

PHILOMATH FIRE & RESCUE

June 10, 2024 at 3 pm

Location: Philomath Fire & Rescue

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:06. Board members present included: Treasurer Ken Corbin, and Rick Brand. Board Vice President Daphne Phillips and Joe Brier was unable to attend. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa and Office Administrator Ashley Scott. Others in attendance included Volunteer Association President Dan Eddy.

- II. CONSENT AGENDA
 - a. Minutes- May 8, 2024 Budget Hearing
 - b. Minutes- May 8, 2024 Regular Session
 - c. Bills – May
 - d. Chief Vacation Hours

Edmonds moved to approve the Consent Agenda as presented with corrections noted. Brand Seconded. Approved 3-0.

- III. PUBLIC COMMENT – None.

- IV. STAFF REPORTS
 1. Board Report- No representative from the board attended the volunteer association meeting.
 - Review Board Calendar- Calendar included in the Board Packet and discussed. Updates to be made on June calendar to reflect Volunteer Business Meeting attendees.
 2. Fire Chief Report – Report included in the Board Packet and highlights discussed by Chief Ferguson. Three firefighter applicants made it to Chief Interview rounds. Thank you to Knife River for the training opportunity for Chief and Ashley. Update of the bid progress for the training facility.
 3. Deputy Chief Reports- Report included in the Board Packet and highlights discussed by Deputy Chief Saalsaa. Very busy month with calls in the month of May. 12% of our call volume are lift assists. Completed Wi-Fi transition and now working toward

internet redundancy. Deputy Chief wanted the Board to be aware that the North 12th property that includes a driveway that the intent of the city is to poke through, the problem is the fire code includes the necessity of a turn around. The house was built without the necessary turnaround. There is a neighbor's driveway that is being utilized for temporary occupancy. Edmonds asked for this item to be added to New Business later in the meeting. Mary's Peak Repeater to be updated by City of Corvallis. Updates will be given as soon as the plan is finalized.

4. Office Administrator Financial Report- Report included in the Board Packet and highlights discussed by Scott in the Bills portion. Clarification on AR and AP for Edmonds.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Report included in the Board Packet and highlights discussed by President Eddy. Continuing to work on business practices. No association meetings for the next two months. Lots of great help with the academy coordination with Captain Bovbjerg, Union and other volunteers. Summer picnic in planning in progress and will be updated as details are confirmed.
2. IAFF Local 4925 – No representative present or report submitted.
3. City Council Liaison- No representative present or report submitted.

VI. OLD BUSINESS

1. Approval of Final Chief Contract- Edmonds included the contract in the Board Packet and discussed the details.

Corbin moved to approve Final Chief Contract including COLA as presented. Brand Seconded. Approved 3-0.

2. Annual Board Self Appraisal, Continued- Scott (this item is being combined with the Board Policy Updating to discuss and implement as needed).
3. Board Policy Updating- Edmonds approved by consensus to work with the Chief to work through the policies.
4. Personnel Manual and Administrative Directives Review Update- Ferguson
 - a. Review Surplus Policy- finding a definition of property to add with the potential value. Possible addition to Capital Policy.
5. Volunteer Activities Account- Ferguson & Eddy discussed the options with the group (1. Grant Process or 2. Absorb all funds back in the District's budget.) The Association is leaning toward the 2nd option to keep the liability with the District.

VII. NEW BUSINESS

1. OSFM WFS Grant Funds for 2024- Scott

Brand moved to authorize the acceptance of OSFM Wildfire Staffing Grant in the amount of \$35,000. Edmonds Seconded. Approved 3-0.

2. SDAO Consulting Services Contract- Ferguson

Corbin moved to approve SDAO Consulting Services Contract as presented. Edmonds Seconded. Approved 3-0.

3. Job Description Updating- Ferguson discussed the necessity and process to amend and add these job descriptions. The Organizational Chart was included in the Board Packet along with all the following Job Descriptions for review. Operations Chief and Public Education Coordinator are moving on to Final Reading at the July Meeting. The Training Captain and Lieutenant will be brought to the Civil Service Commission at their next meeting for review and insight.

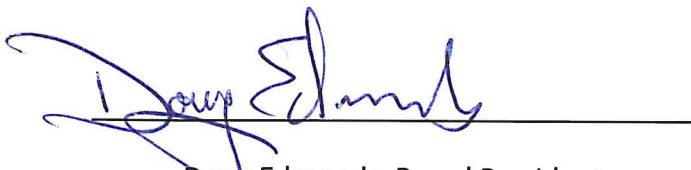
- a. Operations Chief- First Reading
- b. Public Education Coordinator- First Reading
- c. Training Captain
- d. Lieutenant

4. Items to Discuss with the City: North 12th Street Property Discussion (added by Edmonds after discussion added in the Deputy Chief Report) another topic includes Fire Hydrant Testing. Edmonds requested update at next meeting from the District.

VIII. ACTION ITEMS

IX. NEXT MEETING – July 8, 2024

X. ADJOURNMENT – 16:33



Doug Edmonds, Board President

PHILOMATH FIRE & RESCUE

June 10, 2024 at 3 pm

Location: Philomath Fire & Rescue

Regular Session Board Meeting

Join Zoom Meeting

[https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS
HRvQT09](https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS
HRvQT09)

Meeting ID: **857 8949 8234**

Passcode: **860360**

I. CALL TO ORDER/ROLL CALL

II. CONSENT AGENDA

- a. Minutes- May 8, 2024 Budget Hearing
- b. Minutes- May 8, 2024 Regular Session
- c. Bills – May
- d. Chief Vacation Hours

Staff recommended action: Move to approve Consent Agenda as presented.

III. PUBLIC COMMENT

IV. STAFF REPORTS

1. Board Report
 - Review Board Calendar
2. Fire Chief Report – Chief Ferguson
3. Deputy Chief Reports- Deputy Chief Saalsaa
4. Office Administrator Financial Report- Scott

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy
2. IAFF Local 4925 – President Moser
3. City Council Liaison- Councilor Christopher McMorran

VI. OLD BUSINESS

1. Approval of Final Chief Contract- Edmonds

Staff recommended action: Move to approve Final Chief Contract including COLA as presented.

2. Annual Board Self Appraisal, Continued- Scott
3. Board Policy Updating- Edmonds
4. Personnel Manual and Administrative Directives Review Update- Ferguson
 - a. Review Surplus Policy
5. Volunteer Activities Account- Ferguson & Eddy

VII. NEW BUSINESS

1. OSFM WFS Grant Funds for 2024- Scott

Staff recommended action: Move to authorize the acceptance of OSFM Wildfire Staffing Grant in the amount of \$35,000.

2. SDAO Consulting Services Contract- Ferguson
3. Job Description Updating- Ferguson
 - a. Operations Chief- First Reading
 - b. Public Education Coordinator- First Reading
 - c. Training Captain
 - d. Lieutenant

VIII. ACTION ITEMS

IX. NEXT MEETING – July 8, 2024

X. ADJOURNMENT

PHILOMATH FIRE & RESCUE

May 8, 2024

Location: Philomath Fire & Rescue

3:00 pm

Budget Hearing

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:00. Board members present included: Treasurer Ken Corbin, and Joe Brier. Board members not present included Vice President Daphne Phillips and Rick Brand. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa, Office Administrator Ashley Scott. Guests included: Volunteer Association President Dan Eddy.
- II. BUDGET HEARING OPEN/PUBLIC INPUT- None.
- III. RESOLUTIONS ADOPTING BUDGET AND TAX LEVY- Included in the Board Packet and read by Edmonds.
Brier motioned to Adopt the Budget Resolution 24-01. Seconded by Corbin. Approved 3-0.
Corbin motioned to Adopt the Resolution Levying Taxes 24-02. Seconded by Brier. Approved 3-0.
- IV. ADJOURNMENT- 15:05

Board President- Doug Edmonds

PHILOMATH FIRE & RESCUE

May 8, 2024

Location: Philomath Fire & Rescue

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:05. Board members present included: Treasurer Ken Corbin, Rick Brand (at 15:16), and Joe Brier. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa and Office Administrator Ashley Scott. Others in attendance included Volunteer Association President Dan Eddy.

- II. CONSENT AGENDA
 - a. Minutes- April 8, 2024 Regular Session
 - b. Minutes- April 18, 2024 Budget Committee Hearing
 - c. Bills – April
 - d. Chief Vacation Hours

Edmonds moved to approve the Consent Agenda as presented. Brier Seconded. Approved 3-0.

- III. PUBLIC COMMENT – None.

- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar- Calendar included in the Board Packet. Rick will be attending June Volunteer Business Meeting. Move “Decide Board Members attending Volunteer Business Meeting” to December.
 2. Fire Chief Report – Report included in the Board Packet and highlights discussed by Chief Ferguson. 28 applications were received for the two firefighter positions. June 7th is testing day for the top 5 candidates after the application review. Chief took a moment to compliment staff on accomplishments of 2023-2024. Edmonds recognized the savings and accomplishments of the district. Questions were answered about conversations with Corvallis Rural and Hoskins- Kings Valley Fire Districts.
 3. Deputy Chief Reports- Report included in the Board Packet and highlights discussed by Deputy Chief Saalsaa. One correction will be the breakdown of calls- Mary’s Peak

was listed twice. Cybersecurity update: within the next two weeks the wiring will be updated. Meeting with Pioneer Village Chair discussion was discussed about a turn around that will be completed soon.

4. Office Administrator Financial Report- Report included in the Board Packet and highlights discussed by Scott (Waiting on one resident volunteer to submit tuition reimbursement, resiliency, drone expenses, electronic reader boards, turn outs, hoods, gloves, propane tank fill and install, and removal of old tires from training house removal.)

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Report included in the Board Packet and highlights discussed by President Eddy. 3 or 4 applicants for Karl Corbin Scholarship. Coordination with Association on the Butterfly project with ODOT. One firefighter and One EMS volunteer were brought on board. Worked on year end spending, some of the activity's accounts were grey but will be working toward tightening controls to clean up motions to define more specifics.
2. IAFF Local 4925 – No representative present or report submitted.
3. City Council Liaison- No representative present or report submitted.

VI. OLD BUSINESS

1. Chief Review Process- Documents included in the Board Packet. Discussion by Edmonds included: updates to the documents. Rotating check ins beginning in June and assigning a monthly Board Member to check in. June: Corbin, July: Edmonds, August: Brand, and September: Brier.
2. Approval of Final Chief Contract- Documents included in the Board Packet. Discussion by the Board included the discussion of Exhibit A needing to be included in the packet. The purpose of Exhibit A was to update only the exhibit and not the entire document. The Board would like Section V compensation amounts to be moved to Exhibit A. Edmonds will update the contract and present it at the June meeting.
3. Board File Storage Update- Scott discussed that the locks have been changed and keys are in the Board's possession.
4. Annual Board Self Appraisal, Continued- Scott handed out a paper with the remaining items the Board needed to discuss regarding the Risk Assessment that was reviewed last month. The list has been added to the Board Packet. List items included:

Board Duties/Responsibilities

- The district has an annual review/training of each board member and written acknowledgement of policy and training kept on file. – Review at next meeting.

Public Purchasing

- The board has adopted a personal service policy. – Review at next meeting.

Financial Controls

- The board has adopted a written investment policy. – Review at next meeting.

Apparatus Bays

- The district knows that the air inside the building is not contaminated with exhaust gases from apparatus engines by monitoring the air.

Facilities Maintenance Best Practices

Building Envelope

- The district has a documented inspection procedure reviewing the exterior of the buildings (items like roofs, walls, vegetation due to pests and arson, gutters and foundations, utility connections).
- The district has a documented inspection procedure reviewing the interior of the buildings (items like boiler rooms, extra humidity, leaking pipes and cracks in walls, electrical circuits).

Requalification and Refresher Training

- The district reviews the driving records annually of each staff member who drives for the district.

5. Personnel Manual and Administrative Directives Review Update- Ferguson discussed that the last draft was sent on April 25th to the Board per their request for a two-week review period. That period ends May 10th, please have all recommendations to us on that day or earlier. On May 13, the handbook will be sent to HR Answers for their final review and recommendations.

VII. NEW BUSINESS

1. Board Policy Updating- Edmonds- Moved to June meeting.
2. Deputy Chief Position- Chief Ferguson discussed a recommendation from the Board to see if they prefer internal or external posting for the Deputy Chief position. ***Edmonds motioned to keep the process internal, if no good candidates, then transition to external job posting. Seconded by Brand. Approved 4-0.***
3. Recurring Journal Entry Items- Scott discussed the monthly expenditures that are recurring for the District; this method has cut the District's usage of paper checks in half.

Brier moved to accept the Recurring Journal Entries for 2024-2025 Fiscal Year as presented. Seconded by Edmonds. Approved 4-0.

4. Volunteer Spending Account 6270- Chief Ferguson addition to the agenda. An effort to tighten up the spending process of the Volunteer Spending Account. Recommendation from the Chief to present a financial report directly to the Board. The amount of volunteer funds will need to be revisited next budget year to reallocate funds to allow the district to support the residence more fully. The bottom line is to include another layer of control of purchasing items with tax dollars. The Board asked Chief and President Eddy to create tighter spending guidelines for at line item. They will bring draft plan back to June meeting.

VIII. ACTION ITEMS

- a. Update Board Calendar to include Chief Check Ins- Scott
- b. Convert Board Policies to Word and email to President Edmonds- Scott
- c. Chief Contract: move Section V (salary) to the Exhibit A. and present in June- Edmonds and Scott
- d. Risk Assessment- Contact SDAO to see if they have lists for the facility maintenance. - Scott
- e. Create new spending guidelines for the Volunteer Spending Account line item 6270. -Chief & President Eddy

IX. NEXT MEETING – June 10, 2024

X. ADJOURNMENT- 16:26.

Doug Edmonds, Board President

Philomath Fire and Rescue Transaction by Account May 2024

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6001 · Contracted Professional Service					
Bill	05/07/2024	Benton Electric	2023 Fire Alarm Monitoring and ...	1,257.00	1,257.00
Check	05/15/2024	Riverstrong	April Cybersecuritu and Software ...	2,977.50	4,234.50
Bill	05/23/2024	Accuity, LLC	Progress Bill for year Ending in ...	1,000.00	5,234.50
Total 6001 · Contracted Professional Service				5,234.50	5,234.50
6010 · Office Supplies					
Credi...	05/02/2024	Amazon	Labels for Label Maker	19.99	19.99
Credi...	05/07/2024	Amazon	Tablets for Response Vehicles	739.38	759.37
Credi...	05/13/2024	Amazon	GPS Receivers for Tablets	93.94	853.31
Credi...	05/13/2024	Amazon	Pencil Sharpener & 10x13 Envel...	32.81	886.12
Credi...	05/16/2024	Amazon	Laser Pointer for Presentations	15.99	902.11
Credi...	05/18/2024	Canva	Canva 2024 Membership Fees	120.00	1,022.11
Bill	05/23/2024	Revolution Electric	Wire and Install of Wireless Acc...	4,781.00	5,803.11
Credi...	05/23/2024	B&H Photo Video	Mobile Presentation Table	188.95	5,992.06
Credi...	05/24/2024	R3 Engraving & Signs	Name Tag for Ashley	18.00	6,010.06
Credi...	05/28/2024	Software Instore	231 & 221- Tablet Software Upd...	27.80	6,037.86
Credi...	05/28/2024	State of Oregon	Drone Registration for the State ...	25.00	6,062.86
Credi...	05/28/2024	Amazon	Residence Printer Ink	50.89	6,113.75
Credi...	05/28/2024	Amazon	Screen Cleaning Wipes	7.09	6,120.84
Credi...	05/28/2024	Amazon	Left of Bang Book	17.16	6,138.00
Credi...	05/28/2024	Amazon	Magnetic Dry Erase Board	9.99	6,147.99
Total 6010 · Office Supplies				6,147.99	6,147.99
6011 · Postage/Shipping					
Credi...	05/07/2024	US Postal Service	Stamp Coils	68.00	68.00
Total 6011 · Postage/Shipping				68.00	68.00
6020 · Insurance and Bond					
Bill	05/16/2024	Special Districts Association	EAP for 9 Career Emergency Pe...	654.90	654.90
Bill	05/31/2024	The Hartford	Bond Insurance	180.00	834.90
Total 6020 · Insurance and Bond				834.90	834.90
6030 · Dues and Fees					
Check	05/01/2024		Service Charge	0.15	0.15
Check	05/02/2024	AsiFlex		11.25	11.40
Check	05/02/2024	Intuit		32.00	43.40
Total 6030 · Dues and Fees				43.40	43.40
6050 · Utilities					
Check	05/01/2024	Consumer Power Inc	7924200- 202 Power	215.24	215.24
Check	05/01/2024	Consumer Power Inc	7924201- Priest Pump Site	74.06	289.30
Check	05/01/2024	Consumer Power Inc	7924204- Daisy Pump Site	42.77	332.07
Check	05/03/2024	NW Natural		261.83	593.90
Bill	05/06/2024	Culligan		97.20	691.10
Check	05/07/2024	Pacific Power		729.03	1,420.13
Check	05/16/2024	City of Philomath		15.20	1,435.33
Check	05/16/2024	City of Philomath		200.30	1,635.63
Check	05/20/2024	Consumer Power Inc	7924202- 203 Power	137.19	1,772.82
Check	05/20/2024	Consumer Power Inc	7924203- Muddy Creek Pump Site	82.32	1,855.14
Check	05/20/2024	Republic Services		37.11	1,892.25
Check	05/20/2024	Republic Services		255.74	2,147.99
Total 6050 · Utilities				2,147.99	2,147.99

Philomath Fire and Rescue Transaction by Account May 2024

Type	Date	Name	Memo	Amount	Balance
6060 · Telephone, Pagers, Internet					
Credi...	05/02/2024	Alyrica		592.86	592.86
Check	05/04/2024	AT&T Mobility		163.34	756.20
Check	05/05/2024	Verizon		214.20	970.40
Check	05/06/2024	Comcast		15.82	986.22
Check	05/20/2024	Pioneer Telephone Cooper...		209.80	1,196.02
Total 6060 · Telephone, Pagers, Internet				1,196.02	1,196.02
6080 · Conference					
Credi...	05/07/2024	Sunriver Resort	Seven Rooms Reserved for OF...	926.80	926.80
Bill	05/07/2024	Ashley Scott	Sunriver and Portland Mileage R...	105.37	1,032.17
Total 6080 · Conference				1,032.17	1,032.17
6090 · Education/Training					
Bill	05/02/2024	Oregon Volunteer Firefight...	Taylor Rope Rescue Conference	440.00	440.00
Bill	05/06/2024	Medline Industries, Inc.	Tourniquets, Intub, Electrodes	283.51	723.51
Bill	05/13/2024	Chris Leonard	Instructor Payment for Firefighte...	100.00	823.51
Bill	05/15/2024	Daniel Kearl	Lodging and Dinner Expenses fo...	235.49	1,059.00
Credi...	05/15/2024	Safeway	Pork Chops for ACLS Training	6.37	1,065.37
Credi...	05/16/2024	Oregon Health Authority`	Oregon EMT Intermediate and P...	125.00	1,190.37
Bill	05/28/2024	Jayden Lindberg	9 hours of instruction at \$25 per ...	225.00	1,415.37
Bill	05/28/2024	Daniel Eddy	9 hours of instruction at \$25 per ...	225.00	1,640.37
Bill	05/28/2024	Alexander Bradford	Academy Instruction for 9 hours ...	225.00	1,865.37
Total 6090 · Education/Training				1,865.37	1,865.37
6100 · Equipment Maintenance Agreement					
Check	05/15/2024	De Lage Landen Financial ...		152.15	152.15
Total 6100 · Equipment Maintenance Agreement				152.15	152.15
6130 · Gas & Oil					
Check	05/01/2024	Carson Oil		584.17	584.17
Check	05/15/2024	Carson Oil		596.49	1,180.66
Credi...	05/28/2024	Town Pump- Philomath	Non Ethanol Fuel	17.25	1,197.91
Check	05/31/2024	Carson Oil		577.29	1,775.20
Total 6130 · Gas & Oil				1,775.20	1,775.20
6160 · Equipment Maintenance					
Bill	05/10/2024	Annas Consultants Inc.	CO Monitoring, Air Testing and ...	500.00	500.00
Total 6160 · Equipment Maintenance				500.00	500.00
6161 · Vehicle Maintenance					
Bill	05/06/2024	Willamette Hose & Fittings	263- Plumbing	276.08	276.08
Bill	05/07/2024	Willamette Hose & Fittings	263- Plumbing	11.80	287.88
Bill	05/16/2024	Les Schwab	294- Tires	1,513.90	1,801.78
Bill	05/24/2024	MPTV, Inc.	231- Light Tower	0.40	1,802.18
Bill	05/28/2024	Les Schwab	263- Tires	3,504.18	5,306.36
Bill	05/31/2024	Hughes Fire Equipment, Inc.	251- Latch, Trigger	82.54	5,388.90
Total 6161 · Vehicle Maintenance				5,388.90	5,388.90
6170 · Building Maint and Improvements					
Bill	05/13/2024	MPTV, Inc.	Sink strainers and repairs for do...	27.45	27.45
Bill	05/13/2024	MPTV, Inc.	Downstairs women's sink plumbi...	5.99	33.44
Bill	05/30/2024	MPTV, Inc.	Parts for Grill	4.70	38.14
Bill	05/30/2024	MPTV, Inc.	Grill Repair Supplies	8.78	46.92
Total 6170 · Building Maint and Improvements				46.92	46.92
6180 · Grounds Maintenance					
Bill	05/23/2024	Spaeth Lumber Co., Inc	203 Fire Danger Sign	119.43	119.43
Bill	05/24/2024	Spaeth Lumber Co., Inc	203 Fire Danger Sign	83.82	203.25
Total 6180 · Grounds Maintenance				203.25	203.25

Philomath Fire and Rescue Transaction by Account May 2024

Type	Date	Name	Memo	Amount	Balance
6190 · Small Tools & Equipment					
Credi...	05/10/2024	Amazon	Rope Rescue Grant- Harnesses	2,449.75	2,449.75
Credi...	05/10/2024	CMC Rescue Inc.	Rope Rescue Program Grant It...	2,878.60	5,328.35
Credi...	05/23/2024	CMC Rescue Inc.	Rope Rescue Supplies	718.00	6,046.35
Credi...	05/28/2024	CMC Rescue Inc.	Rope Rescue Pulleys, Anchor Pl...	622.00	6,668.35
Credi...	05/28/2024	Amazon	Rope Rescue Helmet	109.95	6,778.30
Credi...	05/28/2024	Amazon	Rope Rescue Helmet	109.95	6,888.25
Credi...	05/28/2024	Amazon	Petzl Decender	615.04	7,503.29
Bill	05/29/2024	TWGW, Inc. dba Philomat...	Pressure Washer Spark Plug	5.38	7,508.67
Total 6190 · Small Tools & Equipment				7,508.67	7,508.67
6200 · Supplies - Department					
Credi...	05/01/2024	Safeway	Officer Meeting Breakfast	36.62	36.62
Credi...	05/07/2024	Bimart Corporation	Paper towels, candy, coffee	87.41	124.03
Credi...	05/15/2024	Safeway	Candy	13.99	138.02
Credi...	05/15/2024	Out West Farm & Ranch	Propane for Fire Extinguisher Pr...	15.82	153.84
Credi...	05/18/2024	Fire Department Coffee		79.79	233.63
Bill	05/23/2024	Medline Industries, Inc.	Bio -Hoop Bag	123.72	357.35
Credi...	05/28/2024	Amazon	Dishwashing Soap	34.76	392.11
Total 6200 · Supplies - Department				392.11	392.11
6210 · Supplies - Medical					
Bill	05/06/2024	Industrial Welding Supply, ...		20.50	20.50
Bill	05/15/2024	Life Assist, Inc.	Sodium Chloride	19.84	40.34
Credi...	05/20/2024	Zoll Medical Corporation	Blood Pressure Cuffs for Zoll Mo...	103.32	143.66
Bill	05/30/2024	Life Assist, Inc.	Sodium Chloride	29.76	173.42
Total 6210 · Supplies - Medical				173.42	173.42
6250 · Uniforms					
Bill	05/01/2024	911 Supply	Bullet Proof Helments	3,006.84	3,006.84
Bill	05/10/2024	SeaWestern	White Shirt	65.35	3,072.19
Bill	05/20/2024	Michael Pohl	Boots Reimbursement	370.05	3,442.24
Check	05/23/2024	Pacific Fire Apparel	Hats	575.00	4,017.24
Bill	05/28/2024	SeaWestern	Boots	459.60	4,476.84
Total 6250 · Uniforms				4,476.84	4,476.84
6270 · Volunteer - Activities					
Bill	05/06/2024	Condon Skelly	Old #1- Insurance	350.92	350.92
Credi...	05/07/2024	Bimart Corporation	Adirondack Chairs	179.94	530.86
Bill	05/15/2024	Jean Goul	Oregon DOJ Charities Annual Fi...	20.00	550.86
Total 6270 · Volunteer - Activities				550.86	550.86
6310 · Physical & Immunizations					
Bill	05/07/2024	The Corvallis Clinic	Freeman, Moser, & Pohl	1,609.00	1,609.00
Total 6310 · Physical & Immunizations				1,609.00	1,609.00
Total 6000 · Materials and Services				41,347.66	41,347.66
Total Expense				41,347.66	41,347.66
Net Ordinary Income				-41,347.66	-41,347.66
Net Income				-41,347.66	-41,347.66

**Chancy Ferguson Vacation Usage
July 1, 2023 through June 30, 2024**

Beginning Balance as of July 1, 2023	299.5	203.69
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	Sick Leave	Vacation
July		
accrual	8	10
taken	0	16
balance	307.5	197.69

August		
accrual	8	10
taken	0	28
balance	315.5	179.69

September		
accrual	8	10
taken	0	0
balance	323.5	189.69

October		
accrual	8	10
taken	0	0
balance	331.5	199.69

	Sick Leave	Vacation
November		
accrual	8	10
taken	0	24
balance	339.5	185.69

December		
accrual	8	10
taken	0	0
balance	347.5	195.69

January		
accrual	8	10
taken	0	0
balance	355.5	205.69

February		
accrual	8	10
taken	0	0
balance	363.5	215.69

	Sick Leave	Vacation
March		
accrual	8	10
taken	0	24
balance	371.5	201.69

April		
accrual	8	10
taken	0	0
balance	379.5	211.69

May		
accrual	8	10
taken	0	0
balance	387.5	221.69

June		
accrual		
taken		
balance		

Philomath Fire & Rescue
Annual Board Calendar

January	February	March	April	May	June
Audit Presentation	Appoint Budget Officer & Budget Committee	Wage, Benefits, COLA Recommendations- Motion to Accept	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Chief Check In- Corbin
SDAO Conference in February (Seaside) OFDDA Conference in November (Sunriver)	SDAO Conference		Budget Committee Meeting	Budget Adoption	Volunteer Business Mtg Rep -Rick Brand
Set Budget Calendar	Contract and Exhibit A Final Review		Volunteer Business Mtg Rep - Ken Corbin		Approval of Final Chief Contract
Appoint Board Member to Begin Chief Review and Contract Negotiations	Volunteer Business Mtg Rep - Doug Edmonds				
Chief Performance Review and Final Review of Contract	Appreciation Dinner				
July	August	September	October	November	December
Election of Board Officers	Volunteer Business Mtg Rep- Daphne Phillips	Chief Check In- Brier	Open House	OFDDA & OFCA Conferences	Decide Board Members attending Volunteer Business Meeting
Civil Service Appointments	Chief Check In- Brand		Volunteer Business Meeting Rep - Joe Brier	Chief Check In- TBA	Volunteer Business Meeting Rep - Joe Brier
Swear In New Board Members			Chief Check In- TBA		Insurance Presentation
State and Approve Meeting Day & Time					Chief Check In- TBA
Chief Check In- Edmonds					
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		



Philomath Fire & Rescue

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

PHILOMATH FIRE & RESCUE

CHIEF'S REPORT

June 3, 2024

Department Business:

The Personnel Handbook has been forwarded on to HR Answers, and we are waiting for their response. A Contract with SDAO has been received to get signed to complete the department audit. This process is scheduled to start November 1.

The full-time Firefighter testing will happen Friday June 7th and Chief Interviews will be individually scheduled with the top candidates after the testing process.

The paid officers and I met to discuss training priorities, future operations of the department and the onboarding of new staff members.

Ashley and I are working with the Volunteer Association on different budget options to fund the operations of the Volunteer association.

2023-2024 Budget update: 95.7% spent on Personnel and 85.2% spent on Materials and Services.

Personnel:

A Shift has been short on staff recently to RV FF Aguirre departure for Medical School, and RV FF Guilford is on light duty due to an off-duty injury. Community Volunteers have provided staffing to fill the gap. We have often had 3 to 4 EMS volunteers on duty on A shift.

Firefighter Vallancey will be exiting the RV program June 18th and has accepted an RN position at Good Sam ICU. She will be staying in the department as a Community Volunteer.

4 Philomath Probationary Volunteer Firefighters remain in the academy.

Union Communications:

No Report

Training Activities:

- All Paramedic and EMT I providers completed Advanced Cardiovascular Life Support certification (16 hrs.)
- Ashley and I completed a professional communications class hosted and taught by Knife River. (42 hrs.) (\$5,000 grant was provided by Knife River so we could attend at no cost)
- Rich attended the Metro Area Wildland School as a Public information Officer (16 hrs.)
- Ashley attended a SDAO training related to HR management (8 hrs.)



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-
- Many department instructors and I have been instructing the Firefighter Academy.
 - Dan Kearn attended a Drone Operator class to obtain FAA licensure. (40 hrs.)
 - Not all Flame the Same OSU Extension webinar (1hr)
 - NVFC OSHA proposed emergency response update webinar (1hr)
 - Oregon Ethics Commission Orientation (1hr)
 - PERS Spring Webinar (1 hr)
 - NVFC- Managing Combination Departments Webinar (1hr)

Apparatus/Equipment:

- 263 has been fully outfitted and in-service training has been completed. It has been placed in service at station 203 as both a brush engine and medical response vehicle.
- New tires were purchased for 263 at a cost of \$3,500
- Rope Rescue equipment purchased with funds from the Benton Foundation has arrived and we are working through the in-service and training process.

Building Update:

- 203 Fire Danger sign has been installed.
- 201 electronic reader board is in process.
- We are waiting for the return of 3 bids from engineering firms to move forward with the training facility.

Community Involvement/Meetings:

- Chamber Lunch
- Meeting with Representative Gomberg to discuss funding opportunities
- PYAC Carnival
- Volunteer Business Meeting
- Ashley represented the District at the Linn Benton PIO Meeting
- Clemens Primary class tour
- Muddy Creek Safety Fair (Volunteer Association)
- OFD Pack test (Volunteer Association)
- Multiple Fire Truck Rides (redeemed vouchers from local fund raising efforts by other local organizations) (Volunteer Association)

Strategic Plan Update:

See attached Strategic Plan.

Respectfully submitted,



Philomath Fire & Rescue

1035 Main Street
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541.360.0030

Chief Ferguson



Philomath Fire & Rescue District Strategic Plan

Mission

The men and women of this department are dedicated to:

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

Vision

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

Value

“How we measure ourselves.”

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

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

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

Guiding Principles

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

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

The District Strategic Plan contains the following themes:

- Department Operations
- Fiscal Responsibility
- Our People
- Our Community

Color Key for Strategic Plan Updates:

Unable to Proceed with Details

In Progress/Current Status

Completed

I. Theme: Department Operations

A. Objective: Emergency Response

GOAL 1: Provide 2 Paid Personnel (Lieutenant, Firefighter) 24 Hours Per Day

Action Item: Waiting for response from SAFER and OSFM Grants to improve Staffing.

Completed: Declined to Fund SAFER Grant Application, will reapply.

Completed Grant timeframe for OSFM Grant, District received \$30,000.

Timeline: September 2023

Responsibility: Fire Chief

Funding Source: Grants/ General Fund

GOAL 2: Prepare us for Community Disasters

Action Item 1: Install generator at Station 203

Completed: Installed and Tested.

Action Item 2: Install tank and pump on 263- return to service.

Completed: May 2024 In Service.

Timeline: March 2024

Responsibility: Captain Louden

Funding Source: Building and Land Reserves and General Fund

II. Theme: Fiscal Responsibility

A. Objective: Review and Update Organizational Documents

GOAL: Ensure the District Has Up to Date Documents

Action Item: Review and update Strategic Plan, Organizational Manual, SOG, Standard of Cover.

May 2024 Update: Civil Service Commission Rules- to be acknowledged by Board, Standard of Cover- Adopted by Board at October Meeting, continuing Organizational Manual Updates with HR Answers template and guidance, and policy review in progress.

Timeline: 2023-2024 Fiscal Year

Responsibility: Administrative Team

Funding Source: None

B. Objective: Capital Maintenance

GOAL 1: Ensure the District Has Reliable Apparatus and Equipment for Emergency Response

Action Item: Develop Apparatus/Equipment Replacement Plan

May 2024 Update: Apparatus Committee developing priority list.

Timeline: 2023-2024 Fiscal Year

Responsibility: Captain Louden

Funding Source: None

GOAL 2: Evaluate District Facilities for Repairs & Replacements

Action Item: Develop Timeline for Expected Building Construction/Large Repairs or Expansions

May 2024 Update: Developing priority list.

Timeline: 2023-2024 Fiscal Year

Responsibility: LT Schell

Funding Source: TBD

GOAL 3: Repair Hose Tower Roof at Station 201

Action Item: Replace hose tower roof at Station 201

August 2023 Update: 8/18/2023 Completed.

Timeline: Completed by Fall 2023

Responsibility: Captain Louden

Funding Source: Building and Land Reserves

C. Objective: Information Technology

GOAL: Protect the District's Digital Assets.

Action Item: Implement a robust Cybersecurity program.

Completed: Purchased new computers for District and upgraded Wifi.

Timeline: 2023-2024 Fiscal Year

Responsibility: Deputy Chief

Funding Source: General Fund

D. Objective: Savings/Reserves

GOAL: Develop Goals for Reserves Funding

Action Item: Establish Equipment Replacement Plan (SCBA Replacement, Heart Monitor Savings)

May 2024 Update: Budgeting beginning for 2024-2025

Timeline: 2023-2024 Fiscal Year

Responsibility: Fire Chief and Administrative Assistant

Funding Source: Future Budget Planning

III. Theme: Our People

A. Objective: Training

GOAL 1: Replace Training Facility at Station 201.

Action Item 1: Asbestos abatement.

September 2023 Update: Asbestos testing complete- no asbestos. Submitting Demolition Application to City of Philomath, Power disconnected.

Action Item 2: Form Committee to assess Training Facility needs and establish costs for 2024-2025 Fiscal Year.

May 2024 Update: Bids in progress.

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain

Funding Source: Building and Training Reserves

GOAL 2: Encourage training opportunities for all personnel.

Action Item 1: Additional funding for paid staff to attend two department drills per month.

July 2023 Update: 7/1/2023 Completed.

Action Item 2: Provide training opportunities to all department members.

May 2024 Update: Ongoing.

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain Bovbjerg

Funding Source: General Fund

B. Objective: Retention

GOAL: Ensure Resident Volunteer Retention Program stays competitive.

Action Item: Track tuition rates at OSU and reimbursement rates of neighboring districts to ensure our retention program is competitive.

May 2024 Update: Ongoing- updated for 2024-2025 Budget.

Timeline: Every Fiscal Year Prior to Budget Process

Responsibility: Administration

Funding Source: General Fund

IV. Theme: Our Community

B. Objective: Community Interaction and Input

GOAL: Seek public input through the Board of Directors-

Action Item: Coordinate public outreach to obtain insight and direction for future planning.

May 2024 Update: Moved to 2024-2025 Strategic Plan.

Timeline: 2023-2024 Fiscal Year

Responsibility: Board of Directors

Funding Source: General Fund

**Report to the Board of Directors
10 June 2024
DC Rich Saalsaa**

Statistics for May 2024

Total calls: 94

Fire calls: 21 (22%)

EMS Calls: 73 (78%)

Yearly calls as of 31 May 2024: 454 – Last year at this time: 384 (+18% YOY)

Significant calls:

5/1 MVC – Two vehicle accident on College St involving a third parked car. A male driver and female passenger (both in their 70s) were transported to GSRMC with non-life-threatening injuries. A male driver and male passenger on the second vehicle reported no injuries. The parked car was unoccupied. All three vehicles suffered damage and had to be towed. College St was closed to traffic for approximately 20 minutes during the incident. Philomath PD and BCSO were on scene for investigation.

5/4 Residential Structure Fire – Fire on the back porch, contained to that location. Fire caused by use of a metal bucket holding charcoal drying meat. Too close to combustible floor and siding, which caught fire over time. Occupants used a fire extinguisher and garden hose to douse the fire prior to our arrival. Estimated \$5000 in damage to the structure. PFR responded with a single engine crew of three, a duty officer, and a chief officer (Monroe Fire and Corvallis Fire also responded but were cancelled when the fire was determined to be extinguished).

5/7 MVC – Two vehicle accident in the parking lot of McDonalds. Van (one male driver, no injuries) vs. pickup truck (one female driver, minor injuries – no transport). PPD on scene for investigation. PFR responded with a single engine crew of four and two chief officers.

5/8 Gas Leak – Construction crews broke a 2" natural gas service line digging up a section of S 13th St between Main and Applegate Sts. PFR responded with a single engine crew of four and two chief officers to secure the area, evacuate occupants and stand by until NW Natural crews could plug the leak.

5/10 Water Rescue – Single female rescued from the side of the Marys River adjacent to the Gathering Together Farm property. She entered the water to go after her dog and was swept downstream. Crews cut an access patch with a chain saw through bushes and blackberries. No injuries.

5/11 MVC (Blodgett) – Head on crash resulting in two fatalities, one patient via Life Flight and four patients via ground transportation to GSRMC. PFR responded with an engine company of five, and a rescue of two, plus an Incident Commander. Blodgett Fire responded with three, and Corvallis Fire supplied three ambulances. Investigation is on-going with BCSO who was on the scene with PPD and the Crash Investigation Team.

5/17 Residential Structure Fire – Food on the stove in an apartment. Damage limited to stove, no injuries, no fire spread, out on arrival.

5/22 Camper Fire – We responded with an engine with five personnel and an Incident Commander (me). When we arrived, we found that the camper had been unhooked from the pickup truck that was hauling it and that the driver had used a fire extinguisher to attempt to put out the fire. The camper was still smoldering from a deep-seated fire in the wall and floor, which had to be exposed to fully extinguish the slow-moving fire. The metal frame of the camper had cracked, and repair was made using a welding machine several hours prior to the fire being discovered. The welding operation had penetrated inside the walls and started a smoldering fire. The driver noticed smoke coming from the camper, pulled off the side of the road, called 9-1-1, and attempted to extinguish the fire (there was active flame on the exterior of the camper at that time). The flames were knocked down, which left the smoldering fire for PFR personnel to fully extinguish. The driver and his wife were on vacation from British Columbia and were headed to Newport when the fire was discovered. He is a retired police officer, and his quick actions prevented further damage. No injuries were reported. One lane (westbound) of Hwy 20 was closed for approximately 20 minutes, and PFR was aided by BCSO for traffic control.

5/28 MVC – Two vehicles: one truck on its side, the other with major front-end damage. Both drivers checked by EMS and refused transportation.

5/30 Residential Structure Fire – Stove fire at the Cambridge Apartments, second floor apartment. Fire out on arrival. Crews removed smoke from the apartment. Cause was melted paraffin wax on the stovetop that caught fire. \$5500 damage, no injuries.

Breakdown of calls for the year by area (as of 31 May 24):

Station 201 RURAL	121
Station 201 W. City	160
Station 201 E. City	84
Station 202	14
Station 203	35
Adair	0
Alsea	2
Blodgett	5
CFD	15
Conflagration	0
Kings Valley	10
Lincoln Co	2
Marys Peak	0
Misc Mutual Aid	0
Monroe	4
Unprotected	2
Total	454

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

Cyber Security project

Replacement of switches and wireless access points has been completed. This completes the overall plan for system upgrades. Next action will be analysis of Internet access and redundancy for maintaining a solid connection. Our phone system is Voice over IP and requires a strong Internet connection. At the moment we have a single vendor (Alyrica) with two access points. It has been recommended that we look at two separate access connections (fiber and microwave) to ensure resiliency in the case of outage. The current switches and systems allow for fail-over redundancy of separate IPs. Target is 2025-2026 budget year.

Projects / Community Outreach

- 5/4-5 – HAZMAT OPS class at Adair Fire
- 5/8 – Survey123 on Hidden Valley Rd property
- 5/10 – DC Saalsaa provided stand-by at ODF capacity test (pack test)
- 5/12-14 – Dan Kearl at drone pilot school
- 5/14-15 – ACLS class for ALS personnel (9 students)
- 5/18 – FA/CPR class for Community (9 students)
- 5/21 – PFR hosted EMS Coordinator meeting with Physician Advisor
- 5/24 – Muddy Creek Charter School Safety Fair (Lt Anderson, EMS Dan Kearl)
- 5/28 – DC Saalsaa hosted BLS Instructor recertification
- 5/31 – PYAC Carnival

Respectfully submitted,

D/C Rich Saalsaa

Philomath Fire and Rescue
 Profit & Loss by Class
 July 2023 through May 2024

11:45 AM
 06/06/24
 Actual Basis

Ordinary Income/Expense	GO Bond 2016 - Capital Improv...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
4043 - Bond Income - Bank Interest	66.72	-981.35	0.00	0.00	0.00	0.00	-914.63
4042 - Bond Income - Prop Tax Interest	-7.63	418.63	0.00	0.00	0.00	0.00	411.00
4041 - Bond Income - Delinquent Taxes	0.00	4,367.66	0.00	0.00	0.00	0.00	4,367.66
4060 - Confiscation Income	0.00	0.00	94,223.88	0.00	0.00	0.00	94,223.88
4500 - Transfers In	0.00	0.00	0.00	306,261.00	0.00	0.00	306,261.00
4050 - Public Education Income	0.00	0.00	0.00	0.00	32,000.00	350,000.00	382,000.00
4040 - Bond Income	0.00	0.00	13,440.08	0.00	0.00	0.00	13,440.08
4000 - Carryover Fund Balance	0.00	410,128.40	0.00	0.00	0.00	0.00	410,128.40
4010 - Delinquent Property Taxes	5,938.00	62,903.00	1,171,141.00	164,728.00	0.00	0.00	1,469,357.00
4020 - Current Property Taxes	0.00	0.00	14,802.90	64,647.00	0.00	0.00	79,450.00
4025 - Interest - Property Tax	0.00	0.00	1,433,268.23	0.00	0.00	0.00	1,433,268.23
4026 - Interest Income	0.00	0.00	-1,836.66	0.00	0.00	0.00	-1,836.66
4027 - Interest - Citizens Bank & OSU	0.00	0.00	40.04	0.00	0.00	0.00	40.04
4030 - Investments - LOIP	0.00	0.00	71,000.86	0.00	0.00	0.00	71,000.86
Total 4026 - Interest Income	0.00	0.00	71,040.90	0.00	0.00	0.00	71,040.90
4035 - Grants Income	0.00	0.00	39,595.00	0.00	0.00	0.00	39,595.00
4900 - Miscellaneous Income	0.00	0.00	26,786.25	0.00	0.00	0.00	26,786.25
Total Income	5,997.09	476,636.34	2,862,461.63	470,989.00	96,647.00	350,000.00	4,262,931.06
Gross Profit	5,997.09	476,636.34	2,862,461.63	470,989.00	96,647.00	350,000.00	4,262,931.06
Expense							
9010 - Transfers	0.00	0.00	688,261.00	0.00	0.00	0.00	688,261.00
9000 - Personnel Expenses							
5137 - Grant Funded Wages	0.00	0.00	27,739.63	0.00	0.00	0.00	27,739.63
5138 - Contingration Wages	0.00	0.00	56,185.04	0.00	0.00	0.00	56,185.04
5105 - Fire Chief Wages	0.00	0.00	91,219.00	0.00	0.00	0.00	91,219.00
5110 - Admin Asst Wages	0.00	0.00	94,536.22	0.00	0.00	0.00	94,536.22
5120 - Staff Captain Wages	0.00	0.00	53,888.00	0.00	0.00	0.00	53,888.00
5125 - Firefighter Wages	0.00	0.00	247,454.18	0.00	0.00	0.00	247,454.18
5130 - Overtime Wages	0.00	0.00	44,124.95	0.00	0.00	0.00	44,124.95
5405 - Employers FICA	0.00	0.00	40,552.92	0.00	0.00	0.00	40,552.92
5410 - Employers Medicare	0.00	0.00	9,484.16	0.00	0.00	0.00	9,484.16
5421 - Workers Compensation	0.00	0.00	28,078.82	0.00	0.00	0.00	28,078.82
5430 - PERS - Employee	0.00	0.00	156,821.63	0.00	0.00	0.00	156,821.63
5431 - PERS - Pickup 6%	0.00	0.00	36,041.65	0.00	0.00	0.00	36,041.65
5440 - Health Insurance	0.00	0.00	125,971.52	0.00	0.00	0.00	125,971.52
Total 5000 - Personnel Expenses	0.00	0.00	1,069,554.43	0.00	0.00	0.00	1,069,554.43
6000 - Materials and Services							
6217 - EMR Education	0.00	0.00	1,675.95	0.00	0.00	0.00	1,675.95
6217-1 - EMR Education-Supplies	0.00	0.00	1,400.00	0.00	0.00	0.00	1,400.00
6217-2 - EMR Education-Instructors	0.00	0.00	275.95	0.00	0.00	0.00	275.95
Total 6217 - EMR Education	0.00	0.00	3,075.95	0.00	0.00	0.00	3,075.95
6216 - FA/CPFR Education	0.00	0.00	3,972.19	0.00	0.00	0.00	3,972.19
6216-1 - FA/CPFR Education-Supplies	0.00	0.00	637.50	0.00	0.00	0.00	637.50
6216-2 - FA/CPFR Education-Instructors	0.00	0.00	75.00	0.00	0.00	0.00	75.00
Total 6216 - FA/CPFR Education	0.00	0.00	4,684.69	0.00	0.00	0.00	4,684.69
6091 - Tuition Reimbursement	0.00	0.00	21,506.48	0.00	0.00	0.00	21,506.48
6091 - Contracted Professional Service	0.00	0.00	66,994.16	0.00	0.00	0.00	66,994.16
6041 - Postage	0.00	0.00	38,218.16	0.00	0.00	0.00	38,218.16
6020 - Insurance and Bond	0.00	0.00	406.51	0.00	0.00	0.00	406.51
6030 - Dues and Fees	0.00	0.00	57,333.90	0.00	0.00	0.00	57,333.90
6040 - Publications and Elections	0.00	0.00	10,609.18	0.00	0.00	0.00	10,609.18
6042 - Marketing Program New Recruits	0.00	0.00	78.94	0.00	0.00	0.00	78.94
6050 - Utilities	0.00	0.00	500.00	0.00	0.00	0.00	500.00
6060 - Telephone, Pagers, Internet	0.00	0.00	28,282.91	0.00	0.00	0.00	28,282.91
6090 - Conference	0.00	0.00	23,759.27	0.00	0.00	0.00	23,759.27
6090 - Education/Training	0.00	0.00	9,318.98	0.00	0.00	0.00	9,318.98
6100 - Equipment/Maintenance Agreem...	0.00	0.00	15,865.48	0.00	0.00	0.00	15,865.48
6130 - Gas & Oil	0.00	0.00	2,471.72	0.00	0.00	0.00	2,471.72
6140 - Hydrant Maintenance	0.00	0.00	17,260.04	0.00	0.00	0.00	17,260.04
6150 - Radio Maintenance	0.00	0.00	3,226.10	0.00	0.00	0.00	3,226.10
6160 - Equipment Maintenance	0.00	0.00	11,749.08	0.00	0.00	0.00	11,749.08
6170 - Vehicle Maintenance	0.00	0.00	47,102.10	0.00	0.00	0.00	47,102.10
6180 - Building Maint and Improvements	0.00	0.00	16,079.80	0.00	0.00	0.00	16,079.80
6190 - Small Tools & Equipment	0.00	0.00	1,071.84	0.00	0.00	0.00	1,071.84
Total Expense	0.00	0.00	2,222,996.70	0.00	0.00	0.00	2,222,996.70

Philomath Fire and Rescue
Profit & Loss by Class
July 2023 through May 2024

Accrual Basis

	GO Bond 2016 - Capital Improv...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
6200 - Supplies - Department	0.00	0.00	5,114.44	0.00	0.00	0.00	5,114.44
6210 - Supplies - Medical	0.00	0.00	14,637.74	0.00	0.00	0.00	14,637.74
6215 - Supplies - Prevention	0.00	0.00	1,601.73	0.00	0.00	0.00	1,601.73
6220 - Supplies - Station	0.00	0.00	1,093.92	0.00	0.00	0.00	1,093.92
6230 - Hazardous Materials	0.00	0.00	1,043.51	0.00	0.00	0.00	1,043.51
6250 - Uniforms	0.00	0.00	33,123.87	0.00	0.00	0.00	33,123.87
6270 - Volunteer - Activities	0.00	0.00	10,962.56	0.00	0.00	0.00	10,962.56
6280 - Volunteer - Incentive Program	0.00	0.00	2,489.47	0.00	0.00	0.00	2,489.47
6300 - Volunteer - Length of Service	0.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00
6310 - Physical & Immunizations	0.00	0.00	16,329.99	0.00	0.00	0.00	16,329.99
6320 - Community Involvement	0.00	0.00	1,066.28	0.00	0.00	0.00	1,066.28
6900 - Miscellaneous Expense	0.00	0.00	2,557.05	0.00	0.00	0.00	2,557.05
Total 6000 - Materials and Services	0.00	0.00	504,868.18	0.00	0.00	0.00	504,868.18
7000 - Capital Outlay							
7130 - Capital Outlay - Bond	0.00	182,092.42	0.00	0.00	0.00	0.00	182,092.42
7110 - Capital Outlay - Building	0.00	0.00	0.00	54,331.16	0.00	0.00	54,331.16
Total 7000 - Capital Outlay	0.00	182,092.42	0.00	54,331.16	0.00	0.00	236,423.58
Total Expense	0.00	182,092.42	2,262,663.61	54,331.16	0.00	0.00	2,499,107.19
Net Ordinary Income	5,997.09	294,743.92	599,778.02	416,657.84	96,647.00	350,000.00	1,763,823.87
Net Income	5,997.09	294,743.92	599,778.02	416,657.84	96,647.00	350,000.00	1,763,823.87

Philomath Fire and Rescue Profit & Loss Budget vs. Actual July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget	% of Bud...
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	-914.63	0.00	-914.63	100.0%
4042 · Bond Income - Prop Tax Interest	411.00	700.00	-289.00	58.7%
4041 · Bond Income - Delinquent Taxes	4,367.66	5,000.00	-632.34	87.4%
4060 · Conflagration Income	94,223.88	100,000.00	-5,776.12	94.2%
4500 · Transfers In	688,261.00	0.00	688,261.00	100.0%
4050 · Public Education Income	13,440.08	12,500.00	940.08	107.5%
4040 · Bond Income	410,128.40	404,200.00	5,928.40	101.5%
4000 · Carryover Fund Balance	1,469,357.00	784,900.68	684,456.32	187.2%
4010 · Delinquent Property Taxes	14,802.90	16,000.00	-1,197.10	92.5%
4020 · Current Property Taxes	1,433,268.28	1,397,916.00	35,352.28	102.5%
4025 · Interest - Property Tax	-1,836.66	3,000.00	-4,836.66	-61.2%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	40.04	0.00	40.04	100.0%
4030 · Investments - LGIP	71,000.86	0.00	71,000.86	100.0%
Total 4026 · Interest Income	71,040.90	0.00	71,040.90	100.0%
4035 · Grants Income	39,595.00	0.00	39,595.00	100.0%
4900 · Miscellaneous Income	26,786.25	10,000.00	16,786.25	267.9%
Total Income	4,262,931.06	2,734,216.68	1,528,714.38	155.9%
Gross Profit	4,262,931.06	2,734,216.68	1,528,714.38	155.9%
Expense				
9010 · Transfers	688,261.00	1,014,499.00	-326,238.00	67.8%
5000 · Personnel Expenses				
5137 · Grant Funded Wages	27,739.63	30,000.00	-2,260.37	92.5%
5131 · Non-Union Overtime Wages	0.00	1,000.00	-1,000.00	0.0%
5136 · Conflagration Wages	56,185.04	56,185.04	0.00	100.0%
5100 · Fire Chief Wages	91,219.00	98,892.00	-7,673.00	92.2%
5105 · Deputy Chief Wages	94,536.22	102,425.00	-7,888.78	92.3%
5110 · Admin Asst Wages	53,888.00	58,404.00	-4,516.00	92.3%
5120 · Staff Captain Wage	61,454.18	74,220.00	-12,765.82	82.8%
5125 · Firefighter Wages	243,456.81	256,564.00	-13,107.19	94.9%
5130 · Overtime Wages	44,124.85	55,000.00	-10,875.15	80.2%
5135 · Extra Hire	0.00	3,792.00	-3,792.00	0.0%
5405 · Employers FICA	40,552.92	33,000.00	7,552.92	122.9%
5410 · Employers Medicare	9,484.16	10,000.00	-515.84	94.8%
5420 · Workers Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	28,078.82	50,000.00	-21,921.18	56.2%
5430 · PERS - Employe	156,821.63	140,000.00	16,821.63	112.0%
5431 · PERS - Pickup 6%	36,041.65	34,000.00	2,041.65	106.0%
5440 · Health Insurance	125,971.52	175,124.00	-49,152.48	71.9%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
Total 5000 · Personnel Expenses	1,069,554.43	1,189,106.04	-119,551.61	89.9%
6000 · Materials and Services				
6217 · EMR Education	3,075.95	4,500.00	-1,424.05	68.4%
6216 · FA/CPR Education	4,684.69	7,000.00	-2,315.31	66.9%
6091 · Tuition Reimbursement	21,506.48	49,018.39	-27,511.91	43.9%
6101 · Equip. Maint. Agreements - EMS	0.00	620.00	-620.00	0.0%
6001 · Contracted Professional Service	66,994.16	79,639.00	-12,644.84	84.1%
6010 · Office Supplies	38,218.18	49,104.42	-10,886.24	77.8%
6011 · Postage/Shipping	406.51	600.00	-193.49	67.8%
6020 · Insurance and Bond	57,333.90	57,210.00	123.90	100.2%
6030 · Dues and Fees	10,609.18	10,070.00	539.18	105.4%
6040 · Publications and Elections	78.94	0.00	78.94	100.0%
6042 · Marketing Program New Recruits	500.00	605.00	-105.00	82.6%
6050 · Utilities	28,282.91	33,710.00	-5,427.09	83.9%
6060 · Telephone, Pagers, Internet	23,759.27	24,130.00	-370.73	98.5%
6080 · Conference	9,318.98	11,550.00	-2,231.02	80.7%
6090 · Education/Training	15,865.48	21,350.00	-5,484.52	74.3%
6100 · Equipment Maintenance Agreement	2,471.72	2,500.00	-28.28	98.9%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	17,260.04	25,000.00	-7,739.96	69.0%
6140 · Hydrant Maintenance	330.89	330.89	0.00	100.0%
6150 · Radio Maintenance	3,226.10	4,100.00	-873.90	78.7%
6160 · Equipment Maintenance	11,749.08	11,235.00	514.08	104.6%
6161 · Vehicle Maintenance	47,102.10	46,500.00	602.10	101.3%
6170 · Building Maint and Improvements	16,079.80	19,130.00	-3,050.20	84.1%
6180 · Grounds Maintenance	1,071.84	1,300.00	-228.16	82.4%
6190 · Small Tools & Equipment	22,996.70	25,086.00	-2,089.30	91.7%
6200 · Supplies - Department	5,114.44	6,000.00	-885.56	85.2%
6210 · Supplies - Medical	14,637.74	19,730.00	-5,092.26	74.2%
6215 · Supplies - Prevention	1,801.73	1,850.00	-48.27	97.4%
6220 · Supplies - Suppression	1,798.92	2,500.00	-701.08	72.0%
6230 · Hazardous Materials	1,043.23	1,043.23	0.00	100.0%
6250 · Uniforms	33,123.87	35,800.00	-2,676.13	92.5%
6270 · Volunteer - Activities	10,982.56	12,000.00	-1,017.44	91.5%
6280 · Volunteer Incentive Program	2,489.47	2,500.00	-10.53	99.6%
6300 · Volunteer - Length of Service	11,000.00	11,000.00	0.00	100.0%
6310 · Physical & Immunizations	16,329.99	18,000.00	-1,670.01	90.7%
6320 · Community Involvement	1,066.28	1,170.00	-103.72	91.1%
6900 · Miscellaneous Expense	2,557.05	2,560.00	-2.95	99.9%
Total 6000 · Materials and Services	504,868.18	598,591.93	-93,723.75	84.3%

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
 July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget	% of Bud...
7000 - Capital Outlay				
7130 - Capital Outlay - Bond				
7130 - Capital Outlay - Bond - Other	182,092.42			
Total 7130 - Capital Outlay - Bond	182,092.42			
7110 - Capital Outlay - Building	54,331.16	60,000.00	-5,668.84	90.6%
Total 7000 - Capital Outlay	236,423.58	60,000.00	176,423.58	394.0%
Total Expense	2,499,107.19	2,862,196.97	-363,089.78	87.3%
Net Ordinary Income	1,763,823.87	-127,980.29	1,891,804.16	-1,378.2%
Net Income	1,763,823.87	-127,980.29	1,891,804.16	-1,378.2%

**Philomath Fire and Rescue
Balance Sheet by Class
As of May 31, 2024**

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Accrual Basis

	GO Bond 2016 - Capital Improv...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
ASSETS							
Current Assets							
Checking/Savings	0.00	-76,592.87	813,399.45	-284,751.41	-49,796.00	-72,120.49	330,138.68
1015 - Citizens Bank Checking	0.00	0.00	-2.78	0.00	0.00	0.00	0.00
1000 - Petty Cash	-299,615.85	554,490.68	120,191.31	703,654.68	147,696.64	422,558.00	1,648,975.46
1050 - Local Government Investment Poo							
Total Checking/Savings	-299,615.85	477,897.81	933,587.98	418,903.27	97,900.64	350,437.51	1,979,111.36
Accounts Receivable							
11000 - Accounts Receivable	0.00	0.00	37,484.32	0.00	0.00	0.00	37,484.32
Total Accounts Receivable	0.00	0.00	37,484.32	0.00	0.00	0.00	37,484.32
Other Current Assets							
1250 - Prepaid Assets	0.00	0.00	21,146.55	0.00	0.00	0.00	21,146.55
12100 - Inventory Asset	0.00	0.00	3,661.29	0.00	0.00	0.00	3,661.29
Total Other Current Assets	0.00	0.00	24,807.84	0.00	0.00	0.00	24,807.84
Total Current Assets	-299,615.85	477,897.81	995,880.14	418,903.27	97,900.64	350,437.51	2,041,403.52
TOTAL ASSETS	-299,615.85	477,897.81	995,880.14	418,903.27	97,900.64	350,437.51	2,041,403.52
LIABILITIES & EQUITY							
Current Liabilities							
Accounts Payable							
2010 - Accounts Payable	0.00	167,735.00	-24,081.90	0.00	0.00	0.00	143,653.10
Total Accounts Payable	0.00	167,735.00	-24,081.90	0.00	0.00	0.00	143,653.10
Credit Cards							
US Bank OneCard-Viktor	0.00	0.00	103.32	0.00	0.00	0.00	103.32
US Bank One Card-Chancy	0.00	0.00	580.25	59.00	0.00	0.00	639.25
US Bank One Card-Rich	0.00	0.00	1,271.12	0.00	0.00	0.00	1,271.12
US Bank One Card-Ashley	0.00	0.00	8,305.29	642.75	0.00	0.00	8,948.04
Total Credit Cards	0.00	0.00	10,259.98	701.75	0.00	0.00	10,961.73
Other Current Liabilities							
2070 - Deferred Taxes	0.00	6,530.03	22,142.96	0.00	0.00	0.00	28,672.99
2400 - Payroll Liabilities							
2133 - Paid Leave Oregon Withholding	0.00	0.00	5,417.81	0.00	0.00	0.00	5,417.81
2132 - Oregon Transit Tax Withholding	0.00	0.00	1,193.71	0.00	0.00	0.00	1,193.71
2100 - Wages Payable	0.00	0.00	32,239.54	0.00	0.00	0.00	32,239.54
2110 - Federal Income Tax Payable	0.00	0.00	4,892.00	0.00	0.00	0.00	4,892.00
2120 - FICA Payable	0.00	0.00	2,995.87	0.00	0.00	0.00	2,995.87
2125 - Medicare Payable	0.00	0.00	1,174.87	0.00	0.00	0.00	1,174.87
2130 - State Income Tax Payable	0.00	0.00	-3,203.82	0.00	0.00	0.00	-3,203.82
2131 - Works Benefit Fund Payable(W...	0.00	0.00	11,406.52	0.00	0.00	0.00	11,406.52
2140 - PERS Payable	0.00	0.00	150.00	0.00	0.00	0.00	150.00
2145 - OR Saving Growth 457 Payable	0.00	0.00	-158.60	0.00	0.00	0.00	-158.60
2150 - Health Insurance Prem. Payable	0.00	0.00	9,329.03	0.00	0.00	0.00	9,329.03
2210 - Health Ins Prem Ded Pre Tax	0.00	0.00	925.00	0.00	0.00	0.00	925.00
2230 - Flexible Spending Account	0.00	0.00	1,304.83	0.00	0.00	0.00	1,304.83
2232 - Union Dues	0.00	0.00		0.00	0.00	0.00	
Total 2400 - Payroll Liabilities	0.00	0.00	67,430.77	0.00	0.00	0.00	67,430.77
Total Other Current Liabilities	0.00	6,530.03	89,573.73	0.00	0.00	0.00	96,103.76
Total Current Liabilities	0.00	174,265.03	75,751.81	701.75	0.00	0.00	250,718.59
Total Liabilities	0.00	174,265.03	75,751.81	701.75	0.00	0.00	250,718.59
Equity							
3010 - Fund Balance	-5,938.00	-190,215.66	-2,056,218.22	-1,193,735.62	-737,563.10	-335,562.41	-4,521,253.01
3200 - Unallocated Fund Balance	-299,674.94	199,104.52	2,378,568.53	1,195,279.30	736,816.74	336,019.92	4,548,114.07
Net Income	5,997.09	294,743.92	599,778.02	416,657.84	36,847.00	350,000.00	1,763,823.87
Total Equity	-299,615.85	303,632.78	920,128.33	418,201.52	97,900.64	350,437.51	1,790,684.93
TOTAL LIABILITIES & EQUITY	-299,615.85	477,897.81	995,880.14	418,903.27	97,900.64	350,437.51	2,041,403.52

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Philomath Fire and Rescue Check Detail May 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		05/01/2024			1050 · Local Gover...		-0.15
					6030 · Dues and Fe...	-0.15	0.15
TOTAL						-0.15	0.15
Check	eft	05/05/2024	EFTPS		1015 · Citizens Ba...		-13,555.12
					2110 · Federal Inco...	-5,574.00	5,574.00
					2120 · FICA Payable	-3,234.18	3,234.18
					2125 · Medicare Pa...	-756.38	756.38
					5405 · Employers F...	-3,234.18	3,234.18
					5410 · Employers ...	-756.38	756.38
TOTAL						-13,555.12	13,555.12
Check	EFT	05/01/2024	Consumer Power I...		1015 · Citizens Ba...		-332.07
					6050 · Utilities	-215.24	215.24
					6050 · Utilities	-74.06	74.06
					6050 · Utilities	-42.77	42.77
TOTAL						-332.07	332.07
Check	EFT	05/01/2024	Carson Oil		1015 · Citizens Ba...		-584.17
					6130 · Gas & Oil	-584.17	584.17
TOTAL						-584.17	584.17
Check	EFT	05/02/2024	AsiFlex		1015 · Citizens Ba...		-411.25
					2230 · Flexible Spe...	-400.00	400.00
					6030 · Dues and Fe...	-11.25	11.25
TOTAL						-411.25	411.25
Bill Pmt -Check	EFT	05/02/2024	U.S. Bank		1015 · Citizens Ba...		-6,750.29
Bill		05/02/2024			US Bank One Card-...	-6,422.85	6,422.85
Bill		05/07/2024			US Bank One Card-...	-14.68	14.68
Bill		05/07/2024			US Bank One Card-...	-312.76	312.76
TOTAL						-6,750.29	6,750.29
Check	EFT	05/02/2024	Intuit		1015 · Citizens Ba...		-32.00
					6030 · Dues and Fe...	-32.00	32.00
TOTAL						-32.00	32.00
Check	EFT	05/03/2024	NW Natural		1015 · Citizens Ba...		-261.83
					6050 · Utilities	-261.83	261.83
TOTAL						-261.83	261.83
Check	EFT	05/04/2024	AT&T Mobility		1015 · Citizens Ba...		-163.34
					6060 · Telephone, ...	-163.34	163.34
TOTAL						-163.34	163.34

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Philomath Fire and Rescue
Check Detail
May 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	05/04/2024	Colonial Life		1015 · Citizens Ba...		-153.40
					2210 · Health Ins P...	-25.00	25.00
					2150 · Health Insur...	-128.40	128.40
TOTAL						-153.40	153.40
Check	EFT	05/05/2024	Verizon		1015 · Citizens Ba...		-214.20
					6060 · Telephone, ...	-214.20	214.20
TOTAL						-214.20	214.20
Check	EFT	05/05/2024	Oregon Departme...		1015 · Citizens Ba...		-3,576.00
					2130 · State Incom...	-3,576.00	3,576.00
TOTAL						-3,576.00	3,576.00
Check	EFT	05/05/2024	PERS		1015 · Citizens Ba...		-17,138.62
					5431 · PERS - Pick...	-3,191.70	3,191.70
					5430 · PERS - Emp...	-13,946.92	13,946.92
TOTAL						-17,138.62	17,138.62
Check	EFT	05/06/2024	Comcast		1015 · Citizens Ba...		-15.82
					6060 · Telephone, ...	-15.82	15.82
TOTAL						-15.82	15.82
Check	EFT	05/07/2024	Pacific Power		1015 · Citizens Ba...		-729.03
					6050 · Utilities	-729.03	729.03
TOTAL						-729.03	729.03
Check	EFT	05/10/2024	CIS Trust		1015 · Citizens Ba...		-11,743.59
					5440 · Health Insur...	-11,743.59	11,743.59
TOTAL						-11,743.59	11,743.59
Check	EFT	05/15/2024	De Lage Landen Fi...		1015 · Citizens Ba...		-152.15
					6100 · Equipment ...	-152.15	152.15
TOTAL						-152.15	152.15
Check	EFT	05/15/2024	Carson Oil		1015 · Citizens Ba...		-596.49
					6130 · Gas & Oil	-596.49	596.49
TOTAL						-596.49	596.49
Check	EFT	05/15/2024	Riverstrong		1015 · Citizens Ba...		-2,977.50
					6001 · Contracted ...	-2,977.50	2,977.50
TOTAL						-2,977.50	2,977.50

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Philomath Fire and Rescue
Check Detail
May 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	05/16/2024	City of Philomath		1015 · Citizens Ba...		-215.50
				6050 · Utilities		-15.20	15.20
				6050 · Utilities		-200.30	200.30
TOTAL						-215.50	215.50
Check	EFT	05/20/2024	Consumer Power L...		1015 · Citizens Ba...		-219.51
				6050 · Utilities		-137.19	137.19
				6050 · Utilities		-82.32	82.32
TOTAL						-219.51	219.51
Check	EFT	05/20/2024	Pioneer Telephon...		1015 · Citizens Ba...		-209.80
				6060 · Telephone, ...		-209.80	209.80
TOTAL						-209.80	209.80
Check	EFT	05/20/2024	Republic Services		1015 · Citizens Ba...		-292.85
				6050 · Utilities		-37.11	37.11
				6050 · Utilities		-255.74	255.74
TOTAL						-292.85	292.85
Check	EFT	05/21/2024	PERS		1015 · Citizens Ba...		-16.32
				5430 · PERS - Emp...		-16.32	16.32
TOTAL						-16.32	16.32
Check	EFT	05/23/2024	Pacific Fire Apparel		1015 · Citizens Ba...		-575.00
				6250 · Uniforms		-575.00	575.00
TOTAL						-575.00	575.00
Check	EFT	05/31/2024	Carson Oil		1015 · Citizens Ba...		-577.29
				6130 · Gas & Oil		-577.29	577.29
TOTAL						-577.29	577.29
Bill Pmt -Check	32251	05/07/2024	911 Supply		1015 · Citizens Ba...		-3,006.84
Bill	INV-1...	05/01/2024			6250 · Uniforms	-3,006.84	3,006.84
TOTAL						-3,006.84	3,006.84
Bill Pmt -Check	32252	05/07/2024	Benton Electric		1015 · Citizens Ba...		-1,257.00
Bill	31015	05/07/2024			6001 · Contracted ...	-1,257.00	1,257.00
TOTAL						-1,257.00	1,257.00

Philomath Fire and Rescue
Check Detail
 May 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32253	05/07/2024	Condon Skelly		1015 · Citizens Ba...		-350.92
Bill	20293...	05/06/2024			6270 · Volunteer - ...	-350.92	350.92
TOTAL						-350.92	350.92
Bill Pmt -Check	32254	05/07/2024	Culligan		1015 · Citizens Ba...		-168.50
Bill		04/02/2024			6050 · Utilities	-71.30	71.30
Bill	802429	05/06/2024			6050 · Utilities	-97.20	97.20
TOTAL						-168.50	168.50
Bill Pmt -Check	32255	05/07/2024	Industrial Welding...		1015 · Citizens Ba...		-20.50
Bill	381932	05/06/2024			6210 · Supplies - M...	-20.50	20.50
TOTAL						-20.50	20.50
Bill Pmt -Check	32256	05/07/2024	Medline Industries...		1015 · Citizens Ba...		-283.51
Bill	23177...	05/06/2024			6090 · Education/Tr...	-283.51	283.51
TOTAL						-283.51	283.51
Bill Pmt -Check	32257	05/07/2024	MPTV, Inc.		1015 · Citizens Ba...		-260.28
Bill	B404...	04/01/2024			6161 · Vehicle Main...	-24.32	24.32
Bill	B404...	04/02/2024			6161 · Vehicle Main...	-20.99	20.99
Bill	B405...	04/05/2024			6161 · Vehicle Main...	-17.00	17.00
Bill	B405...	04/06/2024			6161 · Vehicle Main...	-7.52	7.52
Bill	B406...	04/11/2024			6161 · Vehicle Main...	-22.50	22.50
Bill	B405...	04/11/2024			6161 · Vehicle Main...	-15.58	15.58
Bill	B406...	04/13/2024			6161 · Vehicle Main...	-9.52	9.52
Bill	B407...	04/19/2024			6200 · Supplies - D...	-8.28	8.28
Bill	B407...	04/20/2024			6161 · Vehicle Main...	-18.55	18.55
Bill	B408...	04/23/2024			6161 · Vehicle Main...	-3.79	3.79
Bill	B408...	04/23/2024			6161 · Vehicle Main...	-12.40	12.40
Bill	AA26...	04/26/2024			6161 · Vehicle Main...	-8.58	8.58
Bill	B409...	04/30/2024			6161 · Vehicle Main...	-7.49	7.49
Bill	B409...	04/30/2024			6190 · Small Tools ...	-83.76	83.76
TOTAL						-260.28	260.28
Bill Pmt -Check	32258	05/07/2024	Oregon Volunteer ...		1015 · Citizens Ba...		-440.00
Bill	2024-...	05/02/2024			6090 · Education/Tr...	-440.00	440.00
TOTAL						-440.00	440.00
Bill Pmt -Check	32259	05/07/2024	Philomath Fire Dis...		1015 · Citizens Ba...		-425.52
Bill	April 2...	05/01/2024			2232 · Union Dues	-425.52	425.52
TOTAL						-425.52	425.52
Bill Pmt -Check	32260	05/07/2024	The Corvallis Clinic		1015 · Citizens Ba...		-1,609.00
Bill	201900	05/07/2024			6310 · Physical & I...	-1,609.00	1,609.00
TOTAL						-1,609.00	1,609.00

11:48 AM

06/06/24

Philomath Fire and Rescue
Check Detail
 May 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32261	05/07/2024	Willamette Hose &...		1015 · Citizens Ba...		-69.28
Bill	592335	04/30/2024			6161 · Vehicle Main...	-69.28	69.28
TOTAL						-69.28	69.28
Bill Pmt -Check	32262	05/07/2024	Ashley Scott		1015 · Citizens Ba...		-105.37
Bill	SR & ...	05/07/2024			6080 · Conference	-105.37	105.37
TOTAL						-105.37	105.37
Bill Pmt -Check	32263	05/16/2024	Annas Consultant...		1015 · Citizens Ba...		-500.00
Bill	3431	05/10/2024			6160 · Equipment ...	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	32264	05/16/2024	Chris Leonard		1015 · Citizens Ba...		-100.00
Bill	FFAc...	05/13/2024			6090 · Education/Tr...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	32265	05/16/2024	Daniel Kearl		1015 · Citizens Ba...		-235.49
Bill	FAA ...	05/15/2024			6090 · Education/Tr...	-235.49	235.49
TOTAL						-235.49	235.49
Bill Pmt -Check	32266	05/16/2024	Jean Goul		1015 · Citizens Ba...		-20.00
Bill	97842D	05/15/2024			6270 · Volunteer - ...	-20.00	20.00
TOTAL						-20.00	20.00
Bill Pmt -Check	32267	05/16/2024	Les Schwab		1015 · Citizens Ba...		-1,513.90
Bill	27000...	05/16/2024			6161 · Vehicle Main...	-1,513.90	1,513.90
TOTAL						-1,513.90	1,513.90
Bill Pmt -Check	32268	05/16/2024	Life Assist, Inc.		1015 · Citizens Ba...		-19.84
Bill	14354...	05/15/2024			6210 · Supplies - M...	-19.84	19.84
TOTAL						-19.84	19.84
Bill Pmt -Check	32269	05/16/2024	Paula Anderson.		1015 · Citizens Ba...		-275.00
Bill	26468...	05/16/2024			6216-2 · FA/CPR E...	-75.00	75.00
Bill	EMR ...	05/16/2024			6217-2 · EMR Educ...	-200.00	200.00
TOTAL						-275.00	275.00
Bill Pmt -Check	32270	05/16/2024	SeaWestern		1015 · Citizens Ba...		-65.35
Bill	INV32...	05/10/2024			6250 · Uniforms	-65.35	65.35
TOTAL						-65.35	65.35

11:48 AM
06/06/24

Philomath Fire and Rescue
Check Detail
May 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32271	05/16/2024	Special Districts A...		1015 · Citizens Ba...		-654.90
Bill	EAP 2...	05/16/2024			6020 · Insurance a...	-654.90	654.90
TOTAL						-654.90	654.90
Bill Pmt -Check	32272	05/16/2024	Willamette Hose &...		1015 · Citizens Ba...		-287.88
Bill	592462	05/06/2024			6161 · Vehicle Main...	-276.08	276.08
Bill	592744	05/07/2024			6161 · Vehicle Main...	-11.80	11.80
TOTAL						-287.88	287.88
Bill Pmt -Check	32273	05/20/2024	Michael Pohl		1015 · Citizens Ba...		-370.05
Bill	Boots ...	05/20/2024			6250 · Uniforms	-370.05	370.05
TOTAL						-370.05	370.05
Bill Pmt -Check	32274	05/23/2024	Accuity, LLC		1015 · Citizens Ba...		-1,000.00
Bill	11030	05/23/2024			6001 · Contracted ...	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	32275	05/23/2024	Medline Industries...		1015 · Citizens Ba...		-123.72
Bill	23194...	05/23/2024			6200 · Supplies - D...	-123.72	123.72
TOTAL						-123.72	123.72
Bill Pmt -Check	32276	05/23/2024	Revolution Electric		1015 · Citizens Ba...		-4,781.00
Bill	10050	05/23/2024			6010 · Office Suppli...	-4,781.00	4,781.00
TOTAL						-4,781.00	4,781.00
Bill Pmt -Check	32277	05/23/2024	AED Superstore		1015 · Citizens Ba...		-290.00
Bill	INV34...	05/23/2024			6216-1 · FA/CPR E...	-290.00	290.00
TOTAL						-290.00	290.00
Bill Pmt -Check	32278	05/28/2024	Daniel Eddy		1015 · Citizens Ba...		-225.00
Bill	Acade...	05/28/2024			6090 · Education/Tr...	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	32279	05/28/2024	Jayden Lindberg		1015 · Citizens Ba...		-225.00
Bill	Acade...	05/28/2024			6090 · Education/Tr...	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	32280	05/28/2024	SeaWestern		1015 · Citizens Ba...		-459.60
Bill	INV32...	05/28/2024			6250 · Uniforms	-459.60	459.60
TOTAL						-459.60	459.60

11:48 AM

06/06/24

Philomath Fire and Rescue
Check Detail
May 2024

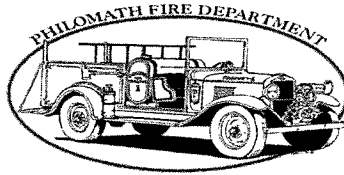
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32281	05/28/2024	Spaeth Lumber Co...		1015 - Citizens Ba...		-203.25
Bill	2405-...	05/23/2024			6180 - Grounds Mai...	-119.43	119.43
Bill	2405-...	05/24/2024			6180 - Grounds Mai...	-83.82	83.82
TOTAL						-203.25	203.25

Philomath Fire and Rescue
A/P Aging Detail
 As of May 31, 2024

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	05/24/2024	B4131...	MPTV, Inc.	06/03/2024		0.40
Bill	05/28/2024	Acade...	Alexander Bradford	06/07/2024		225.00
Bill	05/28/2024	27000...	Les Schwab	06/07/2024		3,504.18
Bill	05/29/2024	60	Chase	06/08/2024		167,735.00
Bill	05/29/2024	806892	TWGW, Inc. dba Phi...	06/08/2024		5.38
Bill	05/30/2024	B4143...	MPTV, Inc.	06/09/2024		4.70
Bill	05/30/2024	B4143...	MPTV, Inc.	06/09/2024		8.78
Bill	05/31/2024	15113...	The Hartford	06/10/2024		180.00
Bill	05/31/2024	607517	Hughes Fire Equipm...	06/10/2024		19.00
Bill	05/30/2024	14408...	Life Assist, Inc.	06/29/2024		29.76
Total Current						171,712.20
1 - 30						
Bill	05/13/2024	C2450...	MPTV, Inc.	05/23/2024	8	27.45
Bill	05/13/2024	AA263...	MPTV, Inc.	05/23/2024	8	5.99
Total 1 - 30						33.44
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
General Journal	06/30/2023	AUDIT...	SAIF Corporation			-28,078.82
Credit	12/05/2023	790240	TWGW, Inc. dba Phi...			-13.72
Total > 90						-28,092.54
TOTAL						143,653.10

Philomath Fire and Rescue
A/R Aging Detail
As of May 31, 2024

Current	Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
Total Current										
1 - 30										
Total 1 - 30										
31 - 60										
Total 31 - 60										
61 - 90										
Total 61 - 90										
> 90										
	General Journal	06/30/2019	ER19		Adjustment			General F...		47,131.32
	General Journal	06/30/2021	AJE21...		Adjustment			General F...		-47,131.00
	General Journal	06/30/2021	AJE21...		Adjustment			General F...		29,146.00
	General Journal	06/30/2021	AJE21...		Adjustment			General F...		8,637.00
	General Journal	06/30/2021	AJE21...		Adjustment			General F...		-1,197.57
	Invoice	06/01/2022	2015-...		Metropolitan Reporti...		06/01/2022	General F...	730	25.00
	Invoice	02/06/2024	2015-...		Metropolitan Reporti...		02/06/2024	General F...	115	18.57
	Invoice	02/29/2024	2015-...		OSU Student Health...		02/29/2024	General F...	92	855.00
Total > 90										37,484.32
TOTAL										37,484.32



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

8 June 2024

Association Business

- Regular Association meetings
- Discussed Budget and Association Accountability.
- Worked with Chief and Admin Scott on Budget process and future planning.
- Awarded Scholarship.

Volunteer Activity

- Staffed to help provide coverage as needed. (lots of Volunteer Responses)
- Continue to assist in the organization and teaching drills.
- Supporting Fire Academy.
- 5 Volunteers in Academy.
- Station Repairs and upgrades at 203.
- Restock and trained with 263.
- Members participating with Training Facility and Apparatus Committees.
- Volunteers working with trainee Driver Operator/Arial/Pumper for drive time.
- Assisting ODOT with Butterfly Project
- Provide EMT coverage at Pack Tests.
- Participated in many Community events such as Memorial Day, PYAC Carnival, Cochran Memorial.
- Filled Dunk Tank for School District.

Recruitment and retention

- No new volunteers.
- 1 RV to Community Volunteer

Respectfully submitted.

Dan Eddy
President

Paula Anderson
Vice President

Jean Goul
Treasurer

Kendra Islam
Secretary

**EMPLOYMENT AGREEMENT FOR
FIRE CHIEF
2024-2025**

THIS AGREEMENT is made and entered into on this 8 day of May 2024, between Philomath Fire and Rescue District, a duly formed rural fire protection district under ORS Chapter 478, hereinafter referred to as **Employer**, and Chancy Ferguson who the District desires to continue to employ as the regular Fire Chief, hereinafter referred to as **Employee**. This Agreement replaces the previous Fire Chief Agreement, dated June 12, 2023. This new agreement commences on July 1 of 2024.

It is hereby agreed as follows:

SECTION I. EMPLOYMENT

Employer hereby employs Employee, and Employee accepts employment pursuant to the terms and conditions of this Agreement. Employee shall serve as an FLSA-exempt, non-union employee subject to the District's personnel policies, rules, and procedures. Nothing in the policies of the District is designed or intended to give the Chief any rights as to expectations of employment or term of employment except as set out in this Agreement. If there is a conflict between any District policies and this Agreement, this Agreement shall prevail. Specifically, the Chief is not subject to any disciplinary and performance review provisions in the District's policies; instead, this Agreement provides the sole disciplinary and performance review provisions applicable to the Chief.

The Chief's duties and responsibilities are set out in Section IV, below, and the attached Fire Chief Job Description marked as Exhibit A and incorporated herein by reference.

SECTION II. REVIEWS

Employer will schedule reviews with the Employee to check pulse of the organization.

SECTION III. TERM / RENEWAL / OPTION

The original term of this Agreement shall be for twelve months (12 months), commencing on July 1 of the agreement year. This Agreement will automatically renew on one-year renewal terms unless either party provides written notice of its intent not to renew within ninety days of the expiration of the original term or any renewal terms.

SECTION IV. DUTIES -- Details in the Job Description attached as **Exhibit A**.

Employee, in consideration of the compensation and benefits provided herein, hereby agrees:

A. To initiate, administer and supervise all services of Employer; to perform all duties of the Fire Chief as listed in the attached job description which may be amended from time to time by the Board of Directors;

B. To initiate, administer and supervise all functions and programs of Employer;

C. To supervise the maintenance and upkeep of any facilities and equipment owned or maintained by Employer, and to recommend to Employer the acquisition of new or sale of used equipment and facilities;

D. To keep and maintain proper fiscal records for Employer and cause an annual budget to be produced in a timely manner;

E. To manage, hire and fire all personnel necessary to carry out the business of Employer, subject to Board approval;

F. To perform all functions necessary to completely and fully administer Department in accordance with the directives and policies of Employer;

G. To work a minimum of 40 hours per week and to accurately record all hours worked. Employee and Employer agree and understand that Employee will often work in excess of 40 work hours in one week. Employee agrees to keep regular in-office work hours.

SECTION V. COMPENSATION AND BENEFITS

Employee shall be paid an annual salary per Exhibit A. The District may increase Employee's annual salary or benefits in such amounts and to such extent as the Board may determine is desirable on the basis of an annual salary review. The Board will conduct an annual salary and Exhibit A review. The board will also conduct an annual performance review. These reviews will be done per board scheduling and board administrative guidelines.

Employee shall receive benefits equal to that of all other non-union employees pursuant to District policies except as noted in Exhibit A.

Except as provided in District Policy 7.1, no overtime shall be paid to Employee because Employee is FLSA-exempt.

SECTION VI. TERMINATION OF EMPLOYMENT AND OF AGREEMENT; SEVERANCE

The Parties acknowledge that the Employee's employment with the District as "at-will" and may be terminated by either Party, with or without cause. The Parties acknowledge that no statement or policy of the District shall change the "at-will" nature of the Employee's employment with the District. Upon termination of this Agreement, the Employee shall promptly deliver to the District all records, notes, data, memoranda, passcodes, documents, models, and equipment of any nature that are in the Employee's possession or under his control and that are the District's property, were created in performance of the Employee's duties under this Agreement, or relate to the District's business.

- A. Termination Without Cause. The District may terminate this Agreement at any time, without cause, upon 15 days' written notice to the Employee. In such event, the Employee, if requested by the District, shall continue to render his services and be paid his regular compensation up to the date specified in the written notice of termination.
- B. Termination for Cause. The District may terminate this Agreement in the sole discretion of the District for the following reasons:
 - a. Intentional or repeated failure to comply with legal requirements or with the District's policies or directives;
 - b. Repeated discourteous treatment of employees, subordinates, volunteers, or the public;
 - c. Failure or refusal to perform the duties of the Employee faithfully, diligently, and effectively; or
 - d. Failure to comply with any provisions of this Agreement.
- C. Termination by the Employee. The Employee may terminate this Agreement and his employment with the District at any time, upon 90 days' written notice to the District. In such an event, the Employee shall continue to render his services and be paid his regular compensation up to the date specified in the written notice of termination.

Severance Upon Termination.

If the District terminates this Agreement and the Employee's employment pursuant to Section VI.A (Termination Without Cause), the District shall pay the Employee a severance package comprised of the following:

- a. A lump sum equal to 3 months' base salary at the rate received by the Employee at the time of termination, less all amounts required by law to be withheld and deducted.
- b. 3 months of healthcare premiums equal to the Employee's healthcare coverage at the time of termination.

The District's payment of the severance package is conditioned upon the Employer executing a separate severance agreement with the Employee. Employee acknowledges that he will not be entitled to the severance package until he signs the severance agreement.

The District shall not pay a severance package if this Agreement is terminated pursuant to Section VI.B or VI.C, if this Agreement expires pursuant to Section III, or upon the Employee's death.

SECTION VII. RESIDENCY

The Employee shall reside inside the boundaries of the fire district and within 15 minutes of Station 201. Travel time shall be determined using online map drive times (e.g. Google maps, etc.).

SECTION VIII. OUTSIDE EMPLOYMENT

With Employer's prior approval, Employee may engage in business activities that do not interfere or conflict with the Employee's current duties or District priorities. Employee may accept remuneration for such services. Employee must request prior approval from Employer for any outside employment.

SECTION IX. WAIVER OF BREACH

Waiver by Employer of any breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach, nor a waiver of this provision.

SECTION X. AMENDMENTS

No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.

SECTION XI. EXCLUSIVE TERM / ASSIGNMENT

The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.

SECTION XII. SEVERABILITY / SCOPE

If any provision of this Agreement is determined to be illegal, invalid or unenforceable, all other provisions shall remain in full force and effect. If any provision is found to be

overbroad in scope or duration, the breadth of the provision shall be reduced to the maximum allowable by law.

SECTION XIII. REPRESENTATION

At all times, Employer has been represented by its attorney, Mark Wolf, (Local Government Law Group, www.localgovtlaw.com). Employee acknowledges that Employee has been advised to seek independent legal counsel of Employee's choosing in regard to this Agreement, whether or not Employee chose to exercise that right.

SECTION XIV. PARAGRAPH HEADINGS, GOVERNING LAWS, ENTIRE AGREEMENT

- A. Headings are used solely for convenience and are not to be used in construing or interpreting the Agreement.
- B. The laws of the State of Oregon shall be used at all times to interpret and govern the interpretation in enforcement of this Agreement.
- C. The parties agree that this instrument represents the entire Agreement between the parties, and that all prior representations, promises or statements merge with the written Agreement and, unless specifically set out herein, are not enforceable.

IN WITNESS WHEREOF, Employer, acting through its Board of Directors has authorized this Agreement to be signed and executed on this 12th day of June, 2023. The Employee has executed this Agreement on the date entered below. Each party acknowledges receipt by their signature of a signed copy of the Agreement.

EMPLOYER

EMPLOYEE:

By: _____

By: _____

Name: _DOUG EDMONDS_

Date: _____

Date: _____

Position: _BOARD PRESIDENT_

EXHIBIT A

**Philomath Rural Fire and Rescue District
Duties Package and Salary Agreement with Chancy Ferguson
July 1, 2024 – June 30, 2025**

The District will:

- a) pay a Salary of \$104,133 which represents a 5.3% COLA increase from last year.
- b) make the Chief's annual 6% PERS contribution.
- c) provide the Fire Chief with Long- and Short-term Disability Insurance as per the District's policy.
- d) provide health care benefits for the Chief and his dependents covered 100% by the District.
- e) provide the Chief with 120 hours of vacation leave Vacation Leave may accrue to a maximum of time earned in two consecutive years.
- f) provide the Chief with 8 hours of Sick Leave per month and will be accrued monthly as per the District policy.
- g) provide the Chief with 24-hour access to the District command vehicle for District business.
- h) provide uniforms and turnouts and acknowledge that the Chief will project a professional image befitting the position of Fire Chief.
- i) provide the Chief with access to Legal Counsel for District affairs.
- j) provide a monthly cell phone allowance of \$100 per month.

Board Chair

Fire Chief

Doug Edmonds

Chancy Ferguson

Date

Date

Board Self-Assessment 2024 – Remaining Items for Discussion

Board Duties/Responsibilities

- The district has an annual review/training of each board member and written acknowledgement of policy and training kept on file.

Public Purchasing

- The board has adopted a personal service policy.

Financial Controls

- The board has adopted a written investment policy.

Apparatus Bays

- The district knows that the air inside the building is not contaminated with exhaust gases from apparatus engines by monitoring the air.

Facilities Maintenance Best Practices

Building Envelope

- The district has a documented inspection procedure reviewing the exterior of the buildings (items like roofs, walls, vegetation due to pests and arson, gutters and foundations, utility connections).
- The district has a documented inspection procedure reviewing the interior of the buildings (items like boiler rooms, extra humidity, leaking pipes and cracks in walls, electrical circuits).

Requalification and Refresher Training

- The district reviews the driving records annually of each staff member who drives for the district.

PHILOMATH FIRE & RESCUE

BOARD OF DIRECTORS

POLICIES AND PROCEDURES

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

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PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

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PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

ARTICLE I PURPOSE OF THE FIRE DISTRICT

SECTION 1. Philomath Fire & Rescue, hereinafter referred to as PF&R or the District, is established in accordance with the laws of the State of Oregon, in order of priority:

- A. Fire protection services within the boundaries of PF&R.
- B. Emergency medical and rescue service within the boundaries of PF&R.
- C. Emergency services to out-of-district organizations according to cooperative mutual aid agreements and automatic aid agreements.
- D. Emergency services out-of-district requested by public organizations and public authorities.

ARTICLE II PURPOSE OF DISTRICT POLICY

SECTION 1. This Board policy provides for and assumes the businesslike operation of PF&R.

SECTION 2. The Board policy is not meant to be all inclusive of PF&R rules, nor is the policy meant to negate federal, state or local laws.

SECTION 3. Board policy is developed with input from members of PF&R and adopted by the Board of Directors.

SECTION 4. The District will base its policies, procedures and regulations on the best available information and input from affected parties. Except when deemed inadvisable by the Board of Directors, due to emergency or other circumstances warranting or requiring immediate action, any proposed adoption, amendment or repeal of a policy will be introduced for discussion at one meeting, but not acted upon until the following or a subsequent meeting. The proposed action will be included in the notice of the meeting promulgated in accordance with the Public Meeting Law.

SECTION 5. Board policy will be reviewed annually at the regular July meeting of the Board of Directors.

ARTICLE III ORGANIZATION AND METHOD OF ORGANIZATION

SECTION 1. The agency will be organized in the following manner:

- A. Board of Directors
- B. Fire Chief
- C. Assistant Chief
- D. Staff and Volunteer Officers

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

E. Volunteers

SECTION 2. Method of organizing:

- A. Board members will be elected at large, by position number, by electors of the District. (ORS 478.221(2b))
- B. Vacancies will be filled on the Board pursuant to article IV, section 4.
- C. The Board of Directors will hire the Fire Chief. (ORS 478.260)
- D. The Fire Chief, with Board approval, will hire all other employees.
- E. The Fire Chief will select and appoint volunteer officers with input from volunteers and staff.
- F. The Fire Chief will select and appoint all volunteers.

ARTICLE IV QUALIFICATIONS AND AUTHORITY OF BOARD MEMBERS

SECTION 1. Elector or Property Owner:

A PF&R Board member will be an elector or property owner within the PF&R district. (ORS 478.050)

SECTION 2. Employees and Volunteers:

As of September 4, 2003, no PF&R employee or volunteer can serve on PF&R Board of Directors per ORS 478.050 and PF&R ORD. 103 passed in accordance with ORS 478.050.

SECTION 3. Elections:

The five PF&R Board members are legally elected to four-year terms. Elections are held in odd-numbered years, with two positions filled at one election and three positions filled at the next election.

SECTION 4. Vacancies:

In the event of a vacancy on the PF&R Board of Directors, the Board will advertise the position as vacant and allow reasonable time for all interested persons to submit a letter of interest for the position. At the first regular scheduled PF&R Board meeting after notice has been given and sufficient time for letters of interest to be reviewed, the Board will appoint a member from those individuals who submitted letters of interest. The top three applicants will be interviewed by the Board of Directors. Applicants will meet qualifications set by ORS 478.050 and District Board policy.

The period of service of a person appointed under this section will expire on June 30 following the next regular County election, at which time a successor is elected. The successor will be elected to serve the remainder of the term for which appointment was made. If the term for which the appointment was made expires June 30 after the

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

election of the successor, the successor will be elected to a full term. In either case the successor will take office July 1 following the election. (ORS 198.320 (1) (2))

SECTION 5. Actions as Board Member:

No individual Board Member may speak for or on behalf of the Board of Directors, except as authorized to do so by official action as recorded in the official minutes, guidelines or policies of PF&R. All official actions of the Board must be taken by public vote. The Board will not be bound by any actions or statements on the part of any individual Board member, past or present.

SECTION 6. Board Positions:

At the regular scheduled meeting in July the Board will elect for a one-year term. The same Board Member may serve as both Secretary and Treasurer:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

ARTICLE V RESPONSIBILITIES OF THE BOARD MEMBERS

SECTION 1. Board as Policymakers:

The Board is responsible for policymaking, not administration.

SECTION 2. Board and Funding:

In anticipating and budgeting for District expenditures, the Board will allocate funds necessary to select, outfit, train and maintain the best possible emergency services force, including personnel, apparatus and equipment. The Board will review financial reports and monthly expenditures. The time, place and manner of such reviews will be determined by subsequent Board resolution.

SECTION 3. Some responsibilities are, but not limited to:

- A. Abide by, and become familiar with, all laws and policies governing the operation of PF&R.
- B. Approve all policies for PF&R and review as needed.
- C. Approve and review contracts and purchases for PF&R in accordance to the Fiscal Management Policy.
- D. Adopt ordinances and pass resolutions.
- E. Adopt an annual budget in accordance with ORS 294.
- F. Require reports by the Fire Chief concerning the conditions, efficiency and needs of PF&R.

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

- G. Keep abreast of the needs of PF&R by evaluation of the total program, consultation with advisory groups and PF&R employees.
- H. Approve job descriptions.
- I. Approve wages and benefits for employees.

SECTION 4. Planning:

It is the responsibility of the Board of Directors to keep abreast of all ongoing or anticipated planning processes, activities and functions of organizations or parties inside or bordering the PF&R boundaries, which may affect PF&R in its operations or planning. Board members may be required to attend certain meetings with, or in lieu of, the Liaison Officer in order to obtain pertinent information. PF&R will develop and maintain a long-range plan concurrent with other planning organizations with a minimum of a five-year range.

SECTION 5. Ethics:

Board members act as representatives of the citizens of the District. Therefore, Board members will adhere to the highest ethical standards in the conduct of District business as set forth in ORS Chapter 244.

SECTION 6. Attendance:

In order to effectively carry out their duties, Board members must regularly attend Board meetings, and be adequately prepared and informed. Advance notice of absences is recommended. Members are encouraged to attend conferences and other training programs as the Board may authorize.

SECTION 7. Proxy Voting:

Board members may not assign a proxy vote but may submit written comments on any agenda items if absent.

ARTICLE VI DUTIES of PRESIDENT, VICE-PRESIDENT, SECRETARY and TREASURER

SECTION 1. Duties of the President:

- A. The President will preside at meetings of the Board of Directors.
- B. The President will consult with the Fire Chief regarding the agenda and preparation of each Board meeting.
- C. The President will have the same right as other members of the Board, to discuss and vote on questions before the Board.
- D. The President will sign official PF&R documents on behalf of the Board when authorized to do so by a majority of the Board and, after the Board at an open meeting, has approved that document.

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

- E. The President will create and appoint special committees subject to approval by the Board.
- F. The President will have the authority to sign checks for the District.

SECTION 2. Duties of the Vice President:

- A. In the absence of the President, the Vice President will have the powers and duties of the President.
- B. The Vice President will have such other powers and duties as approved by a majority vote of the Board from time to time.
- C. The Vice President will have the authority to sign checks for PF&R.

SECTION 3. Duties of the Secretary:

- A. The Secretary will sign official District documents when two signatures are needed, on behalf of the Board; after the Board, at an open Board meeting, has approved that document.
- B. The Secretary will have the authority to sign checks for the District.

SECTION 4. Duties of the Treasurer:

- A. Assure that accurate accounting and financial records are maintained by the District.
- B. Annually review the District's financial audit with PF&R personnel prior to submitting the audit to the Board.
- C. Send, or cause to have sent, copies of the audit to state or local agencies requiring its submission.
- D. The Treasurer will have the authority to sign checks for the District.

SECTION 5. Duties of other Board members:

- A. In the absence of the President and Vice-President, someone other than the Secretary will preside over Board meetings with powers and duties of the President.
- B. Board members will have the authority to sign checks for the District.

ARTICLE VII MEETINGS AND AGENDA

SECTION 1. Regular Meetings:

Regularly scheduled Board meetings will be held at the time and location as posted. All meetings of the Board of Directors and of Board appointed committees of PF&R will comply with the Oregon Public Meeting Law (ORS 192.610 to 192.690). Only one Board member may attend and vote during a public Board meeting via telephone or digital means. Any request for remote attendance must be made at least two weeks in advance of a meeting to the Board President. The first Board member making the request has priority for attending remotely to have the equipment and technical

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

knowledge to connect to the meeting using the telephone or other digital systems used by PF&R.

SECTION 2. Agenda:

The agenda of meetings of the Board of Directors of PF&R will be published in accordance with ORS 192.640.

Recommended agenda for meeting:

- A. Roll Call.
- B. Approval of Previous Minutes.
- C. Financial Report.
- D. Visitors.
- E. Staff Reports – President, Chief, Secretary, Treasurer.
- F. Representative Reports - Volunteers.
- G. Unfinished Business.
- H. New Business.
- I. Adjournment.

SECTION 3. Special Meetings:

A Special Meeting may be called by the President or any three Board members at any time, with at least 24 hours' notice. The required 24-hour Special Meeting notice will be given to the public as outlined in section 2 of this article and the news media, if they have requested meeting notification, as per ORS 192.640 (3). Notice will give a reason for the special meeting, and no business will be transacted other than the posted purpose or purposes for the Special Meeting.

SECTION 4. Emergency Meetings:

Emergency Meetings may be called by the President or any three Board members. An Emergency Meeting may be called with less than 24-hour notice. The President or Board members calling the meeting will recite the reason at the beginning of the Emergency Meeting and the minutes for the meeting will describe the emergency justifying less than 24-hour notice.

An emergency exists when there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District, such as a specific physical threat to PF&R property, which would be substantially increased if the Board were to delay in order to give 24-hour notice before conducting the meeting. An Emergency Meeting is to be held only in rare and extreme situations. The convenience of Board members is not grounds for calling an Emergency Meeting.

When calling an Emergency Meeting, every effort should be made to notify the public and news media, as appropriate to the circumstance.

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

Only business related directly to the Emergency Meeting will be conducted at the Emergency Meeting (ORS 192.640 (3)).

SECTION 5. Executive Session:

- A. **Notice.** Notice of Executive Session will be provided in accordance with Article VII Section 2, or under Article VII Section 4.
- B. **Voting.** The Board will not make any final decisions while in Executive Session. This policy, however, will not prohibit full discussion of Board members' views during Executive Session.
- C. **Announcement.** The President or other presiding officer will announce the statutory authority for the Executive Session before going into closed session. Once the Executive Session has been convened, the President will direct any representatives of the news media who are present not to report certain specified information from the Executive Session. The extent of the non-disclosure requirement will be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the Executive Session. Board members, staff and other persons present will not discuss or disclose Executive Session proceedings outside of the Executive Session without prior authorization of the Board as a whole.
- D. **Purposes.** Executive Sessions will only be held for the following purposes:
 - 1. Employment of Personnel ORS 192.660(1)(a).
 - 2. Discipline of Public Officers and Employees ORS 192.660(1)(b).
 - 3. Consultation with Labor Negotiator ORS 192.660(1)(d).
 - 4. Real Property Transactions ORS 192.660(1)(e)
 - 5. Exempt Records ORS 192.660(1)(f).
 - 6. Litigation/Consultation with Legal Consul ORS 192.660(1)(h).
 - 7. Performance Evaluations ORS 192.660(1)(i).
 - 8. Labor Negotiations ORS 192.660(2).

SECTION 6. Meetings:

The Board of Directors is composed of five members, whereby all meetings will require the physical presence of a Board quorum, which is three, and all votes will require a majority of the total Board, which is at least three. If only three members are present, a unanimous vote will be required to take final action.

SECTION 7. Voting at Board meetings:

- A. **Abstention:** A Board member may explain for the record, when voting on an issue, a statement indicating either the reason for their vote or abstention.
- B. **Conflict of Interest:** Board members must publicly declare a potential or actual conflict of interest prior to discussion, recommendation, vote or other official action on an issue and explain the nature of any potential or actual conflict of

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

interest. The declaration and the nature of the conflict will be recorded in the minutes per ORS Chapter 244

- **Potential Conflict of Interest:**
With a potential conflict of interest, a Board member may participate in the action once the declaration has been made.
- **Actual Conflict of Interest:**
With an actual conflict of interest, a Board member must refrain from taking any official action on the issue. If the Board member's vote is necessary for the Board to achieve a quorum, the Board member may vote, but may not discuss or debate the issue.

C. Votes will be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

SECTION 8. Minutes of Meetings:

A. Public Meetings:

The Board will keep written minutes of all of its public meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings will include at least the following information:

1. All members of the Board present.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document at the meeting.
6. Written minutes of public meetings will be made available to the public within a reasonable time after the meeting in accordance with ORS 192.650(1).

B. Executive Sessions:

Minutes of Executive Sessions will be kept separately from minutes of public meetings. Minutes of Executive Session may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an Executive Session are kept by tape recording, written minutes are not required, unless otherwise provided by law. ORS 192.650(2)

SECTION 9. Robert's Rules of Order:

Robert's Rules of Order will govern the conduct and parliamentary proceedings of the meetings, unless otherwise provided for in Board Policy and/or rules consistent with the laws of the State of Oregon.

ARTICLE VIII

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

OUTSIDE DISTRICT OPERATIONS

Refer to Operational Guidelines, Section O, Out of District Response, Procedure O-13 – Out of District Response (Attachment A).

ARTICLE IX FEES FOR OBTAINING PUBLIC RECORDS

Refer to Operational Guidelines, Section C, General Administration, Procedure C-13 – Policy on Fees For Obtaining Public Records (Attachment B).

ARTICLE X REIMBURSEMENT GUIDELINES

SECTION 1. The Fire Chief will authorize schooling, training and conferences, including related expenses for employees and volunteers.

SECTION 2. The Board of Directors, by majority vote, will authorize travel and other expenses for Board members.

SECTION 3. All Board members, employees and volunteers can reasonably expect to receive reimbursement for authorized travel, lodging, meals, registration, tuition and other related expenses for schooling, training, conferences and meetings representing PF&R as per the Employee Personnel Policy Section 17.5 – Training Cost, 17.6 – Travel and 17.7 – Meals and Lodging (Attachment C).

SECTION 5. Any Board member, employee or volunteer who is accompanied by a spouse or guest will pay any excess costs of registration, lodging or meals, attributable to their spouse or guest.

SECTION 6. Board members, District employees and volunteers are expected to use good judgement regarding the expenditure of District funds for travel expenses.

ARTICLE XI PURCHASING

Refer to Operational Guidelines, Section C, General Administration, Procedure C-8 – Financial Management Policy (Attachment D)

ARTICLE XII RECOGNITION

SECTION 1. The Board of Directors may recognize any member of PF&R and any civilian personnel who has performed any act of outstanding service on behalf of the District or rendered

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

a life-saving service to any citizen, any fire District personnel who perform in an exemplary manner in the achievement of higher levels of education or skills. Any retiring Board member who has performed appropriate service to the District may also be recognized.

ARTICLE XIII GENERAL PROVISIONS

SECTION 1. Repeal:

All previously adopted rules; regulations, policies or standard operating guidelines in conflict with this policy are hereby repealed.

SECTION 2. Nondiscrimination:

Pursuant to PF&R's nondiscrimination and harassment policy, no provision of this policy is intended as discrimination against any individual on the basis of race, religion, color, creed, age, sex, national origin, or disability.

SECTION 3. Severability:

If any part, term or clause of this policy is or becomes in conflict with any law, the validity of the remaining provisions and clauses will not be affected and the policy will remain in force as if it did not contain the particular part, term or clause in conflict with law.

Rick Brand
Board President

Signature _____

Board Member

Signature _____

ORGANIZATIONAL MANUAL

Section C
General Administration
Procedure C-25

DISPOSAL OF SURPLUS PROPERTY POLICY

I. **PURPOSE:**

The purpose of this policy is to outline the process for disposing of property owned by the Fire District that has been deemed to have no value, is expired, or is to be removed from service due to safety concerns.

II. **DEFINITION:**

Surplus Property is defined as any personal property of the District that has been determined by the Fire Chief or designee as being of no use or value to the District.

III. **POLICY:**

The Fire Chief or designee will submit a request to the Board of Directors for a declaration that the indicated property is of no further use or value to the District. The Board of Directors will, by motion, declare such property "surplus" and authorize the means by which the Fire Chief or designee may dispose of the property, including granting the Fire Chief or designee discretion to dispose of the property in any appropriate manner. The Board of Directors may require the Fire Chief or designee to obtain an appraisal of the property prior to disposition.

Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:

- A. **Public Auction** - Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for the property.
- B. **Donation** - Surplus property may be donated or sold to any nonprofit organization, any other local government, or any state or federal program created to dispose of surplus property.
- C. **Disposal** - Surplus property determined to be of insufficient value to merit auction or donation, or determined to be a safety hazard, may be disposed of in any appropriate manner.

ORGANIZATIONAL MANUAL

Section C
General Administration
Procedure C-25

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Surplus Property is defined as any personal property of the District that has been determined by the Fire Chief or designee as being of no use or value to the District.

III. **POLICY:**

The Fire Chief or designee will submit a request to the Board of Directors for a declaration that the indicated property is of no further use or value to the District. **Items below a value of \$10,000 do not need to be deemed "surplus" by the Board of Directors.**

The Board of Directors will, by motion, declare such property "surplus" and authorize the means by which the Fire Chief or designee may dispose of the property, including granting the Fire Chief or designee discretion to dispose of the property in any appropriate manner. The Board of Directors may require the Fire Chief or designee to obtain an appraisal of the property prior to disposition.

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- C. **Disposal** - Surplus property determined to be of insufficient value to merit auction or donation, or determined to be a safety hazard, may be disposed of in any appropriate manner.

Special Districts Association of Oregon Consulting Services Agreement

This Agreement (“Agreement”) is made effective as of _____, 2024 by and between the Special Districts Association of Oregon (SDAO) 727 Center St NE, Salem Oregon 97301 and Philomath Fire and Rescue P.O. Box 247, Philomath Oregon 97370. In this Agreement, the party who is contracting to receive services will be referred to as “Philomath Fire and Rescue” and the party who will be providing the Services will be referred to as “SDAO”

1. **DESCRIPTION OF SERVICES.** Beginning on _____, SDAO will provide to Philomath Fire and Rescue the following services (collectively, the “Services”) specified in the attached scope of work:

Organizational Assessment

2. **PAYMENT FOR SERVICES.** In exchange for services Philomath Fire and Rescue will pay compensation to SDAO for the Services in the amount not to exceed \$7500.00. This will be payable in a lump sum upon completion of the Services.
3. **TERM.** This Agreement will terminate upon completion of project by SDAO. Contract terms will be defined in the scope of work.
4. **CONFIDENTIALITY.** SDAO, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for personal benefit of SDAO, or divulge, disclose, or communicate in any manner, any information that is proprietary to Philomath Fire and Rescue. SDAO and its employees, agents and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this agreement.

Upon termination of this Agreement, SDAO will return to Philomath Fire and Rescue all records, notes, documentation, and other items that were used, created, or controlled by SDAO during the term of this Agreement.

5. **LIMITATION OF LIABILITY.** Except for Consultant’s confidentiality, Consultant’s total liability to Philomath Fire and Rescue shall not exceed the total payment for services value regardless of whether any action or claim is based upon contract, tort (including negligence) or strict liability.
6. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement superseded any prior written or oral agreements between the parties.

7. **SEVERABILITY.** If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and unenforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
8. **AMENDMENT.** This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.
9. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Oregon.
10. **NOTICE.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
11. **SIGNATORIES.** This Agreement shall be signed on behalf of Philomath Fire and Rescue by Daphne Philips Board of Directors and on behalf of SDAO by Frank Stratton, Executive Director and effective as of the date first written above.

Philomath Fire and Rescue

By: _____ Date: _____
Daphne Philips
Board of Directors

Special Districts Association of Oregon

By: _____ Date: _____
Frank Stratton
Executive Director

Philomath Fire and Rescue
Scope of Work Proposal
November 2024

Organizational Evaluation/Analysis

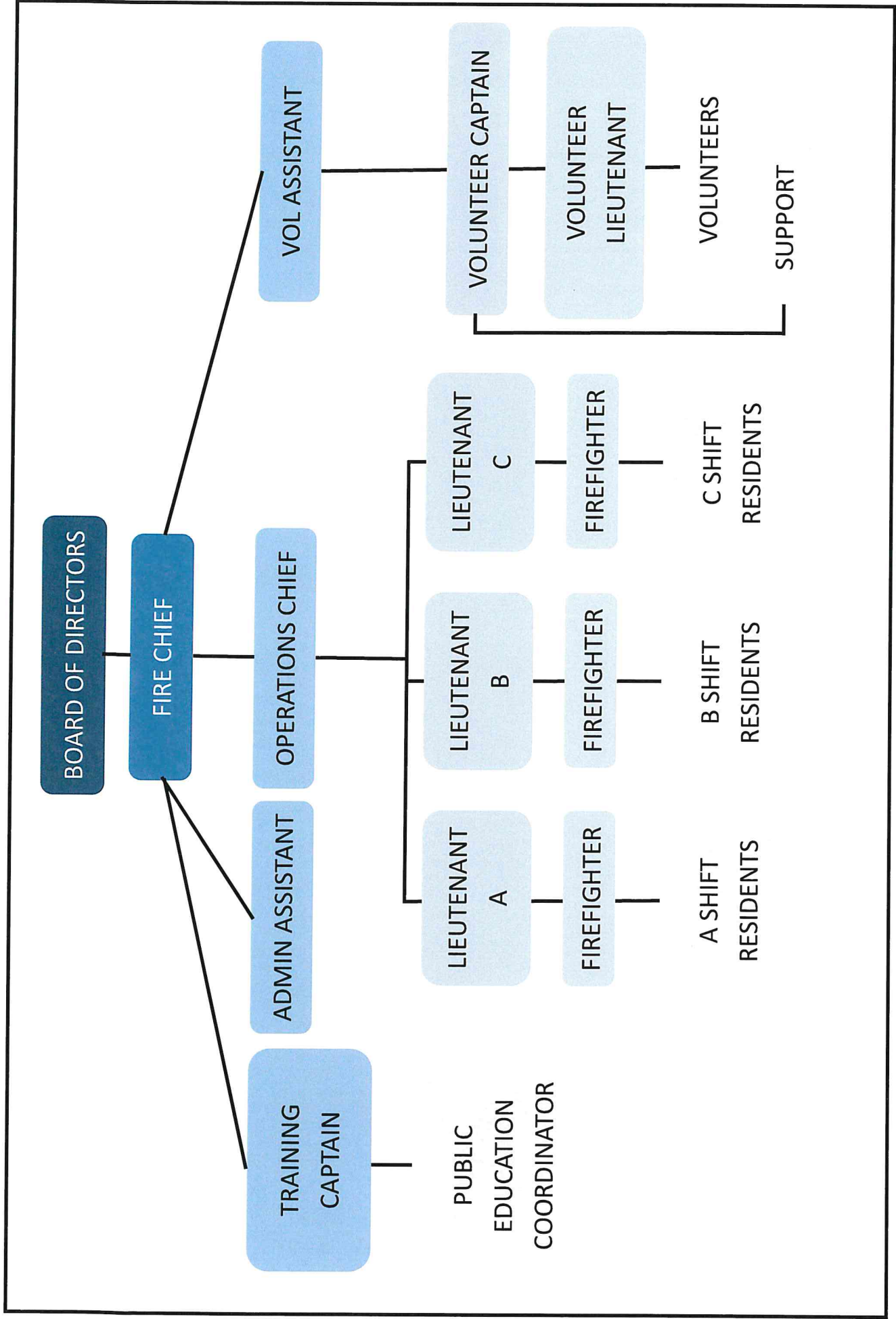
The evaluation will provide a baseline assessment of the current conditions and current services of the organization. SDAO will conduct an organizational analysis of the district based on the elements listed below. The purpose of this evaluation is to assess the agency's operations and make recommendations on future improvements.

- 1) Stakeholder Input:
 - a. The project team will conduct interviews with, and gather information from, key personnel. These interviews will be designed within the context and framework of gathering information related to the current operations. From these interviews, team members will obtain additional perspective on operational, economic, and other issues facing the agency. In addition, the project team will learn about other pertinent data that may be available that meets the objectives of the evaluation.
- 2) Organization Overview:
 - a. An overview of the organization and community will be developed.
- 3) Management Components:
 - a. The organization's basic management processes will be reviewed which may include, as appropriate:
 - i. Current mission, vision, strategic planning, goals, and objectives
 - ii. Internal and external communications processes
 - iii. Document control and security
 - iv. Reporting and recordkeeping
- 4) Financial controls:
 - a. Organizational planning process of the organization will be identified and reviewed which may include, as appropriate:
 - i. Review of revenue and expenditures
 - ii. Review budgeting process
 - iii. Evaluate short- and long-term debt
 - iv. Review elements of operational planning within the organization
 - v. Make recommendations relative to future planning needs
- 5) Personnel Management and Human Resources:
 - a. Personnel management and human resource systems will be reviewed focusing on:
 - i. Policies, rules, regulations, manuals, and handbooks

- ii. Reports and recordkeeping
 - iii. Labor/management relationships and issues if appropriate.
 - iv. Certifications and licensing
- 6) Staffing:
- a. Evaluation team will review the department's staffing levels which may include:
 - i. Review and evaluate administration and support staffing levels, including position descriptions
 - ii. Review and evaluate operational staffing levels
 - iii. Review staff scheduling methodology
 - iv. Review responsibilities and activity levels of personnel
- 7) Capital Assets and Capital Improvement Programs:
- a. Capital Assets and Capital Improvement Programs will be reviewed to determine the status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of those assets.
- 8) Service Delivery and Performance:
- a. Service Delivery and Performance will be reviewed, and observations made in areas specifically involved in, or affecting, service levels and performance.
- 9) Training:
- a. The project team will review and make observations in areas involving training functions and support including:
 - i. General training competencies
 - ii. Training administration
 - iii. Training schedule
 - iv. Training facilities
 - v. Training program goals and objectives
 - vi. Training procedures and manuals
 - vii. Recordkeeping
- 10) Final Report:
- a. SDAO will develop and produce a written report for the Board of Directors documenting findings and recommendations.

The cost to complete this evaluation is based on staff time and expenses, not to exceed \$7500.00

PHILOMATH FIRE & RESCUE ORGANIZATIONAL CHART



ORGANIZATIONAL MANUAL

OPERATIONS CHIEF

Exempt, Non-Represented



Section P
PERSONNEL
Procedure P-2

Position Summary:

The Operations Chief is responsible for overseeing department operations and providing all aspects of direct supervision of the paid Lieutenants and their subordinates including evaluations, promotions, and disciplinary actions.

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

Supervision Received:

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

Supervision Exercised:

The Operations 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.
- Attempt to resolve major and minor issues brought to their attention.
- Keep the Fire Chief advised on all personnel issues brought to their attention, recommend actions that need to be taken, or the disposition of actions.
- Serve in a supervisory capacity for all paid Lieutenants and their subordinates.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

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Essential Job Duties:

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

- A. Functions as a member of the District's emergency response team in emergency medical, fire suppression, rescue, and hazardous-material remediation.
- B. Analyze the District's fire trends and make recommendations on methods to improve the District's level of protection.
- C. Participate in the overall District budget process.
- D. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
- E. Demonstrate computer skills and use software provided by the District.
- F. District Community Risk Reduction Program:
 1. Coordinates the District's Company Inspection Program.
 2. Coordinates the creation of pre-incident surveys on new target hazards, and updates existing pre-incident surveys as changes occur.
 3. Ensures that the District Mapping Program is updated.
 4. Administers the District Safety Committee and is the Infection Control Officer.
 5. Ensures that reports are accurately documented and forwarded to appropriate agencies including the Office of the State Fire Marshal.
- G. Oversee routine facility and equipment maintenance:
 1. Manages testing and restoration of fire hose and pumps.
 2. Manages service of equipment and apparatus.
 3. Manages maintenance of tools and supplies for routine mechanical work.
- H. Personnel Administration
 1. Performs evaluations of assigned staff within chain of command.
 2. Manages staffing needs of Operations Division.

Knowledge, Skills, and Ability to:

The Operations 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. Cooperate with local, state and federal public agency officials.
6. Assist the Fire Chief in a confidential manner by providing advice, guidance, and information on labor and operational matters.
7. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District.

ORGANIZATIONAL MANUAL

8. Possess the ability to accurately follow instructions and to complete tasks with a minimum of direction and supervision.
9. Possess ability to communicate effectively both verbally and in writing.
10. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
11. 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.
12. Act as a Duty Officer (DO) on a rotation basis.

Required Certifications:

As a condition of employment, the following certifications, licenses, or training must be maintained. The Operations Chief will also possess computer skills proficient with the needs of the position.

Required Qualifications:

- Minimum three years as Fire Captain or equivalent management-level experience
- NFPA Fire Officer II
- NFPA Fire Instructor I
- NFPA Apparatus Operator
- NFPA Aerial Operator
- OHA Emergency Medical Technician
- NFPA Hazardous Materials Incident Commander
- NFPA Incident Safety Officer
- NWCG Engine Boss
- Maintain a valid Oregon Driver's License
- Mobile Water Supply

Preferred Certifications:

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NFPA Fire Officer III Incentive
- NWCG Strike Team / Task Force Leader
- NFPA Fire Investigator

At the direction of the Fire Chief the Operations 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.

ORGANIZATIONAL MANUAL

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 the 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 require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

Work Environment:

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

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours. Occasional evening and weekend hours required.

ORGANIZATIONAL MANUAL

Occasionally, this position will require you to attend meetings, seminars, DO rotation 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



PUBLIC EDUCATION COORDINATOR (Part Time)

Non-exempt, Non-Represented

Section P
PERSONNEL
Procedure P-*P

Position Summary:

Under the general direction of the Fire Chief, the Public Education Coordinator facilitates the public education programs supported by the district. These include the public CPR instruction program, Fire District Health Fair and other public education events supported by the district.

Essential Job Duties:

The Public Education Coordinator supports the public education programs administered by the district.

- A. Administration of the American Heart Association training site.
- B. Administers CPR/First Aid Program including ordering of cards, books, and supplies.
- C. Schedules and provides public education projects and tours.
- D. Schedules and instructs CPR/First Aid classes to the public and agency partners.

Contact with Others:

The Public Education Coordinator will:

- A. Liaises with Community Partners.
- B. Provides instruction to members of the public and agency partners.

Required Certifications:

As a condition of employment, the following certifications, licenses, or training must be maintained. The Public Education Coordinator will also possess computer skills proficient with the needs of the position.

- American Heart Association Basic Life Support, and Heart Saver Instructor Certifications
- American Heart Association Training Site Faculty Member

Preferred Certifications:

- At the direction of the Fire Chief, the Public Education Coordinator will attend training and seminars to increase their abilities in the performance of assigned duties.

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- NFPA Public Fire & Life Safety Educator

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 include frequent 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 for this position include the ability to close vision and the ability to adjust focus. Extensive reading, writing and computer monitor work is required.

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

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to the needs of peers and 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 primarily in a classroom setting. Noise levels of the work environment can vary from mild to moderate. Hours are maximum of 20 hours per week. The Public Education Coordinator will be responsible for coordinating their schedule to meet the needs of the Public Education Program.

Occasionally, this position will require you to spend time outside the office to provide training and 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 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.

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

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TRAINING CAPTAIN

Non-exempt, Represented

Bargaining Unit: Philomath Professional Firefighters IAFF 4925



Section
PERSONNEL
Procedure P-4

Position Summary:

Under the general direction of the Fire Chief, the Training Captain's primary responsibility is the management of the Training Program for Fire and EMS personnel. The role of Training Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of an apparatus or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Training Captain performs other duties as may be required by the Fire Chief. Should there be conflict between this Job Description and the CBA for represented personnel, the CBA will supersede.

Supervision Received:

The Training Captain will always follow the chain of command, except for certain protected activities described in the personnel policies and reports to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Training Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander.
- Lead by example (i.e. attention to detail, completing reports in a timely manner, attendance at drills, teamwork, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, vision and values to all internal and external constituents.
- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and coaching to others at all times.

Training Captain will advise the Operations Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Training Captain should not attempt to resolve

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issues when they are major, or when personally involved. These issues shall be referred to the Operations Chief or Assistant Chief (volunteers).

Essential Job Duties:

- A. Functions as a member of the District's emergency response team.
 - 1. EMT
 - 2. Fire Suppression
 - 3. Hazardous Materials
 - 4. Rescue
- B. District Fire Training and Recertification Program:
 - 1. Supervises the training of personnel at scheduled drills and events.
 - 2. Provides intake training for new District personnel.
 - 3. Ensures the safety of District personnel and proper use of personal protective equipment during training sessions.
 - 4. Implement a District training program to meet or exceed NFPA, DPSST, and District standards.
 - 5. Assure that District's training records are accurately maintained, documented, and reported to the appropriate agencies for certification.
 - 6. Possess knowledge of standards and regulations as they apply to emergency services including NFPA, OSHA, OARs, and ORSs.
- C. District Medical Training and Recertification Program:
 - 1. Ensures the training of personnel in emergency medical procedures at the Emergency Medical Responder and EMT level.
 - 2. Administers an emergency medical training program to meet or exceed OHA, Supervising Physician, and District Standards.
 - 3. Assure that District's medical training records are accurately maintained, documented, and reported to the appropriate agencies for EMS certification and re-certification.
 - 4. Possess knowledge of standards and regulations as they apply to emergency medical services including, OHA, OSHA, OARs, and ORSs.
 - 5. Participate with the EMS Coordinator committee and liaise with the Medical Supervisor.
 - 6. Guide and support professional development of District members.
- D. Administrative Functions:
 - 1. Participate in the overall District budget process and prepare and submit to the Fire Chief the training budget.
 - 2. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
 - 3. Optionally, act as a Duty Officer (DO) as may be asked by the Operations Chief or Fire Chief. DO qualifies as authorized work time on response to incidents.
 - 4. Act as a shift officer when staffing needs require coverage.

Contact with Others:

The Training Captain shall:

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1. Be responsible to the Fire Chief or delegated authority.
2. Shall attend other meetings as directed by the Fire Chief.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other agencies to reflect a professional image of the District.
4. Act as a District's representative at City, County and regional levels as required by the Fire Chief.
5. Act as liaison with agency partners.

Knowledge Skills and Ability to:

The Training Captain shall:

1. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations and functional operations of the District.
2. Possess the ability to accurately follow instructions issued and to complete tasks with an appropriate amount of direction and supervision.
3. Possess knowledge of regulations as they apply to the provision of EMS including, OSHA, OARs, ORSs, and the Oregon Health Authority.
4. Have a complete knowledge of the geography of the District.
5. Possess ability to communicate effectively both verbally and in writing.
6. Have the physical stamina necessary to perform duties as required by this position.
7. Attend District training sessions as required in District policy.
8. Adhere to the District Policy for Employees.

Required Certifications:

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- NFPA Fire Officer I
- NFPA Mobile Water Supply
- NWCG Engine Boss

Preferred Certifications:

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NFPA Fire Officer II (incentive)
- NFPA Instructor II (incentive)
- NFPA Instructor III (incentive)
- NFPA Instructor IV (incentive)
- ICS 300 & 400
- Other specialized courses / training that are in areas of their specific interest that benefit the District.

Physical Demands:

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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. 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.

Work Environment:

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

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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Normal work hours are based upon the shift assignment of the individual. 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 will require to attendance at meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

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

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

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LIEUTENANT

Non-exempt, Represented
Bargaining Unit: Philomath Professional Firefighters IAFF 4925

Section P
PERSONNEL
Procedure P-6

Position Summary:

Performs duties, positions, or functions at incident scenes assigned to them by the Incident Commander. In the absence of the Fire Chief, the Assistant Chief, Operations Chief, or a Captain, Lieutenants may perform duties at incident scenes as the Incident Commander. Lieutenants may remain in the position of Incident Commander at the discretion of the highest-ranking officer on scene. Lieutenants assist in emergency medical, motor vehicle accidents, and hazardous materials and fire suppression activities, providing supervision to those personnel assigned. Should there be conflict between this Job Description and the CBA for represented personnel, the CBA will supersede.

Supervision Received:

The Lieutenant will always follow the chain of command, except for certain protected activities described in the personnel policies and reports to the Operations Chief. In the absence of the Operations Chief, the Lieutenant will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Lieutenant will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

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- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and always coaching to others.

The Lieutenant is the first step in the chain of command for Firefighters. As such, they should attempt to resolve minor issues at the lowest possible level. Lieutenant will advise the Operations Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Lieutenant should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Operations Chief or Assistant Chief (volunteers).

Essential Job Duties:

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9) or Volunteer Firefighter (Procedure P-9V).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, practices, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Assume command of emergency incidents when a Firefighter is in command.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the District as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and trainings.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Assist the Operations Chief by conducting business inspections and pre-fire surveys.
- Respond to Automatic or Mutual Aid outside the boundaries of the District.
- Coordinate staffing of shift with Operations Chief.
- Other duties as assigned by the Operations Chief, Fire Chief or designee.

Contact with Others:

Lieutenants will:

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1. Work with the general public, fire protection agencies, local, State, Federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.
3. Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

Knowledge, Skills, and Abilities:

The position of Lieutenant requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Thorough knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Physical stamina is necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of four (4) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- EMS License
- NWCG Firefighter Type I
- NFPA Pumper Operator
- NFPA Aerial Operator
- Incident Safety Officer
- NFPA Instructor I
- Haz Mat Incident Commander
- Traffic Incident Management Responder training
- Have successfully passed the Lieutenant examination with a minimum score of 70% in each section.

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Operations Chief or Fire Chief with input from the Officers.

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Preferred Certifications:

- NFPA Mobile Water Supply
- NFPA Fire Officer I
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer

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.

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 ladders. 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. 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.

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 in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. 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. Evening, weekend, and holiday 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.