

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, March 8, 2022 at 7:00 P.M.
Video Conference

Join Zoom Meeting:

<https://us02web.zoom.us/j/89898497309?pwd=cEowY3lNOEpEaEJLOWVUajQ4V1J6dz09>

Meeting ID: 898 9849 7309

Passcode: 283289

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

I. ROLL CALL:

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

Ryan Bielenberg, Director
Dixon Bledsoe, Director

II. CALL MEETING TO ORDER:

III. PLEDGE OF ALLEGIANCE:

IV. APPROVAL OF MINUTES OF:

a) Regular Board Meeting of February 8, 2022

V. OPEN FORUM

a) Association Announcements
b) Staff Announcements

VI. OLD BUSINESS:

a)
b)

VII. FINANCE OFFICER'S REPORT:

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

VIII. CHIEF'S REPORT:

a) 2022 SDIS Best Practices Program
b) Operational Guidelines (Due 4/1/2022)
c) Training Report (Due 4/1/2022)
d) Call Response Data (Due 4/1/2022)
e) Recruiting/Retention Report (Due 4/1/2022)
f) Fire Prevention Report (Due 4/1/2022)

IX. NEW BUSINESS:

a)

X. ITEMS PENDING:

SILVERTON FIRE DISTRICT AGENDA

**AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, March 8, 2022 at 7:00 P.M.
Video Conference**

- a) Board Work Session follows tonight's regular meeting
- b) Strategic Planning Meeting March 31, 2022 6:30 pm

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. February 8, 2022
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

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

Ryan Bielenberg, Director
Dixon Bledsoe, Director

ABSENT:

Secretary-Treasurer Mengucci

IN ATTENDANCE:

Chief Miles, AC Grambusch, Office Administrator Cantu, Maintenance FF Peterson, BC Terhaar, Lt. Brown, Gretta Ossman, Kelly Buckley

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 Bledsoe made a motion to approve the minutes of the January 11, 2022 board meeting as written. Vice President Palmer seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

V. OPEN FORUM:

a) Association Announcements

Lt. Brown reported that 14 volunteers qualified for the volunteer incentive program and would have a finalized report at the March board meeting.

b) Staff Announcements

No reports were provided during staff announcements.

VI. OLD BUSINESS:

a) Budget Committee Position Vacancy

Applicants, Gretta Ossman and Kelly Buckley introduced themselves respectively and gave a brief overview of their background and experience. The Board thanked both candidates for

applying.

Director Bledsoe made a motion to appoint Gretta Ossman to fill the budget committee position vacancy. Vice President Palmer seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

VII. FINANCE OFFICER'S REPORT:

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

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

(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

VIII. CHIEF'S REPORT

a) Strategic Plan Update

Chief Miles reported after discussion with Director Bielenberg, Secretary Treasurer Mengucci, and Steve Abel, the decision was made to have a planning committee meeting on February 24th at 6:30pm. Chief Miles stated that on March 3rd another planning committee meeting would be held at 6:30pm in order to work in groups. Chief Miles stated that binders would be available for pickup early next week. President Von Flue stated that the intent was to have Director Bielenberg and Secretary Treasurer Mengucci direct and lead those meetings. President Von Flue inquired whether the budget committee members were invited to participate on the planning committee. Chief Miles replied that the meetings were public and anyone could attend, however the planning committee had reached 30 participants which was more than originally planned.

b) St. Paul Line of Duty Death

Chief Miles reported that St. Paul experienced a line of duty death recently and the fire service had been able to assist with 24 hour coverage for the community. Silverton Fire District sent an engine crew to provide response coverage for 24 hours on Friday, February 4th and will be participating in the funeral procession, Saturday February 12th.

c) Board Work Session

Chief Miles requested a work session to discuss employee salary and benefits. After discussion amongst the Board, the decision was made to have the work session following the regular board meeting on Tuesday, March 8th.

IX. NEW BUSINESS:

a) Approve 2022-2023 Budget Committee

Director Bledsoe made a motion to approve the 2022-2023 budget committee. Director Bielenberg seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

b) Appoint 2022-2023 Budget Officer

Vice President Palmer made a motion to appoint Chief Miles as the 2022-2023 Budget Officer for the Silverton Fire District. Director Bledsoe seconded the motion. The motion carried unanimously.

(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

X. ITEMS PENDING:

No pending items were discussed at this board meeting.

XII. GOOD OF THE ORDER:

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:33 p.m.

Approved this _____ day of _____, 2022.

President

Minutes recorded and prepared by Candace Cantu

DRAFT

Accounts Payable

Checks by Date - Detail by Check Date

User: candace
 Printed: 3/4/2022 11:11 AM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------|---|-------------------------|--------------|
| 11083 | 068535 118565 | 911 SUPPLY INC (1)NAME TAPE & PATCH INSTALL | 02/14/2022 | 94.99 |
| Total for Check Number 11083: | | | | 94.99 |
| 11084 | 001098 10865 | ADVANCE DESIGN SYSTEMS, INC. IT SUPPORT: JAN | 02/14/2022 | 2,870.00 |
| Total for Check Number 11084: | | | | 2,870.00 |
| 11085 | 609190 | AMAZON CAPITAL SERVICES | 02/14/2022 | |
| | 19CLJLCLXVWR | (COVID) MASKS | | 159.99 |
| | 19CLJLCLXVWR | (2) CHROME BOOKS | | 304.96 |
| | 19CLJLCLXVWR | (COVID) 90 RAPID TESTS | | 1,782.00 |
| | 19CLJLCLXVWR | (COVID) GLOVES | | 290.97 |
| | 19CLJLCLXVWR | (COVID) GLOVES | | 320.97 |
| | 19CLJLCLXVWR | (COVID) RAPID TESTS | | 3,564.00 |
| | 1C3DWLRTXFC1 | MONITOR | | 219.99 |
| | 1C3DWLRTXFC1 | SLIP LOCK NUT WRENCH | | 16.45 |
| | 1C3DWLRTXFC1 | (1) BEVERAGE DISPENSER | | 31.21 |
| | 1C3DWLRTXFC1 | (1) BEVERAGE DISPENSER | | 31.21 |
| | 1C3DWLRTXFC1 | (20) LAPTOP SLEEVE CASES | | 297.80 |
| | 1C3DWLRTXFC1 | (5) LAPTOP SLEEVE CASES | | 85.86 |
| | 1C3DWLRTXFC1 | (1) BEVERAGE DISPENSER | | 31.21 |
| | 1C3DWLRTXFC1 | (1) BEVERAGE DISPENSER | | 31.21 |
| | 1C3DWLRTXFC1 | W2 FORMS | | 46.47 |
| | 1C3DWLRTXFC1 | BANQUET BOXES | | 216.10 |
| | 1C3DWLRTXFC1 | HDMI CABLES | | 23.94 |
| | 1C3DWLRTXFC1 | HDMI CABLES | | 15.66 |
| | 1C3DWLRTXFC1 | BRUSHROLLER | | 63.56 |
| | 1C3DWLRTXFC1 | VACUUM BELT | | 10.78 |
| | 1C3DWLRTXFC1 | LABEL TAPE | | 30.96 |
| | 1C3DWLRTXFC1 | STAMP DISPENSER | | 6.52 |
| | 1C3DWLRTXFC1 | VACUUM BAGS | | 38.48 |
| | 1C3DWLRTXFC1 | INK CARTRIDGES STA. 8 | | 107.08 |
| | 1C3DWLRTXFC1 | (20) ABSORBENT SOCK | | 59.21 |
| | 1C3DWLRTXFC1 | (100) OIL ABSORBENT SOCK | | 56.01 |
| | 1C3DWLRTXFC1 | VACUUM BELT | | 21.56 |
| | 1C3DWLRTXFC1 | DEWALT BATTERY KIT | | 161.99 |
| | 1C3DWLRTXFC1 | (2) DEWALT BATTERY KIT | | 323.98 |
| | 1C3DWLRTXFC1 | ABSORBENT PADS | | 58.08 |
| | 1C3DWLRTXFC1 | CANDY FOR BANQUET BOXES | | 70.20 |
| | 1C3DWLRTXFC1 | CANDY FOR BANQUET BOXES | | 101.49 |
| | 1C3DWLRTXFC1 | CANDY FOR BANQUET BOXES | | 96.09 |
| | 1C3DWLRTXFC1 | VACUUM BAGS | | 15.51 |
| | 1C3DWLRTXFC1 | CRINKLE SHREDDED CUTS | | 46.35 |
| | 1C3DWLRTXFC1 | 8 CASES OF SPARKLING CIDER | | 245.52 |
| | 1C3DWLRTXFC1 | HANGING FOLDERS | | 29.61 |
| | 1C3DWLRTXFC1 | HANGING RAILS | | 21.36 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------|--|-------------------------|--------------|
| | 1C3DWLRTXFC1 | HANGING FOLDERS | | 14.36 |
| Total for Check Number 11085: | | | | 9,048.70 |
| 11086 | 007150 84373729 | BOUND TREE MEDICAL, LLC BVM, COLLARS, STRAPS | 02/14/2022 | 393.09 |
| Total for Check Number 11086: | | | | 393.09 |
| 11087 | 6091912 SFD22001 | BRASS ROOTS TRAINING SOLUTIONS TRAINING:: JAN | 02/14/2022 | 3,200.00 |
| Total for Check Number 11087: | | | | 3,200.00 |
| 11088 | 6091925 1075 | CANTU ELECTRIC, LLC DRYER FAN HOOK UP | 02/14/2022 | 310.00 |
| Total for Check Number 11088: | | | | 310.00 |
| 11089 | 010185 | CARDMEMBER SERVICE | 02/14/2022 | |
| | 2503 | (COVID) ZOOM SUBSCRIPTION | | 14.99 |
| | 2675 | CALLCENTRIC- JAN | | 39.80 |
| | 2675 | BITWARDEN | | 60.00 |
| | 4845 | BATTERY CHARGERS FOR 415,425,435,495 | | 475.00 |
| | 4845 | SOCKET | | 19.98 |
| | 7480 | PEN LIGHT | | 14.98 |
| | 7480 | RING CUTTER | | 49.22 |
| | 7480 | DESK CALENDAR | | 23.97 |
| | 7480 | GLUCOSE | | 30.64 |
| | 7480 | SANICLOTH WIPES | | 65.82 |
| | 8105 | LAMINATION SHEETS | | 25.35 |
| | 8105 | (COVID) ZOOM SUBSCRIPTION | | 14.99 |
| | 8105 | QTR 4 941 REPORT | | 6.80 |
| | 8105 | STATESMAN JOURNAL E-EDITION | | 59.04 |
| | 8105 | W2 ENVELOPES | | 39.98 |
| | 8105 | STAMPS FOR W2, 1099 | | 116.00 |
| | 9000 | CHAMBER WEBSITE ADVERTISING | | 468.00 |
| | 9000 | (COVID) RAPID TESTS | | 29.98 |
| | 9000 | SHAVE CREAM | | 4.00 |
| | 9000 | (3) UNIFORM PANT | | 141.00 |
| | 9000 | (COVID) RAPID TESTS | | 29.98 |
| Total for Check Number 11089: | | | | 1,729.52 |
| 11090 | 010172 | CARSON OIL COMPANY | 02/14/2022 | |
| | CP00357827 | FUEL FOR 434 | | 80.95 |
| | CP00357827 | FUEL FOR 402 | | 67.87 |
| | CP00357827 | FUEL FOR 412 | | 96.86 |
| | CP00357827 | FUEL FOR 400 | | 28.41 |
| | CP00357827 | FUEL FOR 482 | | 171.82 |
| | CP00357827 | FUEL FOR 423 | | 68.53 |
| | CP00357827 | FUEL FOR 412 | | 103.47 |
| | CP00357827 | FUEL FOR 413 | | 27.86 |
| | CP00357827 | FUEL FOR 411 | | 27.81 |
| | IN669128 | BULK DIESEL 130.60 AT 3.7764 EA | | 493.21 |
| Total for Check Number 11090: | | | | 1,166.79 |
| 11091 | 096998 | CITY OF SILVERTON | 02/14/2022 | |
| | 5.05070.0 | WATER USAGE AT STAT. 1 1/18 | | 278.69 |
| | 5.05071.0 | WATER USAGE STAT. 1 MAINT BAY 1/18 | | 52.13 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|--|---|-------------------------------|----------------------------------|
| | | | Total for Check Number 11091: | 330.82 |
| 11092 | 6091816 4310 | DANIEL EARL WILGUS FAN ASSEMBLY | 02/14/2022 | 481.00 |
| | | | Total for Check Number 11092: | 481.00 |
| 11093 | 015500 75289928 | DE LAGE LANDEN COPIER LEASE PAYMENT 2/15-3/14 | 02/14/2022 | 231.00 |
| | | | Total for Check Number 11093: | 231.00 |
| 11094 | 6091884 CK11054 | DEBORAH CONNER REISSUE LOST CK11054 | 02/14/2022 | 224.62 |
| | | | Total for Check Number 11094: | 224.62 |
| 11095 | 097300 SILFIRED SILFIRED SILFIRED SILFIRED | HI-SCHOOL PHARMACY #1178 HARDWARE HOOKS VEHICLE FRESHENER BALLAST | 02/14/2022 | 11.94 38.95 12.97 22.99 |
| | | | Total for Check Number 11095: | 86.85 |
| 11096 | 037800 1204210073 | HOME PLACE BALANCE ON ACCT FROM TOY & FOOD D | 02/14/2022 | 25.00 |
| | | | Total for Check Number 11096: | 25.00 |
| 11097 | 6091891 532362 | KILLERS PEST CONTROL SALEM PEST CONTROL SERVICE | 02/14/2022 | 175.00 |
| | | | Total for Check Number 11097: | 175.00 |
| 11098 | 055500 562872 | L.N.CURTIS & SONS REPAIR ON EDRAULIC COMBI TOOL | 02/14/2022 | 758.00 |
| | | | Total for Check Number 11098: | 758.00 |
| 11099 | 058000 23000482470 | LES SCHWAB TIRE CENTER AUTOSOCK 423, 482 | 02/14/2022 | 253.98 |
| | | | Total for Check Number 11099: | 253.98 |
| 11100 | 067800 273 | MOLALLA FIRE DISTRICT CPR/AED/FA CARDS | 02/14/2022 | 674.17 |
| | | | Total for Check Number 11100: | 674.17 |
| 11101 | 073800 2980399 | NW NATURAL STAT. 1 SERVICE DATES 1/7-2/8 | 02/14/2022 | 810.37 |
| | | | Total for Check Number 11101: | 810.37 |
| 11102 | 077800 34699 | OREGON LOCK & ACCESS, INC. LEVER LOCKSET ST. 1 | 02/14/2022 | 490.00 |
| | | | Total for Check Number 11102: | 490.00 |
| 11103 | 076430 20223489 | OVFA 2022 ANNUAL DUES | 02/14/2022 | 500.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|--|--|-------------------------------|---|
| | | | Total for Check Number 11103: | 500.00 |
| 11104 | 6091892 U028B464 | PACER PROPANE PROPANE ST. 8 | 02/14/2022 | 555.35 |
| | | | Total for Check Number 11104: | 555.35 |
| 11105 | 065870 A431078 | PETRO CARD BULK DIESEL 311.1 @ 3.4329 EA | 02/14/2022 | 1,144.52 |
| | | | Total for Check Number 11105: | 1,144.52 |
| 11106 | 094000 548312 | ROTH'S FRESH MARKETS DRY ICE FOR TRAINING | 02/14/2022 | 6.98 |
| | | | Total for Check Number 11106: | 6.98 |
| 11107 | 096976 21570 21570 21570 21570 21570 21570 21570 21570 21570 21570 21570 21570 21570 21570 21570 | SILVER CREEK AUTO PARTS, INC. BATTERY CHARGERS DOR DRILLS STRAPS OIL & AIR FILTER SOLENOID T419 LIQUID GASKET D411 ANTIFREEZE, OUTLET GASKET D411 SILICONE LUBRICANT D411 CONVERTER OLD 401 SUPPORT FOR FILL STATION SENSOR OLD 401 AIR VALVE T489 CONNECTOR T419 MERCHANDISE CREDIT PART E415 FROM MT. ANGEL FIRE | 02/14/2022 | 72.57 48.53 71.71 20.44 201.96 63.57 142.44 690.93 28.15 49.98 80.30 4.58 -28.15 30.34 |
| | | | Total for Check Number 11107: | 1,477.35 |
| 11108 | 077200 O02844 | TRUE NORTH EMER EQ PUMP ACTUATOR E405 | 02/14/2022 | 1,587.36 |
| | | | Total for Check Number 11108: | 1,587.36 |
| 11109 | 112435 9898612684 9898612684 9898612684 9898612684 9898612684 9898612684 9898612684 9898612684 9898612684 9898612684 9898612684 9898612684 | VERIZON WIRELESS B. MILES CELL SERV.: 2/2-3/1 E. GRAMBUSCH CELL SERV.: 2/2-3/1 K. VEIT CELL SERV.: 2/2-3/1 K. MILLER CELL SERV.: 2/2-3/1 M. HUGHES CELL SERV.: 2/2-3/1 C. CANTU CELL SERV.: 2/2-3/1 I. PETERSON CELL SERV.: 2/2-3/1 NORTH BC IPAD SERV.: 2/2-3/1 FC IPAD SERV.: 2/2-3/1 415 IPAD SERV.: 2/2-3/1 404 IPAD SERV.: 2/2-3/1 | 02/14/2022 | 44.06 44.06 44.06 44.06 44.06 44.06 44.06 40.01 40.01 40.01 40.01 |
| | | | Total for Check Number 11109: | 468.46 |
| 11110 | 119000 823701 | WILCO ROPE | 02/14/2022 | 16.99 |
| | | | Total for Check Number 11110: | 16.99 |
| 11111 | 034015 | ZIPLY FIBER | 02/14/2022 | |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|--|---|-------------------------|---|
| | 1/25-2/24 ST9 | 503-873-5645-012395-5 | | 56.49 |
| | 1/25-2/24 ST1 | 503-873-2805-070997-5 | | 176.03 |
| | 1/25-2/24 ST3 | 503-873-3190-062193-5 | | 56.49 |
| | 1/25-2/24 ST8 | 503-873-6215-090168-5 | | 78.73 |
| | 1/25-2/24 STA2 | 503-873-5097-071291-5 | | 62.89 |
| | 1/25-2/24 RL | 503-001-0586-110204-5 | | 25.61 |
| Total for Check Number 11111: | | | | 456.24 |
| 11112 | 6091901 947532 | PACIFIC OFFICE AUTOMATION (SALE DOCUMENT PRINTS 1/7-2/7 | 02/14/2022 | 90.63 |
| Total for Check Number 11112: | | | | 90.63 |
| 11113 | 083200 0074320000 2603340000 3700411000 5974190000 8950420000 | PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 1/10-2/9 STAT. 1 ELECTRIC SERV. 1/10-2/9 STAT. 3 ELECTRIC SERV. 1/10-2/9 STAT. 9 ELECTRIC SERV. 1/10-2/9 STAT. 2 ELECTRIC SERV. 1/6-2/7 | 02/14/2022 | 185.90 1,319.85 48.75 39.80 34.26 |
| Total for Check Number 11113: | | | | 1,628.56 |
| 11114 | 092090 0456003254240 0456003255342 | REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. 1/1-1/31 STAT. 8 GARBAGE SERV. 1/1-1/31 | 02/14/2022 | 182.25 30.14 |
| Total for Check Number 11114: | | | | 212.39 |
| Total for 2/14/2022: | | | | 31,498.73 |
| Report Total (32 checks): | | | | 31,498.73 |

General Ledger

Expense vs Budget with Encumbrances

User: candace

Printed: 03/04/22 11:10:39

Period 01 - 08

Fiscal Year 2022

| Account Number | Description | Budget | End Bal | Available | % Available |
|----------------------------|----------------------------|------------------------|----------------------|----------------------|---------------|
| 25-1-51001 | PERSONNEL | \$ 550,000.00 | \$ 326,623.16 | \$ 223,376.84 | 40.61% |
| 25-1-51002 | EXTRA PERSONNEL | \$ 1,500.00 | \$ - | \$ 1,500.00 | 100.00% |
| 25-1-51003 | WORKERS COMP COVERAGE | \$ 26,000.00 | \$ 19,573.01 | \$ 6,426.99 | 24.72% |
| 25-1-51004 | SOCIAL SECURITY | \$ 52,000.00 | \$ 38,331.93 | \$ 13,668.07 | 26.28% |
| 25-1-51005 | GROUP HEALTH INSURANCE | \$ 175,000.00 | \$ 76,181.79 | \$ 98,818.21 | 56.47% |
| 25-1-51006 | GROUP LIFE INSURANCE | \$ 16,000.00 | \$ 6,348.53 | \$ 9,651.47 | 60.32% |
| 25-1-51007 | PERS | \$ 172,000.00 | \$ 104,665.56 | \$ 67,334.44 | 39.15% |
| 25-1-51008 | UNEMPLOYMENT INSURANCE | \$ 1,200.00 | \$ - | \$ 1,200.00 | 100.00% |
| 25-1-51009 | OVERTIME | \$ 35,000.00 | \$ 51,333.17 | \$ (16,333.17) | -46.67% |
| 25-1-51010 | VOLUNTEERS | \$ 70,000.00 | \$ 124,364.05 | \$ (54,364.05) | -77.66% |
| 25-1-51012 | MEDICAL SAVINGS PLAN | \$ 19,200.00 | \$ 10,200.00 | \$ 9,000.00 | 46.88% |
| 25-1-51013 | DIRECTORS EXPENSES | \$ 600.00 | \$ - | \$ 600.00 | 100.00% |
| PAYROLL RELATED EXP | | \$ 1,118,500.00 | \$ 757,621.20 | \$ 360,878.80 | 32.26% |
| 25-1-61001 | OFFICE SUPPLIES | \$ 3,500.00 | \$ 2,123.38 | \$ 1,376.62 | 39.33% |
| 25-1-61002 | DUES AND SUBSCRIPTIONS | \$ 9,000.00 | \$ 6,358.67 | \$ 2,641.33 | 29.35% |
| 25-1-61003 | CONTRACT SERVICES | \$ 18,000.00 | \$ 13,147.52 | \$ 4,852.48 | 26.96% |
| 25-1-61004 | TELEPHONE | \$ 20,000.00 | \$ 7,666.68 | \$ 12,333.32 | 61.67% |
| 25-1-61005 | POSTAGE AND FREIGHT | \$ 2,000.00 | \$ 2,304.37 | \$ (304.37) | -15.22% |
| 25-1-61006 | UTILITIES | \$ 36,000.00 | \$ 25,447.20 | \$ 10,552.80 | 29.31% |
| 25-1-61007 | ELECTION EXPENSES | \$ 5,200.00 | \$ 6,711.40 | \$ (1,511.40) | -29.07% |
| 25-1-61008 | BUILDING MAINT./JANITORIAL | \$ 16,000.00 | \$ 8,902.58 | \$ 7,097.42 | 44.36% |
| 25-1-61009 | LGIP FEES | \$ 100.00 | \$ 0.25 | \$ 99.75 | 99.75% |
| 25-1-61011 | ANNUAL AUDIT | \$ 8,200.00 | \$ 7,750.00 | \$ 450.00 | 5.49% |
| 25-1-61012 | EMPLOYEE RECOGNITION | \$ 2,500.00 | \$ 2,444.96 | \$ 55.04 | 2.20% |
| 25-1-61013 | RECRUITING EXPENSE | \$ 1,500.00 | \$ 988.60 | \$ 511.40 | 34.09% |
| 25-1-61014 | TRAINING SUPPLIES | \$ 2,000.00 | \$ 1,197.28 | \$ 802.72 | 40.14% |
| 25-1-61015 | TRAINING EXPENSE | \$ 30,000.00 | \$ 17,444.90 | \$ 12,555.10 | 41.85% |
| 25-1-61016 | CONFERENCE EXPENSE | \$ 6,000.00 | \$ - | \$ 6,000.00 | 100.00% |
| 25-1-61017 | SHOP EXPENSE | \$ 3,000.00 | \$ 1,559.08 | \$ 1,440.92 | 48.03% |
| 25-1-61018 | EMS SUPPLIES | \$ 5,000.00 | \$ 3,436.54 | \$ 1,563.46 | 31.27% |
| 25-1-61019 | INSURANCE | \$ 70,000.00 | \$ 56,843.00 | \$ 13,157.00 | 18.80% |
| 25-1-61021 | TRAVEL EXPENSE | \$ 2,500.00 | \$ 144.00 | \$ 2,356.00 | 94.24% |
| 25-1-61022 | EQUIPMENT MAINTENANCE | \$ 6,500.00 | \$ 2,175.80 | \$ 4,324.20 | 66.53% |
| 25-1-61023 | UNIFORM ALLOWANCE | \$ 7,500.00 | \$ 782.59 | \$ 6,717.41 | 89.57% |
| 25-1-61024 | FUELS AND LUBRICANTS | \$ 28,000.00 | \$ 18,743.41 | \$ 9,256.59 | 33.06% |
| 25-1-61025 | RURAL ADDRESSING | \$ 650.00 | \$ 383.85 | \$ 266.15 | 40.95% |
| 25-1-61026 | RADIO MAINTENANCE | \$ 7,500.00 | \$ 785.94 | \$ 6,714.06 | 89.52% |
| 25-1-61027 | COMPUTER MAINTENANCE | \$ 10,000.00 | \$ 10,624.72 | \$ (624.72) | -6.25% |
| 25-1-61031 | LEGAL SERVICES | \$ 20,000.00 | \$ 588.00 | \$ 19,412.00 | 97.06% |
| 25-1-61032 | FIREFIGHTING CHEMICALS | \$ 1,200.00 | \$ - | \$ 1,200.00 | 100.00% |
| 25-1-61033 | APPLIANCES | \$ 4,500.00 | \$ 1,695.00 | \$ 2,805.00 | 62.33% |
| 25-1-61037 | ADMINISTRATION SERVICES | \$ 40,000.00 | \$ 4,438.44 | \$ 35,561.56 | 88.90% |
| 25-1-61042 | SAFETY/PROTECTIVE CLOTHING | \$ 6,000.00 | \$ 4,265.25 | \$ 1,734.75 | 28.91% |
| 25-1-61044 | SMALL TOOLS AND EQUIPMENT | \$ 8,500.00 | \$ 2,488.35 | \$ 6,011.65 | 70.73% |
| 25-1-61045 | HAZMAT SUPPLIES | \$ 500.00 | \$ 173.30 | \$ 326.70 | 65.34% |
| 25-1-61050 | DISPATCH SERVICES | \$ 89,300.00 | \$ 60,337.30 | \$ 28,962.70 | 32.43% |

| Account Number | Description | Budget | End Bal | Available | % Available |
|----------------------|-----------------------------|------------------------|------------------------|------------------------|----------------|
| 25-1-61055 | MEDICAL MEMBERSHIPS | \$ 7,500.00 | \$ 3,717.00 | \$ 3,783.00 | 50.44% |
| 25-1-61056 | HEALTH AND WELFARE | \$ 10,000.00 | \$ 7,111.28 | \$ 2,888.72 | 28.89% |
| 25-1-61057 | VEHICLE MAINTENANCE | \$ 35,000.00 | \$ 26,279.72 | \$ 8,720.28 | 24.92% |
| 25-1-61060 | MAJOR FIRE LOSS EXPENSE | \$ 400.00 | \$ - | \$ 400.00 | 100.00% |
| 25-1-61063 | GRANT EXPENDITURES | \$ 165,000.00 | \$ 6,177.89 | \$ 158,822.11 | 96.26% |
| 25-1-61064 | EQUIPMENT TESTING | \$ 15,000.00 | \$ 8,033.00 | \$ 6,967.00 | 46.45% |
| 25-1-61065 | SCBA MAINTENANCE | \$ 2,500.00 | \$ 237.99 | \$ 2,262.01 | 90.48% |
| 25-1-61066 | INVESTIGATIONS | \$ 500.00 | \$ - | \$ 500.00 | 100.00% |
| 25-1-61070 | CONFLAGRATION EXPENSES | \$ 1,200.00 | \$ 1,873.93 | \$ (673.93) | -56.16% |
| 25-1-61092 | FIRE PREVENTION SUPPLIES | \$ 1,500.00 | \$ - | \$ 1,500.00 | 100.00% |
| 25-1-61093 | FIRE PREVENTION | \$ 1,500.00 | \$ 601.34 | \$ 898.66 | 59.91% |
| 25-1-61094 | HEALTH/MEDICAL | \$ 14,000.00 | \$ 2,700.00 | \$ 11,300.00 | 80.71% |
| 25-1-61095 | PROTECTIVE EQUIP MAINT | \$ 4,000.00 | \$ 233.06 | \$ 3,766.94 | 94.17% |
| | MATL SUPP & EXP | \$ 728,750.00 | \$ 328,917.57 | \$ 399,832.43 | 54.87% |
| 25-1-71001 | PROPERTY IMPROVEMENTS MAJOR | \$ 26,000.00 | \$ - | \$ 26,000.00 | 100.00% |
| 25-1-71002 | PROTECTIVE EQUIPMENT | \$ 30,000.00 | \$ 9,287.45 | \$ 20,712.55 | 69.04% |
| 25-1-71003 | MAJOR EQUIPMENT | \$ 12,000.00 | \$ - | \$ 12,000.00 | 100.00% |
| 25-1-71004 | COMMUNICATION EQUIPMENT | \$ 8,500.00 | \$ 2,880.00 | \$ 5,620.00 | 66.12% |
| 25-1-71010 | EQUIPMENT REPLACEMENT | \$ 8,000.00 | \$ - | \$ 8,000.00 | 100.00% |
| 25-1-71015 | HOSE REPLACEMENT | \$ 7,500.00 | \$ 3,500.00 | \$ 4,000.00 | 53.33% |
| 25-1-71138 | COMPUTER EXPENSE | \$ 20,000.00 | \$ 5,149.42 | \$ 14,850.58 | 74.25% |
| 25-1-71139 | TRAINING EQUIPMENT | \$ 12,000.00 | \$ - | \$ 12,000.00 | 100.00% |
| | CAPITAL OUTLAY | \$ 124,000.00 | \$ 20,816.87 | \$ 103,183.13 | 83.21% |
| 25-1-90001 | CONTINGENCIES | \$ 125,000.00 | \$ - | \$ 125,000.00 | 100.00% |
| | CONTINGENCY | \$ 125,000.00 | \$ - | \$ 125,000.00 | 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 | \$ - | 0.00% |
| 25-1-91026 | TRANSFER OUT (FUND 29) | \$ 110,000.00 | \$ 110,000.00 | \$ - | 0.00% |
| 25-1-91027 | TRANSFER OUT (FUND 31) | \$ 46,000.00 | \$ 46,000.00 | \$ - | 0.00% |
| | TRANSFER OUT | \$ 170,000.00 | \$ 170,000.00 | \$ - | 0.00% |
| 25-1-93001 | LEASE PRINCIPAL | \$ 50,825.00 | \$ 50,825.00 | \$ - | 0.00% |
| 25-1-93002 | LEASE INTEREST | \$ 2,652.00 | \$ 2,651.39 | \$ 0.61 | 0.02% |
| | DEBT SERVICE | \$ 53,477.00 | \$ 53,476.39 | \$ 0.61 | 0.00% |
| Expense Total | | \$ 3,019,727.00 | \$ 1,330,832.03 | \$ 1,688,894.97 | 55.93% |

BANK ACCOUNT BALANCE COMPARISON

| <u>December 31, 2020</u> | | <u>December 31, 2021</u> | |
|-------------------------------|------------------------|--------------------------|------------------------|
| Columbia Bank Checking | \$ 229,310.65 | Columbia Bank Checking | \$ 170,432.31 |
| Columbia Bank MM | \$ 356,429.63 | Columbia Bank MM | \$ 184,118.93 |
| Local Gov't Pool | \$ 1,999,128.40 | Local Gov't Pool | \$ 2,814,014.45 |
| Sub Total | \$ 2,584,868.68 | Sub Total | \$ 3,168,565.69 |
| <i>OPERATING BUDGET AHEAD</i> | | \$583,697.01 | |
| 2015 Bond | \$ 113,645.96 | 2015 Bond | \$ 89,046.26 |
| Grand Total | \$ 2,698,514.64 | Grand Total | \$ 3,257,611.95 |
| OVERALL AHEAD | | \$559,097.31 | |

| <u>January 31, 2021</u> | | <u>January 31, 2022</u> | |
|-------------------------------|------------------------|-------------------------|------------------------|
| Columbia Bank Checking | \$ 74,803.23 | Columbia Bank Checking | \$ 221,232.58 |
| Columbia Bank MM | \$ 259,910.86 | Columbia Bank MM | \$ 279,310.38 |
| Local Gov't Pool | \$ 2,025,124.10 | Local Gov't Pool | \$ 2,690,926.06 |
| Sub Total | \$ 2,359,838.19 | Sub Total | \$ 3,191,469.02 |
| <i>OPERATING BUDGET AHEAD</i> | | \$831,630.83 | |
| 2015 Bond | \$ 113,652.11 | 2015 Bond | \$ 89,046.26 |
| Grand Total | \$ 2,473,490.30 | Grand Total | \$ 3,280,515.28 |
| OVERALL AHEAD | | \$807,024.98 | |

| <u>February 28, 2021</u> | | <u>February 28, 2022</u> | |
|-------------------------------|------------------------|--------------------------|------------------------|
| Columbia Bank Checking | \$ 104,925.97 | Columbia Bank Checking | \$ 104,864.87 |
| Columbia Bank MM | \$ 499,041.11 | Columbia Bank MM | \$ 340,731.99 |
| Local Gov't Pool | \$ 2,033,351.62 | Local Gov't Pool | \$ 2,702,752.42 |
| Sub Total | \$ 2,637,318.70 | Sub Total | \$ 3,148,349.28 |
| <i>OPERATING BUDGET AHEAD</i> | | \$511,030.58 | |
| 2015 Bond | \$ 113,657.53 | 2015 Bond | \$ 89,046.26 |
| Grand Total | \$ 2,750,976.23 | Grand Total | \$ 3,237,395.54 |
| OVERALL AHEAD | | \$486,419.31 | |

2022

BEST PRACTICES
PROGRAM





Deadline: November 4, 2022

2022 BEST PRACTICES PROGRAM

Your district can receive up to a 10% discount on your general liability, auto liability, and property insurance contributions for the 2023 policy year.

The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Your district can receive credits on its property/casualty insurance contributions and can take up to 10% off your district's general liability, auto liability, and property insurance contributions for the 2023 policy year. The following information outlines the **five credit opportunities** for this year's program.

1. Affiliate Organization Membership | **Credit: 2%**

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon Economic Development District Association
- Oregon PRIMA
- Oregon APCO-NENA
- Oregon Fire Chiefs Association
- Oregon Public Ports Association
- Oregon Association of Chiefs of Police
- Oregon Fire District Directors Association
- Oregon Recreation and Park Association
- Oregon Association of Clean Water Agencies
- Oregon Library Association
- Oregon Rural Health Association
- Oregon Association of Conservation Districts
- Oregon Mosquito & Vector Control Association
- Oregon Transit Association
- Oregon Association of Hospitals/Health Systems
- Oregon People's Utility Districts Association
- Oregon Water Resources Congress
- Oregon Association of Water Utilities

As we have several district types, this is **not** a comprehensive list. If you have any questions, please contact Jaime Keeling at jkeeling@sdao.com.

2. Board Duties and Responsibilities Policy | Credit: 2%

In order to receive the 2% credit, your district must have adopted a policy regarding board duties and responsibilities. A sample policy will be available at www.sdao.com/best-practices-program in the spring.

3. Board Duties and Responsibilities Checklist | Credit: 2%

To receive credit in this category, you must complete the self-evaluation checklist that is available within the Best Practices Survey located on the SDIS Insurance Site (www.sdis.org). The checklist can be viewed once you have opened the survey. The survey will go live on the Insurance Site in spring of 2022.

4. SDAO/SDIS Training | Credit: 2%

You must certify that ALL members of the board have attended **one** online or in person class regarding board members duties and responsibilities **or** the board can engage in a Board Practices Assessment conducted by an SDAO consultant. The following are some *examples* the trainings that qualify:

- **SDAO Board of Directors and Management Staff Regional Training**
- **Board Duties and Responsibilities Pre-Conference Training** (*This training will be streamed on February 10th during the 2022 SDAO Annual Conference on the virtual conference platform.*)
- **OFDDA/OFCA board trainings sponsored by SDAO**
- **Boardsmanship 301** – (*Online training video viewable at www.sdao.com/training-videos*)
- **Boardroom Dancing** – (*Online training video viewable at www.sdao.com/training-videos*)

To sign up for a Board Practices Assessment, please contact Shanta Carter, Consulting Services Administrator, at scarter@sdao.com.

5. Board Member Education Program | Credit: 2%

To receive the credit in this category, **at least two (2)** members of the board will need to enroll in the SDAO Board Leadership Academy (all district types) OR in the SDAO/OFDDA Fire District Directors Academy (applicable to fire districts). There is **no cost** to enroll in these board education programs.

Eligible individuals will need to complete an enrollment form located on the SDAO website at www.sdao.com/sdao-board-leadership-academy or www.sdao.com/sdao-ofdda-fire-district-directors-academy and submit it to SDAO Member Services (memberservices@sdao.com) to enroll.

Receiving Credit

To receive credit, a district representative must complete the Best Practices Survey (located online on the SDIS Insurance Site) and click the Save button at the upper right-hand corner of the screen. Credit will only be awarded in a category when a box within that section is checked. If you cannot answer "yes" to at least one question within that category, credit will not be recorded. Your district will be notified by email this spring when the survey becomes available online. The survey **must** be submitted by a district representative who will verify completion of the credit requirements within the survey. Training credits taken by members are not automatically updated in the Best Practices Survey and must be manually checked off by the member. **Please note, each district is responsible for completing their own survey online. The deadline to complete the survey is Nov. 4, 2022.**

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at jkeeling@sdao.com or 800.285.5461 ext. 122.



2022

**BEST PRACTICES
PROGRAM**

S | D | I | S

Main Office: PO Box 12613 | Salem, OR 97309-0613

Toll-free: 800-285-5461 | Phone: 503-371-8667

Fax: 503-371-4781 | Email: sdao@sdao.com

Web: www.sdao.com



S | D | A | O

SPECIAL DISTRICTS
ASSOCIATION OF OREGON





Special Districts Association of Oregon recognizes that being appointed or elected to a special district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

The SDAO Board Leadership Academy has been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. Our program offers current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, risk management, and human resources.

Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements.

PROGRAM BENEFITS

Special district board members who participate in this program will:

- Better understand the roles and responsibilities of being a board member for a special district
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

ELIGIBILITY & ENROLLMENT

To participate in the program, participants must be a current board member, director or commissioner of an Oregon special district. The district must be a member of Special Districts Association of Oregon. Eligible individuals will need to complete an enrollment form and submit it to SDAO Member Services (memberservices@sdao.com) to enroll. There is no charge to enroll and no obligation to finish. The only cost for the program is the cost to attend trainings.

PROGRAM CURRICULUM

A curriculum of study has been developed for each module and each training will be available through courses provided by SDAO and approved affiliate organizations. In-person trainings will be held at regional trainings and conferences. Online options will also be made available. Credit-eligible courses will be specifically marked with the SDAO Board Leadership Academy logo within the course description and on any course marketing materials.



MODULES

Below are the program modules and required trainings for each. All trainings must be completed in order to receive credit for the module. Trainings must be provided by SDAO or an approved affiliate organization.

Module 1: Board Member Basics

Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.

- Powers and Protections
- Roles and Responsibilities
- Representing the Board
- Ordinances and Resolutions
- Ethics
- Public Meetings

Module 2: Statutory Responsibilities

Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.

- Public Records
- Public Contracting
- Local Budgeting and Finance

Module 3: Risk Management

Participants will need to complete modules 1-3 to receive a silver-level certificate.

- Analyzing Exposure to Risk
- Contingency Plans: Disaster Preparedness & Succession Planning
- ADA Compliance
- General Risk Management

Module 4: Human Resources

Participants will need to complete modules 1-4 to receive a gold-level certificate.

- Evaluating your Executive Director / General Manager
- Harassment and Discrimination
- Wrongful Termination
- Cultural Diversity

Participants can receive a bronze, silver, or gold certificate after completing certain modules. All trainings within a module must be completed to receive credit for that module.

Bronze Certificate

Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.

Silver Certificate

Participants will need to complete bronze-level requirements and module 3 to receive a silver-level certificate.

Gold Certificate

Participants will need to complete silver-level requirements and module 4 to receive a gold-level certificate.

Participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver and gold levels; however, the bronze-level certificate must be earned within three years from the date of enrollment before silver and gold can be awarded.



TRACKING AND COMPLETION

Participants will track their progress by using the self-tracking worksheet. Certificates will be provided to attendees at each training to facilitate tracking progress. When all trainings have been completed, individuals can apply for program certificate(s) by submitting their tracking worksheet and training certificates to memberservices@sdao.com.

In order to receive credit for the trainings, participants must:

- 1.) Complete the self-tracking worksheet
- 2.) Attach copies of certificates of completion for any applicable trainings
- 3.) Submit all documents to memberservices@sdao.com or by mail to PO Box 12613 Salem, OR 97309. If materials are sent by mail, we highly encourage you to make copies for your records

RECOGNITION

Participants who successfully complete the program will receive a certificate of completion, recognition at the SDAO Annual Conference, and a spotlight on SDAO's social media and newsletter.

QUESTIONS

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





S | D | A | O

SPECIAL DISTRICTS
ASSOCIATION OF OREGON



SDAO BOARD LEADERSHIP ACADEMY

Participant Application

PARTICIPANT INFORMATION

Name: _____ **Title:** _____

District: _____

Address: _____

City

State

ZIP Code

Phone: _____ **Email:** _____

I wish to participate in the SDAO Board Leadership Academy.

I understand that there is no obligation to complete the program, however the bronze-level requirements must be completed within three years of my enrollment date in order to obtain certification. Once the bronze-level certificate has been received, there is no time limit to complete the silver and gold-level requirements for program completion.

Signature: _____ **Date:** _____

HOW TO APPLY

Please complete this application and send by mail, email, or fax to:

SDAO | PO Box 12613 | Salem, Oregon 97309
Fax: 503-371-4781 | Email: MemberServices@sdao.com



Board Leadership Academy Tracking Worksheet

Participant Name: _____

District: _____

It is the participant's responsibility to track their progress through the program. Once all required trainings have been taken, please send a copy of this worksheet along with training certificates of completion to SDAO.

| MODULE 1: BOARD MEMBER BASICS | | |
|----------------------------------|---|-----------------|
| TRAINING TOPIC | TRAINING METHOD (e.g. seminar, webinar)* | COMPLETION DATE |
| Powers and Protections | | |
| Roles and Responsibilities | | |
| Representing the Board | | |
| Ordinances and Resolutions | | |
| Ethics | | |
| Public Meetings | | |

**Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

| MODULE 2: STATUTORY RESPONSIBILITIES | | |
|---|---|-----------------|
| TRAINING TOPIC | TRAINING METHOD (e.g. seminar, webinar)* | COMPLETION DATE |
| Public Records | | |
| Public Contracting | | |
| Local Budgeting and Finance | | |

**Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

| MODULE 3: RISK MANAGEMENT | | |
|--|--|-----------------|
| TRAINING TOPIC | TRAINING METHOD (e.g. in-person, online)* | COMPLETION DATE |
| Analyzing Exposure to Risk | | |
| ADA Compliance | | |
| General Risk Management | | |
| Contingency Plans: Disaster Preparedness & Succession Planning | | |

**Participants will need to complete modules 1-3 to receive a silver-level certificate*

**MODULE 4:
HUMAN RESOURCES**

| TRAINING TOPIC | TRAINING METHOD (e.g. seminar, webinar)* | COMPLETION DATE |
|--|---|------------------------|
| Harassment and Discrimination | | |
| Wrongful Termination | | |
| Cultural Diversity | | |
| Evaluating your Executive Director / General Manager | | |

**Participants will need to complete modules 1-4 to receive a gold-level certificate.*

Participant

Signature: _____ **Date:** _____

HOW TO SUBMIT

Once you have completed this worksheet, please send it along with training certificates of completion to SDAO by mail, email, or fax to:

SDAO | PO Box 12613 | Salem, Oregon 97309
Fax: 503-371-4781 | Email: MemberServices@sdao.com

Online Courses Available for SDAO Board Leadership Academy Credit

<https://www.sdao.com/online-courses-available-for-sdao-board-leadership-academy-credit>