

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, January 9, 2024 at 7:00 P.M.
Silverton 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) Regular Board Meeting of December 12, 2023
- V. **OPEN FORUM**
- VI. **OLD BUSINESS:**
 - a) Adopt Policy 201: Personnel
 - b) Adopt Policy 301: Fixed Asset & Inventory Control
 - c) Bank Authorizations
- 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) General Liability and Property Insurance Renewal
- IX. **NEW BUSINESS:**
 - a)
- X. **ITEMS PENDING:**
 - a) Work Session Agenda (February)
 - b) SDAO Conference (February 9-11th)
- XI. **ADJOURNMENT:**

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SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. December 12, 2023
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

Les Von Flue, President
Stacy Palmer, Vice President
Robert Mengucci, Secretary-Treasurer (*via Zoom*)

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

All Directors present.

IN ATTENDANCE:

Chief Miles, Office Administrator (OA) Cantu, FF/EMT Miller, Lt. Training & Volunteer Coordinator Brown, FF Peterson, FF/EMT Hughes, AC Veit, BC Terhaar,

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

Director Bledsoe made a motion to approve the minutes of the November 14, 2023 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, Director Bielenberg: Aye)

VII. OPEN FORUM:

Chief Miles reported that the toy and food drive generated just under 7000lbs of food that was delivered to SACA on December 4, 2023. Toys were delivered December 10th to the Zenith Women's Group for the Tree of Giving. Chief Miles expressed his appreciation for all the time and coordination by volunteers and the cub scouts to make the drive successful.

VIII. OLD BUSINESS:

a) Review Changes Policy 201: Personnel

President Von Flue stated that policies were still out for review and would be approved at the January board meeting.

b) Review Changes Policy 301: Fixed Asset & Inventory Control

President Von Flue stated that policies were still out for review and would be approved at the January board meeting.

c) Bank Authorization Letter

President Von Flue was notified by Umpqua Bank that all seven bank signers are owners of the District's checking and money market account and felt that the Board should have further discussion on whether those permissions should remain the same or if certain permissions should be restricted. OA Cantu clarified that per Umpqua Bank all signers would continue to have the ability to open & close accounts and open safety deposit boxes, however deposits and withdrawals could be restricted. OA Cantu continued that those restrictions would have to be considered when allowing Directors to sign checks and clarified that Directors do not have access to the Districts LGIP account where the majority of the funds currently sit. Chief Miles stated that online banking can notify the District when a withdrawal is initiated. President Von Flue encourage the Board to take some time and consider what, if any, restrictions need to be considered. The Board requested that staff survey other agencies as to what they allow and report at the next board meeting.

IX. FINANCE OFFICER'S REPORT:

a) Check Summary

b) Departmental Expense Report

c) Bank Account Balance Comparison

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

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

X. CHIEF'S REPORT

a) Monthly Report

Chief Miles reviewed the monthly Chief's Report with the Board. Lt. Brown shared that the 2024 Academy would begin on January 5th with 11 combat firefighters and 3 support service recruits from Silverton, 4 recruits from Mt. Angel, 2 recruits from Monitor, 1 recruit from Drakes Crossing, and 3 recruits from Woodburn Fire. President Von Flue inquired about grant funding the District had applied for. Chief Miles responded that the District has been unsuccessful to date with Fire Act Grant submitted by AC Grambusch and a Safety Grant submitted by Lt. Veit. Lt. Veit shared that he applied for a SPIRE Grant and was still waiting for a determination on that.

b) Christmas Dinner

Chief Miles invited the Board to attend the Christmas Dinner on December 20th beginning at 6:00pm.

c) Toy & Food Drive

Chief Miles reported that the toy and food drive generated just under 7000lbs of food that was delivered to SACA on December 4, 2023. Toys were delivered December 10th to the Zenith Women's Group for the Tree of Giving. Chief Miles expressed his appreciation for all the time and coordination by volunteers and the boy scouts to make the drive successful.

XI. NEW BUSINESS:

a) Review & Approve 2024-2025 Budget Calendar

Director Bledsoe made a motion to approve the 2024-2025 budget calendar. Director Bielenberg seconded the motion. The motion carried unanimously.

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

b) Review & Approve 2024-2025 Budget Committee

The Board acknowledged the Budget Committee.

c) Appoint 2024-2025 Budget Officer

Vice President Palmer made a motion to appoint Chief Miles as the 2024-2025 budget officer for the Silverton Fire District. Director Bledsoe seconded the motion. The motion carried unanimously.

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

d) Schedule Work Session

President Von Flue requested that the Board contact Chief Miles with specific agenda items prior to the work session. Vice President Palmer stated that she would send out the Chief's evaluation at the beginning of January in order to have a summary discussion during the the work session. After discussion the Board agreed to schedule a work session in February, date to be determined once Director Bielenberg and Secretary-Treasurer Mengucci had an opportunity to review their shift schedule.

e) SDAO Conference

Chief Miles reviewed the conference brochure with the Board and stated that the rooms were already reserved. President Von Flue requested that Directors inform OA Cantu if they plan to attend by January.

XII. ITEMS PENDING:

No discussion of pending items at this meeting.

XIII. ADJOURNMENT:

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

Approved this _____ day of _____, 2023.

President

Minutes recorded and prepared by Candace Cantu

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Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 1/5/2024 4:56 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000439	068535	911 SUPPLY INC	12/13/2023	
	INV1-38219	(1) NAME TAPE & PATCH INSTALL		90.39
	INV1-38220	(1) NAME TAPE & PATCH INSTALL		15.08
Total for Check Number 1000439:				105.47
1000440	6091910	AMAZON CAPITAL SERVICES	12/13/2023	
	1F94JVV39KJV	(2) MANIKINS		837.98
	1F94JVV39KJV	TONER FOR NEW PRINTER		49.20
	1F94JVV39KJV	ASTROBRIGHT PAPER		17.99
	1F94JVV39KJV	MONTHLY PLANNER		17.02
	1F94JVV39KJV	2023 W2 3UP FORMS		31.49
	1F94JVV39KJV	SWEETENER		6.43
	1F94JVV39KJV	TABS		8.69
	1F94JVV39KJV	UPS SYSTEM		189.95
	1F94JVV39KJV	DISPOSABLE WIPES		69.85
	1F94JVV39KJV	(2) HANDHELD MICROPHONE		50.91
	1F94JVV39KJV	(4) LAUNDRY DETERGENT		39.84
	1F94JVV39KJV	EMS BACKPACK FOR OXYGEN CYLINDER		216.69
	1F94JVV39KJV	DISH DETERGENT		17.90
	1F94JVV39KJV	FIT TEST SOLUTION		46.00
	1F94JVV39KJV	TONER		197.58
	1F94JVV39KJV	(3) PEN LIGHTS		40.35
	1F94JVV39KJV	(1) HANDHELD MICROPHONE		26.98
	1F94JVV39KJV	(1) HANDHELD MICROPHONE		25.45
	1F94JVV39KJV	MICR TONER		150.00
	1F94JVV39KJV	(3) TOURNIQUET		93.09
	1F94JVV39KJV	COPY PAPER		244.05
	1F94JVV39KJV	(1) HANDHELD MICROPHONE		25.46
	1F94JVV39KJV	(2) HANDHELD MICROPHONE		50.91
	1F94JVV39KJV	1099 NEC FORMS		27.98
	1F94JVV39KJV	RECEIPT BOOKS		37.50
	1F94JVV39KJV	FIT TEST KIT		52.50
	1F94JVV39KJV	ASTROBRIGHT PAPER		24.48
	1F94JVV39KJV	PRINTER STA. 2		204.00
	1F94JVV39KJV	1099 MISC FORMS		14.99
	1F94JVV39KJV	DESK CALENDAR		26.49
	1F94JVV39KJV	(12) CLOTH TABLECLOTH		112.99
Total for Check Number 1000440:				2,954.74
1000441	005135	BATTERIES + BULBS	12/13/2023	
	P68148759	(4) 7.4V BATTERY		238.00
Total for Check Number 1000441:				238.00
1000442	005320	BIO-MED TESTING SERVICE INC.	12/13/2023	
	97353	(10) PRE-EMPLOY BACKGROUND		450.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000442:	450.00
1000443	6091912 23-11	BRASS ROOTS TRAINING SOLUTIONS TRAINING; NOV	12/13/2023	330.00
			Total for Check Number 1000443:	330.00
1000444	010172	CARSON OIL COMPANY	12/13/2023	
	CP00489811	FUEL FOR 402		66.97
	CP00489811	FUEL FOR 423		32.38
	CP00489811	FUEL FOR 434		52.84
	CP00489811	FUEL FOR 482		82.26
	CP00489811	FUEL FOR 401		40.93
	CP00489811	FUEL FOR 400		26.18
	CP00489811	FUEL FOR 421		38.14
	CP00489811	FUEL FOR 423		81.72
	CP00489811	FUEL FOR 411		14.27
			Total for Check Number 1000444:	435.69
1000445	096998	CITY OF SILVERTON	12/13/2023	
	5.05070.0	WATER USAGE AT STAT. 1 10/18-11/16		210.35
	5.05071.0	WATER USAGE STAT. 1 MAINT BAY 10/18-1		57.47
			Total for Check Number 1000445:	267.82
1000446	031205 4363	CLEM J. BUTSCH INSURANCE VOL ACC. & SICK POLICY FINAL INSTALL.	12/13/2023	2,904.00
			Total for Check Number 1000446:	2,904.00
1000447	6091905	CORPORATE SECURITY SERVICES INC	12/13/2023	
	44085	(1) PRE-EMPLOY BACKGRND CK		63.50
	44086	(1) PRE-EMPLOY BACKGRND CK		63.50
	44087	(1) PRE-EMPLOY BACKGRND CK		63.50
			Total for Check Number 1000447:	190.50
1000448	015880 193162319	DEPT. OF MOTOR VEHICLES (12) DMV REPORT FEE	12/13/2023	36.00
			Total for Check Number 1000448:	36.00
1000449	010185	ELAN FINANCIAL SERVICES	12/13/2023	
	0237	TREE		52.50
	0237	INTERVIEW PANEL MEAL		61.10
	0237	INTERVIEW PANEL MEAL		14.76
	0237	INTERVIEW PANEL MEAL		56.55
	2675	LODGING OFDDA CONF. BLEDSOE		146.25
	2675	BIWARDEN		60.00
	2675	LODGING OFDDA CONF. MENGUCCI		292.50
	2675	CALL CENTRIC DEC		39.80
	2675	2022 OREGON FIRE CODE BINDER		243.45
	2675	CALLCENTRIC NOV		39.80
	2675	FLSA WEBINAR		150.00
	2675	LODGING OFDDA CONF. PALMER		438.75
	2675	LODGING OFDDA CONF. BIELENBERG		146.25
	2675	2022 OREGON FIRE CODE ELECTRONIC		199.95
	7480	COMPUTER FEE E425		113.02
	7480	DIAGNOSIS E425		372.00
	8105	HELIUM TANK		68.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	8105	HAND SOAP, GLASS CLEANER		88.39
	8105	FLSA WEBINAR		150.00
	8105	SHARPIES		5.74
	8105	ZOOM SUBSCRIPTION		15.99
	8105	RETIREMENT DECO		103.36
	8105	RETIREMENT GROCERY		323.96
	8105	PLATES/NAPKINS/UTENSILS/CUPS		111.22
	8105	1500 PRESTAMP ENVELOPES		1,217.15
	8105	INVITATION PDF		15.00
	8105	RETIREMENT CAKE/CUPCAKES		195.00
	9817	MERCHANDISE RETURN FEE		-123.43
	9817	(2) UNIFORM PANTS		226.69
	9817	S&H CHARGE		22.62
	9817	HAIX BOOTS		483.95
			Total for Check Number 1000449:	5,330.91
1000450	032005 290350	G & G AUTO CARE SUPPLY, INC. SHOP TOWELS	12/13/2023	58.80
			Total for Check Number 1000450:	58.80
1000451	033000 AIE19059	GOVERNMENT ETHICS COMMISION GOV'T ETHIC ASSESSMENT 7/1/23-6/30/24	12/13/2023	945.68
			Total for Check Number 1000451:	945.68
1000452	033975 9914230967	GRAINGER BATTERIES FOR SMOKIES/STOCK	12/13/2023	269.20
			Total for Check Number 1000452:	269.20
1000453	097300 SILFIRED SILFIRED SILFIRED	HI-SCHOOL LED LIGHT PELLETS LAUNDRY DETERGENT	12/13/2023	6.99 16.99 19.98
			Total for Check Number 1000453:	43.96
1000454	055500 767830	L.N.CURTIS & SONS (3) RED HELMETS	12/13/2023	1,005.00
			Total for Check Number 1000454:	1,005.00
1000455	065838 159063	MARION ENVIRONMENTAL SERV. BIO BOX PICKUP	12/13/2023	30.90
			Total for Check Number 1000455:	30.90
1000456	072925 2023242119	METCOM 9-1-1 DISPATCH SERV. FEE FOR DEC	12/13/2023	7,845.21
			Total for Check Number 1000456:	7,845.21
1000457	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 11/2-12/6	12/13/2023	782.21
			Total for Check Number 1000457:	782.21
1000458	6091969 112 112	PACIFIC NORTHWEST HYDRO, LLC ANNUAL HOSE TESTING ANNUAL LADDER TESTING	12/13/2023	7,056.00 1,660.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000465:	531.36
1000466	120190 3867345	ZOLL MEDICAL CORP. GPO SHOULDER RESTRAINT/BAND FOR AUTO	12/13/2023	520.38
			Total for Check Number 1000466:	520.38
			Total for 12/13/2023:	38,562.35
1000467	068535 INV-1-38602 INV-1-38627 INV-1-38628	911 SUPPLY INC (1) NAME TAPE & PATCH INSTALL (1) NAME TAPE & PATCH INSTALL (1) NAME TAPE & PATCH INSTALL	12/29/2023	15.08 11.95 12.07
			Total for Check Number 1000467:	39.10
1000468	6091952 1	AARON GRAF EMT APP FEE REIMB.	12/29/2023	104.00
			Total for Check Number 1000468:	104.00
1000469	007150 85187128 85190291	BOUND TREE MEDICAL, LLC BVM, CANNULA, IV CATHERTER GLOVES	12/29/2023	490.89 401.22
			Total for Check Number 1000469:	892.11
1000470	010172 CP-00493077 CP-00493077 CP-00493077 CP-00493077 CP-00493077 CP-00493077 CP-00493077 IN-0942308	CARSON OIL COMPANY FUEL FOR 434 FUEL FOR 423 FUEL FOR 482 FUEL FOR 421 FUEL FOR 421 FUEL FOR 412 FUEL FOR 400 BULK OIL 55GAL @ 15.25EA	12/29/2023	49.83 79.61 127.77 46.56 40.99 94.43 44.66 985.57
			Total for Check Number 1000470:	1,469.42
1000471	011008 23-010	CLACKAMAS DIST FIRE DEFENSE ANJUAL DUES	12/29/2023	100.00
			Total for Check Number 1000471:	100.00
1000472	6091975 1	COREY SELFRIDGE DPSST FINGERPRINT FEE REIMB.	12/29/2023	30.00
			Total for Check Number 1000472:	30.00
1000473	6091905 44093 44100	CORPORATE SECURITY SERVICES INC (1) PRE-EMPLOY BACKGRND CK (1) PRE-EMPLOY BACKGRND CK	12/29/2023	63.50 63.50
			Total for Check Number 1000473:	127.00
1000474	6091970 111100245535	DOCUSIGN INC LOCKBOX ESIGNATURE APPLICATION/SUBSCRIPTIO	12/29/2023	2,808.00
			Total for Check Number 1000474:	2,808.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000475	6091971 1	DON MATTESON EMR LICENSE FEE REIMB.	12/29/2023	11.25
Total for Check Number 1000475:				11.25
1000476	6091972 FALL	GIOVANNI NEVES TUITION REIMB	12/29/2023	1,656.00
Total for Check Number 1000476:				1,656.00
1000477	033975 9924911994	GRAINGER PAPER TOWELS, TISSUE	12/29/2023	474.51
Total for Check Number 1000477:				474.51
1000478	035075 1 2	HRA VEBA TRUST YA462 HRA/VEBA: DEC YA462 HRA/VEBA: DEC	12/29/2023 PR Batch 00001.12.2023 YA4 PR Batch 00001.12.2023 YA4	200.00 1,400.00
Total for Check Number 1000478:				1,600.00
1000479	6091919 1 2	JAMES TOLMACHOFF GROCERY REIMB FOR SILVERTON FF ASS GROCERY REIMB FOR SILVERTON FF ASS	12/29/2023	31.31 61.58
Total for Check Number 1000479:				92.89
1000480	6091973 FALL	JARED BREITBACH TUITION REIMB.	12/29/2023	1,242.00
Total for Check Number 1000480:				1,242.00
1000481	6091974 1 2	JASON TARPLEY FIELDPRINT FEE REIMB OREGON SCHEDULE FEE REIMB	12/29/2023	12.50 46.25
Total for Check Number 1000481:				58.75
1000482	055500 773368 776350	L.N.CURTIS & SONS (1) HURST TOOL REPAIR B407 (1) SCBA CHARGING STATION KIT	12/29/2023	2,251.00 955.70
Total for Check Number 1000482:				3,206.70
1000483	6091967 1712085	MEDICAL AIR SERVICES ASSOCIATIO EMERG TRANSPORT MEMBERSHIP: JAN	12/29/2023	924.00
Total for Check Number 1000483:				924.00
1000484	072925 2023242145	METCOM 9-1-1 DISPATCH SERV. FEE FOR JAN	12/29/2023	7,845.21
Total for Check Number 1000484:				7,845.21
1000485	073835 2336989 2336990	NORTHWEST SAFETY CLEAN (1) TURNOUT REPAIR (2) TURNOUT CLEANER	12/29/2023	16.82 96.74
Total for Check Number 1000485:				113.56
1000486	6091892 U023T429	PACER PROPANE PROPANE STA. 8 289.4 GAL @ 1.85 EA	12/29/2023	552.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000486:	552.46
1000487	6091969	PACIFIC NORTHWEST HYDRO, LLC LADDER REPAIR	12/29/2023	1,227.00
			Total for Check Number 1000487:	1,227.00
1000488	6091896 5027923113	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 1/1-1/31	12/29/2023	179.01
			Total for Check Number 1000488:	179.01
1000489	6091926 372440 377476	PYRAMID FILMS CORP (7) ASHI INSTRUCTOR FEE (2) INST. MEMBER FEE	12/29/2023	175.00 70.00
			Total for Check Number 1000489:	245.00
1000490	6091968 1	RYAN BIELENBERG MEAL REIMB. OFDDA CONF.	12/29/2023	28.00
			Total for Check Number 1000490:	28.00
1000491	6091956 FALL	RYAN REDMAN-BROWN TUITION REIMB.	12/29/2023	1,656.00
			Total for Check Number 1000491:	1,656.00
1000492	098720 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823	SDIS MEDICAL: EMPLOYER CONTRIB. JAN LTD: EMPLOYER CONTRIB. JAN MEDICAL: EMPLOYEE CONTRIB. JAN MEDICAL: EMPLOYER CONTRIB. JAN MEDICAL: EMPLOYEE CONTRIB. JAN LTD: EMPLOYER CONTRIB. JAN	12/29/2023 PR Batch 00001.12.2023 MEI PR Batch 00001.12.2023 LTD PR Batch 00001.12.2023 MEI PR Batch 00001.12.2023 MEI PR Batch 00001.12.2023 MEI PR Batch 00001.12.2023 LTD	11,384.96 200.90 1,265.00 708.02 78.67 28.70
			Total for Check Number 1000492:	13,666.25
1000493	027039 930943	SUN LIFE FINANCIAL 930943 LIFE INS. PREMIUM: JAN	12/29/2023	456.44
			Total for Check Number 1000493:	456.44
1000494	201523 1	TOWNSHIP HEALTH DPC (10) NEW FF PHYSICALS	12/29/2023	2,700.00
			Total for Check Number 1000494:	2,700.00
1000495	211619 000016A6X1251	UPS SHIPPING ON AUTO PULSE WARRANTY	12/29/2023	25.57
			Total for Check Number 1000495:	25.57
1000496	091893 0005005946 0005005946 0005005946	USABLE LIFE EMPLOYER CONTRIB GROUP 50055711-0001 EMPLOYEE CONTRIB. GROUP 50055711-0001 EMPLOYER CONTRIB. GROUP 50055711-0001	12/29/2023 PR Batch 00001.12.2023 ADI PR Batch 00001.12.2023 LIF PR Batch 00001.12.2023 ADI	65.50 39.15 3.10
			Total for Check Number 1000496:	107.75
1000497	6091829 12/12-1/11	WAVE 056639301-0008873 CONV. BOX	12/29/2023	102.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000497:	102.75
1000498	6091942 FALL	WYATT TEGEN TUITION REIMB.	12/29/2023	1,656.00
			Total for Check Number 1000498:	1,656.00
			Total for 12/29/2023:	45,396.73
			Report Total (60 checks):	83,959.08

General Ledger

Expense vs Budget with Encumbrances

User: Candace

Printed: 1/5/2024 4:56:46 PM

Period 01 - 06

Fiscal Year 2024

Account Num	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 740,524.00	\$ 320,510.20	\$ 420,013.80	56.72%
25-1-51002	EXTRA PERSONNEL	\$ -	\$ -	\$ -	0.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 28,000.00	\$ 8,597.22	\$ 19,402.78	69.30%
25-1-51004	SOCIAL SECURITY	\$ 72,000.00	\$ 32,152.51	\$ 39,847.49	55.34%
25-1-51005	GROUP HEALTH INSURANCE	\$ 206,628.00	\$ 80,746.22	\$ 125,881.78	60.92%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,000.00	\$ 10,177.54	\$ 11,822.46	53.74%
25-1-51007	PERS	\$ 267,466.00	\$ 112,757.03	\$ 154,708.97	57.84%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 31.01	\$ 1,168.99	97.42%
25-1-51009	OVERTIME	\$ 75,000.00	\$ 48,676.59	\$ 26,323.41	35.10%
25-1-51010	VOLUNTEERS	\$ 85,000.00	\$ 51,103.57	\$ 33,896.43	39.88%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 35,200.00	\$ 8,200.00	\$ 27,000.00	76.70%
25-1-51013	DIRECTORS EXPENSES	\$ 500.00	\$ -	\$ 500.00	100.00%
PAYROLL RELATED EXP		\$ 1,533,518.00	\$ 672,951.89	\$ 860,566.11	56.12%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 1,856.83	\$ 1,643.17	46.95%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 4,787.00	\$ 3,713.00	43.68%
25-1-61003	CONTRACT SERVICES	\$ 28,000.00	\$ 29,277.55	\$ (1,277.55)	-4.56%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 7,374.76	\$ 12,625.24	63.13%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 1,420.84	\$ 1,079.16	43.17%
25-1-61006	UTILITIES	\$ 42,000.00	\$ 18,225.60	\$ 23,774.40	56.61%
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	\$ 10,363.81	\$ 14,636.19	58.54%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.15	\$ 49.85	99.70%
25-1-61011	ANNUAL AUDIT	\$ 9,500.00	\$ 8,250.00	\$ 1,250.00	13.16%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,500.00	\$ 990.43	\$ 2,509.57	71.70%
25-1-61013	RECRUITING EXPENSE	\$ 2,500.00	\$ 1,119.62	\$ 1,380.38	55.22%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 251.48	\$ 1,748.52	87.43%
25-1-61015	TRAINING EXPENSE	\$ 75,000.00	\$ 30,282.24	\$ 44,717.76	59.62%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ 1,225.00	\$ 3,775.00	75.50%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 396.05	\$ 3,103.95	88.68%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 2,437.92	\$ 4,562.08	65.17%
25-1-61019	INSURANCE	\$ 68,000.00	\$ -	\$ 68,000.00	100.00%
25-1-61020	CIVIL SERVICE	\$ 5,500.00	\$ 2,630.16	\$ 2,869.84	52.18%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ 1,246.99	\$ 1,253.01	50.12%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 7,500.00	\$ 7,662.53	\$ (162.53)	-2.17%
25-1-61023	UNIFORM ALLOWANCE	\$ 10,000.00	\$ 4,006.03	\$ 5,993.97	59.94%
25-1-61024	FUELS AND LUBRICANTS	\$ 40,000.00	\$ 24,016.64	\$ 15,983.36	39.96%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ 164.10	\$ 485.90	74.75%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 3,753.05	\$ 2,746.95	42.26%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ 189.95	\$ 14,810.05	98.73%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ 702.00	\$ 9,298.00	92.98%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ 770.88	\$ 1,729.12	69.16%
25-1-61037	ADMINISTRATION SERVICES	\$ 35,000.00	\$ 11,090.51	\$ 23,909.49	68.31%

Account Numb	Description	Budget	End Bal	Available	% Available
25-1-61042	SAFTEY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 1,594.26	\$ 4,905.74	75.47%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 7,500.00	\$ 1,150.04	\$ 6,349.96	84.67%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 94,143.00	\$ 54,916.47	\$ 39,226.53	41.67%
25-1-61055	MEDICAL MEMBERSHIPS	\$ -	\$ -	\$ -	0.00%
25-1-61056	HEALTH AND WELFARE	\$ 14,000.00	\$ 4,785.84	\$ 9,214.16	65.82%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 28,982.57	\$ 11,017.43	27.54%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ 258.52	\$ 241.48	48.30%
25-1-61063	GRANT EXPENDITURES	\$ 155,000.00	\$ 2,337.75	\$ 152,662.25	98.49%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ 8,716.00	\$ 6,284.00	41.89%
25-1-61065	SCBA MAINTENANCE	\$ 3,500.00	\$ 1,163.90	\$ 2,336.10	66.75%
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	\$ 934.06	\$ 565.94	37.73%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 443.40	\$ 1,056.60	70.44%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 2,970.00	\$ 12,030.00	80.20%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 622.16	\$ 3,377.84	84.45%
MATL SUPP & EXP		\$ 807,343.00	\$ 290,564.78	\$ 516,778.22	64.01%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ -	\$ 20,000.00	100.00%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 50,000.00	\$ 14,141.61	\$ 35,858.39	71.72%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ 1,421.17	\$ 8,578.83	85.79%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 2,071.08	\$ 6,428.92	75.63%
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	\$ 21,007.94	\$ 105,992.06	83.46%
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	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 45,000.00	\$ -	\$ 45,000.00	100.00%
TRANSFER OUT		\$ 159,000.00	\$ -	\$ 159,000.00	100.00%
25-1-93001	LEASE PRINCIPAL	\$ -	\$ -	\$ -	0.00%
25-1-93002	LEASE INTEREST	\$ -	\$ -	\$ -	0.00%
DEBT SERVICE		\$ -	\$ -	\$ -	0.00%
Expense Total		\$ 3,451,861.00	\$ 984,524.61	\$ 2,467,336.39	71.48%

BANK ACCOUNT BALANCE COMPARISON

<u>October 31, 2022</u>		<u>October 31, 2023</u>	
Columbia Bank Checking	\$ 184,592.50	Columbia Bank Checking	\$ 279,595.67
Columbia Bank MM	\$ 282,923.65	Columbia Bank MM	\$ 270,068.27
Local Gov't Pool	\$ 1,592,719.81	Local Gov't Pool	\$ 1,855,202.06
Sub Total	\$ 2,060,235.96	Sub Total	\$ 2,404,866.00
<i>OPERATING BUDGET AHEAD \$344,630.04</i>			

<u>November 30, 2022</u>		<u>November 30, 2023</u>	
Columbia Bank Checking	\$ 508,573.81	Columbia Bank Checking	\$ 583,950.76
Columbia Bank MM	\$ 446,432.85	Columbia Bank MM	\$ 270,357.75
Local Gov't Pool	\$ 2,645,562.85	Local Gov't Pool	\$ 2,944,162.08
Sub Total	\$ 3,600,569.51	Sub Total	\$ 3,798,470.59
<i>OPERATING BUDGET AHEAD \$197,901.08</i>			

<u>December 31, 2022</u>		<u>December 31, 2023</u>	
Columbia Bank Checking	\$ 221,189.74	Columbia Bank Checking	\$ 342,723.33
Columbia Bank MM	\$ 375,869.39	Columbia Bank MM	\$ 363,906.23
Local Gov't Pool	\$ 2,751,149.63	Local Gov't Pool	\$ 3,043,776.24
Sub Total	\$ 3,348,208.76	Sub Total	\$ 3,750,405.80
<i>OPERATING BUDGET AHEAD \$402,197.04</i>			

Silverton Fire District Board of Directors Meeting Fire Chief Report

Submitted by: Bill Miles, Fire Chief

January 9, 2024

Current Projects:

- Continuing work with ESO tech support, verify past records archive, Assets/Inventory, hydrants, Properties, and Inspections, modules for configuration.
- Continue training on ESO Insights reporting module.
- Run End of the year reports in Firehouse and ESO RMS programs
- Reviewed, consulted with OSFM and commented on fire code and water supply and access for a new residential dwelling over 3600 sq ft in Marion County and one in Clackamas County.
- Review information from the City of Silverton preparing for three commercial project pre-application meetings for fire code considerations.

Meetings/Activities:

- North Chief's Meeting 1st Tuesday of the Month. January 2- Aurora Fire District
- EMAC Meeting-January 16th
- Rotary meeting January 8, 2024
- Meeting with Insurance agent regarding Property & Liability Insurance renewal-

Trainings-Held/Attended:

- Attend Weekly EMS & Fire training.
- Annual CPR recertification Jan 3, 2024

Other Activities/Topics of Interest:

- Used 20 hours vacation and holiday time at the end of December 2023.
- Continue work on draft of standard of cover document, integrate station location and response time analysis maps. Research area growth projections.
- Still waiting to hear from City of Woodburn IT department about providing IT services for the Fire District. Waiting on a proposal and an IGA from the City of Woodburn.
- Review job duties with staff and discussions about redistributing tasks.
- Begin discussion with staff about schedule change and expanding early morning coverage

Snapshot:

During the month of December:

3- Smoke detector installation/maintenance visits
1-Smoke alarm consultation about where to install

15,859 WEBSITE VISITS for month of December

December 2023 Calls- 101 28 % decrease over last year
December 2022 Calls- 140

Calls YTD 2023 1,207 (Jan-Dec) .5 % decrease over 2022
Calls YTD 2022 1,213 (Jan-Dec)