

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, November 14, 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. APPROVAL OF MINUTES OF:

- a) Board Work Session October 10, 2023
- b) Regular Board Meeting of October 10, 2023

V. OPEN FORUM

VI. OLD BUSINESS:

- a) Review Changes Policy 201: Personnel
- b) Review Changes Policy 301: Fixed Asset & Inventory Control

VII. FINANCE OFFICER'S REPORT:

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

VIII. CHIEF'S REPORT:

- a)

IX. NEW BUSINESS:

- a) Accuity, LLC Audit Presentation
- b)

X. ITEMS PENDING:

XI. ADJOURNMENT:

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SILVERTON FIRE DISTRICT BOARD WORK SESSION MINUTES

October 18, 2023, 10:00 a.m.
Silverton Station # 1

*No formal action will take place during this workshop.
A subject summary and action, if any, shall be presented during the
November 14, 2023 Regular Board of Directors Meeting*

ROLL CALL:

Les Von Flue, President
Stacy Palmer, Vice-President
Robert Mengucci, Secretary-Treasurer (via zoom 10:30am)

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

IN ATTENDANCE:

Chief Miles, Office Manager Cantu, AC Grambusch, DC Veit, FF Ian Peterson, Don Maxwell

CALL TO ORDER & PLEDGE OF ALLEGIANCE:

The meeting was called to order by President Von Flue at 9:30 a.m.

DISCUSSION:

3.1 STANDARD OF COVER

Chief Miles introduced Don Maxwell from GIS and presented call data with the Board. Together with Chief Miles, Mr. Maxwell reviewed several documents relating to incident types, station location, and response times. Chief Miles reported that based on the data, the District currently had sufficient stations based on drive time location and incident volume. Chief Miles reviewed 3-year incident data depicting incident density mapping based on call type. Chief Miles pointed out that the majority of the call volume was concentrated around Station 1. Chief Miles reported that the average response time has improved from prior years. Chief Miles stated that the current average response time was seven minutes and fourteen seconds across the entire District which included urban and suburban areas. AC Grambusch stated that the Districts average call response time was better than the standard under NFPA 1720. Chief Miles shared that every response District struggles with the NFPA 1710 medical requirement of four minutes due to the shortage of staffed ambulances. Vice President Palmer inquired how frequently the data could be updated or reviewed. Chief Miles stated that once ESO was working correctly, call data and mapping should be more available. President Von Flue questioned whether the Board was satisfied with the data brought forward or how the Board wanted to move forward now that they had the data. The Board agreed that the reports and data were well done and

were satisfied with the product. Vice President Palmer inquired whether the information would be available to the public. Chief Miles responded that a document would be uploaded to the website and would be updated every five years with the current call data. Vice President Palmer asked whether additional conversation would begin about the probability of building another station on the Epping property on Ike Mooney Road within the next 5 to 10 years, or if at all, and whether the District should currently be part of the planning discussion with City of Silverton. Chief Miles responded that call data was just the start on a much bigger conversation about station placement and funding. Chief Miles continued that conversation would include funding, size of station, and the capacity to hold an engine, brush rig, and a tender. Chief Miles stated that based on the current data, it didn't appear there was an overwhelming need to discuss building another station sooner than ten years. Mr. Maxwell stated that he would forward Chief Miles a map that would reflect suggested station placement based on response time and number of incidents. The Board requested a copy of the maps once context was provided and posted to the website.

3.2 BOARD POLICY 201, 301, 302

Chief Miles suggested that the Board add language to Policy 201: Personnel that would reflect the preference of the Board how the District advertises and posts vacancies to exempt positions. Vice President Palmer suggested that the policy should mirror Civil Service practice. Chief Miles stated Civil Service required that the District advertise vacancies but allowed flexibility with what publications the District uses. Chief Miles inquired whether the Board would agree with using the same or similar language currently used in Civil Service Rules. The Board suggested making the language consistent with Civil Service Rules and would review at the next board meeting.

Chief Miles sought clarification on Policy 301: Fixed Asset & Inventory Control on whether the Board wanted itemized inventory each year or just capital asset inventory that is currently reflected in the final audit document. The Board clarified that the asset inventory that is submitted to the auditors each year is sufficient in meeting the intent of the policy and is distributed to the Board prior to the final audit report each year. The Board requested that the current process of requesting disposition of surplus is still presented to the board for approval prior to disposition.

Chief Miles reported that Policy 302: Purchasing needed to suspend until the Procurement Policy was adopted by the Board. The Board recommended that the purchasing policy reflect the spending authority set forth by the procurement policy. Director Bledsoe would like to see language that clarified the process and spending authority set for members.

IV Adjournment:

The work session was adjourned at 11:30 a.m.

Approved this _____ day of _____, 2023.

President

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. October 10, 2023
Silverton Fire District Station #8 (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 Cantu, FF Miller *(via Zoom)*, Lt. Training & Volunteer Coordinator Brown, FF Peterson, AC Veit, AC Grambusch *(via Zoom)*, 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 September 12, 2023 board meeting as written. 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:

Secretary-Treasurer Mengucci shared his appreciation with Chief Miles, AC Grambusch, and Vice President Palmer for their support of Mo Stadeli's family recently.

VIII. OLD BUSINESS:

a) School Bond Endorsement

Director Bledsoe made a motion for the Board of Directors to publicly support the school bond. Vice President Palmer seconded the motion. The motion carried unanimously.

Due to legal restrictions, the Board was informed that they could not use public resources

showing their support unless the support was neutral in nature and provided only facts to the public.

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

IX. FINANCE OFFICER'S REPORT:

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

Vice President Palmer inquired about the balance of overtime under personnel expenditures and what happened once the account went negative. OA Cantu stated that overtime gets expensed rapidly during the summer due to conflagrations. Chief Miles stated that the District is reimbursed for conflagration hours from the State but those funds wouldn't necessarily be appropriated back into personnel expenses as advised by the auditors. Vice President Palmer inquired how conflagration monies are then accounted for. OA Cantu responded that conflagration monies are accounted for in the ending fund balance during the audit process when all revenue and expenditures are reviewed and verified.

The finance officer's report was approved as presented. 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) Audit Presentation November 14, 2023**

Chief Miles shared that Kori with Acuity, LLC would be presenting the final audit report at the next board meeting. The final audit was distributed electronically to each Director for review prior to the report next month.

- b) Scotts Mills Chicken Dinner**

Chief Miles invited the Board to the annual Scotts Mills Firefighter's Association chicken dinner on October 21st beginning at 4:30pm.

- c) Board Workshop**

Chief Miles shared that response times would be generated into a graph and compiled with additional data/mapping and sent to the Board.

- d) FF/EMT Hire**

Chief Miles informed the Board that River Valdez-Savage was the successful candidate for the FF-EMT position and would start October 16th. Chief Miles shared that River was a current volunteer and looked forward to bringing him on board.

XI. NEW BUSINESS:

- a) Resolution 23-361**

Vice President Palmer moved to approve Silverton Fire District Resolution 23-361 honoring Ed Grambusch for his dedicated service to the Silverton Fire District. Director Bledsoe seconded the motion. Resolution 23-361 passed unanimously.

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

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 7:21 p.m.

Approved this _____ day of _____, 2023.

President

Minutes recorded and prepared by Candace Cantu

DRAFT

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Silverton Fire District
Board Manual

POLICY 201: PERSONNEL

Originated: January 10, 1989

Revised: August 10, 2021

Reviewed: November 8, 2022

PURPOSE

This Board policy outlines the Board responsibilities as it pertains to the designation, definition and the funding of District positions. This policy also describes the responsibility of the Chief/Administrator as it pertains to hiring personnel as well as determine pre-conditional hiring requirements.

BOARD PERSONNEL GUIDELINES AND POLICIES

The Silverton Fire District shall comply with Federal Equal Employment Opportunity (EEO) guidelines. If any portion of this policy is found to be in direct conflict with any Federal or State law, or applicable Civil Service regulation, at the time a position is being filled, that portion of the policy shall be void.

The Chief/Administrator of the Silverton Fire District shall be responsible for:

- Determining the qualifications required for each position, with consideration given to federal and state laws, which include knowledge base, skill certification and physical ability.
- Administering the advertising for, interviewing and hiring of personnel for positions with firefighting duties, volunteer or otherwise, and other district employees as necessary to ensure the intentions of the Board of Directors are met. [Vacancy announcements for exempt positions shall be advertised and posted on the official bulletin boards of the District and published externally to attract diverse, qualified candidates.](#)
- Acting as personnel officer for the district, ensuring that during the hiring process, each new employee is made aware of district rules and regulations as determined by the Board of Directors.
- Writing, maintaining, and updating a job description for each paid and volunteer position.
- Performing background investigations on each employee as needed. The investigations shall include but not be limited to driving records and reference checks.

The district may require from the applicant, as a precondition of employment, a certificate from a physician that attests to the applicant's physical ability to perform the tasks associated with the position as well as a district sponsored physical performance exam. The district may require the applicant to submit to the following as conditions of employment:

- Employment reference check and verification of education information
- Driving record check, if the position requires driving
- Pre-employment drug test if the position includes firefighting or EMT duties.
- A criminal history background check
- A credit history check

Silverton Fire District
Board Manual

If hired, the district will require the applicant to prove that he/she is legally authorized to work in the United States.

The district may keep a list of qualified applicants on file and may select prospective employees from that list without going through the process of advertising that the position is open for a period of one year from the date of the most recent hire.

The district may not refuse employment to any individual because a family member is currently employed by the district unless it would place the individual being hired in a position that either might be exercising authority over the other.

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 provide a report ~~the status of the District fixed~~ of capital assets to the Board of Directors in writing ~~during prior to the report of the annual independent~~ audit report. This report shall include all new additions and, any deletions ~~and any missing items~~ of capital assets.

~~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.~~

The Fire Chief will submit a disposition request of any asset to the Board for approval prior to any sale or disposition. If any item of property is disposed of, ~~the Fire Chief shall be notified and provide~~ the following information will be updated in ~~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.

Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 11/7/2023 1:55 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000334	6091838 10209	ACCUITY, LLC 22-23 FINAL AUDIT BILL	10/11/2023	4,000.00
Total for Check Number 1000334:				4,000.00
1000335	6091910	AMAZON CAPITAL SERVICES	10/11/2023	
	1KKLC9VYR4CH	VACUUM STA 1		79.19
	1KKLC9VYR4CH	CANDY BAGS		30.96
	1KKLC9VYR4CH	CABINET LOCK		15.77
	1KKLC9VYR4CH	BATTERY CHARGER 423		113.99
	1KKLC9VYR4CH	FOG JUICE		54.95
	1KKLC9VYR4CH	RANK BUGLES		36.90
	1KKLC9VYR4CH	STRUCTURE BOOT		99.99
	1KKLC9VYR4CH	WINCH HOOK STOP 405		29.42
Total for Check Number 1000335:				461.17
1000336	6091912	BRASS ROOTS TRAINING SOLUTIONS	10/11/2023	
	SFD 23-09	TRAINING: SEPT		1,200.00
	SFD 23-Q3	CHIEF EXAMINER SERVICES: QTR 3		500.18
Total for Check Number 1000336:				1,700.18
1000337	010172	CARSON OIL COMPANY	10/11/2023	
	CP00477884	FUEL FOR 412		134.86
	CP00477884	FUEL FOR 400		41.83
	CP00477884	FUEL FOR 434		70.44
	CP00477884	FUEL FOR 423		133.58
	CP00477884	FUEL FOR 414		20.13
	CP00477884	FUEL FOR 482		131.76
	CP00477884	FUEL FOR 402		84.38
	CP00477884	FUEL FOR 419		98.73
	CP00477884	FUEL FOR 413		39.83
	CP00477884	FUEL FOR 411		84.82
	CP00477884	FUEL FOR 412		113.27
	IN0910466	STA. 8 BULK DIESEL 119 @ 4.5113 EA		536.85
Total for Check Number 1000337:				1,490.48
1000338	096998	CITY OF SILVERTON	10/11/2023	
	5.05070.0	WATER USAGE AT STAT. 8/17-9/18		339.38
	5.05071.0	WATER USAGE STAT. 1 MAINT BAY 8/17-9/		57.47
	5.05072.6	WATER USE: STAT. 1 SPRINKLERS 8/17-9/18		142.42
Total for Check Number 1000338:				539.27
1000339	010185	ELAN FINANCIAL SERVICES	10/11/2023	
	0237	TRIAGE TRAINING MATERIAL		128.67
	0237	ICS 300/400 REGISTRATION		499.00
	1139	OFCA MEMBERSHIP FEE		120.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1139	() DPSST FINGER PRINT FEE		231.25
	1139	FIRE OFFICER BOOK		75.71
	1139	(2) COVID TEST		47.98
	1139	OUTREACH GRANT MATERIAL		445.89
	2503	ZOOM SUBSCRIPTION		15.99
	2675	BITWARDEN SUBSCRIPTION		60.00
	2675	OFCA MEMBERSHIP FEE D. BROWN		21.00
	4845	WIPER BLADE 419		14.79
	4845	LUNCH FOR BATTERY TRAINING		29.90
	4845	FUEL FOR 419		99.00
	4845	OIL FOR STA 1 GATOR		55.01
	4845	FUEL FOR 419		94.51
	8105	ZOOM SUBSCRIPTION		15.99
	8105	BREAKFAST FOR INTERVIEW PANEL		75.41
	8105	COFFEE, CANDY FOR GOBLIN WALK		292.86
	8105	LUNCH FOR INTERVIEW PANEL		305.52
			Total for Check Number 1000339:	2,628.48
1000340	032005 288752	G & G AUTO CARE SUPPLY, INC. SCBA TOWELS	10/11/2023	15.79
			Total for Check Number 1000340:	15.79
1000341	033975 9847664951 9853025006	GRAINGER PATIENT VICTIM CARDS SCBA BATTERIES	10/11/2023	91.63 72.40
			Total for Check Number 1000341:	164.03
1000342	097300 SILFIRED SILFIRED SILFIRED SILFIRED SILFIRED SILFIRED	HI-SCHOOL MAN DOOR HARDWARE HARDWARE (2) BALLASTS AIR FILTERS J HOOKS 485 HARDWARE FOR BLOW HARD FANS	10/11/2023	5.94 13.52 67.98 41.16 11.97 46.52
			Total for Check Number 1000342:	187.09
1000343	120185 0010	MARK ZEITZER QTR 3 MEDICAL DIRECTOR SERVICES	10/11/2023	125.00
			Total for Check Number 1000343:	125.00
1000344	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 9/5-10/4	10/11/2023	83.90
			Total for Check Number 1000344:	83.90
1000345	076000 23-1644	OFDDA CONF. FEE S. PALMER	10/11/2023	350.00
			Total for Check Number 1000345:	350.00
1000346	070600 11111	PAUL SCOTT MATHAE LOGO GRAPHICS FOR TRAILERS	10/11/2023	230.00
			Total for Check Number 1000346:	230.00
1000347	083200 8950420000	PORTLAND GENERAL ELECTRIC STAT. 2 ELECTRIC SERV. 9/5-10/4	10/11/2023	39.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000347:	39.47
1000348	092090 0456003524171 0456003525235	REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. 9/1-9/30 STAT. 8 GARBAGE SERV. 9/1-9/30	10/11/2023	182.25 46.03
			Total for Check Number 1000348:	228.28
1000349	6091964	ROBERT HEDRICK TUITION REIMB: SUMMER TERM	10/11/2023	1,656.00
			Total for Check Number 1000349:	1,656.00
1000350	094000 617122	ROTH'S FRESH MARKETS GROCERY FOR SIVERTON FF ASSOC.	10/11/2023	128.90
			Total for Check Number 1000350:	128.90
1000351	095050 17889 17889	SCHURTER TRUCKING 428 PUMP & ROLL REPAIR 418 FAN REPAIR	10/11/2023	1,843.84 334.38
			Total for Check Number 1000351:	2,178.22
1000352	016515	AUDITS DIVISION SECRETARY OF ST: 22-23 AUDIT FILING FEE	10/11/2023	250.00
			Total for Check Number 1000352:	250.00
1000353	6091888 013562 013562	SPRINGBROOK HOLDING COMPANY J FINANCE SUITE RENEWAL PAYROLL SUITE RENEWAL	10/11/2023	10,628.31 5,355.35
			Total for Check Number 1000353:	15,983.66
1000354	119000 823701	WILCO LANDSCAPING FLOWERS	10/11/2023	55.90
			Total for Check Number 1000354:	55.90
1000355	034015 9/25-10/14 STA2 9/25-10/24 RL 9/25-10/24 ST1 9/25-10/24 ST3 9/25-10/24 ST8 9/25-10/24 ST9	ZIPLY FIBER 503-873-5097-071291-5 503-001-0586-110204-5 503-873-2805-070997-5 503-873-3190-062193-5 503-873-6215-090168-5 503-873-5645-012395-5	10/11/2023	72.81 27.30 197.44 65.90 89.48 65.90
			Total for Check Number 1000355:	518.83
			Total for 10/11/2023:	33,014.65
1000357	068535 136973 137254	911 SUPPLY INC (1) NAME TAPE & PATCH INSTALL (32) NAME TAPE & PATCH INSTALL	10/27/2023	84.47 428.14
			Total for Check Number 1000357:	512.61
1000358	007075 186511	BOCHSLER HARDWARE ROOF CEMENT STA 1	10/27/2023	25.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000358:	25.90
1000359	010172	CARSON OIL COMPANY	10/27/2023	
	CP00481245	FUEL FOR 412		94.97
	CP00481245	FUEL FOR 434		80.58
	CP00481245	FUEL FOR 434		62.34
	CP00481245	FUEL FOR 482		101.51
	CP00481245	FUEL FOR 411		48.20
	CP00481245	FUEL FOR 401		46.94
	CP00481245	FUEL FOR 423		127.02
	CP00481245	FUEL FOR 421		95.22
			Total for Check Number 1000359:	656.78
1000360	010310 8368	CASCADE FIRE EQUIPMENT COMPAN HOSE HOOK B497	10/27/2023	220.00
			Total for Check Number 1000360:	220.00
1000361	096998 5.05072.6	CITY OF SILVERTON WATER USE: STAT. 1 SPRINKLERS	10/27/2023	156.54
			Total for Check Number 1000361:	156.54
1000362	6091905 44020	CORPORATE SECURITY SERVICES INC (1) PRE-EMPLOY BACKGRND CK	10/27/2023	63.50
			Total for Check Number 1000362:	63.50
1000363	012820 000111890300548	COSTCO MEMBERSHIP RENEWAL	10/27/2023	120.00
			Total for Check Number 1000363:	120.00
1000364	013528 27590	CRUISE MASTER ENGRAVING RETIREMENT PLAQUE E. GRAMBUSCH	10/27/2023	521.10
			Total for Check Number 1000364:	521.10
1000365	6091940 847B001D-0008	DIGITAL DEPLOYMENT INC WEBSITE MAY-JUN	10/27/2023	200.00
			Total for Check Number 1000365:	200.00
1000366	035075 1	HRA VEBA TRUST YA462 HRA/VEBA: OCT	10/27/2023 PR Batch 00004.10.2023 YA4	1,400.00
			Total for Check Number 1000366:	1,400.00
1000367	6091934 2023-008 2023-009	HUBBARD FIRE DISTRICT NFPA OFF 1 TRAINING R. DANDENEAU NFPA OFF 1 TRAINING M. CRAWFORD	10/27/2023	250.00 250.00
			Total for Check Number 1000367:	500.00
1000368	040250 Q15.000014847	ICC MEMBERSHIP RENEWAL #5239747	10/27/2023	160.00
			Total for Check Number 1000368:	160.00
1000369	057000 9311001889	LAWSON PRODUCTS CONNECTORS, STEPDOWN	10/27/2023	76.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000369:	76.75
1000370	091893	LIFEMAP ASSURANCE CO.	10/27/2023	
	0877751	LIFEMAP: EMPLOYEE CONTRIB.: NOV	PR Batch 00004.10.2023 LIF	43.75
	0877751	AD&D/LIFE INS. EMPLOYER CONTIB: NOV	PR Batch 00004.10.2023 AD&	61.70
	0877751	AD&D/LIFE INS. EMPLOYER CONTIB: NEW	PR Batch 00004.10.2023 AD&	3.10
			Total for Check Number 1000370:	108.55
1000371	6091966	MAXWELL MAPPING CO	10/27/2023	
	37	CALL DATA ANALYSIS		800.00
	39	GEOPROCESSING & ANALYSIS		555.00
			Total for Check Number 1000371:	1,355.00
1000372	072925	METCOM 9-1-1	10/27/2023	
	2023242082	DISPATCH SERV. FEE FOR OCT		7,845.21
			Total for Check Number 1000372:	7,845.21
1000373	075750	OFDDA CONFERENCE	10/27/2023	
	231664	(2) CONF REGISTRATION FOR DIRECTORS		700.00
	231671	(1) CONF REGISTRATION FOR DIRECTORS		175.00
			Total for Check Number 1000373:	875.00
1000374	098950	OREGON EMPLOYMENT DEPT.	10/27/2023	
	L0001587117	(3) UNEMPLOYMENT CLAIMS		31.01
			Total for Check Number 1000374:	31.01
1000375	6091901	PACIFIC OFFICE AUTOMATION (SALE	10/27/2023	
	757032	DOCUMENT PRINTS 9/7-10/7		58.73
			Total for Check Number 1000375:	58.73
1000376	6091896	PACIFIC OFFICE AUTOMATION INC	10/27/2023	
	5027125137	COPIER LEASE 11/1-11/30		179.01
			Total for Check Number 1000376:	179.01
1000377	083200	PORTLAND GENERAL ELECTRIC	10/27/2023	
	0074320000	STAT. 8 ELECTRIC SERV. 9/7-10/6		162.99
	3700411000	STAT. 3 ELECTRIC SERV. 9/7-10/6		51.93
	5974190000	STAT. 9 ELECTRIC SERV. 9/7-10/6		32.22
			Total for Check Number 1000377:	247.14
1000378	012100	RADIO COMMUNICATIONS SERVICE,	10/27/2023	
	99707	INSTALL & LABOR 402 WUI GRANT		794.50
	99724	INSTALL & LABOR 411 WUI GRANT		484.00
	99728	INSTALL & LABOR 405 WUI GRANT		116.00
	99763	INSTALL & LABOR 485 WUI GRANT		245.00
	99767	INSTALL & LABOR 407 WUI GRANT		676.00
			Total for Check Number 1000378:	2,315.50
1000379	095500	SAIF CORPORATION	10/27/2023	
	100057664	(1) WORKER COMP CLAIM REIMB.		2,400.00
			Total for Check Number 1000379:	2,400.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000380	098720	SDIS	10/27/2023	
	03-0052823	MEDICAL: EMPLOYER CONTRIB. NOV	PR Batch 00004.10.2023 MEI	12,092.98
	03-0052823	MEDICAL: EMPLOYEE CONTRIB. NOV	PR Batch 00004.10.2023 MEI	1,343.67
	03-0052823	LTD: EMPLOYER CONTRIB. NOV	PR Batch 00004.10.2023 LTC	200.90
	03-0052823	LTD: EMPLOYER CONTRIB. NEW HIRE	PR Batch 00004.10.2023 LTC	28.70
Total for Check Number 1000380:				13,666.25
1000381	096976	SILVER CREEK AUTO PARTS, INC.	10/27/2023	
	459645	FLUID FILTERS		10.77
	758418	FLUID FILTERS		43.43
	759775	FRONT BRAKE ROTOR 402		189.87
	762250	DEF STOCK		90.84
Total for Check Number 1000381:				334.91
1000382	098956	STATEMAN JOURNAL	10/27/2023	
	0005849980	CIVIL SERVICE PUBLIC NOTICE		311.54
Total for Check Number 1000382:				311.54
1000383	027039	SUN LIFE FINANCIAL	10/27/2023	
	930943	930943 LIFE INS. PREMIUM: NOV		437.81
Total for Check Number 1000383:				437.81
1000384	211619	UPS	10/27/2023	
	000016A6X1251	SHIPPING ON AIR SAMPLE		17.07
Total for Check Number 1000384:				17.07
1000385	112435	VERIZON WIRELESS	10/27/2023	
	9945833258	407 IPAD SERV.: 9/2-10/1		40.81
	9945833258	K. VEIT CELL SERV.: 9/2-10/1		42.56
	9945833258	K. MILLER CELL SERV.: 9/2-10/1		42.56
	9945833258	D. BROWN CELL SERV.: 9/2-10/1		42.56
	9945833258	411 IPAD SERV.: 9/2-10/1		40.81
	9945833258	482 IPAD SERV.: 9/2-10/1		40.81
	9945833258	401 IPAD SERV.: 9/2-10/1		40.81
	9945833258	M. HUGHES CELL SERV.: 9/2-10/1		42.56
	9945833258	423 IPAD SERV.: 9/2-10/1		40.81
	9945833258	415 IPAD SERV.: 9/2-10/1		40.81
	9945833258	I. PETERSON CELL SERV.: 9/2-10/1		42.56
	9945833258	B. MILES CELL SERV.: 9/2-10/1		42.56
	9945833258	405 IPAD SERV.: 9/2-10/1		40.81
	9945833258	E. GRAMBUSCH CELL SERV.: 9/2-10/1		42.56
	9945833258	C. CANTU CELL SERV.: 9/2-10/1		42.56
	9945833258	485 IPAD SERV.: 9/2-10/1		40.81
Total for Check Number 1000385:				666.96
1000386	115400	W.S. DARLEY & CO.	10/27/2023	
	17509823	CONTAINER HOLDER 497		313.26
Total for Check Number 1000386:				313.26
1000387	6091829	WAVE	10/27/2023	
	10/12-11/11	056639301-0008873 CONV. BOX		102.75
Total for Check Number 1000387:				102.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for 10/27/2023:	35,878.88
			Report Total (53 checks):	68,893.53

General Ledger

Expense vs Budget with Encumbrances

User: Candace

Printed: 11/7/2023 1:57:40 PM

Period 01 - 04

Fiscal Year 2024

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 740,524.00	\$ 222,233.07	\$ 518,290.93	69.99%
25-1-51002	EXTRA PERSONNEL	\$ -	\$ -	\$ -	0.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 28,000.00	\$ 2,471.66	\$ 25,528.34	91.17%
25-1-51004	SOCIAL SECURITY	\$ 72,000.00	\$ 24,410.98	\$ 47,589.02	66.10%
25-1-51005	GROUP HEALTH INSURANCE	\$ 206,628.00	\$ 53,760.26	\$ 152,867.74	73.98%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,000.00	\$ 5,845.64	\$ 16,154.36	73.43%
25-1-51007	PERS	\$ 267,466.00	\$ 81,958.27	\$ 185,507.73	69.36%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 31.01	\$ 1,168.99	97.42%
25-1-51009	OVERTIME	\$ 75,000.00	\$ 45,757.28	\$ 29,242.72	38.99%
25-1-51010	VOLUNTEERS	\$ 85,000.00	\$ 51,193.57	\$ 33,806.43	39.77%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 35,200.00	\$ 5,400.00	\$ 29,800.00	84.66%
25-1-51013	DIRECTORS EXPENSES	\$ 500.00	\$ -	\$ 500.00	100.00%
PAYROLL RELATED EXP		\$ 1,533,518.00	\$ 493,061.74	\$ 1,040,456.26	67.85%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 501.77	\$ 2,998.23	85.66%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 1,533.00	\$ 6,967.00	81.96%
25-1-61003	CONTRACT SERVICES	\$ 28,000.00	\$ 19,965.88	\$ 8,034.12	28.69%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 4,783.15	\$ 15,216.85	76.08%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 62.06	\$ 2,437.94	97.52%
25-1-61006	UTILITIES	\$ 42,000.00	\$ 8,346.96	\$ 33,653.04	80.13%
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	\$ 4,224.22	\$ 20,775.78	83.10%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.10	\$ 49.90	99.80%
25-1-61011	ANNUAL AUDIT	\$ 9,500.00	\$ 8,250.00	\$ 1,250.00	13.16%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,500.00	\$ 521.10	\$ 2,978.90	85.11%
25-1-61013	RECRUITING EXPENSE	\$ 2,500.00	\$ 765.00	\$ 1,735.00	69.40%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 251.48	\$ 1,748.52	87.43%
25-1-61015	TRAINING EXPENSE	\$ 75,000.00	\$ 21,545.88	\$ 53,454.12	71.27%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ 1,225.00	\$ 3,775.00	75.50%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 369.31	\$ 3,130.69	89.45%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 170.98	\$ 6,829.02	97.56%
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	\$ 29.90	\$ 2,470.10	98.80%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 7,500.00	\$ 3,877.20	\$ 3,622.80	48.30%
25-1-61023	UNIFORM ALLOWANCE	\$ 10,000.00	\$ 2,631.91	\$ 7,368.09	73.68%
25-1-61024	FUELS AND LUBRICANTS	\$ 40,000.00	\$ 17,546.43	\$ 22,453.57	56.13%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ -	\$ 650.00	100.00%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 3,600.32	\$ 2,899.68	44.61%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
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	\$ 4,852.57	\$ 30,147.43	86.14%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 714.11	\$ 5,785.89	89.01%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 7,500.00	\$ 1,109.69	\$ 6,390.31	85.20%

Account Number	Description	Budget	End Bal	Available	% Available
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 94,143.00	\$ 31,380.84	\$ 62,762.16	66.67%
25-1-61055	MEDICAL MEMBERSHIPS	\$ -	\$ -	\$ -	0.00%
25-1-61056	HEALTH AND WELFARE	\$ 14,000.00	\$ 3,452.88	\$ 10,547.12	75.34%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 25,132.16	\$ 14,867.84	37.17%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ 258.52	\$ 241.48	48.30%
25-1-61063	GRANT EXPENDITURES	\$ 155,000.00	\$ 2,085.39	\$ 152,914.61	98.65%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 3,500.00	\$ 72.40	\$ 3,427.60	97.93%
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	\$ 621.30	\$ 878.70	58.58%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 270.00	\$ 14,730.00	98.20%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 508.60	\$ 3,491.40	87.29%
MATL SUPP & EXP		\$ 807,343.00	\$ 181,960.84	\$ 625,382.16	77.46%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ -	\$ 20,000.00	100.00%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 50,000.00	\$ 2,348.59	\$ 47,651.41	95.30%
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	\$ 1,974.80	\$ 13,025.20	86.83%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
CAPITAL OUTLAY		\$ 127,000.00	\$ 7,815.64	\$ 119,184.36	93.85%
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	\$ 682,838.22	\$ 2,769,022.78	80.22%

BANK ACCOUNT BALANCE COMPARISON

<u>August 31, 2022</u>		<u>August 31, 2023</u>	
Columbia Bank Checking	\$ 113,143.73	Columbia Bank Checking	\$ 129,561.18
Columbia Bank MM	\$ 275,997.24	Columbia Bank MM	\$ 426,106.00
Local Gov't Pool	\$ 2,011,166.37	Local Gov't Pool	\$ 2,082,102.16
Sub Total	\$ 2,400,307.34	Sub Total	\$ 2,637,769.34
<i>OPERATING BUDGET AHEAD \$237,462.00</i>			

<u>September 30, 2022</u>		<u>September 30, 2023</u>	
Columbia Bank Checking	\$ 344,575.24	Columbia Bank Checking	\$ 210,594.79
Columbia Bank MM	\$ 280,839.37	Columbia Bank MM	\$ 428,289.75
Local Gov't Pool	\$ 1,587,115.49	Local Gov't Pool	\$ 1,844,971.64
Sub Total	\$ 2,212,530.10	Sub Total	\$ 2,483,856.18
<i>OPERATING BUDGET AHEAD \$271,326.08</i>			

<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>			

Silverton Fire District Board of Directors Meeting Fire Chief Report

Submitted by: Bill Miles, Fire Chief

November 9, 2023

Current Projects:

- Continue work with ESO tech support, verify past records archive.
- Start training on ESO Insights reporting module.
- Reviewed and commented on fire code and water supply and access for 3 new residential dwellings over 3600 sq ft in Marion & Clackamas Counties.
- Review 3 land use decisions for Marion County.
- Nov 8th Meeting with OSFM & Building Official at Legacy Silverton Medical Center Hospital regarding ILSM temporary exit plan due to the removal of the stairway in the rear of the birthing center as part of ED relocation project.

Meetings/Activities:

- North Chief's Meeting 1st Tuesday of the Month. Nov. 7- Mt. Angel Fire
- Rotary meeting October 23th
- Continue work on mapping and call response time information.
- Civil Service meeting-October 19th
- Meet with several area fire chiefs about organizing for more emergency service collaboration

Staffing/Volunteer Changes-Updates:

- Currently have 70 Volunteers and 9 career staff on the roster.
- Currently have 5 RV's (Resident Volunteers).
- Waiting on 2 apps for St. 8, per interest cards, 3 more apps to come in from HS program (most likely going to be St1 prospects).
- 11 combat (5xSt1, 4xSt2, 2xSt3(1 could be 1 or 3))
- 2 Support Services (1 of these for Tender Driver)
- 2 TPE's for N. Battalion (St 3, St 8/9)
- Continue Work on planning/activities for Chief Grambusch retirement celebration for November 8th

Trainings-Held/Attended:

- Attend Weekly EMS & Fire training.
- 10 current members in EMR Class Started November 4th
- Attended FLSA Bootcamp for Volunteer & Combination Fire Depts Nov 1

Other Activities/Topics of Interest:

- Used 20 hours vacation.

- Review final administrative projects with AC Chief Grambusch
- Review 1st draft of standard of cover document, work on plan to integrate station location and response time analysis maps.
- Work with Candace to compile 3-year response data, call types, travel times, and station distribution reports from GIS contractor.
- Server network Work- talk with City of Woodburn IT department about providing IT services for the Fire District. Waiting to hear back on proposal and an IGA with the City of Woodburn.

Snapshot:

During the month of October, 396 kids reached

PUB ED: 4 Bright Beginnings Day Care (15 KIDS)
 BB Day Care visit (10 KIDS)
 Robert Frost 2nd Grade (60 KIDS)
 Mark Twain Respect & Responsibility (200 KIDS)
 2 Station Tours (2 KIDS, RECRUIT)
 3 Class HS Presentation (10 KIDS in the AM, 10 KIDS in the PM)
 Boy Scouts First Aid Class (4 KIDS)

OPEN HOUSE: Week of Oct 16-20
 ST 1. 40 adults, 45 KIDS
 ST 2. 8 ADULTS 15 KIDS
 ST 3. 2 ADULTS 2 KIDS
 ST 8. 10 ADULTS 20 KIDS
 ST 9. 5 ADULTS 3 KIDS.

PUBLIC APPEARANCE
 2 Robert Frost Trunk or Treat
 Goblin Walk (2 locations)

5- Smoke detector installation/maintenance visits
 1-Defensible Space Evaluation
 1-Rural Address Install

26,560 WEBSITE VISITS for month of October
 October 2023 Calls- 77 31% decrease over last year
 October 2022 Calls- 112

Calls YTD 2023 1,000 (Jan-Oct) 4.3 % increase over last year
 Calls YTD 2022 957 (Jan-Oct)