

SILVERTON FIRE DISTRICT AGENDA

**AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, August 13, 2019, 7:00 P.M.
Silverton Station # 1**

I ROLL CALL:

Les Von Flue, President	Robert Van Epps, Director
Burke Slater, Vice-President	Rob Mengucci, Director
Stacy Palmer, Secretary-Treasurer	

II CALL MEETING TO ORDER:

III PLEDGE OF ALLEGIANCE:

IV APPROVAL OF MINUTES OF: Regular Board Meeting of July 9, 2019

V OPEN FORUM

VI OLD BUSINESS:

- a) Review and Update Board Policy 102 Membership of Board & Board Rules.

VII FINANCE OFFICER'S REPORT:

- a) Check Summary b) Departmental Expense Report
- c) Bank Account Balance Comparison

VIII CHIEF'S REPORT

- a) Homer Davenport Parade Activities-Aug 3rd
- b) Neighborhood Night Out Activities Aug 6th
- c) Annual FD Picnic-Aug 7, 6:00 pm
- d) Seismic Retro-fit Project Station 1
- f) Report on Aug 6 SDAO Board Training
- g) Staff Job Descriptions

IX NEW BUSINESS:

- a)
- b)

X ITEMS PENDING:

Board Workshop agenda topics

XI ADJOURNMENT:

THIS PAGE INTENTIONALLY BLANK

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:30 P.M. July 9, 2019
Scotts Mills Station #8

I. ROLL CALL:

Les Von Flue, President
Burke Slater, Vice President
Stacy Palmer, Secretary-Treasurer

Robert Mengucci, Director
Robert Van Epps, Director

ABSENT:

STAFF ATTENDING:

Chief Miles, Office Manager Cantu, Assistant Chief Grambusch, Lt. Recruiter Heuchert, Maintenance FF Peterson

OTHERS ATTENDING:

FF Raynor, BC Terhaar, Lt. Brown, Lt. Redman-Brown, Crystal Bielenberg

II. CALL MEETING TO ORDER:

President Von Flue called the meeting to order at 7:30 p.m. and led the group in the pledge of allegiance.

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF MINUTES OF:

a) Regular Board Meeting Minutes

Director Slater made a motion to approve the minutes of the June 11, 2019 Board meeting. Director Van Epps seconded the motion. The motion carried unanimously.

V. OPEN FORUM:

Lt. Heuchert updated the Board with the Skills USA Competition results and welcomed Director Palmer and Director Mengucci to the Silverton Fire District Board of Directors.

It was announced that the previous Fire Chief, Vince Herman, passed away recently and the family held a private service.

VI. DIRECTOR OATH OF OFFICE

President Von Flue administered the oath of office to newly elected Directors, Stacy

Palmer, Position #1 and Robert Menguci, Position #5.

VII. ELECTION OF BOARD OFFICERS FOR FISCAL YEAR 2019-2020

President Von Flue opened nominations for Board president. Director Slater nominated Les Von Flue. Having no other nominations for president, nominations were closed and President Von Flue was re-elected president by unanimous vote.

Nominations were opened for Board vice president. Director Van Epps nominated Director Slater for vice president. Having no other nominations for vice president, nominations were closed and Director Slater was elected vice president by unanimous vote.

Nominations were opened for Board secretary-treasurer. Director Van Epps nominated Director Palmer for secretary-treasurer. Having no other nominations for secretary-treasurer, nominations were closed for secretary-treasurer and Director Palmer was elected secretary-treasurer by unanimous vote.

The following slate of officers elected to serve for the fiscal year 2019-2020:

Les Von Flue, President
Burke Slater, Vice-President
Stacy Palmer, Secretary-Treasurer

VIII. OLD BUSINESS:

No topics were brought forward.

IX. FINANCE OFFICER'S REPORT:

a) Check Summary

The Check Summary was accepted as presented.

b) Departmental Expense Report

The Departmental Expense Report was accepted as presented.

c) Bank Account Balance Comparison

The Bank Account Balance was accepted as presented.

X. CHIEF'S REPORT

a) District Picnic

Chief Miles invited the Board to attend the District's annual picnic on August 7th at 6:00pm.

b) Capital Projects Update

Chief Miles shared that North Santiam Paving had a few punch list items to complete to finalize the sewer system and parking lot projects. Chief Miles stated that it was recommended to wait 1 year prior to doing any asphalt sealing but shared that bids would still be requested to seal cracks and for overall seal coating of the parking lot. Chief Miles informed the Board that Railway Investments had paid their portion of the sewer project which amounted to approximately \$77,000. Chief Miles stated that the District was unsuccessful in receiving State of Oregon grants for the seismic retrofit of the maintenance shop and warehouse at Station 1. Chief Miles stated that these

projects were budgeted for and will be funded in the 2019-2020 Budget from Fund 30, Capital Projects. Chief Miles discussed some of the other remaining 2015 Bond projects which included the new generator and fuel storage tank, retrofitting Brush Engine 417, covered vehicle storage on the back of the warehouse and the purchase of additional Hurst rescue tool equipment.

c) Job Descriptions

Chief Miles notified the Board that job descriptions were complete, reviewed by the Districts attorney and distributed to each staff member. Assistant Chief Grambusch stated that he was currently in the process of working on the job duties for each position. Chief Miles shared that a draft version of the staff handbook was getting some additional tweaks before final staff and legal review.

XI. NEW BUSINESS:

a) Review Board Policy 102 Membership of Board & Board Rules

The Board was concerned with the wording regarding vacancies on page 2 and suggested that the policy cite the ORS followed by a brief explanation. Board will review modifications at the next Board meeting prior to approval.

d) Discussion regarding Board Meeting time.

The Board unanimously agreed to hold Board meetings on the second Tuesday of each month beginning at 7:00pm. The Board agreed to hold meetings at Station 8 every quarter (January, April, July, October), all other meetings would continue to be at Station 1.

XII. ITEMS PENDING:

Director Palmer will attend the SDAO Board Training with Chief Miles on August 6th in Tigard. Director Von Flue, Director Palmer, Director Mengucci and Director Van Epps confirmed their attendance for the Oregon Fire Service Conference in November. The Board discussed a Board Workshop in September and what topics needed to be addressed. The Board agreed to have the workshop on September 16th at Station 1 beginning at 11:00am.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 8:16 p.m.

Approved this _____ day of _____, 2019.

President

THIS PAGE INTENTIONALLY BLANK

Accounts Payable

Checks by Date - Detail by Check Date

User: candace
Printed: 8/8/2019 3:29 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
34698	001098 10390	ADVANCE DESIGN SYSTEMS, INC. SERVER UPDATES & ISSUES	07/10/2019	240.00
Total for Check Number 34698:				240.00
34699	6091865 14244	AERIAL TECHNOLOGY INTERNATION DRONE POWER BOARD RPLCMENT	07/10/2019	340.00
Total for Check Number 34699:				340.00
34700	012265 W4103651	AMERICAN MESSAGING PAGING SERVICES 7/1-7/31	07/10/2019	200.54
Total for Check Number 34700:				200.54
34701	007150 83241704 83241704 83252504	BOUND TREE MEDICAL, LLC SUCTION CANISTER & CATHETERS BP CUFF- CHILD ADRENALIN	07/10/2019	66.60 113.90 138.95
Total for Check Number 34701:				319.45
34702	010172 CP00202738 CP00202738 CP00202738 CP00202738 CP00202738 CP00202738 CP00202738 CP00202738	CARSON OIL COMPANY FUEL FOR 402 FUEL FOR 421 FUEL FOR S423 FUEL FOR 412 FUEL FOR S413 FUEL FOR 432 FUEL FOR 401 FUEL FOR 411	07/10/2019	42.55 88.52 34.25 70.73 60.70 145.75 49.32 115.27
Total for Check Number 34702:				607.09
34703	096412 00167	CITY OF SCOTTS MILLS WATER USAGE AT STAT. 8 5/1 - 6/30	07/10/2019	195.06
Total for Check Number 34703:				195.06
34704	096998 5.05070.0 5.05071.0 5.05072.6	CITY OF SILVERTON WATER USAGE AT STAT. 1 6/18 WATER USAGE STAT. 1 MAINT BAY 6/18 WATER USE: STAT. 1 SPRINKLERS 6/18	07/10/2019	129.49 33.91 14.63
Total for Check Number 34704:				178.03
34706	015500 64133494	DE LAGE LANDEN COPIER LEASE PAYMENT 7/15-8/14	07/10/2019	231.00
Total for Check Number 34706:				231.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
34707	040525 1	DEP. OF PUBLIC SAFETY STANDARDS (7) FINGERPRINT FEE'S	07/10/2019	280.00
Total for Check Number 34707:				280.00
34708	015880 18844957	DEPT. OF MOTOR VEHICLES (1) DMV REPORT FEE	07/10/2019	3.00
Total for Check Number 34708:				3.00
34709	034015 0123955 0621935 0628855 0712915 0901685 1102045	FRONTIER PHONE SERV. STAT. 9 6/25-7/24 PHONE SERV. STAT. 3 6/25-7/24 PHONE SERV. STAT. 1 6/25-7/24 PHONE SERV. STAT. 2 6/25-7/24 PHONE SERV. STAT. 8 6/25-7/24 RADIO LINE 6/25-7/24	07/10/2019	47.91 47.91 356.08 51.04 62.02 26.21
Total for Check Number 34709:				591.17
34710	033975 9210462769 9216180381 9217685776	GRAINGER STENCIL INK BATTERIES FOR SCBA'S PAPER TOWELS & TOILET TISSUE	07/10/2019	21.22 57.60 158.62
Total for Check Number 34710:				237.44
34711	097300 618214	HI-SCHOOL PHARMACY #1178 PLUG FOR 418	07/10/2019	1.99
Total for Check Number 34711:				1.99
34712	110112 1	KALEB CARMONY TUITION REIMB. SPRING TERM 2019	07/10/2019	1,245.00
Total for Check Number 34712:				1,245.00
34713	065870 A351363	MARC NELSON OIL PRODUCTS BULK DIESEL 267.1 GAL @ 2.466EA	07/10/2019	659.48
Total for Check Number 34713:				659.48
34714	072925 20196832	METCOM 9-1-1 DISPATCH SERV. FEE FOR JUL	07/10/2019	6,404.69
Total for Check Number 34714:				6,404.69
34715	073835 1924429 1924430	NORTHWEST SAFETY CLEAN (2) TURNOUT COAT & PANT REPAIR (3) TURNOUT COAT & PANT REPAIR	07/10/2019	283.07 367.10
Total for Check Number 34715:				650.17
34716	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 6/6-7/8	07/10/2019	2.53
Total for Check Number 34716:				2.53
34717	076396 2018-143	OREGON FIRE MUSEUM 19-20 MEMBERSHIP RENEWAL 71 @ \$3 EA	07/10/2019	213.00
Total for Check Number 34717:				213.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
34718	092090	REPUBLIC SERVICES #456	07/10/2019	
	0456002833317	STAT. 1 GARBAGE SERV. 6/1-6/30		182.25
	0456002833980	STAT. 8 GARBAGE SERV. 6/1-6/30		30.14
Total for Check Number 34718:				212.39
34719	094000	ROTH'S FRESH MARKETS	07/10/2019	
	469933	GROCERY FOR SILVERTON ASSOC. MTG		168.45
	87218	GROCERY FOR SILVERTON ASSOC. MTG		33.43
Total for Check Number 34719:				201.88
34720	096976	SILVER CREEK AUTO PARTS, INC.	07/10/2019	
	287634	CARWASH STA. 8		10.99
	289050	T-10 BITSKT FOR 482		5.69
	290451	BATTERY B497		109.16
Total for Check Number 34720:				125.84
34721	097200	SILVERTON CHAMBER OF COMMERCE	07/10/2019	
	11425	19-20 MEMBERSHIP RENEWAL B. MILES		125.00
Total for Check Number 34721:				125.00
34722	098725	SPEER HOYT LLC	07/10/2019	
	52298	PARKING LOT LEGAL SERVICES: JUN		930.00
	52298	HR LEGAL SERVICES: JUN		1,175.50
Total for Check Number 34722:				2,105.50
34723	106250	ULTREX	07/10/2019	
	72655	INK AND WASTE TONER FOR COPIER		615.00
Total for Check Number 34723:				615.00
34724	115400	W.S. DARLEY & CO.	07/10/2019	
	17366160	(2) ROPE BAG		117.89
Total for Check Number 34724:				117.89
34725	119000	WILCO	07/10/2019	
	655589	WEED KILLER		54.99
	656373	MEASURING WHEEL		79.99
Total for Check Number 34725:				134.98
Total for 7/10/2019:				16,238.12
34726	010185	CARDMEMBER SERVICE	07/18/2019	
	3725	HYDRAULIC HOSE EXPANDER		3,200.00
	3725	K TOOK KIT W/ SHOVE KNIFE		489.56
	4845	FLASHLIGHT FOR E415		77.99
	4845	HEADLIGHT E416		47.99
	4845	FLASHLIGHT FOR STOCK		72.79
	5311	VDA INPUT/OUTPUT		218.80
	5311	(6) WILDLAND SHIRT & PANT		1,439.37
	5311	VENDOR CREDIT		-24.30
	9643	(2) LIFE JACKET RPLCMNT		151.97
Total for Check Number 34726:				5,674.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 7/18/2019:				5,674.17
34727	6091842	AT&T MOBILITY	07/30/2019	
	287284960191	R. HEUCHERT SERV. FOR 6/12-7/11		54.08
	287284960191	I. PETERSON CELL SERV. FOR 6/12-7/11		54.08
	287284960191	B. MILES CELL SERV. FOR 6/12-7/11		53.68
	287284960191	E. GRAMBUSCH CELL SERV. FOR 6/12-7/11		54.08
	287284960191	C. CANTU CELL SERV. FOR 6/12-7/11		53.68
	287284960191	M. HUGHES CELL SERV. FOR 6/12-7/11		54.08
	287284960191	B. PILMORE SERV. FOR 6/12-7/11		54.08
	287284960191	M. HUGHES CELL SERV. FOR 6/12-7/11		53.68
Total for Check Number 34727:				431.44
34728	007150	BOUND TREE MEDICAL, LLC	07/30/2019	
	83282675	CATHETERS, MEDICAL		233.31
Total for Check Number 34728:				233.31
34729	010172	CARSON OIL COMPANY	07/30/2019	
	CP00205327	FUEL FOR 416		37.40
	CP00205327	FUEL FOR 402		32.37
	CP00205327	FUEL FOR 421		64.93
	CP00205327	FUEL FOR 404		36.73
	CP00205327	FUEL FOR 411		94.20
	CP00205327	FUEL FOR 432		29.59
	CP00205327	FUEL FOR 497		27.77
Total for Check Number 34729:				322.99
34730	6091866	CARTERSON SAFETY CORPORATION,	07/30/2019	
	1900137	ELKHART BRASS FLOW METER KIT		1,038.96
Total for Check Number 34730:				1,038.96
34731	013528	CRUISE MASTER PRISMS, INC.	07/30/2019	
	24091	(5) HELMET SHIELD & (10) NAME TAGS		157.15
Total for Check Number 34731:				157.15
34732	011000	DAY WIRELESS SYSTEMS, INC.	07/30/2019	
	488402	MAINT. ON NORTH 7 TOWER (ABBEY)		500.00
Total for Check Number 34732:				500.00
34733	026660	FLASHALERT NEWSWIRE	07/30/2019	
	11797	260 SUBSCRIBERS @ .20 EA		52.00
	11797	19-20 NEWS DISTRIBUTION		180.00
Total for Check Number 34733:				232.00
34734	035075	HRA VEBA TRUST	07/30/2019	
	1	YA462 HRA/VEBA: JUL	PR Batch 00003.07.2019 YA4	910.00
Total for Check Number 34734:				910.00
34735	6091837	IAFF LOCAL 1159	07/30/2019	
	1	LOCAL 1159 DUES: JUL	PR Batch 00003.07.2019 LOC	360.24
	2	IAFF PAC FUND: JUL	PR Batch 00003.07.2019 IAF	8.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 34735:				368.60
34736	091893	LIFEMAP ASSURANCE CO.	07/30/2019	
	0473466	LIFEMAP: EMPLOYEE CONTRIB.: AUG	PR Batch 00003.07.2019 LIFI	46.25
	0473466	AD&D/LIFE INS. EMPLOYER CONTIB: AUC	PR Batch 00003.07.2019 AD&	64.60
Total for Check Number 34736:				110.85
34737	6091833	MADJEK	07/30/2019	
	2019088	BOUNCE HOUSE RENTAL FOR PICNIC		670.00
Total for Check Number 34737:				670.00
34738	065870	MARC NELSON OIL PRODUCTS	07/30/2019	
	A353291	BULK DIESEL 476GAL @ 2.446 EA		1,165.75
Total for Check Number 34738:				1,165.75
34739	065866	MARION COUNTY TREASURY DEPT.	07/30/2019	
	91208	MAY 2019 SPECIAL ELECT. FEE		4,654.62
Total for Check Number 34739:				4,654.62
34740	072925	METCOM 9-1-1	07/30/2019	
	20196852	DISPATCH SERV. FEE FOR AUG		6,404.69
Total for Check Number 34740:				6,404.69
34741	6091813	MOMENTUM METAL WORKS	07/30/2019	
	1223	SHELVES & BRACKET FOR 405/485		663.60
Total for Check Number 34741:				663.60
34742	6091867	MOUNTAIN VIEW TREE SERVICE, LLC	07/30/2019	
	14777	TREE REMOVAL ON EASTVIEW		2,000.00
Total for Check Number 34742:				2,000.00
34743	6091868	OREGON SEWER & DRAIN	07/30/2019	
	26040	PORTABLE UNIT SERVICE		20.00
Total for Check Number 34743:				20.00
34744	083200	PORTLAND GENERAL ELECTRIC	07/30/2019	
	0074320000	STAT. 8 ELECTRIC SERV. 6/10-7/10		125.51
	2603340000	STAT. 1 ELECTRIC SERV. 6/10-7/10		914.59
	3700411000	STAT. 3 ELECTRIC SERV. 6/10-7/10		44.50
	5974190000	STAT. 9 ELECTRIC SERV. 6/10-7/10		32.44
	8950420000	STAT. 2 ELECTRIC SERV. 6/10-7/10		37.88
Total for Check Number 34744:				1,154.92
34745	098720	SDIS	07/30/2019	
	03-0052823	COBRA PREMIUM C. MILES: AUG		720.84
	03-0052823	MEDICAL: EMPLOYEE CONTRIB.: AUG	PR Batch 00003.07.2019 MEI	975.05
	03-0052823	MEDICAL: EMPLOYER CONTRIB.: AUG	PR Batch 00003.07.2019 MEI	8,775.53
	03-0052823	LTD: EMPLOYER CONTRIB.: AUG	PR Batch 00003.07.2019 LTC	146.65
	03-0052823	COBRA PREMIUM G. JENSEN: AUG		1,332.96
	34W52823-424	19-20 WORKERS COMP RENEWAL		18,609.63
Total for Check Number 34745:				30,560.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
34746	027039 930943	SUN LIFE FINANCIAL GROUP LIFE INS. PREMIUM: AUG	07/30/2019	414.96
Total for Check Number 34746:				414.96
34747	010700	VOYA-OSGP	07/30/2019	
	1	OSGP CONTRIB FOR: 6523		100.00
	2	OSGP CONTRIB FOR: 1314		1,541.50
	3	OSGP CONTRIB FOR: 8807		100.00
	4	OSGP CONTRIB FOR: 2738		200.00
	5	OSGP CONTRIB FOR: 2427		1,600.00
Total for Check Number 34747:				3,541.50
34748	115400 17366470	W.S. DARLEY & CO. RIT ROPE	07/30/2019	341.60
Total for Check Number 34748:				341.60
Total for 7/30/2019:				55,897.60
Report Total (50 checks):				77,809.89

General Ledger

Expense vs Budget with Encumbrances

User: candace

Printed: 08/08/19 15:27:58

Period 01 - 01

Fiscal Year 2020

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 455,000.00	\$ 37,344.68	\$ 417,655.32	91.79%
25-1-51002	EXTRA PERSONNEL	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 26,000.00	\$ 18,623.33	\$ 7,376.67	28.37%
25-1-51004	SOCIAL SECURITY	\$ 45,000.00	\$ 4,119.98	\$ 40,880.02	90.84%
25-1-51005	GROUP HEALTH INSURANCE	\$ 126,300.00	\$ 8,775.53	\$ 117,524.47	93.05%
25-1-51006	GROUP LIFE INSURANCE	\$ 15,000.00	\$ 626.21	\$ 14,373.79	95.83%
25-1-51007	PERS	\$ 130,000.00	\$ 10,233.28	\$ 119,766.72	92.13%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-51009	OVERTIME	\$ 35,000.00	\$ 1,107.71	\$ 33,892.29	96.84%
25-1-51010	VOLUNTEERS	\$ 70,000.00	\$ 14,142.50	\$ 55,857.50	79.80%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 10,500.00	\$ 910.00	\$ 9,590.00	91.33%
25-1-51013	DIRECTORS EXPENSES	\$ 600.00	\$ -	\$ 600.00	100.00%
PAYROLL RELATED EXP		\$ 916,100.00	\$ 95,883.22	\$ 820,216.78	89.53%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ -	\$ 3,500.00	100.00%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 570.00	\$ 7,930.00	93.29%
25-1-61003	CONTRACT SERVICES	\$ 18,000.00	\$ 846.00	\$ 17,154.00	95.30%
25-1-61004	TELEPHONE	\$ 16,000.00	\$ 1,223.15	\$ 14,776.85	92.36%
25-1-61005	POSTAGE AND FREIGHT	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61006	UTILITIES	\$ 32,000.00	\$ 1,742.93	\$ 30,257.07	94.55%
25-1-61007	ELECTION EXPENSES	\$ 4,000.00	\$ 4,654.62	\$ (654.62)	-16.37%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 15,000.00	\$ 209.31	\$ 14,790.69	98.60%
25-1-61009	LGIP FEES	\$ 150.00	\$ 0.10	\$ 149.90	99.93%
25-1-61011	ANNUAL AUDIT	\$ 8,000.00	\$ -	\$ 8,000.00	100.00%
25-1-61012	EMPLOYEE RECOGNITION	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61013	RECRUITING EXPENSE	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%
25-1-61015	TRAINING EXPENSE	\$ 25,000.00	\$ 2,785.00	\$ 22,215.00	88.86%
25-1-61016	CONFERENCE EXPENSE	\$ 8,500.00	\$ -	\$ 8,500.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,000.00	\$ 21.22	\$ 2,978.78	99.29%
25-1-61018	EMS SUPPLIES	\$ 3,000.00	\$ 552.76	\$ 2,447.24	81.57%
25-1-61019	INSURANCE	\$ 46,000.00	\$ -	\$ 46,000.00	100.00%
25-1-61021	TRAVEL EXPENSE	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 6,500.00	\$ 340.00	\$ 6,160.00	94.77%
25-1-61023	UNIFORM ALLOWANCE	\$ 8,000.00	\$ 157.15	\$ 7,842.85	98.04%
25-1-61024	FUELS AND LUBRICANTS	\$ 30,000.00	\$ 2,755.31	\$ 27,244.69	90.82%
25-1-61025	RURAL ADDRESSING	\$ 750.00	\$ -	\$ 750.00	100.00%
25-1-61026	RADIO MAINTENANCE	\$ 12,000.00	\$ 500.00	\$ 11,500.00	95.83%
25-1-61027	COMPUTER MAINTENANCE	\$ 6,000.00	\$ 240.00	\$ 5,760.00	96.00%
25-1-61031	LEGAL SERVICES	\$ 20,000.00	\$ 2,105.50	\$ 17,894.50	89.47%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-61033	APPLIANCES	\$ 4,500.00	\$ 3,200.00	\$ 1,300.00	28.89%
25-1-61037	ADMINISTRATION SERVICES	\$ 7,500.00	\$ 59.40	\$ 7,440.60	99.21%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 5,000.00	\$ -	\$ 4,430.00	88.60%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 8,500.00	\$ 1,179.82	\$ 7,320.18	86.12%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 77,000.00	\$ 12,809.38	\$ 64,190.62	83.36%

Account Number	Description	Budget	End Bal	Available	% Available
25-1-61055	MEDICAL MEMBERSHIPS	\$ 7,500.00	\$ -	\$ 7,500.00	100.00%
25-1-61056	HEALTH AND WELFARE	\$ 10,000.00	\$ 871.88	\$ 9,128.12	91.28%
25-1-61057	VEHICLE MAINTENANCE	\$ 28,000.00	\$ 839.42	\$ 27,160.58	97.00%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 300.00	\$ -	\$ 300.00	100.00%
25-1-61063	GRANT EXPENDITURES	\$ 451,790.00	\$ -	\$ 451,790.00	100.00%
25-1-61064	EQUIPMENT TESTING	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 2,500.00	\$ 57.60	\$ 2,442.40	97.70%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61067	STATION 2 GRANT EXPENSE	\$ -	\$ -	\$ -	0.00%
25-1-61068	STATION 3 GRANT EXPENSE	\$ -	\$ -	\$ -	0.00%
25-1-61069	STATION 9 GRANT EXPENSE	\$ -	\$ -	\$ -	0.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61094	HEALTH/MEDICAL	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 650.17	\$ 3,349.83	83.75%
25-1-95023	TRANSFER TO	\$ -	\$ -	\$ -	0.00%
	MATL SUPP & EXP	\$ 925,390.00	\$ 38,370.72	\$ 886,449.28	95.79%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 25,000.00	\$ 2,000.00	\$ 23,000.00	92.00%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 20,000.00	\$ 1,439.37	\$ 13,898.43	69.49%
25-1-71003	MAJOR EQUIPMENT	\$ 8,000.00	\$ -	\$ 8,000.00	100.00%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 10,000.00	\$ 218.80	\$ 9,781.20	97.81%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 6,755.00	\$ 151.97	\$ 6,603.03	97.75%
25-1-71015	HOSE REPLACEMENT	\$ 10,000.00	\$ -	\$ 10,000.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
25-1-71139	TRAINING EQUIPMENT	\$ 6,000.00	\$ 1,038.96	\$ 4,961.04	82.68%
25-1-71140	LEASE EXPENSE	\$ -	\$ -	\$ -	0.00%
	CAPITAL OUTLAY	\$ 97,755.00	\$ 4,849.10	\$ 88,243.70	90.27%
25-1-90001	CONTINGENCIES	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
	CONTINGENCY	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
25-5-92006	ENDING FUND BALANCE	\$ 675,000.00	\$ -	\$ 675,000.00	100.00%
	UNAPPROPRIATED	\$ 675,000.00	\$ -	\$ 675,000.00	100.00%
25-1-91025	TRANSFER OUT (FUND 24)	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 105,000.00	\$ -	\$ 105,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 75,000.00	\$ -	\$ 75,000.00	100.00%
25-1-91028	TRANSFER OUT (FUND 22)	\$ -	\$ -	\$ -	0.00%
	TRANSFER OUT	\$ 194,000.00	\$ -	\$ 194,000.00	100.00%
25-1-93001	LEASE PRINCIPAL	\$ 48,306.00	\$ -	\$ 48,306.00	100.00%
25-1-93002	LEASE INTEREST	\$ 5,171.00	\$ -	\$ 5,171.00	100.00%
	DEBT SERVICE	\$ 53,477.00	\$ -	\$ 53,477.00	100.00%
Expense Total		\$ 2,961,722.00	\$ 139,103.04	\$ 2,817,386.76	95.13%

BANK ACCOUNT BALANCE COMPARISON

<u>May 31, 2018</u>		<u>May 31, 2019</u>	
Columbia Bank Checking	\$ 116,189.98	Columbia Bank Checking	\$ 178,338.92
Columbia Bank MM	\$ 79,622.33	Columbia Bank MM	\$ 104,782.10
Local Gov't Pool	\$ 834,566.62	Local Gov't Pool	\$ 1,596,187.06
Sub Total	\$ 1,030,378.93	Sub Total	\$ 1,879,308.08
<i>OPERATING BUDGET AHEAD \$848,929.15</i>			
2015 Bond	\$ 565,190.14	2015 Bond	\$ 495,879.37
Grand Total	\$ 1,595,569.07	Grand Total	\$ 2,375,187.45
OVERALL AHEAD \$779,618.38			

<u>June 30, 2018</u>		<u>June 30, 2019</u>	
Columbia Bank Checking	\$ 51,080.20	Columbia Bank Checking	\$ 223,723.86
Columbia Bank MM	\$ 42,545.14	Columbia Bank MM	\$ 111,312.75
Local Gov't Pool	\$ 1,268,033.47	Local Gov't Pool	\$ 1,436,581.83
Sub Total	\$ 1,361,658.81	Sub Total	\$ 1,771,618.44
<i>OPERATING BUDGET AHEAD \$409,959.63</i>			
2015 Bond	\$ 566,440.14	2015 Bond	\$ 496,205.29
Grand Total	\$ 1,928,098.95	Grand Total	\$ 2,267,823.73
OVERALL AHEAD \$339,724.78			

<u>July 31, 2018</u>		<u>July 31, 2019</u>	
Columbia Bank Checking	\$ 157,466.82	Columbia Bank Checking	\$ 115,971.14
Columbia Bank MM	\$ 48,352.13	Columbia Bank MM	\$ 191,296.30
Local Gov't Pool	\$ 1,056,331.06	Local Gov't Pool	\$ 1,436,581.83
Sub Total	\$ 1,262,150.01	Sub Total	\$ 1,743,849.27
<i>OPERATING BUDGET AHEAD \$481,699.26</i>			
2015 Bond	\$ 567,426.85	2015 Bond	\$ 430,914.87
Grand Total	\$ 1,829,576.86	Grand Total	\$ 2,174,764.14
OVERALL AHEAD \$345,187.28			

THIS PAGE INTENTIONALLY BLANK

Silverton Fire District

Board Policy # 102

MEMBERSHIP OF THE FIRE DISTRICT BOARD OF DIRECTORS & THE BOARD RULES

Date Originated: December 11, 2001

Revised: July 9, 2019

Reviewed:

MEMBERSHIP OF THE BOARD

The Board of the Silverton Fire Protection District # 2 shall consist of five (5) members serving four (4) year staggered terms. No person shall be eligible to be a Board member, who is not at the time of election or appointment an elector or property owner in the District. A firefighter, (volunteer or paid), or any other employee of the Silverton Fire Protection District # 2 shall not serve as a director of the District, pursuant to ORS 478.050.

Each Board member shall be identified by position number and will serve at large representing the District as a whole.

~~Board position numbers are assigned as follows and will be transferred to the predecessors of the named Board member at the termination of their holding of the position for whatever reason. As of July 1, 2015, Board members and their position number are as follows:~~

POSITION	NAME	DATE APPOINTED	TERM EXPIRES
1	Floyd Robinson	July 2015	June 2019
2	Robert Van Epps	July 2013	June 2017
3	Burke Slater	July 2013	June 2017
4	Les Von Flue	July 2013	June 2017
5	Rick Jackson	July 2015	June 2019

The election of Board members shall be conducted as provided by ORS 255 and others.
~~(Also, in policy on filling vacancies section 102.12).~~

No person elected or appointed to the District Board shall be sworn in unless they are determined by the Board to meet the qualifications as set forth in ORS 478.050. If a question exists as to the eligibility of any candidate the Board will obtain an opinion from legal counsel prior to appointment.

Prior to assuming the duties as a Board member, the official must take an oath of office.

Unless filling a vacancy on the Board, the term of office will officially begin on July 1st.

The Fire Chief in cooperation with the Board President will schedule a work session for new Board members to acquaint them with the facilities, equipment, personnel and to provide copies and an overview of:

1. Fire Board Policies;
2. Operations Guides;
3. District Territory and Boundaries Map;
4. District Employee & Volunteer Handbook

DIRECTOR'S REIMBURSEMENT

It will be a policy of the Board that Directors shall receive compensation for services as a member of the Board plus reimbursement for reasonable expenses actually incurred on Fire District business when presented for reimbursement and supported by appropriate documentation in accordance with generally accepted accounting procedures. Expenses incurred for lodging shall be covered at the actual cost of lodging for single or dual occupancy.

Travel will be covered at current IRS rates when private autos are used, or the actual cost where commercial transportation is provided.

Meals will be reimbursed at the actual cost so long as these are reasonable and prudent. Excessive expenditures may be denied reimbursement upon examination by and a majority vote of the Board.

It will be the responsibility of each Board member to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are to be considered public and will be attached to the monthly register of bills to be paid.

It will be the policy of the Board to keep all financial transactions strictly public in an effort to preserve the public trust.

VACANCIES ON THE BOARD

It will be the policy of the Board to declare a position on the Board vacant upon any occurrence set forth by ORS 236.010.

When a vacancy becomes available on the Board between elections, the vacancy shall be filled by appointment by a majority of the remaining Board members as provided by ORS 198.320(2). If a majority of the Board is vacant or if a majority cannot agree, the county court shall fill the position. (ORS 198.320)(1).

The period of service of a person(s) appointed shall expire June 30 next following the next regular District election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case the successor shall

take office July 1 next following the election. The period of service of a person(s) appointed shall expire June 30 following the next regular District election at which the successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. The period of service of a person appointed shall expire on the day before the first Monday in January of the year next following the election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires on the day before the first Monday in January after the election of a successor, the successor shall be elected to a full term. In either case, the successor shall take office on the first Monday in January of the year next following the election. Term limits for a vacant position(s) that have been filled shall be in compliance with ORS 198.320 (2) (3).

A newly elected Board member must qualify by taking an oath of office within thirty (30) days after their selection and before assuming the duties of the position.

It will be the policy of the Board to delegate to the Board President and the Fire Chief the responsibility to arrange for the appropriate orientation of newly selected Board Members.