

PHILOMATH FIRE & RESCUE

March 3, 2020

Location: Philomath Fire & Rescue

Regular Session Board Meeting

3:00 pm

- I. CALL TO ORDER/ROLL CALL
- II. ACTION ITEMS
 - A. Approval of Minutes
 - B. Approval of Bills
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. President – Brand
 2. Fire Chief – Miller Report
 3. Board Secretary – Rodriguez
 - Revenue/Expense Report
 - Review of Check Register
 - RunTracker
 - Chief Vacation Hours
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association - Louden
 2. IAFF Local 4925 – Haney
- VI. OLD BUSINESS
 1. Appreciation Dinner Review
 2. Newspaper Article
 3. Board Goals
 4. Discrimination and Harassment Policy – 2nd Reading
 5. Chief Miller Goals
- VII. NEW BUSINESS
 1. Appoint Budget Committee
- VIII. ACTION ITEMS
- IX. NEXT MEETING – April 6, 2020
- X. ADJOURNMENT

A Fire Board member shall strive to:

Present personal criticisms of any Fire District operation directly to the Fire Chief rather than to lower-ranking personnel.
(Board Member Code of Conduct presented by Ken Jones at the 2014 Fire Service Conference)

PHILOMATH FIRE & RESCUE

January 7, 2020

Executive Session

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

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

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

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by President Brand at 15:51. Board members present were President Rick Brand, Treasurer Ruth Jacobs, Daphne Phillips, and Robyn Jones. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillee Rodriguez.
Guests: Volunteer President Andy Louden, Union President Victor Haney, Ken Corbin, and Deputy Chief Chancy Ferguson
- II. ACTION ITEMS
 - A. Approval of Minutes – **Treasurer Jacobs motioned to approve minutes as presented. Jones seconded. Motion approved 4-0.**
 - B. Approval of Bills – OA Rodriguez presented the monthly bills, noting large and uncommon expenses, such as the large dumpster rental and challenge coins purchase. Staff and Board discussed bills details. **Treasurer Jacobs motioned to approve payment of the bills in the amount of \$21,504.58. Jones seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT -
- IV. STAFF REPORTS
 1. President – President Brand reported that negotiations are in progress with Chief Miller, noting that the Chief and Board have been discussing Chief Miller’s contract and goals. President Brand complimented the staff on the completion of the front door project.
 2. Fire Chief –
Personnel – Chief Miller reported that he has put together a list of goals that he intends to work toward over the next year. He also reported that he completed mid-term reviews for LT Moser, OA Rodriguez, and DC Ferguson as well as an initial review for Volunteer LT Bovbjerg. Chief Miller reported that crews participated in a live-fire training at Corvallis Fire’s training facility which worked well to advance the new personnel.
Chief Miller stated that he has worked with the Union to create a pay schedule for the new Captain position, including additional steps for pay incentives. Chief Miller recommended the pay scale be added to the current CBA as Attachment B.
Chief Miller reported that the District Annual Promotion Ceremony will be held at the Benton County Museum on January 30th at 7 pm. Chief Miller reported that 42 certifications will be recognized and 15 members will be sworn in to new positions. Chief Miller added that DPSST certification has come through for the District’s updated training program.
Chief Miller stated that Captain Saalsaa has returned to full and active duty.

Chief Miller reported that the volunteers held a Holiday Party in December, which included a Holiday Craft event and decorating Station 201.

Chief Miller stated that 2 Resident Volunteers moved out within the last month. He added that this created an opportunity for RV Rios to move from Station 203 to 201. Chief Miller stated that recruiting for the RV Program will begin again in April 2020. President Brand asked if the attrition of the volunteers was normal loss. Chief Miller said it was not due to anything negative to the District, only positive growth for the RVs.

90-Year Campaign – Chief Miller presented the logo and the merchandise that the Volunteers will be selling as their fundraiser for the 90-year campaign. Chief Miller stated that he has asked Captain Saalsaa to look into creating a Square account to facilitate this fundraiser. Chief Miller added that, as part of this year-long campaign, postings will go up online promoting the Volunteer Association and their work over these last 90 years. Chief Miller reported that he met with a former long-time volunteer, Gary Cox, who had many stories of the department and old pictures to share.

Apparatus – Chief Miller reported that apparatus tires were evaluated for wear and at least one tender will need 10 new tires, which will be on the next budget.

Equipment - Chief Miller reported that the District selected Scott as the manufacturer for the SCBAs and is working with them on the delivery date.

Facilities – Chief Miller stated that Mill Creek did the biannual inspection of all three stations.

Meetings - Chief Miller reported that he and Treasurer Jacobs will attend the SDAO meeting in February. Chief Miller also stated that a Leadership Planning meeting was held with District officers where they worked on setting operational goals for 2020.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez presented the December 2019 Revenue/Expense reports, noting the current account standings for all funds.
- Review of Check Register – OA Rodriguez reviewed the deposits to the Citizens Bank account and noted one voided check, #30345. OA Rodriguez also reported that two checks were issued with one signature each, # 30370 and 30371.
- RunTracker – OA Rodriguez reported the December RunTracker numbers for December 2019 and the year-end totals. Staff and Board discussed some of the details of the call breakdown for the year. Also included in the Board packet was a Year-End Statistics Narrative, provided by Cpt. Saalsaa.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon reported that he is the new Volunteer President adding that the Association will be reviewing their bylaws and developing a budget for the funds that the District sets aside for volunteer operations. President Loudon stated that he will work with the volunteers to establish their mission. He added that the volunteer committee meetings will be more regularly scheduled. President Brand thanked President Loudon for the report, adding that the Board is glad to have that information.
2. IAFF Local 4925 – Union President Haney reported that Cpt. Saalsaa stepped down as Union President and that he has taken the mantle. He added that Moser has retained the Vice President role and Coerper has take on the role of Secretary/Treasurer.

VI. OLD BUSINESS

1. Master Plan Documents – 2nd Reading – Phillips presented her updated notes, adding that there were no significant changes to the content, only minor grammar and typographic changes. President Brand suggested including a goal in the master plan that states that the

- District will continue to “encourage volunteers to become officers”. Treasurer Jacobs recommended adding a statement to the volunteer section “also see goals related to volunteers, page 12” in order to cross reference this information. The Board asked for the Master Plan and Overview to be returned for a 2nd reading at the February 2020 meeting.
2. Appreciation Dinner Update – Phillips reported that she met with the decoration committee and they came up with a plan for décor for the event. They will meet again in a few weeks for a final approval for centerpieces. Chief Miller confirmed that he will still purchase door prizes adding that the volunteers enjoyed the door prizes last year.
 3. Capitalization Policy – 2nd Reading – **Jones motioned to adopt the Asset Capitalization and Depreciation policy. Treasurer Jacobs seconded. Motion passed 4-0.**
 4. Siren Job Description – 2nd Reading – **Treasurer Jacobs motioned to adopt the Siren Job Description. Phillips seconded. Motion passed 4-0.**
 5. Chief Miller Annual Contract & Goals – President Brand stated that negotiations have been going well, that they have completed their comparables with similar districts. He added that they have been working with Chief Miller on his goals for 2020 and will approve those at the next meeting. **Treasurer Jacobs motioned to adopt attachment A with the same language as the prior contract with a CPI West increase, as of December 2019, of 2.8%. Jones seconded. Motion passed 4-0.** Treasurer Jacobs asked if the Board would ever entertain a salary schedule for the Fire Chief position in order to have the salary of the Chief be more predictable. The Board briefly discussed the pros and cons of having a step plan in place and Treasurer Jacobs asked the other members to consider this for future contracts.
 6. Newspaper Articles – Treasurer Jacobs reported that the Board has secured a position for a column in April in the Philomath Express. She offered to work with staff to draft an article related to the Master Plan.
 7. Board Goals – President Brand reported that he will keep tabs on the County Commissioners meetings and is working to make a personal connection with them. Treasurer Jacobs added that she looked at the committees that report to the commissioners and was not able to identify any that related to the business of the Fire District other than the planning commission. Phillips reported that she reached out to the city planning commissioner but has not yet heard back. President Brand recommended that the Board monitor the agenda and minutes of these entities to see if there are any topics that relate to the Fire District. Treasurer Jacobs recommended keeping an eye on the City Council meetings as well and recommended President Brand talk to the Mayor and Public Works to get connected.

VII. NEW BUSINESS

1. Discrimination and Harassment Policy – 1st Reading – OA Rodriguez presented the draft policy provided by SDAO to replace the District’s prior Harassment policy. President Brand mentioned concern about using the verbiage “employees”, potentially excluding District volunteers. OA Rodriguez recommended adjusting “employees” to “personnel” or “individual”. Treasurer Jacobs recommended advancing to 2nd reading at the February meeting.
2. Self-Contained Breathing Apparatus Funding – OA Rodriguez stated, after having spoken with a local budgeting specialist, that the SCBAs cannot be paid for with the reserve funds due to the verbiage used on the reserve fund budget. Chief Miller stated that he thinks that the expense for the SCBAs can be classified as an emergency due to the fact that several packs have been decommissioned due to mechanical and electrical failures as well as the hazard that it presents to District personnel as well as members of the public. Chief Miller emphasized that the condition of the current SCBAs is a huge safety concern.

President Brand agreed that replacement of the SCBAs can be considered an emergency. Staff added that many of the SCBAs currently on the apparatus are not working properly. Chief Miller stated that it is likely the SCBAs will not arrive and be in-service until next fiscal year so the funds can be budgeted for. Jones recommended correcting the verbiage of the reserve accounts for future needs.

3. Fiscal Management Policy – No changes were made to this policy; the Board policies were adjusted to reference this policy. OA Rodriguez read the section in this policy that the Board policies refer to, under Section VI, Item 2, Checks: Checks are required to have a minimum of one signature from a Board member. However, every effort will be made to collect two signatures by any two board members. Checks issued with only one signature will be reported during the next scheduled Board meeting and noted in the minutes.
4. Board Policies – 1st Reading – OA Rodriguez reviewed the change to Article V, Section 3, line C, noting that the Board policy will, in future, reference the Fiscal Management policy. The Board agreed to move the Board Policies to a 2nd reading in February.
5. Vehicle Maintenance Plan – Chief Miller stated that the vehicle maintenance plan will be worked on by Douglas Baily.

VIII. ACTION ITEMS –

Scheduled Speakers - OA Rodriguez reminded the Board that the audit presentation is scheduled for the February meeting, as well as an insurance presentation from Jeff Griffin. She added that a Corrective Action Plan was created, based on the auditors' findings, and will be submitted to the Secretary of State.

Captain Pay Schedule – Chief Miller asked the Board to approve the pay schedule for the Captain position. Chief Miller reported that the Union members reviewed and approved the pay schedule already. **Treasurer Jacobs motioned to adopt the Captain pay schedule as presented. Phillips seconded.** Chief Miller noted that this document will become Attachment B for the CBA, effective immediately. **Motion passed 4-0.**

IX. NEXT MEETING – February 4th, 2020 – Jones stated that she will not be in attendance.

X. ADJOURNMENT – Meeting adjourned at 17:06.

PHILOMATH FIRE & RESCUE

February 4, 2020

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order by President Rick Brand at 15:02. Board members present were President Rick Brand, Treasurer Ruth Jacobs, and Vice President Joe Brier. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests: Volunteer President Andy Loudon, Ken Corbin, Volunteer Vice President Jessica Olsen, Union President Victor Haney, Jeff Griffith of SDAO and Peter Gelser from Koontz, Blasquez, & Associates.
- II. ACTION ITEMS
 - A. Approval of Minutes – President Brand noted that the section relating to the Fiscal Management Policy is a continuation of the SCBA policy and does not reflect the discussion of the policy. The Board asked OA Rodriguez to correct the minutes related to the SCBAs and Fiscal Management policy and return them to the March meeting for approval.
 - B. Approval of Bills – OA Rodriguez presented the monthly bills, noting expenses for large check tracking, an insurance payment, class tuition for the officers, and expenses for the 90-year campaign. **Treasurer Jacobs motion to approve payment of the bills in the amount of \$69,288.39. Vice President Brier seconded. Motion passed 3-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. President – President Brand stated that he attended the Promotional Ceremony and was impressed at all of the certifications that were recognized and the commitment that the personnel put in to achieving those. He also commented on the variety of certifications that were achieved. Chief Miller noted that the District has focused on encouraging each member to enrich their fire service careers.
 2. Fire Chief –
Personnel – Chief Miller reported that 28 personnel received 54 awards at the recent Promotional Ceremony. Chief Miller thanked the personnel who helped coordinate the event. Chief Miller reported that the community Business Inspection Program is back in swing with 20 businesses identified for inspection for the year.
Chief Miller stated that the entire personnel were recertified on CPR, thanks to Captain Saalsaa.
Chief Miller noted that budget discussions have begun among the staff.
Chief Miller reported that he spoke with the Civil Service Commission regarding the current hiring list and they agreed that it needs to be refreshed, which he plans to have happen sometime this Spring.
Volunteers – Chief Miller reported that he attended the Volunteer Business meeting and has moved forward with the 90-year campaign. Volunteer President Loudon confirmed that all personnel are on-board with the project. Chief Miller stated that he has reached out to some local businesses to coordinate events throughout the District for this 90-year celebration.
Apparatus – Chief Miller reported that 241 and 244 will be going in for periodic maintenance this week.

Equipment – Chief Miller noted that the SCBA units will likely be received in the next several weeks however there is a hold up for the masks that the District ordered, potentially delaying implementation.

Meetings – Chief Miller reported that the new 911 District has been a significant topic for the Fire District and neighboring Districts. He added that their budget cycle will begin July 1, 2020, potentially alleviating the Philomath Fire District from their annual financial commitment to Dispatch.

Chief Miller stated that he is working with the Long-Range Radio group toward cleaning up the radio channels and transmission oversight from Dispatch.

Chief Miller reported that he met with neighboring Districts' Boards and spoke with them about the District's updated Master Plan.

Chief Miller stated that he has been talking with regional leadership about creating a regional standard for response in case of any emergencies in the region as well as developing a response matrix.

Chief Miller reported that he and Treasurer Jacobs will be attending the SDAO Conference this coming weekend.

President Brand asked about the District's current radio system. Chief Miller stated that any upgrades to the system would go through the 911 District with the participating groups leasing the equipment from them. He added that 911 District should maintain that equipment as well. President Brand also asked after the conversations with the neighboring Districts. Chief Miller stated that there were questions relating to having personnel stationed in Wren and encouraging them to contribute toward the expenses of staffing that location, towards a residence/Office in Wren. He added that the neighboring districts have been enthusiastic about working with Philomath in any way possible. Chief Miller reported that Blodgett is looking into developing a station near the Blodgett market. President Brand cautioned Chief Miller to consider the ongoing costs of adding personnel at Station 202. Chief Miller added that he has reached out to the Alsea Fire Department, as well.

3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez presented the January 2020 Revenue and Expense reports. She noted the corrections to the fund interest allocations resulting from allocating interest from the LGIP account to the General Fund, GO Bond, and Reserve Funds.
- Review of Check Register – OA Rodriguez reviewed the Check Register for January 2020, noting 3 overdraft fees from Citizens Bank.
- RunTracker – OA Rodriguez presented the January 2020 RunTracker numbers: 65 calls; 17 Fire, 48 Medical. She quickly reviewed the January call totals since 2015 and noted the year end projections for those prior years as well as 2020.
- Chief Vacation Hours – OA Rodriguez noted that she has included the Chief's vacation hours in the Board packets and will continue to do so in future Board packets.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Loudon stated that the Volunteer's Business meeting will be next Tuesday, February 11th. He added that this will be the first meeting where all the committees will meet and discuss budgets which will help inform the budget line item for the Volunteer Activity Account.
2. IAFF Local 4925 – Union President Haney stated that he has no reports but had a few comments. He appreciated the Board members that were able to attend the Promotional Ceremony. He also apologized for his son stealing the show.

VI. OLD BUSINESS

1. Master Plan Documents – 2nd Reading – OA Rodrigues presented the clean copy of the document, noting that there were grammar and typographic changes but no substantive changes. **Treasurer Jacobs moved to adopt the Master Plan and Master Plan Summary as presented. Vice President Brier Seconded. Motion passed 3-0.**
2. Appreciation Dinner Update – OA Rodriguez noted that Phillips had no report for the Board, adding that the Decoration committee will meet this coming Sunday to finalize centerpieces. OA Rodriguez stated that the RSVP survey went out twice and will go out once more. Chief Miller stated that the Hallmark Inn has donated a stay at the Coast and Chief Miller is compiling a list of gift cards to purchase for the event.
3. Newspaper Articles – Treasurer Jacobs stated that she would like to meet with some of the personnel to discuss the Master Plan. OA Rodriguez added that she would like the Board to contribute an article for the newsletter and reminded the Board that they had discussed creating an opportunity for the members of the community to come learn more about the Master Plan. President Brand encouraged Treasurer Jacobs and Phillips to create a draft article and submit it to the staff for review. Treasurer Jacobs stated that she would like to set a meeting with Volunteer Corbin to discuss some of the evolution of the District over the years. Treasurer Jacobs asked Chief Miller to see if he can locate the District's first master plan to compare where the District started and where they are now.
4. Board Goals – President Brand stated that he has not yet had a chance to connect with the City Manager or the Public Works leadership. Treasurer Jacobs added that she hasn't yet had a chance to connect with the Planning Commission, though she has left messages.
5. Discrimination and Harassment Policy – 2nd Reading – OA Rodriguez noted that the Discrimination and Harassment policy has been reviewed by SDAO and their HR specialists. Treasurer Jacobs asked that the current iteration of the policy be returned at the March meeting for a 2nd Reading.
6. Board Policies – 2nd Reading – **Treasurer Jacobs moved to approve the Board Policies as presented. Vice President Brier seconded. Motion passed 3-0.**
7. Captain Job Description – 2nd Reading – OA Rodriguez noted that the Job Description was presented to the Board for a 2nd reading in October but was never adopted. **President Brand motioned to approve the Captain Job Description as presented. Treasurer Jacobs seconded. Motion passed 3-0.**

VII. NEW BUSINESS

1. Audit Presentation – Peter Gelser, of Koontz, Blasquez, & Associates, presented the audit results, adding that he will tailor the presentation for the needs of the Board. He discussed discrepancies they found including creating conflagration funds receivable as well as mis-classified expenditures for the fire truck. Mr. Gelser noted that he and OA Rodriguez discussed these discrepancies previously as well as possible resolutions for them. Mr. Gelser also briefly reviewed the financials of the audit and drew the Board's attention to the financial position and the fund balances of the District. He also directed the Board to the budget to actuals statement at the back of the report. He encouraged the Board members to reach out to him with any questions they may have. President Brand noted the differences in overall funds from 2014 to 2018. The Board thanked Mr. Gelser for his time and his presentation.
2. Insurance Presentation – Jeff Griffin, from SDAO, started the Board with an overview of the financial standing of the District from the liability and financial health standpoint. He

noted that the District is receiving the full longevity and Best Practices credits. He encouraged the Board to host a class, possibly related to Duties and Responsibilities, for the new Board members and a refresher for the senior Board members. Treasurer Jacobs stated that she would like the District to host an event that includes neighboring Districts as well. Mr. Griffin reviewed some significant national disasters that have affected the Insurance Industry and suggested that property insurance rates are likely to increase from 8 to 10%, adding that larger deductibles could help offset the insurance expense. Mr. Griffin added that Worker's Compensation rates have fallen and emphasized that the District is in a good financial position. Mr. Griffin recommended that the District consider increasing their deductibles in the future, though it is not financially beneficial now. Mr. Griffin also recommended that the District staff work through a mock OSHA inspection to evaluate their safety practices, including a report to make improvements for safety of the personnel. The Board and Mr. Griffin discussed some hot topics in the Fire Service including OSHA, personnel hydration, and insurance, generally. The Board thanked Mr. Griffin for his presentation and his time.

3. Wage & Benefits Recommendation – Chief Miller stated that the CPI West rate is 2.8%, per the December 2019 report, and he is making a recommendation that the non-represented paid staff receive that increase as per the annual COLA, effective 07/01/2020.
4. Appoint Budget Officer – **Treasurer Jacobs motioned to appoint Chief Miller as Budget Officer. Vice President Brier seconded. Motion passed 3-0.**
5. Set Budget Calendar – OA Rodriguez presented the Budget Calendar for 2020 and reminded the Board that the next step is to appoint the Budget Committee, adding that she has reached out to prior Budget Committee members to see if they would be interested in participating again this year. President Brand stated that a goal for the District next budget year should include increasing the personnel so that there is better coverage for sick days and vacations, mitigating the District's reliance upon the part-time pool. Chief Miller added that during the Training Audit it was identified that training the part-timers to the same standard as the full-time personnel is challenging because they are not on-site as often. Treasurer Jacobs noted that she would like to see a 5-year projection for the District's anticipated revenue and the personnel expenses. She added that she would like to see systematic contributions to the reserve funds. Chief Miller and the Board discussed options for funding future personnel expenses including grants, levies, and reserve funds.
6. Review Civil Service Commission (CSC) Minutes – OA Rodriguez reviewed the meeting minutes from their January 7, 2020 meeting. Chief Miller stated that the CSC was supportive of an internal hiring process but noted that there was not a sufficient number of interested personnel.

VIII. ACTION ITEMS

Chief Goals were included in the Board packet and the Board asked the Chief to include their suggestions in his goals and to bring them back to the Board at the March meeting.

- IX. NEXT MEETING – March 3rd, 2020 –Brier, Jacobs and Brand all agreed they will be present for the March meeting. OA Rodriguez confirmed that the Board meeting days will return to Mondays in April 2020.
- X. ADJOURNMENT - Meeting adjourned at 16:51.

Philomath Fire and Rescue

Transaction by Account

February 2020

Type	Date	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
6000 · Materials and Services				
6001 · Contracted Professional Service				
Bill	02/04/2020	Koontz, Blasquez & Associates, ...	Audit Payment #3	1,200.00
Bill	02/04/2020	Kamind IT, Inc.	Office 365 support	195.84
Bill	02/04/2020	Koopman Consulting	Payroll services	230.00
Bill	02/11/2020	Security Alarm Corp	202 - Fire & Security System Monitoring	317.00
Bill	02/11/2020	Security Alarm Corp	203 - Fire & Security Monitoring	317.00
Bill	02/12/2020	ESO Solutions, Inc.	ESO system for inspections and initial ...	1,930.00
Total 6001 · Contracted Professional Service				4,189.84
6010 · Office Supplies				
Bill	02/04/2020	OSCU 402518-72	Receipt book for merchandise sale	6.98
Bill	02/11/2020	Element Graphics, Inc.	90-year stickers	187.50
Bill	02/11/2020	OSCU 402518-72	notepads	19.98
Bill	02/11/2020	OSCU 402518-72	super glue	22.42
Bill	02/11/2020	OSCU 402518-72	Square terminal	49.00
Bill	02/11/2020	OSCU 402518-72	Whiteboard markers and budget folders	47.08
Bill	02/24/2020	OSCU 402518-72	copy paper	26.39
Bill	02/24/2020	OSCU 402518-72	gift bag for chamber lunch	1.00
Total 6010 · Office Supplies				360.35
6011 · Postage/Shipping				
Bill	02/11/2020	Lillee Rodriguez	Stamps	96.05
Total 6011 · Postage/Shipping				96.05
6030 · Dues and Fees				
Bill	02/04/2020	Oregon Volunteer Firefighters A...	Annual membership	275.00
Bill	02/04/2020	Oregon Fire District Directors As...	Annual Membership	1,250.00
Check	02/10/2020	AsiFlex	Benefits admin fee	15.00
Bill	02/11/2020	OFSOA	OFSOA Dues - Rodriguez	40.00
Bill	02/24/2020	ISFSI	Instructor Dues	125.00
Total 6030 · Dues and Fees				1,705.00
6050 · Utilities				
Bill	02/04/2020	City of Philomath	201 - Water	261.15
Bill	02/04/2020	City of Philomath	Fire Line water	10.00
Bill	02/04/2020	Consumers Power Inc.	Bellfountain Pump House power	66.63
Bill	02/04/2020	Consumers Power Inc.	203 - power	413.82
Bill	02/04/2020	Culligan	201 - Bottled water & cooler rental	55.50
Bill	02/11/2020	Republic Services	201 - Garbage	226.56
Bill	02/11/2020	Culligan	201 - bottled water	33.00
Bill	02/21/2020	Consumers Power Inc.	Daisy Drive - power	25.14
Bill	02/21/2020	Consumers Power Inc.	Priest Rd power	61.17
Bill	02/21/2020	Consumers Power Inc.	202 - Power	92.88
Bill	02/21/2020	NW Natural	201- natural gas	289.69
Total 6050 · Utilities				1,535.54
6060 · Telephone, Pagers, Internet				
Check	02/04/2020	AT&T Mobility	Tablets	40.97
Bill	02/04/2020	Pioneer Telephone Cooperative	202 phones and burn line	98.82
Bill	02/04/2020	Alyrica	201 - Internet & Phones	492.87
Bill	02/24/2020	Century Link	203- Phones	156.00
Total 6060 · Telephone, Pagers, Internet				788.66
6070 · Travel				
Bill	02/11/2020	OSCU 402518-70	Breakfast at SDAO Conference	34.00
Bill	02/11/2020	OSCU 402518-70	Dinner at SDAO Conference	55.00
Bill	02/11/2020	OSCU 402518-70	Breakfast at SDAO Conference	18.20
Bill	02/11/2020	OSCU 402518-70	Hotel Stay for SDAO Conference - Jac...	272.42
Bill	02/11/2020	OSCU 402518-70	Hotel Stay for SDAO Conference - Miller	94.50
Total 6070 · Travel				474.12

Philomath Fire and Rescue

Transaction by Account

February 2020

Type	Date	Name	Memo	Amount
6080 · Conference				
Bill	02/24/2020	Oregon Volunteer Firefighters A...	OVFA Conference - Theurer	243.00
Bill	02/24/2020	Ruth Jacobs`	SDAO Conference - Jacobs	230.00
Bill	02/24/2020	OFSOA	Spring Conference - Rodriguez	230.00
Total 6080 · Conference				703.00
6090 · Education/Training				
Bill	02/11/2020	Linn-Benton Community College	Firefighter I Academy - Rose, Ruby, Ri...	1,500.00
Bill	02/21/2020	Rich Saalsaa	Online Ambulance Driving Course - S...	47.00
Bill	02/25/2020	Task Force 1 Inc	Company Officer Prep School - Bovbje...	600.00
Bill	02/25/2020	International Code Council	2019 OR Fire Code	106.00
Total 6090 · Education/Training				2,253.00
6100 · Equipment Maintenance Agreement				
Bill	02/11/2020	CTX	201 - Kyocera copies	53.48
Bill	02/21/2020	Life Safety Corporation	SCBA testing & repairs for 6 packs	552.03
Total 6100 · Equipment Maintenance Agreement				605.51
6130 · Gas & Oil				
Bill	02/04/2020	OSCU 402518-71	Chainsaw fuel	11.16
Bill	02/11/2020	Carson Oil	Fuel	461.78
Bill	02/11/2020	OSCU 402518-70	Fuel - to and from SDAO Conference - ...	36.32
Bill	02/25/2020	Carson Oil	Fuel	410.19
Total 6130 · Gas & Oil				919.45
6160 · Equipment Maintenance				
Bill	02/04/2020	Valley Fire Control	Annual fire extinguisher service	427.85
Total 6160 · Equipment Maintenance				427.85
6161 · Vehicle Maintenance				
Bill	02/11/2020	Hughes Fire Equipment, Inc.	233 - Brakes and pump repair	556.92
Bill	02/11/2020	TWGW, Inc. dba Philomath Napa	224 - Battery	315.98
Credit	02/12/2020	TWGW, Inc. dba Philomath Napa	credit for battery core	-36.00
Bill	02/21/2020	Hughes Fire Equipment, Inc.	244 - NFPA inspection	379.47
Bill	02/21/2020	Hughes Fire Equipment, Inc.	244- periodic maintenance	1,119.71
Total 6161 · Vehicle Maintenance				2,336.08
6170 · Building Maint and Improvements				
Bill	02/21/2020	True Value	201 - hose bib installation	41.51
Bill	02/21/2020	Mainline Pump & Irrigation, LLC	201 - hose bib installation	10.00
Bill	02/21/2020	True Value	201 - shelf & plumbing supplies	75.93
Total 6170 · Building Maint and Improvements				127.44
6180 · Grounds Maintenance				
Bill	02/21/2020	RG Smith Electric & Plumbing	Street light repair	309.81
Bill	02/21/2020	True Value	weed spray	25.98
Total 6180 · Grounds Maintenance				335.79
6200 · Supplies - Department				
Bill	02/04/2020	OSCU 402518-73	Equipment for training room	78.96
Bill	02/04/2020	OSCU 402518-72	6 Tablecloths	129.55
Bill	02/04/2020	OSCU 402518-72	Promotional ceremony refreshments	43.35
Bill	02/04/2020	OSCU 402518-70	Promotional Ceremony cake	70.00
Bill	02/04/2020	OSCU 402518-70	Promotional Ceremony Cupcakes	59.40
Bill	02/04/2020	OSCU 402518-72	Promotional Ceremony refreshments &...	9.00
Bill	02/11/2020	True Value	fasteners	13.34
Bill	02/11/2020	True Value	nozzle for 201 garden hose	31.15
Bill	02/11/2020	OSCU 402518-73	d batteries	25.98
Bill	02/11/2020	Allan's Coffee & Tea	201 - coffee	203.40
Bill	02/12/2020	OSCU 402518-70	light bulbs	65.96
Bill	02/12/2020	OSCU 402518-70	photo controls for lighting	11.95
Bill	02/12/2020	OSCU 402518-70	lamp	34.99

Philomath Fire and Rescue Transaction by Account February 2020

Type	Date	Name	Memo	Amount
Bill	02/24/2020	OSCU 402518-72	Mapbooks update - print job	905.73
Bill	02/24/2020	OSCU 402518-72	Shower caddy - admin	18.97
Total 6200 · Supplies - Department				1,701.73
6210 · Supplies - Medical				
Bill	02/11/2020	Life Assist, Inc.	atropine, ekg paper, shears, tourniquet	136.55
Bill	02/11/2020	Life Assist, Inc.	naloxone	160.36
Bill	02/11/2020	OSCU 402518-73	hand sanitizers	72.50
Bill	02/11/2020	OSCU 402518-73	hand sanitizer	125.88
Bill	02/21/2020	Industrial Welding Supply, Inc	Oxygen	15.70
Bill	02/25/2020	Industrial Welding Supply, Inc	Oxygen	23.55
Total 6210 · Supplies - Medical				534.54
6240 · Supplies - Consumables				
Bill	02/21/2020	True Value	miscellaneous shop supplies	42.56
Bill	02/21/2020	True Value	urethane & fasteners	16.61
Bill	02/21/2020	OSCU 402518-72	AAA batteries	30.66
Bill	02/25/2020	Industrial Welding Supply, Inc	Helium	115.00
Total 6240 · Supplies - Consumables				204.83
6250 · Uniforms				
Bill	02/04/2020	SeaWestern	Boots	162.60
Bill	02/11/2020	Northwest Safety Clean	Turnout Inspections	1,132.15
Bill	02/14/2020	SeaWestern	shipping for boots	19.60
Total 6250 · Uniforms				1,314.35
6270 · Volunteer - Activities				
Bill	02/11/2020	OSCU 402518-72	Volunteer Business Meeting Raffle Priz...	25.00
Bill	02/11/2020	OSCU 402518-72	Volunteer Raffle Prizes - Cabellas & A...	50.00
Bill	02/11/2020	OSCU 402518-72	Volunteer Raffle Prizes - Vinwood	25.00
Bill	02/11/2020	Philomath Volunteer Fire Depart...	Reimburse Volunteers for Business Me...	156.34
Bill	02/11/2020	OSCU 402518-72	Volunteer Raffle Prizes - Timber Towne	25.00
Bill	02/12/2020	Bimart Corporation	Volunteer sodas	116.22
Bill	02/21/2020	OSCU 402518-72	Volunteer beverages	70.56
Bill	02/21/2020	OSCU 402518-73	ink for volunteer printer	18.80
Bill	02/21/2020	R3 Engraving & Signs	Longevity award - Theurer	135.00
Total 6270 · Volunteer - Activities				621.92
6280 · Volunteer Incentive Program				
Bill	02/21/2020	OSCU 402518-70	Door prize - Fire Store	50.00
Bill	02/21/2020	OSCU 402518-70	Door Prize - Sisters Bunkhouse	150.00
Bill	02/21/2020	R3 Engraving & Signs	Chief Award - Louden	95.00
Bill	02/24/2020	Bimart Corporation	Centerpiece decorations	70.84
Bill	02/24/2020	DTW Poductions, LLC	Appreciation Dinner Band	250.00
Bill	02/25/2020	Witmer Public Safety Group	Door Prize - Fire Store	50.00
Total 6280 · Volunteer Incentive Program				665.84
6310 · Physical & Immunizations				
Bill	02/11/2020	Occupational Medicine Dept.	Physical - Saalsaa	562.00
Bill	02/25/2020	Philomath Pharmacy	Flu Shots - Brown, Corbin, Dellinger, D...	223.92
Total 6310 · Physical & Immunizations				785.92
6320 · Community Involvement				
Bill	02/04/2020	Oregon Fire Service Honor Guard	Color guard at Promotional Ceremony	100.00
Bill	02/11/2020	Rotary Club of Philomath, OR	Salmon & Jazz Sponsorship	250.00
Bill	02/24/2020	City of Philomath	2 Flower Basket Sponsorships	180.00
Total 6320 · Community Involvement				530.00
Total 6000 · Materials and Services				23,216.81

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Accrual Basis

**Philomath Fire and Rescue
Transaction by Account
February 2020**

Type	Date	Name	Memo	Amount
7000 · Capital Outlay				
7110 · Capital Outlay - Building				
Bill	02/24/2020	My-Comm, Inc	201 - Speakers in Bay	2,046.90
		Total 7110 · Capital Outlay - Building		2,046.90
7040 · Capital Outlay - Office				
Bill	02/04/2020	OSCU 402518-73	New lithium batteries for tablets	348.00
		Total 7040 · Capital Outlay - Office		348.00
7080 · Capital Outlay-Protective Equip				
Bill	02/11/2020	CMC Rescue Inc.	rope, shrink tubing	930.75
Bill	02/24/2020	SeaWestern	1 set of turnouts - Dunworth	1,954.20
		Total 7080 · Capital Outlay-Protective Equip		2,884.95
		Total 7000 · Capital Outlay		5,279.85
		Total Expense		28,496.66
		Net Ordinary Income		-28,496.66
		Net Income		-28,496.66

Philomath Fire and Rescue
Balance Sheet by Class
As of February 29, 2020

	GO Bond 2016 - D...	General Fund	Building Reserve ...
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	-28,174.69	104,259.98	0.00
1000 · Petty Cash	0.00	50.00	0.00
1010 · Wells Fargo Checking	0.00	0.20	0.00
1050 · Local Government Investment Poo	371,094.86	677,589.22	215,952.67
1060 · OSU - Savings Account	0.00	10,648.47	0.00
Total Checking/Savings	342,920.17	792,547.87	215,952.67
Accounts Receivable			
11000 · Accounts Receivable	0.00	91,648.83	0.00
Total Accounts Receivable	0.00	91,648.83	0.00
Other Current Assets			
12100 · Inventory Asset	0.00	2,053.05	0.00
Total Other Current Assets	0.00	2,053.05	0.00
Total Current Assets	342,920.17	886,249.75	215,952.67
TOTAL ASSETS	342,920.17	886,249.75	215,952.67
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	2,943.53	0.00
Total Accounts Payable	0.00	2,943.53	0.00
Other Current Liabilities			
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	220.00	0.00
2240 · Child Support Payable	0.00	145.00	0.00
2100 · Wages Payable	0.00	7,432.84	0.00
2110 · Federal Income Tax Payable	0.00	5,181.73	0.00
2120 · FICA Payable	0.00	3,533.51	0.00
2125 · Medicare Payable	0.00	1,003.82	0.00
2130 · State Income Tax Payable	0.00	4,891.46	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	88.09	0.00
2140 · PERS Payable	0.00	7,014.94	0.00
2145 · OR Saving Growth 457 Payable	0.00	500.00	0.00
2150 · Health Insurance Prem. Payable	0.00	631.76	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	312.12	0.00
2230 · Flexible Spending Account	0.00	1,369.49	0.00
2232 · Union Dues	0.00	600.05	0.00
Total 2400 · Payroll Liabilities	0.00	32,924.81	0.00
Total Other Current Liabilities	0.00	32,924.81	0.00
Total Current Liabilities	0.00	35,868.34	0.00
Total Liabilities	0.00	35,868.34	0.00
Equity			
3010 · Fund Balance	0.00	-893,510.62	-445,656.42
3200 · Unallocated Fund Balance	0.00	883,151.59	445,656.42
Net Income	342,920.17	860,740.44	215,952.67
Total Equity	342,920.17	850,381.41	215,952.67
TOTAL LIABILITIES & EQUITY	342,920.17	886,249.75	215,952.67

Philomath Fire and Rescue
Balance Sheet by Class
As of February 29, 2020

	Equipment Reser...	Vehicle Reserve F...	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	0.00	0.00	76,085.29
1000 · Petty Cash	0.00	0.00	50.00
1010 · Wells Fargo Checking	0.00	0.00	0.20
1050 · Local Government Investment Poo	281,929.80	72,290.62	1,618,857.17
1060 · OSU - Savings Account	0.00	0.00	10,648.47
Total Checking/Savings	281,929.80	72,290.62	1,705,641.13
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	91,648.83
Total Accounts Receivable	0.00	0.00	91,648.83
Other Current Assets			
12100 · Inventory Asset	0.00	0.00	2,053.05
Total Other Current Assets	0.00	0.00	2,053.05
Total Current Assets	281,929.80	72,290.62	1,799,343.01
TOTAL ASSETS	281,929.80	72,290.62	1,799,343.01
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	2,943.53
Total Accounts Payable	0.00	0.00	2,943.53
Other Current Liabilities			
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	220.00
2240 · Child Support Payable	0.00	0.00	145.00
2100 · Wages Payable	0.00	0.00	7,432.84
2110 · Federal Income Tax Payable	0.00	0.00	5,181.73
2120 · FICA Payable	0.00	0.00	3,533.51
2125 · Medicare Payable	0.00	0.00	1,003.82
2130 · State Income Tax Payable	0.00	0.00	4,891.46
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	88.09
2140 · PERS Payable	0.00	0.00	7,014.94
2145 · OR Saving Growth 457 Payable	0.00	0.00	500.00
2150 · Health Insurance Prem. Payable	0.00	0.00	631.76
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	312.12
2230 · Flexible Spending Account	0.00	0.00	1,369.49
2232 · Union Dues	0.00	0.00	600.05
Total 2400 · Payroll Liabilities	0.00	0.00	32,924.81
Total Other Current Liabilities	0.00	0.00	32,924.81
Total Current Liabilities	0.00	0.00	35,868.34
Total Liabilities	0.00	0.00	35,868.34
Equity			
3010 · Fund Balance	-256,987.45	-188,222.07	-1,784,376.56
3200 · Unallocated Fund Balance	256,987.45	188,222.07	1,774,017.53
Net Income	281,929.80	72,290.62	1,773,833.70
Total Equity	281,929.80	72,290.62	1,763,474.67
TOTAL LIABILITIES & EQUITY	281,929.80	72,290.62	1,799,343.01

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

	GO Bond 2016 - D...	General Fund	Building Reserve ...
Ordinary Income/Expense			
Income			
4060 · Conflagration Income	0.00	133,732.26	0.00
4500 · Transfers In	0.00	0.00	0.00
4050 · Public Education Income	0.00	8,051.00	0.00
4040 · Bond Income	370,077.94	0.86	0.00
4000 · Carryover Fund Balance	0.00	505,007.19	213,470.19
4010 · Delinquent Property Taxes	0.00	13,047.20	0.00
4020 · Current Property Taxes	0.00	1,151,191.43	0.00
4025 · Interest - Property Tax	0.00	-444.52	0.00
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	18.91	0.00
4030 · Investments - LGIP	1,016.92	8,580.33	2,482.48
Total 4026 · Interest Income	1,016.92	8,599.24	2,482.48
4035 · Grants Income	0.00	1,067.50	0.00
4900 · Miscellaneous Income	0.00	6,506.52	0.00
Total Income	371,094.86	1,826,758.68	215,952.67
Gross Profit	371,094.86	1,826,758.68	215,952.67
Expense			
Bad Debt	0.00	2,010.72	0.00
9010 · Transfers	0.00	99,752.00	0.00
5000 · Personnel Expenses			
5136 · Conflagration Wages	0.00	45,385.27	0.00
5100 · Fire Chief Wages	0.00	64,278.72	0.00
5105 · Deputy Chief Wages	0.00	44,416.00	0.00
5110 · Admin Asst Wages	0.00	30,810.01	0.00
5120 · Fire & Life Safety Officer Wage	0.00	35,314.47	0.00
5125 · Firefighter Wages	0.00	116,137.52	0.00
5130 · Overtime Wages	0.00	19,656.98	0.00
5135 · Extra Hire	0.00	26,817.22	0.00
5405 · Employers FICA	0.00	18,158.14	0.00
5410 · Employers Medicare	0.00	4,265.62	0.00
5420 · Workes Benefit Assessment	0.00	75.10	0.00
5421 · Workers Compensation	0.00	20,298.55	0.00
5430 · PERS - Employe	0.00	55,165.95	0.00
5431 · PERS - Pickup 6%	0.00	16,049.16	0.00
5440 · Health Insurance	0.00	95,122.37	0.00
Total 5000 · Personnel Expenses	0.00	591,951.08	0.00
6000 · Materials and Services			
6901 · Cost of Goods Sold	0.00	3,191.05	0.00
6217 · Supplies - EMR Classes	0.00	846.45	0.00
6216 · Supplies - FA/CPR Education	0.00	3,640.81	0.00
6091 · Tuition Reimbursement	0.00	11,543.83	0.00
6001 · Contracted Professional Service	0.00	19,845.50	0.00
6010 · Office Supplies	0.00	3,405.26	0.00
6011 · Postage/Shipping	0.00	1,253.03	0.00
6020 · Insurance and Bond	0.00	35,012.00	0.00
6030 · Dues and Fees	0.00	12,358.82	0.00
6050 · Utilities	0.00	15,847.45	0.00
6060 · Telephone, Pagers, Internet	0.00	8,575.51	0.00
6070 · Travel	0.00	7,871.95	0.00
6080 · Conference	0.00	983.00	0.00
6090 · Education/Training	0.00	10,004.11	0.00
6100 · Equipment Maintenance Agreement	0.00	1,692.16	0.00
6110 · Equipment Rentals	0.00	40.17	0.00
6130 · Gas & Oil	0.00	8,365.01	0.00
6150 · Radio Maintenance	0.00	1,757.17	0.00
6160 · Equipment Maintenance	0.00	1,107.14	0.00
6161 · Vehicle Maintenance	0.00	17,498.42	0.00
6170 · Building Maint and Improvements	0.00	4,266.42	0.00
6180 · Grounds Maintenance	0.00	5,411.82	0.00

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

	GO Bond 2016 - D...	General Fund	Building Reserve ...
6190 · Small Tools & Equipment	0.00	616.82	0.00
6200 · Supplies - Department	0.00	7,813.39	0.00
6210 · Supplies - Medical	0.00	7,604.12	0.00
6215 · Supplies - Prevention	0.00	1,372.26	0.00
6220 · Supplies - Suppression	0.00	174.83	0.00
6230 · Hazardous Materials	0.00	533.40	0.00
6240 · Supplies - Consumables	0.00	794.17	0.00
6250 · Uniforms	0.00	17,595.82	0.00
6260 · Dispatch	0.00	11,530.00	0.00
6270 · Volunteer - Activities	0.00	5,357.84	0.00
6280 · Volunteer Incentive Program	0.00	1,703.48	0.00
6310 · Physical & Immunizations	0.00	5,985.42	0.00
6320 · Community Involvement	0.00	1,416.29	0.00
6900 · Miscellaneous Expense	0.00	4,975.97	0.00
Total 6000 · Materials and Services	0.00	241,990.89	0.00
7000 · Capital Outlay			
7130 · Capital Outlay - Bond			
7135 · Fees	28,174.69	0.00	0.00
Total 7130 · Capital Outlay - Bond	28,174.69	0.00	0.00
7200 · Capital Outlay - Equipment	0.00	886.98	0.00
7150 · Capital Outlay - Vehicle	0.00	576.91	0.00
7110 · Capital Outlay - Building	0.00	5,500.03	0.00
7015 · Capital Outlay - Training	0.00	1,262.32	0.00
7030 · Capital Outlay - Medical	0.00	4,406.00	0.00
7040 · Capital Outlay - Office	0.00	3,822.51	0.00
7060 · Capital Outlay - Radio	0.00	4,653.80	0.00
7070 · Capital Outlay - Hose/Appliance	0.00	1,905.00	0.00
7080 · Capital Outlay-Protective Equip	0.00	7,300.00	0.00
Total 7000 · Capital Outlay	28,174.69	30,313.55	0.00
Total Expense	28,174.69	966,018.24	0.00
Net Ordinary Income	342,920.17	860,740.44	215,952.67
Net Income	342,920.17	860,740.44	215,952.67

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

	Equipment Reserv...	Vehicle Reserve F...	TOTAL
Ordinary Income/Expense			
Income			
4060 · Conflagration Income	0.00	0.00	133,732.26
4500 · Transfers In	99,752.00	0.00	99,752.00
4050 · Public Education Income	0.00	0.00	8,051.00
4040 · Bond Income	0.00	0.00	370,078.80
4000 · Carryover Fund Balance	179,159.85	71,459.59	969,096.82
4010 · Delinquent Property Taxes	0.00	0.00	13,047.20
4020 · Current Property Taxes	0.00	0.00	1,151,191.43
4025 · Interest - Property Tax	0.00	0.00	-444.52
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	0.00	18.91
4030 · Investments - LGIP	3,017.95	831.03	15,928.71
Total 4026 · Interest Income	3,017.95	831.03	15,947.62
4035 · Grants Income	0.00	0.00	1,067.50
4900 · Miscellaneous Income	0.00	0.00	6,506.52
Total Income	281,929.80	72,290.62	2,768,026.63
Gross Profit	281,929.80	72,290.62	2,768,026.63
Expense			
Bad Debt	0.00	0.00	2,010.72
9010 · Transfers	0.00	0.00	99,752.00
5000 · Personnel Expenses			
5136 · Conflagration Wages	0.00	0.00	45,385.27
5100 · Fire Chief Wages	0.00	0.00	64,278.72
5105 · Deputy Chief Wages	0.00	0.00	44,416.00
5110 · Admin Asst Wages	0.00	0.00	30,810.01
5120 · Fire & Life Safety Officer Wage	0.00	0.00	35,314.47
5125 · Firefighter Wages	0.00	0.00	116,137.52
5130 · Overtime Wages	0.00	0.00	19,656.98
5135 · Extra Hire	0.00	0.00	26,817.22
5405 · Employers FICA	0.00	0.00	18,158.14
5410 · Employers Medicare	0.00	0.00	4,265.62
5420 · Workes Benefit Assessment	0.00	0.00	75.10
5421 · Workers Compensation	0.00	0.00	20,298.55
5430 · PERS - Employe	0.00	0.00	55,165.95
5431 · PERS - Pickup 6%	0.00	0.00	16,049.16
5440 · Health Insurance	0.00	0.00	95,122.37
Total 5000 · Personnel Expenses	0.00	0.00	591,951.08
6000 · Materials and Services			
6901 · Cost of Goods Sold	0.00	0.00	3,191.05
6217 · Supplies - EMR Classes	0.00	0.00	846.45
6216 · Supplies - FA/CPR Education	0.00	0.00	3,640.81
6091 · Tuition Reimbursement	0.00	0.00	11,543.83
6001 · Contracted Professional Service	0.00	0.00	19,845.50
6010 · Office Supplies	0.00	0.00	3,405.26
6011 · Postage/Shipping	0.00	0.00	1,253.03
6020 · Insurance and Bond	0.00	0.00	35,012.00
6030 · Dues and Fees	0.00	0.00	12,358.82
6050 · Utilities	0.00	0.00	15,847.45
6060 · Telephone, Pagers, Internet	0.00	0.00	8,575.51
6070 · Travel	0.00	0.00	7,871.95
6080 · Conference	0.00	0.00	983.00
6090 · Education/Training	0.00	0.00	10,004.11
6100 · Equipment Maintenance Agreement	0.00	0.00	1,692.16
6110 · Equipment Rentals	0.00	0.00	40.17
6130 · Gas & Oil	0.00	0.00	8,365.01
6150 · Radio Maintenance	0.00	0.00	1,757.17
6160 · Equipment Maintenance	0.00	0.00	1,107.14
6161 · Vehicle Maintenance	0.00	0.00	17,498.42
6170 · Building Maint and Improvements	0.00	0.00	4,266.42
6180 · Grounds Maintenance	0.00	0.00	5,411.82

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

	Equipment Reserv...	Vehicle Reserve F...	TOTAL
6190 · Small Tools & Equipment	0.00	0.00	616.82
6200 · Supplies - Department	0.00	0.00	7,813.39
6210 · Supplies - Medical	0.00	0.00	7,604.12
6215 · Supplies - Prevention	0.00	0.00	1,372.26
6220 · Supplies - Suppression	0.00	0.00	174.83
6230 · Hazardous Materials	0.00	0.00	533.40
6240 · Supplies - Consumables	0.00	0.00	794.17
6250 · Uniforms	0.00	0.00	17,595.82
6260 · Dispatch	0.00	0.00	11,530.00
6270 · Volunteer - Activities	0.00	0.00	5,357.84
6280 · Volunteer Incentive Program	0.00	0.00	1,703.48
6310 · Physical & Immunizations	0.00	0.00	5,985.42
6320 · Community Involvement	0.00	0.00	1,416.29
6900 · Miscellaneous Expense	0.00	0.00	4,975.97
Total 6000 · Materials and Services	0.00	0.00	241,990.89
7000 · Capital Outlay			
7130 · Capital Outlay - Bond			
7135 · Fees	0.00	0.00	28,174.69
Total 7130 · Capital Outlay - Bond	0.00	0.00	28,174.69
7200 · Capital Outlay - Equipment	0.00	0.00	886.98
7150 · Capital Outlay - Vehicle	0.00	0.00	576.91
7110 · Capital Outlay - Building	0.00	0.00	5,500.03
7015 · Capital Outlay - Training	0.00	0.00	1,262.32
7030 · Capital Outlay - Medical	0.00	0.00	4,406.00
7040 · Capital Outlay - Office	0.00	0.00	3,822.51
7060 · Capital Outlay - Radio	0.00	0.00	4,653.80
7070 · Capital Outlay - Hose/Appliance	0.00	0.00	1,905.00
7080 · Capital Outlay-Protective Equip	0.00	0.00	7,300.00
Total 7000 · Capital Outlay	0.00	0.00	58,488.24
Total Expense	0.00	0.00	994,192.93
Net Ordinary Income	281,929.80	72,290.62	1,773,833.70
Net Income	281,929.80	72,290.62	1,773,833.70

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

	GO Bond 2016 - Debt Services				General Fund		
	Jul '19 - Fe...	Budget	\$ Over Bud...	% of Budget	Jul '19 - Fe...	Budget	\$ Over Budget
Ordinary Income/Expense							
Income							
4060 · Conflagration Income	0.00				133,732.26	127,000.00	6,732.26
4500 · Transfers In	0.00				0.00	0.00	0.00
4050 · Public Education Income	0.00				8,051.00	8,000.00	51.00
4040 · Bond Income	370,077.94	372,042.00	-1,964.06	99.5%	0.86	0.00	0.86
4000 · Carryover Fund Balance	0.00	0.00	0.00	0.0%	505,007.19	428,751.00	76,256.19
4010 · Delinquent Property Taxes	0.00				13,047.20	10,000.00	3,047.20
4020 · Current Property Taxes	0.00	0.00	0.00	0.0%	1,151,191.43	1,152,080.00	-888.57
4025 · Interest - Property Tax	0.00				-444.52	2,000.00	-2,444.52
4026 · Interest Income	1,016.92				8,599.24	8,496.00	103.24
4035 · Grants Income	0.00				1,067.50	323,000.00	-321,932.50
4900 · Miscellaneous Income	0.00				6,506.52	10,000.00	-3,493.48
Total Income	371,094.86	372,042.00	-947.14	99.7%	1,826,758.68	2,069,327.00	-242,568.32
Gross Profit	371,094.86	372,042.00	-947.14	99.7%	1,826,758.68	2,069,327.00	-242,568.32
Expense							
Bad Debt	0.00				2,010.72		
9010 · Transfers	0.00				99,752.00	99,752.00	0.00
9000 · Unappropriated Ending Fund Bal	0.00	625.00	-625.00	0.0%	0.00	391,707.00	-391,707.00
5000 · Personnel Expenses	0.00				591,951.08	893,138.00	-301,186.92
6000 · Materials and Services	0.00				241,990.89	371,180.00	-129,189.11
7000 · Capital Outlay	28,174.69	371,417.00	-343,242.31	7.6%	30,313.55	389,550.00	-359,236.45
Total Expense	28,174.69	372,042.00	-343,867.31	7.6%	966,018.24	2,145,327.00	-1,179,308.76
Net Ordinary Income	342,920.17	0.00	342,920.17	100.0%	860,740.44	-76,000.00	936,740.44
Net Income	342,920.17	0.00	342,920.17	100.0%	860,740.44	-76,000.00	936,740.44

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

	General Fu...	Building Reserve Fund				Equipment Reserve Fund		
		% of Budget	Jul '19 - Fe...	Budget	\$ Over Bud...	% of Budget	Jul '19 - Fe...	Budget
Ordinary Income/Expense								
Income								
4060 · Conflagration Income	105.3%	0.00				0.00		
4500 · Transfers In	0.0%	0.00				99,752.00	99,752.00	0.00
4050 · Public Education Income	100.6%	0.00				0.00		
4040 · Bond Income	100.0%	0.00				0.00		
4000 · Carryover Fund Balance	117.8%	213,470.19	213,407.19	63.00	100.0%	179,159.85	179,159.85	0.00
4010 · Delinquent Property Taxes	130.5%	0.00				0.00		
4020 · Current Property Taxes	99.9%	0.00				0.00		
4025 · Interest - Property Tax	-22.2%	0.00				0.00		
4026 · Interest Income	101.2%	2,482.48	893.00	1,589.48	278.0%	3,017.95	371.00	2,646.95
4035 · Grants Income	0.3%	0.00				0.00		
4900 · Miscellaneous Income	65.1%	0.00				0.00		
Total Income	88.3%	215,952.67	214,300.19	1,652.48	100.8%	281,929.80	279,282.85	2,646.95
Gross Profit	88.3%	215,952.67	214,300.19	1,652.48	100.8%	281,929.80	279,282.85	2,646.95
Expense								
Bad Debt		0.00				0.00		
9010 · Transfers	100.0%	0.00				0.00	0.00	0.00
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	214,300.19	-214,300.19	0.0%	0.00	203,282.85	-203,282.85
5000 · Personnel Expenses	66.3%	0.00				0.00		
6000 · Materials and Services	65.2%	0.00				0.00		
7000 · Capital Outlay	7.8%	0.00				0.00		
Total Expense	45.0%	0.00	214,300.19	-214,300.19	0.0%	0.00	203,282.85	-203,282.85
Net Ordinary Income	-1,132.6%	215,952.67	0.00	215,952.67	100.0%	281,929.80	76,000.00	205,929.80
Net Income	-1,132.6%	215,952.67	0.00	215,952.67	100.0%	281,929.80	76,000.00	205,929.80

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

	Equipment ...	Vehicle Reserve Fund				TOTAL	
	% of Budget	Jul '19 - Fe...	Budget	\$ Over Bud...	% of Budget	Jul '19 - Fe...	Budget
Ordinary Income/Expense							
Income							
4060 · Conflagration Income		0.00				133,732.26	127,000.00
4500 · Transfers In	100.0%	0.00				99,752.00	99,752.00
4050 · Public Education Income		0.00				8,051.00	8,000.00
4040 · Bond Income		0.00				370,078.80	372,042.00
4000 · Carryover Fund Balance	100.0%	71,459.59	71,459.59	0.00	100.0%	969,096.82	892,777.63
4010 · Delinquent Property Taxes		0.00				13,047.20	10,000.00
4020 · Current Property Taxes		0.00				1,151,191.43	1,152,080.00
4025 · Interest - Property Tax		0.00				-444.52	2,000.00
4026 · Interest Income	813.5%	831.03	240.00	591.03	346.3%	15,947.62	10,000.00
4035 · Grants Income		0.00				1,067.50	323,000.00
4900 · Miscellaneous Income		0.00				6,506.52	10,000.00
Total Income	100.9%	72,290.62	71,699.59	591.03	100.8%	2,768,026.63	3,006,651.63
Gross Profit	100.9%	72,290.62	71,699.59	591.03	100.8%	2,768,026.63	3,006,651.63
Expense							
Bad Debt		0.00				2,010.72	0.00
9010 · Transfers	0.0%	0.00				99,752.00	99,752.00
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	71,699.59	-71,699.59	0.0%	0.00	881,614.63
5000 · Personnel Expenses		0.00				591,951.08	893,138.00
6000 · Materials and Services		0.00				241,990.89	371,180.00
7000 · Capital Outlay		0.00				58,488.24	760,967.00
Total Expense	0.0%	0.00	71,699.59	-71,699.59	0.0%	994,192.93	3,006,651.63
Net Ordinary Income	371.0%	72,290.62	0.00	72,290.62	100.0%	1,773,833.70	0.00
Net Income	371.0%	72,290.62	0.00	72,290.62	100.0%	1,773,833.70	0.00

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Accrual Basis

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

	TOTAL	
	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
4060 · Conflagration Income	6,732.26	105.3%
4500 · Transfers In	0.00	100.0%
4050 · Public Education Income	51.00	100.6%
4040 · Bond Income	-1,963.20	99.5%
4000 · Carryover Fund Balance	76,319.19	108.5%
4010 · Delinquent Property Taxes	3,047.20	130.5%
4020 · Current Property Taxes	-888.57	99.9%
4025 · Interest - Property Tax	-2,444.52	-22.2%
4026 · Interest Income	5,947.62	159.5%
4035 · Grants Income	-321,932.50	0.3%
4900 · Miscellaneous Income	-3,493.48	65.1%
Total Income	-238,625.00	92.1%
Gross Profit	-238,625.00	92.1%
Expense		
Bad Debt	2,010.72	100.0%
9010 · Transfers	0.00	100.0%
9000 · Unappropriated Ending Fund Bal	-881,614.63	0.0%
5000 · Personnel Expenses	-301,186.92	66.3%
6000 · Materials and Services	-129,189.11	65.2%
7000 · Capital Outlay	-702,478.76	7.7%
Total Expense	-2,012,458.70	33.1%
Net Ordinary Income	1,773,833.70	100.0%
Net Income	<u>1,773,833.70</u>	<u>100.0%</u>

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 02/01/2020 through 02/29/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2020	EFT	Colonial Life	-split-		153.40			74,015.81
02/03/2020	30442	Philomath Fire Distri...	2010 · Accounts Payable		276.80			73,739.01
02/04/2020	EFT	AT&T Mobility	6000 · Materials and S...		40.97			73,698.04
02/04/2020	EFT	Oregon Growth Plan	2400 · Payroll Liabiliti...		550.00			73,148.04
02/04/2020	EFT	Oregon Child Support	2400 · Payroll Liabiliti...		145.00			73,003.04
02/04/2020	30443	Alyrica	2010 · Accounts Payable		492.87			72,510.17
02/04/2020	30444	City of Philomath	2010 · Accounts Payable		271.15			72,239.02
02/04/2020	30445	Consumers Power Inc.	2010 · Accounts Payable		480.45			71,758.57
02/04/2020	30446	Culligan	2010 · Accounts Payable		65.50			71,693.07
02/04/2020	30447	Kamind IT, Inc.	2010 · Accounts Payable		195.84			71,497.23
02/04/2020	30448	Koontz, Blasquez & ...	2010 · Accounts Payable		1,200.00			70,297.23
02/04/2020	30449	Koopman Consulting	2010 · Accounts Payable		230.00			70,067.23
02/04/2020	30450	Oregon Fire District ...	2010 · Accounts Payable		1,250.00			68,817.23
02/04/2020	30451	Oregon Fire Service ...	2010 · Accounts Payable		100.00			68,717.23
02/04/2020	30452	Oregon Volunteer Fir...	2010 · Accounts Payable		275.00			68,442.23
02/04/2020	30453	Pioneer Telephone C...	2010 · Accounts Payable		98.82			68,343.41
02/04/2020	30454	SeaWestern	2010 · Accounts Payable		162.60			68,180.81
02/04/2020	30455	Valley Fire Control	2010 · Accounts Payable		427.85			67,752.96
02/05/2020			1050 · Local Governm...	Deposit			75,000.00	142,752.96
02/05/2020	30441	Aine Smith	-split-		605.61			142,147.35
02/05/2020	PR 0120		-split-	Miller	5,901.93			136,245.42
02/05/2020	PR 0120		1015 · Citizens Bank C...	Rodriguez	2,647.71			133,597.71
02/05/2020	PR 0120		1015 · Citizens Bank C...	Moser	3,550.30			130,047.41
02/05/2020	PR 0120		1015 · Citizens Bank C...	Saalsaa	3,805.18			126,242.23
02/05/2020	PR 0120		1015 · Citizens Bank C...	Haney	3,595.74			122,646.49
02/05/2020	PR 0120		1015 · Citizens Bank C...	Coerper	3,028.53			119,617.96
02/05/2020	PR 0120		1015 · Citizens Bank C...	Licon	453.90			119,164.06
02/05/2020	PR 0120		1015 · Citizens Bank C...	Dunworth	339.21			118,824.85
02/05/2020	PR 0120		1015 · Citizens Bank C...	Hoey	495.51			118,329.34
02/05/2020	PR 0120		1015 · Citizens Bank C...	Ferguson	4,535.72			113,793.62
02/05/2020	PR 0120		1015 · Citizens Bank C...	Spangler	596.94			113,196.68
02/05/2020	PR 0120		1015 · Citizens Bank C...	Webb	418.06			112,778.62
02/10/2020			-split-	Deposit			172.00	112,950.62
02/10/2020		Benton County Sheri...	11000 · Accounts Recee...				40.00	112,990.62
02/10/2020	EFT	AsiFlex	6000 · Materials and S...		15.00			112,975.62
02/11/2020	30457	OSCU 402518-71	2010 · Accounts Payable		548.17			112,427.45
02/11/2020	30458	OSCU 402518-72	2010 · Accounts Payable		1,558.13			110,869.32
02/11/2020	30459	OSCU 402518-73	2010 · Accounts Payable		1,709.74			109,159.58
02/12/2020	30460	OSCU 402518-70	2010 · Accounts Payable		985.65			108,173.93
02/12/2020	30461	Allan's Coffee & Tea	2010 · Accounts Payable		203.40			107,970.53

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 02/01/2020 through 02/29/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/12/2020	30462	Bryan Crocker	2010 · Accounts Payable		180.00			107,790.53
02/12/2020	30463	Carson Oil	2010 · Accounts Payable		461.78			107,328.75
02/12/2020	30464	CMC Rescue Inc.	2010 · Accounts Payable		930.75			106,398.00
02/12/2020	30465	Culligan	2010 · Accounts Payable		33.00			106,365.00
02/12/2020	30466	Element Graphics, Inc.	2010 · Accounts Payable		187.50			106,177.50
02/12/2020	30467	ESO Solutions, Inc.	2010 · Accounts Payable		1,930.00			104,247.50
02/12/2020	30468	Hughes Fire Equipm...	2010 · Accounts Payable		556.92			103,690.58
02/12/2020	30469	Jones & Bartlett Lear...	2010 · Accounts Payable		846.45			102,844.13
02/12/2020	30470	Life Assist, Inc.	2010 · Accounts Payable		296.91			102,547.22
02/12/2020	30471	Lillee Rodriguez	2010 · Accounts Payable		110.75			102,436.47
02/12/2020	30472	Linn-Benton Commu...	2010 · Accounts Payable		1,500.00			100,936.47
02/12/2020	30473	Northwest Safety Cle...	2010 · Accounts Payable		1,132.15			99,804.32
02/12/2020	30474	Occupational Medici...	2010 · Accounts Payable		562.00			99,242.32
02/12/2020	30475	Philomath Volunteer ...	2010 · Accounts Payable		156.34			99,085.98
02/12/2020	30476	Republic Services	2010 · Accounts Payable		226.56			98,859.42
02/12/2020	30477	Rotary Club of Philo...	2010 · Accounts Payable		250.00			98,609.42
02/12/2020	30478	Security Alarm Corp	2010 · Accounts Payable		634.00			97,975.42
02/12/2020	30479	TWGW, Inc. dba Phi...	2010 · Accounts Payable		279.98			97,695.44
02/25/2020	30480	Bimart Corporation	2010 · Accounts Payable		187.06			97,508.38
02/25/2020	30481	Carson Oil	2010 · Accounts Payable		410.19			97,098.19
02/25/2020	30482	Century Link	2010 · Accounts Payable		156.00			96,942.19
02/25/2020	30483	CIS Trust	2010 · Accounts Payable		10,922.20			86,019.99
02/25/2020	30484	City of Philomath	2010 · Accounts Payable		180.00			85,839.99
02/25/2020	30485	Consumers Power Inc.	2010 · Accounts Payable		179.19			85,660.80
02/25/2020	30486	DTW Poductions, LLC	2010 · Accounts Payable		250.00			85,410.80
02/25/2020	30487	Eli Davis	2010 · Accounts Payable		120.00			85,290.80
02/25/2020	30488	Hughes Fire Equipm...	2010 · Accounts Payable		1,499.18			83,791.62
02/25/2020	30489	Industrial Welding S...	2010 · Accounts Payable		162.10			83,629.52
02/25/2020	30490	International Code C...	2010 · Accounts Payable		106.00			83,523.52
02/25/2020	30491	ISFSI	2010 · Accounts Payable		125.00			83,398.52
02/25/2020	30492	Life Safety Corporati...	2010 · Accounts Payable		552.03			82,846.49
02/25/2020	30493	My-Comm, Inc	2010 · Accounts Payable		2,046.90			80,799.59
02/25/2020	30494	NW Natural	2010 · Accounts Payable		289.69			80,509.90
02/25/2020	30495	OFSOA	2010 · Accounts Payable		270.00			80,239.90
02/25/2020	30496	Oregon Volunteer Fir...	2010 · Accounts Payable		243.00			79,996.90
02/25/2020	30497	Philomath Pharmacy	2010 · Accounts Payable		223.92			79,772.98
02/25/2020	30498	R3 Engraving & Signs	2010 · Accounts Payable		230.00			79,542.98
02/25/2020	30499	RG Smith Electric & ...	2010 · Accounts Payable		309.81			79,233.17
02/25/2020	30500	Rich Saalsaa	2010 · Accounts Payable		47.00			79,186.17
02/25/2020	30501	Ruth Jacobs`	2010 · Accounts Payable		230.00			78,956.17

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 02/01/2020 through 02/29/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/25/2020	30502	SeaWestern	2010 · Accounts Payable		1,973.80		76,982.37
02/25/2020	30503	Task Force 1 Inc	2010 · Accounts Payable		600.00		76,382.37
02/25/2020	30504	True Value	2010 · Accounts Payable		247.08		76,135.29
02/25/2020	30505	Witmer Public Safety...	2010 · Accounts Payable		50.00		76,085.29

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

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

August		
accrual	9	0
taken	0	0
balance	328.91	60

September		
accrual	9	0
taken	0	0
balance	337.91	60

October		
accrual	9	0
taken	0	8
balance	346.91	52

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

December		
accrual	9	0
taken	0	0
balance	364.91	40

January		
accrual	9	0
taken	0	0
balance	373.91	40

February		
accrual	9	120
taken	0	0
balance	382.91	160

	Sick Leave	Vacation
March		
accrual	9	0
taken		
balance	391.91	160

April		
accrual	9	0
taken		
balance	400.91	160

May		
accrual	9	0
taken		
balance	409.91	160

June		
accrual	9	0
taken		
balance	418.91	160

ORGANIZATIONAL MANUAL

Section C GENERAL ADMINISTRATION Procedure C-6

DISCRIMINATION AND HARRASSMENT POLICY

I. **EQUAL EMPLOYMENT OPPORTUNITY**

Philomath Fire & Rescue, hereafter referred to as the District, is committed to fair employment practices and non-discrimination, including pay equity for all employees. We do not discriminate based on a protected class such as race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law including the payment of wages or screening applicants based on their current or past compensation.

II. **PURPOSE:**

The District is committed to providing a work environment in which all individuals are treated respectfully. All members of the District should have the expectation that they work in a professional environment and that the District promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

The District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at district-related events, or any activity coordinated by or through the District.

III. **POLICY:**

This policy applies to all employees, elected officials, board or commission members, volunteers, interns, and any other person interacted with in the course of accomplishing the work of the District.

This workplace harassment policy has been developed to ensure that all members can work in an environment free from unlawful harassment, discrimination and retaliation. The District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately. If during the investigation of an event it is determined that a possible criminal action has occurred, the appropriate law enforcement agency will be notified.

Discrimination, harassment and retaliation are not acceptable.

Any individual who has questions or concerns about these policies should talk with the Fire Chief, as an alternative they may contact the Board Chairperson.

ORGANIZATIONAL MANUAL

RETALIATION

The District encourages reporting of all perceived incidents of discrimination or harassment. Reports of incidents of discrimination and harassment will be promptly and thoroughly investigated. The District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

IV. **DEFINITIONS**

A. SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws.

For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s participation, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under Oregon Law “sexual assault” is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

B. HARASSMENT

Harassment based on any protected class is also strictly prohibited. For this policy, “harassment” is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their association with any protected class or other characteristic protected by law, or that of their relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment or participation opportunities.

V. **REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION**

The District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. The District recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

ORGANIZATIONAL MANUAL

The District encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Fire Chief or Board Chairperson. A victim of workplace harassment may voluntarily disclose information regarding an incident or workplace harassment that involves the victim. See the complaint procedure described in section VI.

Following the receipt of a complaint or concern, management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Personnel should not wait for the management follow-up to share related experiences. If an individual would like to discontinue the follow-up process, a request must be submitted in writing to the Fire Chief.

VI. COMPLAINT PROCEDURE:

Individuals who believe that they have been the victims of conduct prohibited by this policy or believe that they have witnessed such conduct should discuss their concerns with the Fire Chief. If they are unable to connect with the Fire Chief or feel that the Fire Chief would not be the best point of contact, they may also reach out to the Board Chairperson. The District encourages personnel to document the event(s), associated date(s), and potential witnesses.

The District encourages the prompt reporting of complaints or concerns so that action can be taken quickly. Early reporting and intervention are very often the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violations.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

The District will maintain confidentiality throughout the investigatory process, to the extent possible, with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or corrective action, up to and including termination of employment or volunteer status.

False and malicious complaints of harassment, discrimination or retaliation, as opposed to complaints that, even if determined erroneous, are made in good faith, may be the subject of appropriate disciplinary action up to and including

ORGANIZATIONAL MANUAL

termination of employment or volunteer status. This section is not intended to discourage individuals from making discrimination or harassment complaints.

The District encourages personnel to bring their concerns and complaints to the Fire Chief, understanding that, at times this may not be the preference of the individual. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timeline for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action
In these circumstances, a Notice of Claim must be provided to in accordance with ORS 30.275.

VII. EMPLOYMENT AGREEMENTS

No member of the District will be required or coerced to sign an agreement either requiring the non-disclosure of information related to discrimination or sexual assault or requiring non-disparagement as a condition of employment, membership, continued employment or participation, promotion, compensation, or the receipt of benefits. An individual may request this type of agreement and, upon request, will be provided at least seven days to change their mind.

VIII. ADDITIONAL PERSONNEL SUPPORT SERVICES

Individuals may choose to use other support services throughout and following instances related to concerns and complaints. The District provides the following for additional assistance:

- Special Districts Association of Oregon
Toll Free: 800-285-5461
claims@sdao.com
Oregon State Bar
https://www.osbar.org/public/legalinfo/1095_DiscriminationEmployOpps.htm
- Employee Assistance Program services available through Cascade Centers
Toll Free: 1-800-433-2320
email: info@cascadecenters.com