## SILVERTON FIRE DISTRICT **AGENDA**

#### AGENDA CLOSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING. REGULAR BOARD MEETING, November 12, 2019, 7:00 P.M. Silverton Station #1

#### I **ROLL CALL:**

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

#### II **CALL MEETING TO ORDER:**

#### Ш **PLEDGE OF ALLEGIANCE:**

#### IVAPPROVAL OF MINUTES OF:

Regular Board Meeting of October 8, 2019

#### $\mathbf{V}$ **OPEN FORUM**

#### VI **OLD BUSINESS:**

a)

#### VII **FINANCE OFFICER'S REPORT:**

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

#### VIII **CHIEF'S REPORT**

- a) FY 2018-2019 Audit Presentation
- b) Marion County Strike Team Deployment, Kincade/Ranch Fires, California
- c)
- District Christmas Dinner December 18<sup>th</sup>, 6:00 p.m. Fire Service Conference Report Nov. 7<sup>th</sup> -9<sup>th</sup>, Seaside, Oregon d)
- Tyler New World Crew Force Software e)

#### IX **NEW BUSINESS:**

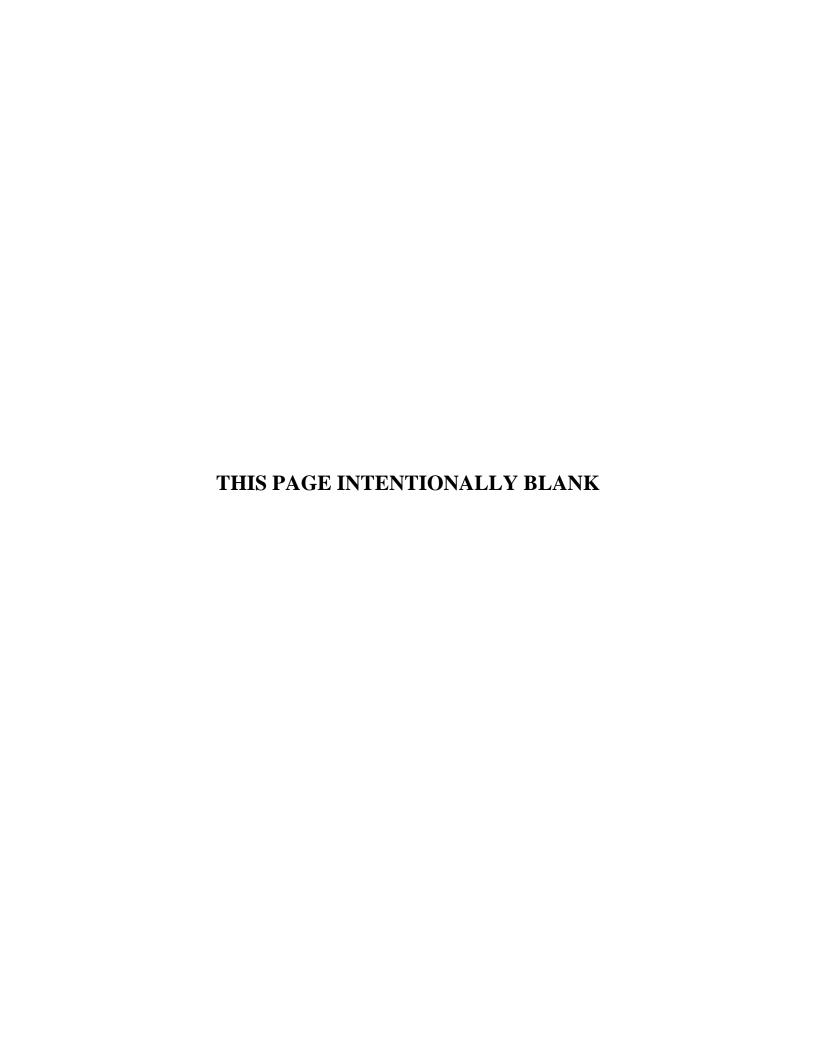
- a) Review/Request Approval to purchase Command/Response Vehicles as proposed in 2019-2020
- b) Review/Discuss quotes from consultants for planning services

#### $\mathbf{X}$ **ITEMS PENDING:**

#### ΧI EXECUTIVE SESSION under ORS 192.660, (2), (a), (i)

a) Discuss Fire Chief Contract (b) Fire Chief Evaluation

#### $\mathbf{X}$ **ADJOURNMENT:**



## SILVERTON FIRE DISTRICT

### **MINUTES**

#### DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. October 8, 2019 Silverton Station #8

### I ROLL CALL:

Les Von Flue, President Stacy Palmer, Secretary-Treasurer Robert Van Epps, Director Robert Mengucci, Director Burke Slater, Vice-President (via phone)

#### **ABSENT:**

#### STAFF ATTENDIN:

Chief Miles, Office Manager Cantu, Assistant Chief Grambusch, FF Shiffer, Maintenance FF Peterson

### **OT ERS ATTENDIN:**

BC Terhaar, Crystal Bielenberg

#### II CALL MEETIN TO ORDER:

President Von Flue called the meeting to order at 7:00 p.m. and led the group in the pledge of allegiance.

#### III PLED E OF ALLE IANCE

## IV APPROVAL OF MINUTES OF:

#### a Regular Board Meeting Minutes

Director Palmer made a motion to approve the minutes of the September 10, 2019 board meeting. Director Van Epps seconded the motion. The motion carried unanimously.

#### Board or Session

Director Palmer made a motion to approve the minutes of the September 16, 2019 board work session. Director Mengucci seconded the motion. Director Slater pointed out numbering errors. Director Mengucci shared concerns that the notes did not accurately reflect the in depth discussion relating to call response data. President Von Flue replied that minutes were intended to summarize conversations. After brief discussion, the Board requested a slight alteration to the minutes under 3.4: Call Response Data and agreed to

approve the minutes with corrections. The motion to approve the minutes of the September 16, 2019 board work session carried unanimously.

## V OPEN FORUM:

No announcements or discussion.

## VI OLD BUSINESS:

#### a Re ie Polic : Mem ershi of the Fire District

President Von Flue requested additional wording on page 3 that would clarify when a member takes oath of office. The Board agreed to approve Policy 102 for 30 day public review.

## VII FINANCE OFFICER S REPORT:

- a Chec Summar
  De artmental E ense Re ort
- c Ban Account Balance Com arison

Director Palmer made a motion to approve the finance officer's report as presented. Director Van Epps seconded the motion. The motion carried unanimously.

## VIII C IEF S REPORT

#### a F Audit

Office Manager Cantu shared that the audit went very well and the only finding that Accuity, LLC noted was the lack of segregated duties in payroll. Office Manager Cantu stated it was the same finding as last year and was not uncommon in small districts. President Von Flue inquired as to how the District could address the ongoing issue. Office Manager Cantu replied that the District could outsource its payroll or hire additional finance personnel as another option. Office Manager Cantu stated that Kori from Accuity, LLC would be presenting the 18-19 financial statement at the November board meeting.

Scotts Mills FF Association Chic en Dinner Octo er the momon Chief Miles notified the Board of the upcoming chicken dinner at the Scotts Mills station on October 20<sup>th</sup>. BC Terhaar invited the Board to attend the annual event hosted by the Scotts Mills FF Association.

#### c Fire Pre ention

Chief Miles reported that the District held an open house at Station 3 which allowed for nearby residents to see the new apparatus and the seismic remodel recently completed at the station. Chief Miles stated that the District also displayed new apparatus during Silverton's First Friday event which

served as a recruiting opportunity as well. Director Palmer shared that the District recently started to advertise its events in the weekly flyer "What's Happening in Silverton" distributed by Silverton Chamber. Mrs. Bielenberg inquired as to whether the District goes out to the schools and give presentations or demonstrations and if so, what the process was to request that. FF Shiffer reported that the District does a number of public events with schools and the process was to call the main office and coordinate a date and time with the District.

#### c Vehicle Re lacement U date

Chief Miles shared that the quotes for two Ford F-250 trucks and 1 Ford Expedition were in the process of final review. Chief Miles stated that these vehicles were budgeted out of the Reserve fund and was scheduled to replace aging inventory. Chief Miles stated that old inventory would be then be surplus and listed for sale on GovDeals.com.

#### d SDAO Best Practices

Chief Miles stated that the District needed to review Policy 104 in order to meet all criteria for SDAO's best practice discount. Office Manager Cantu stated that the policy was revised to reflect the recent legal language adopted into law when responding to a public record requests. Director Slater moved to approve the changes made to Policy 104 for 30 day public review. Director Mengucci seconded the motion. The motion carried unanimously.

#### I E ECUTIVE SESSION under ORS d

President Von Flue stated that the executive session scheduled for this month's board meeting was cancelled.

#### **NE BUSINESS:**

#### I ITEMS PENDIN:

Office Manager Cantu stated that registration to the OFDDA conference would be finalized and the confirmation email would be sent to each attending Director.

## II ADJOURNMENT:

With no further bus at 7:28pm.	iness to come before the Board, the	meeting was adjourned
Approved this	day of	, 2019.
	Board President	

## Accounts Payable

## Checks by Date - Detail by Check Date

User: candace

Printed: 11/6/2019 8:44 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
34839	002000 2605	ANNAS CONSULTANTS, INC. ANNUAL BREATHING AIR TEST	10/08/2019	438.72
			Total for Check Number 34839:	438.72
34840	6091842 287284960191 287284960191 287284960191 287284960191 287284960191 287284960191	AT&T MOBILITY R. HEUCHERT SERV. FOR 9/12 I. PETERSON CELL SERV. FOR 9/12 B. MILES CELL SERV. FOR 9/12 E. GRAMBUSCH CELL SERV. FOR 9/12 B. PILMORE SERV. FOR 9/12 J. SHIFFER CELL SERV. FOR	10/08/2019	1.70 1.70 1.68 1.70 1.70
	287284960191 287284960191	C. CANTU CELL SERV. FOR 9/12 M. HUGHES CELL SERV. FOR		1.68 1.12
			Total for Check Number 34840:	12.96
34841	007150 83329559	BOUND TREE MEDICAL, LLC ALBUTEROL/SYRINGES	10/08/2019	104.06
			Total for Check Number 34841:	104.06
34842	010185 2503 2503 2503 2503 2503 3725 4845 4845 5311 5311 5984 8105 8105 8105 8105 9643	CARDMEMBER SERVICE POSTAGE FEE DPSST SILVERTON FF ASSOC. DINNER BATH TOWELS SHOWER HOOKS ICE MOURNING BANDS RPLCMNT HANDLES FOR HAND TOOLS SCBA CLEANING SOLUTION MEAL FOR INTERVIEW PANEL TURNOUT BOOTS (10) COLLAR INSIGNIA CANDY FOR GOBLIN WALK (6) LODGING DEPOSIT FOR OFDDA CONF GROCERY FOR BOARD WORK SESSION PRINT DRUM/CARTRIDGE CLEANER LUNCH FOR BOARD WORK SESSION	10/08/2019	1.15 52.73 36.00 15.96 62.16 26.97 50.45 91.85 35.00 550.00 99.90 95.92 622.61 61.45 120.45 3.98
			Total for Check Number 34842:	2,126.54
34843	010172 CP00216992 CP00216992 CP00216992 CP00216992 CP00216992 CP00216992	CARSON OIL COMPANY FUEL FOR 401 FUEL FOR 411 FUEL FOR 412 FUEL FOR 402 FUEL FOR 432 FUEL FOR S423	10/08/2019	101.27 123.52 83.99 43.45 27.72 23.88

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 34843:	403.83
34844	010310	CASCADE FIRE EQUIPMENT COMPA	N 10/08/2019	
	102983	(6) HANDLELOK		232.65
			Total for Check Number 34844:	232.65
34845	096998	CITY OF SILVERTON	10/08/2019	
	5.05070.0	WATER USAGE AT STAT. 1 9/19		237.68
	5.05071.0 5.05072.6	WATER USAGE STAT. 1 MAINT BAY 9/19 WATER USE: STAT. 1 SPRINKLERS 9/19		46.06 21.44
	210207210			
			Total for Check Number 34845:	305.18
34846	015500	DE LAGE LANDEN	10/08/2019	221.00
	65245826	COPIER LEASE PAYMENT 10/15-11/14		231.00
			Total for Check Number 34846:	231.00
34847	015880	DEPT. OF MOTOR VEHICLES	10/08/2019	
	27181899	(4) DMV REPORT FEE		12.00
			Total for Check Number 34847:	12.00
34848	034015	FRONTIER	10/08/2019	
	0123955	PHONE SERV. STAT. 9 9/25-10/24		48.47
	0621935	PHONE SERV. STAT. 3 9/25-10/24		48.47
	0628855	PHONE SERV. STAT. 1 9/25-10/24		330.59
	0712915 0901685	PHONE SERV. STAT. 2 9/25-10/24 PHONE SERV. STAT. 8 9/25-10/24		51.89 64.52
	1102045	RADIO LINE 9/25-10/24		26.21
			Total for Check Number 34848:	570.15
34849	032005	G & G AUTO CARE SUPPLY, INC.	10/08/2019	
	245142	SHAMPOO & WAX		96.70
			Total for Check Number 34849:	96.70
34850	033000	GOVERNMENT ETHICS COMMISION	10/08/2019	
	AIE10404	ANNUAL ETHIC COMMISSION 7/2019-6/20	)2	548.87
			Total for Check Number 34850:	548.87
34851	097300	HI-SCHOOL PHARMACY #1178	10/08/2019	
	SILFIRED	HOOKS FOR LADDERS		15.99
	SILFIRED	HARDWARE FOR SAFETY CHAIN		9.37
	SILFIRED SILFIRED	LIGHT BULBS FOAM		9.99 8.99
	SILFIRED	HARDWARE		3.56
	SILFIRED	FLUSH PANEL CLIP		3.99
	SILFIRED	(2) BALLAST FOR KITCHEN		51.98
	SILFIRED	GFCI OUTLET		59.97
	SILFIRED SILFIRED	BAGS FOR TURNOUTS HARDWARE		27.98 4.80
	SILFIRED	KEY FOR RADIO TOWER		3.23
	SILFIRED	HANDLES FOR HOSE CART		11.98
	SILFIRED	BRUSH SET		6.99
			Total for Check Number 34851:	218.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
34852	037800 253 271	HOME PLACE SILVERTON FF ASSOC. DINNER JUL. SILVERTON FF ASSOC. DINNER AUG.	10/08/2019	121.80 152.50
			Total for Check Number 34852:	274.30
34853	058000 23000246	LES SCHWAB TIRE CENTER FLAT TIRE REPAIR	10/08/2019	20.00
			Total for Check Number 34853:	20.00
34854	065870 A359897	MARC NELSON OIL PRODUCTS BULK DIESEL 275.10 @ 2.409 EA	10/08/2019	662.72
			Total for Check Number 34854:	662.72
34855	070600 9952	NEW CREATION SIGN & BANNER RECRUITING BANNER	10/08/2019	95.00
			Total for Check Number 34855:	95.00
34856	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 9/5-10/4	10/08/2019	59.14
			Total for Check Number 34856:	59.14
34857	078970 188186193 189367408	ORKIN PEST SERVICES STAT. 1 FOR SEP PEST SERVICES STAT. 1 FOR OCT	10/08/2019	131.70 131.70
			Total for Check Number 34857:	263.40
34858	081050 230973	PAUL'S POWER EQUIPMENT AND V CHAINSAW MAINT S423	VO 10/08/2019	154.05
			Total for Check Number 34858:	154.05
34859	097875 2560112	ROTARY CLUB OF SILVERTON QTR DUES & MEMBERSHIP B. MILES	10/08/2019	140.00
			Total for Check Number 34859:	140.00
34860	094000 59787 610847	ROTH'S FRESH MARKETS GROCERY FOR RECRUITING EVENT GROCERY FOR OPEN HOUSE STA.9	10/08/2019	36.67 15.00
			Total for Check Number 34860:	51.67
34861	6091871 19343	SALEM SEAL COATING CRACKFILLING STA. 1 PARKING LOT	10/08/2019	5,820.00
			Total for Check Number 34861:	5,820.00
34862	190401	SDAO 2020 MEMBERHSIP DUES	10/08/2019	2,381.17
			Total for Check Number 34862:	2,381.17
34863	096976 21570 21570 21570 21570	SILVER CREEK AUTO PARTS, INC. BALL MOUNT FOR GATOR (8) OIL/FUEL FILTER E425, E435, E495 OIL FOR AIR COMPRESSOR (3) BATTERY	10/08/2019	35.77 333.96 10.44 314.76

Check Amount	Check Date Reference	Vendor Name Description	Vendor No Invoice No	Check No
39.58		OIL E435	21570	
11.87		FITTINGS AIR COMPRESSOR	21570	
7.56		FUEL FILTER E485/E405	21570	
27.36		SILICONE SPRAY, GRAPHITE	21570	
10.17		ARMORALL WIPES	21570	
12.62		FITTINGS	21570	
13.86		FITTINGS E405	21570	
817.95	Total for Check Number 34863:			
	10/08/2019	TENNYSON CARLOW	112450	34864
406.00		(39) UNIFORM SHIRT	2134	
406.00	Total for Check Number 34864:			
	10/08/2019	W.S. DARLEY & CO.	115400	34865
309.57		HOSE REPAIR SUPPLIES	17374351	
309.57	Total for Check Number 34865:			
	10/08/2019	WILCO	119000	34866
54.99	10/08/2019	WEED KILLER	659766	34000
54.99	Total for Check Number 34866:			
16,811.44	Total for 10/8/2019:			
10,011.11	Total for 10/6/2019.			
140.98	10/30/2019 SOC. ME	JONATHAN LIEUALLEN REIMB. FOR GROCERY FOR FF AS:	120905 1	ACH
140.98	for this ACH Check for Vendor 120905:	Tota		
	10/30/2019	911 SUPPLY	068535	34867
15.85		NAME TAPE & PATCH INSTALL	80654	
8.00		NAME TAPE & PATCH INSTALL	80655	
8.00		NAME TAPE & PATCH INSTALL	80656	
8.00		NAME TAPE & PATCH INSTALL	80657	
24.00		NAME TAPE & PATCH INSTALL	80658	
36.85		NAME TAPE & PATCH INSTALL	80659	
32.00		NAME TAPE & PATCH INSTALL	80660	
32.00		NAME TAPE & PATCH INSTALL	80661	
8.00		NAME TAPE & PATCH DISTALL	80662	
32.00		NAME TAPE & PATCH INSTALL	80663	
48.00 62.84		NAME TAPE & PATCH INSTALL NAME TAPE & PATCH INSTALL	80669 80671	
41.00		NAME TAPE & PATCH INSTALL	80674	
32.00		NAME TAPE & PATCH INSTALL	80676	
40.00		NAME TAPE & PATCH INSTALL	80686	
62.84		NAME TAPE & PATCH INSTALL	80689	
125.68		(2) SHIRT & PATCH INSTALL	80691	
125.68		(2) SHIRTS & PATCH INSTALL	80692	
24.00		NAME TAPE & PATCH INSTALL	80694	
8.00		NAME TAPE & PATCH INSTALL	80698	
774.74	Total for Check Number 34867:			
	10/30/2019	CARSON OIL COMPANY	010172	34868
104.34		FUEL FOR 432	CP00220115	
89.19		FUEL FOR 412	CP00220115	
55.76		FUEL FOR 423	CP00220115	

Check Amoun	Check Date	Vendor Name	Vendor No	Check No
50.2	Reference	Description	Invoice No	
58.3° 41.9°		FUEL FOR 421 FUEL FOR 402	CP00220115 CP00220115	
47.80		FUEL FOR 402 FUEL FOR 401	CP00220115 CP00220115	
16.40		FUEL FOR 497	CP00220115	
100.13		FUEL FOR 411	CP00220115	
23.88		FUEL FOR 413	CP00220115	
80.00		10 GAL DEF	IN408661	
617.82	Total for Check Number 34868:	,		
	10/30/2019	COSTCO	012820	34869
120.00		(2) MEMBERSHIP RENEWAL	111890300548	
120.00	Total for Check Number 34869:	,		
20.44	10/30/2019	DUO-SAFETY LADDER CORP	018525	34870
39.49		HEAT SENSOR LABEL FOR LADDERS	472696	
39.49	Total for Check Number 34870:	•		
	10/30/2019	EAGLE TANKS INC.	6091850	34871
-2,359.84		PRE-PAYMENT CREDIT	4077	
3,953.70		250 DBL FUEL TANK	4077	
1,593.80	Total for Check Number 34871:	•		
910.00	10/30/2019 PR Batch 00002.10.2019 YA4	HRA VEBA TRUST YA462 HRA/VEBA: oct	035075 1	34872
910.00	FR Batell 00002.10.2019 1A4	1A402 fika/ veda. oci	1	
910.00	Total for Check Number 34872:	•		
	10/30/2019	IAFF LOCAL 1159	6091837	34873
360.24	PR Batch 00002.10.2019 LOC	LOCAL 1159 DUES: OCT	1	
8.30	PR Batch 00002.10.2019 IAF	IAFF PAC FUND: OCT	2	
8.30	PR Batch 00002.10.2019 LOC	LOCAL PAC FUND: OCT	3	
376.90	Total for Check Number 34873:	,		
	S 10/30/2019	INTERNET MARKETING CONCEPTS	6091872	34874
-360.00		PROMOTIONAL CREDIT	124	
828.00		VOLUNTEER WEBSITE ADVERTISING	124	
468.00	Total for Check Number 34874:	,		
	10/30/2019	LIFEMAP ASSURANCE CO.	091893	34875
64.60	NOV PR Batch 00002.10.2019 AD&	AD&D/LIFE INS. EMPLOYER CONTIB: NOV	0501190	
46.23	PR Batch 00002.10.2019 LIFI	LIFEMAP: EMPLOYEE CONTRIB.: NOV	0501190	
110.83	Total for Check Number 34875:			
	10/30/2019	METCOM 9-1-1	072925	34876
6,404.69		DISPATCH SERV. FEE FOR NOVEMBER	20196913	
6,404.69	Total for Check Number 34876:	,		
	10/30/2019	NORTHWEST SAFETY CLEAN	073835	34877
146.65		(4) TURNOUT COAT & PANT REPAIR	1925319	
146.65	Total for Check Number 34877:			
	10/30/2019	OFDDA CONFERENCE	075750	34878
1,620.00		(5) OFDDA CONF. FEE	18-0636	

Check Amoun	Check Date Reference	Vendor Name Description	Vendor No Invoice No	heck No
1,620.00	Total for Check Number 34878:			
	O 10/30/2019	PAUL'S POWER EQUIPMENT AND W	081050	34879
45.50		L408 CHAINSAW REPAIR	231298	
45.50	Total for Check Number 34879:			
	10/30/2019	PORTLAND GENERAL ELECTRIC	083200	34880
134.2		STAT. 8 ELECTRIC SERV. 9/9 - 10/8	0074320000	
792.85		STAT. 1 ELECTRIC SERV. 9/9-10/	2603340000	
257.82		STAT. 1 ELECTRIC SERV. 10/8-10/17	2603340000	
40.48 30.60		STAT. 3 ELECTRIC SERV. 9/9-10/8 STAT. 9 ELECTRIC SERV. 9/9-10/8	3700411000 5974190000	
36.80		STAT. 2 ELECTRIC SERV. 9/5-10/4	8950420000	
1,292.70	Total for Check Number 34880:			
	10/30/2019	REPUBLIC SERVICES #456	092090	34881
182.23		STAT. 1 GARBAGE SERV. 9/1-9/30	0456002874424	
30.14		STAT. 8 GARBAGE SERV. 9/1-9/30	0456002875636	
212.39	Total for Check Number 34881:			
	10/30/2019	SDIS	098720	34882
1,332.90		COBRA PREMIUM G. JENSEN: NOV	03-0052823	
8,775.53	PR Batch 00002.10.2019 MEI	MEDICAL: EMPLOYER CONTRIB.: NOV	03-0052823	
975.03 146.63	PR Batch 00002.10.2019 MEI PR Batch 00002.10.2019 LTD	MEDICAL: EMPLOYEE CONTRIB.: NOV LTD: EMPLOYER CONTRIB.: NOV	03-0052823 03-0052823	
720.84	1 K Batch 00002.10.2019 E1E	COBRA PREMIUM C. MILES: NOV	03-0052823	
11,951.00	Total for Check Number 34882:			
	10/30/2019	SEA WESTERN FIRE EQUIPMENT	096520	34883
76.63		V-FORCE COAT OPT. A	1629	
8.7		V-FORCE COAT OPT. B	1629	
77.8		V-FORCE PANT OPT. A	1629	
1,795.4		V-FORCE PANT	1629	
93.38 2,644.20		V-FORCE COAT OPT .C V-FORCE BISWING COAT	1629 1629	
339.20		MSA FACEPIECE	2081	
161.60		HAIX BOOT 13W	2166	
166.60		HAIX BOOT 5M	2479	
380.00		HAIX BOOT 11	2479	
5,743.80	Total for Check Number 34883:			
	10/30/2019	SPEER HOYT LLC	098725	34884
383.00		LEGAL SERVICES SEP.	53319	
383.00	Total for Check Number 34884:			
42.6.2	10/30/2019	SUN LIFE FINANCIAL	027039	34885
426.30		930943 LIFE INS. PREMIUM: NOV	930943	
426.30	Total for Check Number 34885:			
150.00	10/30/2019	TENNYSON CARLOW UNIFORM LOGO PRINTING	112450 2153	34886
	T (10 01 1) 1 04000			
150.00	Total for Check Number 34886:			

Check No	Vendor No	Vendor Name	Check Date	<b>Check Amount</b>
	Invoice No	Description	Reference	
34887	6091873	TYLER TECHNOLOGIES, INC.	10/30/2019	
	130-9348	CREWFORCE MAPPING LICENSE		1,425.00
	130-9348	CREWFORCE MAPPING MAINT.		224.25
			Total for Check Number 34887:	1,649.25
34888	010700	VOYA-OSGP	10/30/2019	
	1	OSGP CONTRIB FOR: 2427	20,20,20	2,000.00
	2	OSGP CONTRIB FOR: 6523		100.00
	3	OSGP CONTRIB FOR: 1314		1,583.33
	4	OSGP CONTRIB FOR: 8807		100.00
	5	OSGP CONTRIB FOR: 2738		200.00
			Total for Check Number 34888:	3,983.33
34889	115400	W.S. DARLEY & CO.	10/30/2019	
34007	17372725	(3) CAMERA CHARGERS	10/30/2019	855.00
	17372725	(3) THERMAL CAMERA'S		2,625.00
	17375718	(2) SKED RESCUE SYSTEM		1,444.00
			T. 10 GL 13 1 24000	400400
			Total for Check Number 34889:	4,924.00
34890	230124	WAXIE SANITARY SUPPLY	10/30/2019	
	78627436	DISINFECTANT		79.49
			Total for Check Number 34890:	79.49
34891	113750	WFCA: THE DAILY DISPATCH	10/30/2019	
	1	RESIDENT VOL. EMPLOYMENT AD		150.00
			Total for Check Number 34891:	150.00
			T + 1.0 10/20/2010	44.214.05
			Total for 10/30/2019:	44,314.95
			Donout Total (54 abooks)	61,126.39
			Report Total (54 checks):	01,126.39

## General Ledger

## Expense vs Budget with Encumbrances

User: candace

Printed: 11/06/19 08:55:41

Period 01 - 04 Fiscal Year 2020

A account Nivershow	Description		Dudos		E. J.D.J		Amallabla	0/ Amatlabla
Account Number 25-1-51001	<b>Description</b> PERSONNEL	\$	<b>Budget</b> 455,000.00	\$	<b>End Bal</b> 148,501.92	\$	<b>Available</b> 306,498.08	<b>% Available</b> 67.36%
25-1-51001	EXTRA PERSONNEL	\$	1,500.00	\$	140,301.92	\$	1,500.00	100.00%
25-1-51002	WORKERS COMP COVERAGE	\$	26,000.00	Ф \$	18,665.49	\$	7,334.51	28.21%
25-1-51003	SOCIAL SECURITY	\$	45,000.00	\$	13,933.40	\$	31,066.60	69.04%
25-1-51004	GROUP HEALTH INSURANCE	\$	126,300.00	\$	35,102.12	\$	91,197.88	72.21%
25-1-51005	GROUP LIFE INSURANCE	\$	15,000.00	\$	3,649.41	\$	11,350.59	75.67%
25-1-51007	PERS	\$	130,000.00	\$	40,761.72	\$	89,238.28	68.64%
25-1-51008	UNEMPLOYMENT INSURANCE	\$	1,200.00	\$		\$	1,200.00	100.00%
25-1-51009	OVERTIME	\$	35,000.00	\$	4,679.21	\$	30,320.79	86.63%
25-1-51010	VOLUNTEERS	\$	70,000.00	\$	26,252.50	\$	43,747.50	62.50%
25-1-51012	MEDICAL SAVINGS PLAN	\$	10,500.00	\$	3,640.00	\$	6,860.00	65.33%
25-1-51013	DIRECTORS EXPENSES	\$	600.00	\$	150.00	\$	450.00	75.00%
	PAYROLL RELATED EXP	\$	916,100.00	\$	295,335.77	\$	620,764.23	67.76%
25-1-61001	OFFICE SUPPLIES	\$	3,500.00	\$	878.62	\$	2,621.38	74.90%
25-1-61002	DUES AND SUBSCRIPTIONS	\$	8,500.00	\$	4,743.16	\$	3,756.84	44.20%
25-1-61003	CONTRACT SERVICES	\$	18,000.00	\$	3,355.25	\$	14,644.75	81.36%
25-1-61004	TELEPHONE	\$	16,000.00	\$	4,822.95	\$	11,177.05	69.86%
25-1-61005	POSTAGE AND FREIGHT	\$	1,500.00	\$	21.91	\$	1,478.09	98.54%
25-1-61006	UTILITIES	\$	32,000.00	\$	8,057.11	\$	23,942.89	74.82%
25-1-61007	ELECTION EXPENSES	\$	4,000.00	\$	4,654.62	\$	(654.62)	-16.37%
25-1-61008	BUILDING MAINT./JANITORIAL	\$	15,000.00	\$	1,673.34	\$	13,326.66	88.84%
25-1-61009	LGIP FEES	\$	150.00	\$	0.20	\$	149.80	99.87%
25-1-61011	ANNUAL AUDIT	\$	8,000.00	\$	4,000.00	\$	4,000.00	50.00%
25-1-61012	EMPLOYEE RECOGNITION	\$	2,500.00	\$	-	\$	2,500.00	100.00%
25-1-61013	RECRUITING EXPENSE	\$	1,500.00	\$	749.67	\$	750.33	50.02%
25-1-61014	TRAINING SUPPLIES	\$	2,000.00	\$	33.23	\$	1,966.77	98.34%
25-1-61015	TRAINING EXPENSE	\$	25,000.00	\$	8,818.14	\$	16,181.86	64.73%
25-1-61016	CONFERENCE EXPENSE	\$	8,500.00	\$	1,620.00	\$ \$	6,880.00	80.94%
25-1-61017 25-1-61018	SHOP EXPENSE EMS SUPPLIES	\$ \$	3,000.00 3,000.00	\$ \$	511.40 971.61	\$ \$	2,488.60 2,028.39	82.95% 67.61%
25-1-61019	INSURANCE	\$	46,000.00	\$	9/1.01	\$	46,000.00	100.00%
25-1-61021	TRAVEL EXPENSE	\$	5,000.00	\$	622.61	\$	4,377.39	87.55%
25-1-61022	EQUIPMENT MAINTENANCE	\$	6,500.00	\$	1,599.78	\$	4,900.22	75.39%
25-1-61023	UNIFORM ALLOWANCE	\$	8,000.00	\$	2,140.76	\$	5,859.24	73.24%
25-1-61024	FUELS AND LUBRICANTS	\$	30,000.00	\$	7,940.54	\$	22,059.46	73.53%
25-1-61025	RURAL ADDRESSING	\$	750.00	\$	93.20	\$	656.80	87.57%
25-1-61026	RADIO MAINTENANCE	\$	12,000.00	\$	1,015.53	\$	10,984.47	91.54%
25-1-61027	COMPUTER MAINTENANCE	\$	6,000.00	\$	5,720.00	\$	280.00	4.67%
25-1-61031	LEGAL SERVICES	\$	20,000.00	\$	3,947.00	\$	16,053.00	80.27%
25-1-61032	FIREFIGHTING CHEMICALS	\$	1,200.00	\$	944.99	\$	255.01	21.25%
25-1-61033	APPLIANCES	\$	4,500.00	\$	3,404.00	\$	1,096.00	24.36%
25-1-61037	ADMINISTRATION SERVICES	\$	7,500.00	\$	959.11	\$	6,540.89	87.21%
25-1-61042	SAFTEY/PROTECTIVE CLOTHING	\$	5,000.00	\$	1,634.45	\$	3,100.15	62.00%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$	8,500.00	\$	2,309.53	\$	5,500.23	64.71%
25-1-61045	HAZMAT SUPPLIES	\$	500.00	\$	-	\$	500.00	100.00%

Account Number	Description		Budget		End Bal		Available	% Available
25-1-61050	DISPATCH SERVICES	\$	77,000.00	\$	32,023.45	\$	44,976.55	58.41%
25-1-61055	MEDICAL MEMBERSHIPS	\$	7,500.00	\$	3,450.00	\$	4,050.00	54.00%
25-1-61056	HEALTH AND WELFARE	\$	10,000.00	\$	3,033.26	\$	6,966.74	69.67%
25-1-61057	VEHICLE MAINTENANCE	\$	28,000.00	\$	4,163.68	\$	23,836.32	85.13%
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	\$	111.99	\$	11,888.01	99.07%
25-1-61065	SCBA MAINTENANCE	\$	2,500.00	\$	588.17	\$	1,911.83	76.47%
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	\$	19.81	\$	1,180.19	98.35%
25-1-61092	FIRE PREVENTION SUPPLIES	\$	1,500.00	\$	-	\$	1,500.00	100.00%
25-1-61093	FIRE PREVENTION	\$	1,500.00	\$	223.03	\$	1,276.97	85.13%
25-1-61094	HEALTH/MEDICAL	\$	14,000.00	\$	-	\$	14,000.00	100.00%
25-1-61095	PROTECTIVE EQUIP MAINT	\$	4,000.00	\$	824.80	\$	3,175.20	79.38%
25-1-95023	TRANSFER TO	\$	-	\$	-	\$	-	0.00%
	MATL SUPP & EXP	\$	925,390.00	\$	121,680.90	\$	802,753.46	86.75%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$	25,000.00	\$	3,593.86	\$	21,406.14	85.62%
25-1-71002	PROTECTIVE EQUIPMENT	\$	20,000.00	\$	6,515.77	\$	13,484.23	67.42%
25-1-71003	MAJOR EQUIPMENT	\$	8,000.00	\$	3,480.00	\$	2,031.50	25.39%
25-1-71004	COMMUNICATION EQUIPMENT	\$	10,000.00	\$	302.75	\$	9,697.25	96.97%
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	\$	292.70	\$	11,707.30	97.56%
25-1-71139	TRAINING EQUIPMENT	\$	6,000.00	\$	2,482.96	\$	3,517.04	58.62%
25-1-71140	LEASE EXPENSE	\$	-	\$	_	\$	-	0.00%
	CAPITAL OUTLAY	\$	97,755.00	\$	16,820.01	\$	78,446.49	80.25%
25-1-90001	CONTINGENCIES	\$	100,000.00	\$	_	\$	100,000.00	100.00%
	CONTINGENCY	\$	100,000.00	\$	-	\$	100,000.00	100.00%
	001(121(021(01	Ψ	200,00000	Ψ		Ψ	200,00000	20000070
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%
25-1-93001	LEASE INTEREST	\$ \$	5,171.00	\$		\$	5,171.00	100.00%
25-1-75002	DEBT SERVICE	\$	53,477.00	\$	-	\$	53,477.00	100.00%
	DEDI SERVICE	Ψ	33,477.00	φ		Ψ	33,411.00	100.00 70
<b>Expense Total</b>		\$	2,961,722.00	\$	433,836.68	\$	2,524,441.18	85.24%

## BANK ACCOUNT BALANCE COMPARISON

August 31, 2018			August 31, 2019	
Columbia Bank Checking	\$	194,016.79	Columbia Bank Checking	\$ 41,429.06
Columbia Bank MM	\$	150,337.74	Columbia Bank MM	\$ 193,343.56
Local Gov't Pool	\$	928,117.18	Local Gov't Pool	\$ 1,357,055.28
Sub Total	\$	1,272,471.71	Sub Total	\$ 1,591,827.90
OPERAT	'ING	BUDGET AHEAD	\$319,356.19	
2015 Bond	\$	558,070.45	2015 Bond	\$ 293,019.04
Grand Total	\$	1,830,542.16	Grand Total	\$ 1,884,846.94
	0	VERALL AHEAD	\$54,304.78	

<u>September 30, 2018</u>			<u>September 30, 2019</u>						
Columbia Bank Checking	\$	96,635.29	Columbia Bank Checking	\$	59,314.65				
Columbia Bank MM	\$	153,159.43	Columbia Bank MM	\$	198,825.19				
Local Gov't Pool	\$	968,815.86	Local Gov't Pool	\$	1,216,944.06				
Sub Total	\$	1,218,610.58	Sub Total	\$	1,475,083.90				
OPERA?	TING .	BUDGET AHEAD	\$256,473.32						
2015 Bond	\$	559,132.89	2015 Bond	\$	294,955.34				
Grand Total	\$	1,777,743.47	Grand Total	\$	1,770,039.24				
	OVERALL AHEAD -\$7,704.23								

October 31, 2018			October 31, 2019	
Columbia Bank Checking	\$	154,298.75	Columbia Bank Checking	\$ 159,939.75
Columbia Bank MM	\$	154,843.11	Columbia Bank MM	\$ 102,575.14
Local Gov't Pool	\$	824,313.43	Local Gov't Pool	\$ 1,122,327.06
Sub Total	\$	1,133,455.29	Sub Total	\$ 1,384,841.95
OPERA:	TING .	BUDGET AHEAD	\$251,386.66	
2015 Bond	\$	559,310.06	2015 Bond	\$ 290,306.07
Grand Total	\$	1,692,765.35	Grand Total	\$ 1,675,148.02
	0	VERALL AHEAD	-\$17,617.33	



# SILVERTON FIRE DISTRICT \*\*\* MEMORANDUM \*\*\*

November 9, 2019

**TO:** Board of Directors

FROM: Chief Bill Miles

SUBJECT: Information and Quotes on Budgeted Vehicle Purchase

The Fiscal Year 2019-2020 Budget contained a request in Reserve Fund 29 to purchase three command vehicles. One unit for the North Battalion Chief, C482, one unit to replace Squad 423 that is used as an extra first response ems unit and the last unit is to replace the 2009 fire chief vehicle which will be shifted in the fleet to allow us to surplus a 1998 expedition with 200,000 miles. The current S423 vehicle is being shifted to support services so the current 1998 support service van can be sold as surplus.

The amount of \$150,000 was budgeted to purchase the vehicles and the equipment to outfit which includes a canopy, bed slide-out storage unit, emergency response lighting, radio equipment and console.

Assistant Chief Grambusch, staff and volunteers have completed the work of obtaining price quotes from vehicle dealerships and other vendors using State of Oregon price agreements where possible.

The vehicles budgeted for are as follows:

Two (2) 2020 Ford Super Duty crew Cab 4x4 pickups with 6.5qbed \$36,065.00 each One (1) 2020 Ford Expedition SUV	\$72,130 39,463
Total for vehicles from Landmark Ford Outfitting of Super Duty pickups-\$18,000 each	\$111,593 36,000
	147,593

If these vehicles are ordered in the next two weeks, the Super Duty pickups would be expected to be delivered sometime in February and the Expedition delivered sometime in March. The cost to outfit each of the Super Duty pickups is estimated to be at least \$18,000 each for a total cost for the pickups and outfitting to run approximately \$108,130 which will leave approximately \$2407 from the original budget amount to outfit the expedition which would be about \$7600 short. The outfitting of the Expedition may have to be delayed until the end of the 2019-2020 budget or possibly into the next budget cycle.

We are requesting Board approval to proceed with this budgeted purchase.



# SILVERTON FIRE DISTRICT \*\*\* MEMORANDUM \*\*\*

November 9, 2019

**TO:** Board of Directors

FROM: Chief Bill Miles

**SUBJECT:** Information and Quotes on District Planning Options

- A. John from Emergency Services Consulting International (ESCI) 509-823-4435. He recommends an Organizational Assessment or Agency Evaluation/Master Plan before a strategic plan-for a cost of \$35,000-\$45,000. He stated that a Customer Centered Strategic Plan would be premature at this time-the cost for this would be \$18,000-\$22,000. Funding for this level of planning would have to be addressed in the next fiscal year's budget or would have to come from contingencies in fiscal year.
- B. George Dunkel-SDAO Consulting Services-Proposing a Priority Planning Process. The planning process will include board members, paid staff, volunteers and members of the community. Cost not to exceed \$6,500, which could be funded out of contingencies. See attached scope of the Priority Planning Process. This level can also be tailored to include additional planning components as needed.



### **Priority Planning Process**

This Planning process will accomplish more than just the development of a planning document. It challenges the membership of the organization to look critically at paradigms, values, philosophies, beliefs, and desires. It will further challenge the philosophy of "that's the way we have always done it". It challenges individuals to work in the best interest of the "team." In addition, it provides the organization's membership and community with an opportunity to participate in the development of their organization's long-term direction and focus. The members of the entire strategic planning team must be committed to this important project and to seeing it to its final form.

During the planning process the following will be addressed:

#### 1) Mission, Vision and Value

- The first goal will be to create a clearly stated and simplistic **Mission** statement accurately describing the organizations general purpose.
- Building on this mission, the planning team will be asked to identify Vision statements, thus establishing targets of excellence for the future.
- Recognizing that its collective personality and the values of its members enhance the organization, the team will declared a set of Value statements.

### 2) Goals, Objectives, Performance Measures and Targets

 Armed with the mission, vision, values, a SWOT analysis will be conducted, and customer priorities, expectations, and concerns will be identified. The team will focus on developing realistic strategic goals and objectives, designed to guide the district into the future. Plans usually have bench marks of 3-5 years.

#### 3) The Planning Process Outline

- The specific steps of the Planning process are as follows:
  - Define the services the organization provides
  - o Establish the community's service *Priorities*.
  - o Establish the community's *Expectations* of the organization.
  - Identify any Concerns the community may have about the organization and its services.
  - Identify those aspects of the organization and its services the community views positively and rank them in priority.
  - Develop the *Mission Statement*, giving careful attention to the service priorities and expectations of the community.
  - o Develop a Vision of the future.
  - o Establish the Values of the organization.



### **Priority Planning Process**

This Planning process will accomplish more than just the development of a planning document. It challenges the membership of the organization to look critically at paradigms, values, philosophies, beliefs, and desires. It will further challenge the philosophy of "that's the way we have always done it". It challenges individuals to work in the best interest of the "team." In addition, it provides the organization's membership and community with an opportunity to participate in the development of their organization's long-term direction and focus. The members of the entire strategic planning team must be committed to this important project and to seeing it to its final form.

During the planning process the following will be addressed:

#### 1) Mission, Vision and Value

- The first goal will be to create a clearly stated and simplistic **Mission** statement accurately describing the organizations general purpose.
- Building on this mission, the planning team will be asked to identify Vision statements, thus establishing targets of excellence for the future.
- Recognizing that its collective personality and the values of its members enhance the organization, the team will declared a set of Value statements.

### 2) Goals, Objectives, Performance Measures and Targets

 Armed with the mission, vision, values, a SWOT analysis will be conducted, and customer priorities, expectations, and concerns will be identified. The team will focus on developing realistic strategic goals and objectives, designed to guide the district into the future. Plans usually have bench marks of 3-5 years.

#### 3) The Planning Process Outline

- The specific steps of the Planning process are as follows:
  - Define the services the organization provides
  - o Establish the community's service *Priorities*.
  - o Establish the community's *Expectations* of the organization.
  - Identify any Concerns the community may have about the organization and its services.
  - Identify those aspects of the organization and its services the community views positively and rank them in priority.
  - Develop the *Mission Statement*, giving careful attention to the service priorities and expectations of the community.
  - o Develop a Vision of the future.
  - o Establish the Values of the organization.



- o Identify the Strengths of the organization.
- o Identify any Weaknesses of the organization.
- o Identify areas of *Opportunity* for the organization.
- o Identify potential *Threats* to the organization.
- Establish realistic Goals and Objectives for the future.
- o Identify implementation *Tasks* for each objective including a specific time line for each.
- Define service outcomes in the form of measurable *Performance Objectives* and *Targets*.
- Revisit the organizational evaluation to insure that all areas or issues have been addressed.
- o Gain organizational and community commitment to the plan.

The Planning process will include board members, paid staff, volunteers and members of the community. The cost to complete the process will not exceed \$6,500.00



JOIN US IN CELEBRATION WITH FAMILY & FRIENDS

SILVERTON FIRE DISTRICT | MAIN STATION 819 RAILWAY AVE NE, SILVERTON, 97381

LOT'S OF CHEER, JOY, AND LAUGHTER ACTIVITIES FOR KIDS AWAIT!!

DINNER WILL BE CATERED VEGETARIAN OPTIONS AVAILABLE



