

PHILOMATH FIRE & RESCUE

August 12, 2024

Location: Philomath Fire & Rescue

Regular Session Board Meeting

3:00 pm

Join Zoom Meeting

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

[HRvQT09](#)

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
 - a. Minutes- July 8, 2024 Regular Session
 - b. Bills – July
 - c. 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 Taylor
 3. City Council Liaison- Councilor Christopher McMorran

- a. North 12th Street Properties
- b. Fire Hydrant Testing

VI. OLD BUSINESS

1. Board Policy Updating & Self Appraisal: Final Reading- Edmonds & Ferguson
Staff recommended action: Move to approve Board Policy as presented.
2. Policy Update- Ferguson

- a. Review Conflagration Policy

Staff recommended action: Move to approve Conflagration Policy as presented.

VII. NEW BUSINESS

1. Organization Chart Discussion- Ferguson
2. Operations Chief Minimum Candidates desired by the Board- Ferguson
3. OFDDA Reservations for Board- Scott

VIII. ACTION ITEMS

IX. NEXT MEETING – September 9, 2024

X. ADJOURNMENT

PHILOMATH FIRE & RESCUE

July 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 15:00. Board members present included: Treasurer Ken Corbin, Joe Brier. Board Vice President Daphne Phillips attended via zoom. Board member not present Rick Brand 15:04 . Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa, Staff Captain Viktor Bovbjerg, and Office Administrator Ashley Scott. Others in attendance included Volunteer Association President Dan Eddy and Volunteer Captain Andy Louden.

- II. CONSENT AGENDA
 - a. Minutes- June 10, 2024 Regular Session
 - b. Bills – June
 - c. Chief Vacation Hours

Edmonds Move to approve Consent Agenda as presented. Brier Seconded. Approved 5-0.

- III. PUBLIC COMMENT – None.

- IV. Swearing in of Captain Bovbjerg by Chief Ferguson (Moved from New Business)

- V. STAFF REPORTS
 1. Board Report
 - Review Board Calendar- Scheduled Board Members to conduct Chief Check Ins for the remainder of the year (October- Edmonds, November- Phillips, and December- Corbin). Volunteer Association meeting Board Representative for December will be Rick Brand. All of these items will be updated on the Board Calendar.
 2. Fire Chief Report – Report included in Board Packet and highlights discussed by Chief Ferguson.
 3. Deputy Chief Reports- Report included in Board Packet and highlights discussed by Deputy Chief Saalsaa.

4. Office Administrator Financial Report- Report included in Board Packet and highlights discussed by Scott. Cylinder sleeves were discussed by Captain Bovbjerg.

VI. REPRESENTATIVE REPORTS

1. Volunteer Association – Report included in the Board Packet and highlights discussed by President Eddy.
2. IAFF Local 4925 – Captain Bovbjerg present, no report given.

- VII. City Council Liaison- Councilor Christopher McMorran discussed meeting with Chief and Office Administrator regarding North 12th Street and Hydrant Testing for the community. Discussion also included options to secure additional funding for training facility. Punching through street by Elementary School to 16th Street happening currently.

VIII. OLD BUSINESS

1. Board Policy Updating & Self Appraisal- Edmonds & Ferguson discussed the updated Board Policy and encouraged the Board review. The review today will be the first reading.
2. Personnel Manual and Administrative Directives Review Update- Ferguson
 - a. Review of Personnel Manual, received back from HR Answers. The changes that were applicable were made.

Edmonds motioned to approve the Personnel Manual. Brier Seconded. Approved 5-0.

- b. Review Surplus Policy will happen when the remainder of the policy packet is completed.
3. Volunteer Activities Account- discussed by Ferguson. The process is completed, and the remainder of the budget will be reallocated to their LOSAP account.
4. Job Description Updating- Ferguson
 - a. Operations Chief- Final Reading
Brand moved to approve the Operations Chief job description. Corbin seconded. Approved 5-0.
 - b. Public Education Coordinator- Final Reading
Corbin moved to accept the Public Education Coordinator job description as written. Brand seconded. Approved 5-0.
5. City of Philomath Updates- Discussion had by Chief Ferguson.
 - a. North 12th Street Properties, creative solutions are being sought by our fire liaison.

- b. Fire Hydrant Testing, City of Philomath holds that official responsibility for the hydrants. Testing helps our ISO score as a Fire District. Working towards coordinating efforts with the City of Philomath.
- c. Insurance coverage denials due to wildfire risk were discussed to find a coordinated remedy for the best of the community.

IX. NEW BUSINESS

1. Election of Board Officers for 2024-2025

President

Corbin nominated Edmonds for Board President. Accepted by Edmonds and Seconded by Phillips.

Phillips motioned to elect Edmonds as President. Seconded by Corbin. Approved 4-0. Edmonds abstained.

Vice President

Corbin nominated Brand. Accepted by Brand.

Edmonds motioned to elect Brand as Vice President. Corbin Seconded. Approved 4-0. Brand abstained.

Treasurer

Edmonds nominated Corbin. Accepted by Corbin. Seconded by Phillips. Approved 4-0. Corbin abstained.

2. State and Approve Meeting Day & Time

Brier moved to keep the meeting day and time the same. Corbin seconded. Approved 5-0.

3. Swearing In Staff Captain Bovbjerg by Chief Ferguson. Moved to the beginning of the meeting.

4. ISO Rating Discussion- Discussed by Chief Ferguson and Captain Loudon. Factors for ISO Ratings that will impact future planning including staffing, apparatus replacement plans. VERISK is an organization that measures risk in areas for insurance companies to set rates. Public protection classification (1-10). A thorough description of how these rates are calculated was discussed.

X. ACTION ITEMS

Updating Board Policy- Add Minutes review and administrative guidelines.

XI. NEXT MEETING – August 12, 2024

XII. ADJOURNMENT- 16:43

Philomath Fire and Rescue

Transaction by Account

July 2024

Type	Date	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
6000 · Materials and Services				
6091 · Tuition Reimbursement				
Bill	07/01/2024	Stephanie Vallancey Martinson	Spring 2024 Tuition Reimbursement	2,590.00
Bill	07/01/2024	Alexander Bradford	Spring 2024 Tuition Reimbursement	5,000.00
Bill	07/02/2024	Kolton Guilford	Spring 2024 Tuition Reimbursement	1,892.00
Total 6091 · Tuition Reimbursement				9,482.00
6001 · Contracted Professional Service				
Bill	07/02/2024	MES Northwest	Annual Maintenance and Membership ...	6,471.00
Bill	07/02/2024	Streamline	Websites	4,320.00
Bill	07/18/2024	MES Northwest	Vector Solutions Annual Membership a...	6,471.00
Bill	07/18/2024	Riverstrong		2,790.29
Total 6001 · Contracted Professional Service				20,052.29
6010 · Office Supplies				
Credit ...	07/02/2024	Amazon	IPhone Chargers and iPad Scree Prote...	73.55
Credit ...	07/15/2024	Canva	Canva Membership	120.00
Credit ...	07/17/2024	Amazon	Mini Projector	219.99
Credit ...	07/17/2024	Amazon	Projector Accessories, Portable PA Sys...	209.98
Bill	07/23/2024	MPTV, Inc.	Supplies for Wildfire Preparedness Co...	27.97
Total 6010 · Office Supplies				651.49
6011 · Postage/Shipping				
Credit ...	07/10/2024	US Postal Service	Stamp Coil	68.00
Total 6011 · Postage/Shipping				68.00
6020 · Insurance and Bond				
Bill	07/10/2024	WHA Insurance	Provident Agency inc/Axis Insurance C...	1,368.00
Total 6020 · Insurance and Bond				1,368.00
6030 · Dues and Fees				
Bill	07/01/2024	League of Oregon Cities	League of Oregon Cities Membership	650.00
Check	07/01/2024	AsiFlex		11.25
Check	07/05/2024	Intuit		32.00
Credit ...	07/17/2024	OFSOA	OFSOA Membership for Ashley	40.00
Check	07/24/2024		Service Charge	30.00
Check	07/31/2024		Service Charge	0.15
Total 6030 · Dues and Fees				763.40
6050 · Utilities				
Check	07/01/2024	Consumer Power Inc	7924200- 202 Power	227.00
Check	07/01/2024	Consumer Power Inc	7924201- Priest Pump Site	75.03
Check	07/01/2024	Consumer Power Inc	7924204- Daisy Pump Site	37.05
Bill	07/03/2024	Culligan		130.05
Check	07/05/2024	NW Natural		73.28
Check	07/07/2024	City of Philomath		15.20
Check	07/07/2024	City of Philomath		212.40
Check	07/09/2024	Pacific Power		844.49
Credit ...	07/10/2024	Costco	Pallet of Bottled Water	458.52
Check	07/20/2024	Consumer Power Inc	7924202- 203	118.32
Check	07/20/2024	Consumer Power Inc	7924203- Muddy Creek Pump	83.37
Check	07/20/2024	Republic Services		255.74
Check	07/20/2024	Republic Services		37.11
Total 6050 · Utilities				2,567.56
6060 · Telephone, Pagers, Internet				
Credit ...	07/02/2024	Alyrica		592.86
Check	07/04/2024	AT&T Mobility		200.14
Check	07/06/2024	Comcast		15.82
Check	07/20/2024	Pioneer Telephone Cooperative		209.80
Total 6060 · Telephone, Pagers, Internet				1,018.62

Philomath Fire and Rescue

Transaction by Account

July 2024

Type	Date	Name	Memo	Amount
6090 · Education/Training				
Bill	07/01/2024	Kolton Guilford	EMT Application Fee Reimbursement	104.00
Bill	07/02/2024	Kolton Guilford	Fingerprinting for EMT	58.75
Total 6090 · Education/Training				162.75
6100 · Equipment Maintenance Agreement				
Bill	07/01/2024	Ultrex	Quarterly Printing Overage	88.18
Check	07/15/2024	De Lage Landen Financial Servi...		152.15
Total 6100 · Equipment Maintenance Agreement				240.33
6130 · Gas & Oil				
Check	07/03/2024	Carson Oil		490.47
Credit ...	07/12/2024	The Way Station	Conflag Fuel	43.32
Credit ...	07/14/2024	The Way Station	Conflag Fuel	60.00
Check	07/15/2024	Carson Oil		575.63
Credit ...	07/15/2024	The Way Station	Conflag Fuel	50.00
Check	07/31/2024	Carson Oil		1,223.71
Total 6130 · Gas & Oil				2,443.13
6160 · Equipment Maintenance				
Bill	07/22/2024	TWGW, Inc. dba Philomath Napa	Forklift Battery	180.98
Total 6160 · Equipment Maintenance				180.98
6161 · Vehicle Maintenance				
Bill	07/02/2024	Corvallis Tool Company	261- Alum Cover	285.00
Credit ...	07/02/2024	Advance Auto Parts	221- Battery	221.98
Bill	07/08/2024	TWGW, Inc. dba Philomath Napa	261- Headlight Replacement	33.89
Credit ...	07/08/2024	Nick's Auto Repair	290- Oil Change	72.11
Bill	07/10/2024	TWGW, Inc. dba Philomath Napa	221- Oil	14.97
Credit ...	07/10/2024	Nick's Auto Repair	261- Headlight Replacement	69.75
Bill	07/16/2024	MPTV, Inc.		31.67
Credit ...	07/18/2024	Austin Hardware & Supply, Inc.	231- Handrail Replacement	60.74
Bill	07/29/2024	TWGW, Inc. dba Philomath Napa	231- Silicone and Threadlocker	15.28
Bill	07/29/2024	TWGW, Inc. dba Philomath Napa	FEPP Green Truck- Connector	8.54
Credit ...	07/29/2024	Nick's Auto Repair	291- Oil Change	41.78
Total 6161 · Vehicle Maintenance				855.71
6170 · Building Maint and Improvements				
Bill	07/01/2024	Spaeth Lumber Co., Inc	Electronic Readerboard- screws	157.46
Credit	07/01/2024	MPTV, Inc.	Return- Electronic Readerboard Sign P...	-1.00
Bill	07/01/2024	MPTV, Inc.	Electronic Readerboard Sign Parts	14.99
Bill	07/01/2024	MPTV, Inc.	Electronic Readerboard Sign Parts	32.99
Bill	07/01/2024	Spaeth Lumber Co., Inc	Electronic Readerboard Sign Parts Exc...	10.14
Bill	07/01/2024	Spaeth Lumber Co., Inc	Electronic Readerboard Sign Concrete	10.46
Bill	07/01/2024	Spaeth Lumber Co., Inc	Electronic Readerboard Concrete	62.76
Bill	07/02/2024	MPTV, Inc.	Electronic Readerboard Additional Lum...	44.94
Bill	07/02/2024	Spaeth Lumber Co., Inc	Electronic Readerboard Concrete	156.89
Bill	07/03/2024	MPTV, Inc.	201 Electronic Reader Board Parts	7.99
Bill	07/03/2024	Spaeth Lumber Co., Inc	201 Electronic Reader Board Parts	66.02
Bill	07/05/2024	Spaeth Lumber Co., Inc	201 Electronic Reader Board Parts	37.43
Bill	07/06/2024	MPTV, Inc.	Electronic Reader Board Paint	10.99
Bill	07/08/2024	Phil Burkum	201- Reimbursement for Amazon Part I...	18.99
Bill	07/08/2024	Spaeth Lumber Co., Inc	201 Electronic Reader Board Parts	0.40
Bill	07/12/2024	Applegate Door Co.	201 Tender Garage Door Repair	463.00
Bill	07/12/2024	Spaeth Lumber Co., Inc	Electronic Reader Board- Roof Metal	88.56
Credit ...	07/17/2024	MPTV, Inc.	Batteries for Training Room Thermostat	28.48
Bill	07/19/2024	MPTV, Inc.	Electronic Reader Board Sign hardware	32.28
Bill	07/23/2024	McClinton Painting	203- Painting Deposit	2,055.00
Bill	07/29/2024	Dan's Pump Service, LLC	203- Pump Replacement due to Lightni...	5,138.00
Total 6170 · Building Maint and Improvements				8,436.77

Philomath Fire and Rescue Transaction by Account July 2024

Type	Date	Name	Memo	Amount
6180 · Grounds Maintenance				
Bill	07/01/2024	MPTV, Inc.	Electronic Sign Marking Paint	17.98
Credit ...	07/11/2024	Lowe's Home Center, LLC	Weed & Feed, Flowers for infront of 201	111.94
Total 6180 · Grounds Maintenance				129.92
6190 · Small Tools & Equipment				
Bill	07/01/2024	TWGW, Inc. dba Philomath Napa	Old Mower- Spark Plugs	2.93
Credit ...	07/02/2024	Amazon		67.27
Credit ...	07/11/2024	Lowe's Home Center, LLC	Dewalt LED Task Lights	238.00
Total 6190 · Small Tools & Equipment				308.20
6200 · Supplies - Department				
Credit ...	07/03/2024	MPTV, Inc.	New Buckets for Rig Washing Station	42.24
Credit ...	07/05/2024	Amazon	Fluid Tactical Packets	21.95
Credit ...	07/08/2024	Amazon	Glass Cleaners	14.88
Bill	07/10/2024	Medline Industries, Inc.	Paper towels	35.60
Credit ...	07/10/2024	Costco	Candy	39.98
Credit ...	07/11/2024	Amazon	Hooks, Fluid Tactical Packets, Candy	80.03
Bill	07/12/2024	Medline Industries, Inc.	Hand Towels	124.98
Credit ...	07/18/2024	Fire Department Coffee	Residence Coffee	79.79
Total 6200 · Supplies - Department				439.45
6210 · Supplies - Medical				
Bill	07/01/2024	Medline Industries, Inc.	Solutions	242.94
Bill	07/01/2024	Life Assist, Inc.	Epinephrine	158.40
Bill	07/02/2024	Industrial Welding Supply, Inc		20.50
Bill	07/08/2024	Medline Industries, Inc.	Needles and IO Driver	510.16
Bill	07/10/2024	Life Assist, Inc.	Splints and Ring Cutter	109.83
Bill	07/12/2024	Industrial Welding Supply, Inc	Medical Oxygen	20.50
Bill	07/23/2024	Medline Industries, Inc.	IO Needles	181.48
Bill	07/23/2024	Life Assist, Inc.	Epinephrine and Test Strips	238.34
Bill	07/29/2024	Medline Industries, Inc.	Albuterol	14.53
Bill	07/31/2024	Medline Industries, Inc.	Ondansetron, Gauze	40.26
Credit ...	07/31/2024	Philomath Pharmacy	Asprin	20.76
Total 6210 · Supplies - Medical				1,557.70
6220 · Supplies - Suppression				
Credit ...	07/10/2024	The Home Depot	221- Husky Totes	84.94
Total 6220 · Supplies - Suppression				84.94
6250 · Uniforms				
Bill	07/01/2024	SeaWestern	Pants	231.27
Credit ...	07/05/2024	Amazon	Reflective Helmet Stickers	27.25
Bill	07/10/2024	SeaWestern	Goggles	350.39
Bill	07/18/2024	SeaWestern	Belts and Boots	405.30
Bill	07/29/2024	SeaWestern	Name Plates- Huff & Licon	152.55
Total 6250 · Uniforms				1,166.76
6900 · Miscellaneous Expense				
Bill	07/01/2024	David Cutsforth	Reimbursement for Damage to Septic L...	655.57
Total 6900 · Miscellaneous Expense				655.57
Total 6000 · Materials and Services				52,633.57
Total Expense				52,633.57
Net Ordinary Income				-52,633.57
Net Income				-52,633.57

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

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

August		
accrual		
taken		
balance		

September		
accrual		
taken		
balance		

October		
accrual		
taken		
balance		

	Sick Leave	Vacation
November		
accrual		
taken		
balance		

December		
accrual		
taken		
balance		

January		
accrual		
taken		
balance		

February		
accrual		
taken		
balance		

	Sick Leave	Vacation
March		
accrual		
taken		
balance		

April		
accrual		
taken		
balance		

May		
accrual		
taken		
balance		

June		
accrual		
taken		
balance		

Philomath Fire & Rescue Annual Board Calendar

January	February	March	April	May	June
Audit Presentation	Appoint Budget Officer & Budget Committee	Wage, Benefits, COLA Recommendations- Motion to Accept	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Chief Check In- Corbin
SDAO Conference in February (Seaside) OFDDA Conference in November (Sunriver)	SDAO Conference		Budget Committee Meeting	Budget Adoption	Volunteer Business Mtg Rep -TBD
Set Budget Calendar	Contract and Exhibit A Final Review		Volunteer Business Mtg Rep - TBD		Approval of Final Chief Contract
Appoint Board Member to Begin Chief Review and Contract Negotiations	Volunteer Business Mtg Rep - TBD				
Chief Performance Review and Final Review of Contract	Appreciation Dinner				
July	August	September	October	November	December
Election of Board Officers	Volunteer Business Mtg Rep- No Meeting	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- Phillips	Volunteer Business Meeting Rep - Brand
Swear In New Board Members			Chief Check In- Edmonds	SDAO Organization Assessment Begins	Insurance Presentation
State and Approve Meeting Day & Time					Chief Check In- Corbin
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

August 05, 2024

Department Business:

The Department has responded to 3 separate Conflagrations. Engine 265 was deployed for 16 continuous days. Estimated apparatus reimbursement from OSFM is over \$47,000. DC Saalsaa is currently deployed to the Elk Lane Fire Located near Madras. Engine 265 was deployed again with Lt. Anderson and RV Guilford.

Personnel:

Capt. Bovbjerg, Capt. Eddy, and Lt. Moser successfully passed annual evaluations, and have set goals for the upcoming year.

We are starting a testing process for Resident Volunteer positions. With the goal of hiring 2.

Union Communications:

Lt. Moser has stepped down as Union President, Lt. Taylor will be stepping in.

Training Activities:

Crews have been working on vehicle extrication skills. Lt. Schell and Lt. Taylor completed Engine Boss certification. Capt. Bovbjerg completed Aerial Operator Certification, FF. C. Eddy completed Wildland Firefighter Type 1 Certification, and FF. Converse completed Rope Rescue Operations Certification.

Apparatus/Equipment:

231 grab rail repairs have been completed in house by Lt. Schell.

231 seatbelt alarm is currently being repaired.

265 has gone into limp mode 2 times during a conflagration response, cause is being investigated by Huges fire.

233 electronic idle was damaged during the lighting strike, and is also showing a electrical code. Both are currently in the process of repair.

The Green Type 3 Engine is at Hughes Fire. They have started working through the pump and mechanical aspects of the refurbishment.



Philomath Fire & Rescue

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

Building Update:

Station 203 was struck by lightning. It appears that the well head was struck directly requiring replacement of the pump, plumbing, wiring and pressure switch. The Generator was also badly damaged by the strike, and we are working with Axis Electric to make those repairs. All other systems appear to be functional. SDAO/SDIS has been contacted and we have started a claim for the event.

We continue to make significant progress on the electronic reader board at station 201. Station 203 station painting to be scheduled soon with McClinton Painting.

Community Involvement/Meetings:

The Department was well represented during the Philomath Frolic. Crew and many volunteers participated in the parade, rodeo coverage and other events.

The Wildland Community Event was very successful. 68 Community members attended, and the video has been viewed 638 times on our Facebook page.

Ashley and I met with Oregon State Senator Anderson and discussed issues related to our District.

Strategic Plan Update:

See attached.

Respectfully submitted,

Chief Ferguson



Philomath Fire & Rescue
District Strategic Plan

Mission

The men and women of this department are dedicated to:

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

Vision

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

Value

“How we measure ourselves.”

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

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

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

Guiding Principles

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

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

The District Strategic Plan contains the following themes:

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

Color Key for Strategic Plan Updates:

Unable to Proceed with Details

In Progress/Current Status

Completed

I. Theme: Department Operations

A. Objective: Emergency Response

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

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

Timeline: 2024-2025 Budget

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

Responsibility: Fire Chief and Office Administrator

Funding Source: Grants & General Fund

GOAL 2: Prepare us for Community Disasters

Action Item 1: Load Test 201 Generator

Timeline: Winter 2024

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

Responsibility: Captain Louden

Funding Source: General Fund

GOAL 3: Prepare us for Community Disasters

Action Item 1: Incident Action Plan

Timeline: 2024-2025 Fiscal Year

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

Responsibility: Operations Chief & Training Captain

Funding Source: General Fund

GOAL 4: Implement Drone Program

Timeline: 2024-2025 Budget

Month	Update
July	
August	Job Description Creation Begins
September	Present to Board
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Dan Kearn

Funding Source: Equipment Reserves & Seek Grant Funding

II. Theme: Fiscal Responsibility

A. Objective: Review and Update Organizational Documents

GOAL 1: Employee Handbook Updating Completed with Board Approval

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

Timeline: 2024-2025 Fiscal Year

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

Responsibility: Fire Chief and Office Administrator

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

B. Objective: SDAO Consulting Services to Perform District Audit

GOAL 2: Roy Emery to conduct audit for District.

Action Item: Schedule and engage with Audit Process.

Timeline: 2024-2025 Fiscal Year

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

Responsibility: Fire Chief

Funding Source: Contracted Professional Services

C. Objective: Capital Improvements

GOAL 1: Replace Training Facility at Station 201.

Action Item: RFP for Contractors and begin Construction.

Timeline: 2024-2025 Fiscal Year and beyond.

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

Responsibility: Captain Bovbjerg

Funding Source: Building and Land Reserves

GOAL 2: Apparatus Replacement Plan

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

Timeline: 2024-2025 Fiscal Year

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

Responsibility: Captain Louden

Funding Source: Vehicle Reserves

GOAL 3: Facility Improvements Plan

Action Item: 201 Garage Door Maintenance

Timeline: 2024-2025 Fiscal Year

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

Responsibility: LT Schell

Funding Source: Building and Land Reserves

GOAL 4: Facility Improvements Plan

Action Item: 201 Thermostat Cutoff

Timeline: 2024-2025 Fiscal Year

Month	Update
July	n/a
August	n/a
September	Schedule contractor for service
October	n/a
November	Complete thermostat cutoff for bays
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

GOAL 5: Facility Improvements Plan

Action Item: Paint 203

Timeline: 2024-2025 Fiscal Year

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

Responsibility: LT Schell

Funding Source: Building and Land Reserves

GOAL 5: Facility Improvements Plan

Action Item: Update Lighting in Bays

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Contact Energy Trust of Oregon
August	Awaiting Meeting with Energy Trust Representative
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

D. Objective: Information Technology

GOAL: Protect the District’s Digital Assets.

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

Timeline: 2024-2025 Fiscal Year

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

Responsibility: Deputy Chief

Funding Source: General Fund and Grants

III. Theme: Our People

A. Objective: Wellness

GOAL: Encourage Physical & Mental Wellness

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

Timeline: 2024-2025 Fiscal Year

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

Responsibility: LT Taylor

Funding Source: General Fund & Wellness Grants

B. Objective: Training

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

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

Timeline: 2024-2025 Fiscal Year

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

Responsibility: Captain Bovbjerg

Funding Source: General Fund & Grants

C. Objective: Retention

GOAL 1: Ensure Retention

Action Item: Implement "Stay Interview" Program

Timeline: 2024-2025 Fiscal Year

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

Responsibility: Fire Chief & Office Administrator

Funding Source: General Fund

GOAL 2: Develop Volunteer Shift Rotation

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

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	Implement Process and Build Program
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: None

IV. Theme: Our Community

B. Objective: Community Interaction and Input

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

Timeline: 2024-2025 Budget Year

Month	Update
July	Awaiting Board Plan.
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Board of Directors

Funding Source: General Fund

**Report to the Board of Directors
12 August 2024
DC Rich Saalsaa**

Statistics for July 2024

Total calls: 112

Fire calls: 50 (45%)

EMS Calls: 62 (55%)

Yearly calls as of 31 July 2024: 642 – Last year at this time: 568 (+13% YOY)

Call volume > 100; highest fire call percentage in recorded monthly statistics; highest weekly call volume on record: 41 calls (nearly 6 calls/day average for 7/5-7/11/24)

Significant calls:

7/1 MVC (Lincoln County) - PFR was requested by Lincoln County to respond mutual aid to this incident. PFR responded with an engine company of four and a chief officer (DC Saalsaa). Reports were of a two-car head on collision with entrapment, and another truck and camper trailer that left the highway and was down an embankment. Life flight was requested while our units responded to the scene. They were to land at Ellmaker State Park. PFR managed two vehicles, one with a single driver that was trapped and in critical condition, and another vehicle with two occupants, one that was deceased and another with critical injuries but not trapped (ultimately that person transported by PacWest to GSRMC). The highway was completely closed, and Toledo Fire were managing other patients from the westerly wreck, approximately ¼ mile west of this scene. The entrapped patient was transported by Life Flight to GSRMC, where he later died from his injuries. The scene was turned over to OSP for accident investigation.

7/2 Small Misc Fire – Small fire on the railroad tracks, set by sparks from passing train. PFR assisted in extinguishment, railroad notified.

7/7 ALLCO – Small roadside fire along Hwy 34. ODF and Chief Ferguson on scene first and all other units cancelled. Caused by discarded cigarette butt.

7/8 ALLCO (Monroe) - PFR sent a brush truck and duty officer to assist Monroe Fire for a grass fire in a field – caused by harvesting (blade hitting a rock).

7/8 ALLCO (Monroe) - PFR sent a brush truck and duty officer to assist Monroe Fire for a grass fire in a field – same property – a different part of the field.

7/8 ALLCO (Monroe) - PFR sent a brush truck and duty officer to assist Monroe Fire for a grass fire in a field – a neighboring property – all doing harvest of grass.

7/9 Gas Leak – Construction crews hit a 1" low pressure gas line while working with a backhoe. PFR has one engine and a brush truck standing by, along with Chief Ferguson who was the incident commander.

7/10 Conflag – DC Saalsaa sent to the Larch Creek Fire in Dufur OR. Fire currently over 13,000 acres.

7/10 Conflag – PFR responded with a heavy brush truck with three personnel to the Larch Creek Fire per conflagration declaration by the governor.

7/11 Large Wildland Fire (Monroe) - PFR sent a brush truck, a tender, and duty officer to assist Monroe Fire for a grass fire in a field.

7/12 Small Wildland – roadside fire, handled by ODF and Chief Ferguson. We responded with a brush truck that was cancelled enroute.

7/14 Conflag – Capt. Andy Loudon mobilized to the Falls Fire in Burns OR as part of the OSFM Incident Management Team (IMT) as a Deputy Incident Commander.

7/15 Conflag – Lt Taylor and crew sent from the Larch Creek Fire to the Lonerock fire as part of a Benton County Task Force along with Corvallis Fire, Adair Fire, and Monroe Fire.

7/16 ALLCO – 1.6-acre fire caused by lightning. PFR Chancey Ferguson was incident commander in unified command with Rick Harris of ODF. PFR sent two brush trucks and a water tender. Has assistance from Adair Fire (brush truck), Monroe Fire (brush truck), Blodgett-Summit Fire (brush truck), and Hoskins-Kings Valley Fire (brush truck). ODF also responded with three brush trucks and after control, brought in a 20-person hand crew to complete mop-up of the fire.

7/17 Conflag – Lt Taylor and crew sent from the Lonerock Fire to the NF Owens fire as part of a Benton County Task Force along with Corvallis Fire, Adair Fire, and Monroe Fire.

7/21 ALLCO (Greenberry unprotected area) – Lightning strike in windrow field grass, two small fires handled by property owner, all units cancelled.

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

Station 201 RURAL	169
Station 201 W. City	214
Station 201 E. City	116
Station 202	17
Station 203	44
Adair	0
Alsea	5
Blodgett	7
CFD	29
Conflagration	6
Kings Valley	11
Lincoln Co	6
Marys Peak	0
Misc Mutual Aid	1
Monroe	15
Unprotected	2
Total	642

Total calls we received aid from another agency: 3 (year to date 5).

Projects / Community Outreach

- 7/1 FA/CPR class for ODF – 9 students
- 7/23 Community Wildfire Preparedness meeting – 50 in attendance; 10 scheduled for Defensible Space survey; 5 checking schedules. Facebook post reach was 1,897 persons, with 592 engaging the post (refers to the total number of actions people take involving the post – this includes liking/reacting, commenting, sharing, clicking the link, etc.)
- 7/26 Eddyville Charter School station tour – 40 students + 8 teachers/parents
- Preparations are underway for this year's Open House and Health Fair, co-sponsored by Strengthening Rural Families. The event will be held at Station 201 on Saturday 12 October from 11 AM – 2 PM.

Respectfully submitted,

D/C Rich Saalsaa

THREAT REPORT

2024-07-01 - 2024-07-31



PHILOMATH FIRE & RESCUE



Powered by:

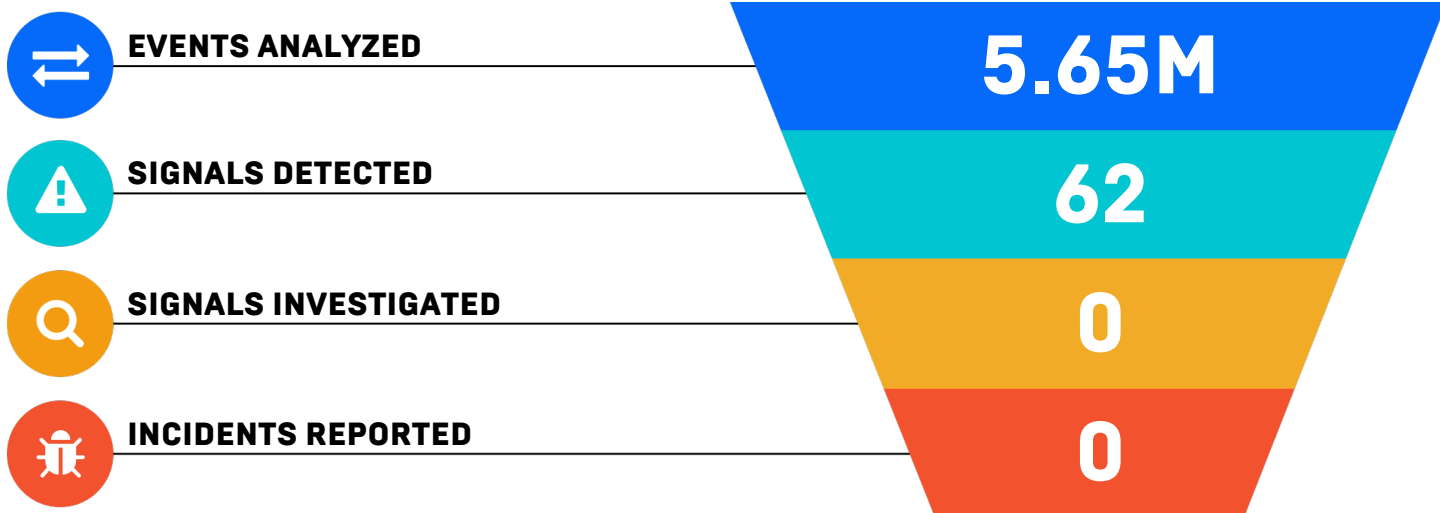


SUMMARY

During the time frame of this report, your cybersecurity platform **analyzed 5,652,881 events** from **59 entities** on your network.

Of those events, there were **62 signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team. This defense strategy continues to reduce your risk, which maximizes your security and minimizes cyberattack damage to your business.

ENTITIES PROTECTED



ANALYST NOTES



DRAY AGHA
MALWARE ANALYST

GLOBAL THREATS

- BRUTE FORCING
- CONDITIONAL ACCESS POLICY

We have observed an uptick in threat actors deploying the simple but effective method of brute forcing to gain entry into networks - whether it be RDP, MSSQL, or Microsoft 365 identities. Adversaries' initial access attempts can be frustrated both by simple means like ceasing to expose services like RDP to the public internet and also by more complex approaches like conditional access policies and MFA for email, cloud, and VPNs.

PERSISTENT FOOTHOLDS

During this time frame, your cybersecurity platform **analyzed 4,712 autorun events** to discover persistent footholds that, if not remediated quickly, could become malicious threats to your business.

Of those events, there were **3 autorun signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

AUTORUN EVENT TRIAGE



4,712

Autorun Events Analyzed



3

Autorun Signals Detected



0

Autorun Signals Investigated



0

Foothold Incidents Reported

WHAT IS A PERSISTENT FOOTHOLD?



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

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

RANSOMWARE CANARIES

During this time frame, your cybersecurity team monitored **282 canary files deployed** on Windows endpoints, which acted as early warning signals for ransomware on your network.

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

CANARIES IN YOUR MINE

53

Protected User Profiles

with **282** total canary files, deploying multiple canary files per user

0

Ransomware Incidents Reported

across **21** endpoints

RANSOMWARE IN THE NEWS



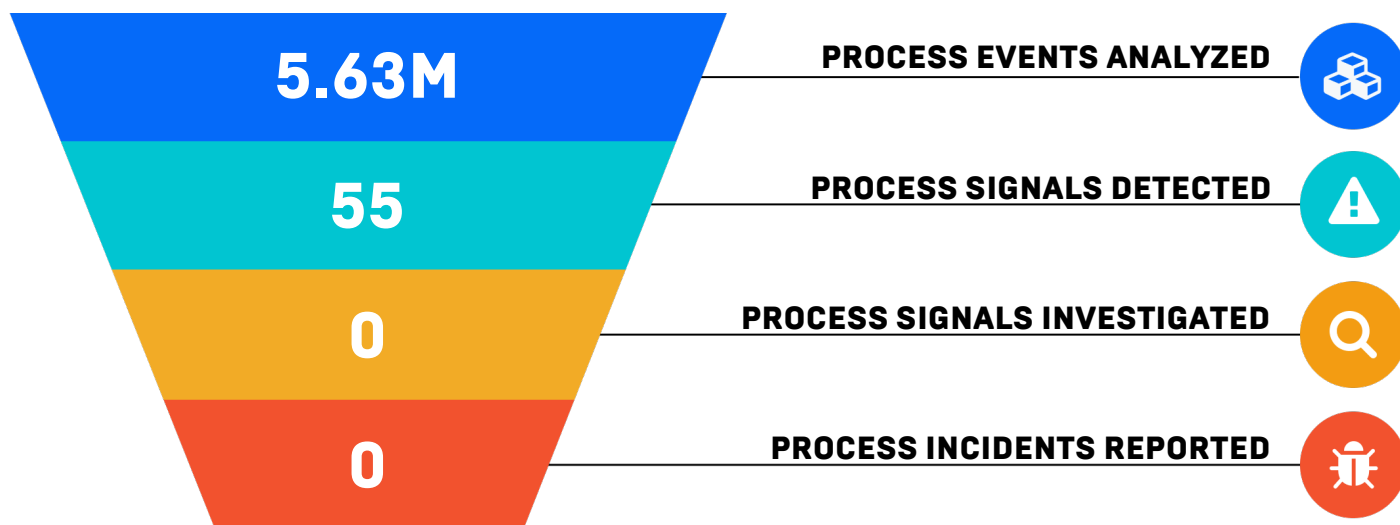
Multiple car dealerships across the US are grappling with operational halts due to a ransomware attack on CDK Global, a key Illinois-based automotive software provider serving over 15,000 retail locations. The incident, widely reported on social media, caused significant operational issues that shut down sales, parts supply, and financing operations across North America. CDK initially labeled it a 'cybersecurity event,' but has been criticized for the lack of further communication. Major customers of CDK such as Lithia Motors Inc, Group 1 Automotive Inc, Sonic Automotive, and Penske Automotive Group took proactive steps, filing SEC reports to mitigate impacts. CDK on Friday confirmed an attack by BlackSuit ransomware group, which not only encrypted systems but also impersonated CDK employees and targeted other businesses. Impacted customers are urged to monitor and freeze credit and stay alert for future phishing attacks that may use stolen data from this breach.

PROCESS INSIGHTS

During this time frame, your cybersecurity platform **analyzed 5,625,303 process events** to identify suspicious processes that could lead to malware execution.

Of those events, there were **55 process signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

PROCESS INSIGHTS EVENT TRIAGE



WHAT IS PROCESS INSIGHTS?



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

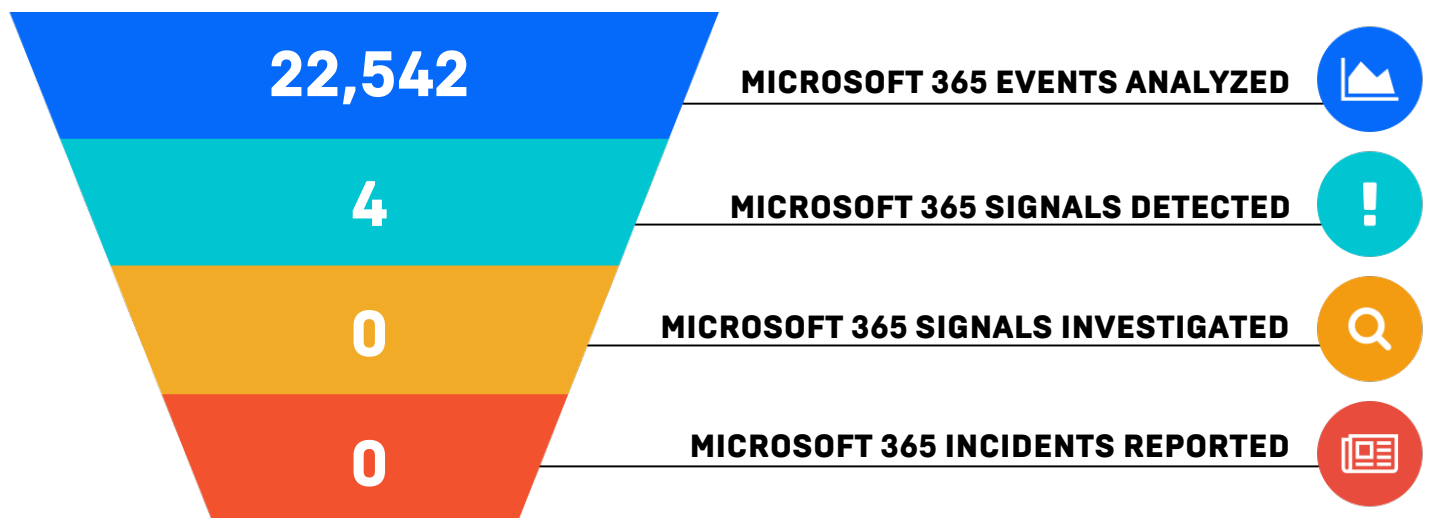
Once identified your cybersecurity platform is able to stop the maliciously running processes in their tracks, preventing further cyber attack spread.

MDR FOR MICROSOFT 365

During this time frame, your cybersecurity platform **analyzed 22,542 Microsoft 365 events** to identify any that could be potential threats to your Microsoft 365 users or environment.

Of those events, there were **4 Microsoft 365 signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

MICROSOFT 365 EVENT TRIAGE



WHAT IS MDR FOR MICROSOFT 365?



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

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

INCIDENT SUMMARY

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

GLOBAL THREAT SPOTLIGHT



Recently details emerged about a new version of SugarGh0st, a type of malware that lets hackers control your computer from afar. This new version is part of the Gh0st RAT family, which has been around since 2009. Initially seen as a minor change to Gh0st RAT, SugarGh0st is now linked to several targeted attacks by a hacker group called SneakyChef. Security vendors, Vulnera and Zscaler, have reported similar capabilities in ValleyRAT, another version of Gh0st RAT. Both ValleyRAT and SugarGh0st use updated methods to sneak in, communicate with hackers, and steal information, making them very effective. Recently, ValleyRAT and SugarGh0st have been used to attack the military, political groups, universities, AI, and tech companies. With over 1500 versions in the last 15 years, Gh0st RAT is one of the most common and copied types of malware. When new features like those in these versions appear, they usually spread to other malware quickly.

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

	Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4042 · Bond Income - Prop Tax Interest	0.00	400.00	-400.00	0.0%
4041 · Bond Income - Delinquent Taxes	0.00	5,000.00	-5,000.00	0.0%
4060 · Conflagration Income	0.00	100,000.00	-100,000.00	0.0%
4050 · Public Education Income	185.00	22,500.00	-22,315.00	0.8%
4040 · Bond Income	0.00	416,202.00	-416,202.00	0.0%
4000 · Carryover Fund Balance	0.00	711,000.00	-711,000.00	0.0%
4010 · Delinquent Property Taxes	0.00	16,000.00	-16,000.00	0.0%
4020 · Current Property Taxes	0.00	1,492,232.00	-1,492,232.00	0.0%
4025 · Interest - Property Tax	0.00	3,000.00	-3,000.00	0.0%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	3.78	0.00	3.78	100.0%
4030 · Investments - LGIP	5,801.95	0.00	5,801.95	100.0%
Total 4026 · Interest Income	5,805.73	0.00	5,805.73	100.0%
4035 · Grants Income	0.00	35,000.00	-35,000.00	0.0%
4900 · Miscellaneous Income	25.00	5,000.00	-4,975.00	0.5%
Total Income	6,015.73	2,806,334.00	-2,800,318.27	0.2%
Gross Profit	6,015.73	2,806,334.00	-2,800,318.27	0.2%
Expense				
8005 · Operating Contingency	0.00	30,000.00	-30,000.00	0.0%
5000 · Personnel Expenses				
5137 · Grant Funded Wages	0.00	35,000.00	-35,000.00	0.0%
5131 · Non-Union Overtime Wages	0.00	1,000.00	-1,000.00	0.0%
5136 · Conflagration Wages	6,296.00	100,000.00	-93,704.00	6.3%
5100 · Fire Chief Wages	8,341.00	104,136.00	-95,795.00	8.0%
5105 · Deputy Chief Wages	8,260.00	105,775.00	-97,515.00	7.8%
5110 · Admin Asst Wages	5,013.00	68,000.00	-62,987.00	7.4%
5120 · Staff Captain Wage	6,309.00	86,000.00	-79,691.00	7.3%
5125 · Firefighter Wages	22,880.00	418,659.00	-395,779.00	5.5%
5130 · Overtime Wages	4,336.21	67,000.00	-62,663.79	6.5%
5135 · Extra Hire	0.00	30,000.00	-30,000.00	0.0%
5405 · Employers FICA	3,736.93	57,100.00	-53,363.07	6.5%
5410 · Employers Medicare	873.97	10,000.00	-9,126.03	8.7%
5420 · Workers Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	43,601.42	50,000.00	-6,398.58	87.2%
5430 · PERS - Employe	16,097.97	209,300.00	-193,202.03	7.7%
5431 · PERS - Pickup 6%	3,675.61	45,600.00	-41,924.39	8.1%
5440 · Health Insurance	11,743.59	245,000.00	-233,256.41	4.8%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
Total 5000 · Personnel Expenses	141,164.70	1,643,070.00	-1,501,905.30	8.6%
6000 · Materials and Services				
6330 · Wellness	64.64	2,000.00	-1,935.36	3.2%
6217 · EMR Education				
6217-1 · EMR Education- Supplies	0.00	2,000.00	-2,000.00	0.0%
6217-2 · EMR Education- Instructors	0.00	2,000.00	-2,000.00	0.0%
Total 6217 · EMR Education	0.00	4,000.00	-4,000.00	0.0%
6216 · FA/CPR Education				
6216-1 · FA/CPR Education- Supplies	180.00	7,500.00	-7,320.00	2.4%
6216-2 · FA/CPR Education- Instructors	0.00	1,000.00	-1,000.00	0.0%
Total 6216 · FA/CPR Education	180.00	8,500.00	-8,320.00	2.1%

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

	Jul 24	Budget	\$ Over Budget	% of Budget
6091 · Tuition Reimbursement	9,482.00	60,000.00	-50,518.00	15.8%
6101 · Equip. Maint. Agreements - EMS	0.00	750.00	-750.00	0.0%
6001 · Contracted Professional Service	20,052.29	89,230.00	-69,177.71	22.5%
6010 · Office Supplies	651.49	6,900.00	-6,248.51	9.4%
6011 · Postage/Shipping	68.00	4,200.00	-4,132.00	1.6%
6020 · Insurance and Bond	1,368.00	51,800.00	-50,432.00	2.6%
6030 · Dues and Fees	763.40	13,181.00	-12,417.60	5.8%
6040 · Publications and Elections	0.00	4,150.00	-4,150.00	0.0%
6042 · Marketing Program New Recruits	0.00	500.00	-500.00	0.0%
6050 · Utilities	2,567.56	34,210.00	-31,642.44	7.5%
6060 · Telephone, Pagers, Internet	1,018.62	21,300.00	-20,281.38	4.8%
6090 · Education/Training	162.75	33,300.00	-33,137.25	0.5%
6100 · Equipment Maintenance Agreement	240.33	4,000.00	-3,759.67	6.0%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	2,443.13	30,000.00	-27,556.87	8.1%
6150 · Radio Maintenance	0.00	6,100.00	-6,100.00	0.0%
6160 · Equipment Maintenance	180.98	15,850.00	-15,669.02	1.1%
6161 · Vehicle Maintenance	855.71	46,500.00	-45,644.29	1.8%
6170 · Building Maint and Improvements	8,436.77	12,000.00	-3,563.23	70.3%
6180 · Grounds Maintenance	129.92	1,000.00	-870.08	13.0%
6190 · Small Tools & Equipment	308.20	1,400.00	-1,091.80	22.0%
6200 · Supplies - Department	439.45	5,900.00	-5,460.55	7.4%
6210 · Supplies - Medical	1,557.70	23,628.00	-22,070.30	6.6%
6215 · Supplies - Prevention	0.00	2,450.00	-2,450.00	0.0%
6220 · Supplies - Suppression	84.94	2,500.00	-2,415.06	3.4%
6230 · Hazardous Materials	0.00	150.00	-150.00	0.0%
6250 · Uniforms	1,166.76	30,800.00	-29,633.24	3.8%
6270 · Volunteer - Activities	0.00	12,000.00	-12,000.00	0.0%
6280 · Volunteer Incentive Program	0.00	5,000.00	-5,000.00	0.0%
6300 · Volunteer - Length of Service	0.00	11,000.00	-11,000.00	0.0%
6310 · Physical & Immunizations	0.00	18,000.00	-18,000.00	0.0%
6320 · Community Involvement	0.00	5,700.00	-5,700.00	0.0%
6900 · Miscellaneous Expense	655.57	5,000.00	-4,344.43	13.1%
Total 6000 · Materials and Services	52,878.21	573,149.00	-520,270.79	9.2%
7000 · Capital Outlay				
7200 · Capital Outlay - Equipment	0.00	40,000.00	-40,000.00	0.0%
7150 · Capital Outlay - Vehicle	0.00	50,000.00	-50,000.00	0.0%
7110 · Capital Outlay - Building	0.00	400,000.00	-400,000.00	0.0%
Total 7000 · Capital Outlay	0.00	490,000.00	-490,000.00	0.0%
Total Expense	194,042.91	2,736,219.00	-2,542,176.09	7.1%
Net Ordinary Income	-188,027.18	70,115.00	-258,142.18	-268.2%
Net Income	-188,027.18	70,115.00	-258,142.18	-268.2%

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

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
1015 - Citizens Bank Checking	0.00	-475,990.12	984,512.31	-284,751.41	-49,796.00	-72,120.49	101,854.29
1000 - Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	-2.78
1050 - Local Government Investment Poo	-299,615.85	564,367.27	-309,395.12	703,654.68	147,696.64	422,558.00	1,229,265.62
Total Checking/Savings	-299,615.85	88,377.15	675,114.41	418,903.27	97,900.64	350,437.51	1,331,117.13
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	88,377.15	737,406.57	418,903.27	97,900.64	350,437.51	1,393,409.29
TOTAL ASSETS	-299,615.85	88,377.15	737,406.57	418,903.27	97,900.64	350,437.51	1,393,409.29
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable							
2010 - Accounts Payable	0.00	0.00	-27,941.38	0.00	0.00	0.00	-27,941.38
Total Accounts Payable	0.00	0.00	-27,941.38	0.00	0.00	0.00	-27,941.38
Credit Cards							
US Bank OneCard- Viktor	0.00	0.00	84.20	0.00	0.00	0.00	84.20
US Bank One Card- Chancy	0.00	0.00	-59.00	59.00	0.00	0.00	0.00
US Bank One Card- Rich	0.00	0.00	174.08	0.00	0.00	0.00	174.08
US Bank One Card- Ashley	0.00	0.00	2,958.64	642.75	0.00	0.00	3,601.39
Total Credit Cards	0.00	0.00	3,157.92	701.75	0.00	0.00	3,859.67
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	6,092.74	0.00	0.00	0.00	6,092.74
2132 - Oregon Transit Tax Withholding	0.00	0.00	1,306.19	0.00	0.00	0.00	1,306.19
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	712.87	0.00	0.00	0.00	712.87
2130 - State Income Tax Payable	0.00	0.00	-4,524.31	0.00	0.00	0.00	-4,524.31
2131 - Works Benefit Fund Payable(WBF)	0.00	0.00	359.74	0.00	0.00	0.00	359.74
2140 - PERS Payable	0.00	0.00	11,406.52	0.00	0.00	0.00	11,406.52
2145 - OR Saving Growth 457 Payable	0.00	0.00	150.00	0.00	0.00	0.00	150.00
2150 - Health Insurance Prem. Payable	0.00	0.00	-158.60	0.00	0.00	0.00	-158.60
2210 - Health Ins Prem Ded Pre Tax	0.00	0.00	10,496.42	0.00	0.00	0.00	10,496.42
2230 - Flexible Spending Account	0.00	0.00	925.00	0.00	0.00	0.00	925.00
2232 - Union Dues	0.00	0.00	1,304.83	0.00	0.00	0.00	1,304.83
Total 2400 - Payroll Liabilities	0.00	0.00	68,198.81	0.00	0.00	0.00	68,198.81
Total Other Current Liabilities	0.00	6,530.03	90,341.77	0.00	0.00	0.00	96,871.80
Total Current Liabilities	0.00	6,530.03	65,558.31	701.75	0.00	0.00	72,790.09
Total Liabilities	0.00	6,530.03	65,558.31	701.75	0.00	0.00	72,790.09
Equity							
3010 - Fund Balance	-5,938.00	-190,215.66	-2,058,218.22	-1,193,735.62	-737,563.10	-335,582.41	-4,521,253.01
3200 - Unallocated Fund Balance	-293,677.85	272,062.78	2,918,093.66	1,611,937.14	835,463.74	686,019.92	6,029,899.39
Net Income	0.00	0.00	-188,027.18	0.00	0.00	0.00	-188,027.18
Total Equity	-299,615.85	81,847.12	671,848.26	418,201.52	97,900.64	350,437.51	1,320,619.20
TOTAL LIABILITIES & EQUITY	-299,615.85	88,377.15	737,406.57	418,903.27	97,900.64	350,437.51	1,393,409.29

Philomath Fire and Rescue Check Detail July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check		07/24/2024		1015 · Citizens Ban...		-30.00
				6030 · Dues and Fees	-30.00	30.00
TOTAL					-30.00	30.00
Check		07/31/2024		1050 · Local Gover...		-0.15
				6030 · Dues and Fees	-0.15	0.15
TOTAL					-0.15	0.15
Check	Eft	07/09/2024	Pacific Power	1015 · Citizens Ban...		-844.49
				6050 · Utilities	-844.49	844.49
TOTAL					-844.49	844.49
Check	EFT	07/01/2024	Consumer Power Inc	1015 · Citizens Ban...		-339.08
				6050 · Utilities	-227.00	227.00
				6050 · Utilities	-75.03	75.03
				6050 · Utilities	-37.05	37.05
TOTAL					-339.08	339.08
Check	EFT	07/01/2024	AsiFlex	1015 · Citizens Ban...		-411.25
				2230 · Flexible Spen...	-400.00	400.00
				6030 · Dues and Fees	-11.25	11.25
TOTAL					-411.25	411.25
Check	EFT	07/03/2024	Carson Oil	1015 · Citizens Ban...		-490.47
				6130 · Gas & Oil	-490.47	490.47
TOTAL					-490.47	490.47
Check	EFT	07/04/2024	AT&T Mobility	1015 · Citizens Ban...		-200.14
				6060 · Telephone, P...	-200.14	200.14
TOTAL					-200.14	200.14
Check	EFT	07/04/2024	Colonial Life	1015 · Citizens Ban...		-153.40
				2210 · Health Ins Pr...	-25.00	25.00
				2150 · Health Insura...	-128.40	128.40
TOTAL					-153.40	153.40
Check	EFT	07/05/2024	NW Natural	1015 · Citizens Ban...		-73.28
				6050 · Utilities	-73.28	73.28
TOTAL					-73.28	73.28

Philomath Fire and Rescue Check Detail July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	EFT	07/05/2024	EFTPS	1015 · Citizens Ban...		-16,651.80
				2110 · Federal Inco...	-7,430.00	7,430.00
				2120 · FICA Payable	-3,736.93	3,736.93
				2125 · Medicare Pay...	-873.97	873.97
				5405 · Employers Fl...	-3,736.93	3,736.93
				5410 · Employers M...	-873.97	873.97
TOTAL					-16,651.80	16,651.80
Check	EFT	07/05/2024	Intuit	1015 · Citizens Ban...		-32.00
				6030 · Dues and Fees	-32.00	32.00
TOTAL					-32.00	32.00
Check	EFT	07/05/2024	Oregon Departmen...	1015 · Citizens Ban...		-4,281.00
				2130 · State Income ...	-4,281.00	4,281.00
TOTAL					-4,281.00	4,281.00
Check	EFT	07/05/2024	Oregon Departmen...	1015 · Citizens Ban...		-1,222.79
				2130 · State Income ...	-1,222.79	1,222.79
TOTAL					-1,222.79	1,222.79
Check	EFT	07/06/2024	Comcast	1015 · Citizens Ban...		-15.82
				6060 · Telephone, P...	-15.82	15.82
TOTAL					-15.82	15.82
Check	EFT	07/07/2024	City of Philomath	1015 · Citizens Ban...		-227.60
				6050 · Utilities	-15.20	15.20
				6050 · Utilities	-212.40	212.40
TOTAL					-227.60	227.60
Check	EFT	07/10/2024	CIS Trust	1015 · Citizens Ban...		-11,743.59
				5440 · Health Insura...	-11,743.59	11,743.59
TOTAL					-11,743.59	11,743.59
Bill Pmt -Check	EFT	07/10/2024	U.S. Bank	1015 · Citizens Ban...		-6,999.40
Bill		06/10/2024		US Bank One Card- ...	-173.94	173.94
Bill		06/10/2024		US Bank One Card- ...	-5,704.64	5,704.64
Bill		07/03/2024		US Bank OneCard- ...	-1,120.82	1,120.82
TOTAL					-6,999.40	6,999.40
Check	EFT	07/12/2024	PERS	1015 · Citizens Ban...		-19,773.58
				5431 · PERS - Picku...	-3,675.61	3,675.61
				5430 · PERS - Empl...	-16,097.97	16,097.97
TOTAL					-19,773.58	19,773.58

Philomath Fire and Rescue Check Detail July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	EFT	07/15/2024	De Lage Landen Fi...	1015 · Citizens Ban...		-152.15
				6100 · Equipment M...	-152.15	152.15
TOTAL					-152.15	152.15
Check	EFT	07/15/2024	Carson Oil	1015 · Citizens Ban...		-575.63
				6130 · Gas & Oil	-575.63	575.63
TOTAL					-575.63	575.63
Check	EFT	07/20/2024	Consumer Power Inc	1015 · Citizens Ban...		-201.69
				6050 · Utilities	-118.32	118.32
				6050 · Utilities	-83.37	83.37
TOTAL					-201.69	201.69
Check	EFT	07/20/2024	Pioneer Telephone ...	1015 · Citizens Ban...		-209.80
				6060 · Telephone, P...	-209.80	209.80
TOTAL					-209.80	209.80
Check	EFT	07/20/2024	Republic Services	1015 · Citizens Ban...		-292.85
				6050 · Utilities	-255.74	255.74
				6050 · Utilities	-37.11	37.11
TOTAL					-292.85	292.85
Check	EFT	07/31/2024	Carson Oil	1015 · Citizens Ban...		-1,223.71
				6130 · Gas & Oil	-1,223.71	1,223.71
TOTAL					-1,223.71	1,223.71
Bill Pmt -Check	32310	07/01/2024	Alexander Bradford	1015 · Citizens Ban...		-5,000.00
Bill	Spring...	07/01/2024		6091 · Tuition Reimb...	-5,000.00	5,000.00
TOTAL					-5,000.00	5,000.00
Bill Pmt -Check	32311	07/01/2024	David Cutsforth	1015 · Citizens Ban...		-655.57
Bill	06092...	07/01/2024		6900 · Miscellaneou...	-655.57	655.57
TOTAL					-655.57	655.57
Bill Pmt -Check	32312	07/01/2024	Kolton Guilford	1015 · Citizens Ban...		-104.00
Bill	EMT 2...	07/01/2024		6090 · Education/Tr...	-104.00	104.00
TOTAL					-104.00	104.00
Bill Pmt -Check	32313	07/01/2024	League of Oregon ...	1015 · Citizens Ban...		-650.00
Bill	2024-...	07/01/2024		6030 · Dues and Fees	-650.00	650.00
TOTAL					-650.00	650.00

Philomath Fire and Rescue Check Detail July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	32314	07/01/2024	Life Assist, Inc.	1015 · Citizens Ban...		-158.40
Bill	1449478	07/01/2024		6210 · Supplies - Me...	-158.40	158.40
TOTAL					-158.40	158.40
Bill Pmt -Check	32315	07/01/2024	Medline Industries,...	1015 · Citizens Ban...		-242.94
Bill	23243...	07/01/2024		6210 · Supplies - Me...	-242.94	242.94
TOTAL					-242.94	242.94
Bill Pmt -Check	32316	07/01/2024	Philomath Fire Dist...	1015 · Citizens Ban...		-437.85
Bill	June 2...	07/01/2024		2232 · Union Dues	-437.85	437.85
TOTAL					-437.85	437.85
Bill Pmt -Check	32317	07/01/2024	SAIF Corporation	1015 · Citizens Ban...		-43,601.42
Bill	10005...	07/01/2024		5421 · Workers Com...	-43,601.42	43,601.42
TOTAL					-43,601.42	43,601.42
Bill Pmt -Check	32318	07/01/2024	SeaWestern	1015 · Citizens Ban...		-231.27
Bill	INV33...	07/01/2024		6250 · Uniforms	-231.27	231.27
TOTAL					-231.27	231.27
Bill Pmt -Check	32319	07/01/2024	Spaeth Lumber Co....	1015 · Citizens Ban...		-167.60
Bill	2406-...	07/01/2024		6170 · Building Main...	-157.46	157.46
Bill		07/01/2024		6170 · Building Main...	-10.14	10.14
TOTAL					-167.60	167.60
Bill Pmt -Check	32320	07/01/2024	Stephanie Vallance...	1015 · Citizens Ban...		-2,590.00
Bill	Spring...	07/01/2024		6091 · Tuition Reimb...	-2,590.00	2,590.00
TOTAL					-2,590.00	2,590.00
Bill Pmt -Check	32321	07/01/2024	TWGW, Inc. dba Ph...	1015 · Citizens Ban...		-2.93
Bill	808735	07/01/2024		6190 · Small Tools &...	-2.93	2.93
TOTAL					-2.93	2.93
Bill Pmt -Check	32322	07/08/2024	Corvallis Tool Com...	1015 · Citizens Ban...		-285.00
Bill	25538	07/02/2024		6161 · Vehicle Maint...	-285.00	285.00
TOTAL					-285.00	285.00
Bill Pmt -Check	32323	07/08/2024	Culligan	1015 · Citizens Ban...		-130.05
Bill	811163	07/03/2024		6050 · Utilities	-130.05	130.05
TOTAL					-130.05	130.05

Philomath Fire and Rescue Check Detail July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	32324	07/08/2024	Industrial Welding ...	1015 - Citizens Ban...		-20.50
Bill	392462	07/02/2024		6210 - Supplies - Me...	-20.50	20.50
TOTAL					-20.50	20.50
Bill Pmt -Check	32325	07/08/2024	Kolton Guilford	1015 - Citizens Ban...		-1,950.75
Bill	Spring...	07/02/2024		6091 - Tuition Reimb...	-1,892.00	1,892.00
				6090 - Education/Tr...	-58.75	58.75
TOTAL					-1,950.75	1,950.75
Bill Pmt -Check	32326	07/08/2024	Medline Industries,...	1015 - Citizens Ban...		-510.16
Bill	23257...	07/08/2024		6210 - Supplies - Me...	-510.16	510.16
TOTAL					-510.16	510.16
Bill Pmt -Check	32327	07/08/2024	MES Northwest	1015 - Citizens Ban...		-6,471.00
Bill	QT183...	07/02/2024		6001 - Contracted Pr...	-6,471.00	6,471.00
TOTAL					-6,471.00	6,471.00
Bill Pmt -Check	32328	07/08/2024	Phil Burkum	1015 - Citizens Ban...		-18.99
Bill	1808228	07/08/2024		6170 - Building Main...	-18.99	18.99
TOTAL					-18.99	18.99
Bill Pmt -Check	32329	07/08/2024	Spaeth Lumber Co....	1015 - Citizens Ban...		-333.96
Bill	2407-...	07/01/2024		6170 - Building Main...	-10.46	10.46
Bill	2407-...	07/01/2024		6170 - Building Main...	-62.76	62.76
Bill	2407-...	07/02/2024		6170 - Building Main...	-156.89	156.89
Bill	2406-...	07/03/2024		6170 - Building Main...	-66.02	66.02
Bill	2407-...	07/05/2024		6170 - Building Main...	-37.43	37.43
Bill	2407-...	07/08/2024		6170 - Building Main...	-0.40	0.40
TOTAL					-333.96	333.96
Bill Pmt -Check	32330	07/08/2024	Streamline	1015 - Citizens Ban...		-4,320.00
Bill	366F1...	07/02/2024		6001 - Contracted Pr...	-4,320.00	4,320.00
TOTAL					-4,320.00	4,320.00
Bill Pmt -Check	32331	07/08/2024	TWGW, Inc. dba Ph...	1015 - Citizens Ban...		-33.89
Bill	810850	07/08/2024		6161 - Vehicle Maint...	-33.89	33.89
TOTAL					-33.89	33.89
Bill Pmt -Check	32332	07/08/2024	Ultrex	1015 - Citizens Ban...		-88.18
Bill	INV15...	07/01/2024		6100 - Equipment M...	-88.18	88.18
TOTAL					-88.18	88.18

Philomath Fire and Rescue Check Detail July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	32333	07/18/2024	Applegate Door Co.	1015 · Citizens Ban...		-463.00
Bill	64042	07/12/2024		6170 · Building Main...	-463.00	463.00
TOTAL					-463.00	463.00
Bill Pmt -Check	32334	07/18/2024	Industrial Welding ...	1015 · Citizens Ban...		-20.50
Bill	395820	07/12/2024		6210 · Supplies - Me...	-20.50	20.50
TOTAL					-20.50	20.50
Bill Pmt -Check	32335	07/18/2024	Life Assist, Inc.	1015 · Citizens Ban...		-109.83
Bill	1452351	07/10/2024		6210 · Supplies - Me...	-109.83	109.83
TOTAL					-109.83	109.83
Bill Pmt -Check	32336	07/18/2024	Medline Industries,...	1015 · Citizens Ban...		-160.58
Bill	23258...	07/10/2024		6200 · Supplies - De...	-35.60	35.60
Bill	23266...	07/12/2024		6200 · Supplies - De...	-124.98	124.98
TOTAL					-160.58	160.58
Bill Pmt -Check	32337	07/18/2024	MES Northwest	1015 · Citizens Ban...		-6,471.00
Bill	IN208...	07/18/2024		6001 · Contracted Pr...	-6,471.00	6,471.00
TOTAL					-6,471.00	6,471.00
Bill Pmt -Check	32338	07/18/2024	MPTV, Inc.	1015 · Citizens Ban...		-109.90
Bill	AA266...	07/01/2024		6180 · Grounds Mai...	-17.98	17.98
Bill	AA267...	07/01/2024		6170 · Building Main...	-14.99	14.99
Bill	B4184...	07/01/2024		6170 · Building Main...	-32.99	32.99
Bill	C2460...	07/02/2024		6170 · Building Main...	-43.94	44.94
TOTAL					-109.90	110.90
Bill Pmt -Check	32339	07/18/2024	Riverstrong	1015 · Citizens Ban...		-2,790.29
Bill	17413	07/18/2024		6001 · Contracted Pr...	-2,790.29	2,790.29
TOTAL					-2,790.29	2,790.29
Bill Pmt -Check	32340	07/18/2024	SeaWestern	1015 · Citizens Ban...		-755.69
Bill	INV33...	07/10/2024		6250 · Uniforms	-350.39	350.39
Bill	INV34...	07/18/2024		6250 · Uniforms	-405.30	405.30
TOTAL					-755.69	755.69
Bill Pmt -Check	32341	07/18/2024	Spaeth Lumber Co....	1015 · Citizens Ban...		-88.56
Bill	2407-...	07/12/2024		6170 · Building Main...	-88.56	88.56
TOTAL					-88.56	88.56

Philomath Fire and Rescue
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	32342	07/18/2024	TWGW, Inc. dba Ph...	1015 · Citizens Ban...		-14.97
Bill	811084	07/10/2024		6161 · Vehicle Maint...	-14.97	14.97
TOTAL					-14.97	14.97
Bill Pmt -Check	32343	07/18/2024	WHA Insurance	1015 · Citizens Ban...		-1,368.00
Bill	922455	07/10/2024		6020 · Insurance an...	-1,368.00	1,368.00
TOTAL					-1,368.00	1,368.00
Bill Pmt -Check	32344	07/29/2024	Dan's Pump Servic...	1015 · Citizens Ban...		-5,138.00
Bill	335594	07/29/2024		6170 · Building Main...	-5,138.00	5,138.00
TOTAL					-5,138.00	5,138.00
Bill Pmt -Check	32345	07/29/2024	Life Assist, Inc.	1015 · Citizens Ban...		-238.34
Bill	1456806	07/23/2024		6210 · Supplies - Me...	-238.34	238.34
TOTAL					-238.34	238.34
Bill Pmt -Check	32346	07/29/2024	McClinton Painting	1015 · Citizens Ban...		-2,055.00
Bill	2407-...	07/23/2024		6170 · Building Main...	-2,055.00	2,055.00
TOTAL					-2,055.00	2,055.00
Bill Pmt -Check	32347	07/29/2024	Medline Industries,...	1015 · Citizens Ban...		-196.01
Bill	23278...	07/23/2024		6210 · Supplies - Me...	-181.48	181.48
Bill	23279...	07/29/2024		6210 · Supplies - Me...	-14.53	14.53
TOTAL					-196.01	196.01
Bill Pmt -Check	32348	07/29/2024	SeaWestern	1015 · Citizens Ban...		-152.55
Bill	INV34...	07/29/2024		6250 · Uniforms	-152.55	152.55
TOTAL					-152.55	152.55
Bill Pmt -Check	32349	07/29/2024	TWGW, Inc. dba Ph...	1015 · Citizens Ban...		-204.80
Bill	812400	07/22/2024		6160 · Equipment M...	-180.98	180.98
Bill	812645	07/29/2024		6161 · Vehicle Maint...	-15.28	15.28
Bill	812708	07/29/2024		6161 · Vehicle Maint...	-8.54	8.54
TOTAL					-204.80	204.80

9:46 AM

08/08/24

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

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
Current									
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...	791	25.00
Invoice	02/06/2024	2015-...		Metropolitan Reporti...		02/06/2024	General F...	176	18.57
Invoice	02/29/2024	2015-...		OSU Student Health...		02/29/2024	General F...	153	855.00
Total > 90									37,484.32
TOTAL									37,484.32

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

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	07/23/2024	C2463...	MPTV, Inc.	08/02/2024		27.97
Bill	07/31/2024	23291...	Medline Industries, I...	08/10/2024		40.26
Total Current						68.23
1 - 30						
Bill	07/03/2024	B4203...	MPTV, Inc.	07/13/2024	18	7.99
Bill	07/06/2024	B4209...	MPTV, Inc.	07/16/2024	15	10.99
Bill	07/16/2024	B4226...	MPTV, Inc.	07/26/2024	5	31.67
Bill	07/19/2024	B4232...	MPTV, Inc.	07/29/2024	2	32.28
Total 1 - 30						82.93
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
General Journal	06/30/2023	AUDIT...	SAIF Corporation			-28,078.82
Total > 90						-28,078.82
TOTAL						-27,927.66



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

10 Aug 2024

Association Business

- No Association meetings due to Frolic and National Night Out
- Working on Charter update

Volunteer Activity

- Staffed to help provide coverage as needed.
- Continue to assist in the organization and teaching drills.
- Lightning Storm Response.
- Upstaff and support with many All-County Responses.
- Staff with others on Conflagration.
- Capt. Loudan OSFM Team Deployment
- RV Bradford deployed with 265 crew.
- Station Repairs and upgrades at 203.
- Electronic Reader sign
- Members participating with Training Facility and Apparatus Committees.
- Assisting ODOT with Butterfly Project
- Provide EMT coverage at Pack Tests.
- Frolic Rodeo standby and Parade

Recruitment and retention

- No new activities.

Respectfully submitted.

Dan Eddy
President

Paula Anderson
Vice President

Jean Goul
Treasurer

Kendra Islam
Secretary

PHILOMATH FIRE & RESCUE

BOARD OF DIRECTORS

POLICIES, PROCEDURES AND ADMINISTRATIVE GUIDELINES

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

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PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

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DRAFT

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

ARTICLE I PURPOSE OF THE FIRE DISTRICT

SECTION 1. Philomath Fire & Rescue, hereinafter referred to as PFR, which is overseen by a publicly elected Board of Directors, hereinafter referred to as the Board, is established in accordance with the laws of the State of Oregon, in order of priority:

- A. Emergency services within the boundaries of PFR.
- B. Community Risk Reduction
- 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 that are deemed to be an immediate threat to live and/or property.

ARTICLE II PURPOSE OF DISTRICT POLICY

SECTION 1. Board policy is developed with input from members of PFR and adopted by the Board.

SECTION 2. PFR will base its policies, procedures and regulations on the best available information and input from affected parties. Except when deemed inadvisable by the Board, 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 in accordance with the Public Meeting Law.

SECTION 3. Board policy will be reviewed on an annual basis by the Board and Fire Chief.

ARTICLE III ORGANIZATION AND METHOD OF ORGANIZATION

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

- A. Board
- B. Fire Chief

SECTION 2. Method of organizing:

- A. Board members will be elected at large, by position number, by electors of PFR. (ORS 478.221(2b))
- B. Vacancies will be filled on the Board pursuant to article IV, section 4.
- C. The Board will hire the Fire Chief. (ORS 478.260)
- D. The Fire Chief will advise the Board of the staffing changes.
- E. The Fire Chief will select officers through a fair testing process.

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

ARTICLE IV QUALIFICATIONS AND AUTHORITY OF BOARD MEMBERS

SECTION 1. Elector or Property Owner:

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

SECTION 2. Employees and Volunteers:

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

SECTION 3. Elections and Term:

The five 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 Board, the Board will advertise the position as vacant and allow reasonable time to submit a letter of interest. At the next regular scheduled Board meeting applicants will be reviewed. The top applicants will be interviewed by the Board and an appointment will be made. Applicants will meet qualifications set by ORS 478.050 and 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 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, except as authorized to do so by official action as recorded in the official minutes, guidelines or policies. 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.

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

ARTICLE IV

PHILOMATH FIRE & RESCUE

BOARD POLICY & PROCEDURES

RESPONSIBILITIES OF THE BOARD MEMBERS

SECTION 1. Board as Policymakers:

The Board is responsible for policymaking, not administration.

SECTION 2. Annual Policy Training and Review:

The Board is responsible for annual review of Board Policies. New Board Members will be provided with the Board Policies during district orientation.

SECTION 3. 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, including personnel, apparatus and equipment. The Board will review financial reports and monthly expenditures at regular session meetings.

SECTION 4. Some responsibilities are, but not limited to:

- A. Review of Annual Financial Audit.
- B. Abide by, and become familiar with, all laws and policies governing PFR.
- C. Approve all policies and review as needed.
- D. Approve and review contracts and purchases in accordance to the Fiscal Management General Administration Policy.
- E. Adopt ordinances and pass resolutions.
- F. Adopt an annual budget in accordance with ORS 294.
- G. Require reports by the Fire Chief concerning the state of programs and operations.
- H. Approve job descriptions not governed by Civil Service Commission.
- I. Approve wages and benefits for employees.
- J. Negotiates contract with Local IAFF 4925.
- K. Perform annual review of Fire Chief.
 - Negotiate Annual Contract
 - Benefits

SECTION 5. Planning:

It is the responsibility of the Board to develop and maintain a Master Plan. The Master Plan includes items such as: changes in PFR responsibilities, boundaries, capital investments, technology changes, Intergovernmental Agreements, etc. This plan is reviewed on an ongoing basis in conjunction with the Strategic Plan created by the Fire Chief.

SECTION 6. Ethics:

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

SECTION 7. Attendance and Training:

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BOARD POLICY & PROCEDURES

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 8. Proxy Voting:

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

ARTICLE V

DUTIES of PRESIDENT, VICE-PRESIDENT, TREASURER and BOARD MEMBERS

SECTION 1. Duties of the President:

- A. The President will preside at meetings of the Board.
- B. The President will consult with the Fire Chief and/or Office Administrator 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 PFR 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.
- 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 PFR.
- G. Facilitate orientation of new Board Members (Training on Board Policies, and District Orientation).

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 sign official District documents when two signatures are required on a Board Approved document.
- D. The Vice President will have the authority to sign checks for PFR.

SECTION 3. Duties of the Treasurer:

- A. Provides oversight to insure that accurate accounting, appropriate use of funds and financial records are maintained by PFR.
- B. The Treasurer will have the authority to sign checks for PFR.

SECTION 4. Duties of other Board members:

- A. In the absence of the President and Vice-President, another Board member will preside over the board meetings with powers and duties of the

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

President.

- B. Board members will have the authority to sign checks for PFR.

ARTICLE VI 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 and appointed committees will comply with the Oregon Public Meeting Law (ORS 192.610 to 192.690). Board members may attend and vote during a public Board meeting remotely.

SECTION 2. Agenda:

The agenda of meetings of the Board will be published in accordance with ORS 192.640. Recommended agenda for meeting:

- A. Roll Call.
- B. Consent Agenda (Including Previous Minutes, Financial Report, Chief Vacation Hours).
- C. Public Comment.
- D. Staff Reports – Board, Chief, Staff.
- E. Representative Reports – Volunteer Association, Local IAFF 4925, City Liaison.
- F. Old Business.
- G. New Business.
- H. 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 ORS 192.640.

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 PFR, such as a specific physical threat to PFR 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.

PHILOMATH FIRE & RESCUE

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

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 ORS 192.640.
- 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 as outlined in ORS 192.660:
 - 1. Employment of Personnel
 - 2. Discipline of Public Officers and Employees
 - 3. Consultation with Labor Negotiator and Labor Negotiations
 - 4. Real Property Transactions
 - 5. Exempt Records
 - 6. Litigation/Consultation with Legal Consul
 - 7. Performance Evaluations
 - 8. Security Related Programs Review

SECTION 6. Meetings:

The Board is composed of five members, whereby all meetings will require a Board quorum of three. All votes will require a quorum of the total Board. 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 state for the record 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 are present and those absent.
2. All motions, seconds, 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:

Generally, follow Robert's Rules of Order consistent with the laws of the State of Oregon.

ARTICLE VII

REIMBURSEMENT GUIDELINES

SECTION 1. The Board of Directors, by majority vote, will authorize travel and other expenses for Board members meeting current PFR Per Diem rates. Board members can reasonably

PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

expect to receive reimbursement for authorized travel, lodging, meals (not including alcohol), registration, tuition and other related expenses for schooling, training, conferences and meetings representing PFR.

SECTION 2. Any Board member 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 3. Board members are expected to use good judgement regarding the expenditure of District funds for travel expenses.

ARTICLE VIII RECOGNITION

SECTION 1. The Board of Directors may recognize any member of PFR and any civilian personnel who has performed any act of outstanding service on behalf of PFR or rendered 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 PFR may also be recognized.

ARTICLE IX 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 PFR'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 Board will review the policy.

Board President Signature _____

Board Member Signature _____

FIRE CHIEF REVIEW PROCESS

1) Monthly Check-Ins, done by the board president and board members per schedule.

Coffee, Office Visit, Lunch, scheduled with the Fire Chief

2) Each third month the check-in is to be more formal with written comments/feedback for the Fire Chief and board input as appropriate. Normally done by the board President.

3) Preparation for Annual Review

a. January board appoints member to do the annual review – nominally the board President, designated to talk to the Fire Chief and his staff for 360-review.

b. January – schedule meetings (in-person, phone-call, other) with the Deputy Chief, Union President, Volunteer Association President and the Office Administrator.

See appendix C for suggested email wording.

See appendix D for suggested questions to ask.

c. Use an on-line tool to conduct a survey of the entire department.

See appendix A for suggested questions.

See appendix B for suggested email wording to announce the survey.

d. Fire Chief fills out self-evaluation form.

See appendix E for suggested form

See appendix F for evaluation of form

e. Board schedules executive session for review of Fire Chief at March meeting.

4) Use the input from above and present to the board a summary of the results.

5) The board then decides on the appropriate course of action.

a. Salary adjustment

b. Recommend training/courses

c. Disciplinary Action

d. Other

FIRE CHIEF REVIEW PROCESS

Timeline:

Jan: 360 Survey

Feb: Chief Self-Evaluation

Mar: Board Meeting – Executive Meeting

Prior to June: Board Meeting – Vote on Fire Chief Salary Package

APPENDIX A - SUGGESTED 360 SURVEY QUESTIONS

Sent to the entire department, first responders and staff.

1. Does the Chief provide leadership for the department?
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

2. Does the Chief promote teamwork?
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

3. Does the Chief communicate well?
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

4. Do I feel like I have the opportunity for input and feedback?
Scale: A Great Deal, A Lot, A Moderate Amount, A Little, None at All

5. Does the Chief follow-through on decisions and communications:
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

6. Does the Chief involve others in decision making?
Scale: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

FIRE CHIEF REVIEW PROCESS

APPENDIX B - SUGGESTED 360 SURVEY QUESTIONS

EMAIL SENT TO ENTIRE DEPARTMENT ANNOUNCING THE SURVEY

Hello Emergency Responders,

The board takes its responsibility of managing the Fire Chief seriously. As part of this responsibility the board is conducting a 360 review of the Fire Chief as part of the annual review process. We would like your input on the Chief.

This will only take a few minutes of your time and will be greatly appreciated.

SURVEY LINK: Link to Survey: [https:// xxxxxxxxxxxxxxxxxxxxxxxxxxx](https://xxxxxxxxxxxxxxxxxxxxxxxx)

In addition, if there are any comments about the Chief, please email them to the Board President. ALL comments will be kept confidential to the board, all names/emails will be removed from comments emailed.

Email: Board President

Thank You

Board President

FIRE CHIEF REVIEW PROCESS

APPENDIX C -- EMAIL TO, Deputy Chief, Union President, Volunteer President

Hello Deputy Chief *(name of Deputy Chief)*

Hello Union President *(name of Union President Name)*

Hello Volunteer President *(name of Volunteer President)*

The board takes its responsibility of managing the Chief seriously. As part of this responsibility the board is conducting a 360 review of the Fire Chief as part of the annual review process. We would like your input on the Chief.

This will only take a few minutes of your time and will be greatly appreciated. Your comments will be kept confidential to the board.

I have been designated by the board to contact you.

Please call me.

My schedule is open all day on the following dates:

Dates ---

Thank You

Board President / Phone #

FIRE CHIEF REVIEW PROCESS

APPENDIX D - Suggested Questions for the 360 meeting

- 1) How are the interactions/communications with the FC and you?
- 2) How are the interactions/communications with the FC and your team
- 3) How are the interactions/communications with the FC and other agencies/city?
- 4) Are there areas the FC needs to improve/strengthen?

FIRE CHIEF REVIEW PROCESS

APPENDIX E – FIRE CHIEF SELF EVALUATION FORM



Employee's Name: Name	Date: Date
Title: Title	
Evaluator: Supervisor	
Evaluation Period: Period	

Job Review

Discuss your performance on the essential functions of your position? Were there any special circumstances that have helped or hindered you in your position this year?

1. What were your goals for the review period? List them and discuss whether you achieved them or not. If you did not achieve a goal, please discuss the reasons why.

Accomplishments

What do you think has been your most important contribution to the district?

Describe development/community-building activities that you participated in since last year (e.g., offsite seminars/classes, association memberships, onsite training, peer-training, on-the-job experience, better exposure to challenging projects).

FIRE CHIEF REVIEW PROCESS

Goal Setting

1. What are the goals you have set for yourself for the coming year and what actions will you take to accomplish these goals? How can the board support you in accomplishing the goals?
2. What would you like to accomplish in the coming year for your own development? Do you feel you need any additional training in any of your job tasks/assignments?

Management

1. How are you managing the fiscal health of your department?
2. How have you shown leadership this year?
3. What is most challenging for you as a manager of employees? On the flip side, what is most rewarding for you as a manager of employees?

Communication

1. Do you have any suggestions that would improve the operations of your workgroup and/or department?
2. Is there anything else you would like to share in this self-evaluation that was not specifically asked/addressed above?

Staff Pulse Checks

1. How have the quarterly pulse checks with staff informed your work in the past year?

FIRE CHIEF REVIEW PROCESS

FIRE CHIEF REVIEW PROCESS

APPENDIX F – FIRE CHIEF SELF EVALUATION FORM



Philomath Fire & Rescue Fire Department

JOB PERFORMANCE EVALUATION FORM

Fire Chief

Confidential

Date: [Click here to enter a date.](#)

Employee: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Supervisor: [Click here to enter text.](#)

Evaluation Period: [Click here to enter text.](#)

Type: [Choose an item.](#)

PERFORMANCE PLANNING AND RESULTS

Performance Review

Use completed self-evaluation provided by the employee.

Rate the employee's level of performance using the definitions below.

FIRE CHIEF REVIEW PROCESS

Review with employee each performance factor used to evaluate his/her work performance, review and list goals, add comments, sign and file.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of “Below Expectations”)

5: Performance is routinely above job requirements. Performance at this level is clearly superior and difficult to achieve.

4: Performance is sometimes above job requirements; consistent high-quality work.

3: Performance is regularly competent and dependable. This level of performance is expected.

2: Performance needs extra attention; sometimes does not fulfill requirements.

1: Performance fails to meet job requirements on a frequent basis. Improvement is required.

Section A: Job Description: Rate the employee’s performance on the essential functions on the job description using the 1-5 scale, or N/A if applicable. Look at all bullet points and provide an average. If there is an outlier, break out item and provide comments, below.

Leadership – Routinely demonstrates leadership abilities:	Score:
--	---------------

FIRE CHIEF REVIEW PROCESS

<ul style="list-style-type: none"> a. Operates with high moral standards regarding duties and responsibility b. Provides effective leadership for all personnel necessary to carry out the business and mission of the district c. Responds to critical emergencies with the capability of supporting or assuming command d. Establishes challenging goals and provides opportunities for staff growth, delegating and coordinating effectively e. Initiates changes and identifies new methods to improve results 	
Comments/Outliers:	
Communication – <ul style="list-style-type: none"> a. Communicates effectively and respectfully with district personnel, board of directors, budget committee, civil service, labor officials, and the community b. Makes effective public presentations c. Gains cooperation through respectful discussion 	Score:
Comments/Outliers:	
Teamwork – <ul style="list-style-type: none"> d. Effective in getting along with fellow employees and volunteers e. Respects others’ rights and shows a cooperative, respectful spirit 	Score:
Comments/Outliers:	
Decision Making/Problem Solving – <ul style="list-style-type: none"> a. Understands problems and makes timely, practical decisions that result in effective solutions. b. Reacts quickly and calmly in emergency situations 	Score:
Comments/Outliers:	
Board Relationships – <ul style="list-style-type: none"> a. Achieves performance goals set with the board, in alignment with the strategic plan. b. Makes effective, clear recommendations to the Board 	Score:
Comments/Outliers:	
Financial Responsibility – <ul style="list-style-type: none"> a. Implements appropriate reporting and control procedures b. Operates efficiently at lowest cost; staying within established budgets 	Score:

FIRE CHIEF REVIEW PROCESS

Comments/Outliers:	
Safety – a. Work habits and attitudes toward workplace safety support a safe employee workplace b. Safety practices support community safety c. Station is supplied with proper facilities and equipment for staff to work effectively and safety	Score:
Comments/Outliers:	
Dependability – a. In compliance with instructions/guidance and performs well under usual and unusual circumstances b. Shows good working habits	Score:
Comments/Outliers:	
Human Resource Management – a. Oversees the district’s personnel management system including hiring, promotions, appraisals, and discipline, including taking appropriate and timely action with marginal or unsatisfactory performers	Score:
Comments/Outliers:	

Goals/accomplishments completed during evaluation period which support strategic plan. Supervisors: Discuss progress made by employee towards goals and state degree of achievement on listed goals.

List and discuss 1-5 expectations/goals for the upcoming review period. Remember SMART goals. (Specific, Measurable, Achievable, Relevant, and Time-Bound)

If contract year, eligible for contract renewal? [Y, N, N/A]

FIRE CHIEF REVIEW PROCESS

Eligible for Merit Increase: [Y, N, N/A]

Supervisor Comments: Make general comments regarding employee’s performance during the appraisal year. Must discuss all “below expectation” ratings with clear direction on what is required to bring performance in-line with expectations and “exceed expectation” ratings and why the performance is exceptional. If in the work-plan, tie comments to work plan behavior change expectations.

Employee Comments:

Employee

Date

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that my Self-Evaluation Form will be attached to this document.

Evaluated by

Date

Board President

Date

ORGANIZATIONAL MANUAL

Section
GENERAL ADMINISTRATION
Procedure

CONFLAGRATION COMPENSATION FOR PERSONNEL

PURPOSE:

Occasionally the District may be requested to assist in the form of personnel and equipment out of the district to other areas of the State, or more rarely to another state, as a result of enactment of the State Conflagration Act (including other instances managed by Oregon State Fire Marshal's Office), ORS 476-510-476-610. The Act intends to ensure an adequate response of resources, as assigned by the State Fire Marshal, to mitigate fire emergencies. Usually, the District commits personnel resources comprised of paid and volunteer staff to such incidents.

Whenever the Act is invoked, the providing agency is assured compensation for all expenses during the response period including personnel costs.

COMPENSATION:

When compensation is assured reimbursement through the Act, personnel will be compensated as follows:

Compensation for volunteer personnel is based upon rates set in the Oregon State Fire Marshal Fire Service Mobilization Plan (Plan), and are based upon the position the volunteer is filling during the conflagration for the actual number of hours they are in service on a mobilization up to 40 hours. After 40 hours on a mobilization, reimbursement will be paid at time and one half.

Compensation for paid staff is based on the current actual salary established by the employing District including salary and related benefits.

The State shall reimburse for the compensation paid to employees from the time mobilized resources leave the Point of Departure until they've returned to the station, including two additional hours restoration of apparatus and equipment.

As stated in the Plan, the District shall compensate all personnel the exact amounts as submitted for reimbursement to the Oregon Department of State Fire Marshal on the billing packet.

An exempt administrative employee may be deployed to a State conflagration at the Fire Chief's discretion. The salaries of the Fire Chief and all Fair Labor Standards Act (FLSA) exempt administrative employees are intended to cover all hours worked. Time and a half can be earned by exempt employees for hours under "contract" where the District is being reimbursed by another agency, such as conflagrations.

ORGANIZATIONAL MANUAL

Mutual aid to neighboring districts is not considered working out of the district and is not compensable.

REIMBURSEMENT:

Agencies have 60 days from the emailed date the reimbursement packet is sent to the District to complete the billing packet and return to the Oregon Department of State Fire Marshal for reimbursement.

After the Oregon Department of State Fire Marshal has processed and audited the reimbursement packets and expenditures are authorized, the accounting department will issue reimbursements to the District within 90 days.

PHILOMATH FIRE & RESCUE ORGANIZATIONAL CHART

