

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, June 13, 2023 at 7:00 P.M.
Silverton Station # 1

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. **PUBLIC HEARING REGARDING 2023-2024 BUDGET**
 - a) Open Public Hearing
 - b) Public Comment
 - c) Close Public Hearing
- V. **APPROVAL OF MINUTES OF:**
 - a) Regular Board Meeting of May 9, 2023
 - b) 2023-2024 Budget Committee Meeting of May 16, 2023
- VI. **OPEN FORUM**
- VII. **OLD BUSINESS:**
 - a) Board Policies 301-305
- VIII. **FINANCE OFFICER'S REPORT:**
 - a) Check Summary
 - b) Departmental Expense Report
 - c) Bank Account Balance Comparison
- IX. **CHIEF'S REPORT:**
 - a) Strategic Plan Update
 - b) Hiring Update
 - c) Flag Retirement Ceremony
- X. **NEW BUSINESS:**
 - a) Resolution 23-360 To Adopt the Budget for Fiscal Year 2023-2024, Impose and Categorize Taxes, and make Appropriations

**SILVERTON FIRE DISTRICT
AGENDA**

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REGULAR BOARD MEETING, June 13, 2023 at 7:00 P.M.
Silverton Station # 1**

XI. ITEMS PENDING:

a)

XII. GOOD OF THE ORDER:

XIII. ADJOURNMENT:

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. May 9, 2023
Silverton Fire District Station #1, 819 Railway Ave, Silverton, OR 97381

I. ROLL CALL:

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

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

Ryan Bielenberg, Director

IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, AC Grambusch, DC Veit, FF Miller, FF Hughes, BC Terhaar, BC Pilmore, Lt. K. Smith, Lt. Dan Brown

II. CALL MEETING TO ORDER:

President Von Flue called the meeting to order at 7:00 p.m.

III. PLEDGE OF ALLEGIANCE

President Von Flue led the group in the Pledge of Allegiance.

IV. APPROVAL OF MINUTES OF

a) Regular Board Meeting Minutes of April 11, 2023

Director Bledsoe made a motion to approve the minutes of the April 11, 2023 regular board meeting. Vice President Palmer seconded the motion. The motion carried unanimously.

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

V. OPEN FORUM:

BC Pilmore reported that the yard clean-up, headed by Captain Hulett, turned out well at Station 1 and how nice the grounds looked. Vice-President Palmer later voiced her amazement about the efficiency of the work crews and the appealing outcome. BC Pilmore stated that the Mother's Day Breakfast would be held Sunday, May 13th. BC Pilmore recognized the SFD's involvement in the Oregon Law Enforcement Memorial Service at DPSST on Tuesday May 2nd. SFD provided Ladder 408 and partnered with Stayton Fire's Ladder 80 to fly the American flag over the service. BC Pilmore thanked FFs Miller and Netter for helping during this six-hour commitment at the Department of Public Safety Standards and Training facility in Salem.

Office Administrator Cantu echoed praiseful comments and appreciation of the Volunteers for the clean-up at Station 1. Office Administrator Cantu brought attention to the coordination and hard work of the Silverton Fire District's volunteers and staff in regards to this year's academy; she felt the efforts and dedication were unprecedented.

President Von Flue commented on the hard work and commitment of the volunteers and staff during this year's academy; he felt that it was "evidence of a healthy organization", and thanked

everyone involved.

Brandon Hamilton stated that this was the first time Drakes Crossing recruits were involved in SFD's Academy; he felt it was "top notch" and extended his appreciation that Drakes Crossing and other neighboring agencies were allowed to participate. Mr. Hamilton concluded that the graduation ceremony was phenomenal.

Lt. Smith acknowledged volunteers and staff who taught a BLS Provider class to 67 local high school students over the course of four days and expressed appreciation to the instructors who assisted in the process.

VI. OLD BUSINESS:

No topics of old business announced at this meeting.

VII. FINANCE OFFICER'S REPORT:

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

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

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

VIII. CHIEF'S REPORT

a) Appreciation

Chief Miles resounded all of the positive, supportive and grateful verbiage of the previous meeting attendees regarding the Saturday clean-up headed up by Captain Hulett, how impressive it all turned out, and how proud of everyone he was.

b) Civil Service

Chief Miles reported that the next meeting will be Thursday, May 11, 2023 at 9:00am in the EOC. Chief Miles formally introduced newly appointed Chief Examiner, Keith Smith.

c) Strategic Plan

Chief Miles stated there were no updates to report.

d) Standard of Cover

Chief Miles reported that the GIS specialist recently sent mapping data and would be meeting May 18th to discuss.

e) Grant Awards

Chief Miles reported that the District received a \$35,000 Wildfire Season Staffing grant once again from OSFM. Chief Miles stated that this grant assisted with additional staffing during peak wildfire season beginning July 1st through October 31st. Chief Miles announced that the District was recently notified by OSFM that the District received funding for salary and benefits for one (1) firefighter position over the next three years. Chief Miles stated that the District would need to match 10% the 1st year, 25% the 2nd year, and 50% the 3rd year, with the intent to absorb the position into the General Fund the 4th year. The Board inquired whether DC Veit would take over the responsibility of grant writing once Assistant Chief Grambusch retired. Chief Miles responded that "grant writer" was not a requirement of the Assistant Chief position and did not fall under anyone's particular job description, but because Assistant Chief Grambusch was so skillful and successful at it, AC Grambusch naturally felt

compelled to add it to his duties. Chief Miles stated that the District would continue to pursue grant opportunities and are hopeful that AC Grambusch will be available to review and critique grant submittals on behalf of the District.

IX. NEW BUSINESS:

a) Board Policies 301-305

President Von Flue recommended that the Board table Policies 302 and 304 due to recent legislation changes, allowing Chief Miles to research language addressing spending authority. President Von Flue inquired about the approval process for authorizing staff as additional signers under Policy 305: Internal Financial Controls. Chief Miles responded that the Board had approved signing authority for the Fire Chief and Assistant Chief. President Von Flue stated that the Board had 30 days to review the policies and requested that the Board submit suggestions or changes to Office Administrator Cantu or Chief Miles.

b) Resolution 23-359

After consultation with the District's auditor, Chief Miles was presenting a Resolution to expand the intended use of Fund 31: Personnel Expense Reserve account, in order to manage the OSFM grant expenditures in an efficient manner for tracking purposes.

Vice President Palmer made a motion to approve the Resolution 23-359 adding additional purpose to Personnel Expense Reserve Fund 31. Director Bledsoe seconded the motion. The motion passed unanimously.

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

c) Position Job Description

Chief Miles requested a position title change for the Recruitment Retention Coordinator. Chief Miles stated that after contemplation, changing the title to Lt. Training and Volunteer Coordinator could make the position more marketable. Chief Miles explained that when the position was opened previously, only four applicants applied and after discussion felt that a title change would appeal more to potential candidates. Chief Miles clarified that the job description itself did not change, just the title. Chief Miles explained that once the Board approves the title change, the update would then be submitted to the Civil Service Examiner for review who would then present it to the Civil Service Commission. The Board approved the title change for the position as presented.

XII. ADJOURNMENT:

Prior to Adjournment, President Von Flue reminded everyone that the Budget Meeting would be next Tuesday, May 16th at 7:00pm. Office Administrator Cantu would clarify the number of Budget Committee members needed to satisfy a quorum and report back to the Board via email.

With no further business to come before the Board, the meeting was adjourned at 7:38 p.m.

Approved this _____ day of _____, 2023.

President

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SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND/OR CORRECTION

BUDGET COMMITTEE MEETING: May 16, 2023 at 7:00P.M.

Silverton Station 1

I. ROLL CALL

Les Von Flue, President
Stacy Palmer, Vice President
Robert Mengucci, Secretary-Treasurer (*Zoom*)
Ryan Bielenberg, Director
Dixon Bledsoe, Director (*Not present*)

Greta Ossman, Committee Member (*Zoom*)
Jon Debo, Committee Member
Gordy Jensen, Committee Member
Fred Bridgehouse, Committee Member (*Zoom*)
Nick Robinson, Committee Member (*Not present*)

IN ATTENDANCE

Budget Officer Miles, Office Administrator Cantu, AC Grambusch, BC Terhaar

II. CALL MEETING TO ORDER

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

III. INTRODUCTIONS

The meeting was held in person as well as Zoom, introductions were made by each individual present for the budget meeting.

IV. BUDGET COMMITTEE CHAIR ELECTIONS

President Von Flue opened nominations for Committee Chairman. Committee Member Debo nominated Committee Member Jensen for Chairman. Vice President Palmer seconded the nomination. With no other nominations for Chairman, Committee Member Bridgehouse made a motion to close the nominations. Committee Member Debo seconded the motion. The motion to elect Gordy Jensen as Budget Committee Chairman passed 7 Aye, 1 Nay.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary Treasurer Mengucci: Aye, Director Bielenberg: Aye, Budget Committee Chair Jensen: Nay, Budget Committee Member Ossman: Aye, Budget Committee Member Debo: Aye, Budget Committee Member Bridgehouse: Aye)

V. GOALS FOR 2023-2024 BUDGET

Chairman Jensen allowed Chief Miles to provide a brief statement regarding the budget with the committee. With no questions or additional discussion from the committee, Chairman Jensen preceded with the individual fund reviews.

VI. FUNDS REVIEW

Chairman Jensen turned the budget meeting over to Budget Officer Miles who summarized the purpose of each fund.

Fund 22 - Debt Service

Budget Officer Miles explained that the fund is used to repay the District’s bond liability. The fund is used to issue payments for the 2015 Bond that was passed on May 19, 2015. No questions were brought forth by the Budget Committee.

Proposed Revenue	\$424,748
Bond Principal Expense	\$305,000
Bond Interest Expense	\$51,807
<u>Unappropriated Ending Fund Balance</u>	<u>\$67,941</u>
Fund 22 Total	\$424,748

Fund 24 - Volunteer Incentive Plan

Budget Officer Miles explained that this fund was established for the purpose of providing the volunteer members of the District an incentive benefit to recognize activity and years of service. The money for Fund 24 is transferred from Fund 25. Chief Miles answered minimal questions asked by the Budget Committee.

Proposed Revenue	\$14,000
<u>Payroll Related Expenses</u>	<u>\$14,000</u>
Fund 24 Total	\$14,000

Fund 25 – General Fund

Budget Officer Miles reviewed the information presented in General Fund 25 with the Budget Committee members. Chief Miles answered various questions asked by the Budget Committee.

Proposed Revenue	\$3,451,861
Payroll Related Expenses	\$1,533,518
Material Supplies & Expenses	\$807,343
Capital Outlay	\$127,000
Contingencies	\$100,000
Transfer Out (Fund 24)	\$14,000
Transfer Out (Fund 29)	\$100,000
Transfer Out (Fund 31)	\$45,000
<u>Unappropriated Ending Fund Balance</u>	<u>\$725,000</u>
Fund 25 Total	\$3,451,861

Fund 29 - Reserve Fund

Budget Officer Miles reviewed the information presented in Fund 29, the Reserve Fund, with the Budget Committee members. Chief Miles answered various questions asked by the Budget Committee.

Beginning Balance	\$728,600
Transfer in Revenue Fund 25	\$100,000
Building Expense	\$64,000
Equipment Expense	\$47,000
<u>Apparatus Expense</u>	<u>\$85,000</u>
Reserved for Future Expenditure	\$632,600

Fund 30 – Capital Projects

Budget Officer Miles reviewed the information presented in Fund 30, the Capital Projects Fund, with the Budget Committee members. Chief Miles answered minimal questions asked by the Budget Committee.

Proposed Revenue	\$45,926
<u>Capital Outlay Expense</u>	<u>\$45,926</u>
Fund 30 Total	\$0

Fund 31 – Personnel Expense Reserve

Budget Officer Miles reviewed the information presented in Fund 31, the Personnel Expense Reserve Fund, with the Budget Committee members. Chief Miles answered minimal questions asked by the Budget Committee.

Beginning Balance	\$252,062
Proposed Revenue	\$413,089
<u>Payroll Related Expenses</u>	<u>\$165,539</u>
Reserved for Future Expenditure	\$499,612

VII COMMITTEE TOTAL BUDGET VOTE

Chairman Jensen called for a motion to approve the 2023-2024 fiscal year budget as presented, Funds 22, 24, 25, 29, 30, 31 and the property taxes it contains at the rate of \$1.0397 per \$1,000 of value for operating purposes and in the amount of \$372,863 for general obligation bond debt service. Committee Member Debo made the motion. Vice President Palmer seconded. The motion passed unanimously. (President Von Flue: Aye, Vice President Palmer: Aye, Secretary Treasurer Mengucci: Aye, Director Bielenberg: Aye, Budget Committee Chair Jensen: Aye, Budget Committee Member Ossman: Aye, Budget Committee Member Debo: Aye, Budget Committee Member Bridgehouse: Aye)

VIII ADJOURNMENT

With no further business to come before the committee, President Von Flue closed the meeting at 7:35 p.m. on May 16, 2023.

Approved this _____ day of _____, 2023.

President

Minutes recorded and prepared by Candace Cantu

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POLICY 301: FIXED ASSETS & INVENTORY CONTROL

Originated: December 11, 1984

Revised: November 14, 2017

Reviewed: November 10, 2020

PURPOSE

The purpose of the fixed asset and inventory control policy is to provide control and accountability over property owned by the Fire District if said property meets or exceeds the monetary and/or useful life threshold.

PROPERTY MONETARY AND USEFUL LIFE

All items, either owned by the District, or loaned or furnished to the District, having an individual unit value of \$5000.00 or more and/or a useful life of 10 years or more are to be covered by this policy as Fixed Assets. Such assets shall be categorized as indicated below:

TEN (10) YEARS: Staff Vehicles, Misc. Equipment

TWENTY FIVE (25) YEARS: Brush, Rescue, Engine

THIRTY (30) YEARS: Ladder, Tenders

FIFTY (50) YEARS: All stations and buildings

Other items which have a useful life of 10 years or more and have an individual unit value of less than \$5000.00 may be grouped by like item, and the group may be accounted for as inventory.

PROPERTY IDENTIFICATION

A District identification number shall be assigned and if possible, affixed or engraved, to each item. If an item or group of items cannot be effectively tagged, because of size, material, incompatibility, etc., then a number shall be assigned to those items without affixing an identification tag or engraving.

When a property item or group of items is received by the District, before the item(s) is placed in service, the following will occur: proper identification number shall be assigned, the item(s) tagged or engraved, the item(s) recorded by location, classification, description, acquisition cost, replacement cost and date. This information will be known as the Fixed Asset and Inventory Control. The item(s) will then be entered into the fixed asset and inventory control and placed into service.

PROPERTY ACCOUNTABILITY

Accountability shall be maintained by records kept by the Fire Chief or his/her designee. The records shall be verified at least once each budget year by physical inventory of all property in the District's possession. This inventory shall be completed by June 30th of each year. Each year the Fire Chief shall report the status of the District fixed assets to the Board of Directors in writing during the report of the

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annual independent audit. This report shall include all new additions, any deletions and any missing items.

If any items are found to be missing during the yearly inventory, the Fire Chief shall be notified of the loss in writing and shall undertake appropriate action to determine the location or disposition of the item.

If any item of property is disposed of, the Fire Chief shall be notified and provide the following information for the inventory accounting system:

- Disposition of the property and reason,
- Date disposed of
- Dollar amount of revenue from the disposal action.

If any property items are located which are not tagged or properly inventoried, these items shall be tagged immediately and the appropriate entries made in the fixed asset program.

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POLICY 302: PURCHASING

Originated: December 15, 1987
Revised: November 11, 2003
Reviewed: November 10, 2020

PURPOSE

In order for the District to continue to provide a high level of service to our taxpayers, it is imperative that we continually strive for lower costs in every area of our operation.

Purchasing is an important activity where it is mandatory that the responsibility for buying materials and services be assigned to staff skilled in negotiating, cost reduction and other purchasing techniques.

SCOPE

This policy applies to all purchase and purchase-related documents prepared or processed within the District.

RESPONSIBILITIES

The Fire Chief has the responsibility for the procurement of all goods and services, the processing and sale of goods and services, and to either provide the services for such procurement and processing or give functional directions to others delegated the authority to perform such services.

Only those persons delegated by the Chief are authorized to commit the District for materials, equipment, supplies and services.

Purchasing personnel are to seek to obtain and purchase all goods at the lowest possible total end-use cost, considering the guidelines of prices, service, quality and delivery.

BIDS/REQUEST FOR PROPOSAL (RFP)

The District reserves the right to reject any and all bids/RFP, waive informalities and to contract as the best interests of the District may require. In all cases State purchasing Law must be followed.

When requesting bids/RFP, a minimum of three suppliers is acceptable, providing the purchaser is familiar with the market and prices of the material in question. In the case of proprietary items, more than one price is often not possible and should be so noted.

APPROVAL REQUIREMENTS

At the request of the Board of Directors of the District, all designated purchasing personnel shall obtain Board approval prior to committing the District to Capital Outlay purchases in excess of \$2,500. In situations where Board action is not possible at a regular session, the purchaser shall poll as many of the Board as is possible for permission to make the purchase, and so note this action at the next regular Board session. The Fire Chief is authorized to make all purchases as approved in the budget.

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POLICY 303: REIMBURSEMENT FOR DISTRICT SERVICES

Originated: June 14, 1988
Revised: November 11, 2003
Reviewed: November 10, 2020

PURPOSE

In order for the District to request cost recovery for services rendered under ORS 478.310.

SCOPE

The Silverton Fire District may be requested to provide firefighting or other public safety services outside the limits of the District, or within an area of the District where no taxes or assessments are levied by the District. These services may include, but are not limited to, the following:

- Incidents involving an aircraft crash;
- Incidents on roadways, waterways or railroad right-of-ways against which no taxes or assessments for fire protection are levied by the District;
- Incidents in areas of close proximity to the District for which no service is provided by any other fire protection district.

Costs incurred in providing such services may be recovered from the responsible party in accordance with applicable State laws (ORS 478.310).

The "Responsible Party" is the person(s), party or property receiving the direct fire or safety services as a result of the incident.

The District, when responding apparatus, equipment and/or Staff pursuant to paragraph I of this policy, shall be paid the reasonable charge for the service, including repairs and depreciation, as well as the hourly equipment and Staff charge used in accordance with a State Fire Service Mobilization Plan.

COST RECOVERY AND RELATED CHARGES

Cost Recovery for service may be waived if the responsible party is, at the time of the incident, a resident of the District, or owner of taxable real property within the District that is currently being taxed.

Charges assessed pursuant to paragraph I shall be separate of any charges for services provided by any ambulance service involved in the same incident.

No charges shall be submitted for Mutual Aid or Automatic Aid provided to another District, City or Fire Department, or to the Oregon Department of Forestry, pursuant to the agreements where the District has agreed not to make charges for such services, or where the District has agreed cost recovery to another or different charge for such services.

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RELATED INFORMATION

The District shall make every possible attempt to gather pertinent information regarding each incident for timely cost recovery purposes. All information shall be considered confidential under Policy # 104.

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POLICY 304: PUBLIC CONTRACTING

Originated: July 12, 2005

Revised:

Reviewed: November 10, 2020

PURPOSE

It is the policy of the Silverton Fire District in adopting the Public Contracting Regulations to utilize public contracting practices and methods that maximize the efficient use of public resources and the purchasing power of public funds by promoting impartial and open competition. The District will use clear and complete solicitation methods denoting contract specifications and requirements. These practices and methods will be in full compliance of the contracting authorities described in ORS Chapters 279A, 2798, and 279C.

DEFINITIONS

Formal competitive selection procedure; procedures for public contracting as required by ORS 2798.050(1) (competitive sealed bids or competitive sealed proposals for goods and services), or ORS 279C.335(1) (competitive bids for public improvements) or, for personal service contracts, the same formal procedures required for the selection of goods and services pursuant to ORS 2798.060 (competitive sealed proposals).

Formal competitive selections process; the process of using formal competitive selection procedures for the procurement of goods and services or for public improvements contracts.

Personal service contracts; include contracts for services that require specialized technical, artistic, creative, professional or communication skills or talent, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the service depends on attributes that are unique to the service provider, other than contracts for an architect, engineer, land surveyor or provider of related services as defined in ORS 279C.100.

LOCAL CONTRACT REVIEW BOARD

The Silverton Fire District Board of Directors are designated as the Local Contract Review Board under the Oregon Public Contracting Code. The Local Contract Review Board may delegate its powers and responsibilities consistent with the Oregon Public Contracting Code, the Model Rules, and through Resolution.

CONTRACTING AGENCY

The Fire Chief or his/her designee is designated as the Board of Director's "Contracting Agency" for purposes of contracting powers and duties assigned to the Silverton Fire District.

MODEL RULES

Except as modified herein, or by subsequent resolution, the Model Rules, Divisions 46, 47, 48 and 49, adopted by the Attorney General under ORS 279A, 2798, and 279C, as they now exist, and as they may

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be amended in the future, are hereby adopted as the Silverton Fire Districts public contracting rules. Words and phrases used by these rules that are defined in ORS sub-chapters 279A, 2798, and 279C and in the Model Rules, has the same meaning as defined in ORS sub-chapters 279A, 2798, and 279C and the Model Rules.

PUBLIC CONTRACTING AUTHORITY

The Fire Chief or his/her designee has the contracting authority and responsibilities as follows:

The Fire Chief or his/her designee is authorized to:

- Enter into agency contracts not to exceed \$25,000 without additional authorization of the Local Contract Review Board. Contracts exceeding \$25,000 for public improvements identified and that has been approved by the Board through the budgetary process, will be deemed to be approved by the Local Contract Review Board.
- Recommend that the Local Contract Review Board approve or disapprove contract awards in excess of \$25,000 or to change orders or amendments to contracts of more than \$25,000.
- Adopt forms, computer software, procedures, and administrative policies for all purchases consistent with this policy.

All contracting will conform to approved purchasing procedures adopted by the Board of Director's / Local Contract Review Board.

The Fire District will plan purchase requirements sufficiently in advance so that orders that apply can be placed in economical quantities.

The Fire Chief or his/her designee will process requisition forms and negotiate purchases on the most favorable terms in accordance with adopted resolutions, state laws (including the Oregon Public Contracting Code), policies and procedures.

FORMAL COMPETITIVE SELECTION PROCEDURES-EXEMPTIONS

All public contracts will be based upon formal competitive selection requirements of ORS 2798/050(1) or ORS 279C.335(1), except as expressly provided in this subsection, or by subsequent resolution. The following classes of public contracts are hereby exempted from the formal competitive selection or requirements of ORS 2798.050(1) and ORS 279C.335(1):

- Any contract exempted by the State of Oregon Public Contracting Code or Model Rules,
- Any contract expressly exempted from formal competitive selection procedures adopted by ordinance or resolution of the Local Contract Review Board pursuant to ORS 279B.085,
- Purchases through federal programs pursuant to ORS 279A.180,
- In the event of an emergency involving an immediate hazard to the public health, safety or welfare, the Fire Chief or his/her designee may secure necessary goods and/or services without a

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formal competitive selection process, provided that the Local Contract Review Board, at a regularly scheduled meeting within 30 days of the procurement, is furnished with a full report of the circumstances and costs of the materials and/or services secured;

- Contracts for goods or services, or a class of goods or services which are available from only one source. To the extent reasonably practical, the Fire Chief or his/her designee with the sole source to obtain contract terms advantageous to the Fire District. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source which exceeds \$5,000, but do not exceed \$25,000, must be approved by the Fire Chief or his/her designee. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source, which exceeds \$25,000 must be approved by the Local Contract Review Board. The determination of a sole source must be based on written findings that may include:
 - That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
 - That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
 - That the goods or services are for use in a pilot or experimental project;
 - Other findings that support the conclusion that the goods or services are available from only one source,
 - Sole source contracts for goods or services, or classes of goods or services, which are available from only one source which exceeds \$5,000, but do not exceed \$25,000, must be approved by the Fire Chief or his/her designee. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source which exceeds \$25,000 must be approved by the Local Contract Review Board.
- Contracts for products, services or supplies if the value of the contract does not exceed \$5,000. Any procurement of goods or services not exceeding \$5,000 per item may be awarded in any manner deemed practical or convenient by the Fire Chief or his/her designee, including by direct selection or award. A contract awarded under this section may be amended to exceed \$5,000 only upon approval of the Board and in no case may exceed \$6,000. A procurement may not be artificially divided or fragmented so as to constitute a small procurement under this selection;
- Contracts of the purchase of copyrighted materials where there is only one supplier available within a reasonable purchase area for such goods,
- Contracts for the purchase of advertising, including that intended for the purpose of giving public or legal notice.
- Contracts for the procurement of banking services,
- Contracts for the purchase of services, equipment or supplies for maintenance, repair or conversion of existing equipment if required for efficient utilization of such equipment,

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- Contracts for the purpose of investment of public funds for the borrowing of funds,
- Contracts for the purchase of goods or services, where the rate or price for the goods or services being purchased is established by federal, state or local regulating authority,
- Contracts that do not to exceed \$25,000 for the purchase of goods, materials, supplies and services. For contracts for the purchase of goods, materials, supplies and services that are more than \$5,000, but that does not exceed \$25,000, a minimum of three competitive written quotes will be obtained. The Fire Chief or his/her designee will keep a written record of the source and amount of quotes received. If three quotes are not available, a lesser number will suffice, provided that a written record is made of the effort to obtain the quotes.
- Contracts not to exceed \$25,000 for public improvements, including contracts for services of architects, engineers, land surveyors and related services, if the following conditions are met:
 - The contract is for a single project and is not a component of or related to any other project;
 - When the amount of the public improvement contract is more than \$5,000, but does not exceed \$25,000, a minimum of three competitive written quotes will be obtained. The Fire Chief or his/her designee will keep a written record of the source and amount of quotes received. If three quotes are not available, a lesser number will suffice, provided that a written record is made of the effort to obtain the quotes;
 - The Fire Chief or his/her designee will award the contract to the prospective contractor whose quote will best serve the interests of the Agency, taking into account price and other applicable factors, such as experience, specific expertise, availability, project understanding, contractor capacity and contractor responsibility. If the contract is not awarded on basis of lowest price, the Fire Chief or his/her designee will make a written finding of the basis for the award.

EXCEPTIONS FOR CONTRACTS PROVIDED BY STATUTE

The following types of contracts are not required to be competitively bid under ORS 279A.025:

- Contracts for purchase of real estate (ORS 273 and 276),
- Contracts made with other contracting agencies or federal government (ORS 279A.200-279A.225 and OAR 137.046.0400),
- Contracts made with qualified nonprofit agencies providing employment opportunities to the disabled,
- Grants,
- Contracts between Fire Districts/Departments for fire protection equipment if the following requirements are met:
 - Recipient make a written request for the equipment,
 - Equipment is surplus,

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- Total fair market value received does not exceed \$50,000 per year,
- Transfer holds a public hearing, with 14 days written notice published in a newspaper of general circulation,
- Transfer is in writing in the public interest.
- Contracts between \$5,000 and \$75,000 for a single project if the results would be a cost savings to the District (OAR 125-301-0012).

NOTICE OF PUBLIC CONTRACTS

Notice of public improvement contracts or contracts for the purchase of goods or services with cost of more than \$25,000 will be published in a general local publication and may be published electronically where the Fire Chief or his/her designee finds that such publication is likely to be cost effective as provided in ORS 279C.360

DISPOSAL OF SURPLUS PROPERTY

The Fire Chief or his/her designee will have the authority to dispose of surplus property owned by the Fire District by any means determined to be in the best interests of the Agency, including but not limited to, transfer to other departments, government agencies, nonprofit organizations, sale, trade, auction, or destruction, provided however, that disposal of personal property having residual value of more than \$5,000 will be subject to authorization by the Local Contract Review Board.

PERSONAL SERVICE CONTRACTS

Personal service contracts will be used to retain the services of independent contractors (other than contracts for an architect, engineer, land surveyor or provider of related services as defined in ORS 279C.100). Nothing in this section will apply to the employment of regular Agency employees.

PROCEDURES FOR PERSONAL SERVICES CONTRACTS

Personal service contracts are subject to the rules established by this section:

- Unless otherwise approved by the Fire Chief or his/her designee, all personal service contracts will require the contractor to defend, indemnify, and hold harmless the Fire District, its officers, agents and employees against and from any and all claims or demands for damages of any kind arising out of or connected in any way with the contractor's performance there under and will include a waiver of contractors' right to ORS 30.285 and ORS 30.287 indemnification and defense.
- Unless otherwise approved by the Fire Chief or his/her designee, personal service contracts will contain a provision requiring the person or entity providing the service to obtain and maintain liability insurance coverage in at least the amount of the Fire Districts tort liability limits, naming the Fire District as an additional named insured, during the life of the contract.

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- All personal service contracts will contain all contract provisions mandated by state law. These provisions may be incorporated in the personal service contract by reference unless otherwise provided by law.
- The formal competitive selection procedures described in this section may be waived by the Fire Chief or his/her designee when an emergency exists that could not have been reasonably foreseen and requires prompt execution of a contract to remedy the situation that there is not sufficient time to permit utilization of the formal competitive selection procedures
- Personal service contract proposals may be modified or withdrawn at any time prior to the conclusion of discussions with an offeror.
- For personal service contracts that are anticipated to cost \$5,000 or less, such contracts must be memorialized by a formal purchase order.
- For personal service contracts that are anticipated to exceed \$5,000, but not exceed \$25,000, at least three competitive written quotes from prospective contractors who will appear to have at least minimum qualifications for the proposed assignment, will be solicited. Each solicited contractor will be notified in reasonable detail of the proposed assignment. Any or all interested prospective contractors may be interviewed for the assignment by the Fire Chief or his/her designee or by an interview committee.
- For personal service contracts that are anticipated to cost in excess of \$25,000, the Fire Chief or his/her designee will make the following determinations:
 - That the services to be acquired are personal services;
 - That a reasonable inquiry has been conducted as to the availability of Fire District personnel and resources to perform the services required under the proposed contract.
 - All personal service contracts exceeding \$25,000 will be based upon formal competitive selection procedures, except as expressly provide in this subsection, or by subsequent resolution. For personal service contracts that are anticipated to cost in excess of \$25,000 per year, the Fire Chief or his/her designee will follow the formal competitive selection procedures for formal competitive sealed proposals as found in the Model Rules, OAR 1377-047- 0260.

PERSONAL SERVICES CONTRACTS, EXEMPTIONS FROM FORMAL COMPETITIVE SELECTION PROCEDURES

Contracts for personal services are exempt from formal competitive selection procedures if any of the following conditions exist:

- The contract amount is anticipated to be \$25,000 or less.
- Contract amendments, which in the aggregate change the original contract price or alters the work to be performed, may be made with the contractor if such change or alternation is less than twenty-five percent (25%) of the initial contract, and are subject to the following conditions:
- The original contract imposes binding obligation on the parties covering the terms and conditions regarding changes in the work; or

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- The amended contract does not substantially alter the scope or nature of the project.
- The Fire Chief or his/her designee finds that there is only one person or entity within a reasonable area that can provide services of the type and quality required.
- The contract for service is subject to selection procedures established by the State or Federal Government.
- The contract is for non-routing or non-repetitive type legal services provided by attorneys outside of the normal Agency legal representation.

PERSONAL SERVICES CONTRACTS-SCREENING CRITERIA

The following criteria will be considered in the evaluation and selection of a personal service contractor for personal service contracts:

- Specialized experience in the type of work to be performed.
- Capacity and capability to perform the work, including any specialized services within the time limitations for the work.
- Educational and professional records, including past records of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, ability to meet schedules, and contract administration, where applicable.
- Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of designing or techniques peculiar to it, where applicable.
- Cost of the services.
- Any other factors relevantly to the particular contract.

PERSONAL SERVICES CONTRACTS-SELECTION PROCESS

The following rules will be followed in selecting a contractor for personal services:

- Personal service contracts less than \$5,000 may be awarded in any manner deemed practical including by direct selection or award by the Fire Chief or his/her designee. A personal service contract awarded under this section may be amended to exceed \$5,000 only upon approval of the Fire Chief or his/her designee and in no case may exceed \$6,000. A personal service contract may not be artificially divided or fragmented
- For personal service contracts that exceed \$5,000, but do not exceed \$25,000, the Fire Chief or his/her designee will award the contract to the offeror whose quote or proposal will best serve the interest of the Fire District, taking into account the relevant criteria found in this resolution. The Fire Chief or his/her designee will make written findings justifying the basis for the award.

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- For personal service contracts that will cost \$25,000 or more, the Fire Chief or his/her designee will award the contract based upon the formal competitive selection processes found in the Model Rules. The Fire Chief or his/her designee will make written findings justifying the basis of the award.
- The Fire Chief or his/her designee conducting the selection of a personal service contract will negotiate a contract with the best-qualified offeror for the required services at a compensation determined in writing to be fair and reasonable.

DECLARATION OF EMERGENCY

This resolution being necessary for the immediate preservation of the public peace, health and safety for the reason that the Oregon Public Contracting code is effective on March 1, 2005, and this resolution is needed to implement its provisions, an emergency is declared to exist and this resolution will take effect immediately upon passage and approval of the Board of Directors.

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POLICY 305: INTERNAL FINANCIAL CONTROLS

Originated: February 12, 2008

Revised:

Reviewed: November 10, 2020

PURPOSE

Internal Financial Controls are absolutely necessary for maintaining a secure and reliable accounting system. Internal Financial Controls, when strictly followed, can protect the financial integrity of the District records and protect against mismanagement of District funds.

AUTHORIZATION

Each of the five (5) members of the Board of Directors shall be authorized signers to allocate District funds. The Board of Directors shall also elect by positive vote exempt District staff employee(s) as an authorized signer(s) to allocate District funds. The District will not at any time allow any District employee who prepares District funds for disbursement to be an authorized signer of funds.

MULTIPLE SIGNATURES

A minimum of two authorized signatures will be required to sign all District checks. The common practice for signing District checks shall be one Board member and one staff employee. Upon rare occasions it may be necessary for authorized staff signers to distribute District funds without a Directors signature for timely payment of invoices. If this takes place a Director will be notified as soon as possible. In the event of rare occasions, if staff signers are unavailable, two Directors may authorize the Distribution of District funds.

DIRECT DEPOSIT

Direct Deposit is the District's preferred method for issuing payroll payments to members. Direct deposit of paychecks via electronic transmittal is available through the District's financial processing system. It is the intent of the District to make direct deposit of paychecks available to members as an added convenience. All payroll payments must have dual approval control and requires an authorized signer to release a transaction via the online banking portal. The Office Administrator will upload Payroll (PR) direct deposit information into the District's online banking system. The Fire Chief or authorized signer will review and release the ACH transaction for processing. All precautions must be taken to ensure proper management of District funds and audit security controls.

VERIFICATION OF RECEIPTS

No invoices shall be paid without written proof that the goods or services stated on the invoice have been received by the District. If no written proof exists, the District shall request written proof from the issuer of the invoice.

ACCOUNTS PAYABLE (AP)

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The District ~~office manager~~Administrative Assistant will manage and maintain accounts payable (AP) to take advantage of any discounts available and pay them in a timely manner. The AP will be reviewed by at least one exempt District staff employee and one Director. All precautions must be taken to ensure proper management of District funds and audit security controls.

DEPOSITS

All deposits of funds should be reviewed by an employee other than the depositor of funds to ensure that funds are placed in the proper District accounts.

PETTY CASH/CASH TRANSACTIONS

During office hours, petty cash funds will be kept in the District safe until needed. It will be monitored always while in use and will not be left unattended. Petty cash funds require full documentation including the purpose of the expenditure and who was present during the transaction. All cash transactions, if possible, should always involve more than one individual to ensure that cash is properly recorded and deposited.

CHECK STOCK

All general, payroll and other checks will be locked in the District safe. This includes both signed and un-signed checks. Checks or cash will be secure at all times.

BANK STATEMENT

Bank Statements received will be reviewed by least one exempt District staff employee before reconciliation of accounts by the District ~~Office Manager~~Office Administrator.

REVIEW OF FUNDS AND EXPENDITURES

The District Board of Directors shall at a minimum, at the regular monthly meeting, review the Districts funds and expenditures.

Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 6/9/2023 11:32 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000046	6091909 A35720	BEST POTS, INC. ST 8 SEPTIC SERVICE	05/08/2023	330.00
Total for Check Number 1000046:				330.00
1000047	6091912 SFD 23-04	BRASS ROOTS TRAINING SOLUTIONS TRAINING: APRIL 2023	05/08/2023	1,500.00
Total for Check Number 1000047:				1,500.00
1000048	010172 CP-00450501 CP-00450501 CP-00450501 CP-00450501 CP-00450501 CP-00450501	CARSON OIL COMPANY FUEL FOR S423 FUEL FOR D411 FUEL FOR C401 FUEL FOR C401 FUEL FOR 421 FUEL FOR C482	05/08/2023	90.16 97.09 49.05 46.71 90.48 92.67
Total for Check Number 1000048:				466.16
1000049	010325 162602	CASCADE FIRE AND SAFETY LABELS FOR PRE-CONNECTS E415 & SPAR	05/08/2023	173.68
Total for Check Number 1000049:				173.68
1000050	096412 00167	CITY OF SCOTTS MILLS WATER USAGE AT STAT. 8	05/08/2023	178.51
Total for Check Number 1000050:				178.51
1000051	096998 5.05070.0 5.05071.0	CITY OF SILVERTON WATER USAGE AT STAT. 1 WATER USAGE STAT. 1 MAINT BAY	05/08/2023	329.12 54.74
Total for Check Number 1000051:				383.86
1000052	6091905 43777	CORPORATE SECURITY SERVICES INC TYLER BISHOP PRE-EMPLOY BACKGRND	05/08/2023	63.50
Total for Check Number 1000052:				63.50
1000053	015880 L0044592185	DEPT. OF MOTOR VEHICLES ACCT 72818	05/08/2023	6.00
Total for Check Number 1000053:				6.00
1000054	033975 9685288301 9685288301 9685335235	GRAINGER 9V BATTERIES FOR SMOKE DETECTORS BATTERIES FOR RIG EQUIP RESTROOM SUPPLIES	05/08/2023	55.68 66.22 63.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000054:	185.70
1000055	097300	HI-SCHOOL	05/08/2023	
	12777	HVAC FILTERS		81.95
	13653	HRDWR WOMEN'S RR FRONT OFC		6.36
	16410	HEDGE TRIMMER RENTAL		30.00
	208707	CAP FOR WATER VACUUM DRAIN L408		2.39
	264	DRAIN PLUG FOR L408 VACUUM		7.78
	557739	SMOKE DETECTOR BATTERIES		44.95
	8822	BURN TO LEARN SUPPLIES		17.18
	996490	LAUNDRY DETERGENT		17.98
			Total for Check Number 1000055:	208.59
1000056	6091861	OREGON COMMERCIAL TIRE	05/08/2023	
	32877	REPL TPMS SENSORS D411		180.00
	32878	NEW TIRES (6) B497		1,779.00
			Total for Check Number 1000056:	1,959.00
1000057	092090	REPUBLIC SERVICES #456	05/08/2023	
	0456-003456088	STAT. 1 GARBAGE SERV. APRIL 2023		182.25
	0456-003456614	STAT. 8 GARBAGE SERV. APRIL 2023		43.22
			Total for Check Number 1000057:	225.47
1000058	094000	ROTH'S FRESH MARKETS	05/08/2023	
	7856-28	FOOD FOR CPR CLASS (SHS)		26.52
			Total for Check Number 1000058:	26.52
1000059	200118	TARGETSOLUTIONS LEARNING, LLC	05/08/2023	
	70940	TS PREMIER 79 MEMBERS @ 93.45 EA		7,382.55
	70940	TS MAINT. FEE		395.00
	70940	TS PLATFORM		102.90
			Total for Check Number 1000059:	7,880.45
1000060	109000	VALLEY FIRE CONTROL, INC	05/08/2023	
	107307	EXTINGUISHER TESTING & MAINT		2,407.25
			Total for Check Number 1000060:	2,407.25
1000061	034015	ZIPLY FIBER	05/08/2023	
	4/25-5/24 RL	503-001-0586-110204-5		27.30
	4/25-5/24 ST1	503-873-2805-070997-5		197.57
	4/25-5/24 ST3	503-873-3190-062193-5		66.28
	4/25-5/24 ST8	503-873-6215-090168-5		90.10
	4/25-5/24 ST9	503-873-5645-012395-5		66.28
	4/25-5/24 STA2	503-873-5097-071291-5		73.45
			Total for Check Number 1000061:	520.98
			Total for 5/8/2023:	16,515.67

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000062	007150 84947141 84947142	BOUND TREE MEDICAL, LLC ALS & BLS SUPPLIES, GLOVES ANTIMICROBIAL HAND WIPES	05/16/2023	252.97 20.21
Total for Check Number 1000062:				273.18
1000063	033985 2023 OFCA CONF	EDWARD GRAMBUSCH 268 MI @ .655/MI	05/16/2023	175.54
Total for Check Number 1000063:				175.54
1000064	010185 2503 2503 2675 2675 2675 3400 4845 4845 4845 6906 6906 6906 7480 7480 8105 8105 8105 9817	ELAN FINANCIAL SERVICES ZOOM SUBSCR EMT RECERTS OHA PSWD PROTECT WHEN TO WORK APP CALLCENTRIC EMT RENEWAL OHA - K. TOLMACHOFF AIR SAMPLE (ANNA'S) SHIPPG POSI CK SHIPPG MOTOR PULLY FOR AIR COMP ST 3 WILCO - TRAINING SUPPLIES WITHER'S LUMBER - TRAINING SUPPLIES SEWING KIT HOSE MAINT EMT RECERT - K. MILLER QTRLY 941 POSTAGE COFFEE, CREAMER ST 1 ZOOM SUBSCR EMT RENEWAL OHA - M. HUGHES	05/16/2023	15.99 550.00 60.00 360.00 59.80 55.00 21.60 102.64 34.95 133.84 28.50 5.99 83.63 55.00 8.13 223.31 15.99 55.00
Total for Check Number 1000064:				1,869.37
1000065	098725 66192	LOCAL GOVERNMENT LAW GROUP P APRIL LEGAL SERVICES RENDERED	05/16/2023	182.00
Total for Check Number 1000065:				182.00
1000066	072925 FY202223-1234	METCOM 9-1-1 DISPATCH SERV. FEE FOR JUNE 2023	05/16/2023	7,581.30
Total for Check Number 1000066:				7,581.30
1000067	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 4/7 - 5/5/23	05/16/2023	476.56
Total for Check Number 1000067:				476.56
1000068	6091868 41992	OREGON SEWER & DRAIN APRIL 2023 PORTABLE UNIT SERVICE	05/16/2023	28.00
Total for Check Number 1000068:				28.00
1000069	065870 0238442-IN	PETRO CARD BULK FUEL ST. 1	05/16/2023	574.39
Total for Check Number 1000069:				574.39
1000070	083200 0074320000 2603340000 3700411000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 4/7 - 5/8/23 STAT. 1 ELECTRIC SERV. 4/7 - 5/8/23 STAT. 3 ELECTRIC SERV. 4/7 - 5/8/23	05/16/2023	174.81 1,240.15 54.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	5974190000	STAT. 9 ELECTRIC SERV. 4/7 - 5/8/23		34.40
	8950420000	STAT. 2 ELECTRIC SERV. 4/5 - 5/4/23		35.38
Total for Check Number 1000070:				1,539.06
1000071	6091891 659391	RICKMAR ENTERPRISES INC PEST CONTROL SERVICE MAY 2023	05/16/2023	145.00
Total for Check Number 1000071:				145.00
1000072	6091955 SEE ATTACHED	RIVER VALDEZ SAVAGE EMT CERTIFICATION EXPENSE REIMB	05/16/2023	272.75
Total for Check Number 1000072:				272.75
1000073	094000 9228-12	ROTH'S FRESH MARKETS ASSOC MTG	05/16/2023	126.00
Total for Check Number 1000073:				126.00
1000074	200120 0005562592	STATESMAN JOURNAL NOTICE OF BUDGET HRG 4/19/23	05/16/2023	203.11
Total for Check Number 1000074:				203.11
1000075	112435 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662 9933901662	VERIZON WIRELESS 482 IPAD SERV.: 5/2 - 6/1 401 IPAD SERV.: 5/2 - 6/1 E. GRAMBUSCH CELL SERV.: 5/2 - 6/1 407 IPAD SERV.: 5/2 - 6/1 K. VEIT CELL SERV.: 5/2 - 6/1 415 IPAD SERV.: 5/2 - 6/1 405 IPAD SERV.: 5/2 - 6/1 K. MILLER CELL SERV.: 5/2 - 6/1 I. PETERSON CELL SERV.: 5/2 - 6/1 B. MILES CELL SERV.: 5/2 - 6/1 C. CANTU CELL SERV.: 5/2 - 6/1 411 IPAD SERV.: 5/2 - 6/1 423 IPAD SERV.: 5/2 - 6/1 485 IPAD SERV.: 5/2 - 6/1 M. HUGHES CELL SERV.: 5/2 - 6/1	05/16/2023	40.81 40.81 42.44 40.81 42.44 40.81 40.81 42.44 42.44 42.44 42.44 40.81 40.81 42.44 42.44 40.81 40.81 42.44
Total for Check Number 1000075:				623.56
1000076	6091829 5/12-6/11/23	WAVE 056639301-0008873 CONV. BOX	05/16/2023	80.64
Total for Check Number 1000076:				80.64
Total for 5/16/2023:				14,150.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000077	068535	911 SUPPLY INC	05/30/2023	
	32373	S/S SUPER SHIRT A. TERHAAR		75.42
	32374	PATCH INSTALL/REMOVE (5)		20.11
	32600	EMT PATCH R. SAVAGE		6.03
	32601	EMT PATCH A HULETT		9.94
	32602	JACKET UPDATES (3)		42.11
	32818	EMT PATCHES/VELCRO FOR STOCK (5)		59.79
	32939	JACKET MODERATIONS/REDMAN-BROWN		33.19
	32942	(14) EMR PATCHES PLUS VELCRO		151.50
	32954	ADMIN POLOS		225.28
Total for Check Number 1000077:				623.37
1000078	001096	ACTIVE911, INC.	05/30/2023	
	491774	(82) SUBSCRIPT @ \$13.50 EA		1,107.00
Total for Check Number 1000078:				1,107.00
1000079	6091910	AMAZON CAPITAL SERVICES	05/30/2023	
	1G1F-TGVG-FLRJ	SPARK PLUGS FOR HUSQ CHAIN SAWS		11.37
	1G1F-TGVG-FLRJ	ST STEEL CURTAIN CLIPS (50 PK)		12.88
	1G1F-TGVG-FLRJ	COMM COFFEE MAKER FILTERS (500)		29.17
	1G1F-TGVG-FLRJ	ADHESIVE BANDAGES 60/2-PK (2)		31.96
	1G1F-TGVG-FLRJ	REPL/UPGRADE HEADLIGHTS T418 & T428		90.06
	1G1F-TGVG-FLRJ	ASSTD RUBBER BANDS		6.07
	1G1F-TGVG-FLRJ	COPY PAPER/CASE		55.28
	1G1F-TGVG-FLRJ	BINDER CLIPS-MED 24-CT (2)		10.98
	1G1F-TGVG-FLRJ	PAPER CLIPS (10 BOXES/100 CT)		10.40
	1G1F-TGVG-FLRJ	CHAIN SAW AIR FILTERS		24.98
	1G1F-TGVG-FLRJ	WHITE CARDSTOCK		12.79
	1G1F-TGVG-FLRJ	INDEX DIVIDERS, TABBED (24 SETS)		73.09
	1G1F-TGVG-FLRJ	LARGE BINDER CLIPS (72 CT)		15.42
	1G1F-TGVG-FLRJ	REPL BATTLE LANTERN E435		190.53
	1G1F-TGVG-FLRJ	LED GROUND LIGHTS (5) T418 & T428		81.00
	1G1F-TGVG-FLRJ	CLEAR ADDRESS LABELS (2000 CT)		23.78
	1L7X-6KVR-3Q43	WATERPROOF BATTERY CHARGER B497		119.99
	1L7X-6KVR-3Q43	CARB W/AIR FILTER SPARK PLUG		33.99
	1L7X-6KVR-3Q43	STIHL AIR FILTER (2)		9.59
	1L7X-6KVR-3Q43	NFPA LIVE FIRE INST BOOK		72.00
	1L7X-6KVR-3Q43	CREAMER SINGLES 150 CT (3)		33.95
	1L7X-6KVR-3Q43	PIGS (20)		50.00
	1L7X-6KVR-3Q43	WATERPROOF BATTERY CHARGER C401		168.11
	1L7X-6KVR-3Q43	CERTIFICATE PAPERS (30)		29.98
	1L7X-6KVR-3Q43	ALUM LOOP SLEEVE		15.59
	1L7X-6KVR-3Q43	CLEAR DESSERT PLATES-GRADUATION (2)		51.98
	1L7X-6KVR-3Q43	CERT PAPER, SILVER BORDER 50 PK		14.99
	1L7X-6KVR-3Q43	ZIP TIES (100)		5.99
	1L7X-6KVR-3Q43	NAVY CERT HOLDERS (20)		24.82
	1L7X-6KVR-3Q43	AIRPOT COFFEE DISP		42.99
	1L7X-6KVR-3Q43	CORK LOCKABLE BULLETIN BD FOR POS		165.90
	1L7X-6KVR-3Q43	QUILT RACK FOR RV OFFICE		18.49
	1L7X-6KVR-3Q43	NAME PLATES/MEETINGS		61.95
	1L7X-6KVR-3Q43	WHITE NAPKINS/GRADUATION		8.90
	1L7X-6KVR-3Q43	CABLE TIES (100)		7.49
	1L7X-6KVR-3Q43	SHOP TOWELS		34.69
	1L7X-6KVR-3Q43	NAPKINS (BLACK)/GRADUATION		18.46
	1L7X-6KVR-3Q43	FUBAR III		115.91
	1L7X-6KVR-3Q43	AIRPOT COFFEE DISPENSER (#2)		42.99
	1L7X-6KVR-3Q43	SPLIT KEY RINGS, ASST (200 PCS)		7.98
	1L7X-6KVR-3Q43	1 GAL OIL CAN		34.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1L7X-6KVR-3Q43	HAND SOAP FOR OFFICE RR ST. 1 (3)		14.64
	1L7X-6KVR-3Q43	RADIO CHARGER (3)		76.41
	1L7X-6KVR-3Q43	PELICAN CASE FOR S423		356.95
	1L7X-6KVR-3Q43	CAKE SERVER SET		9.98
			Total for Check Number 1000079:	2,329.11
1000080	007150	BOUND TREE MEDICAL, LLC	05/30/2023	
	84956203	ELEC THERMOMETER, IV SOLUTION		401.37
	84962095	PROBE COVERS, PED PULSE OX, NITRILE		457.26
			Total for Check Number 1000080:	858.63
1000081	010172	CARSON OIL COMPANY	05/30/2023	
	CP-00453734	FUEL FOR S423		94.02
	CP-00453734	FUEL FOR 482		222.65
	CP-00453734	FUEL FOR S413		26.93
	CP-00453734	FUEL FOR 412		115.90
	CP-00453734	FUEL FOR 402		66.79
	CP-00453734	FUEL FOR 401		54.78
	CP-00453734	FUEL FOR D411		41.99
	CP-00453734	FUEL FOR 434		78.24
			Total for Check Number 1000081:	701.30
1000082	040525	DEP. OF PUBLIC SAFETY STANDARDS	05/30/2023	
	ARF74593	FINGERPRINTING - J. HULETT		46.25
			Total for Check Number 1000082:	46.25
1000083	032005	G & G AUTO CARE SUPPLY, INC.	05/30/2023	
	284352	SOAP FOR WASH RACK		112.72
			Total for Check Number 1000083:	112.72
1000084	035035	HM DOORS	05/30/2023	
	30230	ST. 1 SE GARAGE DOOR SERVICE		570.00
			Total for Check Number 1000084:	570.00
1000085	035075	HRA VEBA TRUST	05/30/2023	
	1	YA462 HRA/VEBA: MAY	PR Batch 00001.05.2023 YA4	1,600.00
			Total for Check Number 1000085:	1,600.00
1000086	6091872	INTERNET MARKETING CONCEPTS	05/30/2023	
	2548	SILVERTON AREA CHAMBER OF COMMER		468.00
			Total for Check Number 1000086:	468.00
1000087	113700	LES VON FLUE	05/30/2023	
	SEE ATTACHED	CHIEF SAFE - OFFICE DEPOT		129.99
			Total for Check Number 1000087:	129.99
1000088	091893	LIFEMAP ASSURANCE CO.	05/30/2023	
	IN0847828	AD&D/LIFE INS. EMPLOYER CONTIB: JUN	PR Batch 00001.05.2023 AD&	67.90
	IN0847828	LIFEMAP: EMPLOYEE CONTRIB.: JUN	PR Batch 00001.05.2023 LIF1	48.75
			Total for Check Number 1000088:	116.65
1000089	073835	NORTHWEST SAFETY CLEAN	05/30/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	23-35151	TURNOUT/SUSPENDER CLEAN & REPAIR 1		75.17
	23-35228	TURNOUT CLEANER 1 GAL		56.60
			Total for Check Number 1000089:	131.77
1000090	6091896 5024746612	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 5/1 - 5/31	05/30/2023	179.01
			Total for Check Number 1000090:	179.01
1000091	081050 248320	PAUL'S SMALL MOTORS, INC CHAINSAW MAINT	05/30/2023	137.25
			Total for Check Number 1000091:	137.25
1000092	065870 105051	PETRO CARD 250 GAL @ 3.389/GAL PLUS BIO KLEEN	05/30/2023	948.18
			Total for Check Number 1000092:	948.18
1000093	094000 9228-40	ROTH'S FRESH MARKETS SUPPLIES FOR DRILL	05/30/2023	10.12
			Total for Check Number 1000093:	10.12
1000094	098720 03-0052823 03-0052823 03-0052823 03-0052823 1	SDIS COBRA PREMIUM C. MILES: JUN LTD: EMPLOYER CONTRIB. : JUN MEDICAL: EMPLOYEE CONTRIB.: JUN MEDICAL: EMPLOYER CONTRIB.: JUN PUB SAFETY EAP BENEFITS - 63 @ 18.72/E.	05/30/2023 PR Batch 00001.05.2023 LTD PR Batch 00001.05.2023 MEI PR Batch 00001.05.2023 MEI	756.43 235.76 1,492.26 13,430.22 1,179.36
			Total for Check Number 1000094:	17,094.03
1000095	096976 052523 727825 727825 728031 728171 728261 728261 728392 728918 728919 729768 729882 729932 730350 730665 730858 731846 732209 734853 735083 736044 736173 736592	SILVER CREEK AUTO PARTS, INC. SVC CHARGE RATCHETS, DEF STOCK GENERATOR FUEL FILTER E416 OIL, COOLANT & AIR FILTERS T419 CABIN AIR FILTER T419 WINDSHIELD WASH (6) (2) 5-GAL HP GEAR OIL T419 FLAT (WWL) B417 SHELDING GAS FOR SHOP WELDER BACK UP ALARM T419 INSURLATION FOR HVAC HOSE E405 ANNUAL OIL CHANGE/SERVICE T418, T42 ENGINE COMPARTMENT CLEANER FLARE / BURN TO LEARN TRAINING AIR COMP BELT REPL/ST 1 AIR COMP REPL REGULATOR ST 1 CORRECTION FOR FILTER RETURNS TAILLIGHT BULBS 412 FILTER RETURN CORRECTION NEW BATTERY FOR C401 REPL HIEAD LIGHTS FOR T489 FUSE FOR AIR HORN E415 REPL BUSHING FOR HOSE ON HOSE REEL	05/30/2023	11.03 123.19 3.59 97.31 37.57 26.34 242.64 3.83 74.74 41.32 14.67 151.33 9.08 126.05 11.03 63.03 -474.27 14.12 129.08 199.89 39.98 20.90 1.90
			Total for Check Number 1000095:	968.35
1000096	027039	SUN LIFE FINANCIAL	05/30/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PLN 930943-0001	EMPLOYEE LIFE 6/1 - 6/30/23		490.52
			Total for Check Number 1000096:	490.52
1000097	232118 67651	WURDINGER MANUFACTURING & FA REPL VALES FOR FRONT SPRAY BARS T42	05/30/2023	58.44
			Total for Check Number 1000097:	58.44
			Total for 5/30/2023:	28,680.69

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Report Total (52 checks):	59,346.82

General Ledger

Expense vs Budget with Encumbrances

User: Candace
 Printed: 6/9/2023 11:32:03 AM
 Period 01 - 12
 Fiscal Year 2023

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 702,000.00	\$ 565,524.20	\$ 136,475.80	19.44%
25-1-51002	EXTRA PERSONNEL	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 26,300.00	\$ 20,421.99	\$ 5,878.01	22.35%
25-1-51004	SOCIAL SECURITY	\$ 63,947.00	\$ 57,946.04	\$ 6,000.96	9.38%
25-1-51005	GROUP HEALTH INSURANCE	\$ 219,930.00	\$ 156,014.31	\$ 63,915.69	29.06%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,363.00	\$ 12,589.00	\$ 9,774.00	43.71%
25-1-51007	PERS	\$ 234,791.00	\$ 191,355.05	\$ 43,435.95	18.50%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 415.44	\$ 784.56	65.38%
25-1-51009	OVERTIME	\$ 35,000.00	\$ 52,781.90	\$ (17,781.90)	-50.81%
25-1-51010	VOLUNTEERS	\$ 84,000.00	\$ 129,883.27	\$ (45,883.27)	-54.62%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 24,000.00	\$ 17,600.00	\$ 6,400.00	26.67%
25-1-51013	DIRECTORS EXPENSES	\$ 600.00	\$ 171.99	\$ 428.01	71.34%
PAYROLL RELATED EXP		\$ 1,415,631.00	\$ 1,204,703.19	\$ 210,927.81	14.90%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 3,778.53	\$ (278.53)	-7.96%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 6,050.99	\$ 2,449.01	28.81%
25-1-61003	CONTRACT SERVICES	\$ 20,000.00	\$ 22,508.37	\$ (2,508.37)	-12.54%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 13,443.49	\$ 6,556.51	32.78%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 754.64	\$ 1,745.36	69.81%
25-1-61006	UTILITIES	\$ 40,000.00	\$ 39,614.72	\$ 385.28	0.96%
25-1-61007	ELECTION EXPENSES	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 20,000.00	\$ 20,859.52	\$ (859.52)	-4.30%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.55	\$ 49.45	98.90%
25-1-61011	ANNUAL AUDIT	\$ 9,000.00	\$ 10,250.00	\$ (1,250.00)	-13.89%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,000.00	\$ 2,793.80	\$ 206.20	6.87%
25-1-61013	RECRUITING EXPENSE	\$ 2,000.00	\$ 2,185.99	\$ (185.99)	-9.30%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 739.15	\$ 1,260.85	63.04%
25-1-61015	TRAINING EXPENSE	\$ 50,000.00	\$ 51,991.47	\$ (1,991.47)	-3.98%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ 2,375.45	\$ 2,624.55	52.49%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 2,175.30	\$ 1,324.70	37.85%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 6,529.35	\$ 470.65	6.72%
25-1-61019	INSURANCE	\$ 68,000.00	\$ 63,552.00	\$ 4,448.00	6.54%
25-1-61020	CIVIL SERVICE	\$ -	\$ -	\$ -	0.00%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ 3,165.80	\$ (665.80)	-26.63%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 6,500.00	\$ 5,621.32	\$ 878.68	13.52%
25-1-61023	UNIFORM ALLOWANCE	\$ 8,000.00	\$ 8,323.44	\$ (323.44)	-4.04%
25-1-61024	FUELS AND LUBRICANTS	\$ 35,000.00	\$ 34,658.37	\$ 341.63	0.98%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ 388.26	\$ 261.74	40.27%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 1,445.51	\$ 5,054.49	77.76%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ 8,199.57	\$ 6,800.43	45.34%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ 2,109.00	\$ 7,891.00	78.91%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ 800.00	\$ 1,700.00	68.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 40,000.00	\$ 31,032.48	\$ 8,967.52	22.42%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 2,192.29	\$ 4,307.71	66.27%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 6,500.00	\$ 6,413.18	\$ 86.82	1.34%

25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ 398.88	\$ 101.12	20.22%
25-1-61050	DISPATCH SERVICES	\$ 90,976.00	\$ 90,975.60	\$ 0.40	0.00%
25-1-61055	MEDICAL MEMBERSHIPS	\$ 5.00	\$ -	\$ 5.00	100.00%
25-1-61056	HEALTH AND WELFARE	\$ 12,000.00	\$ 11,592.89	\$ 407.11	3.39%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 36,363.33	\$ 316.67	0.79%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ 170.71	\$ 329.29	65.86%
25-1-61063	GRANT EXPENDITURES	\$ 320,000.00	\$ 28,641.36	\$ 276,721.24	86.48%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ 13,079.25	\$ 870.75	5.81%
25-1-61065	SCBA MAINTENANCE	\$ 3,000.00	\$ 2,595.41	\$ 404.59	13.49%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ 542.02	\$ 957.98	63.87%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ 1,418.57	\$ 81.43	5.43%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 285.98	\$ 1,214.02	80.93%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 3,513.30	\$ 11,486.70	76.58%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 1,101.63	\$ 2,898.37	72.46%
	MATL SUPP & EXP	\$ 913,681.00	\$ 544,631.47	\$ 350,042.13	38.31%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ 18,579.00	\$ 1,421.00	7.11%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 45,000.00	\$ 45,411.78	\$ (2,504.78)	-5.57%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ 4,026.89	\$ 4,616.51	46.17%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 3,920.52	\$ 4,579.48	53.88%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 6,000.00	\$ 4,226.36	\$ 1,638.64	27.31%
25-1-71015	HOSE REPLACEMENT	\$ 7,500.00	\$ -	\$ 7,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 20,000.00	\$ 2,966.08	\$ 17,033.92	85.17%
25-1-71139	TRAINING EQUIPMENT	\$ 15,000.00	\$ 6,050.37	\$ 8,949.63	59.66%
	CAPITAL OUTLAY	\$ 132,000.00	\$ 85,181.00	\$ 43,234.40	32.75%
25-1-90001	CONTINGENCIES	\$ 106,788.00	\$ -	\$ 106,788.00	100.00%
	CONTINGENCY	\$ 106,788.00	\$ -	\$ 106,788.00	100.00%
25-5-92006	ENDING FUND BALANCE	\$ 700,000.00	\$ -	\$ 700,000.00	100.00%
	UNAPPROPRIATED	\$ 700,000.00	\$ -	\$ 700,000.00	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)	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%
	TRANSFER OUT	\$ 139,000.00	\$ 139,000.00	\$ -	0.00%
25-1-93001	LEASE PRINCIPAL	\$ 52,135.00	\$ 52,133.39	\$ 1.61	0.00%
25-1-93002	LEASE INTEREST	\$ 1,343.00	\$ 1,343.00	\$ -	0.00%
	DEBT SERVICE	\$ 53,478.00	\$ 53,476.39	\$ 1.61	0.00%
	Expense Total	\$ 3,460,578.00	\$ 2,026,992.05	\$ 1,410,993.95	40.77%

BANK ACCOUNT BALANCE COMPARISON

<u>March 31, 2022</u>		<u>March 31, 2023</u>	
Columbia Bank Checking	\$ 109,425.08	Columbia Bank Checking	\$ 345,145.85
Columbia Bank MM	\$ 346,650.56	Columbia Bank MM	\$ 230,830.63
Local Gov't Pool	\$ 2,583,365.50	Local Gov't Pool	\$ 2,369,936.95
Sub Total	\$ 3,039,441.14	Sub Total	\$ 2,945,913.43
<i>OPERATING BUDGET AHEAD -\$93,527.71</i>			

<u>April 30, 2022</u>		<u>April 30, 2023</u>	
Columbia Bank Checking	\$ 344,617.43	Columbia Bank Checking	\$ 170,484.55
Columbia Bank MM	\$ 206,339.28	Columbia Bank MM	\$ 280,895.81
Local Gov't Pool	\$ 2,352,986.77	Local Gov't Pool	\$ 2,399,589.67
Sub Total	\$ 2,903,943.48	Sub Total	\$ 2,850,970.03
<i>OPERATING BUDGET AHEAD -\$52,973.45</i>			

<u>May 31, 2022</u>		<u>May 31, 2023</u>	
Columbia Bank Checking	\$ 222,733.03	Columbia Bank Checking	\$ 237,965.02
Columbia Bank MM	\$ 207,135.08	Columbia Bank MM	\$ 282,522.57
Local Gov't Pool	\$ 2,359,192.99	Local Gov't Pool	\$ 2,211,815.39
Sub Total	\$ 2,789,061.10	Sub Total	\$ 2,732,302.98
<i>OPERATING BUDGET AHEAD -\$56,758.12</i>			

Silverton Fire District Board of Directors Meeting Fire Chief Report

Submitted by: Bill Miles, Fire Chief

June 13, 2023

Current Projects:

- Continue tracking missing calls in ESO due to METCOM CAD upgrade April 4th. All calls are now in as of June 5 after ESO tech support created new transform file in CAD.
- Coordinating ESO Scheduler feature to address work hours and shifts between staff and volunteers
- Collaborate with OSU Extension, MSWC, OSFM on an event at Fire Safety House on July 22nd.
- Collaborate with OSFM on Defensible Space Program
- Collaborate with Boy Scouts of America and American Legion for Flag Retirement Ceremony
- L408 at True North for electrical repair
- Updating Member Handbook to reflect updated legal language and Paid Leave Oregon.
- Working on Annual Report to mail out to public
- Cell Phone and Data Plan review with AT&T vs Verizon
- Reviewed fire code and water supply access for (4) properties
- Provided (3) land use comments for Marion County & Clackamas County

Meetings/Activities:

- North Chief's Meeting 1st Tuesday of the Month. May-Mt. Angel, June- Silverton
- Rotary Meeting (2nd and 4th Mondays at noon)
- Tour of Duty Meetings
- Marion County Pre-App Conference with MC Planning, Building, & Developer Access requirements on a 4-lot subdivision.
- Met with GIS contractor on hot spot mapping and call response times
- Deposition for Silver Mt. Development vs City of Silverton lawsuit
- Fire & Life Safety Inspection with OSFM-Davenport Place
- Larsen-Flynn, Workers Comp renewal with SAIF
- Help with setup for Rotary Daddy-Daughter Dance June 3.

Staffing/Volunteer Changes-Updates:

- Currently have 73 Volunteers and 8 career staff on the roster.
- Currently have 4 RV's (Resident Volunteers). 1 RV accepted position with ODF beginning June 9th.
- 2 Volunteers joined recently, 1 support service and 1 former member returning.
- 17 New volunteers graduated from the Academy in April.
- 2 Volunteers resigned due to scheduling conflicts and time constraints

Trainings-Held/Attended:

- Attended PIO training May 13, 2023
- Weekly EMS & Fire training.

Other Activities/Topics of Interest:

- May 6th 10:00am – 1:00pm Fire Safe Event, Oregon Garden
- Mother's Day Breakfast May 14th 7:00-12:00pm
- Funeral service for Jim Bieker, Former Portland Fire and Silverton Fire IT Support 5/24
- Attended Paws in the Park-We have a booth May 20th.
- May is Wildfire Awareness Month. Emphasis on social media campaign (website and Facebook)
- We will be participating in Free Fish Day June 3rd.
- Rotary All Abilities Park Build June 9th 9:00-12:30pm.
- Used 20 hrs vacation.
- Subpoenaed for a records request relating to a lawsuit, Silver Mt. Development vs City of Silverton, relating to the closure of Ike Mooney Road. Working with City of Silverton Attorney.

May Snapshot:

4- smoke detector installation/maintenance visits
3- school visits/station pub eds
5- CPR classes for the high school April, May, June
High school station/job shadow with 7 youth
3- EMT student ride along
3 walk-in station tours!
20,080 website pageviews

May 2023 Calls- 119

May 2022 Calls- 68

Calls YTD 2023 467 (Jan-May)

Calls YTD 2022 409 (Jan-May)

**SILVERTON FIRE DISTRICT
RESOLUTION No. 23-360**

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Silverton Rural Fire Protection District hereby adopts the budget for fiscal year 2023-2024 Debt Service Fund, Volunteer Incentive Plan Fund, General Fund, Capital Reserve Fund, Capital Projects and Personnel Expense Reserve Fund in the total amount of \$5,430,286*. This budget is now on file at the Marion County and Clackamas County Assessor's Offices.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

Debt Service (Fund 22)

Debt Service.....	\$ 356,807.00
Total.....	\$ 356,807.00

Volunteer Incentive Plan (Fund 24)

Fire and EMS Services	
Personnel Services.....	\$ 14,000.00
Total.....	\$ 14,000.00

General Fund (Fund 25)

Fire and EMS Services	
Personnel Services.....	\$ 1,533,518.00
Materials & Services.....	\$ 807,343.00
Capital Outlay.....	\$ 127,000.00
Debt Service.....	\$ -
Transfers Out.....	\$ 159,000.00
Contingency.....	\$ 100,000.00
Total.....	\$ 2,726,861.00

Capital Reserve (Fund 29)

Fire and EMS Services	
Capital Outlay.....	\$ 196,000.00
Total.....	\$ 196,000.00

Capital Projects (Fund 30)

Fire and EMS Services	
Capital Outlay.....	\$ 45,926.00
Total.....	\$ 45,926.00

Personnel Expense Reserve (Fund 31)

Fire and EMS Services	
Personnel Services.....	\$ 165,539.00
Total.....	\$ 165,539.00

Total APPROPRIATIONS, All Funds . . .	\$ 3,505,133.00
Total Unappropriated and Reserve Amounts, All Funds . . .	\$ 1,925,153.00
TOTAL ADOPTED BUDGET . . .	\$ 5,430,286.00 *

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2023 - 2024 : (1) at the rate of \$ 1.0397 per \$1000 of assessed value for permanent rate tax; (2) In the amount of \$372,863 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax..... \$ 1.0397 /\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$372,863

The above resolution statements were approved and declared adopted on June 13, 2023.

X _____
Les Von Flue, President, Board of Directors

X _____
Robert Mengucci, Secretary, Board of Directors

X _____
Attest: Candace Cantu, District Clerk