

PHILOMATH FIRE & RESCUE

October 5, 2020

Location: Philomath Fire & Rescue
Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL
- II. ACTION ITEMS
 - A. Approval of Minutes
 - B. Approval of Bills
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. Board Report
 2. Fire Chief – Miller Report
 3. Board Secretary – Rodriguez
 - Revenue/Expense Report
 - Review of Check Register
 - Chief Vacation Hours
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association - Louden
 2. IAFF Local 4925 – Haney
- VI. OLD BUSINESS
 1. Appreciation Dinner
 2. 2021 Conferences
- VII. NEW BUSINESS
 1. Standard of Coverage 2015 Review
 2. Deputy Chief Job Description – Reformat
 3. Office Administrator Job Description
- VIII. ACTION ITEMS
- IX. NEXT MEETING – November 2, 2020
- X. ADJOURNMENT

A Fire Board member shall strive to:

Refuse to participate in secret meetings or other irregular meetings that are not official and that all members do not have the opportunity to attend.

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

PHILOMATH FIRE & RESCUE

September 14, 2020

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors meeting was called to order at 15:01 by President Joe Brier. Board members present were President Joe Brier, Vice President Robyn Jones, Treasurer Ruth Jacobs, and Rick Brand. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillee Rodriguez.
Guest – Ken Corbin
- II. ACTION ITEMS
 - A. Approval of Minutes – OA Rodriguez noted that both July and August Board minutes were included in the Board packet but only the August minutes need to be approved. **Brand motion to approve minutes as presented. Jacobs seconded. Motion passed 4-0.**
 - B. Approval of Bills – OA Rodriguez noted uncommon expenses during the month, including two payments to Pioneer Telephone. She also noted that there was also \$33,300.27 spent during the month on the Station 202 residence project. **Treasurer Jacobs motioned to approve payment of the bills in the amount of \$71,532.17. Vice President Jones seconded. Motion passed 4-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Brier stated that many personnel for the District are out for conflagration deployment. Chief Miller stated that he expects the personnel back after the initial 2-week deployment for each team. Chief Miller listed the area deployments for the personnel.
 2. Fire Chief – See Chief Report included in Board packet.
 3. Secretary –
 - Revenue/Expense Report – OA Rodriguez noted current funding is sufficient to get through until tax revenue comes in. She added that in the next budget year the cash carryover will need to be increased, proportionate to the operating budget increase. She also detailed funds that have been collected for Holmatro Rescue Equipment in the amount of \$4,347. Chief Miller noted that the District is trying to figure out how to replace the Open House event with accommodations for COVID-19.
 - Review of Check Register – OA Rodriguez reviewed the deposits listed on the check register. She also noted that Check #30881 was voided due to the payment being made with credit on the account.
 - Chief Vacation Hours- OA Rodriguez noted that the Chief's vacation hours are included in the Board packets.
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association – Volunteer Association Treasurer Corbin stated that there was nothing to report.
 2. IAFF Local 4925 – Union President Haney was not present.
- VI. OLD BUSINESS

1. Volunteer Assistant Chief Job Description – 2nd Reading – **Treasurer Jacobs recommended adopting the Volunteer Assistance Chief Job Description with 2 minor, non-substantive adjustments. Brand seconded. Motion passed 4-0.**
2. Video Surveillance Policy – 2nd Reading – Treasurer Jacobs stated that she thinks that this policy will benefit everyone’s protection. Chief Miller noted that the draft of the policy was well-received by all the personnel. Brand recommended that the policy be reviewed a year from now. Treasurer Jacobs noted one minor adjustment. **Treasurer Jacobs moved to adopt the Video Surveillance Policy with the one non-substantive adjustment. Vice President Jones seconded. Motion passed 4-0.**
3. First Aid/CPR Fee Policy – 2nd Reading – OA Rodriguez reminded the Board why this policy was being reviewed. **Vice President Jones motioned to approve the First Aid/CPR Fee Policy as presented. Brand seconded. Motion passed 4-0.**
4. Annexation Withdrawal Policy – 2nd Reading - OA Rodriguez noted that this policy was being reviewed in order to include some clarification on the annexation/withdrawal process. **Vice President Jones motioned to approve the Annexation/Withdrawal Policy as presented. Brand seconded. Motion passed 4-0.**
5. Training Reimbursement Policy – 2nd Reading – OA Rodriguez reminded the Board why this policy was being reviewed. **Treasurer Jacobs motioned to adopt the Training Reimbursement Policy as presented. Vice President Jones seconded. Motion passed 4-0.**

VII. NEW BUSINESS

1. Appreciation Dinner – Set the Date – OA Rodriguez noted that this is part of the Board Calendar and asked the Board to consider how they would like to manage planning for this event given the concerns of COVID-19. The Board discussed whether they would like to set a tentative date now or table the topic for a future meeting. Treasurer Jacobs suggested pushing the event towards summer, potentially taking advantage of outside locations. Treasurer Jacobs recommended tabling this topic until next month. President Brier asked Volunteer Association Treasurer Corbin to discuss the event with the Volunteers and to bring their feedback to the Board.
2. 2021 Conferences – OA Rodriguez noted that this is the time of year the Board considers who might attend upcoming conferences. However, with limited in-person events, she stated that she will get information about any upcoming virtual conferences and bring that back to the Board.

VIII. ACTION ITEMS

- Surplus Items – An itemized list of hose to be surplussed was included in the Board packet.
- Radios & Hose – Chief Miller stated that 8 Motorola radios are scheduled to be surplussed. **Treasurer Jacobs motioned to surplus 8 radios and the hose as detailed in the included list. Brand seconded. Motion passed 4-0.**

IX. Good of the Order – President Brier reminded the Board members that the Board audit questionnaire needs to be completed individually and returned directly to auditor.

X. NEXT MEETING – October 5, 2020

XI. ADJOURNMENT – Meeting adjourned at 15:57.

Philomath Fire and Rescue

Transaction by Account

September 2020

Type	Date	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
6000 · Materials and Services				
6001 · Contracted Professional Service				
Bill	09/11/2020	Kamind IT, Inc.	Office 365 support	195.84
Bill	09/14/2020	Good Earth Pest Company	201 - bimonthly pest service	68.00
Total 6001 · Contracted Professional Service				263.84
6010 · Office Supplies				
Bill	09/21/2020	OSCU 402518-72	protection plan for 202 appliances	6.99
Bill	09/28/2020	OSCU 402518-72	Purchase order books	25.72
Total 6010 · Office Supplies				32.71
6030 · Dues and Fees				
Check	09/10/2020	AsiFlex	Flexible spending admin fee	15.00
Total 6030 · Dues and Fees				15.00
6040 · Publications and Elections				
Bill	09/11/2020	Midvalley Newspapers	SCBA Auction Notice	189.60
Total 6040 · Publications and Elections				189.60
6050 · Utilities				
Bill	09/01/2020	Consumers Power Inc.	203 - Power	141.23
Bill	09/10/2020	Republic Services	203 - Garbage	121.74
Bill	09/11/2020	Culligan	201 - bottled water	65.15
Bill	09/11/2020	Republic Services	201 - garbage	226.56
Bill	09/11/2020	City of Philomath	201 - water	600.00
Bill	09/11/2020	City of Philomath	Fire Line Water	15.00
Bill	09/21/2020	Consumers Power Inc.	Daisy Dr - power	25.14
Bill	09/21/2020	Consumers Power Inc.	Priest Rd - power	59.42
Bill	09/21/2020	Consumers Power Inc.	202 - Power	50.67
Bill	09/21/2020	NW Natural	201 - Natural gas	49.46
Total 6050 · Utilities				1,354.37
6060 · Telephone, Pagers, Internet				
Check	09/04/2020	AT&T Mobility	201 - Tablets	41.51
Check	09/06/2020	Comcast	201 - Cable	12.69
Bill	09/11/2020	Alyrica	201 - Phones & Internet	512.87
Check	09/21/2020	Verizon	Lt phone & tablets	229.33
Bill	09/21/2020	Century Link	203 - Phones	112.96
Total 6060 · Telephone, Pagers, Internet				909.36
6070 · Travel				
Bill	09/11/2020	OSCU 402518-72	201 - Candy, fruit, creamer	54.46
Bill	09/21/2020	OSCU 402518-72	After-fire food	28.00
Bill	09/21/2020	OSCU 402518-72	After fire food	46.35
Bill	09/21/2020	OSCU 402518-72	After fire food	83.98
Total 6070 · Travel				212.79
6080 · Conference				
Bill	09/28/2020	OSCU 402518-73	OR EMS Conference - Virtual - Saalsaa	99.00
Bill	09/28/2020	OSCU 402518-71	OR EMS Conference - Virtual - Ferguson	168.00
Total 6080 · Conference				267.00
6100 · Equipment Maintenance Agreement				
Bill	09/11/2020	CTX	Kyocera copies	169.43
Bill	09/28/2020	CTX	Xerox - copies	59.52
Total 6100 · Equipment Maintenance Agreement				228.95

Philomath Fire and Rescue Transaction by Account September 2020

Type	Date	Name	Memo	Amount
6130 · Gas & Oil				
Bill	09/10/2020	OSCU 402518-73	fuel for lawn mower	27.93
Bill	09/11/2020	Carson Oil	Fuel	679.89
Bill	09/14/2020	OSCU 402518-71	Fuel - Conflag	55.03
Bill	09/14/2020	OSCU 402518-71	Fuel - Conflag	74.79
Bill	09/14/2020	OSCU 402518-71	Fuel - Conflag	75.00
Bill	09/14/2020	OSCU 402518-71	Fuel - Conflag	70.77
Bill	09/14/2020	OSCU 402518-71	Fuel - Conflag	0.17
Bill	09/14/2020	OSCU 402518-71	Fuel - Conflag	31.67
Bill	09/14/2020	Victor Haney`	Fuel - conflag	55.62
Bill	09/14/2020	Victor Haney`	Fuel - conflag	56.70
Bill	09/21/2020	Thomas Miller	Conflag Fuel	47.69
Bill	09/21/2020	Carson Oil	Fuel	600.71
Bill	09/28/2020	OSCU 402518-71	Fuel - CONFLAG	59.16
Bill	09/28/2020	Andy Louden`	Fuel - Conflag - non-reimbursable	81.86
Total 6130 · Gas & Oil				1,916.99
6160 · Equipment Maintenance				
Bill	09/11/2020	TWGW, Inc. dba Philomath Napa	pressure washer repair	2.99
Bill	09/11/2020	Audubon Machinery Corporation	O2 generator repair	2,524.00
Bill	09/18/2020	Northwest Mechanical	Turnout dryer repair - parts & labor	1,111.41
Total 6160 · Equipment Maintenance				3,638.40
6161 · Vehicle Maintenance				
Bill	09/16/2020	OSCU 402518-71	auto eject cover	69.46
Bill	09/21/2020	Petty Cash	244 - repair parts	14.36
Bill	09/21/2020	TWGW, Inc. dba Philomath Napa	263 - air filter	24.44
Bill	09/21/2020	TWGW, Inc. dba Philomath Napa	232 - air filter	45.66
Bill	09/28/2020	Hughes Fire Equipment, Inc.	231 - windshield waster fill	93.60
Bill	09/28/2020	TWGW, Inc. dba Philomath Napa	244 air filter	112.29
Bill	09/28/2020	TWGW, Inc. dba Philomath Napa	232 - air filter	37.29
Bill	09/28/2020	Willamette Hose & Fittings	231 - airline repair	3.02
Total 6161 · Vehicle Maintenance				400.12
6170 · Building Maint and Improvements				
Bill	09/11/2020	K & L Industries	201 - parking lot resurface	10,092.00
Bill	09/11/2020	Best Septic	202 & 203 - septic pumping	821.00
Bill	09/11/2020	Mainline Pump & Irrigation, LLC	Pump repair	127.50
Bill	09/11/2020	Applegate Door Co.	New door openers	62.00
Bill	09/28/2020	OSCU 402518-72	202 - parking blocks	46.99
Total 6170 · Building Maint and Improvements				11,149.49
6190 · Small Tools & Equipment				
Bill	09/28/2020	Cascade Fire Equipment Co.	251 & 231 nozzle parts	180.98
Total 6190 · Small Tools & Equipment				180.98
6200 · Supplies - Department				
Bill	09/21/2020	Walter E. Nelson Co.	201 - Trash liners, vehicle wash & wax,...	187.20
Total 6200 · Supplies - Department				187.20
6210 · Supplies - Medical				
Bill	09/11/2020	Teleflex LLC	airtraq supplies	80.52
Bill	09/11/2020	Medline Industries, Inc.	bio-waste bags	65.88
Bill	09/21/2020	Life Assist, Inc.	Electrodes	63.85
Bill	09/21/2020	Life Assist, Inc.	Hot pack, ondansetron, ipratropium, o2...	122.28
Bill	09/21/2020	Industrial Welding Supply, Inc	Oxygen	15.53
Bill	09/28/2020	Industrial Welding Supply, Inc	Oxygen & cylinder	154.30
Total 6210 · Supplies - Medical				502.36
6220 · Supplies - Suppression				
Bill	09/11/2020	MES Northwest	Hose & nozzles	1,451.65
Total 6220 · Supplies - Suppression				1,451.65

Philomath Fire and Rescue Transaction by Account September 2020

Type	Date	Name	Memo	Amount
6240 · Supplies - Consumables				
Bill	09/11/2020	TWGW, Inc. dba Philomath Napa	Windshield fluid	18.76
Bill	09/11/2020	True Value	rope and couplings	23.48
Bill	09/11/2020	TWGW, Inc. dba Philomath Napa	vehicle cleaners	18.67
Bill	09/11/2020	True Value	rope, couplings, sand	72.23
Bill	09/28/2020	OSCU 402518-72	Mask lanyards for personnel	27.98
Bill	09/28/2020	True Value	fasteners	17.39
Bill	09/28/2020	True Value	painter tape and mini rollers - line paint...	11.47
Total 6240 · Supplies - Consumables				189.98
6250 · Uniforms				
Bill	09/28/2020	SeaWestern	gloves	198.10
Bill	09/28/2020	SeaWestern	3 sets of turnouts	5,863.35
Bill	09/28/2020	Chancy Ferguson	Reimbursement for work attire	64.80
Bill	09/28/2020	OSCU 402518-71	Work attire	52.90
Total 6250 · Uniforms				6,179.15
6270 · Volunteer - Activities				
Bill	09/11/2020	OSCU 402518-72	Beverages for Volunteer Fridge	189.95
Bill	09/11/2020	Bimart Corporation	Water for volunteer fridge	53.90
Bill	09/11/2020	Jean Goul	Sunday Market Table Fees - Aug 23rd ...	37.50
Total 6270 · Volunteer - Activities				281.35
6310 · Physical & Immunizations				
Bill	09/11/2020	Occupational Medicine Dept.	Physical - Crawford	661.50
Total 6310 · Physical & Immunizations				661.50
6900 · Miscellaneous Expense				
Bill	09/16/2020	OSCU 402518-72	Erroneous Charge to CC	14.94
Bill	09/25/2020	Andy Louden`	Per Diem Reimbursement during Slate...	110.00
Bill	09/28/2020	Thomas Miller	203 - Captain's Beds	529.98
Total 6900 · Miscellaneous Expense				654.92
Total 6000 · Materials and Services				30,867.71
7000 · Capital Outlay				
7110 · Capital Outlay - Building				
Bill	09/10/2020	Thomas Miller	202 - kitchen cabinets	1,005.91
Bill	09/10/2020	Rich Saalsaa	202 - desktop computer and monitor	371.98
Bill	09/11/2020	True Value	202 - paint	8.48
Bill	09/11/2020	OSCU 402518-70	202- installation supplies	82.99
Bill	09/11/2020	OSCU 402518-73	keyboard for 202 computer	35.80
Bill	09/11/2020	OSCU 402518-73	202 - digital webcam	39.98
Bill	09/21/2020	True Value	202 wiring	47.47
Bill	09/21/2020	True Value	202 - residence	3.87
Bill	09/21/2020	OSCU 402518-72	202 - kitchen appliances	101.27
Bill	09/21/2020	True Value	202 - fasteners, wall anchors, screws	24.14
Bill	09/21/2020	Thomas Miller	202 - Armoires	613.98
Bill	09/21/2020	True Value	202 - residence - caulk, fasteners, seal...	29.25
Bill	09/21/2020	Bimart Corporation	202 - residence - kitchen wares	93.93
Bill	09/21/2020	Weidner Fire	203 - Exhaust system move	393.85
Bill	09/21/2020	Weidner Fire	203 - exhaust move from 201	8,703.50
Bill	09/28/2020	Thomas Miller	202 - Recliners	639.98
Bill	09/28/2020	True Value	202 - plumbing repair	6.45
Bill	09/28/2020	OSCU 402518-73	202 - corded and cordless phones	72.60
Bill	09/28/2020	OSCU 402518-73	202 - cables & battery backup	114.48

Philomath Fire and Rescue
Balance Sheet by Class
As of September 30, 2020

	GO Bond 2016 - C...	GO Bond 2016 - D...	General Fund
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	0.00	539.81	413,316.51
1000 · Petty Cash	0.00	0.00	50.00
1050 · Local Government Investment Poo	5,938.00	22,322.00	-350,128.97
1060 · OSU - Savings Account	0.00	0.00	10,651.03
Total Checking/Savings	5,938.00	22,861.81	73,888.57
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	75,605.73
Total Accounts Receivable	0.00	0.00	75,605.73
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	20,161.00
12100 · Inventory Asset	0.00	0.00	3,660.42
Total Other Current Assets	0.00	0.00	23,821.42
Total Current Assets	5,938.00	22,861.81	173,315.72
TOTAL ASSETS	5,938.00	22,861.81	173,315.72
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	9,718.13
Total Accounts Payable	0.00	0.00	9,718.13
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	22,430.00
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	116.79
2100 · Wages Payable	0.00	0.00	23,193.00
2110 · Federal Income Tax Payable	0.00	0.00	6,383.00
2120 · FICA Payable	0.00	0.00	5,955.19
2125 · Medicare Payable	0.00	0.00	1,392.93
2130 · State Income Tax Payable	0.00	0.00	3,936.60
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	15.08
2140 · PERS Payable	0.00	0.00	7,100.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	-500.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-714.83
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	7,421.51
2230 · Flexible Spending Account	0.00	0.00	944.33
2232 · Union Dues	0.00	0.00	229.02
Total 2400 · Payroll Liabilities	0.00	0.00	55,472.62
Total Other Current Liabilities	0.00	0.00	77,902.62
Total Current Liabilities	0.00	0.00	87,620.75
Total Liabilities	0.00	0.00	87,620.75
Equity			
3010 · Fund Balance	0.00	-21,012.29	573,699.81
3200 · Unallocated Fund Balance	-299,453.00	21,012.29	-272,815.39
Net Income	0.00	22,861.81	219,916.55
Total Equity	-299,453.00	22,861.81	520,800.97
TOTAL LIABILITIES & EQUITY	-299,453.00	22,861.81	608,421.72
UNBALANCED CLASSES	305,391.00	0.00	-435,106.00

Philomath Fire and Rescue
Balance Sheet by Class
As of September 30, 2020

	Building Reserve ...	Equipment Reserv...	Vehicle Reserve F...
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	-212,064.00	-48,241.00	-71,022.00
1000 · Petty Cash	0.00	0.00	0.00
1050 · Local Government Investment Poo	394,729.19	244,431.67	145,448.34
1060 · OSU - Savings Account	0.00	0.00	0.00
Total Checking/Savings	182,665.19	196,190.67	74,426.34
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	0.00	0.00	0.00
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	0.00
12100 · Inventory Asset	0.00	0.00	0.00
Total Other Current Assets	0.00	0.00	0.00
Total Current Assets	182,665.19	196,190.67	74,426.34
TOTAL ASSETS	182,665.19	196,190.67	74,426.34
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	0.00
Total Accounts Payable	0.00	0.00	0.00
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	0.00
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00
2100 · Wages Payable	0.00	0.00	0.00
2110 · Federal Income Tax Payable	0.00	0.00	0.00
2120 · FICA Payable	0.00	0.00	0.00
2125 · Medicare Payable	0.00	0.00	0.00
2130 · State Income Tax Payable	0.00	0.00	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	0.00
2140 · PERS Payable	0.00	0.00	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	0.00
2230 · Flexible Spending Account	0.00	0.00	0.00
2232 · Union Dues	0.00	0.00	0.00
Total 2400 · Payroll Liabilities	0.00	0.00	0.00
Total Other Current Liabilities	0.00	0.00	0.00
Total Current Liabilities	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00
Equity			
3010 · Fund Balance	-663,400.61	-541,256.12	-261,112.41
3200 · Unallocated Fund Balance	668,321.61	543,463.12	262,648.41
Net Income	177,744.19	64,268.67	72,890.34
Total Equity	182,665.19	66,475.67	74,426.34
TOTAL LIABILITIES & EQUITY	182,665.19	66,475.67	74,426.34
UNBALANCED CLASSES	0.00	129,715.00	0.00

Philomath Fire and Rescue
Balance Sheet by Class
 As of September 30, 2020

	TOTAL
ASSETS	
Current Assets	
Checking/Savings	
1015 · Citizens Bank Checking	82,529.32
1000 · Petty Cash	50.00
1050 · Local Government Investment Poo	462,740.23
1060 · OSU - Savings Account	10,651.03
Total Checking/Savings	555,970.58
Accounts Receivable	
11000 · Accounts Receivable	75,605.73
Total Accounts Receivable	75,605.73
Other Current Assets	
1250 · Prepaid Assets	20,161.00
12100 · Inventory Asset	3,660.42
Total Other Current Assets	23,821.42
Total Current Assets	655,397.73
TOTAL ASSETS	655,397.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	9,718.13
Total Accounts Payable	9,718.13
Other Current Liabilities	
2070 · Deferred Taxes	22,430.00
2400 · Payroll Liabilities	
2132 · Oregon Transit Tax Withholding	116.79
2100 · Wages Payable	23,193.00
2110 · Federal Income Tax Payable	6,383.00
2120 · FICA Payable	5,955.19
2125 · Medicare Payable	1,392.93
2130 · State Income Tax Payable	3,936.60
2131 · Works Benefit Fund Payable(WBF)	15.08
2140 · PERS Payable	7,100.00
2145 · OR Saving Growth 457 Payable	-500.00
2150 · Health Insurance Prem. Payable	-714.83
2210 · Health Ins Prem Ded Pre Tax	7,421.51
2230 · Flexible Spending Account	944.33
2232 · Union Dues	229.02
Total 2400 · Payroll Liabilities	55,472.62
Total Other Current Liabilities	77,902.62
Total Current Liabilities	87,620.75
Total Liabilities	87,620.75
Equity	
3010 · Fund Balance	-913,081.62
3200 · Unallocated Fund Balance	923,177.04
Net Income	557,681.56
Total Equity	567,776.98
TOTAL LIABILITIES & EQUITY	655,397.73
UNBALANCED CLASSES	-0.00

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

	GO Bond 2016 - Debt Services				General Fund			
	Jul - Sep 20	Budget	\$ Over Bud...	% of Budget	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
4060 · Conflagration Income	0.00				26,439.47	130,000.00	-103,560.53	20.3%
4500 · Transfers In	0.00				260,000.00	260,000.00	0.00	100.0%
4050 · Public Education Income	0.00				2,260.00	8,000.00	-5,740.00	28.3%
4040 · Bond Income	1,849.52	380,652.00	-378,802.48	0.5%	0.00			
4000 · Carryover Fund Balance	21,012.29	625.00	20,387.29	3,362.0%	522,185.95	366,339.00	155,846.95	142.5%
4010 · Delinquent Property Taxes	0.00				5,785.47	15,000.00	-9,214.53	38.6%
4020 · Current Property Taxes	0.00				0.00	1,220,000.00	-1,220,000.00	0.0%
4025 · Interest - Property Tax	0.00				386.93	2,000.00	-1,613.07	19.3%
4026 · Interest Income	0.00				1,385.83	16,000.00	-14,614.17	8.7%
4035 · Grants Income	0.00				0.00	400,000.00	-400,000.00	0.0%
4900 · Miscellaneous Income	0.00				13,504.90	25,000.00	-11,495.10	54.0%
Total Income	<u>22,861.81</u>	<u>381,277.00</u>	<u>-358,415.19</u>	<u>6.0%</u>	<u>831,948.55</u>	<u>2,442,339.00</u>	<u>-1,610,390.45</u>	<u>34.1%</u>
Gross Profit	22,861.81	381,277.00	-358,415.19	6.0%	831,948.55	2,442,339.00	-1,610,390.45	34.1%
Expense								
9010 · Transfers	0.00				0.00	0.00	0.00	0.0%
8005 · Operating Contingency	0.00				0.00	117,236.00	-117,236.00	0.0%
9000 · Unappropriated Ending Fund Bal	0.00	1,229.00	-1,229.00	0.0%	0.00	437,900.00	-437,900.00	0.0%
5000 · Personnel Expenses	0.00				246,398.87	979,703.00	-733,304.13	25.2%
6000 · Materials and Services	0.00				113,283.12	465,800.00	-352,516.88	24.3%
7000 · Capital Outlay	0.00	380,048.00	-380,048.00	0.0%	252,350.01	701,700.00	-449,349.99	36.0%
Total Expense	<u>0.00</u>	<u>381,277.00</u>	<u>-381,277.00</u>	<u>0.0%</u>	<u>612,032.00</u>	<u>2,702,339.00</u>	<u>-2,090,307.00</u>	<u>22.6%</u>
Net Ordinary Income	22,861.81	0.00	22,861.81	100.0%	219,916.55	-260,000.00	479,916.55	-84.6%
Net Income	<u><u>22,861.81</u></u>	<u><u>0.00</u></u>	<u><u>22,861.81</u></u>	<u><u>100.0%</u></u>	<u><u>219,916.55</u></u>	<u><u>-260,000.00</u></u>	<u><u>479,916.55</u></u>	<u><u>-84.6%</u></u>

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

	Building Reserve Fund				Equipment Reserve Fund			
	Jul - Sep 20	Budget	\$ Over Bud...	% of Budget	Jul - Sep 20	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense								
Income								
4060 · Conflagration Income	0.00				0.00			
4500 · Transfers In	0.00				0.00			
4050 · Public Education Income	0.00				0.00			
4040 · Bond Income	0.00				0.00			
4000 · Carryover Fund Balance	217,744.19	213,301.00	4,443.19	102.1%	284,268.67	283,929.00	339.67	100.1%
4010 · Delinquent Property Taxes	0.00				0.00			
4020 · Current Property Taxes	0.00				0.00			
4025 · Interest - Property Tax	0.00				0.00			
4026 · Interest Income	0.00	3,000.00	-3,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4035 · Grants Income	0.00				0.00			
4900 · Miscellaneous Income	0.00				0.00			
Total Income	<u>217,744.19</u>	<u>216,301.00</u>	<u>1,443.19</u>	<u>100.7%</u>	<u>284,268.67</u>	<u>284,929.00</u>	<u>-660.33</u>	<u>99.8%</u>
Gross Profit	217,744.19	216,301.00	1,443.19	100.7%	284,268.67	284,929.00	-660.33	99.8%
Expense								
9010 · Transfers	40,000.00	0.00	40,000.00	100.0%	220,000.00	0.00	220,000.00	100.0%
8005 · Operating Contingency	0.00				0.00			
9000 · Unappropriated Ending Fund Bal	0.00	176,301.00	-176,301.00	0.0%	0.00	64,929.00	-64,929.00	0.0%
5000 · Personnel Expenses	0.00				0.00			
6000 · Materials and Services	0.00				0.00			
7000 · Capital Outlay	0.00				0.00			
Total Expense	<u>40,000.00</u>	<u>176,301.00</u>	<u>-136,301.00</u>	<u>22.7%</u>	<u>220,000.00</u>	<u>64,929.00</u>	<u>155,071.00</u>	<u>338.8%</u>
Net Ordinary Income	<u>177,744.19</u>	<u>40,000.00</u>	<u>137,744.19</u>	<u>444.4%</u>	<u>64,268.67</u>	<u>220,000.00</u>	<u>-155,731.33</u>	<u>29.2%</u>
Net Income	<u><u>177,744.19</u></u>	<u><u>40,000.00</u></u>	<u><u>137,744.19</u></u>	<u><u>444.4%</u></u>	<u><u>64,268.67</u></u>	<u><u>220,000.00</u></u>	<u><u>-155,731.33</u></u>	<u><u>29.2%</u></u>

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

	Vehicle Reserve Fund				TOTAL			
	Jul - Sep 20	Budget	\$ Over Bud...	% of Budget	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
4060 · Conflagration Income	0.00				26,439.47	130,000.00	-103,560.53	20.3%
4500 · Transfers In	0.00	0.00	0.00	0.0%	260,000.00	260,000.00	0.00	100.0%
4050 · Public Education Income	0.00				2,260.00	8,000.00	-5,740.00	28.3%
4040 · Bond Income	0.00				1,849.52	380,652.00	-378,802.48	0.5%
4000 · Carryover Fund Balance	72,890.34	71,291.00	1,599.34	102.2%	1,118,101.44	935,485.00	182,616.44	119.5%
4010 · Delinquent Property Taxes	0.00				5,785.47	15,000.00	-9,214.53	38.6%
4020 · Current Property Taxes	0.00				0.00	1,220,000.00	-1,220,000.00	0.0%
4025 · Interest - Property Tax	0.00				386.93	2,000.00	-1,613.07	19.3%
4026 · Interest Income	0.00	1,000.00	-1,000.00	0.0%	1,385.83	21,000.00	-19,614.17	6.6%
4035 · Grants Income	0.00				0.00	400,000.00	-400,000.00	0.0%
4900 · Miscellaneous Income	0.00				13,504.90	25,000.00	-11,495.10	54.0%
Total Income	<u>72,890.34</u>	<u>72,291.00</u>	<u>599.34</u>	<u>100.8%</u>	<u>1,429,713.56</u>	<u>3,397,137.00</u>	<u>-1,967,423.44</u>	<u>42.1%</u>
Gross Profit	72,890.34	72,291.00	599.34	100.8%	1,429,713.56	3,397,137.00	-1,967,423.44	42.1%
Expense								
9010 · Transfers	0.00				260,000.00	0.00	260,000.00	100.0%
8005 · Operating Contingency	0.00				0.00	117,236.00	-117,236.00	0.0%
9000 · Unappropriated Ending Fund Bal	0.00	72,291.00	-72,291.00	0.0%	0.00	752,650.00	-752,650.00	0.0%
5000 · Personnel Expenses	0.00				246,398.87	979,703.00	-733,304.13	25.2%
6000 · Materials and Services	0.00				113,283.12	465,800.00	-352,516.88	24.3%
7000 · Capital Outlay	0.00				252,350.01	1,081,748.00	-829,397.99	23.3%
Total Expense	<u>0.00</u>	<u>72,291.00</u>	<u>-72,291.00</u>	<u>0.0%</u>	<u>872,032.00</u>	<u>3,397,137.00</u>	<u>-2,525,105.00</u>	<u>25.7%</u>
Net Ordinary Income	72,890.34	0.00	72,890.34	100.0%	557,681.56	0.00	557,681.56	100.0%
Net Income	<u><u>72,890.34</u></u>	<u><u>0.00</u></u>	<u><u>72,890.34</u></u>	<u><u>100.0%</u></u>	<u><u>557,681.56</u></u>	<u><u>0.00</u></u>	<u><u>557,681.56</u></u>	<u><u>100.0%</u></u>

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

	GO Bond 2016 - ...	General Fund	Building Reserve...
Ordinary Income/Expense			
Income			
4060 · Conflagration Income	0.00	26,439.47	0.00
4500 · Transfers In	0.00	260,000.00	0.00
4050 · Public Education Income	0.00	2,260.00	0.00
4040 · Bond Income	1,849.52	0.00	0.00
4000 · Carryover Fund Balance	21,012.29	522,185.95	217,744.19
4010 · Delinquent Property Taxes	0.00	5,785.47	0.00
4025 · Interest - Property Tax	0.00	386.93	0.00
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	9.46	0.00
4030 · Investments - LGIP	0.00	1,376.37	0.00
Total 4026 · Interest Income	0.00	1,385.83	0.00
4900 · Miscellaneous Income	0.00	13,504.90	0.00
Total Income	22,861.81	831,948.55	217,744.19
Gross Profit	22,861.81	831,948.55	217,744.19
Expense			
9010 · Transfers	0.00	0.00	40,000.00
5000 · Personnel Expenses			
5136 · Conflagration Wages	0.00	12,657.32	0.00
5100 · Fire Chief Wages	0.00	24,771.00	0.00
5105 · Deputy Chief Wages	0.00	17,464.00	0.00
5110 · Admin Asst Wages	0.00	12,418.47	0.00
5120 · Fire & Life Safety Officer Wage	0.00	17,152.00	0.00
5125 · Firefighter Wages	0.00	42,944.18	0.00
5130 · Overtime Wages	0.00	6,426.31	0.00
5135 · Extra Hire	0.00	10,063.38	0.00
5405 · Employers FICA	0.00	5,182.73	0.00
5410 · Employers Medicare	0.00	1,212.09	0.00
5420 · Workes Benefit Assessment	0.00	58.66	0.00
5421 · Workers Compensation	0.00	19,500.96	0.00
5430 · PERS - Employe	0.00	29,416.40	0.00
5431 · PERS - Pickup 6%	0.00	8,175.40	0.00
5440 · Health Insurance	0.00	38,955.97	0.00
Total 5000 · Personnel Expenses	0.00	246,398.87	0.00
6000 · Materials and Services			
6901 · Cost of Goods Sold	0.00	989.95	0.00
6216 · Supplies - FA/CPR Education	0.00	1,968.43	0.00
6091 · Tuition Reimbursement	0.00	14,236.00	0.00
6001 · Contracted Professional Service	0.00	5,714.31	0.00
6010 · Office Supplies	0.00	252.21	0.00
6011 · Postage/Shipping	0.00	149.00	0.00
6020 · Insurance and Bond	0.00	1,330.00	0.00
6030 · Dues and Fees	0.00	1,724.45	0.00
6040 · Publications and Elections	0.00	471.60	0.00
6050 · Utilities	0.00	6,284.85	0.00
6060 · Telephone, Pagers, Internet	0.00	4,523.56	0.00
6070 · Travel	0.00	668.63	0.00
6080 · Conference	0.00	267.00	0.00
6090 · Education/Training	0.00	547.90	0.00
6100 · Equipment Maintenance Agreement	0.00	483.66	0.00
6130 · Gas & Oil	0.00	3,947.06	0.00
6160 · Equipment Maintenance	0.00	6,275.69	0.00
6161 · Vehicle Maintenance	0.00	12,849.23	0.00
6170 · Building Maint and Improvements	0.00	18,765.37	0.00
6180 · Grounds Maintenance	0.00	793.18	0.00
6190 · Small Tools & Equipment	0.00	3,249.27	0.00
6200 · Supplies - Department	0.00	961.48	0.00
6210 · Supplies - Medical	0.00	7,773.56	0.00
6215 · Supplies - Prevention	0.00	210.01	0.00
6220 · Supplies - Suppression	0.00	4,650.30	0.00

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

	<u>GO Bond 2016 - ...</u>	<u>General Fund</u>	<u>Building Reserve...</u>
6230 · Hazardous Materials	0.00	60.00	0.00
6240 · Supplies - Consumables	0.00	721.70	0.00
6250 · Uniforms	0.00	9,461.39	0.00
6270 · Volunteer - Activities	0.00	1,448.04	0.00
6310 · Physical & Immunizations	0.00	1,643.50	0.00
6320 · Community Involvement	0.00	150.00	0.00
6900 · Miscellaneous Expense	0.00	711.79	0.00
Total 6000 · Materials and Services	0.00	113,283.12	0.00
7000 · Capital Outlay			
7200 · Capital Outlay - Equipment	0.00	206,607.92	0.00
7110 · Capital Outlay - Building	0.00	45,742.09	0.00
Total 7000 · Capital Outlay	0.00	252,350.01	0.00
Total Expense	0.00	612,032.00	40,000.00
Net Ordinary Income	22,861.81	219,916.55	177,744.19
Net Income	22,861.81	219,916.55	177,744.19

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

	Equipment Rese...	Vehicle Reserve ...	TOTAL
Ordinary Income/Expense			
Income			
4060 · Conflagration Income	0.00	0.00	26,439.47
4500 · Transfers In	0.00	0.00	260,000.00
4050 · Public Education Income	0.00	0.00	2,260.00
4040 · Bond Income	0.00	0.00	1,849.52
4000 · Carryover Fund Balance	284,268.67	72,890.34	1,118,101.44
4010 · Delinquent Property Taxes	0.00	0.00	5,785.47
4025 · Interest - Property Tax	0.00	0.00	386.93
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	0.00	9.46
4030 · Investments - LGIP	0.00	0.00	1,376.37
Total 4026 · Interest Income	0.00	0.00	1,385.83
4900 · Miscellaneous Income	0.00	0.00	13,504.90
Total Income	284,268.67	72,890.34	1,429,713.56
Gross Profit	284,268.67	72,890.34	1,429,713.56
Expense			
9010 · Transfers	220,000.00	0.00	260,000.00
5000 · Personnel Expenses			
5136 · Conflagration Wages	0.00	0.00	12,657.32
5100 · Fire Chief Wages	0.00	0.00	24,771.00
5105 · Deputy Chief Wages	0.00	0.00	17,464.00
5110 · Admin Asst Wages	0.00	0.00	12,418.47
5120 · Fire & Life Safety Officer Wage	0.00	0.00	17,152.00
5125 · Firefighter Wages	0.00	0.00	42,944.18
5130 · Overtime Wages	0.00	0.00	6,426.31
5135 · Extra Hire	0.00	0.00	10,063.38
5405 · Employers FICA	0.00	0.00	5,182.73
5410 · Employers Medicare	0.00	0.00	1,212.09
5420 · Workes Benefit Assessment	0.00	0.00	58.66
5421 · Workers Compensation	0.00	0.00	19,500.96
5430 · PERS - Employe	0.00	0.00	29,416.40
5431 · PERS - Pickup 6%	0.00	0.00	8,175.40
5440 · Health Insurance	0.00	0.00	38,955.97
Total 5000 · Personnel Expenses	0.00	0.00	246,398.87
6000 · Materials and Services			
6901 · Cost of Goods Sold	0.00	0.00	989.95
6216 · Supplies - FA/CPR Education	0.00	0.00	1,968.43
6091 · Tuition Reimbursement	0.00	0.00	14,236.00
6001 · Contracted Professional Service	0.00	0.00	5,714.31
6010 · Office Supplies	0.00	0.00	252.21
6011 · Postage/Shipping	0.00	0.00	149.00
6020 · Insurance and Bond	0.00	0.00	1,330.00
6030 · Dues and Fees	0.00	0.00	1,724.45
6040 · Publications and Elections	0.00	0.00	471.60
6050 · Utilities	0.00	0.00	6,284.85
6060 · Telephone, Pagers, Internet	0.00	0.00	4,523.56
6070 · Travel	0.00	0.00	668.63
6080 · Conference	0.00	0.00	267.00
6090 · Education/Training	0.00	0.00	547.90
6100 · Equipment Maintenance Agreement	0.00	0.00	483.66
6130 · Gas & Oil	0.00	0.00	3,947.06
6160 · Equipment Maintenance	0.00	0.00	6,275.69
6161 · Vehicle Maintenance	0.00	0.00	12,849.23
6170 · Building Maint and Improvements	0.00	0.00	18,765.37
6180 · Grounds Maintenance	0.00	0.00	793.18
6190 · Small Tools & Equipment	0.00	0.00	3,249.27
6200 · Supplies - Department	0.00	0.00	961.48
6210 · Supplies - Medical	0.00	0.00	7,773.56
6215 · Supplies - Prevention	0.00	0.00	210.01
6220 · Supplies - Suppression	0.00	0.00	4,650.30

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

	<u>Equipment Rese...</u>	<u>Vehicle Reserve ...</u>	<u>TOTAL</u>
6230 · Hazardous Materials	0.00	0.00	60.00
6240 · Supplies - Consumables	0.00	0.00	721.70
6250 · Uniforms	0.00	0.00	9,461.39
6270 · Volunteer - Activities	0.00	0.00	1,448.04
6310 · Physical & Immunizations	0.00	0.00	1,643.50
6320 · Community Involvement	0.00	0.00	150.00
6900 · Miscellaneous Expense	0.00	0.00	711.79
Total 6000 · Materials and Services	0.00	0.00	113,283.12
7000 · Capital Outlay			
7200 · Capital Outlay - Equipment	0.00	0.00	206,607.92
7110 · Capital Outlay - Building	0.00	0.00	45,742.09
Total 7000 · Capital Outlay	0.00	0.00	252,350.01
Total Expense	220,000.00	0.00	872,032.00
Net Ordinary Income	64,268.67	72,890.34	557,681.56
Net Income	<u>64,268.67</u>	<u>72,890.34</u>	<u>557,681.56</u>

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 09/01/2020 through 09/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/02/2020			1050 · Local Governm...	Deposit			75,000.00	133,248.22
09/03/2020			-split-	Deposit			6,303.27	139,551.49
09/03/2020	EFT	Oregon Child Support	2400 · Payroll Liabiliti...		145.00			139,406.49
09/04/2020	EFT	AT&T Mobility	6000 · Materials and S...		41.51			139,364.98
09/04/2020	EFT	PERS	-split-		14,441.48			124,923.50
09/04/2020	EFT	AsiFlex	2400 · Payroll Liabiliti...		295.00			124,628.50
09/04/2020	30890	Andy Louden	-split-		4,009.31			120,619.19
09/04/2020	PR 0820		-split-	Miller	6,062.98			114,556.21
09/04/2020	PR 0820		1015 · Citizens Bank C...	Rodriguez	2,798.81			111,757.40
09/04/2020	PR 0820		1015 · Citizens Bank C...	Moser	4,028.75			107,728.65
09/04/2020	PR 0820		1015 · Citizens Bank C...	Saalsaa	6,170.01			101,558.64
09/04/2020	PR 0820		1015 · Citizens Bank C...	Haney	7,235.94			94,322.70
09/04/2020	PR 0820		1015 · Citizens Bank C...	Taylor	3,723.81			90,598.89
09/04/2020	PR 0820		1015 · Citizens Bank C...	Ferguson	4,212.96			86,385.93
09/04/2020	PR 0820		1015 · Citizens Bank C...	Spangler	613.81			85,772.12
09/04/2020	PR 0820		1015 · Citizens Bank C...	Schell	729.83			85,042.29
09/04/2020	PR 0820		1015 · Citizens Bank C...	Dunworth	562.93			84,479.36
09/04/2020	PR 0820		1015 · Citizens Bank C...	Licon	335.89			84,143.47
09/05/2020	30850	Aine Smith	-split-		734.53			83,408.94
09/06/2020	EFT	Comcast	6000 · Materials and S...		12.69			83,396.25
09/08/2020			-split-	Deposit			5,231.31	88,627.56
09/10/2020	EFT	AsiFlex	6000 · Materials and S...		15.00			88,612.56
09/11/2020	EFT	Colonial Life	-split-		153.40			88,459.16
09/11/2020	EFT	Oregon Growth Plan	2400 · Payroll Liabiliti...		650.00			87,809.16
09/11/2020	30891	Alyrica	2010 · Accounts Payable		512.87			87,296.29
09/11/2020	30892	Andrew Lewis	2010 · Accounts Payable		1,734.00			85,562.29
09/11/2020	30893	Applegate Door Co.	2010 · Accounts Payable		62.00			85,500.29
09/11/2020	30894	Audubon Machinery ...	2010 · Accounts Payable		2,524.00			82,976.29
09/11/2020	30895	Best Septic	2010 · Accounts Payable		821.00			82,155.29
09/11/2020	30896	Bimart Corporation	2010 · Accounts Payable		53.90			82,101.39
09/11/2020	30897	Carson Oil	2010 · Accounts Payable		679.89			81,421.50
09/11/2020	30898	City of Philomath	2010 · Accounts Payable		615.00			80,806.50
09/11/2020	30899	CTX	2010 · Accounts Payable		169.43			80,637.07
09/11/2020	30900	Culligan	2010 · Accounts Payable		65.15			80,571.92
09/11/2020	30901	Jean Goul	2010 · Accounts Payable		37.50			80,534.42
09/11/2020	30902	K & L Industries	2010 · Accounts Payable		10,092.00			70,442.42
09/11/2020	30903	Kamind IT, Inc.	2010 · Accounts Payable		195.84			70,246.58
09/11/2020	30904	Mainline Pump & Irr...	2010 · Accounts Payable		127.50			70,119.08
09/11/2020	30905	Medline Industries, I...	2010 · Accounts Payable		65.88			70,053.20
09/11/2020	30906	MES Northwest	2010 · Accounts Payable		1,451.65			68,601.55

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 09/01/2020 through 09/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/11/2020	30907	Midvalley Newspapers	2010 · Accounts Payable		189.60			68,411.95
09/11/2020	30908	Occupational Medici...	2010 · Accounts Payable		661.50			67,750.45
09/11/2020	30909	Republic Services	2010 · Accounts Payable		348.30			67,402.15
09/11/2020	30910	Rich Saalsaa	2010 · Accounts Payable		371.98			67,030.17
09/11/2020	30911	Teleflex LLC	2010 · Accounts Payable		80.52			66,949.65
09/11/2020	30912	Thomas Miller	2010 · Accounts Payable		1,005.91			65,943.74
09/11/2020	30913	True Value	2010 · Accounts Payable		104.19			65,839.55
09/11/2020	30914	TWGW, Inc. dba Phi...	2010 · Accounts Payable		40.42			65,799.13
09/14/2020	30915	Good Earth Pest Co...	2010 · Accounts Payable		68.00			65,731.13
09/14/2020	30916	Olivia Friedel	2010 · Accounts Payable		2,184.00			63,547.13
09/14/2020	30917	Victor Haney`	2010 · Accounts Payable		112.32			63,434.81
09/16/2020	30918	OSCU 402518-71	2010 · Accounts Payable		402.77			63,032.04
09/16/2020	30919	OSCU 402518-70	2010 · Accounts Payable		2,139.07			60,892.97
09/16/2020	30920	OSCU 402518-72	2010 · Accounts Payable		505.67			60,387.30
09/16/2020	30921	OSCU 402518-73	2010 · Accounts Payable		2,301.87			58,085.43
09/18/2020	EFT	Colonial Life	-split-		153.40			57,932.03
09/18/2020	30922	Northwest Mechanical	2010 · Accounts Payable		1,111.41			56,820.62
09/18/2020	30923	Brandon Dowell	2010 · Accounts Payable		2,381.00			54,439.62
09/21/2020			1050 · Local Governm...	Deposit			50,000.00	104,439.62
09/21/2020	EFT	Verizon	6000 · Materials and S...		229.33			104,210.29
09/21/2020	30924	Bimart Corporation	2010 · Accounts Payable		93.93			104,116.36
09/21/2020	30925	CIS Trust	2010 · Accounts Payable		10,335.20			93,781.16
09/21/2020	30926	Consumers Power Inc.	2010 · Accounts Payable		135.23			93,645.93
09/21/2020	30927	Life Assist, Inc.	2010 · Accounts Payable		186.13			93,459.80
09/21/2020	30928	NW Natural	2010 · Accounts Payable		49.46			93,410.34
09/21/2020	30929	Petty Cash	2010 · Accounts Payable		26.86			93,383.48
09/21/2020	30930	Rich Saalsaa	2010 · Accounts Payable		15.79			93,367.69
09/21/2020	30931	Thomas Miller	2010 · Accounts Payable		661.67			92,706.02
09/21/2020	30932	Timber Supply Co.	2010 · Accounts Payable		3.65			92,702.37
09/21/2020	30933	True Value	2010 · Accounts Payable		104.73			92,597.64
09/21/2020	30934	TWGW, Inc. dba Phi...	2010 · Accounts Payable		70.10			92,527.54
09/21/2020	30935	Walter E. Nelson Co.	2010 · Accounts Payable		187.20			92,340.34
09/21/2020	30936	Carson Oil	2010 · Accounts Payable		600.71			91,739.63
09/21/2020	30937	Century Link	2010 · Accounts Payable		112.96			91,626.67
09/21/2020	30938	Weidner Fire	2010 · Accounts Payable		9,097.35			82,529.32
09/28/2020	30939	Andy Louden`	2010 · Accounts Payable		191.86			82,337.46
09/28/2020	30940	Cascade Fire Equipm...	2010 · Accounts Payable		180.98			82,156.48
09/28/2020	30941	Chaney Ferguson	2010 · Accounts Payable		64.80			82,091.68
09/28/2020	30942	CTX	2010 · Accounts Payable		59.52			82,032.16
09/28/2020	30943	Eli Davis	2010 · Accounts Payable		124.00			81,908.16

Philomath Fire and Rescue

9/28/2020 3:38 PM

Register: 1015 · Citizens Bank Checking

From 09/01/2020 through 09/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
09/28/2020	30944	Hughes Fire Equipm...	2010 · Accounts Payable		93.60		81,814.56
09/28/2020	30945	Industrial Welding S...	2010 · Accounts Payable		169.83		81,644.73
09/28/2020	30946	Pacific Power	2010 · Accounts Payable		671.87		80,972.86
09/28/2020	30947	SeaWestern	2010 · Accounts Payable		6,061.45		74,911.41
09/28/2020	30948	Thomas Miller	2010 · Accounts Payable		1,169.96		73,741.45
09/28/2020	30949	True Value	2010 · Accounts Payable		87.22		73,654.23
09/28/2020	30950	TWGW, Inc. dba Phi...	2010 · Accounts Payable		149.58		73,504.65

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

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

August		
accrual	9	0
taken	0	9
balance	398.91	87

September		
accrual	9	0
taken	0	0
balance	407.91	87

October		
accrual	9	0
taken		
balance	416.91	87

	Sick Leave	Vacation
November		
accrual	9	0
taken		
balance	425.91	87

December		
accrual	9	0
taken		
balance	434.91	87

January		
accrual	9	0
taken		
balance	443.91	87

February		
accrual	9	0
taken		
balance	452.91	87

	Sick Leave	Vacation
March		
accrual	9	0
taken		
balance	461.91	87

April		
accrual	9	0
taken		
balance	470.91	87

May		
accrual	9	0
taken		
balance	479.91	87

June		
accrual	9	0
taken		
balance	488.91	87

Lillee Rodriguez

From: Lillee Rodriguez
Sent: Tuesday, 22 September, 2020 09:30
Subject: 2021 SDAO Conference Info - Virtual

Board members,

I was able to find information for SDAO's Spring Conference, 2021. They will be holding a virtual event, though details and registration are not yet available. Limited info on the SDAO Conference can be found here:

<https://www.sdao.com/annual-conference>

OFDDA typically holds their annual conference in October. Obviously, the 2020 conference has been cancelled and it is far too soon to have information about the 2021 Conference. I will keep you posted as I know.

Currently, it looks like the Oregon Fire Chief's Conference is still scheduled to happen in April 27 - 30, 2021 at the Riverhouse on the Deschutes in Bend, OR. This conference relates more to Chief Miller, and other Chief Officers, than the Board.

Please let me know if you have questions about other trainings available or topics that you may be interested in. I am always happy to keep my ear out for educational events.

Thank you for all that you do!

Lillee Rodriguez
Office Administrator
Philomath Fire & Rescue
541-360-0030

What

Philomath Fire and Rescue (the District) is a special district formed under Oregon Revised Statute Chapter 478. It is funded primarily through property taxes and is governed by a five-member, elected Board of Directors. The District covers 58 square miles and has a population of around 9,000 residents.

The District provides services in three areas.

- Response to medical emergencies as a non-transporting quick-response team
- Response to fire and hazardous-materials emergencies as a primary agency
- Fire and accident prevention through public education, code enforcement, and community involvement

The District responds to a variety of calls, including:

- Structure fires
- Alarm activations
- Medical needs
- Lift assists
- Motor Vehicle Crashes
- Illegal burns
- Burn complaints
- Nuisance fires
- Mutual aid to other fire and rescue services
- Wildland Urban Interface firefighting

Paid staff and volunteers train for and provide multiple services other than fire and EMS response, including:

- Heavy extrication for motor-vehicle crashes
- Safety and prevention education to the public
- Fire investigation
- Fire-code enforcement
- Water rescue from the bank and rope rescue at medium to low angles
- Initial response to incidents involving hazardous materials, but not cleanup

Where

The District operates out of one main station and two substations.

- Station 201, the main station, is located at 1035 Main Street in Philomath.
- Station 202 is located in the community of Wren at 34925 Wren Road.
- Station 203 serves the Inavale area and is situated at 25700 Llewellyn Road.
- The District has five remote water sites. They are located at the intersection of Decker and Bellfountain roads, on Joseph Lane, on Priest Road, at Wren Hill Estates, and at the end of Daisy Drive. The District relies on hydrants inside the city limits.
- The District also responds to calls for emergency medical service in unprotected areas of Benton County that are within 5 miles of the District's boundary, as well as to the top of Mary's Peak.

Who

The District has paid and volunteer staff consisting of:

- Six full-time, paid fire-fighting personnel and one full-time Administrative Assistant. The paid positions include Fire Chief, Deputy Chief, Fire & Life Safety Lieutenant, 3 Fire Fighter/Lieutenants, and

Administrative Assistant. All paid personnel respond to calls for assistance when scheduled and available, except for the Administrative Assistant.

- About 45 volunteers with variable training and skill sets who respond to calls or cover the main station when others respond. This includes 3 Resident Volunteers who live at the main station full time.

All paid personnel work out of Station 201. Predominately, they are on duty Monday through Friday. One paid firefighter is on duty Saturday and Sunday. Standard duty hours are from 7:00 AM until 6:00 PM. The District depends on volunteers for call response after standard duty hours and on weekends.

Stations 202 and 203 are staffed completely by volunteers who live in those respective areas. In a typical weekday response, the first piece of apparatus is staffed by paid personnel, and any additional apparatus responding is staffed by volunteers.

How

When you call 9-1-1, the call is received at the dispatch center-Corvallis Regional Communications Center (CRCC).

- As the CRCC is determining the location and nature of the emergency, the CRCC enters information you provide into a computer. A text message is generated and sent to any of District members who are registered to receive these messages.
- As the CRCC call taker asks questions and gathers important information, a page is sent out alerting responders of an emergency call. The page includes the address, the nature of the call, and a map.
- During standard duty hours, paid District personnel respond.
- At night and on weekends, District volunteers respond from home to their District station and then to the call. Additionally, the District has a rotating shift of personnel, both paid and volunteer, who respond directly from home after hours.

Partners

The District relies on a variety of partners to fulfill its mission. They include:

- Corvallis Fire Department provides ambulance transport, technical rescue, confined-space rescue, and water-rescue services.
- Benton County Search and Rescue, under the auspices of the County Sheriff, provides search-and-rescue services.
- The State of Oregon, through the Linn Benton HazMat Region 5 Team, provides any hazardous-materials response beyond the District's capabilities.
- Corvallis Fire and Monroe Fire provide automatic aid for structure fires under established agreements.
- Fire agencies in Benton, Linn, and Polk counties also provide general mutual aid for a variety of calls.
- Oregon Department of Forestry responds to wildland fires in the District.

How Fast

The District's six-year average response time, from the time a call is received until District personnel are leaving a station, is 4 minutes and 31 seconds. The overall average time from responding to arrival at the scene is 7 minutes and 28 seconds, although there is variability around that average based on time and location in the District (See next page).

50th/85th Percentile Response Times

Response times, Philomath Fire and Rescue, 2006-12, by type of call and station.

Station	Call	Shift	50 th Percentile			85 th Percentile			n
			R	T	T&R	R	T	T&R	
201 East	Fire	Weekday	3	3	6	4	5	9	107
		Night/weekend	5	4	9	8	7	15	125
	EMS	Weekday	2	3	5	3	5	8	263
		Night/weekend	4	3	7	6	5	11	386
201 West	Fire	Weekday	3	2	5	5	4	9	139
		Night/weekend	4	3	7	8	5	13	157
	EMS	Weekday	2	2	4	3	3	6	484
		Night/weekend	3	2	5	6	3	9	723
201 Other	Fire	Weekday	3	6	9	5	9	14	97
		Night/weekend	5	5	10	9	9.4	18.4	89
	EMS	Weekday	2	4	6	4	7	11	222
		Night/wkend	4	5	9	6	8	14	365
202	Fire	Weekday	4	10	14	6.6	14.8	21.4	15
		Night/weekend	4	8	12	11	13.4	24.4	23
	EMS	Weekday	3	8	11	5	10.7	15.7	63
		Night/weekend	3	7	10	7	11.65	18.65	71
203	Fire	Weekday	3	11	14	6.55	18.1	24.65	22
		Night/weekend	5	10	15	8.3	15	23.3	25
	EMS	Weekday	2	9	11	3	13	16	101
		Night/weekend	4	9	13	6.7	13	19.7	102
MA	Fire	Weekday	6	18	24	12.5	29.3	41.8	49
		Night/weekend	7	10	17	15	21.45	36.45	90
	EMS	Weekday	4	8.5	12.5	7	19	26	57
		Night/weekend	5	7	12	9.3	20.1	29.4	35

Measures: 50th percentile=half the time the response is at least this fast; 85th percentile=85% of responses are at least this fast

Times: R=Dispatch to first unit responding (“out the door”); T=First unit responding to first unit on scene (“travel”); R&T=Dispatch to first unit arriving on scene (“total response time”)

Shift: Weekday=M-F 0700-1800

n: Total number of responses in category

201 East: Inside city limits, east of 19th Street

201 West: Inside city limits, west of 19th Street

201 Other: Outside city limits, not in 202 or 203 area

202: Wren community, west of Garrett Lane

203: Inavale community, south of Airport Road

MA: Mutual Aid-All responses outside the fire district boundary

Resources

Station 201 at 1035 Main Street

- 221 1998 Ford E350 Rescue
 - 224 1992 Ford E350 Rescue
 - 231 2001 Structural Engine
 - 234 2001 Structural Engine
 - 264 2007 Ford F450 Wildland Engine
 - 265 1990 Wildland Engine
 - 241 2007 Kenworth 3,000 gallon Water Tender
 - 244 2007 Kenworth 3,000 gallon Water Tender
 - 251 1982 95 Foot Aerial Platform
 - 291 2007 Chevy Tahoe Command Car
 - 292 1998 Ford Explorer Staff Car
 - 293 2010 Ford Crew Cab Staff Car
- Air Trailer-Cascade System, filling station and extra bottles

Station 202 at 34925 Wren Road

- 232 1986 Marion Structural Engine
- 262 1986 Wildland Engine

Station 203 at 25700 Llewellyn Road

- 233 2008 Boise Mobile Equipment Structural/Interface Engine
 - 263 1986 Wildland Engine
- Mass-Casualty Incident Trailer

Reviewed December 2015

ORGANIZATIONAL MANUAL

Section P
PERSONNEL
Procedure P-13

Deputy Chief

I. **Job Summary:**

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

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

Supervision Received:

The Deputy Chief reports directly to the Fire Chief. In the extended absence or incapacitation of the Fire Chief the Deputy Chief would report directly to the Board of Directors.

Supervision Exercised:

The Deputy Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- Recommend the hiring, transfer, suspension, promotion, discharge or discipline for assigned employees.
- Be assigned a crew by the Fire Chief to perform apparatus checks in the absence of sufficient Captains.
- Attempt to resolve major and minor issues brought to their attention.
- Keep the Fire Chief advised on all personnel issues brought to their attention, recommended actions that need to be taken, or the disposition of actions.
- Coordinate the training of all personnel at regular and specialized training sessions.
- Serve in a supervisory capacity for all Captains and Lieutenants.

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~~II. Distinguishing Features of the Class:~~ Essential Job Duties:

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

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

~~III. Employment Requirements:~~ Knowledge Skills and Ability to:

The Deputy Chief will:

- 1. Be able to function as part of the District administrative team.
- 2. Enforce policies of the District and maintain discipline of personnel.
- 3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other fire protection agencies to reflect a professional image of the District.
- 4. Attend District training sessions as required.
- 5. Act as liaison with the Linn/Benton Fire Training Council.
- 6. Cooperate with local, state and federal public agency officials.
- ~~7. Be responsible for the operation and supervision of personnel assigned to them and act in an Incident command position at emergency scenes.~~

ORGANIZATIONAL MANUAL

~~8. Recommend the hiring, transfer, suspension, promotion, discharge or discipline for assigned employees.~~

9-7. Assist the Fire Chief in a confidential manner by providing advice, guidance and information on labor and operational matters. ~~matters and disciplinary recommendations.~~

~~10-8.~~ Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District.

11-9. Possess the ability to accurately follow instructions and to complete tasks with a minimum of direction and supervision.

12-10. Possess ability to communicate effectively both verbally and in writing.

13-11. Meet the physical requirements set by the District, per NFPA 1582, relating to firefighter physicals and District fitness standards.

14-12. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.

15-13. Have an in-depth knowledge of the fire suppression resources of the Fire District and the surrounding fire service agencies with a general knowledge of the geography of the District.

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

~~V. Minimum Basic Requirements:~~ Required Certifications:

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

Required NFPA Qualifications:

- Associates degree in Fire Science or related field
- Minimum three years as Fire Captain or equivalent management-level experience
- Fire Officer I
- Fire Instructor II
- Apparatus Operator
- Aerial Operator
- Oregon Emergency Medical Technician
- Hazardous Materials Incident Commander
- Incident Safety Officer
- NWCG Engine Boss
- Maintain a Valid Oregon Driver's License

~~Preferred NFPA Qualifications:~~ Preferred Certifications: maximum 6% qualifications

ORGANIZATIONAL MANUAL

- Fire Officer II (2% incentive)
- FO II plus, Mobile Water Supply Officer and, NWCG Strike Team Leader (4% incentive)
- All above preferred qualifications plus, Oregon Advanced or Paramedic (6% incentive)

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

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

Work Environment

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined

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spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Overtime hours will be determined through contract with the District. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

ORGANIZATIONAL MANUAL

Section P
PERSONNEL
Procedure P-3

OFFICE ADMINISTRATOR Non-exempt, non-union position

Job Summary:

Under the general direction of the Fire Chief, the Office Administrator provides complex administrative support involving sensitive and confidential material to the Fire Chief, Administrative Team, and Board of Directors. The Office Administrator also provides oversight for all financial and clerical functions of the District. This position requires the exercise of initiative, independent judgement, and discretion in screening calls, visitors, and mail, answering and disposing of requests for information, and public relations activities. The Office Administrator is a classified position and is subject to the rules and regulations of the Philomath Fire & Rescue Civil Service Commission.

Supervision Received:

The Office Administrator works under the general direction of the Fire Chief and Board of Directors.

Supervision Exercised:

The Office Administrator exercises supervision over other clerical personnel as directed by the Fire Chief.

Essential Job Functions:

The examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The essential job duties will include other responsibilities as assigned and required.

General Office Support: 30% of time

1. Provide administrative support to the Fire Chief, staff, Board of Directors, and Volunteer Association, including the coordination and preparation of meetings, maintain information using appropriate software applications, prepare meeting minutes, and draft reports and other documents.
2. Respond to incoming phone calls and public inquiries, provide information regarding District policies and procedures relating to assigned responsibilities and/or direct inquiries to appropriate staff.
3. Maintain and order office supplies.
4. Coordinate and organize resources and supplies for District events, trainings, and large incidents.
5. Develop and maintain community outreach through District website, social media, and newsletter.

ORGANIZATIONAL MANUAL

6. Conduct research on behalf of District and personnel as needed, provide clerical support on various District projects.
7. Maintain District filing system and records, may develop and implement new filing systems or modify systems as appropriate. Maintain District contracts and policies.

Financial: 30% of time

1. Process Accounts Receivable/Accounts Payable using QuickBooks.
2. Process monthly payroll, prepare quarterly reports for Civil Service Commission. Maintain payroll records and personnel files. Coordinate the payment of payroll taxes, quarterly reports and other personnel pay documentation.
3. Produce monthly financial reports for the Board, staff, and Volunteer Association consisting of balance sheets and budget-to-actual profit/loss statements.
4. Reconcile LGIP, credit, and checking accounts.
5. Report and oversee the administration of the Volunteer Association Length of Service Awards Program.
6. Continually monitor District funds to prevent over-expenditures; write resolutions and coordinate supplemental budgets when necessary.

Board of Directors: 20% of time

1. Attend all Board of Director meetings, prepare agenda and board packets and act as board clerk preparing and distributing public notices, minutes, correspondence, and resolutions.
2. Maintain records for Board of Directors to include agendas, minutes, correspondence, resolutions, committees, budgets, audits, policies, financials, and elections.
3. Serve as confidential employee to the Board in all personnel matters.
4. Continue awareness and education of Oregon Public Meeting laws and Oregon Public Contracting laws.

Budget: 10% of time

1. Coordinate and participate in the development, preparation, and administration of the annual District budget, review and provide periodic reports on budget status, monitor expenditures, recommend mid-year adjustments.
2. Produce budget documents including county and state required postings, submissions and certifications.
3. Maintain knowledge of all Oregon Public Budgeting laws.
4. Enter and track changes to annual budget in QuickBooks.

Human Resources: 10% of time

1. Provide feedback to the Fire Chief, as requested, regarding the performance of District personnel, recommend disciplinary action, respond to grievances, and recommend hiring and termination decisions.

ORGANIZATIONAL MANUAL

2. Develop, plan, and implement administrative goals and objectives. May research, develop, write, execute and administer administrative procedures, policies, and guidelines.
3. Receive personnel information, review for accuracy and completeness, provide administrative support for hiring processes and contract negotiations; maintain confidentiality in all personnel related matters.
4. Oversee the preparation and flow of documents relating to personnel matters, provide assistance to administrative team in succession planning, career development, recruitment, and selection activities and processes. Maintain I-9 and W-4 records.
5. Administer HR benefits and all employee benefits programs including health, dental, life and disability insurance, Flexible Spending Account, PERS retirement, and deferred compensation plans
6. Serve as a "confidential" employee to the Fire Chief in personnel matters.

Audit: <5% of time

1. Collect and prepare all documents for annual audit review; review draft audit and distribute annual audit report to Fire Chief and Board of Directors.
2. Act as District liaison to audit personnel.
3. Maintain and expand best practices for audit preparation and District financial transparency.

Other: <5% of time

1. Conduct staffing, procedural, organizational, purchasing, and budgetary evaluations and recommend modifications to increase effectiveness and efficiency, develop and modify effective District tools and policies.
2. Maintain professional proficiency by attending training conferences and meetings, meet with peers in Fire Service roles.
3. Receive and process requests and prompts from members of the public, encourage fire safety and community education; maintain professional and courteous relationships with all members of the District and community.
4. The Office Administrator is encouraged to participate in the activities of the Philomath Volunteer Fire Department.

Contact with Others:

The Office Administrator ~~shall~~will:

1. Be a responsible and professional representative of the Fire District at all times, with the awareness that their actions should not cause distress or embarrassment for the Fire Chief, their designated replacement, Board of Directors, or the District.
2. Cooperate with local, state and federal public agency officials and maintain professional relationships with the same.
3. Work with the general public, District personnel and other fire protection agencies in a courteous and cooperative manner.
4. Interact frequently with peers and members of the public via phone, email, social media, and in person to convey information relating to Fire District activities,

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events, policies, as well as answer inquiries, and discuss aspects of fire safety, or direct to appropriate resource.

Qualifications:

Necessary Qualifications

- Minimum of five years of increasingly responsible experience in office administration, accounting, payroll, budget, computer applications, and public contact.
- Graduation from high school or GED supplemented by additional training.

Preferred Qualifications – maximum 8% incentive cap

- Associate [degree in Business Administration, Accounting, Human Resources or related field, or a business college degree with specialized course work in general office practices. \(4% incentive\)](#)
- ~~or~~ Bachelor degree in Business Administration, Accounting, Human Resources or related field, or a business college degree with specialized course work in general office practices. [\(6% incentive\)](#)
- Proficiency with QuickBooks or comparable system.
- Any combination of experience/training that demonstrates advanced knowledge, skills, and abilities relating to the above duties.
- Public Information Officer [certification \(4% incentive\)](#)
- [OFSOA, SDAO or LOC](#) -certification. [\(2% incentive\)](#)

Licenses or Certifications

As a condition of employment, the following certifications or licenses must be maintained. This list is not intended to be all-inclusive. Additional training or certification that is required by the District will be added to this list as it is completed.

- Oregon Driver License (must meet District's driving standards)
- Notary Public (within 30 days of hiring)
- First Aid/CPR

At the direction of the Fire Chief, the Office Administrator ~~shall~~[will](#) attend trainings and seminars to increase ability in the performance of assigned duties.

Proficient Knowledge of:

- Principles and practices of payroll and accounting;
- Best practices for record keeping procedures;
- Administrative office practices and procedures including word processing, spreadsheets, desktop, and online programs and applications;
- Principles and practices of budgeting process, personnel policies, and collective bargaining agreements;
- Principles and practices of customer service and public relations.

Proficient Skills in:

- Use of office equipment and computers;

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- Planning and organizing work to meet project and work requirements;
- Problem solving and decision making, using initiative and sound judgement;
- Composing, drafting, and editing business correspondence and reports;
- Communicating effectively with others both internally and externally;
- Answering multiple phone lines;
- Dealing professionally and appropriately with others;
- Interpreting and enforcing policies and procedures.

Ability to:

- Maintain confidentiality
- Effectively communicate in English, both orally and in writing, as well as understand and carry out oral and written directives;
- Organize, file, and maintain accurate records;
- Prepare complex reports and correspondence, often under tight or changing timeframes, with multiple interruptions;
- Make decisions commensurate with position responsibilities and in accordance with district policies;
- Use tact, judgement, and courtesy dealing with the public and personnel;
- Multi-task and maintain composure in stressful situations;
- Work in a safe manner.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Work involves multiple tasks that change frequently and requires sound mental organization. Extensive reading, writing and computer monitor work is required. The work of this position is frequently interrupted to respond to the needs of peers and members of the public.

Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is performed primarily in an open office setting located within the Fire Administrative Office, near electronic equipment. Noise levels of the work environment can vary from mild to moderate, commensurate with the noise of emergency service preparedness and response. Normal work hours are forty business hours per week, overtime hours after 40 hours per week. Work is expected to be performed in the allotted 40 hours per week, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

On occasion this position may be required to spend time outside the office for attendance at meetings, seminars, and District functions, including overnight travel and out-of-area stays.

Selection Guidelines

The selection process for this position will consist of a formal application, review of education and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.