

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, April 9, 2024 at 7:00 P.M.
Scotts Mills Station # 8

Join Zoom Meeting:

<https://us02web.zoom.us/j/81308440282?pwd=RjhORGZERzVKaEtlMWRPSlowRExqQT09>

Meeting ID: 813 0844 0282

Passcode: 315674

Dial in: 1(253) 215-8782 US (Tacoma)

- I. **ROLL CALL:**
Les Von Flue, President
Stacy Palmer, Vice-President
Rob Mengucci, Secretary-Treasurer

Ryan Bielenberg, Director
Dixon Bledsoe, Director
- II. **CALL MEETING TO ORDER:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **APPROVAL OF MINUTES OF:**
 - a) Board Work Session of March 12, 2024
 - b) Regular Board Meeting of March 12, 2024
- V. **OPEN FORUM**
- VI. **OLD BUSINESS:**
- VII. **FINANCE OFFICER'S REPORT:**
 - a) Check Summary
 - b) Departmental Expense Report
 - c) Bank Account Balance Comparison
- VIII. **CHIEF'S REPORT:**
 - a) Monthly Report
 - b) Administrative Assistant Vacancy Update
- IX. **NEW BUSINESS:**
 - a) Personnel Salaries & Benefits
 - b)
- X. **ITEMS PENDING:**
 - a)
- XI. **ADJOURNMENT:**

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SILVERTON FIRE DISTRICT BOARD WORK SESSION MINUTES

March 12, 2024, 10:00 a.m.
Silverton Station # 1

*A subject summary shall be presented during the
March 12, 2024 Regular Board of Directors Meeting*

ROLL CALL:

Les Von Flue, President
Stacy Palmer, Vice-President
Robert Mengucci, Secretary-Treasurer

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

All Directors are present.

IN ATTENDANCE:

Chief Miles, Office Administrator (OA) Cantu, AC Veit, FF Peterson, FF Hughes, Lt. Brown

CALL TO ORDER & PLEDGE OF ALLEGIANCE:

The meeting was called to order by President Von Flue at 10:00 a.m.

DISCUSSION:

3.1 STANDARD OF COVER

Chief Miles reported that despite previously receiving average response times, exporting actual response times from Metcom continued to pose difficulties. Metcom acknowledged the issue, citing an inability to export the necessary data, and promptly submitted a help ticket to their provider for resolution. In the meantime, Chief Miles mentioned awaiting assistance from ESO for additional reports and had enrolled in training to independently extract data from ESO. The draft of the Standard of Cover awaited the inclusion of response time data. Chief Miles pledged to follow up with Metcom within the next 30 days to ascertain the status of the issue, with the aim of eventually submitting the data to GIS for response time analysis. The Board would convene at a later date to deliberate on whether to publish the Standard of Cover on the website.

3.2 STRATEGIC PLAN PROGRESS DISCUSSION

Chief Miles presented each goal to the Board for review. Vice President Palmer inquired about the accessibility of Silverton Fire District's emergency response plan for community disaster planning. AC Veit shared that although the District had a response plan, there was not one for a community response plan and emphasized the importance of focusing on community preparedness and sharing resources and tools with the public. Ryan highlighted the initial purpose of National Night Out as a platform for educating the public

about disaster preparedness. OA Cantu mentioned that campaigns, coordinated with OSFM, are regularly scheduled and disseminated via the website and Facebook, with the District Resource page serving as an additional source of information.

Director Bielenberg proposed that Chief Miles create a template that outlined a direction the District should head in the next 5 to 10 years, based off his knowledge and wisdom in lieu of a Strategic Plan.

Goal 3 encountered a setback as consensus couldn't be reached on Tour of Duty, leading to a pause in progress. Vice President Palmer recommended either suspending the goal or modifying it to accurately reflect ongoing efforts rather than maintaining an unresolved goal. Chief Miles assured the Board that volunteer participation and response capabilities were being monitored, with the current response being satisfactory. Chief Miles suggested keeping the goal open for reassessment and seeking opportunities such as grants for supplemental pay. The discussion included the consideration of volunteer stipend pay, which may necessitate transitioning to an accountable plan. Such a plan would provide reimbursement for common eligible expenses or could involve a LOSAP (Length of Service Award Program) plan.

A future board work session is planned to discuss the Strategic Plan, propose revisions, additions, and/or reconvene the strategic planning committee.

3.3 CHIEF EVALUATION

Vice President Palmer presented the comments and ratings from Chief Miles' evaluation to the board. After thorough review, it was determined that Chief Miles consistently meets expectations, and no further comments or goals were raised by the board. There was no additional discussion among the board members, nor were there any questions or comments from Chief Miles or the staff. The board is prepared to proceed with a motion during the upcoming board meeting later that evening.

3.4 REVENUE & EXPENSE PROJECTION

Revenue versus expenditure was presented, indicating that the District will not receive expected revenue as projected. Despite factoring in a 4% assessed value increase, the actual assessed value increase stands at 3.4% resulting in a .6 percent shortfall. It is anticipated that Fund 22 will receive the anticipated tax revenue, enabling the fulfillment of interest payments in June. Any budget grant revenue not received will correspondingly not be expended.

Moving forward, the budget cycle for 2024-2025 will proceed with a conservative growth projection of 3%. Requests for salary comparisons have been submitted to other Districts but response has been slow. The intention is to present detailed information on salaries and benefits during the April board meeting.

IV Adjournment:

The work session was adjourned at 11:42 a.m.

Approved this _____ day of _____, 2024.

President

Minutes recorded and prepared by Candace Cantu

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SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. March 9, 2024
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

Les Von Flue, President
Stacy Palmer, Vice President
Robert Mengucci, Secretary-Treasurer

Dixon Bledsoe, Director
Ryan Bielenberg, Director (*Zoom*)

ABSENT:

MEMBERS IN ATTENDANCE:

Chief Miles, Office Administrator (OA) Cantu, FF/EMT Miller, Lt. Brown, FF Peterson, FF Hughes, AC Veit, BC Terhaar, BC Pilmore, Lt. Dandeneau, Lt. Redman-Brown

II. CALL MEETING 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. PLEDGE OF ALLEGIANCE

VI. APPROVAL OF MINUTES:

a) Regular Board Meeting Minutes

Vice President Palmer made a motion to approve the minutes of the February 13, 2024 board meeting. Director Bledsoe seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye, Director Bledsoe: Aye)

VII. OPEN FORUM:

Lt. Dandeneau provided a VIP report to the Board. Lt. Dandeneau indicated that 16 volunteers qualified, which is lower than the previous year. Lt. Dandeneau reported that the VIP committee would be meeting within the next couple of weeks to finalize the list and discuss additional ways the District may need to track drills in order to increase eligibility amongst the membership. Lt. Dandeneau reported that the Silverton FF Association agreed to reward the class at Mark Twain who donated the most food for the Toy and Food Drive with a station pizza party. President Von Flue suggested if the Association has difficulty paying for the party to discuss with Chief Miles for District assistance.

VIII. OLD BUSINESS:

No old business to discuss at this meeting.

IX. FINANCE OFFICER'S REPORT:

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

Director Bledsoe made motion to approve the finance officer's report as presented. Vice President Palmer seconded. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye, Director Bledsoe: Aye)

X. CHIEF'S REPORT

a) Monthly Report

Chief Miles provided a brief overview of the monthly report to the Board, highlighting community activities. Chief Miles provided an update on the transition of technology services to Woodburn IT, mentioning pricing based on per workstation. Lt. Brown outlined the Academy's upcoming events, including a release-to-respond meeting, burn-to-learn session on March 23rd, final in April, and wildland training in late April. Additionally, Lt. Brown and FF Hughes would be attend a recruiting event at Chemeketa to enlist resident volunteers. Lt. Brown also mentioned the upcoming joint MCI drill with Mt. Angel Fire, to be hosted at the Festhalle in Mt. Angel.

b) Administrative Assistant Vacancy

OA Cantu provided an update on the hiring process for the Administrative Assistant position. OA Cantu reported that due to the number of applicants it was determined that a skills assessment would be given and the highest scoring candidates would move forward in the hiring process. The District would notify candidates by the end of the week with information on the process moving forward.

XI. NEW BUSINESS:

a) Board Ethics Training

Chief Miles responded to President Von Flue's inquiry about Public Meeting Law requirement. House Bill 2805 requires mandatory training on public meeting law training for each governing body at least once during their term, failure to do so would result in a fine. Chief Miles stated that no training had been approved to satisfy the requirement and would know more later this year.

b) Budget Calendar Revision

Due to a scheduling conflict the Board agreed and approved to move the budget committee meeting to May 20, 2024 at 7:00pm.

c) Surplus Vehicle S414

Director Bledsoe made a motion to declare as surplus, the 1998 Ford Expedition, vehicle S414. Secretary-Treasurer Mengucci seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye, Director Bledsoe: Aye)

d) Review Board Policies 101-106

OA Cantu reviewed revision recommendations from President Von Flue on Policy 101. OA

Cantu suggested aligning the language and process for new and current policies. After discussion, the Board would like to allow a 30-day window for the public and members to comment on any new or current policy revisions prior to adoption or approval.

a) Approve Chief Evaluation

President Von Flue added the topic Approve Chief Evaluation to the agenda. Vice President Palmer made a motion to accept the prepared evaluation of Chief Miles as discussed & written. Director Bledsoe seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye, Director Bledsoe: Aye)

XII. ITEMS PENDING:

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:51 p.m.

Approved this _____ day of _____, 2024.

President

Minutes recorded and prepared by Candace Cantu

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Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 4/5/2024 9:43 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000622	068535 INV140705	911 SUPPLY INC (1) NAME TAPE & PATCH INSTALL	03/13/2024	21.11
Total for Check Number 1000622:				21.11
1000623	6091910	AMAZON CAPITAL SERVICES	03/13/2024	
	14QK3Y96734V	TOW STRAP, HEADLAMP		115.15
	14QK3Y96734V	FLARE CONTAINER		43.05
	14QK3Y96734V	HEAVY DUTY BACKPACK AED BATTERIES		58.01
	14QK3Y96734V	(3) OFFICE CHAIRS, MOUSE PAD		685.35
	14QK3Y96734V	BANQUET DECOR		511.40
	14QK3Y96734V	(2) UPS BATTERY		116.53
	14QK3Y96734V	BUGLE PINS		43.30
	14QK3Y96734V	FIRE BOOT		86.54
	14QK3Y96734V	AMPLIFIER		289.48
	14QK3Y96734V	BANQUET CANDIES, CIDER		243.03
Total for Check Number 1000623:				2,191.84
1000624	6091985	BEN NETTER PUMPER OPERATOR CLASS REIMB.	03/13/2024	300.00
Total for Check Number 1000624:				300.00
1000625	010172	CARSON OIL COMPANY	03/13/2024	
	CP00504929	FUEL FOR 482		180.85
	CP00504929	FUEL FOR 412		99.51
	CP00504929	FUEL FOR 434		89.56
	CP00504929	FUEL FOR 421		62.66
	CP00504929	FUEL FOR 423		69.44
	CP00504929	FUEL FOR 411		49.69
	CP00504929	FUEL FOR 401		46.06
	CP00504929	FUEL FOR 402		96.58
Total for Check Number 1000625:				694.35
1000626	096412 00167	CITY OF SCOTTS MILLS WATER USAGE AT STAT. 8 1/1-2/29	03/13/2024	178.58
Total for Check Number 1000626:				178.58
1000627	096998 5.05070.0 5.05071.0	CITY OF SILVERTON WATER USAGE AT STAT. 1 1/19-2/15 WATER USAGE STAT. 1 MAINT BAY 1/19-2/	03/13/2024	333.40 57.47
Total for Check Number 1000627:				390.87
1000628	013528 27919	CRUISE MASTER ENGRAVING SERVICE PINS	03/13/2024	167.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000628:	167.25
1000629	015880 202778253	DEPT. OF MOTOR VEHICLES (1) RECORD INQUIRY	03/13/2024	1.50
			Total for Check Number 1000629:	1.50
1000630	010185	ELAN FINANCIAL SERVICES	03/13/2024	
	0237	BANQUET DECOR		76.93
	0237	REFLECTIVE NAME HELMET STICKERS		898.70
	0237	SILVERTON FF ASSOC. MEAL		11.98
	0237	CUSTOM NAME PLATES		498.91
	0237	AA POSITION AD		238.00
	1139	S330 CLASS R. DANDENEAU		260.00
	1139	BANQUET CONTAINERS		38.80
	1139	TURNOUT WASHER PARTS		473.61
	1139	GROCERY FOR BANQUET		131.32
	1139	FOOD CONTAINERS		30.00
	2055	RADIO BATTERIES		630.00
	2055	LOGITECH DIAGNOSTIC		50.00
	2675	BITWARDEN		60.00
	2675	CALL CENTRIC 1/1-1/31		19.80
	3141	AED BATTERY		74.98
	4845	OFF ROAD JACK		319.99
	4845	SHOP VAC & FILTER		151.98
	8105	DRIP DROP		115.17
	8105	SDAO LODGING VONFLUE		877.83
	8105	CIDER FOR BANQUET		34.64
	8105	SDAO LODGING BIELENBERG		254.85
	8105	SDAO ROOM CANCEL FEE		156.37
	8105	SDAO ROOM CANCEL FEE		156.37
	8105	SDAO LODGING VEIT		469.14
	8105	SDAO LODGING MENGUCCI		469.14
	8105	SDAO ROOM CANCEL FEE		156.37
	8105	SDAO LODGING PALMER		469.14
			Total for Check Number 1000630:	7,124.02
1000631	033975	GRAINGER	03/13/2024	
	9022514476	WILDLAND SHIRT		137.91
	9034680968	C BATTERIES		72.40
			Total for Check Number 1000631:	210.31
1000632	097300	HI-SCHOOL	03/13/2024	
	SILFIRED	TURNOUT HOOKS		15.98
	SILFIRED	HANDLE HARDWARE FOR DRILL TOWER		17.19
	SILFIRED	CASTER WHEELS		8.99
	SILFIRED	CABINET KEY		5.96
	SILFIRED	HARDWARE FOR FORKLIFT		4.28
			Total for Check Number 1000632:	52.40
1000633	6091934	HUBBARD FIRE DISTRICT	03/13/2024	
		NFPA OFFICER II CLASS DANDENEAU		200.00
		NFPA OFFICER II CLASS CRAWFORD		200.00
			Total for Check Number 1000633:	400.00
1000634	098725	LOCAL GOVERNMENT LAW GROUP P	03/13/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	69025	LEGAL SERVICES: FEB		162.00
			Total for Check Number 1000634:	162.00
1000635	065838 160906	MARION ENVIRONMENTAL SERV. BIO BOX PICKUP	03/13/2024	28.35
			Total for Check Number 1000635:	28.35
1000636	070061 0032737S	NFPA 24-25 CODE SUBSCRIP ID2644383	03/13/2024	1,552.50
			Total for Check Number 1000636:	1,552.50
1000637	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 2/7-3/7	03/13/2024	982.05
			Total for Check Number 1000637:	982.05
1000638	065870 0261636	PETRO CARD BULK DIESEL 325@3.2921 EA	03/13/2024	1,078.67
			Total for Check Number 1000638:	1,078.67
1000639	092090 0456003592017 0456003592524	REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. 2/1-2/29 STAT. 8 GARBAGE SERV. 2/1-2/29	03/13/2024	182.25 48.83
			Total for Check Number 1000639:	231.08
1000640	6091891 746439	RICKMAR ENTERPRISES INC PEST CONTROL SERVICE FEB	03/13/2024	145.00
			Total for Check Number 1000640:	145.00
1000641	094000 0502-45 0563-34 0823-26 0824-9	ROTH'S FRESH MARKETS GROCERY FOR SILVERTON FF ASSOC GROCERY FOR ACADEMY BTL GROCERY FOR ACADEMY BTL GROCERY FOR CHILI FEED	03/13/2024	130.65 30.72 132.28 55.88
			Total for Check Number 1000641:	349.53
1000642	6091968	RYAN BIELENBERG MILEAGE REIMB. SDAO/NW LEADERSHIP	03/13/2024	278.72
			Total for Check Number 1000642:	278.72
1000643	096520 30209 30209 30527	SEA WESTERN FIRE EQUIPMENT LION RENTAL TURNOUT PANT LION RENTAL TURNOUT COAT TURNOUT SUSPENDERS	03/13/2024	600.00 1,000.00 71.45
			Total for Check Number 1000643:	1,671.45
1000644	010050 2548	SELAH SPRINGS INVESTMENTS LLC ANNUAL MONITORING ST 1 & ST 8	03/13/2024	1,368.00
			Total for Check Number 1000644:	1,368.00
1000645	6091908 24-1373	STANDARD ELECTRIC, INC ST 1 LIGHT UPGRADE PHASE 2	03/13/2024	4,520.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000645:	4,520.00
1000646	201523	TOWNSHIP HEALTH DPC (2) FF PHYSICAL	03/13/2024	540.00
			Total for Check Number 1000646:	540.00
1000647	6091965 000806 000806 000806 000806 000806 000806	WHOLESALE ONLINE GROUP, CORP PBI MAX GOLD COAT MOISTURE LINER VELCRO PATCH PBI MAX GOLD PANT TITANIUM BLUE LINER LETTERING	03/13/2024	6,564.06 2,865.30 277.08 4,811.94 3,371.70 627.90
			Total for Check Number 1000647:	18,517.98
1000648	119000 711433 711792	WILCO STRAW FOR BTL ACADEMY COME ALONG	03/13/2024	47.97 71.99
			Total for Check Number 1000648:	119.96
1000649	034015 02/25-3/24 RL 02/25-3/24 ST1 02/25-3/24 ST3 02/25-3/24 ST8 02/25-3/24 ST9 02/25-3/24 STA2	ZIPLY FIBER 503-001-0586-110204-5 503-873-2805-070997-5 503-873-3190-062193-5 503-873-6215-090168-5 503-873-5645-012395-5 503-873-5097-071291-5	03/13/2024	27.30 210.38 73.04 97.96 66.28 80.53
			Total for Check Number 1000649:	555.49
			Total for 3/13/2024:	43,833.01
1000650	068535 INV141474 INV141475 INV141476	911 SUPPLY INC (1) NAME TAPE & PATCH INSTALL (14) NAME TAPE & PATCH INSTALL (ACAI (1) NAME TAPE & PATCH INSTALL (ACADI	03/29/2024	34.20 918.96 41.13
			Total for Check Number 1000650:	994.29
1000651	002000 3412 3413	ANNAS CONSULTANTS, INC. ANNUAL BREATHING AIR TESTING ANNUAL BREATHING AIR SERVICE	03/29/2024	807.50 1,044.60
			Total for Check Number 1000651:	1,852.10
1000652	007150 208340	BOUND TREE MEDICAL, LLC NALOXONE & IPRATROPIUM	03/29/2024	471.98
			Total for Check Number 1000652:	471.98
1000653	013528 27994	CRUISE MASTER ENGRAVING (13) SERVICE PINS	03/29/2024	759.30
			Total for Check Number 1000653:	759.30
1000654	6091972 1	GIOVANNI NEVES TUITION REIMB: WINTER TERM	03/29/2024	1,656.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000654:	1,656.00
1000655	033975 9045270197	GRAINGER (20) FIRE HOOD	03/29/2024	792.40
			Total for Check Number 1000655:	792.40
1000656	035075 1 2	HRA VEBA TRUST YA462 HRA/VEBA: MAR YA462 HRA/VEBA: MAR	03/29/2024 PR Batch 00001.03.2024 YA4 PR Batch 00001.03.2024 YA4	200.00 1,400.00
			Total for Check Number 1000656:	1,600.00
1000657	6091986 INDI78186	IIA LIFTING SERVICES ANNUAL L408 INSPECTION	03/29/2024	1,397.25
			Total for Check Number 1000657:	1,397.25
1000658	6091973 1	JARED BREITBACH TUITION REIMB: WINTER TERM	03/29/2024	1,656.00
			Total for Check Number 1000658:	1,656.00
1000659	055500 INV803497 INV803497	L.N.CURTIS & SONS SCBA'S PARTS (10) YELLOW CAIRNS HELMET	03/29/2024	1,844.11 3,614.70
			Total for Check Number 1000659:	5,458.81
1000660	072925 2023242201	METCOM 9-1-1 DISPATCH SERV. FEE FOR APR	03/29/2024	7,845.21
			Total for Check Number 1000660:	7,845.21
1000661	6091861 36499	OREGON COMMERCIAL TIRE TIRE REPLACEMENT C401	03/29/2024	153.00
			Total for Check Number 1000661:	153.00
1000662	083200 0074320000 2603340000 3700411000 5974190000 8950420000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 2/8-3/8 STAT. 1 ELECTRIC SERV. 2/9-3/11 STAT. 3 ELECTRIC SERV. 2/8-3/8 STAT. 9 ELECTRIC SERV. 2/8-3/8 STAT. 2 ELECTRIC SERV. 2/8-3/8	03/29/2024	183.33 1,407.22 83.92 46.08 55.06
			Total for Check Number 1000662:	1,775.61
1000663	6091956 1	RYAN REDMAN-BROWN TUITION REIMB. WINTER TERM	03/29/2024	1,656.00
			Total for Check Number 1000663:	1,656.00
1000664	098720 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823	SDIS MEDICAL: EMPLOYER CONTRIB.: APR LTD: EMPLOYER CONTRIB. : APR MEDICAL: EMPLOYER CONTRIB.: APR MEDICAL: EMPLOYEE CONTRIB.: APR LTD: EMPLOYER CONTRIB. : APR MEDICAL: EMPLOYEE CONTRIB.: APR	03/29/2024 PR Batch 00001.03.2024 MEI PR Batch 00001.03.2024 LTD PR Batch 00001.03.2024 MEI PR Batch 00001.03.2024 MEI PR Batch 00001.03.2024 LTD PR Batch 00001.03.2024 MEI	708.02 200.90 11,384.92 78.67 28.70 1,265.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 1000664:				13,666.21
1000665	096976	SILVER CREEK AUTO PARTS, INC.	03/29/2024	
	21570	ABS SENSOR 434		69.07
	21570	OIL FILTER, FUEL FILTER B437		152.36
	21570	30W BATTERY		51.32
	21570	OIL FILTER, FUEL FILTER B497		111.23
	21570	FUEL SYS. CLEANER 421		33.30
	21570	ADAPTER, COUPLING		7.05
	21570	RADIATOR HOSE, HEATER HOSE 412		100.32
	21570	CUT OFF WHEEL		26.69
Total for Check Number 1000665:				551.34
1000666	098960	STAYTON FIRE DISTRICT TRAINING F	03/29/2024	
	24-137	S-290 J. HOMUTOFF		50.00
Total for Check Number 1000666:				50.00
1000667	027039	SUN LIFE FINANCIAL	03/29/2024	
	930943	930943 LIFE INS. PREMIUM: APR		368.27
Total for Check Number 1000667:				368.27
1000668	091893	USABLE LIFE	03/29/2024	
	0005125008	AD&D/LIFE INS. EMPLOYER CONTIB: APR	PR Batch 00001.03.2024 AD&	2.70
	0005125008	LIFEMAP: EMPLOYEE CONTRIB.:APR	PR Batch 00001.03.2024 LIF	39.15
	0005125008	AD&D/LIFE INS. EMPLOYER CONTIB: APR	PR Batch 00001.03.2024 AD&	65.90
Total for Check Number 1000668:				107.75
1000669	109000	VALLEY FIRE CONTROL, INC	03/29/2024	
	111934	HYDROTEST		2,360.00
	112067	ANNUAL FIRE EXTING. TESTING		2,761.00
Total for Check Number 1000669:				5,121.00
1000670	112435	VERIZON WIRELESS	03/29/2024	
	9958113014	407 IPAD SERV.: 2/2-3/1		40.81
	9958113014	I. PETERSON CELL SERV.: 2/2-3/1		42.62
	9958113014	415 IPAD SERV.: 2/2-3/1		40.81
	9958113014	482 IPAD SERV.: 2/2-3/1		40.81
	9958113014	D. BROWN CELL SERV.: 2/2-3/1		42.62
	9958113014	R. SAVAGE CELL SERV.: 2/2-3/1		42.62
	9958113014	K. MILLER CELL SERV.: 2/2-3/1		42.62
	9958113014	405 IPAD SERV.: 2/2-3/1		40.81
	9958113014	M. HUGHES CELL SERV.: 2/2-3/1		42.62
	9958113014	423 IPAD SERV.: 2/2-3/1		40.81
	9958113014	K. VEIT CELL SERV.: 2/2-3/1		42.62
	9958113014	B. MILES CELL SERV.: 2/2-3/1		42.62
	9958113014	485 IPAD SERV.: 2/2-3/1		40.81
	9958113014	C. CANTU CELL SERV.: 2/2-3/1		42.62
	9958113014	401 IPAD SERV.: 2/2-3/1		40.81
	9958113014	411 IPAD SERV.: 2/2-3/1		40.81
Total for Check Number 1000670:				667.44
1000671	6091829	WAVE	03/29/2024	
	3/12-4/11	056639301-0008873 CONV. BOX		102.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000671:	102.75
1000672	6091942	WYATT TEGEN	03/29/2024	
	1	TUITION REIMB. WINTER TERM		1,656.00
	2	FINGER PRINT FEE		58.75
	3	EMT LICENCE		110.00
	4	EMT NAT'L LICENCE		104.00
			Total for Check Number 1000672:	1,928.75
			Total for 3/29/2024:	50,631.46
			Report Total (51 checks):	94,464.47

BANK ACCOUNT BALANCE COMPARISON

<u>January 31, 2023</u>		<u>January 31, 2024</u>	
Columbia Bank Checking	\$ 184,592.50	Columbia Bank Checking	\$ 133,844.85
Columbia Bank MM	\$ 282,923.65	Columbia Bank MM	\$ 407,754.43
Local Gov't Pool	\$ 1,592,719.81	Local Gov't Pool	\$ 3,101,239.72
Sub Total	\$ 2,060,235.96	Sub Total	\$ 3,642,839.00
<i>OPERATING BUDGET AHEAD \$1,582,603.04</i>			

<u>February 28, 2023</u>		<u>February 29, 2024</u>	
Columbia Bank Checking	\$ 186,154.30	Columbia Bank Checking	\$ 231,714.80
Columbia Bank MM	\$ 228,450.65	Columbia Bank MM	\$ 408,886.45
Local Gov't Pool	\$ 2,681,327.23	Local Gov't Pool	\$ 2,872,289.57
Sub Total	\$ 3,095,932.18	Sub Total	\$ 3,512,890.82
<i>OPERATING BUDGET AHEAD \$416,958.64</i>			

<u>March 31, 2023</u>		<u>March 31, 2024</u>	
Columbia Bank Checking	\$ 345,145.85	Columbia Bank Checking	\$ 224,693.76
Columbia Bank MM	\$ 230,830.63	Columbia Bank MM	\$ 261,496.15
Local Gov't Pool	\$ 2,369,936.95	Local Gov't Pool	\$ 2,921,951.11
Sub Total	\$ 2,945,913.43	Sub Total	\$ 3,408,141.02
<i>OPERATING BUDGET AHEAD \$462,227.59</i>			

General Ledger

Expense vs Budget with Encumbrances

User: Candace

Printed: 4/5/2024 9:44:54 AM

Period 01 - 12

Fiscal Year 2024

Account Num	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 740,524.00	\$ 464,930.77	\$ 275,593.23	37.22%
25-1-51002	EXTRA PERSONNEL	\$ -	\$ -	\$ -	0.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 28,000.00	\$ 14,269.69	\$ 13,730.31	49.04%
25-1-51004	SOCIAL SECURITY	\$ 72,000.00	\$ 44,722.09	\$ 27,277.91	37.89%
25-1-51005	GROUP HEALTH INSURANCE	\$ 206,628.00	\$ 118,733.12	\$ 87,894.88	42.54%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,000.00	\$ 12,244.19	\$ 9,755.81	44.34%
25-1-51007	PERS	\$ 267,466.00	\$ 161,926.00	\$ 105,540.00	39.46%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 79.09	\$ 1,120.91	93.41%
25-1-51009	OVERTIME	\$ 75,000.00	\$ 56,282.75	\$ 18,717.25	24.96%
25-1-51010	VOLUNTEERS	\$ 85,000.00	\$ 63,383.57	\$ 21,616.43	25.43%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 35,200.00	\$ 12,400.00	\$ 22,800.00	64.77%
25-1-51013	DIRECTORS EXPENSES	\$ 500.00	\$ -	\$ 500.00	100.00%
PAYROLL RELATED EXP		\$ 1,533,518.00	\$ 948,971.27	\$ 584,546.73	38.12%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 3,344.85	\$ 155.15	4.43%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 8,977.48	\$ (477.48)	-5.62%
25-1-61003	CONTRACT SERVICES	\$ 28,000.00	\$ 34,753.10	\$ (6,753.10)	-24.12%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 11,077.59	\$ 8,922.41	44.61%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 1,577.13	\$ 922.87	36.91%
25-1-61006	UTILITIES	\$ 42,000.00	\$ 33,823.29	\$ 8,176.71	19.47%
25-1-61007	ELECTION EXPENSES	\$ 4,500.00	\$ 7,174.39	\$ (2,674.39)	-59.43%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 25,000.00	\$ 14,661.26	\$ 10,338.74	41.35%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.25	\$ 49.75	99.50%
25-1-61011	ANNUAL AUDIT	\$ 9,500.00	\$ 8,250.00	\$ 1,250.00	13.16%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,500.00	\$ 2,452.36	\$ 1,047.64	29.93%
25-1-61013	RECRUITING EXPENSE	\$ 2,500.00	\$ 1,856.53	\$ 643.47	25.74%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 1,058.20	\$ 941.80	47.09%
25-1-61015	TRAINING EXPENSE	\$ 75,000.00	\$ 41,009.61	\$ 33,990.39	45.32%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ 2,590.00	\$ 2,410.00	48.20%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 758.73	\$ 2,741.27	78.32%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 4,102.00	\$ 2,898.00	41.40%
25-1-61019	INSURANCE	\$ 68,000.00	\$ 69,934.00	\$ (1,934.00)	-2.84%
25-1-61020	CIVIL SERVICE	\$ 5,500.00	\$ 2,630.16	\$ 2,869.84	52.18%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ 4,735.29	\$ (2,235.29)	-89.41%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 7,500.00	\$ 8,447.67	\$ (947.67)	-12.64%
25-1-61023	UNIFORM ALLOWANCE	\$ 10,000.00	\$ 7,254.85	\$ 2,745.15	27.45%
25-1-61024	FUELS AND LUBRICANTS	\$ 40,000.00	\$ 28,895.93	\$ 11,104.07	27.76%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ 358.20	\$ 291.80	44.89%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 5,085.16	\$ 1,414.84	21.77%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ 648.82	\$ 14,351.18	95.67%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ 864.00	\$ 9,136.00	91.36%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ 1,828.49	\$ 671.51	26.86%
25-1-61037	ADMINISTRATION SERVICES	\$ 35,000.00	\$ 11,890.41	\$ 23,109.59	66.03%

Account Numb	Description	Budget	End Bal	Available	% Available
25-1-61042	SAFTEY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 6,676.23	\$ (176.23)	-2.71%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 7,500.00	\$ 2,221.51	\$ 5,278.49	70.38%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ 1,667.15	\$ (1,167.15)	-233.43%
25-1-61050	DISPATCH SERVICES	\$ 94,143.00	\$ 78,452.10	\$ 15,690.90	16.67%
25-1-61055	MEDICAL MEMBERSHIPS	\$ -	\$ -	\$ -	0.00%
25-1-61056	HEALTH AND WELFARE	\$ 14,000.00	\$ 12,016.54	\$ 1,983.46	14.17%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 31,415.30	\$ 8,584.70	21.46%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ 258.52	\$ 241.48	48.30%
25-1-61063	GRANT EXPENDITURES	\$ 155,000.00	\$ 2,757.22	\$ 152,242.78	98.22%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ 15,234.25	\$ (234.25)	-1.56%
25-1-61065	SCBA MAINTENANCE	\$ 3,500.00	\$ 5,169.31	\$ (1,669.31)	-47.69%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ 23.30	\$ 1,476.70	98.45%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ 1,342.40	\$ 157.60	10.51%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 443.40	\$ 1,056.60	70.44%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 5,400.00	\$ 9,600.00	64.00%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 622.16	\$ 3,377.84	84.45%
	MATL SUPP & EXP	\$ 807,343.00	\$ 483,739.14	\$ 323,603.86	40.08%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ 4,520.00	\$ 15,480.00	77.40%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 50,000.00	\$ 27,799.36	\$ 19,378.54	38.76%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ 1,469.37	\$ 8,530.63	85.31%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 2,360.56	\$ 6,139.44	72.23%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-71015	HOSE REPLACEMENT	\$ 6,500.00	\$ -	\$ 6,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 15,000.00	\$ 2,536.10	\$ 12,463.90	83.09%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ 837.98	\$ 11,162.02	93.02%
	CAPITAL OUTLAY	\$ 127,000.00	\$ 39,523.37	\$ 84,654.53	66.66%
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	\$ 725,000.00	\$ -	\$ 725,000.00	100.00%
	UNAPPROPRIATED	\$ 725,000.00	\$ -	\$ 725,000.00	100.00%
25-1-91025	TRANSFER OUT (FUND 24)	\$ 14,000.00	\$ 14,000.00	\$ -	0.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 100,000.00	\$ 100,000.00	\$ -	0.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 45,000.00	\$ 45,000.00	\$ -	0.00%
	TRANSFER OUT	\$ 159,000.00	\$ 159,000.00	\$ -	0.00%
25-1-93001	LEASE PRINCIPAL	\$ -	\$ -	\$ -	0.00%
25-1-93002	LEASE INTEREST	\$ -	\$ -	\$ -	0.00%
	DEBT SERVICE	\$ -	\$ -	\$ -	0.00%
Expense Total		\$ 3,451,861.00	\$ 1,631,233.78	\$ 1,817,805.12	52.66%

Silverton Fire District Board of Directors Meeting Fire Chief Report

Submitted by: Bill Miles, Fire Chief

April 9, 2024

Current Projects:

- On going work with ESO tech support training to configure Assets/Inventory, hydrants, Properties, and Inspections, modules.
- Continue training on ESO Insights reporting module. Submit help ticket to ESO for assistance creating response time reports and dashboard.
- Back and forth emails with ESO Tech support regarding a bundle update required to get two of the new members to show in the incident module for call attendance.
- Fire Code research City of Silverton pre-application meeting for March 13.
- North Chief's Meeting 1st Tuesday of the Month-Woodburn FD (attended virtually due to WB IT here working on email)
- METCOM 911 Board Meeting March 19-Turner FD
- Silverton EMAC Meeting-April 9th
- Notified we will receive 2024 OSFM Wildfire Upstaff Grant
- Consult with AC Veit on AFG grant submission
- Fire Inspection walk-thru with Silverton Building Official 3-15-24 LSMC prior to opening
- Consultation with OSFM Deputy about a licensing question for an adult foster care location.

Other Activities/Topics of Interest:

- Used 20 hours vacation for March 2024.
- On going work on draft of standard of cover document, integrate station location and response time analysis maps. Research area growth projections.
- On going work with City of Woodburn IT department to change over our IT system for them to manage
- During evening of March 12 it was discovered email server had shutdown and I was unable to get to boot back up and run. I notified Woodburn IT, technician was here by mid-day Wednesday March 13, he returned on Thursday mid-day and took the server back to their shop. It was verified that the 2 controllers and 4 hard drives were functioning.
- Began process to setup new email system on Microsoft 365. Work continuing with domain provider to point DNS records for Silvertonfire.com with new system.
- Continue to coordinate with Woodburn IT to get staff setup with MS 365 accounts for email and backup Outlook PST files to be transferred to new 365 accounts. Staff email functional by March 22 and restored by March 29.
- On going budget work on 24-25 FY draft budget

Snapshot:

During the month of March:

25,278 WEBSITE VISITS for month of February
Reached 14,200 with 2,800 visits to Facebook

March 2024 Calls-83 1.2% increase over last year
March 2023 Calls-82