

SILVERTON FIRE DISTRICT REGULAR BOARD MEETING

October 8, 2024 at 7:00 P.M.

Silverton Fire District (St. #8) – 490 3rd St, Scotts Mills, 97375

AGENDA

A copy of the board packet is available at www.silvertonfire.com. In accordance with House Bill 2560, the meeting will be held in person & electronically using the Zoom web conference platform. Please submit written comments to candace.cantu@silvertonfire.com by 5:00pm on Monday, October 7, 2024. Comments received will be shared with the Board of Directors and included in the record. The meeting location is accessible to persons with disabilities. A request for the hearing impaired or for other accommodations for persons with disabilities should contact the Office Administrator 48 hours prior to the meeting date at (503) 873-5328 or by email at candace.cantu@silvertonfire.com.

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

Meeting ID: 813 0844 0282

Passcode: 315674

I. ROLL CALL

Les Von Flue, President Rob Mengucci, Secretary-Treasurer Dixon Bledsoe, Director
Stacy Palmer, Vice-President Ryan Bielenberg, Director

II. CALL MEETING TO ORDER

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF MINUTES

a) Regular Board Meeting of September 10, 2024

V. OPEN FORUM

This is the sole opportunity for public comment during this regular board meeting, unless a specific public hearing is scheduled. The Silverton Fire District values and encourages public input. Please direct your comments to the Board of Directors as a group rather than to individual members. Avoid addressing staff or other members of the audience. Actions on issues raised in Open Forum are restricted by the Oregon Public Meeting Law. The Board of Directors may request staff to investigate the matter and schedule it for further discussion at a later time. Each individual is allotted three (3) minutes for their comments.

VI. OLD BUSINESS

a) Review revisions to Board Policies 103 (out for review until 10/16/24)
b) Review revisions to Board Policies 201-207

VII. FINANCE OFFICER'S REPORT

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

VIII. CHIEF'S REPORT

a) Chief Report

IX. NEW BUSINESS

a) Audit Presentation
b) Resolution 24-363 to Re-adopt NIMS for Incident Management
c) Board Approval for Budgeted Purchase of Brush Truck Chassis

X. ITEMS PENDING

a) SDAO Conference
b)

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. September 10th, 2024
Silverton Fire District Station #1 (Main Station)

I. **ROLL CALL:**

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

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

Les Von Flue, President and Robert Mengucci, Secretary-Treasurer

IN ATTENDANCE:

Chief Miles, Office Administrator (OA) Cantu, AC Veit, BC Terhaar, FF Miller, FF Peterson, FF Isherwood, FF Hughes

II. **CALL MEETING TO ORDER:**

Vice President Palmer 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:**

a) **Regular Board Meeting Minutes**

Director Bledsoe made a motion to approve the minutes of the August 13, 2024 board meeting. Director Bielenberg seconded the motion. The motion carried unanimously.
(Vice President Palmer: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

V. **OPEN FORUM:**

No new business was brought before the board during Open Forum.

VI. **OLD BUSINESS:**

a) Board Policies 201-207 are out for review until 9/20/2024. Please reach out to OA Cantu with any questions or suggestions.

VII. **FINANCE OFFICER'S REPORT:**

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

Director Bledsoe made a motion to approve the finance officer's report as presented. Director Bielenberg seconded the motion. The motion carried unanimously.
(Vice President Palmer: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)

Vice President Palmer inquired about the overtime budget, comparing this year to last year and its relation to conflagrations. Chief Miles confirmed that it was due to conflagrations. Director Bledsoe asked if all of this money would be reimbursed from the state. OA Cantu said that we would be receiving checks from the state reimbursing the district for all expenses within 3-6 months of the conflagrations ending. Director Bledsoe asked Chief Miles and OA Cantu if they had any concerns with the budget at this time. Chief Miles responded that he didn't have any concerns, but that the cost of everything is increasing and that is reflected in the current spending and budget.

VIII. CHIEF'S REPORT:

a) Chief Report

Chief Miles briefly reviewed the Chief's Report with the Board, highlighting conflagration deployments, the AFG grant, and a Cyber Security Grant.

b) Audit Update

Chief Miles discussed the audit, stating that it went well. The draft went through and all documents have been submitted. A representative will be here in October to discuss the audit with the board.

IX. NEW BUSINESS:

a) Review additional revisions to Policy 103

OA Cantu stated that SDAO came out with new recommendations for ORS updates and language updates to that specific topic. This prompted the changes in the policy. The policy will be posted for 30 days for public review. If anyone has any questions or suggestions, please reach out to OA Cantu.

X. ITEMS PENDING:

a) OFDDA Conference, November 7-9, 2024

Vice President Palmer discussed the OFDDA Conference. Vice President Palmer and Director Bledsoe stated they would be attending. Director Bielenberg stated he would not be attending.

b) SDAO Best Practice Discount

Vice President Palmer discussed the SDAO Best Practice Discount, stating that if all board members are able to log in and complete it, the district would receive a 2% discount.

XI. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:19p.m.

Approved this _____ day of _____, 2024.

President

POLICY 201: PERSONNEL

Originated: January 10, 1989

Revised: January 9, 2024

Reviewed: November 8, 2022

PURPOSE

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

BOARD PERSONNEL GUIDELINES AND POLICIES

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

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

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

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

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

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

The district may keep a list of qualified applicants on file as per Civil Service Rules for exempt and non-exempt positions.

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

POLICY 202: EXAMINATIONS FOR PERSONNEL

*Originated: May 9, 1989
Revised: November 11, 2003
Reviewed: November 8, 2022*

PURPOSE

To ensure that Fire District personnel are not placed in a position which might be a hazard to themselves or others, a physical examination prior to appointment to a position with the Fire District shall be required. This appointment shall be contingent upon the passing of the physical examination, and the individual shall be re-examined periodically to ensure their physical capabilities.

PROCEDURE

- Within one year of appointment to a position with the district, ~~regardless of~~ career or volunteer, the candidate shall submit to a physical examination by himself/herself to a physician of personal choice ~~for examination~~. This examination shall be for the purpose of determining the individual's fitness to participate in activities as prescribed by the district.
- ~~If the individual does not have a physician of personal choice to administer the examination, they can contact the District for physician recommendation. ~~the district's physician advisor shall be the administrator of the examination.~~~~
- All charges associated with the examination shall be borne by the district.
- ~~All personnel, including those presently employed by the district at the time this policy was written, shall participate in an examination process based upon a three-year cycle as determined by the Fire Chief. If it is deemed necessary, this cycle may be shortened to ~~guarantee~~ evaluate the fitness of an individual.~~
- Personnel who are expected to perform emergency functions shall notify the Fire Chief when health conditions arise or are discovered that may limit their capability of performing those functions.

RECORDS

Medical records and certificates of fitness shall be maintained by the Fire Chief, and shall be considered confidential, unless otherwise authorized in writing by the individual being examined.

Reference: Oregon Occupational Safety and Health Code, Oregon Administrative Rules, Chapter 437, Division 151, FIRE FIGHTERS, effective as amended through September 1, 1988.

POLICY 203: EMPLOYEE ASSISTANCE PROGRAM

*Originated: May 9, 1989
Revised: November 10, 2020
Reviewed: November 8, 2022*

POLICY STATEMENT

The District is committed to the health and well-being of all its employees, both volunteer and career, and understands that personal issues can impact their personal and professional lives. While many employees manage their problems with the support of family and friends, some may require professional assistance and advice.

The District will provide initial support to career and volunteer employees who need the services of a certified counselor or registered psychologist. This support may also extend to members of the employee's immediate family if deemed appropriate by the Fire Chief. This assistance not only safeguards the District's interests but also demonstrates the District's commitment to the employee's well-being. For further details, please refer to the District's Member Handbook, Benefits, Other Benefits, Public Safety Employee Assistance Program (EAP).

~~The District cares about the health and well-being of its employees both volunteer and career and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.~~

~~The District shall provide initial assistance to those employees, both career and volunteer, who require the professional services of a certified counselor or registered psychologist. This may also include members of the employee's immediate family, if such assistance is deemed appropriate by the Fire Chief. Such assistance will ensure that the District's interests are protected, as well as showing the District's concern for the employee's welfare. Additional information can be located in the District's Member Handbook, Chapter IX. Benefits; Section E. Public Safety Employee Assistance Program (EAP).~~

POLICY 204: HARASSMENT

Originated: November 21, 1989

Revised: December 10, 2019

Reviewed: November 8, 2022

PURPOSE

The purpose of this policy is to clearly establish the Silverton Fire District's commitment to provide a work environment free from harassment, to define discriminatory harassment and to set forth the procedure for investigating and resolving internal complaints of harassment. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person whose interaction occurs in the course of accomplishing the work of the organization.

POLICY

Discrimination, harassment and retaliation are not acceptable. Discrimination, harassment or retaliation of an applicant, contractor, vendor, customer, board member, supervisor, manager, volunteer, resident volunteer or employee by a supervisor, management employee or co-worker on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law is explicitly in violation of State and/or Federal law and will not be tolerated by the Silverton Fire District.

It is critical that all employees treat all other employees with dignity and respect. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

Employees, volunteers, resident volunteers, supervisors or management employees found to be participating in any form of job-based harassment or retaliating against any other employee shall be subject to disciplinary action up to and including termination from employment.

DEFINITIONS

Verbal Harassment

Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law, whether made in general, directed to an individual or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments on appearance, including dress or physical features, sexual rumors, and race-oriented stories.

Physical Harassment

Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This includes pinching, patting, grabbing, inappropriate behavior in or near Silverton Fire District facilities or facilities where Silverton Fire District events are being conducted, or making explicit or implied threats or promises in return for submission to physical acts.

Visual Forms of Harassment

Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This applies to posted material and/or material maintained in or on Silverton Fire Districts equipment or personal property in the workplace.

Sexual Harassment

For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under Oregon Law sexual assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

COMPLAINT PROCESS

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law.

If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended employee can initiate the complaint process as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.

Filing a Preliminary Complaint

Any applicant, contractor, vendor, customer, board member, supervisor, manager, volunteer, resident volunteer or employee who alleges to be a victim of discriminatory workplace harassment should contact the Fire Chief or designee, either verbally or in writing, within ten (10) calendar days or within four years of the alleged incident. In the event the complaint is against the Fire Chief, the complaint must be submitted to the Board President verbally or in writing within ten (10) calendar days or within four years of the alleged incident.

Review of Preliminary Complaint

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Fire Chief. If unable to reach the primary contact, the complaint can be directed to the Assistant Fire Chief. Upon notification of a harassment complaint, the Fire Chief or designee has ten (10) calendar days to conduct an initial investigation to make a preliminary determination as to whether there is merit to the complaint. If no merit is found, the Fire Chief or designee may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties. In the case of a complaint filed against the Fire Chief, the Board President will conduct the initial investigation to make a determination.

Formal Complaint

If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, a formal written complaint can be filed by the complainant. This written complaint

must document the event(s), associated date(s), potential witnesses, and must be signed and returned to the Fire Chief within five (5) days or within four years of the alleged incident. Upon receipt of the formal written complaint, the Fire Chief or designee will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the written complaint, and will be provided an opportunity to respond. The response shall be in writing, addressed to the Fire Chief and received by the Fire Chief, within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced. The same process will be observed by the Board President for any formal complaints made against the Fire Chief.

Review of Response and Findings

Upon receipt of the response, the Fire Chief may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s) and any other persons determined by the Fire Chief to possibly have relevant knowledge concerning the complaint. This may include other victims of similar conduct.

Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons including the complainant and the alleged harasser(s) within twenty (20) calendar days from the receipt of the response. Following receipt of a complaint or concern, management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Fire Chief.

The same process will be observed by the Board President for any formal complaints made against the Fire Chief.

External Complaint Options

The District encourages concerns or complaints are brought to the organization, however, this may not be the choice of the employee. Please reach out to the preferred choice to determine the appropriate timelines.

- Oregon Bureau of Labor and Industries - https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action - In these circumstances, a Notice of Claim must be provided in accordance with ORS 30.275.
- Employment Agreements - No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Additional Employee Support Services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The District provides the following for additional assistance:

Public Safety EAP
(888) 327-1060

DISCIPLINARY ACTION

If harassment is determined to have occurred, the Fire Chief, or Board President for complaints filed against the Fire Chief, shall take prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

RETALIATION

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination. The Fire Chief will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint.

CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law.

FALSE COMPLAINTS

Any complaint made by an employee of the Silverton Fire District regarding job-based harassment which is conclusively proven to be false, shall result in discipline of the complainant up to and including termination. This section is not intended to discourage employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

POLICY 205: HEALTH CARE BENEFITS FOR RETIREES

Originated: February 12, 1991

Revised: July 10, 2007

Reviewed: November 8, 2022

PURPOSE

To provide retiring Fire District Employees with continuing health care coverage till eligibility for Medicare, and contribute thereto based upon the date of hire and the years of service.

POLICY

District Staff employees working one-half time or more who retire from the District with date of hire “on or before January 01, 2001,” shall, upon retirement from the Silverton Fire District, be entitled to contribution by the District of 90% of the premium for that retiree under the District’s group health care policy until eligibility for Medicare.

District Staff employees with date of hire after January 01, 2001, and prior to July 01, 2007 shall be entitled upon retirement from the Silverton Fire District to a contribution by the District of 10% of the premium required for that retiree under the District’s group health care policy until eligibility for Medicare.

District Staff employees with a date of hire on or after July 01, 2007 shall not be entitled to retirement health care benefits under this policy.

As used in this policy:

“Date of hire” shall mean the date the employee first reports or reported for work with continuous service therefrom to retirement date without a break in service;

“Retirement” shall mean retirement under ORS 238.280 but shall also include retirement for disability or medical reasons under PERS.

“District Staff Employee” shall mean all District employees working one-half time or more for the Silverton Fire District.

VOLUNTEERS

District volunteers are not entitled to retirement health care benefits under this policy.

NO VESTING OF RIGHTS

Nothing herein shall be construed to vest any rights in any District employee as this policy may be modified, changed or terminated at any time without prior notice to the affected employees or retirees.

POLICY 206: EMPLOYEE HRA VEBA MEDICAL EXPENSE PLAN

*Originated: May 8, 2012
Revised: July 13, 2021
Reviewed: November 8, 2022*

PURPOSE

This policy describes the Voluntary Employees' Beneficiary Associations (VEBA) administrative process as it pertains to eligibility and contributions

The Silverton Fire District ("Employer") has adopted the HRA VEBA plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest (collectively the "Plans"): the Standard HRA Plan, which shall be integrated with the Employer's or another qualified group health plan and to which the Employer shall remit contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted by applicable law from time to time; and the Post-separation HRA Plan to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer's or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer shall contribute to the Plans on behalf of all non-represented employees ("Group") defined as eligible to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form to become an eligible participant and become eligible for benefits under the Plans.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

Direct Employer Contribution. Eligibility is limited to full time, benefits eligible employees. Beginning with the July 1, 2021 payroll, the District shall contribute \$200 per month to each eligible employee's HRA VEBA account until such time as the employee is no longer eligible per the terms of the plan and/or the employer's written agreement.

The employer's HRA VEBA plan contribution methods and funding amounts will be reviewed annually, prior to the start of the next benefit year. The employer reserves the right to modify plan eligibility, contribution methods and contribution amounts in compliance with any applicable state or federal laws and other IRS guidance as it pertains to maintaining HRA plan compliance.

POLICY 207: WHISTLEBLOWER PROTECTION

Originated: November 8, 2016

Revised:

Reviewed: November 8, 2022

PURPOSE

To provide reporting procedures should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659.224.

OVERVIEW

The employee may provide the information to in addition to his/her supervisor, another District manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine if fault exists and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed, for goods not delivered; and other fraudulent financial reporting. For any employee wishing for more information, additional details can be obtained from the Fire Chief.

The employee must exercise sound judgement to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, or to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Fire Chief or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is substantiated.

All allegations of illegal and dishonest activities will be promptly submitted to the Fire Chief or designee who is responsible for investigating and coordinating corrective action.

Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 10/4/2024 1:17 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000962	6091910	AMAZON CAPITAL SERVICES	09/10/2024	
	1F7V-1J7R-DHW7	12 CT STEEL WOOL SCRUBBER PADS		8.99
	1F7V-1J7R-DHW7	DEWALT 20V BATTERY CHARGING KIT		126.85
	1F7V-1J7R-DHW7	GREEN PRINTER PAPER		56.75
	1F7V-1J7R-DHW7	(3 PK) PRISMATIC SUNBURST CHECKS		113.97
	1F7V-1J7R-DHW7	BOX BLUE INK PENS		11.94
	1F7V-1J7R-DHW7	(3) PK KITCHEN TOWELS		47.97
	1F7V-1J7R-DHW7	DAWN DISH SOAP		23.48
	1F7V-1J7R-DHW7	(2) 60 PC RUBBERBANDS		22.30
	1F7V-1J7R-DHW7	CASCADE DISHWASHER TABLETS		19.94
	1F7V-1J7R-DHW7	(4) CAMP CHAIRS - WILDLAND PUB ED GF		319.96
	1F7V-1J7R-DHW7	CLOROX WIPES		39.71
	1F7V-1J7R-DHW7	5X8IN WRITING PAD 12CT		6.62
	1F7V-1J7R-DHW7	D RING TIE DOWN - RECRUITMENT TRAIL		37.77
	1F7V-1J7R-DHW7	(3) MATTRESS PROTECTOR		35.46
	1F7V-1J7R-DHW7	(1) 1000CT COFFEE FILTERS		16.79
	1F7V-1J7R-DHW7	96 CT KITCHEN SPONGES		23.66
	1F7V-1J7R-DHW7	(2) 1000CT COFFEE FILTERS		33.58
	1F7V-1J7R-DHW7	(3) PK HALLOWEEN CANDY BAGS		23.97
	1F7V-1J7R-DHW7	SPARE TIRE MOUNT - GATOR		31.99
	1F7V-1J7R-DHW7	(2) BANKERS BOX		103.96
	1F7V-1J7R-DHW7	(2) CAMPING FAN WITH LANTERN - WILD		79.98
	1F7V-1J7R-DHW7	65 QT COOLER - WILDLAND PUB ED GRAN		239.99
	1F7V-1J7R-DHW7	FLOJET PUMP - B487		211.57
	1F7V-1J7R-DHW7	HEADLIGHTS ASSEMBLY S434		75.66
	1F7V-1J7R-DHW7	DEWALT LEAF BLOWER		129.70
	1F7V-1J7R-DHW7	RED PENS		13.69
	1F7V-1J7R-DHW7	CHAMPION DUAL-FUEL INVERTER GENER		899.00
	1F7V-1J7R-DHW7	LOGITECH MIC CABLE - ST8 UPGRADES		187.99
	1F7V-1J7R-DHW7	LOGITECH RALLY PLUS VIDEO CONFEREI		2,189.99
	1F7V-1J7R-DHW7	(3) TWIN BEDDING SETS		41.97
	1F7V-1J7R-DHW7	TWIN SIZE MATTRESS		91.26
	1MDP-NYF7-T9JF	REFUND FOR LOGITECH INITIAL ORDER		-2,148.00
Total for Check Number 1000962:				3,118.46
1000963	6092000	BRASS ROOTS TRAINING SOLUTIONS	09/10/2024	
	24-021	TRAINING CONSULTANT SERVICES		90.00
	24-021	(2) CURRICULUM PURCHASE		224.00
	24-021	(6) EMR CLASS		3,072.00
	24-025	INSTRUCTOR 1 COURSE - ISHERWOOD		200.00
Total for Check Number 1000963:				3,586.00
1000964	096412	CITY OF SCOTTS MILLS	09/10/2024	
	00167	ST8 WATER USAGE 7/1-8/31		235.26
Total for Check Number 1000964:				235.26
1000965	096998	CITY OF SILVERTON	09/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	5.05070.0	WATER USAGE 7/18-8/19		378.87
	5.05071.0	WATER USAGE 7/18-8/19		59.54
	5.05072.6	WATER USAGE 7/18-8/19		149.89
Total for Check Number 1000965:				588.30
1000966	010185	ELAN FINANCIAL SERVICES	09/10/2024	
	0237	(2) 6' FITTED TABLE COVER		385.20
	0237	CANOPY FLAG BRACKETS		40.00
	0237	(1) BANNER		75.60
	0237	FLEXI FLAG KIT: BAG, POLES, STAKE, STA		427.36
	0237	(2) DOUBLE SIDED FLAG CARA BANNER		285.60
	0237	PUB ED TRAILER WRAP - WILDLAND PUB		1,400.00
	0237	(1) PREMIUM RETRACTABLE ROLL UP BA		106.00
	0237	EMBROIDERY FOR CHAIRS - WILDLAND F		96.00
	0237	MIC POD MOUNT - ST8 UPGRADES		419.94
	1139	FLOOR CLEANER ST1 UPPER BAYS		23.78
	1139	BRASSROOTS INST1 CLASS VARNEY		200.00
	1254	CRAVE HAVEN PAYMENT FOR SUMMER PI		613.13
	1254	POSTAGE FOR RECORD REQUEST		9.70
	2055	WILDLAND BOOTS/GLOVES		164.73
	2055	SUPPLIES FOR SUMMER PICNIC		339.17
	2055	WILDLAND GLOVES		38.22
	4845	B417 SOLENOID VALVE		184.78
	4845	COOLANT FOR ST1 GENERATOR		74.04
	7480	OUT OF TOWN TRAINING DINNER		31.44
	7480	(4) LACTATED RINGER IV SOLUTION		54.00
	7480	NITRILE GLOVES (2 CS LG, 1 CS SMALL)		389.70
	8105	STARLINK SYSTEM FOR ST9		386.00
	8730	BITWARDEN		60.00
Total for Check Number 1000966:				5,804.39
1000967	032005	G & G AUTO CARE SUPPLY, INC.	09/10/2024	
	299187	APPARATUS DETAILING SUPPLIES		28.28
Total for Check Number 1000967:				28.28
1000968	6091991	PARKER HOPKINS	09/10/2024	
		SUMMER 2024 TERM REIMBURSEMENT		1,269.00
Total for Check Number 1000968:				1,269.00
1000969	040250	ICC	09/10/2024	
	Q15.000024501	MEMBERSHIP RENEWAL #5239747		170.00
Total for Check Number 1000969:				170.00
1000970	6091973	JARED BREITBACH	09/10/2024	
		SUMMER 2024 TERM REIMBURSEMENT		1,692.00
Total for Check Number 1000970:				1,692.00
1000971	059100	MSA SAFETY INCORPORATED	09/10/2024	
	964215964	SCBA CERTIFICATION		960.00
Total for Check Number 1000971:				960.00
1000972	073800	NW NATURAL	09/10/2024	
	2980399	STAT. 1 SERVICE DATES 8/5-9/5		66.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000972:	66.64
1000973	6091901	PACIFIC OFFICE AUTOMATION (SALE	09/10/2024	
	461151	PYMNT FOR 11/23-8/24		313.83
	705703	PYMNT FOR 8/7-9/7		77.11
			Total for Check Number 1000973:	390.94
1000974	092090	REPUBLIC SERVICES #456	09/10/2024	
		STAT. 8 GARBAGE SERV. 8/1-8/31		43.22
		STAT. 1 GARBAGE SERV. 8/1-8/31		182.25
			Total for Check Number 1000974:	225.47
1000975	6091997	STAYTON SPORTS STORE	09/10/2024	
	145985	XL BLACK SHIRT WITH POCKET		90.00
	145985	MEDIUM BLACK SHIRT WITH POCKET		270.00
	145985	LARGE BLACK SHIRT WITH POCKET		270.00
			Total for Check Number 1000975:	630.00
1000976	034015	ZIPLY FIBER	09/10/2024	
	8/24-9/25 ST1	503-873-2805-070997-5		210.37
	8/24-9/25 ST9	503-873-5645-012395-5		73.68
	8/25-9/24 RL	503-001-0586-110204-5		27.30
	8/25-9/24 ST3	503-873-3190-062193-5		73.68
	8/25-9/24 ST8	503-873-6215-090168-5		98.28
	8/25-9/24 STA2	503-873-5097-071291-5		80.87
			Total for Check Number 1000976:	564.18
			Total for 9/10/2024:	19,328.92
1000978	6091838	ACCUITY, LLC	09/30/2024	
	11336	AUDIT FOR YEAR ENDING 6/30/2024		3,000.00
			Total for Check Number 1000978:	3,000.00
1000979	6091842	AT&T MOBILITY	09/30/2024	
	UYV082024	BILLING PERIOD 8/5-9/4		29.97
			Total for Check Number 1000979:	29.97
1000980	007150	BOUND TREE MEDICAL, LLC	09/30/2024	
	85477002	(1) NARCAN, (1) IPRATROPIUM BROMIDE/.		411.98
	85480698	(9) ADRENALIN, (2) IGEL SZ 3, (2) IGEL SZ .		479.85
			Total for Check Number 1000980:	891.83
1000981	010172	CARSON OIL COMPANY	09/30/2024	
	CP-00537860	8/15-8/30 FUEL BILL		524.80
			Total for Check Number 1000981:	524.80
1000982	013528	CRUISE MASTER ENGRAVING	09/30/2024	
	28414	PERPETUAL PLAQUE ENGRAVING		28.00
			Total for Check Number 1000982:	28.00
1000983	6091972	GIOVANNI NEVES	09/30/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		SUMMER TERM REIMB.		1,242.00
			Total for Check Number 1000983:	1,242.00
1000984	033000 AIE20977	GOVERNMENT ETHICS COMMISION OGEC 7/1/24-6/30/25	09/30/2024	945.68
			Total for Check Number 1000984:	945.68
1000985	033975 9245586889 9250076016	GRAINGER JANITORIAL SUPPLIES: RV QUARTERS BATTERIES FOR SHOP SUPPLIES	09/30/2024	168.74 54.30
			Total for Check Number 1000985:	223.04
1000986	6091991 00047003 1128824	PARKER HOPKINS OREGON EMT NREMT APPLICATION FEE	09/30/2024	55.00 104.00
			Total for Check Number 1000986:	159.00
1000987	035075 1 1	HRA VEBA TRUST YA462 HRA/VEBA: SEPT YA462 HRA/VEBA: SEPT	09/30/2024 PR Batch 00001.09.2024 YA4 PR Batch 00001.09.2024 YA4	200.00 1,600.00
			Total for Check Number 1000987:	1,800.00
1000988	6091967 OCTOBER-2024	MEDICAL AIR SERVICES ASSOCIATIO MEDICAL COVERAGE OCTOBER 2024	09/30/2024	1,036.00
			Total for Check Number 1000988:	1,036.00
1000989	072925 FY202425-0183	METCOM 9-1-1 DISPATCH SERV. FEE FOR OCTOBER 2024	09/30/2024	8,308.20
			Total for Check Number 1000989:	8,308.20
1000990	6091896 5030638525	PACIFIC OFFICE AUTOMATION INC COPIER 8/1-8/31	09/30/2024	179.01
			Total for Check Number 1000990:	179.01
1000991	065870 0277453-IN 0277770-IN	PETRO CARD 292 GAL DSL @ 3.0121/GAL FUEL ANALYSIS	09/30/2024	881.54 155.25
			Total for Check Number 1000991:	1,036.79
1000992	083200 0074320000 2603340000 3700411000 5974190000 8950420000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 8/7-9/6 STAT. 1 ELECTRIC SERV. 8/12-9/6 STAT. 3 ELECTRIC SERV. 8/7-9/6 STAT. 9 ELECTRIC SERV. 8/7-9/6 STAT. 2 ELECTRIC SERV. 8/7-9/6	09/30/2024	312.45 1,137.00 68.06 40.11 54.17
			Total for Check Number 1000992:	1,611.79
1000993	6092001	POSITIVE PROMOTIONS RING FLYER SILICONE TAG KEY CHAIN SET UP CHARGE FOR FLASHLIGHTS RED FIRE HAT FLASHLIGHT	09/30/2024	384.00 285.00 30.00 397.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		SET UP CHARGE FOR SILICONE TAG KEY (172.65
		SET UP CHARGE FOR RING FLYER		65.00
	07444479	FIRE HELMETS AND CHIN STRAPS		500.64
			Total for Check Number 1000993:	1,834.79
1000994	6091891 806827	RICKMAR ENTERPRISES INC PEST CONTROL SERVICE SEPTEMBER	09/30/2024	145.00
			Total for Check Number 1000994:	145.00
1000995	097875 4386063	ROTARY CLUB OF SILVERTON ANNUAL DUES AND FEES FOR B. MILES	09/30/2024	200.00
			Total for Check Number 1000995:	200.00
1000996	095050 20488	SCHURTER TRUCKING B437 AC AND BLOWER MOTOR CHECK	09/30/2024	264.33
			Total for Check Number 1000996:	264.33
1000997	098720 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823	SDIS MEDICAL: EMPLOYER CONTRIB: OCT MEDICAL: EMPLOYEE CONTRIB: OCT MEDICAL: EMPLOYEE CONTRIB: OCT MEDICAL: EMPLOYER CONTRIB: OCT LTD: EMPLOYER CONTRIB: OCT LTD: EMPLOYER CONTRIB: OCT	09/30/2024 PR Batch 00001.09.2024 MEI PR Batch 00001.09.2024 MEI PR Batch 00001.09.2024 MEI PR Batch 00001.09.2024 MEI PR Batch 00001.09.2024 LTE PR Batch 00001.09.2024 LTE	12,912.53 84.02 1,434.72 756.23 239.12 29.89
			Total for Check Number 1000997:	15,456.51
1000998	016515	AUDITS DIVISION SECRETARY OF ST/ 23-24 AUDIT FILING FEE	09/30/2024	350.00
			Total for Check Number 1000998:	350.00
1000999	096976 812118 812691 813778 813891 813891 813891 813891 813891 813891 814124 814660 815065 815135 815152 815153 815377 816235	SILVER CREEK AUTO PARTS, INC. BULB STOCK GATOR TRAILER PAINT T419 CABIN AIR FILTERS U432 SADDLE TANK FILTER BRAKE CLEANER SHOP SUPPLIES T419 FILTER AND SHOP STOCK BULK FUEL TANK ST. 1 ST 8 FLUID FILTER T489 SUPPORTS MEGUIARS SHINE ST 1 GENERATOR FUEL KIT B437 BLOWER MOTOR RESISTOR B437 BLOWER MOTOR - AIR CONDITIONI B437 AC HEATER SWITCH ST 1 FUEL TANK MARINE SEAL SHOP SUPPLIES - PLUG TAP AND DRILL BI	09/30/2024	56.31 14.43 37.57 36.00 40.68 163.84 18.90 6.95 53.47 10.09 44.47 42.71 95.43 23.62 105.42 5.28
			Total for Check Number 1000999:	755.17
1001000	190604 24-SVF	STAYTON FIRE DISTRICT ESO MANAGEMENT SYSTEM RENEW	09/30/2024	9,396.19
			Total for Check Number 1001000:	9,396.19
1001001	6091997	STAYTON SPORTS STORE	09/30/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1001008:	41.61
1001009	120190 4044339	ZOLL MEDICAL CORP. GPO STAT-PADZ 12/CASE	09/30/2024	435.00
			Total for Check Number 1001009:	435.00
			Total for 9/30/2024:	54,455.83
			Report Total (47 checks):	73,784.75

BANK ACCOUNT BALANCE COMPARISON

<u>July 31, 2023</u>		<u>July 31, 2024</u>	
Columbia Bank Checking	\$ 324,808.62	Columbia Bank Checking	\$ 136,966.36
Columbia Bank MM	\$ 404,330.06	Columbia Bank MM	\$ 306,958.93
Local Gov't Pool	\$ 2,064,038.69	Local Gov't Pool	\$ 2,330,879.83
Sub Total	\$ 2,793,177.37	Sub Total	\$ 2,774,805.12
<i>OPERATING BUDGET AHEAD -\$18,372.25</i>			

<u>August 31, 2023</u>		<u>August 31, 2024</u>	
Columbia Bank Checking	\$ 129,561.18	Columbia Bank Checking	\$ 129,149.77
Columbia Bank MM	\$ 426,106.00	Columbia Bank MM	\$ 307,958.67
Local Gov't Pool	\$ 2,082,102.16	Local Gov't Pool	\$ 2,104,408.98
Sub Total	\$ 2,637,769.34	Sub Total	\$ 2,541,517.42
<i>OPERATING BUDGET AHEAD -\$96,251.92</i>			

<u>September 30, 2023</u>		<u>September 30, 2024</u>	
Columbia Bank Checking	\$ 210,594.79	Columbia Bank Checking	\$ 39,602.58
Columbia Bank MM	\$ 428,289.75	Columbia Bank MM	\$ 475,596.87
Local Gov't Pool	\$ 1,844,971.64	Local Gov't Pool	\$ 2,017,374.24
Sub Total	\$ 2,483,856.18	Sub Total	\$ 2,532,573.69
<i>OPERATING BUDGET AHEAD \$48,717.51</i>			

General Ledger

Expense vs Budget with Encumbrances



User: Candace
 Printed: 10/4/2024 1:28:04 PM
 Period 01 - 12
 Fiscal Year 2025

Account Number	Description	Budget	End Bal	Encumbered	Available	% Available
25-1-51001	PERSONNEL	747,453.00	170,819.97	0.00	576,633.03	77.15
25-1-51002	EXTRA PERSONNEL	0.00	0.00	0.00	0.00	0.00
25-1-51003	WORKERS COMP COVERAGE	35,000.00	5,370.82	0.00	29,629.18	84.65
25-1-51004	SOCIAL SECURITY	70,492.00	25,299.60	0.00	45,192.40	64.11
25-1-51005	GROUP HEALTH INSURANCE	202,346.00	47,521.76	0.00	154,824.24	76.51
25-1-51006	GROUP LIFE INSURANCE	17,463.00	2,650.10	0.00	14,812.90	84.82
25-1-51007	PERS	283,522.00	72,860.47	0.00	210,661.53	74.30
25-1-51008	UNEMPLOYMENT INSURANCE	1,200.00	3.02	0.00	1,196.98	99.75
25-1-51009	OVERTIME	75,000.00	65,104.52	0.00	9,895.48	13.19
25-1-51010	VOLUNTEERS	85,000.00	96,146.76	0.00	-11,146.76	-13.11
25-1-51012	MEDICAL SAVINGS PLAN	21,600.00	4,763.75	0.00	16,836.25	77.95
25-1-51013	DIRECTORS EXPENSES	500.00	0.00	0.00	500.00	100.00
	PAYROLL RELATED EXP	1,539,576.00	490,540.77	0.00	1,049,035.23	68.14
25-1-61001	OFFICE SUPPLIES	3,800.00	1,479.03	0.00	2,320.97	61.08
25-1-61002	DUES AND SUBSCRIPTIONS	9,000.00	1,969.00	0.00	7,031.00	78.12
25-1-61003	CONTRACT SERVICES	35,000.00	27,710.41	0.00	7,289.59	20.83
25-1-61004	TELEPHONE	20,000.00	3,819.48	0.00	16,180.52	80.90
25-1-61005	POSTAGE AND FREIGHT	2,500.00	50.92	0.00	2,449.08	97.96
25-1-61006	UTILITIES	48,000.00	8,606.21	0.00	39,393.79	82.07
25-1-61007	ELECTION EXPENSES	4,500.00	0.00	0.00	4,500.00	100.00
25-1-61008	BUILDING MAINT.JANITORIAL	30,000.00	3,694.28	0.00	26,305.72	87.69
25-1-61009	LGIP FEES	50.00	0.15	0.00	49.85	99.70
25-1-61011	ANNUAL AUDIT	9,500.00	8,350.00	0.00	1,150.00	12.11
25-1-61012	EMPLOYEE RECOGNITION	3,500.00	28.00	0.00	3,472.00	99.20
25-1-61013	RECRUITING EXPENSE	2,500.00	0.00	0.00	2,500.00	100.00
25-1-61014	TRAINING SUPPLIES	2,000.00	107.61	0.00	1,892.39	94.62
25-1-61015	TRAINING EXPENSE	75,000.00	16,936.50	0.00	58,063.50	77.42
25-1-61016	CONFERENCE EXPENSE	5,000.00	0.00	0.00	5,000.00	100.00
25-1-61017	SHOP EXPENSE	3,500.00	503.41	0.00	2,996.59	85.62
25-1-61018	EMS SUPPLIES	7,000.00	1,955.24	0.00	5,044.76	72.07
25-1-61019	INSURANCE	82,000.00	0.00	0.00	82,000.00	100.00
25-1-61020	CIVIL SERVICE	5,500.00	0.00	0.00	5,500.00	100.00
25-1-61021	TRAVEL EXPENSE	3,000.00	31.44	0.00	2,968.56	98.95
25-1-61022	EQUIPMENT MAINTENANCE	8,000.00	1,251.94	0.00	6,748.06	84.35
25-1-61023	UNIFORM ALLOWANCE	10,000.00	1,969.98	0.00	8,030.02	80.30
25-1-61024	FUELS AND LUBRICANTS	40,000.00	13,906.76	0.00	26,093.24	65.23
25-1-61025	RURAL ADDRESSING	650.00	0.00	0.00	650.00	100.00
25-1-61026	RADIO MAINTENANCE	6,500.00	190.92	0.00	6,309.08	97.06
25-1-61027	COMPUTER MAINTENANCE	20,000.00	48.20	0.00	19,951.80	99.76
25-1-61031	LEGAL SERVICES	10,000.00	0.00	0.00	10,000.00	100.00
25-1-61032	FIREFIGHTING CHEMICALS	1,500.00	0.00	0.00	1,500.00	100.00
25-1-61033	APPLIANCES	2,500.00	0.00	0.00	2,500.00	100.00
25-1-61037	ADMINISTRATION SERVICES	30,000.00	6,083.21	0.00	23,916.79	79.72
25-1-61042	SAFETYPROTECTIVE CLOTHING	7,000.00	1,997.79	0.00	5,002.21	71.46
25-1-61044	SMALL TOOLS AND EQUIPMENT	8,686.00	1,106.62	0.00	7,579.38	87.26
25-1-61045	HAZMAT SUPPLIES	500.00	0.00	0.00	500.00	100.00
25-1-61050	DISPATCH SERVICES	99,700.00	33,232.80	0.00	66,467.20	66.67
25-1-61055	MEDICAL MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
25-1-61056	HEALTH AND WELFARE	16,000.00	2,918.42	0.00	13,081.58	81.76
25-1-61057	VEHICLE MAINTENANCE	45,000.00	8,412.32	0.00	36,587.68	81.31
25-1-61060	MAJOR FIRE LOSS EXPENSE	1,000.00	0.00	0.00	1,000.00	100.00
25-1-61063	GRANT EXPENDITURES	136,000.00	6,250.86	0.00	129,749.14	95.40

Account Number	Description	Budget	End Bal	Encumbered	Available	% Available
25-1-61064	EQUIPMENT TESTING	18,000.00	0.00	0.00	18,000.00	100.00
25-1-61065	SCBA MAINTENANCE	4,500.00	265.00	0.00	4,235.00	94.11
25-1-61066	INVESTIGATIONS	500.00	0.00	0.00	500.00	100.00
25-1-61070	CONFLAGRATION EXPENSES	1,500.00	235.42	0.00	1,264.58	84.31
25-1-61092	FIRE PREVENTION SUPPLIES	1,500.00	500.64	500.64	498.72	33.25
25-1-61093	FIRE PREVENTION	1,500.00	0.00	0.00	1,500.00	100.00
25-1-61094	HEALTHMEDICAL	15,000.00	641.52	0.00	14,358.48	95.72
25-1-61095	PROTECTIVE EQUIP MAINT	4,000.00	158.40	0.00	3,841.60	96.04
	MATL SUPP & EXP	840,886.00	154,412.48	500.64	685,972.88	81.58
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	20,000.00	376.52	0.00	19,623.48	98.12
25-1-71002	PROTECTIVE EQUIPMENT	50,000.00	1,562.68	698.20	47,739.12	95.48
25-1-71003	MAJOR EQUIPMENT	10,500.00	0.00	0.00	10,500.00	100.00
25-1-71004	COMMUNICATION EQUIPMENT	8,500.00	391.00	0.00	8,109.00	95.40
25-1-71010	EQUIPMENT REPLACEMENT	5,000.00	0.00	0.00	5,000.00	100.00
25-1-71015	HOSE REPLACEMENT	6,500.00	0.00	0.00	6,500.00	100.00
25-1-71138	COMPUTER EXPENSE	25,000.00	0.00	0.00	25,000.00	100.00
25-1-71139	TRAINING EQUIPMENT	12,000.00	518.06	0.00	11,481.94	95.68
	CAPITAL OUTLAY	137,500.00	2,848.26	698.20	133,953.54	97.42
25-1-90001	CONTINGENCIES	100,000.00	0.00	0.00	100,000.00	100.00
	CONTINGENCY	100,000.00	0.00	0.00	100,000.00	100.00
25-5-92006	ENDING FUND BALANCE UNAPPROPRIATED	825,000.00	0.00	0.00	825,000.00	100.00
		825,000.00	0.00	0.00	825,000.00	100.00
25-1-91025	TRANSFER OUT (FUND 24)	15,100.00	0.00	0.00	15,100.00	100.00
25-1-91026	TRANSFER OUT (FUND 29)	100,000.00	0.00	0.00	100,000.00	100.00
25-1-91027	TRANSFER OUT (FUND 31)	50,000.00	0.00	0.00	50,000.00	100.00
	TRANSFER OUT	165,100.00	0.00	0.00	165,100.00	100.00
25-1-93001	LEASE PRINCIPAL	0.00	0.00	0.00	0.00	0.00
25-1-93002	LEASE INTEREST	0.00	0.00	0.00	0.00	0.00
	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
Expense Total		3,608,062.00	647,801.51	1,198.84	2,959,061.65	82.0125

Silverton Fire District Board of Directors Meeting Fire Chief Report

Submitted by: Bill Miles, Fire Chief

October 4, 2024

Current Projects:

- Inspection with DSFM Launius 9/10/2024
- Knox box approval for new construction of a wine tasting building
- Driveway inspection for a new dwelling in Scotts Mills and one in Silverton.
- Currently reviewing 2 large (over 3600sq ft) new single-family dwellings
- On-going work with ESO tech support training to configure Assets/Inventory, hydrants, Properties, and Inspections, modules.
- Resolved a NFIRS data verification problem with ESO & OSFM ImageTrend
- Site visit at SACA's new facility, create an operational permit/fire watch/fire safety plan for their open house event with facility under construction.
- Consult with Silverton Building Official about fire code requirements on several upcoming building projects.
- Continue work on State and Local Cyber Security Grant application
- Review and approve several Knox Box applications

Meetings/Activities:

- North Chief's Meeting October 1, Woodburn Fire District.

Staffing/Volunteer Changes-Updates:

- Currently have 71 Volunteers and 9 career staff on the roster.
- Currently have 6 RV's (Resident Volunteers).

Trainings-Held/Attended:

- Attend Weekly EMS & Fire training.

Other Activities/Topics of Interest:

- Update emergency access keys at Silverton City Hall
- Deploy apparatus and personnel on 13 conflagrations and Immediate Response missions.
- Current status on carport: We were advised that the factory is waiting on a shipment of 12 gauge steel.

August Snapshot:

September 2024 Calls- 93 8.6% decrease over last year
September 2023 Calls- 101

2024 Calls YTD 887 (Jan-Sept) 4.4% decrease from the same period last year
2023 Calls YTD 928 (Jan-Sept)

Silverton Fire District
13 Conflagration Deployments as of 10/4/2024

6/25-6/28 Darlene 3 Fire
T419-Miller & Kuenzi
IMT C402 AC Veit 6/25-6/29

7/15-7/17 Bodenhamer Fire Immediate Response
B437 Peterson & Selfridge

7/19-7/22 Durkee Fire
B437 Miller & Peterson

7/15-7/28 Falls Fire
IMT C402 AC Veit
IMT S434 Smith 7/14-7/28

7/12-7/16 Cow Valley Fire
T419 Homutoff & Tarpley

7/16-7/25 Lone Rock Fire
T419 Homutoff & Tarpley

8/5-8/9 Elk Lane Fire
T419 Homutoff & Selfridge

8/9-current Lee Falls Fire IR Gaston
B437 D. Brown & J. Marinos

8/11-8/14 Dixon Fire
IMT C402 AC Veit

9/2-9/5 Copperfield Fire
IMT C402 AC Veit

9/4-9/14, Rail Ridge Fire IR Dayville
B437 Homutoff & Selfridge

9/7-9/9, Bowman Wells Fire IR Christmas Valley
T419 D Brown & A Terhaar

*9/9-9/13, Service Fire. Fossil, OR
Assistant TF Leader MC TF87, Ray Dandeneau

*new since last month's report



SILVERTON FIRE DISTRICT

***** MEMORANDUM *****

October 4, 2024

October 4, 2024

TO: Board of Directors

FROM: Chief Bill Miles

SUBJECT: Resolution to Re-adopt NIMS for Incident Management

The Oregon Department of Emergency Management (ODEM) will begin enforcing NIMS compliance for cities and special districts that have previously participated in or plan to apply for future funding through the State Homeland Security Grant Program (SHSP). Marion County Emergency Management conducts annual NIMS assessments that we complete and submit back to them. This assessment consists of an inventory of our member's NIMS training and the levels of training based on a member's rank and/or position.

Maintaining NIMS compliance now requires a formal resolution from each city or special district to re-adopt NIMS every five years. September 13, 2005, the Board of Directors adopted Resolution 05-265 Adoption of NIMS (National Incident Management System).

Staff are requesting the Board adopt Resolution 24-363 establishing the National Incident Management System (NIMS) as the standard for incident management in the Silverton Fire District. This resolution also designates Assistant Chief Keith Veit as the Local Point of Contact (LPOC) for NIMS.

BEFORE THE SILVERTON RURAL FIRE PROTECTION DISTRICT

SILVERTON, OREGON

RESOLUTION No. 24-363

A RESOLUTION OF THE FIRE BOARD AND CHIEF OF SILVERTON RURAL FIRE PROTECTION DISTRICT, SILVERTON, OREGON, ESTABLISHING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE STANDARD FOR INCIDENT MANAGEMENT IN SILVERTON RURAL FIRE PROTECTION DISTRICT, SILVERTON, OREGON.

WHEREAS, The President in Homeland Security Directive (HSPD-5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all SILVERTON RURAL FIRE PROTECTION DISTRICT, SILVERTON, MARION COUNTY, OREGON; departments and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that all SILVERTON RURAL FIRE PROTECTION DISTRICT, SILVERTON, OREGON departments and personnel utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resources management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the SILVERTON RURAL FIRE PROTECTION DISTRICT ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System component of NIMS are already an integral part of the various incident management activities throughout the county, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

WHEREAS, a specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;

NOW, THEREFORE, BE IT RESOLVED by the Fire Chief, and Fire Board of SILVERTON RURAL FIRE PROTECTION DISTRICT, SILVERTON, OREGON, that the National Incident Management System (NIMS) is hereby re-adopted as the standard for incident management in the SILVERTON RURAL FIRE PROTECTION DISTRICT, SILVERTON, OREGON.

BE IT FURTHER RESOLVED that Keith Veit, Assistant Chief, is hereby designated as the Local Point of Contact (LPOC) for NIMS.

Contact Information:

Keith Veit, Assistant Chief
Silverton Rural Fire Protection District
819 Rail Way NE
Silverton, Oregon 97381
(503) 873-5328
keith.veit@silvertonfire.com

Les Von Flue, Board President

Attest:

Robert Mengucci, Board Secretary

Candace Cantu, Clerk of the Board



SILVERTON FIRE DISTRICT
***** MEMORANDUM *****

October 4, 2024

TO: Board of Directors
FROM: Chief Bill Miles
SUBJECT: Information and Quotes on RAM 5500 Purchase

The Fiscal Year 2024-2025 Budget contained a request in Reserve Fund 29, account 29-3-71010 apparatus reserve to purchase a chassis, service body, tank, pump, hose reel skid unit and accessory components to build a complete type 6, 300-gallon brush truck.

This first component of this project is to secure a 2025 RAM 5500 4x4 crew cab chassis. Staff has completed the work of obtaining price quotes from three truck vendors as follows:

- Tonkin Hillsboro Chrysler Jeep Dodge, Hillsboro \$74,832.00
- Roberson Motors, LLC, Salem \$76,255.10
- Power Auto Group Dodge, Sublimity \$72,317.00
- Dennis Dillion CDJR, Caldwell, ID \$75,283.00
- **Dave Smith Motors, Kellogg, ID \$67,366.00 (lowest bid)**

We anticipate additional costs related to the Dave Smith quote, which will cover one-way airfare, fuel, and meals for the 8-hour trip from Kellogg, Idaho, to Silverton.

We seek Board approval to proceed with this budgeted purchase and accept the quote from Dave Smith Motors for \$67,366, along with an additional \$500 for travel expenses to deliver the chassis from Kellogg to Silverton.

2025 SDAO ANNUAL CONFERENCE

SAVE THE DATE!

Mark your calendar for the 2025 SDAO Annual Conference! We will have over 20 training and educational sessions, networking opportunities, our ever-popular exhibitor trade show, awards banquet, and more! The annual conference is also our member districts' opportunity to send a representative to vote at the caucus meeting and Annual Business Meeting.

DATES

February 6: Pre-Conference Sessions
February 7-9: Annual Conference

LOCATION

Riverhouse on the Deschutes
3075 N Hwy 97 | Bend, Oregon

REGISTRATION RATES

Thank you to our sponsors who continue to help us keep the conference affordable for members! We have been able to keep the same rates for over ten years with your generosity.

Pre-Conference: \$85 Full Day, \$50 Half-Day

One Day Only (Friday or Saturday): \$140

Full Conference (Thursday Evening-Sunday Morning): \$230

HOTEL INFORMATION

Riverhouse on the Deschutes
Rates range from \$120-185/night + tax

Book Online: <https://bit.ly/SDAORoomBlock>

Book by Phone: 541-389-3111

Mention Group: Special Districts Association of Oregon

REGISTRATION INFORMATION

Registration information will be sent to all members, agents, and affiliates on December 2nd.

QUESTIONS

Please contact SDAO Member Services at memberservices@sdao.com or 800-285-5461.
www.sdao.com/annual-conference

2024 CONFLAGRATIONS (Snap Shot)

	AMOUNT REQUESTED	PERSONNEL COST	MISC COST	EQUIPMENT COST
* BODENHAMER IR	\$ 6,188.57	\$ 4,113.57	\$ -	\$ 2,075.00
* DURKEE	\$ 42,228.77	\$ 31,150.33	\$ 123.44	\$ 10,955.00
* LEE FALLS	\$ 4,602.44	\$ 2,951.44		\$ 1,651.00
* ELK LANE	\$ 12,370.10	\$ 5,186.10		\$ 7,184.00
* DARLENE 3	\$ 24,357.55	\$ 14,823.20		\$ 9,534.35
* FALLS	\$ 94,182.35	\$ 64,427.00		\$ 29,755.35
* COW VALLEY	\$ 12,433.53	\$ 5,215.13		\$ 7,218.40
* LONE ROCK	\$ 34,520.07	\$ 15,725.41	\$ 162.66	\$ 18,632.00
* DIXON	\$ 11,880.40	\$ 8,289.40		\$ 3,591.00
* COPPERFIELD	\$ 13,540.99	\$ 9,515.74		\$ 4,025.25
* RAIL RIDGE	\$ 28,131.66	\$ 16,170.16		\$ 11,961.50
* BOWMAN WELL	\$ 9,815.57	\$ 5,173.97		\$ 4,641.60
* SERVICE FIRE	\$ 2,987.44	\$ 2,987.44		\$ -
TOTALS	\$ 297,239.44	\$ 185,728.89	\$ 286.10	\$ 111,224.45

* Received Reimbursement

* Submitted Packet to OSFM