

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, January 12, 2021 at 7:00 P.M.
Silverton Station # 1 Video Conference

Join Zoom Meeting:

<https://us02web.zoom.us/j/88946001507?pwd=VE45QnArL2dGNG9oL3BNWmJ4enRQdz09>

Meeting ID: 889 4600 1507

Passcode: 909572

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

I. ROLL CALL:

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

Robert Van Epps, Director
Dixon Bledsoe, Director

II. CALL MEETING TO ORDER:

III. PLEDGE OF ALLEGIANCE:

IV. APPROVAL OF MINUTES OF:

a) Regular Board Meeting of December 8, 2020

V. OPEN FORUM

a) Association Announcements
b) Staff Announcements

VI. OLD BUSINESS:

a) Adoption of Board Handbook
b)

VII. FINANCE OFFICER'S REPORT:

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

VIII. CHIEF'S REPORT:

a) Bond Projects
b) Conflagrations
c) SDAO Conference
d) Financial Planning (TBD)
e) Strategic Plan (TBD)
f) Standard of Cover Study (TBD)
g) Operational Guidelines (1/12/21)
h) Training Report (1/12/21)
i) Call Response Data (1/12/21)
j) Recruiting/Retention Report (1/12/21)

**SILVERTON FIRE DISTRICT
AGENDA**

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REGULAR BOARD MEETING, January 12, 2021 at 7:00 P.M.
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k) Fire Prevention Report (1/12/21)

IX. NEW BUSINESS:

- a) Review 21-22 Budget Calendar
- b) Review 21-22 Budget Committee
- c) Board Candidacy Elections (Positions 2, 3, 4)

X. ITEMS PENDING:

- a) Board Work Session

XI. GOOD OF THE ORDER:

XII. ADJOURNMENT:

SILVERTON FIRE DISTRICT MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. December 8, 2020
Silverton Station #1

I. ROLL CALL:

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

Robert Van Epps, Director
Dixon Bledsoe, Director

ABSENT:

All Directors present.

IN ATTENDANCE:

Chief Miles, Office Manager Cantu, Assistant Chief Grambusch (*via zoom*), Maintenance FF Peterson (*via zoom*), Lt. Brown (*via zoom*), Lt. Dandeneau (*via zoom*), Lt. Veit, BC Terhaar (*via , zoom*), FF Terhaar (*via zoom*), Kori Sarrett with Accuity, LLC (*via zoom*)

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

IV. APPROVAL OF MINUTES OF:

a) Regular Board Meeting Minutes

Director Van Epps made a motion to approve the minutes of the November 10, 2020 board meeting. Director Vice President Palmer seconded the motion. The motion carried unanimously. (*President Von Flue: Aye, Vice-President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Van Epps: Aye, Director Bledsoe: Aye*)

V. OPEN FORUM:

Lt. Brown shared that the Christmas Tree Lighting went very well and with the assistance of Lt. Veit was able to drive Santa around parts of Silverton prior to the actual lighting of the tree. President Von Flue thanked Lt. Brown and Lt. Veit for representing the District well and provided that service to the community. Vice President Palmer shared her appreciation for all the coordination by the District and Volunteers to make the Christmas Tree Light event special every year.

Lt. Dandeneau shared that Volunteers and Explorers were in the process of dropping off 2000 bags throughout the community for the food and toy drive. Lt. Dandeneau stated that all donations would be a porch pick up only. Lt. Dandeneau stated that Delivery.com

offered their services by picking up donations with every food order. Lt. Dandeneau in addition to the Board expressed sincere appreciation for Delivery.com's coordinated efforts with the District to ensure a successful food and toy drive.

VI. OLD BUSINESS:

a) Board Handbook

Office Administrator stated that although the Board agreed to move forward with posting handbook revisions, the required posting was delayed due to other commitments and requested that adoption of revised changes be postponed until the next board meeting. The Board agreed to postpone adoption of revisions until the next board 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 Van Epps seconded the motion. The motion carried unanimously.

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

VIII. CHIEF'S REPORT

a) Bank Account Balance Comparison

Chief Miles reported that the comparison did not represent reconciled balances and does not reflect the 5th bond payment in the amount of \$296,900. Chief Miles stated that the District has received approximately 88% of current property taxes and 10% of delinquent property taxes in Fund 22 and approximately 84% of current taxes and 16% of delinquent taxes in General Fund 25.

b) Audit Presentation

Kori Sarrett from Accuity, LLC introduced herself and presented the 19-20 financial statement to the Board for review. Mrs. Sarrett stated that the audit went very well and did not find anything that would cause them to believe that the District was not in substantial compliance after their testing. Mrs. Sarrett stated that due to COVID, clients were asked to re-document internal controls since COVID may have changed some of the ways the District did business. Mrs. Sarrett stated that the District did a terrific job maintaining internal controls that protected the integrity of the District's finances and because of that the lack of segregation of duties was downgraded to a control deficiency and would not require any response by the District to the Secretary of the State. Mrs. Sarrett stated that there were no minimum standard findings and that the District was doing a terrific job adhering to all budgeting requirements while maintaining and providing services to the community.

c) Bond Projects

Chief Miles reported that the generator foundation and protection bollards were installed and that installation would take place next week. Chief Miles stated that Brush 417 arrived at the station from Medford and was awaiting paint and electrical

wiring.

d) Conflagrations

Office Administrator Cantu stated that all conflagration and wildfire reimbursement packets were submitted to the OSFM office and did not have an estimated time when reimbursement checks would arrive. Office Administrator Cantu stated that with the help of AC Grambusch an additional request for reimbursement would be submitted to FEMA. Chief Miles stated that a supplemental budget would most likely be presented to the Board for approval to reimburse personnel expenses. Chief Miles shared his appreciation for AC Grambusch for all the work he's done regarding COVID guidelines required by the State in addition to reimbursement requests from CARES and FEMA.

President Von Flue inquired whether Volunteers still share SCBA masks. Chief Miles confirmed that SCBA masks were currently shared. President Von Flue questioned whether additional masks could be purchased under CARES and whether the health authority required each person to have their own masks due to COVID. Chief Miles replied that the NFPA recommended that each individual have their own mask, but was not a requirement and stated that additional masks could be purchased however the District currently has aggressive methods in place for cleaning masks after each use and expressed the difficulty in trying to maintain and care for 60 additional SCBA masks. Director Mengucci inquired as to whether the manufacturer addressed sanitization methods for SCBA's and whether those methods prevented the spread of COVID after use. Chief Miles confirmed that the manufacturer has a recommended disinfectant which the District currently uses. AC Grambusch replied that the District had not received any alerts from MSA regarding the spread of COVID through masks however, the District uses a disinfectant and anti-microbial cleaner called Confidence Plus which kills 99.9% of germs and viruses. AC Grambusch stated that the District has a rigorous cleaning procedure that has been in place for some time and discussed purchasing additional cleaner under CARES. Additional discussion continued between the Board and AC Grambusch on whether additional masks should be purchased and if maintenance and upkeep could be sustained year after year. Director Mengucci inquired as to whether the regulator was a point of contamination directly related to the mask and whether those are being disinfected. AC Grambusch replied that MSA states that there is no cross contamination from the second stage regulator but does give a recommendation for cleaning it.

e) December Activities

Chief Miles expressed his appreciation to the staff and volunteers who participated in this year's tree lighting as well as the amount of work that volunteers dedicate to make the Toy and Food Drive successful each year.

f) Financial Planning

Chief Miles stated that financial planning, strategic plan and standard of cover survey were working agenda items and could be discussed further during a board work session. Vice President Palmer stated that the standard of cover survey was still important and wanted further conversation at a board work session on how to move forward.

g) Strategic Plan

Chief Miles stated that financial planning, strategic plan and standard of cover survey

were working agenda items and could be discussed further during a board work session.

h) Standard of Cover Study

Chief Miles stated that financial planning, strategic plan and standard of cover survey were working agenda items and could be discussed further during a board work session.

i) COVID Exposure Incident

Chief Miles reported that there was an exposure incident at Academy training on Saturday, November 21st. Chief Miles stated that the District was notified by the individual that they were feeling ill and was awaiting a COVID test result the following Monday, November 23rd. Chief Miles stated that the District immediately notified the individuals who were exposed and followed all OR-OSHA protocols. Chief Miles stated he wanted to be proactive by issuing a press release of the incident, however, the information was not quoted accurately by the reporter which resulted in confusion and inaccurate information being published. Chief Miles respectfully requested that in the future, all questions or concerns Directors may have regarding District business are addressed with him first. Chief Miles continued that he and his staff deserved the courtesy to address any questions or concerns about District business rather than contacting un-involved non-district Chiefs and other agency personnel and stated that his door was always open and his phone was on 24/7. Vice President Palmer requested that the Board of Directors is notified in advance of any information of that nature prior to public release in order to clear up confusion in the future. Chief Miles apologized to the Board for not notifying them of the situation prior to the press release and assured the Directors that the oversight would not be repeated. AC Grambusch discussed the inaccuracies in the press release in more detail and provided the Board with accurate information. Director Mengucci speculated whether the District would even be in a position of question with the Board if the Chief had informed the Board prior to any press release. Chief Miles apologized again for not informing the Board beforehand and reiterated that the oversight would not be repeated. Vice President Palmer expressed her appreciation with Chief Miles and AC Grambusch for their communication with the public and businesses and having the best interests of the community in mind.

j) Christmas Dinner

Office Administrator Cantu shared that due to COVID, in lieu of Christmas Dinner, the District would be purchasing a pie or cheesecake for each volunteer as a way to show the District's appreciation for their support, hard work and dedication.

IX. NEW BUSINESS:

No items to discuss.

X. ITEMS PENDING:

No items currently pending.

XI. GOOD OF THE ORDER:

Office Administrator Cantu shared that a number of individuals in the community were very thankful that the Chamber of Commerce continued with holiday traditions despite COVID restrictions. President Von Flue echoed his appreciation with the volunteers and

how much heart and commitment they give back to the community.

XII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 8:17 p.m.

Approved this _____ day of _____, 2020.

President

Minutes recorded and prepared by Candace Cantu

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Accounts Payable

Checks by Date - Detail by Check Date

User: candace
 Printed: 1/8/2021 11:55 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
35426	096998 17752	CITY OF SILVERTON PERMIT 17752 FOR GENERATOR FOUNDAT	12/01/2020	332.14
Total for Check Number 35426:				332.14
Total for 12/1/2020:				332.14
35427	001098 10639	ADVANCE DESIGN SYSTEMS, INC. IT SUPPORT WINDOWS UPDATE	12/09/2020	140.00
Total for Check Number 35427:				140.00
35428	005320 79972 80474	BIO-MED TESTING SERVICE INC. (1) PRE-EMPLOYMENT SCREENING (1) PRE-EMPLOYMENT SCREENING	12/09/2020	40.00 40.00
Total for Check Number 35428:				80.00
35429	007150 83849977	BOUND TREE MEDICAL, LLC (COVID-19) GLOVES, N95 MASKS	12/09/2020	352.13
Total for Check Number 35429:				352.13
35430	010185	CARDMEMBER SERVICE	12/09/2020	1,511.46
	2503	(COVID-19) PHONE/HOME SOAP		14.99
	2503	(COVID-19) ZOOM SUBSCRIPTION		149.99
	2503	(COVID-19) DISINFECTANT SPRAYER		359.98
	2503	(COVID-19) GOWNS		35.49
	2503	DESK LAMP		156.54
	2503	(COVID-19) SAFETY GLASSES		375.24
	2503	(COVID-19) SANITIZING STATION		1,146.39
	2503	(COVID-19) SANITIZING STATION		18.37
	2503	(COVID-19) BATTERIES FOR SANITIZING S		233.32
	2503	(COVID-19) OXYGEN WRENCH, BLOOD PR		4,399.98
	2503	(COVID-19) TV FOR TELE-TRAINING		79.98
	3725	(COVID-19) POWER SUPPLY UNIT		54.06
	3725	UPS BATTERY		13.85
	3725	(COVID-19) HDMI CABLES FOR MONITOR:		299.98
	3725	(COVID-19) 2 DESKTOP MONITORS		621.66
	4845	LAWN MOWER STA. 1		49.90
	4845	BULBS		336.79
	4845	NEW TOILET AND PARTS		168.00
	5311	WEBSITE RENEWAL		33.00
	8105	STAMPS		25.25
	8105	PENS, MOUSE PAD		102.89
	8105	(COVID-19) INK FOR FROM HOME PRINTE		187.07
	8105	PAPER, TAX FORMS, SCISSORS		94.89
	8105	(COVID-19) TONER FOR WORK FROM HOM		139.99
	8105	(COVID-19) CABINET FOR WORK FROM HC		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	8105	(COVID-19) WIRELESS KEYBOARD FOR W		34.99
	8105	PENS		10.78
	8105	LABELS		22.12
	8105	(COVID-19) ZOOM SUBSCRIPTION		14.99
	8105	TAX FORMS		62.65
	8105	(COVID-19) TONER FOR WORK FROM HOM		100.89
	8105	(COVID-19) TONER FOR WORK FROM HOM		100.89
			Total for Check Number 35430:	10,956.37
35431	010172	CARSON OIL COMPANY	12/09/2020	
	CP00287291	FUEL FOR 421		23.08
	CP00287291	FUEL FOR 482		76.58
	CP00287291	FUEL FOR 434		55.14
	CP00287291	FUEL FOR 423		21.27
	CP00287291	FUEL FOR 432		58.45
			Total for Check Number 35431:	234.52
35432	096998	CITY OF SILVERTON	12/09/2020	
	5.05070.0	WATER USAGE AT STAT. 1 11/4		268.20
	5.05071.0	WATER USAGE STAT. 1 MAINT BAY 11/4		48.99
	5.05072.6	WATER USE: STAT. 1 SPRINKLERS 11/4		3.09
			Total for Check Number 35432:	320.28
35433	031205	CLEM J. BUTSCH INSURANCE	12/09/2020	
	3844	FINAL PAYMENT VOL. LTD POLICY		1,865.00
			Total for Check Number 35433:	1,865.00
35434	097300	HI-SCHOOL PHARMACY #1178	12/09/2020	
	SILFIRED	SENSOR LIGHT, TOILET REPAIR		40.98
	SILFIRED	MERCHANDISE RETURN CREDIT		-23.99
	SILFIRED	FLUSH VALVE		46.57
	SILFIRED	SURGE PROTECTOR, LOPPER BYPASS		40.98
	SILFIRED	PADLOCK FOR ACADEMY DRILL		83.96
			Total for Check Number 35434:	188.50
35435	076550	HUNTINGTON PUBLIC CAPITAL CORP	12/09/2020	
	517048	E-415 LEASE PRINCIPAL		49,548.39
	517048	E415 LEASE INTEREST		3,928.00
			Total for Check Number 35435:	53,476.39
35436	6091891	KILLERS PEST CONTROL SALEM	12/09/2020	
	446157	PEST CONTROL SERVICE 11/30		145.00
			Total for Check Number 35436:	145.00
35437	057000	LAWSON PRODUCTS	12/09/2020	
	9308047188	CUT OFF WHEEL, FLAP DISC		73.50
			Total for Check Number 35437:	73.50
35438	072925	METCOM 9-1-1	12/09/2020	
	2020211148	DISPATCH SERV. FEE FOR JAN		6,777.09
			Total for Check Number 35438:	6,777.09
35439	6091897	MT. ANGEL AUTO BODY	12/09/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1	T419 BODY REPAIR		1,541.00
	2	T437 BODY REPAIR		1,341.40
Total for Check Number 35439:				2,882.40
35440	070463 49915	NATIONAL HOSE TESTING SPECIALTI ANNUAL FIRE HOSE TESTING	12/09/2020	6,422.50
Total for Check Number 35440:				6,422.50
35441	6091892 U0016952	PACER PROPANE PROPANE STA. 8	12/09/2020	417.33
Total for Check Number 35441:				417.33
35442	6091896 5012758180	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 12/1-12/31	12/09/2020	179.01
Total for Check Number 35442:				179.01
35443	092090 0456003061516 0456003062666	REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. 11/1-11/30 STAT. 8 GARBAGE SERV. 11/1-11/30	12/09/2020	182.25 30.14
Total for Check Number 35443:				212.39
35444	094000 4215-32	ROTH'S FRESH MARKETS WATER FOR RADIO TOWER BATTERY	12/09/2020	1.59
Total for Check Number 35444:				1.59
35445	096976 21570	SILVER CREEK AUTO PARTS, INC. TRANSMISSION FLUID 411 FUSE PANEL RELAY 417 DIESEL EXHAUST FLUID ZIP TIES FOR RADIO TOWER TRANSMISSION FILTER, GASKET 411 RELAY 417 MERCHANDISE CREDIT DISCONNECT 417 AIR FILTER 482, 423, 421, 412 AIR FILTER 482 CHAIN SAW OIL SQUEEGE 482 RELAY 417 WINDSHIELD WASH FUSE PANEL 417 OIL FILTER 482, 423	12/09/2020	24.09 50.29 81.12 3.75 103.89 10.06 -5.02 122.34 49.74 21.56 31.92 21.21 56.37 18.03 25.68 120.66
Total for Check Number 35445:				735.69
35446	190604 2020148	STAYTON FIRE DISTRICT EMR FEE M. MUELLER	12/09/2020	375.00
Total for Check Number 35446:				375.00
35447	119000 673878	WILCO CHAIN FOR ACADEMY DRILL	12/09/2020	2.69
Total for Check Number 35447:				2.69
35448	034015	ZIPLY FIBER	12/09/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0123955	PHONE SERV. STA. 9: 11/25-12/24		48.64
	0621935	PHONE SERV. STA. 3: 11/25-12/24		48.64
	0628855	PHONE SERV. STA. 1: 11/25-12/24		302.22
	0712915	PHONE SERV. STA. 2: 11/25-12/24		51.82
	0901685	PHONE SERV. STA. 8: 11/25-12/24		67.92
	1102045	RADIO LINE SERV: 11/25-12/24		26.21
Total for Check Number 35448:				545.45
Total for 12/9/2020:				86,382.83
35449	6091838 7209	ACCUITY, LLC 19-20 AUDIT FINAL BILL	12/30/2020	6,500.00
Total for Check Number 35449:				6,500.00
35450	001098 10646	ADVANCE DESIGN SYSTEMS, INC. (COVID) SERVER UPGRADE & INSTALLAT	12/30/2020	11,584.00
Total for Check Number 35450:				11,584.00
35451	010080 1	CANDACE CANTU (4) PIE EXP. REIMB.	12/30/2020	50.00
Total for Check Number 35451:				50.00
35452	010172 CP00289846 CP00289846 CP00289846 CP00289846 CP00289846 CP00289846 CP00289846 CP00289846 CP00289846	CARSON OIL COMPANY FUEL FOR 434 FUEL FOR 413 FUEL FOR 423 FUEL FOR 402 FUEL FOR 401 FUEL FOR 482 FUEL FOR 413 FUEL FOR 412 FUEL FOR 482	12/30/2020	102.23 8.77 56.67 33.39 34.43 39.49 17.38 117.72 97.08
Total for Check Number 35452:				507.16
35453	011008 20013	CLACKAMAS DIST FIRE DEFENSE 2020 FIRE DEFENSE DUES	12/30/2020	100.00
Total for Check Number 35453:				100.00
35454	6091899 17048	COMMERCIAL BUSINESS FURNITURE (COVID) ENTRY PARTITION MATERIAL & I	12/30/2020	4,225.63
Total for Check Number 35454:				4,225.63
35455	6091898 07-6325	CUMMINS SALES AND SERVICE DIESEL GENERATOR W/FUEL TANK	12/30/2020	26,679.88
Total for Check Number 35455:				26,679.88
35456	6091816 3206	DANIEL EARL WILGUS BLOWER FAN HVAC UNIT STA. 1	12/30/2020	579.00
Total for Check Number 35456:				579.00
35457	011000 657292	DAY WIRELESS SYSTEMS, INC. (10) MINITOR BATTERY PACK	12/30/2020	190.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35457:	190.00
35458	015500 70446134	DE LAGE LANDEN COPIER LEASE PAYMENT 12/15-1/14	12/30/2020	231.00
			Total for Check Number 35458:	231.00
35459	033975 9735037054 9740432449 9754256916	GRAINGER (COVID) 10 RESPIRATORS TRASH BAGS MOUNTING BOLTS	12/30/2020	546.10 157.64 30.96
			Total for Check Number 35459:	734.70
35460	035075 1	HRA VEBA TRUST YA462 HRA/VEBA: DEC	12/30/2020 PR Batch 00001.12.2020 YA4	780.00
			Total for Check Number 35460:	780.00
35461	6091837 1 2 3	IAFF LOCAL 1159 IAFF PAC FUND: DEC LOCAL PAC FUND: DEC LOCAL 1159 DUES: DEC	12/30/2020 PR Batch 00001.12.2020 IAF PR Batch 00001.12.2020 LOC PR Batch 00001.12.2020 LOC	6.27 6.27 271.08
			Total for Check Number 35461:	283.62
35462	042525 000068670	INTERNATIONAL ASSOCIATION OF FI ANNUAL DUES B. MILES	12/30/2020	260.00
			Total for Check Number 35462:	260.00
35463	055500 448513 449450	L.N.CURTIS & SONS SCBA DIAPHRAGM ASSY & O-RING (COVID) 40 MSA FACE MASKS	12/30/2020	92.12 10,760.00
			Total for Check Number 35463:	10,852.12
35464	091893 0621309 0621309	LIFEMAP ASSURANCE CO. AD&D/LIFE INS. EMPLOYER CONTIB: JAN LIFEMAP: EMPLOYEE CONTRIB.: JAN	12/30/2020 PR Batch 00001.12.2020 AD& PR Batch 00001.12.2020 LIF	49.30 46.25
			Total for Check Number 35464:	95.55
35465	065870 A396895	MARC NELSON OIL PRODUCTS BULK DIESEL 245 @ 1.82904EA STA.1	12/30/2020	448.12
			Total for Check Number 35465:	448.12
35466	070600 10254	NEW CREATION SIGN & BANNER NEW LETTERING 413	12/30/2020	660.00
			Total for Check Number 35466:	660.00
35467	6091901 125139	PACIFIC OFFICE AUTOMATION (SALE COPIER PRINTING 11/7-12/7	12/30/2020	86.44
			Total for Check Number 35467:	86.44
35468	6091896 5013139931	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 1/1-1/31	12/30/2020	179.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35468:	179.01
35469	083200	PORTLAND GENERAL ELECTRIC	12/30/2020	
	0074320000	STAT. 8 ELECTRIC SERV. 11/6-12/9		195.85
	2603340000	STAT. 1 ELECTRIC SERV. 11/6-12/9		981.41
	3700411000	STAT. 3 ELECTRIC SERV. 11/6-12/9		54.41
	5974190000	STAT. 9 ELECTRIC SERV. 11/6-12/9		36.50
	8950420000	STAT. 2 ELECTRIC SERV. 11/4-12/7		36.50
			Total for Check Number 35469:	1,304.67
35470	098720	SDIS	12/30/2020	
	03-0052823	COBRA PREMIUM C. MILES: JAN		755.31
	03-0052823	LTD: EMPLOYER CONTRIB. : JAN	PR Batch 00001.12.2020 LTD	175.14
	03-0052823	COBRA PREMIUM G. JENSEN: JAN		1,396.51
	03-0052823	MEDICAL: EMPLOYEE CONTRIB.: JAN	PR Batch 00001.12.2020 MEI	789.00
	03-0052823	MEDICAL: EMPLOYER CONTRIB.: JAN	PR Batch 00001.12.2020 MEI	7,100.97
	35P52823-766	AUTO PREMIUM INCREASE ON B417		58.00
			Total for Check Number 35470:	10,274.93
35471	096976	SILVER CREEK AUTO PARTS, INC.	12/30/2020	
	21570	LAMP FOR E416		5.30
	21570	POWER INVERTER C482		65.96
	21570	BATTERY E405		319.48
	21570	FUSE TAP S413		4.06
	21570	HARDWARE FOR E415		12.83
	21570	BATTERY FOR FORKLIFT		101.14
	21570	IGNITION SEALER		13.89
	21570	(COVID) FUNNELS		10.59
	21570	STARTER FLUID		33.46
	21570	HARDWARE FOR STOCK		12.83
	21570	PRIMARY WIRE S413		29.92
	21570	LOOM SPLIT S413		26.39
	21570	FUSE TAP S413		2.73
			Total for Check Number 35471:	638.58
35472	099390	STUDIO 3 ARCHITECTURE, INC.	12/30/2020	
	8609	CONSULTING/ARCHITECTURAL DESIGN F		441.25
			Total for Check Number 35472:	441.25
35473	027039	SUN LIFE FINANCIAL	12/30/2020	
	930943	930943 LIFE INS. PREMIUM: JAN		432.06
			Total for Check Number 35473:	432.06
35474	112450	TENNYSON CARLOW	12/30/2020	
	2653	(COVID) MASKS & SCREEN PRINT		610.00
			Total for Check Number 35474:	610.00
35475	112435	VERIZON WIRELESS	12/30/2020	
	9868251425	E. GRAMBUSCH CELL SERV.: 12/2-1/1		43.70
	9868251425	R. HEUCHERT CELL SERV.: 12/2-1/1		43.70
	9868251425	B. PILMORE CELL SERV.: 12/2-1/1		43.70
	9868251425	I. PETERSON CELL SERV.: 12/2-1/1		43.70
	9868251425	STA. 8 IPAD SERV.: 12/2-1/1		40.01
	9868251425	ACCT CREDIT		-9.89
	9868251425	C. CANTU CELL SERV.: 12/2-1/1		43.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	9868251425	STA. 1 IPAD SERV.: 12/2-1/1		40.01
	9868251425	CHIEF IPAD SERV.: 12/2-1/1		40.01
	9868251425	AC IPAD SERV.: 12/2-1/1		40.01
	9868251425	M. HUGHES CELL SERV.: 12/2-1/1		43.70
	9868251425	B. MILES CELL SERV.: 12/2-1/1		43.70
Total for Check Number 35475:				456.05
35476	010700	VOYA-OSGP	12/30/2020	
	1	OSGP CONTRIB FOR: 8807		100.00
	2	OSGP CONTRIB FOR: 2738		200.00
	3	OSGP CONTRIB FOR: 2427		2,166.00
	4	OSGP CONTRIB FOR: 1314		2,166.50
Total for Check Number 35476:				4,632.50
35477	115400 17420293	W.S. DARLEY & CO. (COVID) 2 FLIR KIOSK SYSTEM	12/30/2020	14,600.00
Total for Check Number 35477:				14,600.00
35478	6091829 2601056639301	WAVE (7) CONVERTER BOX FEE 12/12-1/11	12/30/2020	58.53
Total for Check Number 35478:				58.53
35479	119613 20-220411	WOODBURN AMBULANCE 75 MEMBERSHIPS @ \$35 EA TRANSPORT FEE	12/30/2020	2,625.00 67.61
Total for Check Number 35479:				2,692.61
35480	6091900 19-528	Z EXCAVATION, INC. EXCAVATION FOR GENERATOR SITE	12/30/2020	13,105.13
Total for Check Number 35480:				13,105.13
35481	120190 3187675	ZOLL MEDICAL CORP. GPO (COVID) 2 CS OF AED PADZ	12/30/2020	818.36
Total for Check Number 35481:				818.36
Total for 12/30/2020:				115,090.90
Report Total (56 checks):				201,805.87

General Ledger

Expense vs Budget with Encumbrances

User: candace

Printed: 01/08/21 12:05:17

Period 01 - 06

Fiscal Year 2021

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 515,740.00	\$ 211,094.88	\$ 304,645.12	59.07%
25-1-51002	EXTRA PERSONNEL	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 26,000.00	\$ (5,230.63)	\$ 31,230.63	120.12%
25-1-51004	SOCIAL SECURITY	\$ 50,000.00	\$ 31,595.43	\$ 18,404.57	36.81%
25-1-51005	GROUP HEALTH INSURANCE	\$ 126,000.00	\$ 42,605.82	\$ 83,394.18	66.19%
25-1-51006	GROUP LIFE INSURANCE	\$ 15,000.00	\$ 5,722.66	\$ 9,277.34	61.85%
25-1-51007	PERS	\$ 155,000.00	\$ 90,041.98	\$ 64,958.02	41.91%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 12,500.00	\$ 4,267.74	\$ 8,232.26	65.86%
25-1-51009	OVERTIME	\$ 35,000.00	\$ 90,753.06	\$ (55,753.06)	-159.29%
25-1-51010	VOLUNTEERS	\$ 70,000.00	\$ 109,940.53	\$ (39,940.53)	-57.06%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 12,000.00	\$ 4,680.00	\$ 7,320.00	61.00%
25-1-51013	DIRECTORS EXPENSES	\$ 600.00	\$ -	\$ 600.00	100.00%
PAYROLL RELATED EXP		\$ 1,019,340.00	\$ 585,471.47	\$ 433,868.53	42.56%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 497.76	\$ 3,002.24	85.78%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 6,865.42	\$ 1,634.58	19.23%
25-1-61003	CONTRACT SERVICES	\$ 18,000.00	\$ 2,557.11	\$ 15,442.89	85.79%
25-1-61004	TELEPHONE	\$ 16,000.00	\$ 6,123.70	\$ 9,876.30	61.73%
25-1-61005	POSTAGE AND FREIGHT	\$ 1,800.00	\$ 62.26	\$ 1,737.74	96.54%
25-1-61006	UTILITIES	\$ 32,000.00	\$ 15,235.09	\$ 16,764.91	52.39%
25-1-61007	ELECTION EXPENSES	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 15,000.00	\$ 6,267.73	\$ 8,732.27	58.22%
25-1-61009	LGIP FEES	\$ 100.00	\$ 0.30	\$ 99.70	99.70%
25-1-61011	ANNUAL AUDIT	\$ 8,000.00	\$ 7,750.00	\$ 250.00	3.13%
25-1-61012	EMPLOYEE RECOGNITION	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61013	RECRUITING EXPENSE	\$ 1,500.00	\$ 470.80	\$ 1,029.20	68.61%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 56.13	\$ 1,943.87	97.19%
25-1-61015	TRAINING EXPENSE	\$ 30,000.00	\$ 12,796.09	\$ 17,203.91	57.35%
25-1-61016	CONFERENCE EXPENSE	\$ 6,000.00	\$ -	\$ 6,000.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,000.00	\$ 577.88	\$ 2,422.12	80.74%
25-1-61018	EMS SUPPLIES	\$ 4,000.00	\$ 2,714.12	\$ 1,285.88	32.15%
25-1-61019	INSURANCE	\$ 50,000.00	\$ 15,558.70	\$ 34,441.30	68.88%
25-1-61021	TRAVEL EXPENSE	\$ 5,000.00	\$ 20.13	\$ 4,979.87	99.60%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 6,500.00	\$ 961.65	\$ 5,538.35	85.21%
25-1-61023	UNIFORM ALLOWANCE	\$ 7,500.00	\$ 790.49	\$ 6,709.51	89.46%
25-1-61024	FUELS AND LUBRICANTS	\$ 28,000.00	\$ 9,561.78	\$ 18,438.22	65.85%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ -	\$ 650.00	100.00%
25-1-61026	RADIO MAINTENANCE	\$ 7,000.00	\$ 2,382.31	\$ 4,617.69	65.97%
25-1-61027	COMPUTER MAINTENANCE	\$ 10,000.00	\$ 1,336.95	\$ 8,663.05	86.63%
25-1-61031	LEGAL SERVICES	\$ 20,000.00	\$ 2,516.71	\$ 17,483.29	87.42%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-61033	APPLIANCES	\$ 4,500.00	\$ -	\$ 4,500.00	100.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 40,000.00	\$ 2,398.76	\$ 37,601.24	94.00%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,000.00	\$ 459.98	\$ 5,540.02	92.33%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 8,500.00	\$ 1,310.70	\$ 7,189.30	84.58%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%

Account Number	Description	Budget	End Bal	Available	% Available
25-1-61050	DISPATCH SERVICES	\$ 81,326.00	\$ 47,738.63	\$ 33,587.37	41.30%
25-1-61055	MEDICAL MEMBERSHIPS	\$ 7,500.00	\$ 6,999.61	\$ 500.39	6.67%
25-1-61056	HEALTH AND WELFARE	\$ 10,000.00	\$ 965.29	\$ 9,034.71	90.35%
25-1-61057	VEHICLE MAINTENANCE	\$ 26,000.00	\$ 14,339.17	\$ 11,660.83	44.85%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61063	GRANT EXPENDITURES	\$ 165,000.00	\$ 65,689.52	\$ 99,310.48	60.19%
25-1-61064	EQUIPMENT TESTING	\$ 12,000.00	\$ 7,967.50	\$ 4,032.50	33.60%
25-1-61065	SCBA MAINTENANCE	\$ 2,500.00	\$ 92.12	\$ 2,407.88	96.32%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,200.00	\$ 381.74	\$ 818.26	68.19%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 145.00	\$ 1,355.00	90.33%
25-1-61094	HEALTH/MEDICAL	\$ 14,000.00	\$ 1,080.00	\$ 12,920.00	92.29%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 325.54	\$ 3,674.46	91.86%
	MATL SUPP & EXP	\$ 679,776.00	\$ 244,996.67	\$ 434,779.33	63.96%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 25,000.00	\$ 387.58	\$ 24,612.42	98.45%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 30,000.00	\$ 337.01	\$ 29,662.99	98.88%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ 6,166.46	\$ 3,833.54	38.34%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 422.25	\$ 8,077.75	95.03%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 8,000.00	\$ -	\$ 8,000.00	100.00%
25-1-71015	HOSE REPLACEMENT	\$ 7,500.00	\$ -	\$ 7,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
25-1-71139	TRAINING EQUIPMENT	\$ 6,000.00	\$ -	\$ 6,000.00	100.00%
	CAPITAL OUTLAY	\$ 107,000.00	\$ 7,313.30	\$ 99,686.70	93.17%
25-1-90001	CONTINGENCIES	\$ 135,000.00	\$ -	\$ 135,000.00	100.00%
	CONTINGENCY	\$ 135,000.00	\$ -	\$ 135,000.00	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	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 120,000.00	\$ -	\$ 120,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 48,000.00	\$ -	\$ 48,000.00	100.00%
	TRANSFER OUT	\$ 182,000.00	\$ -	\$ 182,000.00	100.00%
25-1-93001	LEASE PRINCIPAL	\$ 49,550.00	\$ 49,548.39	\$ 1.61	0.00%
25-1-93002	LEASE INTEREST	\$ 3,928.00	\$ 3,928.00	\$ -	0.00%
	DEBT SERVICE	\$ 53,478.00	\$ 53,476.39	\$ 1.61	0.00%
Expense Total		\$ 2,876,594.00	\$ 891,257.83	\$ 1,985,336.17	69.02%

BANK ACCOUNT BALANCE COMPARISON

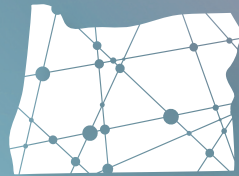
<u>October 31, 2019</u>		<u>October 31, 2020</u>	
Columbia Bank Checking	\$ 159,939.75	Columbia Bank Checking	\$ 159,470.41
Columbia Bank MM	\$ 102,575.14	Columbia Bank MM	\$ 134,438.54
Local Gov't Pool	\$ 1,122,327.06	Local Gov't Pool	\$ 945,049.35
Sub Total	\$ 1,384,841.95	Sub Total	\$ 1,238,958.30
<i>OPERATING BUDGET AHEAD</i> -\$145,883.65			
2015 Bond	\$ 290,306.07	2015 Bond	\$ 113,629.69
Grand Total	\$ 1,675,148.02	Grand Total	\$ 1,352,587.99
OVERALL AHEAD -\$322,560.03			

<u>November 30, 2019</u>		<u>November 30, 2020</u>	
Columbia Bank Checking	\$ 337,693.09	Columbia Bank Checking	\$ 446,915.80
Columbia Bank MM	\$ 72,352.00	Columbia Bank MM	\$ 210,273.01
Local Gov't Pool	\$ 2,443,552.03	Local Gov't Pool	\$ 2,061,607.88
Sub Total	\$ 2,853,597.12	Sub Total	\$ 2,718,796.69
<i>OPERATING BUDGET AHEAD</i> -\$134,800.43			
2015 Bond	\$ 290,418.19	2015 Bond	\$ 113,638.26
Grand Total	\$ 3,144,015.31	Grand Total	\$ 2,832,434.95
OVERALL AHEAD -\$311,580.36			

<u>December 31, 2019</u>		<u>December 31, 2020</u>	
Columbia Bank Checking	\$ 65,377.44	Columbia Bank Checking	\$ 229,310.65
Columbia Bank MM	\$ 107,932.86	Columbia Bank MM	\$ 356,429.63
Local Gov't Pool	\$ 2,319,392.88	Local Gov't Pool	\$ 1,999,128.40
Sub Total	\$ 2,492,703.18	Sub Total	\$ 2,584,868.68
<i>OPERATING BUDGET AHEAD</i> \$92,165.50			
2015 Bond	\$ 290,511.70	2015 Bond	\$ 113,645.96
Grand Total	\$ 2,783,214.88	Grand Total	\$ 2,698,514.64
OVERALL AHEAD -\$84,700.24			

SDAO

SPECIAL DISTRICTS
ASSOCIATION OF OREGON



2021 ANNUAL CONFERENCE

February 3-4, 2021 | A DIGITAL EVENT



2021 ANNUAL CONFERENCE

SDAO invites you to join us for our annual conference on February 3rd and 4th! This year's event will mark our 42nd anniversary hosting this conference for our special district members. Due to the pandemic, we have decided to make the 2021 conference a completely virtual event for the safety of our members, sponsors, and staff. In an effort to honor your continued steadfast work within your communities throughout the various crises that have affected our state this year, we are providing this conference to our members at **no cost**.

Although it may look and feel different from all of the rest, we have planned an exceptional program for you. As in previous years, we will be offering over 20 educational sessions and multiple opportunities for interacting with your colleagues. We will kick off the conference on Wednesday, February 3rd with an update from SDAO Executive Director Frank Stratton and Board President Michele Bradley. Breakout sessions, caucus meetings, exhibitor trade show, and networking opportunities will follow. Brush up on your trivia because after sessions on Wednesday,

you will be invited to join a virtual trivia game. You will be placed in groups and compete against other teams for bragging rights to be the trivia team champions.

Thursday will continue with more conference breakout sessions, the Annual Business Meeting, the exhibitor tradeshow, and the Awards Ceremony. The Awards Ceremony will be a time we will celebrate the outstanding work of our special district members.

Be sure to register by January 25th to secure your access to all our top-of-the-line training sessions, caucus meetings, exhibitor tradeshow, and networking events, all viewable from the comfort of your own home, office, beach chair – the options are endless. The training sessions will be recorded so if there are particular sessions you find useful or ones that you missed, you can rewatch them at your convenience up to three months following the conference.

We look forward to seeing you all, virtually, on February 3rd and 4th! Register today at: <https://cvent.me/7kNroQ>.

CONFERENCE HIGHLIGHTS

- *20+ Breakout Sessions*
- *Caucus Meetings & SDAO Board Member Nominations*
- *Virtual Exhibitor Trade Show*
- *Annual Business Meeting & Board Member Elections*
- *SDAO Awards Ceremony*
- *Online Trivia Game*

VIRTUAL EXHIBITOR TRADE SHOW

Special districts have a multitude of service needs and product requirements that our exhibitors can meet. On both Wednesday and Thursday, the Virtual Exhibitor Trade Show providers will showcase their products and services.

CAUCUS MEETINGS & SDAO BOARD MEMBER NOMINATIONS

Separate virtual Zoom caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

ANNUAL BUSINESS MEETING & BOARD MEMBER ELECTIONS

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

AWARDS CEREMONY

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.

ONLINE TRIVIA GAME

Who said a virtual conference can't be fun and interactive? Join us Wednesday at the conclusion of the day for a live game hosted by TriviaHub where your team will compete against other teams for the highest trivia score! Teams will be selected at random at the beginning of the game.

HOW TO REGISTER

Registration is now open on our conference registration website. For more information and to register, please visit <https://cvent.me/7kNroQ>. If you have any questions about registration, please call Member Services at 800-285-5461.

<https://cvent.me/7kNroQ>

The information in this packet is subject to change. Visit the conference website to view the most up-to-date information and conference materials.

SCHEDULE OF EVENTS

WEDNESDAY, FEBRUARY 3, 2021

8:30 - 9 AM	Login "Doors" Open
9 - 9:30 AM	Opening Session
9:30 - 9:45 AM	Break
9:45 - 10:45 AM	Concurrent Breakout Sessions
10:45 - 11 AM	Break
11 AM - Noon	Concurrent Breakout Sessions
Noon - 1 PM	Lunch Break & Networking
1 - 2:30 PM	Caucus Meetings
2:30 - 3 PM	Virtual Exhibitor Trade Show
3 - 4:30 PM	Networking Reception & Trivia Game

THURSDAY, FEBRUARY 4, 2021

8 - 8:30 AM	Login "Doors" Open
8:30 - 9:30 AM	Concurrent Breakout Sessions
9:30 - 9:45 AM	Break
9:45 - 10:45 AM	Concurrent Breakout Sessions
10:45 - 11 AM	Break
11 AM - Noon	Concurrent Breakout Sessions
Noon - 1 PM	Lunch Break & Networking
1 - 2:30 PM	Annual Business Meeting
2:30 - 3 PM	Virtual Exhibitor Trade Show
3 - 4:30 PM	Awards Ceremony & Closing Remarks

BOARD MEMBER ELECTIONS

Expiring positions on the SDAO Board of Directors will be open for election at the Annual Business Meeting on Thursday, February 4th. Positions open for nomination and the current representatives include:

WATER

- *Todd Heidgerken, Clackamas River Water*

PORT

- *Michele Bradley, Port of Tillamook Bay*

PARK & RECREATION

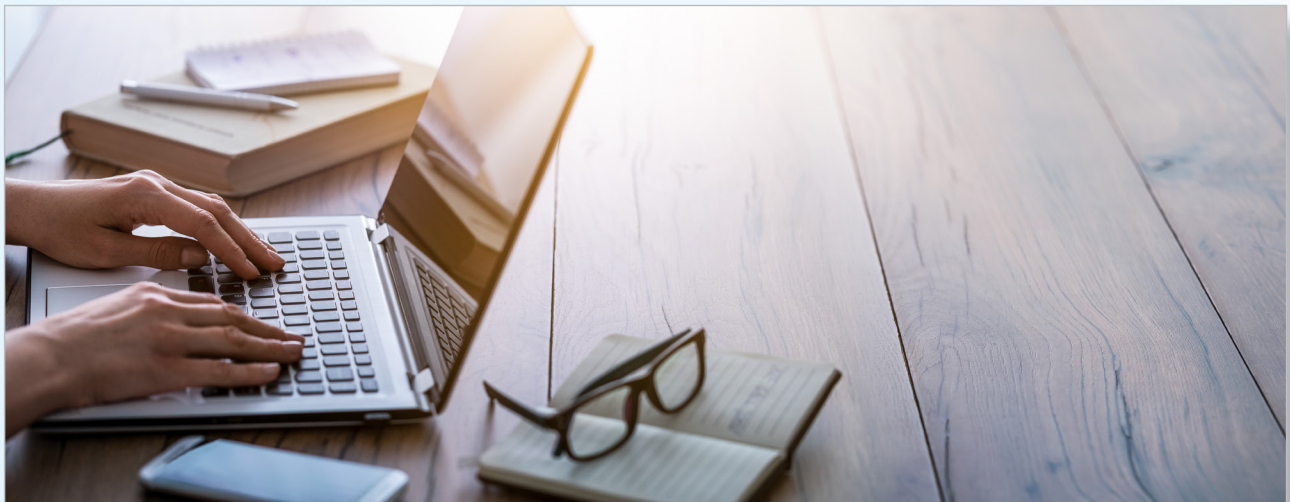
- *Jennifer Holland, Sisters Park & Recreation District*

TRUE AT-LARGE (Not from Big Six*)

- *Emily Stumpf, Multnomah County Drainage District #1*
- *Kathy Kleczek, Sunset Empire Transportation District*

Board members are elected for two-year terms extending from July 1, 2021 through June 30, 2023.

** Big six districts include fire, irrigation, park and recreation, ports, sanitary, and water.*



ACCESS TO THE CONFERENCE PLATFORM & SESSION HANDOUTS

For the last several years, we have had a conference app that attendees could access prior to the conference to post to the news feed, view up-to-date conference information, and access conference handouts. This year, we will not have the app, as all of this information will be available on the conference platform itself. Prior to the conference, registered attendees will receive an email notifying them once they are able to access the platform to set up their profiles and download available handouts. Once registered, watch your email inbox for all conference updates!

Conference Schedule

WEDNESDAY - FEBRUARY 3, 2021

Login “Doors” Open | 8:30 – 9 AM

Start your day by getting acquainted with the SDAO conference platform hosted by Showcare. View the conference schedule, grab a notebook and pen, and get ready for your sessions! If you have not already done so in advance, make sure to set up your profile and add information about yourself so others can reach out to you to chat. We recommend adding a photo so other attendees can see who they are talking to. During this time, you can join roundtable Zoom meetings or even set up your own and invite others to join and network. If you need assistance, SDAO staff members will be available at our virtual exhibitor booth to help answer questions.

Opening Session | 9 – 9:30 AM

Join Executive Director Frank Stratton and SDAO Board President Michele Bradley for our opening session as we kick off the 2021 SDAO Annual Conference. Frank and Michele will review association updates and give a general overview of what you can expect from our virtual event.

Break | 9:30 – 9:45 AM

Concurrent Sessions | 9:45 – 10:45 AM

Basics of Public Contracting in Oregon

Eileen Eakins, NW Local Government Legal Advisors



Public contracting can be intimidating, but understanding a few key concepts can help you successfully navigate this complex terrain. In this 60-minute session, attorney Eileen Eakins will review and summarize Oregon's public contracting laws and give you practical tips for staying in compliance with the law.

**Board Leadership Academy: Module 2: Public Contracting*

**Fire District Directors Academy: Module 2: Public Contracting*

Effective Performance Management and Discipline

Chris Duckworth, CDR Labor Law



Join Chris for a survey of tools and strategies to correct poor employee performance and address employee misconduct.

**SDAO Academy: HR/Personnel Management: Performance Management/Documentation/Discipline (5 Credits)*

District Response and Lessons Learned During the COVID-19 Pandemic

Speaker Panel - Mike Jacobs, Tualatin Valley Water District; Brandy Warburton, Port of Morrow; Jason Jantzi, SDAO

Join Jason Jantzi, SDAO Risk Management Consultant and designated COVID-19 resource person, as he facilitates a discussion with special district leaders regarding the COVID-19 pandemic. Our panel will review how various types of districts responded to the rapid adjustment to new regulations, workplace changes, revenue loss, and general lessons learned along the way. Jason will also offer an update on the current climate of the pandemic and provide key insights on important things your district needs to know going forward.

Grant Writing Basics: Strengthen Your Narrative

Laura Prado, PARC Resources

This one-hour workshop focuses on the narrative; a key component in grant writing. During this session, we will explore ways to optimize the narrative for improved grant writing success and streamlining the process. The information is applicable to all types of grant applications, including private, state, and federal funding sources. Outcomes from this session are to learn proven tips and techniques to strengthen their narrative when pursuing grant funding.

Break | 10:45 – 11 AM

Concurrent Sessions | 11 AM – Noon

Basic Strategic Planning, Roadmap for Your District's Future



George Dunkel, SDAO

A strategic plan is a document that establishes the direction of an organization. It can be a single page or fill up a binder, depending on the size and complexity of the district and organizational needs. All special districts can benefit from having a strategic plan. The process of developing a plan helps the district step back and examine where they are, where they want to go, and how they are most likely to get there. In the absence of a plan, work still gets done on a day-to-day basis but often lacks a sense of purpose and priority. SDAO Senior Consultant George Dunkel will outline the basic planning elements to help district boards and managers understand the types of plans and the steps necessary to develop a successful plan for the district.

**SDAO Academy: District Management: Strategic Planning (5 Credits)*

Employee Hiring and Management in the Digital and Virtual Environment



Spencer Rockwell, SDAO

Join Spencer Rockwell for a discussion about employee hiring and management when (nearly) everything is done remotely. Spencer will address how to modify the hiring and interview process when you do not get to meet the person face-to-face and provide advice on guidance on successful management of employees in their remote locations. Lastly, Spencer will talk about the "social media" aspect of remote work—and not just about Facebook, Instagram, and TikTok.

**SDAO Academy: HR/Personnel Management: Hiring Practices/Performance Management (5 Credits)*

Eye of the Storm - Fundamentals of Protecting Your Organization



Anders Erickson and Matthew Solomon, Eide Bailly

Research and industry experts predict that cybersecurity attacks will continue to rise as hackers and cyber criminals constantly look for new targets. Most organizations recognize that the sustainability of their operations and business is dependent upon protecting the personal and confidential information with which they are entrusted. Experienced leaders also realize that it's difficult to know where to start, which direction to go, and how to get there. At the end of this session, attendees will understand why cyber risk creates such a threat and learn some practical insights to help reduce their risk of being the victim of a cyber-attack.

**SDAO Academy: Risk Management/Operations: Cyber Risks (5 Credits)*

A Return to Abnormal

Jason Elissalde, Celebrate Your WHY

As we start thinking of what a post-pandemic world may look like, we need to take a moment to discuss what it is we have actually gone through, and the impact it has had on both us and the communities we serve. During these increasingly unpredictable times, this session will discuss the importance of acknowledging what we have gone through, how we have gotten through it, and where it is we go from here. See how to thrive in this chaos by not just accepting change, but embracing it, while shifting from "this is what has happened to me", to "this is what I can make happen."

Lunch Break & Networking | Noon – 1 PM

Take a lunch break and if you have extra time, peruse the virtual exhibitor showroom or join a roundtable discussion to network with other attendees who are from similar district types or in similar roles.

Caucus Meetings | 1 – 2:30 PM

Separate virtual caucus meetings are scheduled via Zoom on our conference platform for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

Virtual Exhibitor Trade Show | 2:30 – 3 PM

Providers will showcase their products and services and be available to video chat to answer questions. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. This is also the time to visit the virtual exhibitor booths to find clues hidden for our virtual scavenger hunt game. Attendees who find all the clues will be entered into a raffle to win a prize.

Networking Reception and Trivia Game | 3 – 4:30 PM

Join us for a time to connect with other attendees and sponsors. This will also be a time to have some fun. We hope you brushed up on your trivia skills, we will have a live game hosted by TriviaHub where you will work with others on a team to compete for the highest score!

SDAO ACADEMIES

Professional & Board Member
Development Programs



Learn more about our professional and board member development programs on our website at www.sdao.com/sdao-programs-services. Here you can get specific program information and download an enrollment form and self-tracking worksheet.

If you have any questions, please contact SDAO Member Services at 800-285-5461 or email memberservices@sdao.com.

THURSDAY - FEBRUARY 4, 2021

Login “Doors” Open | 8 – 8:30 AM

Concurrent Sessions | 8:30 – 9:30 AM

Intergovernmental Agreements: What, How and When



George Dunkel, SDAO

Oregon's special districts have the authority under ORS 190 to enter into contracts, also known as intergovernmental agreements (IGAs), with other government agencies. Join SDAO Senior Consultant George Dunkel in an interactive discussion concerning the use and development of IGAs. Basic elements will be outlined as well as relative information on common uses.

**SDAO Academy: District Management: Intergovernmental Affairs/Agreements (5 Credits)*

The Changing Workplace

Liani Reeves and John Stellwagen, Bullard Law

This program will review how the events of 2020—including a global pandemic, widespread social unrest and protests, and an election—will change the workplace going forward and what employers should expect going into 2021, including anticipated changes that will come with a new administration.

Analyzing Exposure to Risk



Greg Jackson, Troy DeYoung,
Phil Wentz and Dan Davenport, SDAO

There are several different elements to the risk management process. Our panel of risk management professionals will discuss how to analyze risk, evaluate those risks using the risk matrix and hierarchy of controls, and develop a risk control plan. They will also review other risk factors that districts must consider.

**Board Leadership Academy: Module 3: Analyzing Exposure to Risk*

**Fire District Directors Academy: Module 4: Analyzing Exposure to Risk*

Legislative Summary

Hasina Wittenberg and Mark Landauer, SDAO

The Oregon State Legislature convenes for its long session in January. Expected to run through June, SDAO staff will track hundreds of pieces of legislation affecting all types of special districts. Our government affairs team will provide an overview of SDAO legislative priorities and provide insight into potential positive and negative legislation that will affect special districts. Districts interested in pending legislation should not miss this legislative update.

Break | 9:30 – 9:45 AM

Concurrent Sessions | 9:45 – 10:45 AM

Advanced Board Skills: Choosing Collaboration & Clarity Over Chaos



Christy Monson, Local Government Law Group

All over the world, citizens are shaking their heads as their leaders resort to childish squabbling, name-calling, and deflection instead of leading with honesty, integrity, honor and respect. In this one-hour session, we will discuss why this type of misbehavior has such a strong pull on modern-day elected officials; how to recognize when an honest disagreement is turning into chaotic conflict; how your board can plan for, address, and honor differences of opinion without compromising ideals; and what you can do when disagreement turns ugly and becomes detrimental to your entire community.

**SDAO Academy: District Management: Board Relations (5 Credits)*

**Board Leadership Academy: Module 1: Representing the Board*

**Fire District Directors Academy: Module 1: Representing the Board*

Concurrent Sessions (continued) | 9:45 – 10:45 AM

Cultural Diversity: What is it and Why Does it Matter?



Judy Clark, HR Answers

Creating a work environment where diversity is valued and honored isn't as simple as knowing the numbers or spouting clichés. Diversity doesn't just mean differences in races, genders, or ages. It is much more complicated and nuanced than that. Diversity encompasses differences in values, thought processes, backgrounds, and education – just to mention a few. This session will provide information about the way our differences affect us, methods to better communicate when differences are significant, and highlight specific actions that we can take to develop a more diversity-respectful workplace. Spiced with humor and real-life business experiences, this lively session will help attendees deal with this complex subject and better understand their own values, beliefs, and stereotypes.

**Board Leadership Academy: Module 4: Cultural Diversity*

**Fire District Directors Academy: Module 5: Cultural Diversity*

Trends in Sexual Harassment and Discrimination Litigation

Angela Smith and Teri Dragoo, SDAO

Join consultants Teri Dragoo and Angela Smith to be better prepared to recognize and respond to situations that can lead to sexual harassment lawsuits – from the obvious to the subtle. Essential to running a public entity, right decisions regarding employees, colleagues, and coworkers can be a balancing act discerning the difference between appropriate and inappropriate behavior in the workplace. Sexual harassment issues and lawsuits are extremely costly and can damage an organization's reputation, recruiting, retention and bottom line.

2020 Oregon Wildfires: How to Prepare for and Recover from Unexpected Disasters

Speaker Panel

The devastation from the 2020 Oregon wildfires was completely unexpected and eye-opening. Being prepared for emergencies and disasters is becoming more and more critical as events such as these become more commonplace. During this panel discussion, we will hear from leaders at Oregon's special districts that were affected by the fires. They will discuss how they prepared, the events that unfolded, and the next steps they are taking to rebuild their communities.

Break | 10:45 – 11 AM

Concurrent Sessions | 11 AM - Noon

Basic Budgeting and Finance Concepts



Rob Moody, Merina + Co and David Ulbricht,
SDAO Advisory Services

Join Rob Moody and David Ulbricht as they review basic budgeting and finance concepts for special districts. Learn how to budget for indebtedness, refinance of indebtedness, and establish appropriate funds.

**Board Leadership Academy: Module 2: Local Budgeting and Finance*

**Fire District Directors Academy: Module 2: Local Budgeting and Finance*

Hot Topics in Workers' Compensation

SDAO Speaker Panel - Gina Wescott, Toni Martin, Katherine Taylor, Cheryl Hartman, K'Lynn Wiley, and Dustin Karstetter

Now that 2020 is finally in the rear-view mirror, "talk show host" Gina Wescott will be joined by *inquiring minds* (the SDAO Workers' Compensation Department) for an entertaining discussion on the important issues in workers' compensation over the past year.

Concurrent Sessions *(continued)* | 11 AM - Noon

A View from the Top: Harassment Claims Against Elected Officials Under SB 479



Dee Rubanoff and Chandra Hatfield, Peck Rubanoff and Hatfield

Dee and Chandra will discuss the history of this new legislation, how the legal framework for workplace harassment claims has changed, and the challenges that are faced by public employers when an elected official is accused of workplace harassment.

**SDAO Academy: HR/Personnel Management: Harassment and Discrimination (5 credits)*

**Board Leadership Academy: Module 4: Harassment and Discrimination*

**Fire District Directors Academy: Module 5: Harassment and Discrimination*

How to Tell Your Story: Messaging in a Time of Shrinking Revenues and Budget Constraints



Sloane Dell'Orto, Streamline

Storytelling is a skill that all organizations should master, but none more so than special districts. When it comes to fighting for your budget, getting approval for a rate increase, or changing the way you provide services, if you haven't effectively communicated your value, how can you expect to be successful? In this session we'll explore a variety of storytelling strategies that will help you communicate your value, which types of storytelling are most effective for what medium, and more. We'll also touch on some guerrilla marketing tactics that can help you get the word out, inexpensively.

**SDAO Academy: District Management: Public Relations (5 Credits)*

Lunch Break & Networking | Noon – 1 PM

Take a lunch break and if you have extra time, peruse the virtual exhibitor showroom or join a roundtable discussion to network with other attendees who are from similar district types or in similar roles.

Annual Business Meeting | 1 – 2:30 PM

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

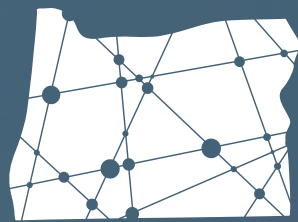
Virtual Exhibitor Trade Show | 2:30 – 3 PM

Providers will showcase their products and services and be available to video chat to answer questions. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. This is also the time to visit the virtual exhibitor booths to find clues hidden for our virtual scavenger hunt game. Attendees who find all the clues will be entered into a raffle to win a prize.

Awards Ceremony & Closing Remarks | 3 – 4:30 PM

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.

*Scheduling, session offerings, and other information contained in this brochure is subject to change.
All registrants will be notified of any adjustments to the schedule or content.*



S|D|A|O

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

2021 ANNUAL CONFERENCE

February 3-4, 2021 | A DIGITAL EVENT

Calls for Service Comparison
 January through December 2019
 And
 January through December 2020

2019	# of Calls	2020	# of Calls	% Difference
Fire	61	Fire	81	+33%
EMS	602	EMS	467	-22%
Hazardous Cond.	55	Hazardous Cond.	48	-13%
Service Call	130	Service Call	136	+5%
Good Intent	212	Good Intent	233	+10%
False Alarm	59	False Alarm	57	-3%
Severe Weather	2	Severe Weather	2	0%
Special Incident	4	Special Incident	1	-75%
Totals	1125	Totals	1025	-9%

2020 4th Quarter Wednesday Evening Drill Participation

Data used for this report is rendered from the number of current active personnel on our roll sheets (67 as of this writing) divided by the number of personnel that attended drill night.

Additional information; normally, our drill nights follow a consistent training activity schedule as listed below:

- 1st Wed. Safety Committee, Apparatus Inspections, EMS Related Topic
- 2nd Wed. Officer's Meeting, Apparatus Inspections, Association Meetings
- 3rd Wed. Apparatus Inspections, Fire Related Topic
- 4th Wed. Apparatus Inspections, Fire Related Topic
- 5th Wed. When fifth Wednesdays are present in the month, Officer or specialty training is given

In addition to the activities listed above, support service members conduct training that may not be related to the primary topic.

Please keep in mind that COVID-19 emergency has skewed this data as compared to previous reports and/or years.

Oct.	# of Personnel Attending Drill	Percentage Amount	Primary Topic
1 st Wed.	14	21%	Academy Training
2 nd Wed.	25	37%	Academy Training, Inspections, Hose
3 rd Wed.	19	28%	Hose, Inspections OR-OSHA Training
4 th Wed.	28	42%	Academy Training and Hazardous Materials

Nov.	# of Personnel Attending Drill	Percentage Amount	Primary Topic
1 st Wed.	20	30%	Academy Training, Hose, Inspections
2 nd Wed.	20	30%	Standpipe operations, Inspections, Business meeting
3 rd Wed.	25	37%	Pump operations, Academy Training, Inspections
4 th Wed.	0	0%	No Drill

Dec.	# of Personnel Attending Drill	Percentage Amount	Primary Topic
1 st Wed.	10	15%	Academy Training, Inspections
2 nd Wed.	35	52%	Vehicle Fires
3 rd Wed.	38	57%	Bloodborne Pathogens (Not COVID-19 Training)
4 th Wed.	0	0%	No Drill
5 th Wed.	15	22%	Academy Training, Inspections

2020 4th Quarter Additional Training Conducted (Other than Wed. Drill Nights)

This additional training is training received by personnel beyond regular Wed. night drills. This training is completed by personnel on their own volition and interest in becoming more educated and skilled.

October

Topic	# of Hours
Fire Explorer Drill – Hose and SCBA	6.5
Driver Training	1
Academy Hose	8
SCBA, Physical Agility and EMS	3
Total	18.5

November

Topic	# Hours
Fire Explorer Drill – Business meeting, SCBA	4
EMS	3.5
Academy	22
Youth Protection	6
Aerial Operations	2
SCBA and PPE	4
COVID-19	2
Total	43.5

December

Topic	# of Hours
Explorer Meeting	1
SCBA	1
Pathogens (Not COVID-19)	3
EMS	9
COVID-19	4
Total	18

2020 4th Quarter Public Education, Public Assistance, and Volunteer Work Detail Events

Public education and public assistance events can include many different functions; school assemblies, first Fridays, installing smoke alarms and batteries, School Sports EMS Standby etc. Work Details are when a volunteer(s) helps with maintenance, cleaning, etc.

Oct

Event	# of Events	# of Hours
Work Details	4	5.5
Public Education	3	13
Totals		18.5

Nov.

Event	# of Events	# of Hours
Work Details	4	4
Totals		4

Dec.

Event	# of Events	# of Hours
Food Drive	12	42.5
Work Details	4	4
Totals		46.5



Silvertown Fire District

MEMORANDUM

January 8, 2021

To: Board Members

From: Lt Rick Heuchert

Re: Recruiting report

During the last quarter we have had 2 previous members return to the District. One has completed his task performance process and the other one will begin his task performance process on January 11. We received a lot of interest during the fire about helping out the District, but upon call back after the fires were over the majority of them were Emergent Volunteers that wanted to help in the moment. Those that were more serious lived out of the District.

Due to COVID recruiting has been down due to not being able to get out in public and the cancelation of public events. Both reader boards have recruiting messages on them. We did interview a prospect but when attempted to get in touch with them to move them to the next step they did not return my calls.

The recruit academy has restarted again and the anticipated graduation date is March 10th. Currently there are 9 recruits in the academy.



SILVERTOWN FIRE DISTRICT

2021 – 2022

BUDGET CALENDAR

February 9, 2021

Appoint Budget Officer	* February 9, 2021
Appoint Budget Committee	*February 9, 2021
Approve 2021-2022 Budget Calendar	*February 9, 2021
Publish Notice of Budget Committee Meeting	April 28, 2021
<i>(5 to 30 days before the meeting: April 21st at 4pm)</i>	
Budget Committee Meeting	May 18, 2021
Budget Committee Meeting	May 20, 2021
<i>(If necessary)</i>	
Publish Notice of Budget Hearing & Summary	May 26, 2021
<i>(5 to 30 days before the hearing: May 19th at 4pm)</i>	
Hold Public Budget Hearing & Adopt Budget	*June 15, 2021
Enact Resolutions	*June 15, 2021
<i>Adopt budget & make appropriations</i>	
<i>Impose & categorize taxes</i>	
Submit Tax Certification to Assessor(s)/Clerk(s) Office	July 12, 2021
<i>(All 2021-2022 Budget & Resolutions)</i>	

*** Denotes days of regular Board of Director meetings**

Publishing Dates: April 21st for April 28th Notice of Budget Committee Meeting
(Publish once in paper & on website at least 10 days prior per change in ORS 294.401(5))

May 19th for May 26th Notice of Hearing & Summary



**SILVERTON FIRE DISTRICT
2021 – 2022
BUDGET COMMITTEE**

ELECTED

Robert Mengucci.....06/30/2023
Stacy Palmer.....06/30/2023
Dixon Bledsoe.....06/30/2021
Bob Van Epps.....06/30/2021
Les Von Flue.....06/30/2021

TERM EXPIRES

Jon Debo..... 2019-2022
Mike Kohl..... 2018-2021
Joe Pelletier..... 2018-2021
Gordy Jensen..... 2019-2022
John Bock..... 2019-2022

Budget Officer **William Miles, Fire Chief**

Staff.....**Ed Grambusch, Assistant Chief**

Candace Cantu, Office Administrator

Rick Heuchert, Recruiter

Ian Peterson, Maintenance Firefighter

Max Hughes, Firefighter/EMT

The Silverton Fire District will have three offices up for election on **May 18, 2021**. All open Silverton Fire District positions are non-partisan and are as follows:

- Director position 2 (at-large) - 4 year term (Robert Van Epps)
- Director position 3 (at-large) - 4 year term (Dixon Bledsoe)
- Director position 4 (at-large) - 4 year term (Les Von Flue)

All candidates must file the SEL 190 District Candidate Filing form with the Marion County Clerk's office.

The filing period for interested candidates begins **February 6, 2021 through March 18, 2021** (no later than 5:00 p.m.).

Candidates may file by fee or file by petition, gathering a minimum of 25 qualified elector signatures. Refer to the County, City, and District Candidate Manual at www.oregonvotes.gov for detailed information. Please remember that special district statutory requirements may differ from general state elections requirements.

For questions about elections or to schedule an appointment to pick up a candidate packet and meet with the District Elections Officer, contact Candace Cantu at 503-873-5328 or candacecantu@silvertonfire.com.

Qualification Requirements

To qualify as a candidate for Fire District Director, you must be:

- A qualified elector under the laws and constitution of the State of Oregon;
- A registered voter of the Silverton Fire District; and
- A Silverton Fire District resident, who has resided within the district boundaries during the 12 months preceding the election.

Register to vote or update your registration by going to:

www.oregonvotes.org

You may also register by filling out a voter registration card legibly and accurately, then submit the card by mail or in person to your [County Elections Office](#), [the Secretary of State's Office](#), or any other [designated place](#). A person with a physical disability can request, in writing, to have a registration card sent to them or their County Elections Official can register them at their residence.