incom...	-4,843.00	4,843.00
TOTAL						-4,843.00	4,843.00
Check	EFT	02/06/2025	NW Natural		1015 · Citizens Ba...		-708.78
					6050 · Utilities	-708.78	708.78
TOTAL						-708.78	708.78

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Philomath Fire and Rescue

Check Detail

February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	02/06/2025	Comcast		1015 · Citizens Ba...		-17.81
					6060 · Telephone, ...	-17.81	17.81
TOTAL						-17.81	17.81
Check	EFT	02/10/2025	CIS Trust		1015 · Citizens Ba...		-16,830.75
					5440 · Health Insur...	-16,830.75	16,830.75
TOTAL						-16,830.75	16,830.75
Check	EFT	02/10/2025	Pacific Power		1015 · Citizens Ba...		-954.39
					6050 · Utilities	-954.39	954.39
TOTAL						-954.39	954.39
Bill Pmt -Check	EFT	02/10/2025	U.S. Bank		1015 · Citizens Ba...		-4,884.63
Bill	02.20...	02/10/2025			US Bank OneCard- ...	-450.00	450.00
Bill	02.20...	02/10/2025			US Bank One Card-...	-277.39	277.39
Bill	02.20...	02/10/2025			US Bank One Card-...	-1,006.43	1,006.43
Bill	02.20...	02/10/2025			US Bank One Card-...	-3,084.15	3,084.15
Bill	02.20...	02/10/2025			US Bank One Card-...	-66.66	66.66
TOTAL						-4,884.63	4,884.63
Check	EFT	02/13/2025	Riverstrong		1015 · Citizens Ba...		-2,624.79
					6001 · Contracted ...	-2,624.79	2,624.79
TOTAL						-2,624.79	2,624.79
Check	EFT	02/15/2025	De Lage Landen Fi...		1015 · Citizens Ba...		-155.97
					6001 · Contracted ...	-155.97	155.97
TOTAL						-155.97	155.97
Check	EFT	02/15/2025	Carson		1015 · Citizens Ba...		-1,398.61
					6130 · Gas & Oil	-1,398.61	1,398.61
TOTAL						-1,398.61	1,398.61
Check	EFT	02/15/2025	AsiFlex		1015 · Citizens Ba...		-311.25
					2230 · Flexible Spe...	-300.00	300.00
					6030 · Dues and Fe...	-11.25	11.25
TOTAL						-311.25	311.25
Check	EFT	02/16/2025	City of Philomath		1015 · Citizens Ba...		-260.30
					6050 · Utilities	-15.20	15.20
					6050 · Utilities	-245.10	245.10
TOTAL						-260.30	260.30

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Philomath Fire and Rescue

Check Detail

February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	02/20/2025	Consumer Power I...		1015 · Citizens Ba...		-567.04
				6050 · Utilities		-485.61	485.61
				6050 · Utilities		-81.43	81.43
TOTAL						-567.04	567.04
Check	EFT	02/20/2025	Republic Services		1015 · Citizens Ba...		-303.50
				6050 · Utilities		-266.39	266.39
				6050 · Utilities		-37.11	37.11
TOTAL						-303.50	303.50
Check	EFT	02/27/2025	PERS		1015 · Citizens Ba...		-19,964.95
				5431 · PERS - Pick...		-3,716.42	3,716.42
				5430 · PERS - Emp...		-16,248.53	16,248.53
TOTAL						-19,964.95	19,964.95
Bill Pmt -Check	32552	02/06/2025	Annas Consultant...		1015 · Citizens Ba...		-450.00
Bill	3504	02/05/2025			6160 · Equipment ...	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	32553	02/06/2025	Applegate Door Co.		1015 · Citizens Ba...		-948.00
Bill	65017	01/24/2025			6170 · Building Mai...	-948.00	948.00
TOTAL						-948.00	948.00
Bill Pmt -Check	32554	02/06/2025	Bio-Med Testing		1015 · Citizens Ba...		-64.00
Bill	11125...	01/24/2025			6030 · Dues and Fe...	-64.00	64.00
TOTAL						-64.00	64.00
Bill Pmt -Check	32555	02/06/2025	Department of Pu...		1015 · Citizens Ba...		-45.00
Bill	ARF7...	01/24/2025			6090 · Education/Tr...	-45.00	45.00
TOTAL						-45.00	45.00
Bill Pmt -Check	32556	02/06/2025	Hughes Fire Equip...		1015 · Citizens Ba...		-16,005.27
Bill	617725	01/24/2025			6161 · Vehicle Main...	-2,168.86	2,168.86
Bill	617723	01/24/2025			6161 · Vehicle Main...	-1,178.40	1,178.40
Bill	617721	01/24/2025			6161 · Vehicle Main...	-266.11	266.11
Bill	617722	01/24/2025			6161 · Vehicle Main...	-519.55	519.55
Bill	617724	01/24/2025			6161 · Vehicle Main...	-3,397.26	3,397.26
Bill	618584	02/06/2025			6161 · Vehicle Main...	-826.63	826.63
Bill	618580	02/06/2025			6161 · Vehicle Main...	-2,883.53	2,883.53
Bill	618581	02/06/2025			6161 · Vehicle Main...	-681.33	681.33
Bill	618579	02/06/2025			6161 · Vehicle Main...	-1,197.04	1,197.04
Bill	618583	02/06/2025			6161 · Vehicle Main...	-1,120.48	1,120.48
Bill	618582	02/06/2025			6161 · Vehicle Main...	-1,766.08	1,766.08
TOTAL						-16,005.27	16,005.27

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Philomath Fire and Rescue

Check Detail

February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32557	02/06/2025	Les Schwab		1015 · Citizens Ba...		-19.00
Bill	27000...	01/24/2025			6161 · Vehicle Main...	-19.00	20.10
TOTAL						-19.00	20.10
Bill Pmt -Check	32558	02/06/2025	Life Assist, Inc.		1015 · Citizens Ba...		-351.36
Bill	15488...	01/24/2025			6210 · Supplies - M...	-351.36	443.86
TOTAL						-351.36	443.86
Bill Pmt -Check	32559	02/06/2025	Medline Industries...		1015 · Citizens Ba...		-354.08
Bill	23540...	01/24/2025			6200 · Supplies - D...	-44.37	44.37
Bill	23541...	01/24/2025			6200 · Supplies - D...	-64.27	64.27
Bill	23542...	01/24/2025			6200 · Supplies - D...	-63.11	63.11
Bill	23547...	02/05/2025			6200 · Supplies - D...	-80.62	80.62
Bill	23548...	02/05/2025			6200 · Supplies - D...	-101.71	101.71
TOTAL						-354.08	354.08
Bill Pmt -Check	32560	02/06/2025	MES Northwest		1015 · Citizens Ba...		-278.00
Bill	IN218...	02/05/2025			6250 · Uniforms	-278.00	278.00
TOTAL						-278.00	278.00
Bill Pmt -Check	32561	02/06/2025	MPTV, Inc.		1015 · Citizens Ba...		-29.22
Bill	B447...	01/06/2025			7150 · Capital Outl...	-14.74	14.74
Bill	B449...	01/21/2025			6200 · Supplies - D...	-14.48	14.48
TOTAL						-29.22	29.22
Bill Pmt -Check	32562	02/06/2025	My-Comm, Inc		1015 · Citizens Ba...		-4,926.48
Bill	173353	02/06/2025			6150 · Radio Maint...	-4,926.48	4,926.48
TOTAL						-4,926.48	4,926.48
Bill Pmt -Check	32563	02/06/2025	Northwest Safety ...		1015 · Citizens Ba...		-1,318.45
Bill	25-709	02/05/2025			6250 · Uniforms	-1,318.45	1,318.45
TOTAL						-1,318.45	1,318.45
Bill Pmt -Check	32564	02/06/2025	OFDDA		1015 · Citizens Ba...		-1,500.00
Bill	25-2124	01/24/2025			6030 · Dues and Fe...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill Pmt -Check	32565	02/06/2025	Oregon Volunteer ...		1015 · Citizens Ba...		-370.00
Bill	2025-...	02/05/2025			6030 · Dues and Fe...	-370.00	370.00
TOTAL						-370.00	370.00

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Philomath Fire and Rescue

Check Detail

February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32566	02/06/2025	Paula Anderson.		1015 · Citizens Ba...		-130.95
Bill	Biz Mt...	02/05/2025			6270 · Volunteer - ...	-130.95	130.95
TOTAL						-130.95	130.95
Bill Pmt -Check	32567	02/06/2025	SeaWestern		1015 · Citizens Ba...		-1,123.76
Bill	INV38...	01/24/2025			6250 · Uniforms	-754.16	754.16
Bill	INV39...	02/05/2025			6250 · Uniforms	-369.60	369.60
TOTAL						-1,123.76	1,123.76
Bill Pmt -Check	32568	02/06/2025	Spaeth Lumber Co...		1015 · Citizens Ba...		-93.50
Bill	2502-...	02/05/2025			6161 · Vehicle Main...	-49.85	49.85
Bill	2502-...	02/05/2025			6161 · Vehicle Main...	-43.65	43.65
TOTAL						-93.50	93.50
Bill Pmt -Check	32569	02/06/2025	Amy Wilkerson		1015 · Citizens Ba...		-119.79
Bill	Biz Mt...	02/06/2025			6270 · Volunteer - ...	-119.79	119.79
TOTAL						-119.79	119.79
Bill Pmt -Check	32570	02/10/2025	Pacific Fire Apparel		1015 · Citizens Ba...		-600.00
Bill	2052CB	02/10/2025			6250 · Uniforms	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	32571	02/10/2025	H.O. Bostrom Co., ...		1015 · Citizens Ba...		-2,319.80
Bill	E000...	02/10/2025			7150 · Capital Outl...	-2,319.80	2,319.80
TOTAL						-2,319.80	2,319.80
Bill Pmt -Check	32572	02/18/2025	Hughes Fire Equip...		1015 · Citizens Ba...		-6,338.89
Bill	618829	02/13/2025			6161 · Vehicle Main...	-2,471.56	2,471.56
Bill	618905	02/13/2025			6161 · Vehicle Main...	-3,155.70	3,155.70
Bill	618903	02/13/2025			6161 · Vehicle Main...	-711.63	711.63
TOTAL						-6,338.89	6,338.89
Bill Pmt -Check	32573	02/18/2025	Life Assist, Inc.		1015 · Citizens Ba...		-239.83
Bill	15537...	02/13/2025			6210 · Supplies - M...	-239.83	239.83
TOTAL						-239.83	239.83
Bill Pmt -Check	32574	02/18/2025	SeaWestern		1015 · Citizens Ba...		-223.63
Bill	INV39...	02/13/2025			6250 · Uniforms	-223.63	223.63
TOTAL						-223.63	223.63

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Philomath Fire and Rescue

Check Detail

February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32575	02/18/2025	The Corvallis Clinic		1015 · Citizens Ba...		-5,103.00
Bill	207024	02/13/2025			6310 · Physical & I...	-5,103.00	5,103.00
TOTAL						-5,103.00	5,103.00
Bill Pmt -Check	32576	02/18/2025	TWGW, Inc. dba P...		1015 · Citizens Ba...		-50.83
Bill	831571	02/11/2025			6161 · Vehicle Main...	-50.83	81.33
TOTAL						-50.83	81.33
Bill Pmt -Check	32577	02/18/2025	Woods Aesculapia...		1015 · Citizens Ba...		-2,500.00
Bill	2024 ...	02/13/2025			6001 · Contracted ...	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Bill Pmt -Check	32578	02/18/2025	Zoll Medical Corp...		1015 · Citizens Ba...		-188.12
Bill	41374...	02/13/2025			6210 · Supplies - M...	-188.12	188.12
TOTAL						-188.12	188.12
Bill Pmt -Check	32579	02/21/2025	Daphne Phillips		1015 · Citizens Ba...		-125.90
Bill	02082...	02/18/2025			6280 · Volunteer In...	-125.90	125.90
TOTAL						-125.90	125.90
Bill Pmt -Check	32580	02/21/2025	Hughes Fire Equip...		1015 · Citizens Ba...		-1,037.87
Bill	619117	02/18/2025			6161 · Vehicle Main...	-1,037.87	1,037.87
TOTAL						-1,037.87	1,037.87
Bill Pmt -Check	32581	02/21/2025	Koopman Consulti...		1015 · Citizens Ba...		-579.33
Bill	5565	02/21/2025			6001 · Contracted ...	-579.33	579.33
TOTAL						-579.33	579.33
Bill Pmt -Check	32582	02/21/2025	Life Assist, Inc.		1015 · Citizens Ba...		-114.40
Bill	15557...	02/19/2025			6210 · Supplies - M...	-114.40	114.40
TOTAL						-114.40	114.40
Bill Pmt -Check	32583	02/21/2025	Medline Industries...		1015 · Citizens Ba...		-168.45
Bill	23579...	02/19/2025			6200 · Supplies - D...	-105.34	105.34
Bill	23581...	02/19/2025			6200 · Supplies - D...	-63.11	63.11
TOTAL						-168.45	168.45
Bill Pmt -Check	32584	02/21/2025	Philomath Fire Dis...		1015 · Citizens Ba...		-627.86
Bill	01/20...	02/19/2025			2232 · Union Dues	-627.86	627.86
TOTAL						-627.86	627.86

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Philomath Fire and Rescue

Check Detail

February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32585	02/21/2025	Philomath Pharma...		1015 · Citizens Ba...		-32.99
Bill	224	02/21/2025			6310 · Physical & I...	-32.99	32.99
TOTAL						-32.99	32.99
Bill Pmt -Check	32586	02/21/2025	Sema Roofing Exp...		1015 · Citizens Ba...		-1,700.00
Bill	1963	02/19/2025			6170 · Building Mai...	-1,700.00	1,700.00
TOTAL						-1,700.00	1,700.00
Bill Pmt -Check	32587	02/21/2025	TWGW, Inc. dba P...		1015 · Citizens Ba...		-32.29
Bill	832101	02/19/2025			6161 · Vehicle Main...	-32.29	32.29
TOTAL						-32.29	32.29
Bill Pmt -Check	32588	02/21/2025	Industrial Welding...		1015 · Citizens Ba...		-31.00
Bill	434211	02/21/2025			6210 · Supplies - M...	-31.00	31.00
TOTAL						-31.00	31.00
Bill Pmt -Check	32589	02/21/2025	My-Comm, Inc		1015 · Citizens Ba...		-306.95
Bill	173399	02/21/2025			6150 · Radio Maint...	-306.95	306.95
TOTAL						-306.95	306.95
Bill Pmt -Check	32590	02/21/2025	Shonnard's		1015 · Citizens Ba...		-60.00
Bill	16503...	02/21/2025			6180 · Grounds Mai...	-60.00	60.00
TOTAL						-60.00	60.00

Philomath Fire and Rescue Profit & Loss Budget vs. Actual

July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	1,682.89	0.00	1,682.89	100.0%
4042 · Bond Income - Prop Tax Interest	-4,015.50	21,902.00	-25,917.50	-18.3%
4041 · Bond Income - Delinquent Taxes	4,015.72	5,000.00	-984.28	80.3%
4060 · Conflagration Income	294,290.51	100,000.00	194,290.51	294.3%
4050 · Public Education Income	7,385.00	22,500.00	-15,115.00	32.8%
4040 · Bond Income	413,766.27	416,202.00	-2,435.73	99.4%
4000 · Carryover Fund Balance	1,800,995.00	711,000.00	1,089,995.00	253.3%
4010 · Delinquent Property Taxes	13,886.24	16,000.00	-2,113.76	86.8%
4020 · Current Property Taxes	1,466,017.26	1,492,232.00	-26,214.74	98.2%
4025 · Interest - Property Tax	-8,409.51	3,000.00	-11,409.51	-280.3%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	26.58	0.00	26.58	100.0%
4030 · Investments - LGIP	51,915.81	0.00	51,915.81	100.0%
Total 4026 · Interest Income	51,942.39	0.00	51,942.39	100.0%
4035 · Grants Income	0.00	35,000.00	-35,000.00	0.0%
4900 · Miscellaneous Income	21,610.10	5,000.00	16,610.10	432.2%
Total Income	4,063,166.37	2,827,836.00	1,235,330.37	143.7%
Gross Profit	4,063,166.37	2,827,836.00	1,235,330.37	143.7%
Expense				
8005 · Operating Contingency	0.00	25,000.00	-25,000.00	0.0%
5000 · Personnel Expenses				
5137 · Grant Funded Wages	20,043.92	35,000.00	-14,956.08	57.3%
5131 · Non-Union Overtime Wages	0.00	1,000.00	-1,000.00	0.0%
5136 · Conflagration Wages	151,345.89	152,000.00	-654.11	99.6%
5100 · Fire Chief Wages	69,787.00	104,136.00	-34,349.00	67.0%
5105 · Deputy Chief Wages	88,592.20	105,775.00	-17,182.80	83.8%
5110 · Admin Asst Wages	43,097.00	68,000.00	-24,903.00	63.4%
5120 · Staff Captain Wage	51,452.00	86,000.00	-34,548.00	59.8%
5125 · Firefighter Wages	266,442.32	418,659.00	-152,216.68	63.6%
5130 · Overtime Wages	40,617.96	67,000.00	-26,382.04	60.6%
5135 · Extra Hire	1,000.00	30,000.00	-29,000.00	3.3%
5405 · Employers FICA	45,181.75	57,100.00	-11,918.25	79.1%
5410 · Employers Medicare	10,566.72	10,000.00	566.72	105.7%
5420 · Workers Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	53,474.26	50,000.00	3,474.26	106.9%
5430 · PERS - Employee	151,946.35	209,300.00	-57,353.65	72.6%
5431 · PERS - Pickup 6%	34,648.08	45,600.00	-10,951.92	76.0%
5440 · Health Insurance	124,295.20	245,000.00	-120,704.80	50.7%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
Total 5000 · Personnel Expenses	1,152,490.65	1,695,070.00	-542,579.35	68.0%
6000 · Materials and Services				
6330 · Wellness	1,138.79	22,000.00	-20,861.21	5.2%
6217 · EMR Education				
6217-1 · EMR Education- Supplies	0.00	2,000.00	-2,000.00	0.0%
6217-2 · EMR Education- Instructors	0.00	2,000.00	-2,000.00	0.0%
Total 6217 · EMR Education	0.00	4,000.00	-4,000.00	0.0%
6216 · FA/CPR Education				
6216-1 · FA/CPR Education- Supplies	3,485.17	7,500.00	-4,014.83	46.5%
6216-2 · FA/CPR Education- Instructors	1,675.00	1,000.00	675.00	167.5%
Total 6216 · FA/CPR Education	5,160.17	8,500.00	-3,339.83	60.7%
6091 · Tuition Reimbursement	19,194.84	50,000.00	-30,805.16	38.4%
6101 · Equip. Maint. Agreements - EMS	620.00	750.00	-130.00	82.7%
6001 · Contracted Professional Service	45,927.50	89,230.00	-43,302.50	51.5%
6010 · Office Supplies	2,869.90	6,900.00	-4,030.10	41.6%
6011 · Postage/Shipping	506.41	4,200.00	-3,693.59	12.1%
6020 · Insurance and Bond	51,737.00	51,800.00	-63.00	99.9%
6030 · Dues and Fees	7,497.32	13,181.00	-5,683.68	56.9%
6040 · Publications and Elections	0.00	4,150.00	-4,150.00	0.0%
6042 · Marketing Program New Recruits	0.00	500.00	-500.00	0.0%
6050 · Utilities	21,439.28	34,210.00	-12,770.72	62.7%
6060 · Telephone, Pagers, Internet	13,115.66	21,300.00	-8,184.34	61.6%
6090 · Education/Training	8,844.02	33,300.00	-24,455.98	26.6%
6100 · Equipment Maintenance Agreem...	0.00	4,000.00	-4,000.00	0.0%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	13,656.65	30,000.00	-16,343.35	45.5%
6150 · Radio Maintenance	6,073.91	6,100.00	-26.09	99.6%
6160 · Equipment Maintenance	9,776.30	15,850.00	-6,073.70	61.7%
6161 · Vehicle Maintenance	47,958.38	84,500.00	-36,541.62	56.8%
6170 · Building Maint and Improvements	8,901.79	12,000.00	-3,098.21	74.2%
6180 · Grounds Maintenance	1,353.85	1,000.00	353.85	135.4%
6190 · Small Tools & Equipment	2,913.77	1,400.00	1,513.77	208.1%
6200 · Supplies - Department	3,958.17	5,900.00	-1,941.83	67.1%
6210 · Supplies - Medical	16,209.87	23,628.00	-7,418.13	68.6%
6215 · Supplies - Prevention	422.92	2,450.00	-2,027.08	17.3%
6220 · Supplies - Suppression	618.12	12,500.00	-11,881.88	4.9%
6230 · Hazardous Materials	0.00	150.00	-150.00	0.0%
6250 · Uniforms	14,138.61	30,800.00	-16,661.39	45.9%
6270 · Volunteer - Activities	2,670.22	12,000.00	-9,329.78	22.3%
6280 · Volunteer Incentive Program	2,386.78	5,000.00	-2,613.22	47.7%
6300 · Volunteer - Length of Service	-451.38	11,000.00	-11,451.38	-4.1%

**Philomath Fire and Rescue
Profit & Loss Budget vs. Actual**

July 2024 through February 2025

Accrual Basis

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
6310 · Physical & Immunizations	7,481.99	18,000.00	-10,518.01	41.6%
6320 · Community Involvement	1,952.64	2,700.00	-747.36	72.3%
6900 · Miscellaneous Expense	13,140.80	5,000.00	8,140.80	262.8%
Total 6000 · Materials and Services	331,214.28	628,149.00	-296,934.72	52.7%
7000 · Capital Outlay				
7130 · Capital Outlay - Bond				
7130 · Capital Outlay - Bond - Other	10,581.71	0.00	10,581.71	100.0%
Total 7130 · Capital Outlay - Bond	10,581.71	0.00	10,581.71	100.0%
7200 · Capital Outlay - Equipment	0.00	40,000.00	-40,000.00	0.0%
7150 · Capital Outlay - Vehicle	13,190.23	50,000.00	-36,809.77	26.4%
7110 · Capital Outlay - Building	6,850.00	400,000.00	-393,150.00	1.7%
Total 7000 · Capital Outlay	30,621.94	490,000.00	-459,378.06	6.2%
Total Expense	1,514,326.87	2,838,219.00	-1,323,892.13	53.4%
Net Ordinary Income	2,548,839.50	-10,383.00	2,559,222.50	-24,548.2%
Net Income	2,548,839.50	-10,383.00	2,559,222.50	-24,548.2%

Philomath Fire and Rescue

Balance Sheet by Class

As of February 28, 2025

Accrual Basis

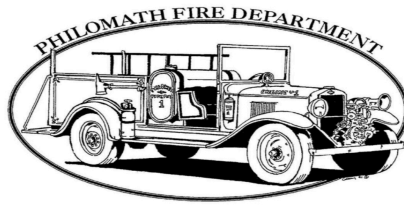
	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
1015 - Citizens Bank Checking	0.00	-486,571.83	1,085,360.88	-291,601.41	-49,796.00	-84,275.62	173,116.02
1000 - Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	-2.78
1050 - Local Government Investment Pool	5,997.09	970,776.57	-155,714.58	702,111.00	146,443.00	422,558.00	2,092,171.08
Total Checking/Savings	5,997.09	484,204.74	929,643.52	410,509.59	96,647.00	338,282.38	2,265,284.32
Accounts Receivable							
11000 - Accounts Receivable	0.00	0.00	11,640.00	0.00	0.00	0.00	11,640.00
Total Accounts Receivable	0.00	0.00	11,640.00	0.00	0.00	0.00	11,640.00
Other Current Assets							
1250 - Prepaid Assets	0.00	0.00	28,064.05	0.00	0.00	0.00	28,064.05
12100 - Inventory Asset	0.00	0.00	3,661.29	0.00	0.00	0.00	3,661.29
Total Other Current Assets	0.00	0.00	31,725.34	0.00	0.00	0.00	31,725.34
Total Current Assets	5,997.09	484,204.74	973,008.86	410,509.59	96,647.00	338,282.38	2,308,649.66
Other Assets							
1400 - Property Taxes Receivable	0.00	0.00	39,858.53	0.00	0.00	0.00	39,858.53
Total Other Assets	0.00	0.00	39,858.53	0.00	0.00	0.00	39,858.53
TOTAL ASSETS	5,997.09	484,204.74	1,012,867.39	410,509.59	96,647.00	338,282.38	2,348,508.19
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable							
2010 - Accounts Payable	0.00	0.00	4,161.86	0.00	0.00	0.00	4,161.86
Total Accounts Payable	0.00	0.00	4,161.86	0.00	0.00	0.00	4,161.86
Credit Cards							
US Bank One Card- Dan	0.00	0.00	204.00	0.00	0.00	0.00	204.00
US Bank One Card- Viktor	0.00	0.00	978.23	0.00	0.00	0.00	978.23
US Bank One Card- Chancy	0.00	0.00	-229.12	59.00	0.00	1,035.10	864.98
US Bank One Card- Rich	0.00	0.00	9.99	0.00	0.00	0.00	9.99
US Bank One Card- Ashley	0.00	0.00	1,111.73	642.75	-284.80	0.00	1,480.68
Total Credit Cards	0.00	0.00	2,014.83	701.75	-284.80	1,035.10	3,466.88
Other Current Liabilities							
2070 - Deferred Taxes	0.00	5,394.82	18,750.01	0.00	0.00	0.00	24,144.83
2400 - Payroll Liabilities							
2133 - Paid Leave Oregon Withholding	0.00	0.00	9,993.81	0.00	0.00	0.00	9,993.81
2132 - Oregon Transit Tax Withholding	0.00	0.00	1,956.38	0.00	0.00	0.00	1,956.38
2100 - Wages Payable	0.00	0.00	32,239.54	0.00	0.00	0.00	32,239.54
2110 - Federal Income Tax Payable	0.00	0.00	864.00	0.00	0.00	0.00	864.00
2120 - FICA Payable	0.00	0.00	1,862.13	0.00	0.00	0.00	1,862.13
2125 - Medicare Payable	0.00	0.00	447.71	0.00	0.00	0.00	447.71
2130 - State Income Tax Payable	0.00	0.00	-10,009.36	0.00	0.00	0.00	-10,009.36
2131 - Works Benefit Fund Payable(WBF)	0.00	0.00	548.10	0.00	0.00	0.00	548.10
2140 - FERS Payable	0.00	0.00	11,408.52	0.00	0.00	0.00	11,408.52
2145 - OR Savings Growth 457 Payable	0.00	0.00	150.00	0.00	0.00	0.00	150.00
2150 - Health Insurance Prem. Payable	0.00	0.00	-158.60	0.00	0.00	0.00	-158.60
2210 - Health Ins Prem Ded Pre Tax	0.00	0.00	15,735.84	0.00	0.00	0.00	15,735.84
2230 - Flexible Spending Account	0.00	0.00	925.00	0.00	0.00	0.00	925.00
2232 - Union Dues	0.00	0.00	1,304.83	0.00	0.00	0.00	1,304.83
Total 2400 - Payroll Liabilities	0.00	0.00	67,265.98	0.00	0.00	0.00	67,265.98
Total Other Current Liabilities	0.00	5,394.82	86,015.89	0.00	0.00	0.00	91,410.81
Total Current Liabilities	0.00	5,394.82	92,192.68	701.75	-284.80	1,035.10	98,029.55
Total Liabilities	0.00	5,394.82	92,192.68	701.75	-284.80	1,035.10	98,029.55
Equity							
3010 - Fund Balance	-5,938.00	-278,592.66	-2,932,376.04	-1,611,936.62	-835,464.10	-686,019.41	-6,350,326.83
3200 - Unallocated Fund Balance	11,935.09	284,309.13	2,644,068.27	1,610,393.46	834,210.10	686,019.92	6,050,935.97
Net Income	0.00	493,093.45	1,208,962.48	411,351.00	98,165.80	337,248.77	2,548,839.50
Total Equity	5,997.09	478,809.52	520,674.71	409,807.84	96,911.80	337,247.28	2,249,448.64
TOTAL LIABILITIES & EQUITY	5,997.09	484,204.74	1,012,867.39	410,509.59	96,647.00	338,282.38	2,348,508.19

Philomath Fire and Rescue
A/P Aging Detail
As of February 28, 2025

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	02/18/2025	AA288...	MPTV, Inc.	02/28/2025		29.44
Bill	02/25/2025	2025 ...	City of Philomath	03/07/2025		100.00
Bill	02/25/2025	INDI9...	IIA Lifting Services, I...	03/07/2025		2,170.35
Bill	02/25/2025	749349	AED Superstore	03/07/2025		150.00
Bill	02/28/2025	25-866	Northwest Safety Cl...	03/10/2025		964.75
Bill	02/28/2025	65218	Applegate Door Co.	03/10/2025		126.50
Bill	02/28/2025	65217	Applegate Door Co.	03/10/2025		35.00
Bill	02/28/2025	15590...	Life Assist, Inc.	03/30/2025		51.80
Bill	02/28/2025	15590...	Life Assist, Inc.	03/30/2025		642.60
Total Current						4,270.44
1 - 30						
Credit	02/05/2025	Refund	Industrial Welding S...			-233.24
Bill	02/05/2025	AA287...	MPTV, Inc.	02/15/2025	13	91.92
Bill	02/06/2025	B4510...	MPTV, Inc.	02/16/2025	12	10.99
Bill	02/06/2025	B4510...	MPTV, Inc.	02/16/2025	12	7.00
Bill	02/06/2025	C2490...	MPTV, Inc.	02/16/2025	12	14.99
Total 1 - 30						-108.34
31 - 60						
Total 31 - 60						
61 - 90						
Credit	12/01/2024		Industrial Welding S...			-0.24
Total 61 - 90						-0.24
> 90						
Total > 90						
TOTAL						4,161.86

Philomath Fire and Rescue
A/R Aging Detail
 As of February 28, 2025

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
Current									
Invoice	02/28/2025	2015-...		Alyrica Networks, Inc.		02/28/2025	General F...		505.00
Total Current									505.00
1 - 30									
Total 1 - 30									
31 - 60									
Invoice	12/16/2024	2015-...		Philomath Communi...	Net 30	01/15/2025	General F...	44	360.00
Invoice	01/16/2025	2015-...		Hoskins-Kings Valley		01/16/2025	General F...	43	10,000.00
Total 31 - 60									10,360.00
61 - 90									
Invoice	11/01/2024	2015-...		Unity Shelter	Net 30	12/01/2024	General F...	89	260.00
Invoice	11/01/2024	2015-...		Oregon Home Care ...	Net 30	12/01/2024	General F...	89	65.00
Invoice	12/13/2024	2015-...		Philomath School Di...		12/13/2024	General F...	77	450.00
Total 61 - 90									775.00
> 90									
Total > 90									
TOTAL									11,640.00



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

05 March 2025

Association Business

- o Budget approved for 2025-26
- o Regular association meetings
- o Committees met and reported out

Volunteer Activity

- o Staff to help provide coverage as needed
- o Continue to assist in the organization and teaching drills
- o Station Repairs and maintenance.
- o Volunteer Awards given at Appreciation Dinner

Recruitment and retention

- o 8 volunteers onboarded in 2025
- o 3 Volunteer resignations

Respectfully submitted.

Stephanie Vallancey
President

Paula Anderson
Vice President

Abel Ahumada
Treasurer

Kendra Islam
Secretary

Philomath Fire & Rescue Board GRIEVANCE PROCEDURE ----- Rev 1

Section I – Definition

- A. A grievance is a complaint by first responders concerning the application or interpretation of the written departmental rules and regulations, and policies and procedures manual(s) governing personnel practices or working conditions of the department.

- B. Matters excluded from consideration under the grievance procedure include the following:
 - 1. Nothing in this procedure shall be deemed to supersede the authority of the Civil Service Commission.

- C. If an employee alleges that his/her rights protected by Title VII of the Civil Rights Act are being violated, the resolution of such complaint may only be pursued through the Equal Employment Opportunity Office or appropriate quasi-judicial agency.

Section II – Grievance Presentation

Employees shall have the right to present their own grievance or do so through their representative(s). Grievances may also be presented by a group of employees. Grievances filed by the Association will be filed with the Fire Chief who will have the sole discretion to determine at which level the grievance will first be heard.

Section III – Informal Procedure

A complaint shall be presented by the employee to the immediate supervisor within fifteen (15) calendar days after the employee becomes aware or reasonably should have become aware of the subject matter of the grievance.

Within fifteen (15) calendar days of the discussion with the employee, the supervisor shall schedule a meeting and/or respond verbally or in writing to the employee's complaint.

Section IV – Formal Grievance Form

The following information shall be provided on every formal grievance form submitted by an employee and/or Association Representative:

- A. Name(s) of grievant(s);

- B. Brief explanation of the specific nature of the grievance;
- C. Time and place of its occurrence, if known;
- D. Written departmental rules and regulations, and policies and procedures manuals, if applicable, which have been violated, misinterpreted or misapplied;
- E. Person(s) contacted at the informal stage;
- F. Statement of the corrective action desired.

Section V – Formal Procedure

A. Step One – Assistant Chief/Deputy Chief

Within fifteen (15) calendar days of the response from step one, the employee, if dissatisfied, may submit to the Assistant Chief/Deputy Chief a copy of the formal written grievance, including the step one response.

Within fifteen (15) calendar days, the Assistant Chief/Deputy Chief shall schedule a meeting and/or provide a written response to the employee.

B. Step Two – Fire Chief or Designee

Within fifteen (15) calendar days of the response from step two, the employee, if dissatisfied, may submit to the Fire Chief or designee a copy of the formal written grievance including the step two response.

Within fifteen (15) calendar days, the Fire Chief or designee shall schedule a meeting and/or provide a written response to the employee.

C. Step Three – Board of Directors

Within fifteen (15) calendar days of the response from step three the employee, if dissatisfied, may submit to the Board of Directors or designee a copy of the formal written grievance including the step three response.

Within fifteen (15) calendar days, the Board of Directors or designee shall schedule a meeting and/or provide a written response to the employee.

D. Step Four – Arbitration

The person designated by the Board meets with the employee to determine what issue(s) the employee desires to submit to arbitration. If an agreement is reached, then such agreement shall be reduced to writing and submitted to the Board. If parties cannot agree on the specific issue(s), then each may submit its own statement to the Board. The Board shall consider and decide only the specific issue(s) submitted to him/her in writing. The Board shall have no authority to make a decision on any other issue(s) not so submitted.

If the matter is submitted to arbitration, the Board shall hold the hearing as soon as practicable, and the following shall apply:

1. Employees called as witnesses shall be released from duty as needed;
2. The rules of conduct of proceedings shall be according to those procedures utilized by the American Arbitration Association;
3. The findings of the Arbitrator shall be transmitted only to the parties to the dispute or their representatives;
4. Each party shall bear the expenses of presenting its own case;
5. Costs of making stenographic record shall be born equally. The arbitrator's fee shall be defrayed wholly by the party whose position was not supported by the arbitrator's findings, except in the case of compromise decisions, the arbitrator shall be empowered to allocate the fee;
6. The Arbitrator shall have not have the authority to amend, modify, or add to the provisions of the Agreement.
7. The Arbitrator shall be without power to make decisions contrary to or inconsistent with Federal or State law, the City Charter, City Ordinances and Resolutions. The City shall take no action to resolve the dispute in its favor by amending its Ordinances or Resolutions related to the issue(s) in dispute during the duration of this Agreement.
8. Any issue of arbitrability must first be decided by the Arbitrator before proceeding to a hearing on the grievance;
9. The decision of the Arbitrator shall be final and binding.

Section VI-General Provisions

- A. All time periods specified in this section may be extended by mutual consent of the aggrieved employee(s) or his/her representative(s) and management representative involved.
- B. Failure of the Association or the grievant(s) to comply with the time limits of the steps of the grievance procedure will serve to declare the grievance as settled in favor of the other party and no further action may be taken under this Agreement. Failure of the Employer to comply with the time limits of the steps of the grievance procedure will cause the grievance to advance to the next step in the process.
- C. The processing of a grievance shall be considered as Board business. The aggrieved employee(s) shall be allowed reasonable time to participate in the grievance hearings without loss of pay for the time so spent. The cost of witnesses called by either party shall be borne by the party if required to testify when not otherwise required to be on duty.
- D. No punitive action will be assessed against an employee for utilizing the grievance procedure.

ORGANIZATIONAL MANUAL

Section **X**
YYYYYY
Procedure **XXX**

SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS) POLICY

I. **PURPOSE:**

The purpose of this policy is to establish the use of Small Unmanned Aircraft Systems (sUAS), and for the storage, retrieval, and dissemination of images and data captured by the sUAS during emergency and non-emergency use by Philomath Fire and Rescue

Philomath Fire & Rescue (PF&R) intends to use sUAS aircraft to enhance the situational awareness on emergent structural and wildland fire scenes, departmental training activities, disaster and hazardous material incidents, search and rescue operations, fire and MVC investigations, sUAS pilot training, and assisting in fire code inspections. This policy requires that all sUAS operations account for preservation of privacy, civil rights and civil liberties, accountability for the Pilot in Command (PIC), and the data collected. All operations must be conducted in a manner that allows for transparency to the public, PF&R Board of Directors and other government agencies.

II. **DEFINITIONS:**

1. **14 CFR Part 107 (Part 107)**—Federal Aviation Administration regulations regarding the operation of sUAS.
2. **Certificate Of Waiver or Authorization (COA)**—COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UA activity. After a complete application is submitted, FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UA can operate safely with other airspace users.
3. **Pilot in Command (PIC)**—sUAS Operator who is certified under CFR 14 Part 107 and who has met specified requirements of knowledge, training, and operational proficiency. The PIC is directly responsible for the safety and operation of the sUAS. The PIC is the sole person responsible for control of the sUAS and has the final responsibility and authority to conduct flight operations within the National Airspace System as defined by the FAA.
4. **PII**—Publicly Identifiable Information

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6. **Privacy**—Operators and observers shall take every reasonable precaution to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. The sUAS is monitored electronically to archive the location and movements of the drone to ensure proper use of the drone while in operation. Any use of a sUAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.
7. **Public Aircraft**—An aircraft operated by a governmental entity (including federal, state, or local governments, and the U.S. DOD and its military branches) for certain purposes as described in 49 U.S.C. §§ 40102(a)(41) and 40125. Public aircraft status is determined on an operation-by-operation basis. See 14 CFR Part 1, § 1.1 for a complete definition of a public aircraft.
8. **Small Unmanned aerial system (sUAS)**—An unmanned aircraft of any type (weighing less than 55 pounds) that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all the supporting or attached systems designed for gathering information through imaging, recording or any other means. For the purpose of this policy, a sUAS includes a drone as defined by ORS 837.300.
9. **Temporary Flight Restriction (TFR)**—Temporary Flight Restrictions (TFR) are tools used by the Federal Aviation Administration (FAA) to restrict aircraft operations within designated areas.
10. **Visual Line-of-Sight**—Unaided (corrective lenses and/or sunglasses exempted) visual contact between a pilot-in-command or a visual observer and a UAS sufficient to maintain safe operational control of the aircraft, know its location, and be able to scan the airspace in which it is operating to see and avoid other air traffic or objects aloft or on the ground.
11. **Visual Observer**—A designated person who is not located with the UAS operator but is in communication with the pilot and can see the UAS in operation.

III. **PROCESS:**

1. **Overall Program Policy**

It is the policy of PF&R that any district pilots, or pilots contracted by the district, adhere to this policy. A sUAS may be utilized to enhance the PF&R mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a sUAS will be in strict accordance with constitutional and privacy rights, and Federal Aviation Administration (FAA) regulations. All pilots shall ensure proper exemptions have been secured when needed, and all reports are compiled for public transparency. This policy will be reviewed as needed.

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2. Privacy

The use of the sUAS potentially involves privacy considerations. Absent an authorized reason, operators and visual observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy. Operators and visual observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Additionally, PF&R shall only collect information using a sUAS, or use sUAS- collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose.

Locations where a person may have a reasonable expectation of privacy include:

- a. In a residence.
- b. In the enclosed yard of a residence.
- c. On private property where activity cannot be seen from the street or ground level.

Methods that may be used to avoid recording private activity include:

- a. Deactivating a recorder or imaging device until the UAS is away from potentially private activity.
- b. Turning the recorder or imaging devices away from persons or locations during UAS operations.

3. Program Coordinator

The PF&R Chief shall appoint a Program Coordinator who will be responsible for the management of the sUAS program. The Program Coordinator will ensure that all sUAS operations conform to current laws, regulations, and best practices.

4. Responsibilities

It is the responsibility of the Pilot in Command (PIC) to rigorously:

- a. Follow all the policies defined in this document.
- b. Follow all FAA regulations, circulars, applicable guidelines when flying at any location (private, city, state, or federal ownership)
- c. Complete all pre and post flight checks, as well as aircraft system maintenance.
- d. Complete Accident, Loss of Signal (LOS), or any other required mishap reporting
- e. To check for local TFR's or other requirements of a flight

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5. Reporting

Every sUAS flight operation shall be documented with a Flight Log entry. Copies of this Flight Log shall be maintained in an appropriate Public Records archive. Specific areas of information to be collected include:

- f. Date
- g. Time
- h. Pilot in Command
- i. Aircraft N-Number
- j. Location
- k. Weather Conditions (Wind, Sky, Temperature, Precipitation)
- l. Number of Flight Cycles
- m. Total Flight Time
- n. Description of Flight Activity or Purpose

The department shall provide an annual UAS report to the Oregon Department of Aviation in accordance with ORS 837.360.

6. Use of sUAS Aircraft

Only authorized operators who have completed the required training and certification(s) shall be permitted to operate aircraft (department owned or non-departmental aircraft). sUAS operations must always be conducted consistently with FAA, state, and local regulations.

Permissible uses include:

- a. Structure & wildland fire
- b. Departmental fire and EMS training activities
- c. sUAS pilot training
- d. Natural and manmade disaster response
- e. Hazardous materials incidents
- f. Search and rescue
- g. Investigative support for Fire or Motor Vehicle Accident incidents
- h. Creating images and/or videos for departmental community education programs

Prohibited uses include:

- a. To conduct random surveillance activities
- b. To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- c. To harass, intimidate, or discriminate against any individual or group.
- d. To conduct personal business of any type.
- e. The UAS shall not be used in any way that causes interference with an aircraft that is in the air, taking off, or landing (ORS 837.374).

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7. Use of Information Collected by sUAS Operations

Information shall be collected and stored only to the extent that such collection or use is consistent with, and relevant to, an authorized purpose.

Information must be checked for any violations of civil liberties, civil rights and or First Amendment violations. Additionally, any information collected as part of a criminal investigation must be in accordance with OAR and ORS. Consultation with the local District Attorney is advised when in doubt exists regarding collected information.

Personally Identifiable Information (PII) shall only be stored or kept in circumstances involving a legally authorized investigation. All applicable laws governing investigations shall be followed.

Data captured during emergency incidents shall only be in the form of still images. All data captured and archived by sUAS operations shall be stored on a department managed server, consistent with Public Records access and retention policies (ORS 837.362).

Information that is part of an ongoing investigation shall not be shared or released unless it is specific to the investigation activities, and the outside agency(s) requesting the data. Members of the public or media seeking to obtain information obtained with a sUAS that is part of an investigation must obtain a court order before the district releases such information, and conform to all applicable laws, regulations and policies.

All requests for data sharing must be made in writing and have the approval of the PF&R Chief.

8. sUAS Pilot Training

All pilots in the PF&R sUAS program must obtain FAA Part 107 credentialing prior to conducting solo aircraft operations.

Student pilots may only fly departmental aircraft during training missions, and while under the direct supervision of a PIC who has current FAA Part 107 credentials.

9. Proficiency

Prior to flying any operational mission, a pilot must have in the previous 90 days completed a minimum of: two sUAS training courses, conducted three takeoffs (launch), and three landings (recovery), with the specific aircraft model being used in the operation. Pilots who do not have documented training or flight time for the preceding 90 days will be required to demonstrate proficiency before performing pilot duties during a mission. Pilots shall pass the required FAA aeronautical knowledge test every 24 months. Failure to maintain/prove proficiency may result in removal from sUAS operations. All pilots operating under a COA shall read the current COA, and maintain proficiency in their operator/observer abilities.

