

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, August 8, 2023 at 7:00 P.M.
Silverton Station # 1

Join Zoom Meeting:

<https://us02web.zoom.us/j/81308440282?pwd=RjhORGZERzVKaEtlMWRPSlowRExqQT09>

Meeting ID: 813 0844 0282

Passcode: 315674

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

- I. **ROLL CALL:**
Les Von Flue, President
Stacy Palmer, Vice-President
Rob Mengucci, Secretary-Treasurer
Ryan Bielenberg, Director
Dixon Bledsoe, Director
- II. **CALL MEETING TO ORDER:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **APPROVAL OF MINUTES OF:**
 - a) Regular Board Meeting of July 11, 2023
- V. **OPEN FORUM**
- VI. **OLD BUSINESS:**
 - a) Board Policies 301-305
- VII. **FINANCE OFFICER'S REPORT:**
 - a) Check Summary
 - b) Departmental Expense Report
 - c) Bank Account Balance Comparison
- VIII. **CHIEF'S REPORT:**
 - a) Civil Service Update
 - b) Call Response Data
 - c) Audit Update
 - d) OFDDA Oregon Fire Service Conference
 - e) SDAO Best Practice
- IX. **NEW BUSINESS:**
 - a) Board Work Session Dates
- X. **ITEMS PENDING:**
- XI. **ADJOURNMENT:**

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SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. July 11, 2023
Silverton Fire District Station #8 (Scotts Mills)

I. ROLL CALL:

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

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

All Directors present.

IN ATTENDANCE:

Chief Miles, Assistant Chief Grambusch (*via Zoom*), Office Administrator Cantu, FF Peterson (*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. DIRECTOR OATH OF OFFICE

President Von Flue administered the oath of office to re-elected Directors, Stacy Palmer to Position 1 and Robert Mengucci to Position 5.

V. ELECTION OF BOARD OFFICERS FOR FISCAL YEAR 2023-2024

President Von Flue opened nominations for Board President. Director Bledsoe nominated Les Von Flue for Board President. Secretary-Treasurer Mengucci seconded the nomination. Having no other nominations for President, nominations were closed and Les Von Flue was re-elected Board President by unanimous vote.

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

President Von Flue opened nominations for Board Vice President. Director Mengucci nominated Stacy Palmer for Vice President. Having no other nominations for Vice President, nominations were closed. Stacy Palmer was elected Board Vice President by unanimous vote.

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

President Von Flue opened nominations for Board Secretary-Treasurer. Director Bledsoe nominated Rob Mengucci for Secretary-Treasurer. Having no other nominations for Secretary-

Treasurer, nominations were closed. Rob Mengucci was elected Board Secretary-Treasurer by unanimous vote.

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

The following slate of officers elected to serve for the fiscal year 2023-2024:

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

VI. APPROVAL OF MINUTES:

a) Regular Board Meeting Minutes

Vice President Palmer made a motion to approve the minutes of the June 13, 2023 Board Meeting. Director Bledsoe seconded the motion. The motion carried unanimously.

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

VII. OPEN FORUM:

No announcements were made during open forum.

VIII. OLD BUSINESS:

No topics of old business to discuss during this meeting.

IX. 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 Bielenberg seconded the motion. The motion carried unanimously.

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

X. CHIEF'S REPORT

a) Annual Picnic

Chief Miles invited the Board to the District's Annual Picnic on August 9th beginning at 6pm at Station 1.

b) Civil Service Update

Chief reported that the Chief Examiner certified the list of eligibles for the Lt. Training & Volunteer Coordinator position. Chief Miles stated that the District would be moving forward with the testing process for the one applicant. Chief Miles relayed that after going through the Civil Service hiring process, the Chief Examiner recommended language changes and clarifications to Rule VII, Applications and Examinations and Rule VIII, Registers. Chief Miles specified that the Rules did not clarify whether a list needed to be maintained if only one candidate was on the list.

c) FF/EMT Position

Chief Miles announced that the District would be working on the open FF/EMT positions.

Chief Miles stated the grant funded FF/EMT position would be the priority to fill first. Director

Palmer inquired whether both positions would be filled quickly. Chief Miles replied that the intent was to fill those positions quickly, however wanted to be mindful of the Civil Service process and the time of year the positions would be opened. Secretary-Treasurer Mengucci inquired where the District currently advertised open positions. Chief Miles responded that the District has announced vacancies in Our Town, Daily Dispatch, SDAO newsletter, District website, Facebook, bulletin boards at Station 1 & 8, and the reader board at both stations. Office Administrator Cantu added that the District would be looking into Indeed.com and Governmentjobs.com to post future vacancies.

d) Administrative Assistant Position

Chief Miles reported that the Administrative Assistant position would be opened in the future but the priority would be on the FF/EMT positions.

e) Field Burning

Chief Miles reported that the Department of Agriculture opened field burning and had already notified the District of several test burns.

f) Lunch & Learn

Chief Miles reported that the District would be hosting a lunch and learn at Station 1 on August 16th with the Silverton Chamber.

g) ESO Scheduler Conference Call

Chief Miles reported that the staff would have a “kickoff” conference call for ESO to begin setup for ESO Scheduler.

h) Audit

Chief Miles reported that the District’s financial audit was scheduled for July 31st.

XI. NEW BUSINESS:

a) Add Authorized Bank Signer

President Von Flue called for a motion to approve Assistant Chief Keith Veit to be added as an additional signer to the District’s bank accounts. Director Bledsoe made a motion to approve AC Veit as an additional signer. Vice-President Palmer seconded the motion. The motion carried unanimously.

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

XII. ITEMS PENDING:

No discussion of pending items at this meeting.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:28 p.m.

Approved this _____ day of _____, 2023.

President

Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 8/4/2023 12:26 PM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------|
| 1000153 | 6091912 SFD 23-06 SFD 23-Q2 | BRASS ROOTS TRAINING SOLUTIONS TRAINING: 6/1-6/30 CHIEF EXAM. SERVICES: JUNE | 07/08/2023 | 3,000.00 500.00 |
| Total for Check Number 1000153: | | | | 3,500.00 |
| 1000154 | 010172 CP 00461469 CP 00461469 CP 00461469 CP 00461469 CP 00461469 CP 00461469 CP 00461469 | CARSON OIL COMPANY FUEL FOR 482 FUEL FOR 423 FUEL FOR 412 FUEL FOR 432 FUEL FOR 400 FUEL FOR 413 FUEL FOR 401 | 07/08/2023 | 155.64 153.16 121.11 83.70 45.97 37.45 51.25 |
| Total for Check Number 1000154: | | | | 648.28 |
| 1000155 | 096412 00167 | CITY OF SCOTTS MILLS WATER USAGE AT STAT. 8 5/1-6/30 | 07/08/2023 | 201.26 |
| Total for Check Number 1000155: | | | | 201.26 |
| 1000156 | 096998 5.05070.0 5.05071.0 5.05072.6 | CITY OF SILVERTON WATER USAGE AT STAT. 1 5/19-6/16 WATER USAGE STAT. 1 MAINT BAY 5/19-6/ WATER USE: STAT. 1 SPRINKLERS 5/19-6/16 | 07/08/2023 | 317.61 54.74 118.67 |
| Total for Check Number 1000156: | | | | 491.02 |
| 1000157 | 011005 20230516SILFD | CLACKAMAS COUNTY ELECTIONS MAY 2023 ELECTION 2 POSITIONS | 07/08/2023 | 145.36 |
| Total for Check Number 1000157: | | | | 145.36 |
| 1000158 | 6091905 43893 | CORPORATE SECURITY SERVICES INC (1) PRE-EMPLOY BACKGRND CK | 07/08/2023 | 80.50 |
| Total for Check Number 1000158: | | | | 80.50 |
| 1000159 | 013528 27382 | CRUISE MASTER ENGRAVING CIVIL SERVICE PLAQUES | 07/08/2023 | 82.75 |
| Total for Check Number 1000159: | | | | 82.75 |
| 1000160 | 015880 176444265 | DEPT. OF MOTOR VEHICLES (1) DMV REPORT FEE | 07/08/2023 | 3.00 |
| Total for Check Number 1000160: | | | | 3.00 |
| 1000161 | 6091940 8A7B001D-009 | DIGITAL DEPLOYMENT INC ANNUAL WEBSITE RENEWAL | 07/08/2023 | 2,400.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|-------------------------------------|---------------------------------|--------------|
| | | | Total for Check Number 1000161: | 2,400.00 |
| 1000162 | 010185 | ELAN FINANCIAL SERVICES | 07/08/2023 | |
| | 3400 | LUNCH FOR CIVIL SERVICE PANEL | | 68.00 |
| | 3400 | POSTAGE FEE | | 8.74 |
| | 3400 | GROCERY FOR CIVIL SERVICE PANEL | | 61.76 |
| | 8105 | ZOOM SUBSCRIPTION | | 0.99 |
| | 8105 | REHAB SNACKS | | 97.55 |
| | | | Total for Check Number 1000162: | 237.04 |
| 1000163 | 097300 | HI-SCHOOL | 07/08/2023 | |
| | SILFIRED | PAINT FOR STA. 1 BOLLARDS | | 25.56 |
| | SILFIRED | HARDWARE | | 8.99 |
| | | | Total for Check Number 1000163: | 34.55 |
| 1000164 | 046700 | JET INDUSTRIES, INC | 07/08/2023 | |
| | F236188 | ANNUAL BACKFLOW REPAIR/RETEST | | 1,119.16 |
| | | | Total for Check Number 1000164: | 1,119.16 |
| 1000165 | 6091929 | JULIE HANSEN | 07/08/2023 | |
| | | EMT REIMB: FINAL | | 1,633.87 |
| | | | Total for Check Number 1000165: | 1,633.87 |
| 1000166 | 120185 | MARK ZEITZER | 07/08/2023 | |
| | 0009 | QTRLY PAYMENT APR-JUN 2023 | | 125.00 |
| | | | Total for Check Number 1000166: | 125.00 |
| 1000167 | 073835 | NORTHWEST SAFETY CLEAN | 07/08/2023 | |
| | 23-35685 | (1) TURNOUT COAT & PANT REPAIR | | 42.99 |
| | | | Total for Check Number 1000167: | 42.99 |
| 1000168 | 070575 | NVFC | 07/08/2023 | |
| | | 23-24 MEMBERSHIP RENEWAL FOR BILL M | | 21.00 |
| | | | Total for Check Number 1000168: | 21.00 |
| 1000169 | 6091901 | PACIFIC OFFICE AUTOMATION (SALE | 07/08/2023 | |
| | 220951 | DOCUMENT PRINTS 4/7 TO 6/7 | | 534.56 |
| | | | Total for Check Number 1000169: | 534.56 |
| 1000170 | 065870 | PETRO CARD | 07/08/2023 | |
| | 0242163-IN | BULK DIESEL 310 GAL @ 3.4723 EA | | 1,078.50 |
| | | | Total for Check Number 1000170: | 1,078.50 |
| 1000171 | 094000 | ROTH'S FRESH MARKETS | 07/08/2023 | |
| | 6910-48 | WATER FOR REHAB | | 300.10 |
| | | | Total for Check Number 1000171: | 300.10 |
| 1000172 | 097200 | SILVERTON CHAMBER OF COMMERC | 07/08/2023 | |
| | 12888 | ANNUAL MEMBERSHIP B. MILES | | 175.00 |
| | | | Total for Check Number 1000172: | 175.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|---------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------|
| 1000173 | 6091888 CM-000334 INV-012028 | SPRINGBROOK HOLDING COMPANY J CREDIT MEMO FINANCE & PR SUITE CONVERSION | 07/08/2023 | -5,977.74 7,469.00 |
| Total for Check Number 1000173: | | | | 1,491.26 |
| 1000174 | 201523 JUNE 2023 | TOWNSHIP HEALTH DPC (1) FF PHYSICAL | 07/08/2023 | 270.00 |
| Total for Check Number 1000174: | | | | 270.00 |
| 1000175 | 6091932 | VOSS BURTON TUITION REIMB.: SPRING TERM | 07/08/2023 | 1,632.00 |
| Total for Check Number 1000175: | | | | 1,632.00 |
| 1000176 | 120170 2032355 | YES GRAPHICS PRINTING COMPANY EMS REFUSAL FORMS | 07/08/2023 | 96.00 |
| Total for Check Number 1000176: | | | | 96.00 |
| 1000177 | 034015 6/25-7/24 RL 6/25-7/24 ST1 6/25-7/24 ST3 6/25-7/24 ST8 6/25-7/24 ST9 6/25-7/24 STA2 | ZIPLY FIBER 503-001-0586-110204-5 503-873-2805-070997-5 503-873-3190-062193-5 503-873-6215-090168-5 503-873-5645-012395-5 503-873-5097-071291-5 | 07/08/2023 | 27.30 197.57 66.28 90.10 66.28 73.45 |
| Total for Check Number 1000177: | | | | 520.98 |
| Total for 7/8/2023: | | | | 16,864.18 |
| 1000192 | 6091910 1X9V6W1WGRGM 1X9V6W1WGRGM | AMAZON CAPITAL SERVICES (2) CARBURETOR ASSMBLY: 405 & STOCK VALVE & COUPLING WRENCH | 07/12/2023 | 146.97 94.00 |
| Total for Check Number 1000192: | | | | 240.97 |
| 1000193 | 010172 IN 0878208 | CARSON OIL COMPANY BULK OIL 15W40 55GAL @ 17.59EA | 07/12/2023 | 1,054.70 |
| Total for Check Number 1000193: | | | | 1,054.70 |
| 1000194 | 6091953 3291 | CESAR D NUNO CAMARGO WINDSHIELD REPLACEMENT 485 | 07/12/2023 | 1,500.00 |
| Total for Check Number 1000194: | | | | 1,500.00 |
| 1000195 | 098725 66794 | LOCAL GOVERNMENT LAW GROUP P LEGAL SERVICES: JUNE | 07/12/2023 | 702.00 |
| Total for Check Number 1000195: | | | | 702.00 |
| 1000196 | 072925 202324-2018 | METCOM 9-1-1 DISPATCH SERV. FEE FOR JULY | 07/12/2023 | 7,845.21 |
| Total for Check Number 1000196: | | | | 7,845.21 |
| 1000197 | 073800 2980399 | NW NATURAL STAT. 1 SERVICE DATES 6/6-7/6 | 07/12/2023 | 86.43 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------|
| | 43902 | (1) PRE-EMPLOY BACKGRND CK | | 115.50 |
| | | | Total for Check Number 1000204: | 115.50 |
| 1000205 | 058540 5284 | LIFE FLIGHT NETWORK, LLC 23-24 RENEWAL 73 @ \$65 EA | 07/20/2023 | 4,745.00 |
| | | | Total for Check Number 1000205: | 4,745.00 |
| 1000206 | 065866 103689 | MARION COUNTY TREASURY DEPT. MAY 2023 SPECIAL ELECTION (2 POSITION | 07/20/2023 | 7,029.03 |
| | | | Total for Check Number 1000206: | 7,029.03 |
| 1000207 | 6091896 5025143569 5025955821 | PACIFIC OFFICE AUTOMATION INC COPIER LEASE 6/1-6/30 COPIER LEASE 8/1-8/31 | 07/20/2023 | 179.01 179.01 |
| | | | Total for Check Number 1000207: | 358.02 |
| 1000208 | 083200 0074320000 2603340000 3700411000 5974190000 | PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 6/7-7/7 STAT. 1 ELECTRIC SERV. 6/7-7/7 STAT. 3 ELECTRIC SERV. 6/7-7/7 STAT. 9 ELECTRIC SERV. 6/7-7/7 | 07/20/2023 | 174.76 1,353.77 58.52 33.21 |
| | | | Total for Check Number 1000208: | 1,620.26 |
| 1000209 | 094000 023013 023319 | ROTH'S FRESH MARKETS GROCERY FOR JULY 4TH STANDBY CREW ICE FOR REHAB | 07/20/2023 | 111.52 47.45 |
| | | | Total for Check Number 1000209: | 158.97 |
| | | | Total for 7/20/2023: | 15,272.79 |
| 1000211 | 068535 INV-1-34517 | 911 SUPPLY INC (1) NAME TAPE & PATCH INSTALL | 07/28/2023 | 17.99 |
| | | | Total for Check Number 1000211: | 17.99 |
| 1000212 | 031205 4290 | CLEM J. BUTSCH INSURANCE 23-24 VOL ACC. & SICK POLICY (1ST INST# | 07/28/2023 | 2,905.00 |
| | | | Total for Check Number 1000212: | 2,905.00 |
| 1000213 | 026660 2760 2760 | FLASHALERT NEWSWIRE 23-24 NEWS DISTRIBUTION 280 SUBSCRIBERS @ .20 EA | 07/28/2023 | 180.00 56.00 |
| | | | Total for Check Number 1000213: | 236.00 |
| 1000214 | 033975 9763536688 | GRAINGER SOLENOID REBUILD KIT B497 SPRAY BAR | 07/28/2023 | 212.18 |
| | | | Total for Check Number 1000214: | 212.18 |
| 1000215 | 035075 1 | HRA VEBA TRUST YA462 HRA/VEBA: JULY | 07/28/2023 PR Batch 00003.07.2023 YA4 | 1,200.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | Total for Check Number 1000215: | 1,200.00 |
| 1000217 | 091893 | LIFEMAP ASSURANCE CO. | 07/28/2023 | |
| | IN0860910 | AD&D/LIFE INS. EMPLOYER CONTIB: JUL | PR Batch 00003.07.2023 AD& | 56.60 |
| | IN0860910 | LIFEMAP: EMPLOYEE CONTRIB.: AUG | PR Batch 00003.07.2023 LIF | 43.75 |
| | | | Total for Check Number 1000217: | 100.35 |
| 1000218 | 6091946 242951 | MURAYNE INC (1) HEAT TRANSFER | 07/28/2023 | 25.00 |
| | | | Total for Check Number 1000218: | 25.00 |
| 1000219 | 6091901 277139 | PACIFIC OFFICE AUTOMATION (SALE DOCUMENT PRINTS 6/7-7/7 | 07/28/2023 | 179.93 |
| | | | Total for Check Number 1000219: | 179.93 |
| 1000220 | 065870 0244321-IN | PETRO CARD BULK DIESEL 390 @ \$3.4723 EA | 07/28/2023 | 1,356.84 |
| | | | Total for Check Number 1000220: | 1,356.84 |
| 1000221 | 6091891 680815 | RICKMAR ENTERPRISES INC PEST CONTROL SERVICE JULY | 07/28/2023 | 145.00 |
| | | | Total for Check Number 1000221: | 145.00 |
| 1000222 | 098720 03-0052823 03-0052823 03-0052823 03-0052823 | SDIS MEDICAL: EMPLOYEE CONTRIB. AUG MEDICAL: EMPLOYER CONTRIB. AUG LTD: EMPLOYER CONTRIB. AUG COBRA PREMIUM C. MILES: AUG | 07/28/2023 PR Batch 00003.07.2023 MEI PR Batch 00003.07.2023 MEI PR Batch 00003.07.2023 LTD | 1,257.74 11,320.28 172.20 786.69 |
| | | | Total for Check Number 1000222: | 13,536.91 |
| 1000223 | 096976 742758 744611 744862 745530 745539 745703 745755 745793 746135 746711 746809 746810 746853 746922 747304 747349 747776 747997 748019 748021 | SILVER CREEK AUTO PARTS, INC. RELAY SWITCH B437 STA. 1 FUEL TANK HOSE SILICONE WIPER STOCK CLAMP OIL FILTER B487 TRANSMISSION OIL B487 FUEL FILTER B487 FUEL FILTER STOCK OIL, COOLANT AND FUEL FILTERS FOR AI FUEL& OIL FILTER STOCK FUEL FILTER STOCK DEF STOCK GEAR OIL E415 AIR FLOW SENSOR B487 DEPOSIT CREDIT SPARK PLUG E416 CABLE E416 THREADLOCKER E416 COOLANT E405 | 07/28/2023 | 52.53 61.03 6.35 41.65 19.80 41.96 20.90 45.27 18.18 504.76 51.11 13.43 62.03 178.74 204.41 -44.44 9.96 62.71 11.85 38.36 |
| | | | Total for Check Number 1000223: | 1,400.59 |
| 1000224 | 098200 | SILVERTON VOL FF'S ASSOC. | 07/28/2023 | |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|-----------------------------------------------------|---------------------------------|--------------|
| | 1 | GROCERY REIMB FOR FF ASSOC. DINNER | | 91.98 |
| | | | Total for Check Number 1000224: | 91.98 |
| 1000225 | 027039 930943 | SUN LIFE FINANCIAL 930943 LIFE INS. PREMIUM: AUG | 07/28/2023 | 498.23 |
| | | | Total for Check Number 1000225: | 498.23 |
| 1000226 | 6091829 7/12-8/11 | WAVE ACCT 2601-0566393-01 CONV. BOX | 07/28/2023 | 80.64 |
| | | | Total for Check Number 1000226: | 80.64 |
| | | | Total for 7/28/2023: | 21,986.64 |
| | | | Report Total (58 checks): | 68,365.56 |

General Ledger

Expense vs Budget with Encumbrances

User: Candace

Printed: 8/4/2023 11:52:01 AM

Period 01 - 12

Fiscal Year 2024

| Account Number | Description | Budget | End Bal | Available | % Available |
|----------------------------|----------------------------|------------------------|----------------------|------------------------|---------------|
| 25-1-51001 | PERSONNEL | \$ 740,524.00 | \$ 52,670.50 | \$ 687,853.50 | 92.89% |
| 25-1-51002 | EXTRA PERSONNEL | \$ - | \$ - | \$ - | 0.00% |
| 25-1-51003 | WORKERS COMP COVERAGE | \$ 28,000.00 | \$ 12.43 | \$ 27,987.57 | 99.96% |
| 25-1-51004 | SOCIAL SECURITY | \$ 72,000.00 | \$ 5,291.24 | \$ 66,708.76 | 92.65% |
| 25-1-51005 | GROUP HEALTH INSURANCE | \$ 206,628.00 | \$ 16,065.28 | \$ 190,562.72 | 92.23% |
| 25-1-51006 | GROUP LIFE INSURANCE | \$ 22,000.00 | \$ 3,632.03 | \$ 18,367.97 | 83.49% |
| 25-1-51007 | PERS | \$ 267,466.00 | \$ 17,427.61 | \$ 250,038.39 | 93.48% |
| 25-1-51008 | UNEMPLOYMENT INSURANCE | \$ 1,200.00 | \$ - | \$ 1,200.00 | 100.00% |
| 25-1-51009 | OVERTIME | \$ 75,000.00 | \$ 714.31 | \$ 74,285.69 | 99.05% |
| 25-1-51010 | VOLUNTEERS | \$ 85,000.00 | \$ 15,780.00 | \$ 69,220.00 | 81.44% |
| 25-1-51012 | MEDICAL SAVINGS PLAN | \$ 35,200.00 | \$ 1,200.00 | \$ 34,000.00 | 96.59% |
| 25-1-51013 | DIRECTORS EXPENSES | \$ 500.00 | \$ - | \$ 500.00 | 100.00% |
| PAYROLL RELATED EXP | | \$ 1,533,518.00 | \$ 112,793.40 | \$ 1,420,724.60 | 92.64% |
| 25-1-61001 | OFFICE SUPPLIES | \$ 3,500.00 | \$ - | \$ 3,500.00 | 100.00% |
| 25-1-61002 | DUES AND SUBSCRIPTIONS | \$ 8,500.00 | \$ 432.00 | \$ 8,068.00 | 94.92% |
| 25-1-61003 | CONTRACT SERVICES | \$ 28,000.00 | \$ 2,688.77 | \$ 25,311.23 | 90.40% |
| 25-1-61004 | TELEPHONE | \$ 20,000.00 | \$ 1,144.61 | \$ 18,855.39 | 94.28% |
| 25-1-61005 | POSTAGE AND FREIGHT | \$ 2,500.00 | \$ 8.74 | \$ 2,491.26 | 99.65% |
| 25-1-61006 | UTILITIES | \$ 42,000.00 | \$ 2,735.11 | \$ 39,264.89 | 93.49% |
| 25-1-61007 | ELECTION EXPENSES | \$ 4,500.00 | \$ 7,174.39 | \$ (2,674.39) | -59.43% |
| 25-1-61008 | BUILDING MAINT./JANITORIAL | \$ 25,000.00 | \$ 1,289.72 | \$ 23,710.28 | 94.84% |
| 25-1-61009 | LGIP FEES | \$ 50.00 | \$ 0.05 | \$ 49.95 | 99.90% |
| 25-1-61011 | ANNUAL AUDIT | \$ 9,500.00 | \$ - | \$ 9,500.00 | 100.00% |
| 25-1-61012 | EMPLOYEE RECOGNITION | \$ 3,500.00 | \$ - | \$ 3,500.00 | 100.00% |
| 25-1-61013 | RECRUITING EXPENSE | \$ 2,500.00 | \$ - | \$ 2,500.00 | 100.00% |
| 25-1-61014 | TRAINING SUPPLIES | \$ 2,000.00 | \$ - | \$ 2,000.00 | 100.00% |
| 25-1-61015 | TRAINING EXPENSE | \$ 75,000.00 | \$ 6,265.87 | \$ 68,734.13 | 91.65% |
| 25-1-61016 | CONFERENCE EXPENSE | \$ 5,000.00 | \$ - | \$ 5,000.00 | 100.00% |
| 25-1-61017 | SHOP EXPENSE | \$ 3,500.00 | \$ 28.79 | \$ 3,471.21 | 99.18% |
| 25-1-61018 | EMS SUPPLIES | \$ 7,000.00 | \$ 96.00 | \$ 6,904.00 | 98.63% |
| 25-1-61019 | INSURANCE | \$ 68,000.00 | \$ - | \$ 68,000.00 | 100.00% |
| 25-1-61020 | CIVIL SERVICE | \$ 5,500.00 | \$ 712.51 | \$ 4,787.49 | 87.05% |
| 25-1-61021 | TRAVEL EXPENSE | \$ 2,500.00 | \$ - | \$ 2,500.00 | 100.00% |
| 25-1-61022 | EQUIPMENT MAINTENANCE | \$ 7,500.00 | \$ 208.00 | \$ 7,292.00 | 97.23% |
| 25-1-61023 | UNIFORM ALLOWANCE | \$ 10,000.00 | \$ 42.99 | \$ 9,957.01 | 99.57% |
| 25-1-61024 | FUELS AND LUBRICANTS | \$ 40,000.00 | \$ 6,095.08 | \$ 33,904.92 | 84.76% |
| 25-1-61025 | RURAL ADDRESSING | \$ 650.00 | \$ - | \$ 650.00 | 100.00% |
| 25-1-61026 | RADIO MAINTENANCE | \$ 6,500.00 | \$ - | \$ 6,500.00 | 100.00% |
| 25-1-61027 | COMPUTER MAINTENANCE | \$ 15,000.00 | \$ - | \$ 15,000.00 | 100.00% |
| 25-1-61031 | LEGAL SERVICES | \$ 10,000.00 | \$ 702.00 | \$ 9,298.00 | 92.98% |
| 25-1-61032 | FIREFIGHTING CHEMICALS | \$ 1,500.00 | \$ - | \$ 1,500.00 | 100.00% |
| 25-1-61033 | APPLIANCES | \$ 2,500.00 | \$ - | \$ 2,500.00 | 100.00% |
| 25-1-61037 | ADMINISTRATION SERVICES | \$ 35,000.00 | \$ 2,641.67 | \$ 32,358.33 | 92.45% |
| 25-1-61042 | SAFETY/PROTECTIVE CLOTHING | \$ 6,500.00 | \$ 389.11 | \$ 6,110.89 | 94.01% |
| 25-1-61044 | SMALL TOOLS AND EQUIPMENT | \$ 7,500.00 | \$ 94.00 | \$ 7,406.00 | 98.75% |

| Account Number | Description | Budget | End Bal | Available | % Available |
|----------------------|-----------------------------|------------------------|----------------------|------------------------|----------------|
| 25-1-61045 | HAZMAT SUPPLIES | \$ 500.00 | \$ - | \$ 500.00 | 100.00% |
| 25-1-61050 | DISPATCH SERVICES | \$ 94,143.00 | \$ 7,845.21 | \$ 86,297.79 | 91.67% |
| 25-1-61055 | MEDICAL MEMBERSHIPS | \$ - | \$ - | \$ - | 0.00% |
| 25-1-61056 | HEALTH AND WELFARE | \$ 14,000.00 | \$ 2,193.00 | \$ 11,807.00 | 84.34% |
| 25-1-61057 | VEHICLE MAINTENANCE | \$ 40,000.00 | \$ 4,914.30 | \$ 35,085.70 | 87.71% |
| 25-1-61060 | MAJOR FIRE LOSS EXPENSE | \$ 500.00 | \$ - | \$ 500.00 | 100.00% |
| 25-1-61063 | GRANT EXPENDITURES | \$ 155,000.00 | \$ - | \$ 155,000.00 | 100.00% |
| 25-1-61064 | EQUIPMENT TESTING | \$ 15,000.00 | \$ - | \$ 15,000.00 | 100.00% |
| 25-1-61065 | SCBA MAINTENANCE | \$ 3,500.00 | \$ - | \$ 3,500.00 | 100.00% |
| 25-1-61066 | INVESTIGATIONS | \$ 500.00 | \$ - | \$ 500.00 | 100.00% |
| 25-1-61070 | CONFLAGRATION EXPENSES | \$ 1,500.00 | \$ - | \$ 1,500.00 | 100.00% |
| 25-1-61092 | FIRE PREVENTION SUPPLIES | \$ 1,500.00 | \$ - | \$ 1,500.00 | 100.00% |
| 25-1-61093 | FIRE PREVENTION | \$ 1,500.00 | \$ - | \$ 1,500.00 | 100.00% |
| 25-1-61094 | HEALTH/MEDICAL | \$ 15,000.00 | \$ 270.00 | \$ 14,730.00 | 98.20% |
| 25-1-61095 | PROTECTIVE EQUIP MAINT | \$ 4,000.00 | \$ 42.99 | \$ 3,957.01 | 98.93% |
| | MATL SUPP & EXP | \$ 807,343.00 | \$ 48,014.91 | \$ 759,328.09 | 94.05% |
| 25-1-71001 | PROPERTY IMPROVEMENTS MAJOR | \$ 20,000.00 | \$ - | \$ 20,000.00 | 100.00% |
| 25-1-71002 | PROTECTIVE EQUIPMENT | \$ 50,000.00 | \$ - | \$ 50,000.00 | 100.00% |
| 25-1-71003 | MAJOR EQUIPMENT | \$ 10,000.00 | \$ - | \$ 8,643.40 | 86.43% |
| 25-1-71004 | COMMUNICATION EQUIPMENT | \$ 8,500.00 | \$ - | \$ 8,500.00 | 100.00% |
| 25-1-71010 | EQUIPMENT REPLACEMENT | \$ 5,000.00 | \$ - | \$ 5,000.00 | 100.00% |
| 25-1-71015 | HOSE REPLACEMENT | \$ 6,500.00 | \$ - | \$ 6,500.00 | 100.00% |
| 25-1-71138 | COMPUTER EXPENSE | \$ 15,000.00 | \$ - | \$ 15,000.00 | 100.00% |
| 25-1-71139 | TRAINING EQUIPMENT | \$ 12,000.00 | \$ - | \$ 12,000.00 | 100.00% |
| | CAPITAL OUTLAY | \$ 127,000.00 | \$ - | \$ 125,643.40 | 98.93% |
| 25-1-90001 | CONTINGENCIES | \$ 100,000.00 | \$ - | \$ 100,000.00 | 100.00% |
| | CONTINGENCY | \$ 100,000.00 | \$ - | \$ 100,000.00 | 100.00% |
| 25-5-92006 | ENDING FUND BALANCE | \$ 725,000.00 | \$ - | \$ 725,000.00 | 100.00% |
| | UNAPPROPRIATED | \$ 725,000.00 | \$ - | \$ 725,000.00 | 100.00% |
| 25-1-91025 | TRANSFER OUT (FUND 24) | \$ 14,000.00 | \$ - | \$ 14,000.00 | 100.00% |
| 25-1-91026 | TRANSFER OUT (FUND 29) | \$ 100,000.00 | \$ - | \$ 100,000.00 | 100.00% |
| 25-1-91027 | TRANSFER OUT (FUND 31) | \$ 45,000.00 | \$ - | \$ 45,000.00 | 100.00% |
| | TRANSFER OUT | \$ 159,000.00 | \$ - | \$ 159,000.00 | 100.00% |
| 25-1-93001 | LEASE PRINCIPAL | \$ - | \$ - | \$ - | 0.00% |
| 25-1-93002 | LEASE INTEREST | \$ - | \$ - | \$ - | 0.00% |
| | DEBT SERVICE | \$ - | \$ - | \$ - | 0.00% |
| Expense Total | | \$ 3,451,861.00 | \$ 160,808.31 | \$ 3,289,696.09 | 95.30% |

BANK ACCOUNT BALANCE COMPARISON

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

| <u>June 30, 2022</u> | | <u>June 30, 2023</u> | |
|----------------------------------------------------|------------------------|-----------------------------|------------------------|
| Columbia Bank Checking | \$ 302,697.05 | Columbia Bank Checking | \$ 227,233.58 |
| Columbia Bank MM | \$ 223,577.72 | Columbia Bank MM | \$ 284,812.50 |
| Local Gov't Pool | \$ 2,141,101.02 | Local Gov't Pool | \$ 2,050,424.82 |
| Sub Total | \$ 2,667,375.79 | Sub Total | \$ 2,562,470.90 |
| <i>OPERATING BUDGET AHEAD -\$104,904.89</i> | | | |

| <u>July 31, 2022</u> | | <u>July 31, 2023</u> | |
|---------------------------------------------------|------------------------|-----------------------------|------------------------|
| Columbia Bank Checking | \$ 139,785.84 | Columbia Bank Checking | \$ 324,808.62 |
| Columbia Bank MM | \$ 267,659.17 | Columbia Bank MM | \$ 404,330.06 |
| Local Gov't Pool | \$ 2,148,201.56 | Local Gov't Pool | \$ 2,064,038.69 |
| Sub Total | \$ 2,555,646.57 | Sub Total | \$ 2,793,177.37 |
| <i>OPERATING BUDGET AHEAD \$237,530.80</i> | | | |

Silverton Fire District Board of Directors Meeting Fire Chief Report

Submitted by: Bill Miles, Fire Chief

August 8, 2023

Current Projects:

- Continue to watch for missing calls in ESO. Still are having occasional missed calls that ESO tech support has to help with.
- Work with ESO tech support on archive of incident records problem from second half of 2022.
- Coordinating ESO Scheduler feature to address work hours and shifts between staff and volunteers.
- L408 back in service.
- Reviewed fire code and water supply access for five different properties in Marion County.
- Provided six land use comments for Marion County.
- Verified and completed fixed asset information for fiscal year 2023 Audit

Meetings/Activities:

- North Chief's Meeting 1st Tuesday of the Month.
- Quarterly Marion County Fire Defense Board meeting
- Rotary Meeting (2nd and 4th Mondays at noon) August 8th & August 22nd
- New City Hall safety walk through July 13th @ 11am
- Continue working with GIS contractor on mapping and call response time information.
- Video Meeting with Chief Grambusch and Clackamas County contractor about updates to Clackamas County Community Wildfire Protection Plan (CWPP)
- Weekly ESO Coop video meeting.
- Wildfire Resiliency & Preparedness Workshop-Oregon Garden Fire Safe House July 22.

Staffing/Volunteer Changes-Updates:

- Currently have 71 Volunteers and 7 career staff on the roster.
- Currently have 4 RV's (Resident Volunteers).
- Hired ATO/Vol Coordinator Aug 1, interview and related onboarding activities.
- Meet about advertisement and hiring process for FF/EMT positions

Trainings-Held/Attended:

- Attend Weekly EMS & Fire training.

Other Activities/Topics of Interest:

- Used 20 hrs vacation.
- Discussed status of Operational Guidelines with the AC Grambusch
- Discussed some additional administrative projects with AC Chief Grambusch
- Booth Inspections at Canterbury Renaissance Faire
- Booth Inspections at Homer Festival
- Follow-up new business inspection after a Marion County Building Inspection new construction final inspection. Fire extinguishers, Knox box, access, etc.

Snapshot:

- smoke detector installation/maintenance visits (not available at press time)
- school visits/station pub eds (not available at press time)
- walk-in station tours (not available at press time)

16,611 website pageviews

July 2023 Calls- 112

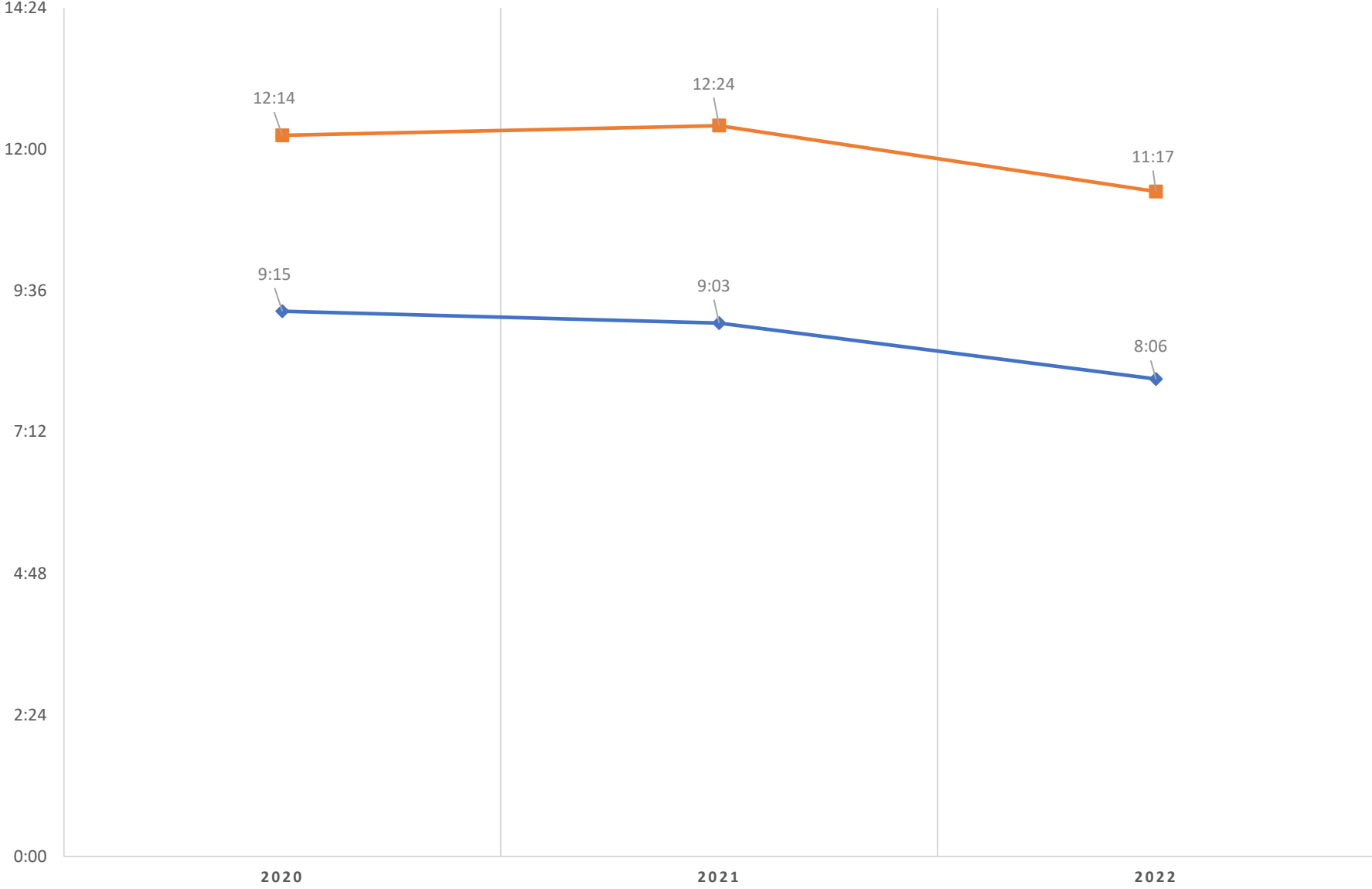
July 2022 Calls- 117

Calls YTD 2023 697 (Jan-July)

Calls YTD 2022 619 (Jan-July)

RESPONSE TIME AVERAGE

EMERGENT NON-EMERGENT



Candace Cantu

From: Bill Miles <milesb@silvertontfire.com>
Sent: Wednesday, August 2, 2023 12:41 PM
To: 'Candace Cantu'
Subject: FW: 2023 Oregon Fire Service Conference SAVE THE DATES

From: OFDDA <laureal@courtstreetconsulting.org>
Sent: Monday, July 24, 2023 11:29 AM
To: billmiles@silvertontfire.com
Subject: 2023 Oregon Fire Service Conference SAVE THE DATES



**OREGON FIRE DISTRICT
DIRECTORS ASSOCIATION**
EDUCATION • COORDINATION • LEGISLATION

SAVE THE DATES!
2023 Oregon Fire Service Conference
November 2-4, 2023

Location: Seaside Convention Center
415 1st Ave, Seaside, OR 97138



REGISTRATION OPENS SOON!!

Lodging Options:

Call any of the below hotels and mention OFDDA for the negotiated conference rate

- **Rivertide Suites**, 503-717-1100
 - Rates starting at \$121

- **Best Western Plus**, 503-738-3334
 - Rates starting at \$100

- **Holiday Inn Express**, 503-717-8000
 - Rates starting at \$121

**Cancellation policies vary from hotel to hotel.*

*Please confirm before booking.**

Scholarship Applications:

- [Bruce Williams Scholarship](#)
- [General Scholarship](#)

Award Nomination Forms:

- [Fire Director 20/30/40/50 Year Awards](#)
- [Innovative Safety Award](#)
- [District of The Year Award](#)

Best Practices Program

SDIS Best Practices Program

Your district can receive up to a 10% discount on your 2023 general liability, auto liability and property insurance premiums.

DEADLINE: November 3, 2023

How to Complete the Survey!

- Sign in at www.sdis.org
- Then, click on Insurance located on the left
- Next, click on Best Practices located on the left
- Click Take Survey
- Once in the survey, check all of the applicable boxes. After you have completed, **click Save at the top right of the screen.**

After clicking Save, the survey has been submitted. If you refresh the survey and the boxes are still checked, we have the information. Did you forget to check a box or later complete a requirement? No worries. You can come back and edit the survey all the way until the **November 3rd deadline.**

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 up to a 10% credit on 2024 general liability, auto liability, and property insurance contributions. There are five opportunities to earn 2% towards your total discount.

These opportunities include the following:

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

2. Emergency Preparedness Plan | Credit: 2%

In order to receive the 2% credit, your district must have an adopted plan in place in regards to emergency preparedness. Sample plans will be available online in the spring.

3. Emergency Plan Checklist | Credit: 2%

To receive credit in this category, you must complete the self-evaluation checklist that is available within the Best Practices Survey. The survey will open online in the spring and an announcement will be sent out to notify members once it opens.

4. SDAO/SDIS Vector solutions Training | Credit: 2%

At least one (1) representative of the district must complete the online training provided by Vector Solutions called Safety Management: Emergency Action Plans.

SDAO uses Vector Solutions (SafePersonnel edition) to facilitate the online training program. **Trainings are not accessible through the SDAO website.** A personalized training website is created for each member district to access the training library and take online courses. **If your district does not already have a training website set up through this program, please contact SDAO Member Services to get started. You can call us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com. We will send your information to Vector Solutions to get started.**

5. Emergency Management Plan Training | Credit: 2%

At least one (1) representative of the district must review the business preparedness three-step plan on the Oregon Department of Emergency Management website. Each of the following steps must be reviewed: before disaster strikes, when disaster occurs and after the disaster.

You can access this plan online at:

<https://www.oregon.gov/oem/hazardsprep/Pages/Business-Preparedness.aspx>

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. 3, 2023.**

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.