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# AGENDA

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This meeting will include the boards of Sheridan Fire District, SW Polk Fire District and West Valley Fire District

Joint Regular Board Meeting  
West Valley Fire District  
825 NE Main St.  
Willamina, OR 97396  
April 9, 2020 at 6:00 pm

1. Call Meeting to Order
2. Pledge of Allegiance
3. Swear in Board Director- Carol Harlan
4. Roll Call
5. Approval of Minutes/All Agencies
6. Financial Report
  - A. Sheridan
  - B. SW Polk
  - C. West Valley
7. Audience Participation
8. Presentations
  - A. Facilities Presentation by BC Jason Crowe
9. Old Business
  - A. Fire & EMS Coalition.....ALL.....Discussion
  - B. Fire Authority Model.....ALL.....Discussion
  - C. Appoint 2020-2021 Budget Committee Members.....SW.....Discussion/Action
  - D. Chief Hertel Contract.....ALL.....Discussion/Action
10. New Business
  - A. Action Plan.....SFD.....Discussion/Action
  - B. Update Check Signers.....SFD.....Discussion/Action
11. Director comments and/or agenda items for next month
12. Adjournment
  - a. Next meeting May 14, 2020 at Sheridan Fire District, Sheridan Station

Join from computer or smartphone: <https://meetings.ringcentral.com/j/1486298096>

Or Telephone:

Dial: +1(623)4049000 Meeting ID: 148 629 8096

**Sheridan/SW Polk/West Valley Fire Districts  
Joint Regular Board Meeting  
275 NE Main St.  
Rickreall, OR 97371  
February 13, 2020 6PM**

**ROLL CALL**

Fred Hertel – SFD/SW Polk/WVFD Fire Chief  
Damon Schulze – SFD/SW Polk/WVFD Deputy Chief

**Sheridan Fire District**

Scot Breeden  
Tammy Heidt  
Brice Ingram  
Dennis Rogers

**SW Polk Fire District**

Rod Watson  
Bob Davis  
Keith Moore  
Frank Pender  
Bruce Sigloh

**West Valley Fire District**

Chris Greenhill  
Rick Mishler  
Gary Brooks (absent)  
Don Shelton  
Roy Whitman

**Audience**

Jake Rosenbalm  
Todd Brumfield  
Judy Breeden  
Damon Schulze  
RC Mock  
Jason Crowe  
Connie Brown  
Jency Rosasco  
Brad Weaver

**President Scot Breeden, Sheridan Fire District, opened the meeting at 6:05 pm.**

Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda.

**FLAG SALUTE**

**Approval of Minutes - All agencies**

**SFD/SW Polk/WVFD  
Motion: Frank Pender**

**Second: Rick Mishler**

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**Move to approve the minutes from the joint board meeting with the corrections made.  
Motion passed.**

**Discussion:** The union contributed money to the banquet. The minutes could be more clear and complete.

**SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant**

**SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye**

**WVFD: Brooks; absent Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

Gary Brook is now present at 6:07 PM.

The oversight meeting minutes were reviewed as a group. No comments were made.

**Financial Report – All agencies**

**SFD**

**Motion: Dennis Rogers**

**Second: Tammy Heidt**

**Move to approve the financial report as written. Motion passed.**

**Discussion: None**

**Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant**

**SW Polk**

**Motion: Frank Pender**

**Second: Bruce Sigloh**

**Move to approve the financial report as written. Motion passed.**

**Discussion:** It was clarified that LGIP stands for Local Intergovernmental Investment Pool.

This money is controlled by NGF Firefighter- \$27,700 is the transfer to the volunteer association.

The Apparatus Replacement charge was the 10% down on the apparatus purchase. The apparatus replacement will come out of the bond fund.

The expenditure column is the year to date amount. The overbudget is on the right and is the amount left or the amount that is over in that line.

**Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye**

**WVFD**

**Motion: Rick Mishler**

**Second: Roy Whitman**

**Move to approve the financial report as written. Motion passed.**

**Discussion:** Budget versus actual, the federal taxes is significantly lower than the budgeted amount and the state are right on par. There was clarification that this is federal payroll taxes. Chief Hertel is going to investigate if it is over budget because it was under budgeted or if there is another reason that this number is so far above the budgeted amount. There have been several changes that have been made last year, so it was very difficult to budget for.

There was clarification as to what the \$5300 on BC Crowe's card was for. Part of this was for tables, whiteboards, water coolers, gravel for Station 197's updates, etc. This may not all be

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West Valley expenditures and there is a check to cover the other district's portions of that coming to West Valley. While there are line items that may be over budget individually, the total payroll budget is only 56.63% spent and there is about 25% of the budget year left. The state taxes come out of the employee's paycheck, so there is no budgeted amount for that since it does not come out of the district's budget. The federal taxes are for social security and Medicare and the federal withholding. Some of that line item is actually paid out of the employee's paychecks as well.

**Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

**AUDIENCE PARTICIPATION- None**

**OLD BUSINESS**

**Fire & EMS Coalition – All**

This item is left on the agenda. Currently, this meeting is being held as the oversight committee meetings.

It was pointed out that the meeting notes mentioned the possibility of West Valley Fire District needing to borrow money.

**Fire Authority Model – All**

Tabled.

**NEW BUSINESS**

**Appoint Board Member- SFD**

Chief Hertel gave a short introduction about Carol Harlan who is currently with emergency management specialist technician, records clerk, volunteer coordinator, dog control offices, and administrative office specialist with Yamhill County Sheriff's Office (2007-present). Previously was Senior office specialist, office specialist II and receptionist with YCSO (2001-2007). Carol has been the only applicant for the Board position. Carol was going to try to attend the meeting, but she was unable to attend due to health issues.

**Move: Tammy Heidt Second: Dennis Rogers**

**Move to appoint Carol Harlan to fill the vacant Board position. Motion approved  
Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant**

**Appoint 2020-2021 Budget Committee Members- SFD, SW Polk, WVFD**

**SFD-**

**Motion: Tammy Heidt Second: Brice Ingram**

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**Move to appoint Tom Prescott, Todd Whitlow, Cody Heidt and Parrish Van Wert as Budget Committee Members in addition to Carl Laughlin who is the only appointed member. Motion approved**

**Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant**

**SW Polk-**

**Motion: Frank Pender Second: Keith Moore**

Appoint Amy Pendley, Tom Gilson, David Lowen as new budget committee members. Motion passes.

**Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye**

**WVFD-**

**Motion: Don Shelton Second: Rick Mishler**

**Motion to re-appoint Connie Brown and Art Hanson for another term as budget committee members.**

**Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

**Award Bid- SW Polk**

Chief Hertel reviewed the summary of the bids received for SW Polk's three stations. Clarification was asked if the amount for the Bridgeport Station was appropriate as it is a simple station and the bid for it is half the amount as the more complex stations. This may be because of the land differences, the different access option and other differences that would cause that. Fackler Construction was the lowest bid. They have been in business for 28 years, is building similar buildings currently. They are located out of McMinnville. The other two options, DSL Builders and Andy Medcalf, are both out of Salem. It was pointed out that the unit prices are higher for Fackler is higher than the other two options and it was asked if it is possible to subcontract that work to a different company. That is not allowed as per the bid process, however even with that higher amount, it would be unlikely that addition would reach the next lower bidder's amount. The aggregate amount is not necessarily a total of the three stations' bids individually. The aggregate amount may be discounted as incentive to award all three stations to one bidder as there was the option to award individual stations to different bidders. The unit price is assessed after the amount established in the project manual. It is not possible to get exact costs until after the building is complete because things will come up as the project progresses. The bided amount will not leave any money left in the bond, however there are not any projects left to do on the bond and there are grants in the works and apparatus orders can be changed to make up any needed funds.

**Motion: Bob Davis Second: Bruce Sigloh**

**Move to accept the bids as presented, accept and issue Notice of Intent to Award to Fackler Construction as the lowest bidder and give the Fire Chief permission to issue the Notice of Award, negotiate, sign and execute the Construction Agreement and other documents as necessary for the construction of the three fire stations. Motion passed.**

**Discussion:** Director Sigloh expressed his concern that this project has already been delayed for a few years and the motion should be passed as to not delayed any further.

**Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye**

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**EMS Presentation- SFD, WVFD**

RC Mock presented an update on the EMS programs for Sheridan and West Valley Fire Districts. Clarification was asked how insurance will pay for someone to request a hospital that requires passing another hospital. The closest and most appropriate hospital is what the insurance will pay for most often.

**Lexipol Updates- ALL**

Lexipol has reviewed and updated several policies. These policies have been provided to all participating districts and Dallas has approved these changes. These changes, after approval, they will go out to staff for training. There was a request for the release notes to be included with the new policy, so the Boards know what changes are and why they are needed.

**Motion: Rick Mishler Second: Gary Brooks**

**Motion to approve changes as provided. Motion passes.**

**Discussion:** There are several policies that were not replaced by the Lexipol policies because they are not addressed in the Lexipol policies. These policies will be addressed in additions to Lexipol or in new employee handbooks that are in process with the administrative team currently.

**SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant**

**SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye**

**WVFD: Brooks; absent Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

**Budget Resolution 2019-20-03- WVFD**

Resolution 2019-20-03 read allowed in its entirety.

**Motion: Don Shelton Second: Gary Brooks**

**Motion to approve Budget Resolution 2019-20-04 as written. Motion passed.**

**Discussion:** Clarification was asked when supplemental budget meeting would be needed. That is only needed when the change is more than 10% for the line item. This change would leave no money in the contingency. There was a request to notify the Board ahead of the purchase next time.

**Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

**Chief Hertel's Contract- All**

President Breeden and Director Rogers have been working with a legal team to update the contract to reflect Chief Hertel retiring according to PERS. Discussion tabled until the lawyers return the contract with changes.

**Chiefs Report**

Written chief's report was provided in board packets. Brad Weaver gave call report and noted that the trade show that SW Polk normally does parking for has been canceled due to the coronavirus. It is unclear if the pancake feed for SW Polk will be canceled or not.

Chief Schulze gave an update on the coronavirus. The virus has been a large time consumer for Chief Schulze. He is working with the counties closely who are getting their direction from the state. There

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will be new policies going out to the staff tomorrow to assure our staff is safe and protected. There are several firefighters in Keizer (5) and Lebanon (14) who are currently quarantined due to exposure. There are procedures in place for other agencies to provide staffing relief to agencies that have been affected by quarantine. There will also be changes in the public's access to our stations, mainly to protect the public as first responders are the most likely to be carriers. The nebulizers our crews use increase exposure concern since the vapor is inhaled and exhaled. The solution to this is inhalers in place of the nebulizers. There are currently 2 potential cases that our crews have responded to, however the tests have not come back to confirm. Personal protective equipment is difficult to get ahold of right now, but our stations are stocked well currently. There have been procedures developed to reuse N95 masks.

Director Ingram thanked the crews for touring FCI and hopes they will return for more discussions.

There was a large Fire Defense Board Meeting that included several counties in the area. We have been approached by Tillamook County Fire Defense Board about a mutual/auto aid agreement. This could be countywide or specific to Nestucca Fire District.

GEMT can be applied for annually. The rates change annually and could increase if there is the addition of the CCO policies.

The Oregon Fire Chief's Association round table is an annual meeting. The failures and struggles discussed included communications and timing. Examples of the importance of thorough and clear communication was given.

There was a request to include board members when presenting on the process of how the three districts working together, when appropriate. At this meeting, there were more people present that were working for more than one agency.

Emphasis was put on the struggle the administrative team has had when hiring firefighter/paramedics. There seems to be a shortage of hireable firefighter/paramedics. This is not a struggle that is specific to our three districts. It is a more global issue, not even specific to the fire service. While pay is a factor in this, there is also more options with bigger employers such as ropes rescue. There also seems to be less interest in the position due to changes in the workforce and training requirements.

**DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH**

None.

**Next Meeting; April 9, 2020 at 6 pm at West Valley, Willamina Fire Station.**

**Meeting adjourned at 8:39**

**Motion: Scot Breeden Second: Chris Greenhill.**

**SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant**

**SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye**

**WVFD: Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

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Rickreall, OR 97371  
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Respectfully submitted,

**Mariah Prescott**



# Sheridan – SW Polk – West Valley Fire Districts



March 30, 2020 4 PM

## Oversight Committee Notes

- COVID-19 update:
  - Deputy Chief of Operations, Damon Schulze continued deployment to OHA
    - Chief Schulze is training his replacement this week and should be back no later than Monday April 6<sup>th</sup>, 2020. Backfilling his position has continued and will be reimbursable by the Oregon State Fire Marshal deployment plan.
  - About five people in the three organizations are sick and we are beginning to struggle with backfill and operations.
  - State of emergency declaration
    - SDAO lawyers gave recommendations on how to declare a state of emergency by special districts. This has not been done, to their knowledge, previous but this emergency may last longer than ones in recent history.
    - Resolutions will be presented in the special board meeting to declare a state of emergency for the three fire districts.
    - These resolutions allow adaptations to be made in typical operations and policies to share resources, acquire supplies from different sources, hire in an expedited manner, etc.
  - Yamhill County Fire Defense Board
    - Chief Hertel is still the acting Yamhill County Fire Defense Board President as the Dundee Chief is on administrative leave.
    - PPE ordering, collection and distribution was being done through the county fire defense boards but is now going through a different avenue. This was taking up staff some staff time in the past couple weeks.
  - The peak of this pandemic for Oregon was originally expected on April 11<sup>th</sup>, however authorities have changed that estimate to sometime in May, without any specific date.
  - FEMA Emergency Resource reimbursements can be dated back as far as January 20, 2020. Staff are keeping track of all COVID-19 related expenses including staff hours and supplies and will submit for reimbursement through FEMA.

SHERIDAN FIRE DISTRICT  
230 SW MILL ST.  
SHERIDAN, OR 97378  
(503) 843-2467

SW POLK FIRE DISTRICT  
275 MAIN STREET  
RICKREALL, OR 97371  
(503) 623-6186

WEST VALLEY FIRE DISTRICT  
825 NE MAIN ST.  
WILLAMINA, OR 97396  
(503) 876-2004

- 
- Timeline on future direction
    - Options for future paths were presented including levy options, consolidation options, and the dissolution of the three districts and formation of one district.
    - This conversation was tabled until after a conversation between the three boards is had.
  - M193 Revenue
    - Medic 193 is the Sheridan medic that is Rickreall. Calendar year to date, M193 has billed for \$27,000. That is not the amount that will actually be collected because insurances will require write-offs, etc.
  - Board Meeting Agenda Review
    - Board agenda was reviewed. Nothing was brought up to add.

Joint Special Board Meeting  
Sheridan Fire District  
230 SW Mill St.  
Sheridan, Oregon 97378  
March 30, 2020 at 5:30 pm

**Called meeting to order at 5:37 PM.**

**Pledge of Allegiance**

**Roll Call**

Fred Hertel Sheridan, SW Polk and West Valley Fire Districts' Chief

**Sheridan Fire District**

Scot Breeden  
Tammy Heidt  
Brice Ingram  
Dennis Rogers

**SW Polk Fire District**

Rod Watson  
Bob Davis (absent)  
Keith Moore  
Frank Pender  
Bruce Sigloh (absent)

**West Valley Fire District**

Chris Greenhill  
Rick Mishler  
Gary Brooks  
Don Shelton  
Roy Whitman

**Audience**

Carol Harlan  
RC Mock  
Tami Tigner

Resolutions presented to all three districts based on recommendations by Special Districts Association of Oregon. These resolutions allow for adaptations to the policies and procedures in place in response to an emergency including hiring processes. These systems would be temporary and only related to COVID-19 and any hires made would only last through the pandemic. If the resolutions are not passed, it could lead to shortages in staffing or supplies due to the delays current processes may cause.

**West Valley**

Resolution to authorize declarations of local states of emergency

Motion: Don Shelton Second: Gary Brooks

Motion read Resolution 2019-05 by title only and approve the resolution as written. Motion passed.

Brooks;aye Greenhill;aye Mishler;aye Shelton;aye Whitman;aye

Resolution to declare local state of emergency for the COVID-19 pandemic

Motion: Rick Mishler Second: Roy Whitman

Motion read Resolution 2019-06 by title only and approve the resolution as written. Motion passed.

Brooks;aye Greenhill;aye Mishler;aye Shelton;aye Whitman;aye

### **Sheridan**

Resolution to authorize declarations of local states of emergency

Motion: Dennis Rogers Second: Tammy Heidt

Motion read Resolution 2019-03 by title only and approve the resolution as written. Motion passed.

Breeden;aye Heidt;aye Rogers;aye Ingram;aye Vacant

Resolution to declare local state of emergency for the COVID-19 pandemic

Motion: Tammy Heidt Second: Dennis Rogers

Motion read Resolution 2019-04 by title only and approve the resolution as written. Motion passed.

Breeden;aye Heidt;aye Rogers;aye Ingram;aye Vacant

### **SW Polk**

Motion: Frank Pender Second: Keith Moore

Motion read Resolution 2019-04 by title only and approve the resolution as written. Motion passed.

Watson;aye Pender;aye Moore;aye Sigloh;absent Davis;absent

Resolution to declare local state of emergency for the COVID-19 pandemic

Motion: Frank Pender Second: Keith Moore

Motion read Resolution 2019-05 by title only and approve the resolution as written. Motion passed.

Watson;aye Pender;aye Moore;aye Sigloh;absent Davis;absent

**Motion: Don Shelton Second: Brice Ingram**

**Motion to adjourn the meeting. Motion Passed.**

**SFD: Heidt;aye Breeden;aye Rogers;aye Ingram;aye Vacant**

**SW Polk: Watson;aye Davis;absent Pender;aye Moore;aye Sigloh;absent**

**WVFD: Brooks;aye Greenhill;aye Mishler;aye Shelton;aye Whitman;aye**

Adjournment at 6:25.

ANNUAL COLLECTION STATISTICS

Date Of Service	02/28/2019
Date Of Service	03/31/2020
Invoices	0
Company	Sheridan
Provider	Sheridan

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jan 20	84	158,407.50	-11,753.47	7 %	0.00	0 %	-23,116.18	15 %	0.00	0 %	123,537.85	78 %
Feb 20	77	144,177.50	-18,883.96	13 %	-275.00	0 %	-51,959.42	36 %	0.00	0 %	73,059.12	51 %
Mar 20	76	138,970.00	-2,574.63	2 %	0.00	0 %	-9,691.43	7 %	0.00	0 %	126,703.94	91 %

237

441,555.00

-33,212.06

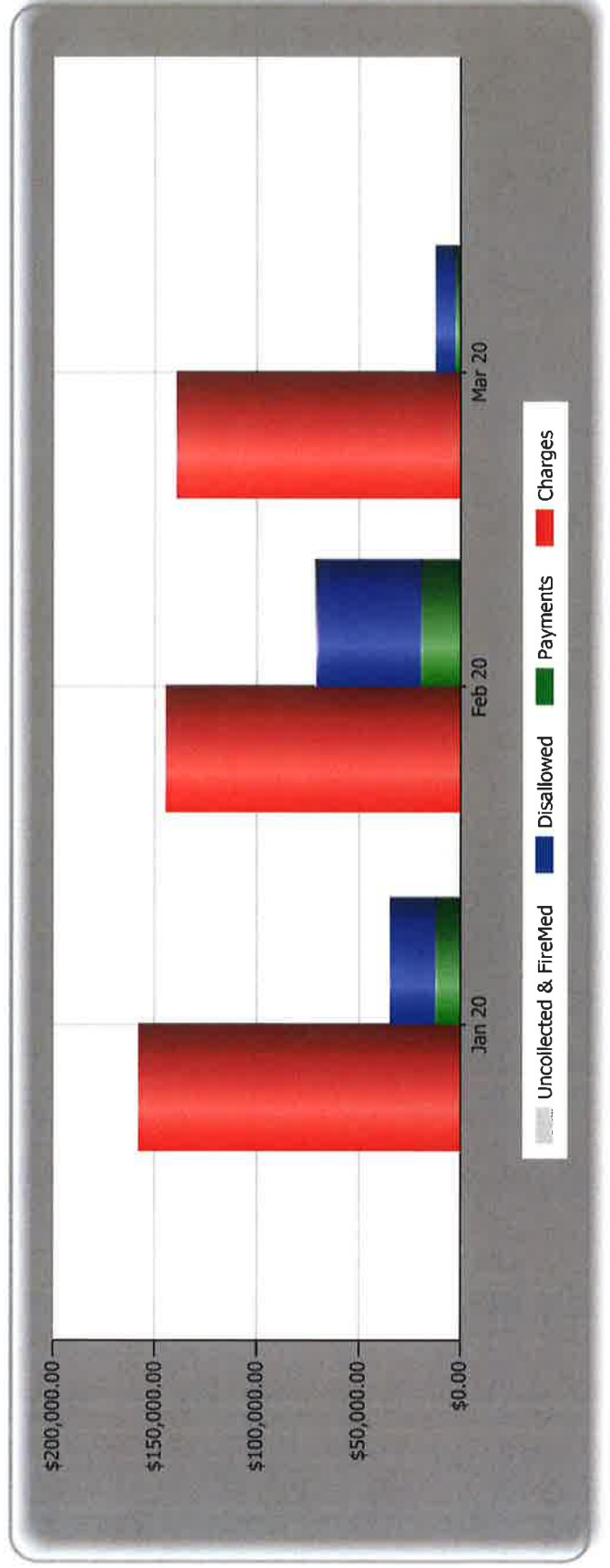
-275.00

-84,767.03

0.00

323,300.91

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



# Sheridan Fire District

Cash Report Fund Balance

March 31, 2020

For April 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
Checking/First Federal	\$ 164,166.83	\$182,015.16	-\$198,742.20	\$0.00	\$0.00	\$ 147,439.79
LGIP	\$ 1,119,138.68	\$11,205.71	\$0.00	\$1,988.43	\$0.00	\$ 1,132,332.82
Checking/US Bank	\$ 202,728.57	\$36,644.05	-\$100.00	\$1.85	\$0.00	\$ 239,274.47
Petty Cash	\$ 56.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 56.00
<b>Totals</b>	\$ 1,486,090.08	\$229,864.92	\$ (198,842.20)	\$ 1,990.28	\$ -	\$ 1,519,103.08

√ Indicates reconciled to statement

**Sheridan Rural Fire Protection District**  
**Profit & Loss**  
 March 2020

	Mar 20
<b>Income</b>	
<b>R1 · General Fund revenue</b>	
Contractual Services	123,251.29
Current Taxes	14,084.94
Yamhill/Polk Prior Taxes	516.13
404000 · Misc. Income	3,879.00
407000 · User Fees	66,156.51
<b>Total R1 · General Fund revenue</b>	207,887.87
<b>Total Income</b>	207,887.87
<b>Gross Profit</b>	207,887.87
<b>Expense</b>	
<b>001 · General Fund</b>	
<b>02 · Material and Services</b>	
Dispatch & Radio Services	2,482.25
Equipment	211.97
General Supplies	1,403.42
Miscellaneous	1,531.55
PPE & Uniforms	-4,198.55
Professional Fees	4,671.35
Repairs & Maintenance	-6,179.93
Travel & Education	2,095.91
Utilities	2,832.33
200650 · EMS Supplies	1,504.00
200800 · Insurance	-2,532.50
<b>Total 02 · Material and Services</b>	3,821.80
<b>Total 001 · General Fund</b>	3,821.80
<b>008 · Building Maint. Fund</b>	
2100080 · B.M.F. Repair and Upkeep Bldg.	10,634.21
<b>Total 008 · Building Maint. Fund</b>	10,634.21
<b>01 · Payroll</b>	
Administrative Staff	56,320.16
Firefighter/Paramedic & EMT's	42,455.76
100057 · Payroll Expenses -Over Time -	5,166.52
100061 · Part-Time	3,369.54
104500 · Workers' Compensation	44.44
104600 · Health Insurance	26,341.36
104700 · FICA	8,209.36
104800 · PERS	17,983.86
104900 · Unemployment Insurance	0.00
<b>Total 01 · Payroll</b>	159,891.00
<b>Total Expense</b>	174,347.01
<b>Net Income</b>	33,540.86

**Sheridan Rural Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
R1 · General Fund revenue				
Contractual Services	618,301.59	797,000.00	-178,698.41	77.6%
Current Taxes	661,337.11	653,000.00	8,337.11	101.3%
Yamhill/Polk Prior Taxes	11,482.63	20,000.00	-8,517.37	57.4%
401501 · General Fund Beginning Balance	768,656.00	550,000.00	218,656.00	139.8%
404000 · Misc. Income	25,558.98	64,000.00	-38,441.02	39.9%
407000 · User Fees	419,548.22	650,000.00	-230,451.78	64.5%
<b>Total R1 · General Fund revenue</b>	<b>2,504,884.53</b>	<b>2,734,000.00</b>	<b>-229,115.47</b>	<b>91.6%</b>
R5 · Gen. Equipment Reserve Fund				
3200050 · G.E.R. ending balance	427,525.00	392,525.00	35,000.00	108.9%
4050050 · G.E.R. Transfer Gen-Fund	0.00	25,000.00	-25,000.00	0.0%
<b>Total R5 · Gen. Equipment Reserve Fund</b>	<b>427,525.00</b>	<b>417,525.00</b>	<b>10,000.00</b>	<b>102.4%</b>
R7 · John Fancher Memorial Fund Rev.				
3200070 · J.F.M. Ending fund bal.	5,327.00	5,427.00	-100.00	98.2%
<b>Total R7 · John Fancher Memorial Fund Rev.</b>	<b>5,327.00</b>	<b>5,427.00</b>	<b>-100.00</b>	<b>98.2%</b>
R8 · Building Maint. Fund Revenue				
Seismic Grant Income	0.00	1,310,470.00	-1,310,470.00	0.0%
3200080 · B.M. F. Ending Fund Balance	304,256.00	304,256.00	0.00	100.0%
<b>Total R8 · Building Maint. Fund Revenue</b>	<b>304,256.00</b>	<b>1,614,726.00</b>	<b>-1,310,470.00</b>	<b>18.8%</b>
R9 · Station 9 Spending Authority				
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
Transfer in - General Fund	0.00	25,000.00	-25,000.00	0.0%
<b>Total R9 · Station 9 Spending Authority</b>	<b>0.00</b>	<b>27,000.00</b>	<b>-27,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>3,241,992.53</b>	<b>4,798,678.00</b>	<b>-1,556,685.47</b>	<b>67.6%</b>
<b>Gross Profit</b>	<b>3,241,992.53</b>	<b>4,798,678.00</b>	<b>-1,556,685.47</b>	<b>67.6%</b>



Sheridan Rural Fire Protection District  
Profit & Loss Budget vs. Actual  
July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Expense				
001 · General Fund				
02 · Material and Services				
Dispatch & Radio Services	22,340.25	33,000.00	-10,659.75	67.7%
Equipment	-0.37	26,000.00	-26,000.37	-0.0%
Equipment Testing	5,589.01	20,000.00	-14,410.99	27.9%
General Supplies	5,965.87	25,000.00	-19,034.13	23.9%
Grant	0.00	20,000.00	-20,000.00	0.0%
Miscellaneous	9,336.36	10,500.00	-1,163.64	88.9%
PPE & Uniforms	7,559.84	31,500.00	-23,940.16	24.0%
Professional Fees	42,568.87	35,000.00	7,568.87	121.6%
Repairs & Maintenance	93,035.11	100,000.00	-6,964.89	93.0%
Travel & Education	8,605.69	25,000.00	-16,394.31	34.4%
Utilities	25,007.06	30,500.00	-5,492.94	82.0%
200650 · EMS Supplies	22,385.02	25,000.00	-2,614.98	89.5%
200800 · Insurance	27,935.50	35,000.00	-7,064.50	79.8%
Total 02 · Material and Services	270,328.21	416,500.00	-146,171.79	64.9%
05 · Transfers				
500300 · Building Maintenance	0.00	25,000.00	-25,000.00	0.0%
500600 · General Equip. Reserve Fund	0.00	25,000.00	-25,000.00	0.0%
Total 05 · Transfers	0.00	50,000.00	-50,000.00	0.0%
06 · Contingency				
600100 · Contingency	0.00	50,000.00	-50,000.00	0.0%
Total 06 · Contingency	0.00	50,000.00	-50,000.00	0.0%
Total 001 · General Fund	270,328.21	516,500.00	-246,171.79	52.3%

**Sheridan Rural Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>005 · General Equipment Reserve Fund</b>				
310150 · G.E.R. Equipment Purchase	10,548.00			
310151 · Total Gen Eq Res UEFB	0.00	417,525.00	-417,525.00	0.0%
<b>Total 005 · General Equipment Reserve Fund</b>	10,548.00	417,525.00	-406,977.00	2.5%
<b>007 · John Fancher Memorial</b>				
2100070 · J.F.M. Individual Awards	200.00	200.00	0.00	100.0%
2100071 · Total J Fancher Memorial UEFB	0.00	5,227.00	-5,227.00	0.0%
<b>Total 007 · John Fancher Memorial</b>	200.00	5,427.00	-5,227.00	3.7%
<b>008 · Building Maint. Fund</b>				
Seismic Grant Upgrades	0.00	1,310,470.00	-1,310,470.00	0.0%
2100080 · B.M.F. Repair and Upkeep Bldg.	10,634.21	250,000.00	-239,365.79	4.3%
2100081 · Total Building Maint UEFB	0.00	54,256.00	-54,256.00	0.0%
<b>Total 008 · Building Maint. Fund</b>	10,634.21	1,614,726.00	-1,604,091.79	0.7%
<b>009 · St. 9 Spending Authority</b>				
2100090 · Appreciation Program	1,826.79	27,000.00	-25,173.21	6.8%
<b>Total 009 · St. 9 Spending Authority</b>	1,826.79	27,000.00	-25,173.21	6.8%
<b>01 · Payroll</b>				
Administrative Staff	478,170.09	637,000.00	-158,829.91	75.1%
Firefighter/Paramedic & EMT's				
100056 · Paramedic	389,496.48			
Firefighter/Paramedic & EMT's - Other	0.00	684,000.00	-684,000.00	0.0%
<b>Total Firefighter/Paramedic &amp; EMT's</b>	389,496.48	684,000.00	-294,503.52	56.9%

Sheridan Rural Fire Protection District  
Profit & Loss Budget vs. Actual  
July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
100057 · Payroll Expenses -Over Time -	43,486.42	50,000.00	-6,513.58	87.0%
100060 · RV Reimbursement	6,427.00	50,000.00	-43,573.00	12.9%
100061 · Part-Time	17,629.49	10,000.00	7,629.49	176.3%
104500 · Workers' Compensation	52,557.80	25,000.00	27,557.80	210.2%
104600 · Health Insurance	214,341.59	310,000.00	-95,658.41	69.1%
104700 · FICA	71,226.27	110,000.00	-38,773.73	64.8%
104800 · PERS	157,986.91	210,000.00	-52,013.09	75.2%
104900 · Unemployment Insurance	741.27	1,500.00	-758.73	49.4%
01 · Payroll - Other	-0.06			
<b>Total 01 · Payroll</b>	<b>1,432,063.26</b>	<b>2,087,500.00</b>	<b>-655,436.74</b>	<b>68.6%</b>
<b>07 · Unappropriated EFB</b>	<b>0.00</b>	<b>130,000.00</b>	<b>-130,000.00</b>	<b>0.0%</b>
<b>70000 · UEFB</b>	<b>0.00</b>	<b>130,000.00</b>	<b>-130,000.00</b>	<b>0.0%</b>
<b>Total 07 · Unappropriated EFB</b>	<b>0.00</b>	<b>130,000.00</b>	<b>-130,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>1,725,600.47</b>	<b>4,798,678.00</b>	<b>-3,073,077.53</b>	<b>36.0%</b>
<b>Net Income</b>	<b>1,516,392.06</b>	<b>0.00</b>	<b>1,516,392.06</b>	<b>100.0%</b>

# Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check		03/12/2020	OFDDA		First Federal	
Bill	18-0631	10/09/2019	VOID		Accounts Payable	0.00
Liability Check		03/30/2020	QuickBooks Payroll Service		First Federal	
			QuickBooks Payroll Service		Payroll Expenses	-31.50
			QuickBooks Payroll Service		Payroll Expenses	-27.00
			QuickBooks Payroll Service		Payroll Expenses	-109.00
			QuickBooks Payroll Service		2100 · Payroll Liabilities	-10,317.00
			QuickBooks Payroll Service		2100 · Payroll Liabilities	-1,556.02
			QuickBooks Payroll Service		2100 · Payroll Liabilities	-1,556.02
			QuickBooks Payroll Service		2100 · Payroll Liabilities	-6,653.34
			QuickBooks Payroll Service		2100 · Payroll Liabilities	-6,653.34
			QuickBooks Payroll Service		2100 · Payroll Liabilities	-6,815.00
			QuickBooks Payroll Service		2100 · Payroll Liabilities	-44.44
			QuickBooks Payroll Service		2100 · Payroll Liabilities	-44.44
			QuickBooks Payroll Service		2110 · Direct Deposit Liabilities	-76,582.88
			QuickBooks Payroll Service		2100 · Payroll Liabilities	-104.10
						-110,494.08
Paycheck		03/31/2020	Breeden, Judy L		First Federal	
					2110 · Direct Deposit Liabilities	3,267.63
Paycheck		03/31/2020	Crowe, Jason R		First Federal	
					2110 · Direct Deposit Liabilities	5,809.53
Paycheck		03/31/2020	Cummins, Daniel L		First Federal	
					2110 · Direct Deposit Liabilities	3,515.95
Paycheck		03/31/2020	Elliott, Michael R		First Federal	
					2110 · Direct Deposit Liabilities	3,445.99

TOTAL

## Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Paycheck		03/31/2020	Hammer, Donna E	First Federal 2110 · Direct Deposit Liabilities		4,124.36
Paycheck		03/31/2020	Hari, Brendan R	First Federal 2110 · Direct Deposit Liabilities		2,621.34
Paycheck		03/31/2020	Homer, Daniel B	First Federal 2110 · Direct Deposit Liabilities		3,643.12
Paycheck		03/31/2020	Hoxie, Sean R	First Federal 2110 · Direct Deposit Liabilities		6,260.65
Paycheck		03/31/2020	Ketelson, Andrew D	First Federal 2110 · Direct Deposit Liabilities		3,192.07
Paycheck		03/31/2020	Leigh, Zachariah A	First Federal 2110 · Direct Deposit Liabilities		3,755.41
Paycheck		03/31/2020	Malcomson, Ronald P	First Federal 2110 · Direct Deposit Liabilities		2,821.28
Paycheck		03/31/2020	Mock, Robert C	First Federal 2110 · Direct Deposit Liabilities		5,558.57
Paycheck		03/31/2020	Pozzesi, Nicholas M	First Federal 2110 · Direct Deposit Liabilities		3,122.85
Paycheck		03/31/2020	Prescott, Mariah N	First Federal 2110 · Direct Deposit Liabilities		2,669.17

# Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Paycheck		03/31/2020	Ryan, Suzanna R	First Federal		
				2110 · Direct Deposit Liabilities		1,075.19
				2110 · Direct Deposit Liabilities		1,612.79
<b>TOTAL</b>						<b>2,687.98</b>
Paycheck		03/31/2020	Schulze, Damon R	First Federal		
				2110 · Direct Deposit Liabilities		7,047.79
Paycheck		03/31/2020	Thomas, Leslie E	First Federal		
				2110 · Direct Deposit Liabilities		6,101.51
Paycheck		03/31/2020	Hertel, Frederick J	First Federal		
				2110 · Direct Deposit Liabilities		6,937.68
Check		03/03/2020	Citi Cards	First Federal		
				Citi VISA/9805 JB		-480.61
				citi/VISA 3867FH		-339.80
<b>TOTAL</b>						<b>-820.41</b>
Liability Check		03/03/2020	West Valley Local 4861	First Federal		
			Dues	2100 · Payroll Liabilities		-700.00
Liability Check		03/09/2020	Nationwide Retirement Solutions	First Federal		
			Payroll deduction	2100 · Payroll Liabilities		-3,216.66
Bill Pmt -Check		03/09/2020	Canon Solutions America	First Federal		
Bill	21088328	02/11/2020		202600 · Office Supplies & Postage		-180.21
				202600 · Office Supplies & Postage		-30.80
				202600 · Office Supplies & Postage		-34.25
<b>TOTAL</b>						<b>-245.26</b>

# Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Liability Check	Online	03/09/2020	Employee Benefits Service Trust	First Federal		
			Health Insurance	2100 · Payroll Liabilities		-1,248.83
				2100 · Payroll Liabilities		-27,140.14
<b>TOTAL</b>						<b>-28,388.97</b>
Bill Pmt -Check	Online	03/10/2020	PGE	First Federal		
Bill		02/21/2020	St 97	202200 · Electricity		-117.36
Bill Pmt -Check	Online	03/10/2020	PGE	First Federal		
Bill		02/21/2020	St 9	202200 · Electricity		-587.35
Bill Pmt -Check	Online	03/10/2020	PGE	First Federal		
Bill		02/18/2020	St 98	202200 · Electricity		-99.65
Bill Pmt -Check	Online	03/10/2020	CenturyLink	First Federal		
Bill		02/11/2020	St 9	202300 · Telephone		-213.95
Bill Pmt -Check	Online	03/10/2020	City of Sheridan	First Federal		
Bill		02/25/2020	St 9	202000 · Water & Sewer		-194.04
Bill Pmt -Check	Online	03/10/2020	Verizon Wireless	First Federal		
Bill		02/12/2020		202300 · Telephone		-241.09
				For SW Polk		-40.01
<b>TOTAL</b>						<b>-281.10</b>
Bill Pmt -Check	Online	03/11/2020	Ferrellgas	First Federal		
Bill	St 97	02/26/2020	St 97	202100 · Natural Gas		-172.40
Check	Online	03/12/2020	Public Employees Retirement System	First Federal		
				104800 · PERS		-17,983.86
Bill Pmt -Check	Online	03/12/2020	NW Natural Gas	First Federal		
Bill		03/12/2020	St 9	202100 · Natural Gas		-495.79

# Sheridan Rural Fire Protection District

## Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check Bill	Online	03/12/2020 02/25/2020	NW Natural Gas St 98	First Federal 202100 · Natural Gas		-71.10
Bill Pmt -Check Bill	Online	03/12/2020 02/21/2020	Crystal Springs Crystal Springs	First Federal 202720 · Janitorial & House Supplies		-205.55
Liability Check	Online	03/13/2020	Aflac Payroll deduction	First Federal 2100 · Payroll Liabilities		-140.01
Bill Pmt -Check Bill	Online	03/16/2020 02/29/2020	Perrydale Domestic Water Assn St 98	First Federal 202000 · Water & Sewer		-40.00
Bill Pmt -Check Bill	Online Feb	03/18/2020 02/29/2020	Western Oregon Waste St 9	First Federal 203100 · Garbage Collection		-185.66
Bill Pmt -Check Bill	Online	03/18/2020 02/26/2020	Buell-Red Prairie Water District St 97	First Federal 202000 · Water & Sewer		-65.50
Bill Pmt -Check Bill	Online	03/19/2020 02/28/2020	CenturyLink	First Federal 202300 · Telephone		-48.44
Check	26100	03/12/2020	West Valley Fire District Square payments	First Federal 404000 · Misc. Income 404000 · Misc. Income 404000 · Misc. Income 404000 · Misc. Income 404000 · Misc. Income 404000 · Misc. Income		-72.52 -72.52 -72.52 -39.58 -59.00 -72.52
<b>TOTAL</b>						<b>-388.66</b>



# Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Check	26101	03/12/2020	SW Polk Fire District.	First Federal		
			Square payments	404000 - Misc. Income		-19.12
				404000 - Misc. Income		-33.68
<b>TOTAL</b>						<b>-52.80</b>
<b>Bill Pmt -Check</b>	<b>26102</b>	<b>03/12/2020</b>	<b>Breeden, Scot</b>	<b>First Federal</b>		
Bill	mileage	02/10/2020	Reimbursement	200500 - Fuel & Oil		-121.90
				200500 - Fuel & Oil		-122.96
<b>TOTAL</b>						<b>-244.86</b>
<b>Bill Pmt -Check</b>	<b>26103</b>	<b>03/12/2020</b>	<b>Bretthauer Oil Co.</b>	<b>First Federal</b>		
Bill	0335373	02/10/2020		200500 - Fuel & Oil		-393.72
				200500 - Fuel & Oil		-305.65
				200500 - Fuel & Oil		-387.27
				200500 - Fuel & Oil		-193.74
<b>TOTAL</b>						<b>-1,280.38</b>
<b>Bill Pmt -Check</b>	<b>26104</b>	<b>03/12/2020</b>	<b>Brian Taylor Construction LLC</b>	<b>First Federal</b>		
Bill	197	02/25/2020	St 97	202710 - Bldg. Maint. Sup. and Grounds		-950.00
<b>Bill Pmt -Check</b>	<b>26105</b>	<b>03/12/2020</b>	<b>Carlson Veit Junge Architects, PC</b>	<b>First Federal</b>		
Bill	12378	01/31/2020	Seismic	2100080 - B.M.F. Repair and Upkeep Bldg.		-10,634.21
<b>Bill Pmt -Check</b>	<b>26106</b>	<b>03/12/2020</b>	<b>City of Dallas</b>	<b>First Federal</b>		
Bill	2915	02/14/2020		200710 - Vehicle Maintenance		-247.50
<b>Bill Pmt -Check</b>	<b>26107</b>	<b>03/12/2020</b>	<b>Copy Cats</b>	<b>First Federal</b>		
Bill		02/29/2020		200900 - Prof Services and Elections		-52.00

# Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	26115	03/12/2020	Life-Assist, Inc.	First Federal		
Bill	971329	02/03/2020		200650 · EMS Supplies		-425.79
Bill	WVFD	02/03/2020		For West Valley Fire		-300.43
Bill	973294	02/10/2020		200650 · EMS Supplies		-376.97
Bill	973619	02/11/2020		200650 · EMS Supplies		-41.58
Bill	WVFD	02/12/2020		For West Valley Fire		-459.83
Bill	WVFD	02/13/2020		For West Valley Fire		-455.54
Bill	976260	02/24/2020		200650 · EMS Supplies		-321.41
<b>TOTAL</b>						<b>-2,381.55</b>
Bill Pmt -Check	26116	03/12/2020	Malcomson, Ron	First Federal		
Bill		02/24/2020	Reimbursement	202400 · Uniforms		-2.00
				202400 · Uniforms		-10.00
				202400 · Uniforms		-5.00
<b>TOTAL</b>						<b>-17.00</b>
Bill Pmt -Check	26117	03/12/2020	Mallory Co	First Federal		
Bill		02/10/2020	foam	200620 · Fire Supplies & Rehab		-1,062.50
Bill Pmt -Check	26118	03/12/2020	McMinnville Immediate Health Care	First Federal		
Bill	physicals	02/03/2020		203300 · Physicals		-1,055.40
				For West Valley Fire		-1,140.60
Bill		03/02/2020		203300 · Physicals		-570.60
				For SW Polk		-428.10
<b>TOTAL</b>						<b>-3,194.70</b>
Bill Pmt -Check	26119	03/12/2020	News-Register	First Federal		
Bill	1 year	02/22/2020		203000 · Dues & Subscriptions		-97.00

# Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	26120	03/12/2020	Northwest Logging Supply	First Federal		
Bill	279060	02/21/2020		200610 · Fire Equipment & Hose For West Valley Fire For SW Polk		-17.97 -17.97 <u>-8.98</u> -44.92
TOTAL						
Bill Pmt -Check	26121	03/12/2020	OR Fire Service Office Admin.	First Federal		
Bill		02/28/2020		203000 · Dues & Subscriptions		-40.00
Bill Pmt -Check	26122	03/12/2020	Prescott, Mariah	First Federal		
Bill	40/40/20	03/08/2020	Reimbursement	Travel & Education For West Valley Fire For SW Polk		-46.01 -46.02 -23.01 <u>-115.04</u>
TOTAL						
Bill Pmt -Check	26123	03/12/2020	Special District Association of OR	First Federal		
Bill		02/18/2020		200230 · Management Training		-50.00
Bill Pmt -Check	26124	03/12/2020	Speer Hoyt LLC	First Federal		
Bill		02/29/2020		200900 · Prof Services and Elections 200900 · Prof Services and Elections		-70.50 -164.50 <u>-235.00</u>
TOTAL						
Bill Pmt -Check	26125	03/12/2020	Streamline	First Federal		
Bill	Feb	02/13/2020	Website	203800 · Computer Programs and Maint.		-200.00
Bill Pmt -Check	26126	03/12/2020	Systems Design West, LLC	First Federal		
Bill	Jan	02/27/2020	Ambulance billing	200900 · Prof Services and Elections		-1,909.00

# Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	26127	03/12/2020	The Bulletin Board	First Federal		
Bill	4921	01/01/2020		203400 · Advertising		-98.00
				203400 · Advertising		-58.80
				For West Valley Fire		-58.80
				For SW Polk		-29.40
				203400 · Advertising		-15.00
				203400 · Advertising		-15.00
				203400 · Advertising		-58.80
				For West Valley Fire		-58.80
				For SW Polk		-29.40
						<u>-422.00</u>
<b>TOTAL</b>						
Bill Pmt -Check	26128	03/12/2020	West Valley Fire District	First Federal		
Bill		03/11/2020	Misc bills on credit card	200620 · Fire Supplies & Rehab		-20.42
				200620 · Fire Supplies & Rehab		-9.49
				200210 · Fire Training		-545.10
				200710 · Vehicle Maintenance		-91.77
				200500 · Fuel & Oil		-124.44
				200620 · Fire Supplies & Rehab		-728.96
				200710 · Vehicle Maintenance		-32.45
				202600 · Office Supplies & Postage		-11.25
				200710 · Vehicle Maintenance		-10.79
				200410 · Turnouts & PPE		-337.90
				200410 · Turnouts & PPE		-365.00

# Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Bill	joint	03/11/2020	40/40/20 bills			
				200220	EMS Training	-492.10
				202600	Office Supplies & Postage	-14.83
				200210	Fire Training	-50.98
				200410	Turnouts & PPE	-111.98
				202600	Office Supplies & Postage	-20.00
				202600	Office Supplies & Postage	-24.80
					General Supplies	-46.00
				202600	Office Supplies & Postage	-10.55
				202600	Office Supplies & Postage	-16.00
				202600	Office Supplies & Postage	-25.39
				200210	Fire Training	-3.58
				200220	EMS Training	-317.08
				200220	EMS Training	-639.20
				200210	Fire Training	-44.51
				203820	Awards and incentives	-24.61
				203820	Awards and incentives	-16.35
				200210	Fire Training	-19.75
					General Supplies	-11.18
				200220	EMS Training	-20.00
				200220	EMS Training	-78.00
				200410	Turnouts & PPE	-12.33
				202400	Uniforms	-5.48
				200900	Prof Services and Elections	-126.00
						<b>-4,408.27</b>
<b>TOTAL</b>						
Bill	Pmt -Check	26129	03/12/2020	Yamhill Communication Agency	First Federal	
Bill	March		02/14/2020		Dispatch & Radio Services	-2,482.25
Bill	Pmt -Check	26130	03/12/2020	Bound Tree Medical LLC	First Federal	
Bill	WVFD 83503522		02/12/2020		For West Valley Fire	-105.99

# SW Polk Fire District

Cash Report Fund Balance

March 31, 2020

For April 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
District/Columbia Bank	\$ 41,429.34	\$105,765.30	-\$137,902.86	\$0.00	-\$25.00	\$ 9,266.78 ✓
Volunteer/Columbia Bank	\$ 24,642.63	\$27,740.00	-\$1,206.29	\$0.00	\$0.00	\$ 51,176.34 ✓
LGIP/4884	\$ 1,142,979.62	\$18,881.17	-\$105,000.00	\$1,934.23	-\$0.10	\$ 1,058,794.92 ✓
LGIP/6043	\$ 4,844,460.74	\$0.00	\$0.00	\$8,536.84	-\$0.05	\$ 4,852,997.53 ✓
<b>Totals</b>	\$ 6,053,512.33	\$152,386.47	\$ (244,109.15)	\$ 10,471.07	\$ (25.15)	\$ 5,972,235.57

✓ Indicates reconciled to statement

SW Polk Fire District  
Profit & Loss  
March 2020

	<u>Mar 20</u>
<b>Income</b>	
4200 · Current Property Tax	18,216.53
4210 · Delinquent Property Tax	658.54
4310 · Interest on Investments	10,477.17
4830 · Miscellaneous Revenue	33.68
4949 · Transfer In GF-Firefighter	27,740.00
	<hr/>
<b>Total Income</b>	57,125.92
	<hr/>
<b>Gross Profit</b>	57,125.92
<b>Expense</b>	
6000 · Materials & Services	
Dispatch Services	9,827.43
Equipment Testing & Maint.	281.98
General Supplies	154.65
PPE	64.90
Repairs & Maintenance	1,257.05
Travel & Education	927.10
Utilities	786.06
6400 · Firefighter Appreciation	15,872.29
6455 · Insurance-Property/Liab	-712.50
6463 · Contractual Services	50,754.97
6465 · Legal/Professional Fees	4,188.52
6600 · Miscellaneous	25.15
	<hr/>
<b>Total 6000 · Materials &amp; Services</b>	83,427.60
8000 · Capital Outlay	
8502 · Facilities (Stations)	42,460.65
	<hr/>
<b>Total 8000 · Capital Outlay</b>	42,460.65
9901 · Transfer to Station 130	27,740.00
	<hr/>
<b>Total Expense</b>	153,628.25
	<hr/>
<b>Net Income</b>	<b>-96,502.33</b>

## SW Polk Fire District Profit & Loss Budget vs. Actual July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4200 · Current Property Tax	841,833.18	863,300.00	-21,466.82	97.5%
4210 · Delinquent Property Tax	18,839.93	15,000.00	3,839.93	125.6%
4310 · Interest on Investments	109,626.57	100,000.00	9,626.57	109.6%
4830 · Miscellaneous Revenue	26,945.89	55,000.00	-28,054.11	49.0%
4949 · Transfer In GF-Firefighter	27,740.00	27,740.00	0.00	100.0%
4990 · Beginning Balance	0.00	6,551,540.00	-6,551,540.00	0.0%
<b>Total Income</b>	<b>1,024,985.57</b>	<b>7,612,580.00</b>	<b>-6,587,594.43</b>	<b>13.5%</b>
<b>Gross Profit</b>	<b>1,024,985.57</b>	<b>7,612,580.00</b>	<b>-6,587,594.43</b>	<b>13.5%</b>
<b>Expense</b>				
4999 · Unappropriated Ending Fund Bal	0.00	720,000.00	-720,000.00	0.0%
5000 · Personnel				
5063 · Workers Compensation	3,072.90	5,000.00	-1,927.10	61.5%
<b>Total 5000 · Personnel</b>	<b>3,072.90</b>	<b>5,000.00</b>	<b>-1,927.10</b>	<b>61.5%</b>
6000 · Materials & Services				
Dispatch Services	33,479.14	54,000.00	-20,520.86	62.0%
Equipment Testing & Maint.	3,631.37	28,000.00	-24,368.63	13.0%
General Supplies	2,528.28	5,000.00	-2,471.72	50.6%
PPE	7,715.62	10,000.00	-2,284.38	77.2%
Repairs & Maintenance	29,442.54	9,500.00	19,942.54	309.9%
Travel & Education	3,597.48	4,000.00	-402.52	89.9%
Utilities	5,958.85	8,500.00	-2,541.15	70.1%
6400 · Firefighter Appreciation	30,218.51	56,740.00	-26,521.49	53.3%
6455 · Insurance-Property/Liab	12,771.50	15,000.00	-2,228.50	85.1%
6463 · Contractual Services	350,043.52	471,600.00	-121,556.48	74.2%
6465 · Legal/Professional Fees	31,856.38	27,500.00	4,356.38	115.8%
6500 · Equipment	0.00	5,000.00	-5,000.00	0.0%
6515 · General Purpose Grant Expense	0.00	5,000.00	-5,000.00	0.0%
6600 · Miscellaneous	2,559.70	5,000.00	-2,440.30	51.2%
6000 · Materials & Services - Other	0.00	0.00	0.00	0.0%
<b>Total 6000 · Materials &amp; Services</b>	<b>513,802.89</b>	<b>704,840.00</b>	<b>-191,037.11</b>	<b>72.9%</b>
7000 · Debt Service				
7466 · Bond Issuance Costs	0.00	0.00	0.00	0.0%
7801 · Series 2017 Debt Serv Principal	195,000.00	195,000.00	0.00	100.0%
7802 · Series 2017 Debt Serv Interest	101,661.86	200,000.00	-98,338.14	50.8%
<b>Total 7000 · Debt Service</b>	<b>296,661.86</b>	<b>395,000.00</b>	<b>-98,338.14</b>	<b>75.1%</b>
8000 · Capital Outlay				
8500 · Firefighting & Safety Equip	0.00	100,000.00	-100,000.00	0.0%
8501 · Apparatus Replacement	34,015.85	2,351,000.00	-2,316,984.15	1.4%
8502 · Facilities (Stations)	301,404.60	3,259,000.00	-2,957,595.40	9.2%
<b>Total 8000 · Capital Outlay</b>	<b>335,420.45</b>	<b>5,710,000.00</b>	<b>-5,374,579.55</b>	<b>5.9%</b>



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04/02/20

Cash Basis

**SW Polk Fire District**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
9901 - Transfer to Station 130	27,740.00	27,740.00	0.00	100.0%
9970 - Contingency	50,000.00	50,000.00	0.00	100.0%
<b>Total Expense</b>	<b>1,226,698.10</b>	<b>7,612,580.00</b>	<b>-6,385,881.90</b>	<b>16.1%</b>
<b>Net Income</b>	<b>-201,712.53</b>	<b>0.00</b>	<b>-201,712.53</b>	<b>100.0%</b>

SW Polk Fire District  
Check Detail  
March 2020

Type	Num	Date	Name	Account	Paid Amount
Check	03/02/2020		1007 · LGIP 4884		
TOTAL			6600 · Miscellaneous		-0.10
					-0.10
Check	03/02/2020		1006 · Bond LGIP		
TOTAL			6600 · Miscellaneous		-0.05
					-0.05
Check	03/16/2020		1008 · SW - 9840 Columbia Bank		
TOTAL			6600 · Miscellaneous		-25.00
					-25.00
Check	03/26/2020	Polk County	1009 · VOLS - 9832 Columbia Bank		
TOTAL			8502 · Facilities (Stations)		-511.00
			8502 · Facilities (Stations)		-8.00
					-519.00
Bill Pmt -Check	03/05/2020	CenturyLink	1008 · SW - 9840 Columbia Bank		
Bill	02/13/2020		Utilities		-162.33
TOTAL					-162.33
Bill Pmt -Check	03/19/2020	Pacific Power	1008 · SW - 9840 Columbia Bank		
Bill	03/03/2020		Utilities		-227.46
TOTAL					-227.46

SW Polk Fire District  
 Check Detail  
 March 2020

12:52 PM  
 04/02/20

Type	Num	Date	Name	Account	Paid Amount
Check	Online	03/20/2020	Bank of America	1009 · VOLS - 9832 Columbia Bank	
				4030 · Building	-14.69
				4040 · Business Meeting	-354.56
				4060 · Equipment	-49.05
				4080 · LOS Gifts	-82.17
				4090 · Nominal Gifts	-49.99
				4170 · Rehab	-39.58
TOTAL					-590.04
Bill Pmt -Check	Online	03/26/2020	Spectrum Business	1008 · SW - 9840 Columbia Bank	
Bill		03/09/2020		Utilities	-66.98
TOTAL					-66.98
Check	208	03/12/2020	Weaver, Brad.	1009 · VOLS - 9832 Columbia Bank	0.00
TOTAL					0.00
Check	209	03/12/2020	Gillins, Jake	1009 · VOLS - 9832 Columbia Bank	
				4040 · Business Meeting	-97.25
TOTAL					-97.25
Check	210	03/16/2020	OFDDA/LOSAP	1009 · VOLS - 9832 Columbia Bank	
				4070 · FF LOSAP	-15,185.00
TOTAL					-15,185.00
Bill Pmt -Check	6134	03/12/2020	Gwinner, Thomi	1008 · SW - 9840 Columbia Bank	
Bill		02/13/2020		6463 · Contractual Services	-210.00
TOTAL					-210.00

SW Polk Fire District  
Check Detail  
March 2020

Type	Num	Date	Name	Account	Paid Amount
Check	6135	03/12/2020	Sheridan Rural Fire Protecti...	1008 - SW - 9840 Columbia Bank	
TOTAL			6463 - Contractual Services		-672.29
					-672.29
Bill Pmt -Check	6136	03/12/2020	All City Paving	1008 - SW - 9840 Columbia Bank	
Bill	3695	02/24/2020		8502 - Faciiliites (Stations)	-4,465.05
TOTAL					-4,465.05
Bill Pmt -Check	6137	03/12/2020	Brandt's Sanitary Service, Inc.	1008 - SW - 9840 Columbia Bank	
Bill		02/28/2020		Utilities	-118.05
TOTAL					-118.05
Bill Pmt -Check	6138	03/12/2020	Carlson Veit Architects, PC	1008 - SW - 9840 Columbia Bank	
Bill	12372	01/31/2020		8502 - Faciiliites (Stations)	-27,071.65
Bill	12373	01/31/2020		8502 - Faciiliites (Stations)	-915.00
Bill	12384	01/31/2020		8502 - Faciiliites (Stations)	-879.70
				8502 - Faciiliites (Stations)	-8,610.25
TOTAL					-37,476.60
Bill Pmt -Check	6139	03/12/2020	City of Salem	1008 - SW - 9840 Columbia Bank	
Bill		02/10/2020		Dispatch Services	-9,764.93
TOTAL					-9,764.93
Bill Pmt -Check	6140	03/12/2020	Complete Wireless Solutions	1008 - SW - 9840 Columbia Bank	
Bill	95117	02/11/2020		Dispatch Services	-62.50
TOTAL					-62.50

**SW Polk Fire District**  
**Check Detail**  
 March 2020

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 04/02/20

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6141	03/12/2020	MNOP	1008 · SW - 9840 Columbia Bank	
Bill	CL23...	02/15/2020		Repairs & Maintenance	-443.33
Bill	CL25...	02/29/2020		Repairs & Maintenance For Sheridan	-241.49
TOTAL					-357.39
					-1,042.21
Bill Pmt -Check	6142	03/12/2020	NW Natural	1008 · SW - 9840 Columbia Bank	
Bill		02/28/2020		Utilities	-128.24
TOTAL					-128.24
Bill Pmt -Check	6143	03/12/2020	Perrydale Domestic Water A...	1008 · SW - 9840 Columbia Bank	
Bill	140	02/29/2020		Utilities	-40.00
TOTAL					-40.00
Bill Pmt -Check	6144	03/12/2020	Rickreall Community Water	1008 · SW - 9840 Columbia Bank	
Bill	Feb	03/02/2020		Utilities	-21.50
TOTAL					-21.50
					-43.00
Bill Pmt -Check	6145	03/12/2020	SDAO	1008 · SW - 9840 Columbia Bank	
Bill	traini...	02/18/2020		Travel & Education	-50.00
TOTAL					-50.00
Bill Pmt -Check	6146	03/12/2020	Sheridan Rural Fire Protecti...	1008 · SW - 9840 Columbia Bank	
Bill		03/10/2020		6465 · Legal/Professional Fees	-428.10
Bill		03/10/2020		6463 · Contractual Services	-49,872.68
Bill		03/12/2020		Repairs & Maintenance	-47.80
				6465 · Legal/Professional Fees	-3,180.23
				6465 · Legal/Professional Fees	-29.40
				6465 · Legal/Professional Fees	-60.00
				General Supplies	-17.85
				6465 · Legal/Professional Fees	-26.00
				General Supplies	-9.57

SW Polk Fire District  
Check Detail  
March 2020

Type	Num	Date	Name	Account	Paid Amount
				General Supplies	-20.51
				Travel & Education	-21.56
				6465 · Legal/Professional Fees	-29.40
				Equipment Testing & Maint.	-8.98
				6465 · Legal/Professional Fees	-29.40
				Travel & Education	-23.01
				Travel & Education	-9.80
TOTAL					-53,814.29
Bill Pmt -Check	6147	03/12/2020	Speer Hoyt LLC	1008 · SW - 9840 Columbia Bank	
Bill		02/29/2020		6465 · Legal/Professional Fees	-235.00
TOTAL					-235.00
Bill Pmt -Check	6148	03/12/2020	Streamline	1008 · SW - 9840 Columbia Bank	
Bill	March	03/09/2020		6465 · Legal/Professional Fees	-100.00
TOTAL					-100.00
Bill Pmt -Check	6149	03/12/2020	True North Equipment	1008 · SW - 9840 Columbia Bank	
Bill	E137	02/19/2020		Repairs & Maintenance	-167.04
TOTAL					-167.04
Bill Pmt -Check	6150	03/12/2020	West Valley Fire District	1008 · SW - 9840 Columbia Bank	
Bill		03/10/2020		Equipment Testing & Maint.	-273.00
Bill		03/11/2020		Travel & Education	-246.05
				General Supplies	-7.42
				Travel & Education	-25.49
				PPE	-55.99
				General Supplies	-10.00
				General Supplies	-23.00
				General Supplies	-12.40
				6465 · Legal/Professional Fees	-8.00
				General Supplies	-5.27
				General Supplies	-12.70
				Travel & Education	-1.79
				Travel & Education	-158.54
				Travel & Education	-319.60
				Travel & Education	-22.26
				General Supplies	-8.17

# SW Polk Fire District Check Detail March 2020

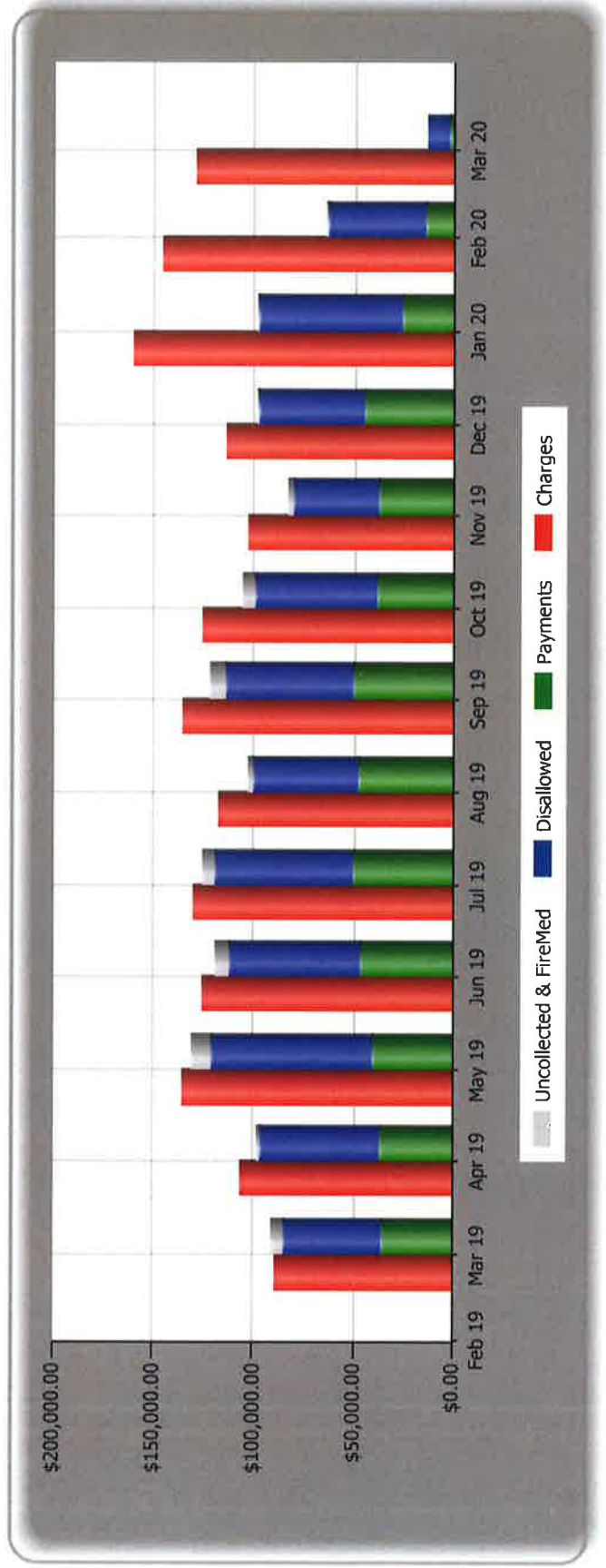
Type	Num	Date	Name	Account	Paid Amount
			General Supplies		-12.30
			General Supplies		-9.87
			Travel & Education		-10.00
			Travel & Education		-39.00
			General Supplies		-5.59
			PPE		-6.17
			PPE		-2.74
			6465 - Legal/Professional Fees		-62.99
			<b>TOTAL</b>		<b>-1,338.34</b>

ANNUAL COLLECTION STATISTICS

Date Of Service	03/01/2019
Date Of Service	03/31/2020
Invoices	0
Company	West Valley
Provider	West Valley

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Mar 19	51	89,664.80	-36,406.89	41 %	-75.00	0 %	-49,014.87	55 %	-5,840.44	7 %	-1,672.40	-2 %
Apr 19	62	106,788.20	-36,811.32	34 %	-150.00	0 %	-59,683.32	56 %	-2,129.28	2 %	8,014.28	8 %
May 19	80	135,731.20	-40,335.21	30 %	-1,885.60	1 %	-81,317.32	60 %	-8,119.84	6 %	4,073.23	3 %
Jun 19	72	125,567.40	-46,813.70	37 %	-925.00	1 %	-65,377.19	52 %	-6,001.68	5 %	6,449.83	5 %
Jul 19	73	130,667.20	-50,469.82	39 %	-1,637.84	1 %	-69,096.26	53 %	-4,338.85	3 %	5,124.43	4 %
Aug 19	65	117,289.00	-47,546.21	41 %	-1,052.47	1 %	-52,508.06	45 %	-1,928.16	2 %	14,254.10	12 %
Sep 19	82	135,750.00	-50,658.25	37 %	-1,450.00	1 %	-63,237.44	47 %	-7,197.87	5 %	13,206.44	10 %
Oct 19	73	125,521.00	-38,522.28	31 %	-400.00	0 %	-60,643.67	48 %	-6,658.00	5 %	19,297.05	15 %
Nov 19	56	102,760.60	-37,743.82	37 %	-550.00	1 %	-42,752.35	42 %	-2,074.20	2 %	19,640.23	19 %
Dec 19	66	113,736.40	-45,268.96	40 %	-250.00	0 %	-53,274.63	47 %	0.00	0 %	14,942.81	13 %
Jan 20	81	159,910.00	-26,380.84	16 %	0.00	0 %	-71,402.82	45 %	-500.00	0 %	61,626.34	39 %
Feb 20	79	145,905.00	-14,103.68	10 %	0.00	0 %	-49,646.83	34 %	-500.00	0 %	81,654.49	56 %
Mar 20	66	129,657.50	-2,696.55	2 %	0.00	0 %	-10,462.09	8 %	0.00	0 %	116,498.86	90 %
<b>906</b>		<b>1,618,948.30</b>	<b>-473,757.53</b>		<b>-8,375.91</b>		<b>-728,416.85</b>		<b>-45,288.32</b>		<b>363,109.69</b>	

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports





# West Valley Fire District

Cash Report Fund Balance

March 31, 2020

For April 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
US Bank Checking	\$ 83,500.00	\$315,489.75	-\$204,651.74	\$0.00	\$0.00	\$ 194,338.01
LGIP/5640	\$ 46,904.36	\$1,939.37	-\$45,000.00	\$75.26	-\$0.10	\$ 3,918.89
<b>Totals</b>	\$ 130,404.36	\$317,429.12	\$ (249,651.74)	\$ 75.26	\$ (0.10)	\$ 198,256.90

√ Indicates reconciled to statement

# West Valley Fire District

## PROFIT AND LOSS

March 2020

	TOTAL
Income	
<b>INCOME</b>	
Contractual Services	244,011.84
Current Taxes	5,565.52
Miscellaneous	16,291.83
Previous Taxes	316.09
User Fees	40,774.01
<b>Total INCOME</b>	<b>306,959.29</b>
<b>Total Income</b>	<b>\$306,959.29</b>
<b>GROSS PROFIT</b>	<b>\$306,959.29</b>
Expenses	
Contingency	25,000.00
<b>MATERIAL &amp; SERVICES</b>	
Contractual Services	37,879.28
Dispatch Fees	1,836.42
Equipment	-25,000.00
Medical Equipment	-608.01
<b>Total Equipment</b>	<b>-25,608.01</b>
General Supplies	2,043.12
Insurance	-2,075.50
Medical Supplies	2,181.64
Misc. Expenses	215.25
PPE	-2,899.32
Professional Services	10,753.32
Repairs & Maintenance	-2,354.87
Travel & Education	4,894.41
Utilities	3,583.95
<b>Total MATERIAL &amp; SERVICES</b>	<b>30,449.69</b>
<b>PAYROLL EXPENSES</b>	
Federal Taxes 941/944	12,462.78
FF/EMT	11,196.80
FF/EMT OT	5,538.40
MEDICAL INS	15,604.12
P.E.R.S.	8,312.14
Salaries	26,493.82
State Taxes	3,371.43
State Taxes (Employee)	3,080.37
<b>Total PAYROLL EXPENSES</b>	<b>86,059.86</b>
<b>Total Expenses</b>	<b>\$141,509.55</b>
<b>NET OPERATING INCOME</b>	<b>\$165,449.74</b>
<b>NET INCOME</b>	<b>\$165,449.74</b>

# West Valley Fire District

## BUDGET VS. ACTUALS: FY\_2019\_2020 - FY20 P&L

July 2019 - March 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
GF Beginning Balance	329,005.46	375,000.00	45,994.54	87.73 %
<b>INCOME</b>				
Contractual Services	488,023.68	550,000.00	61,976.32	88.73 %
Current Taxes	257,325.08	255,000.00	-2,325.08	100.91 %
Miscellaneous	<b>30,782.51</b>	<b>50,000.00</b>	<b>19,217.49</b>	<b>61.57 %</b>
Previous Taxes	10,806.12	5,000.00	-5,806.12	216.12 %
User Fees	<b>468,281.65</b>	<b>650,000.00</b>	<b>181,718.35</b>	<b>72.04 %</b>
<b>Total INCOME</b>	<b>1,255,219.04</b>	<b>1,510,000.00</b>	<b>254,780.96</b>	<b>83.13 %</b>
Unapplied Cash Payment Income-1	5.00		-5.00	
<b>Total Income</b>	<b>\$1,584,229.50</b>	<b>\$1,885,000.00</b>	<b>\$300,770.50</b>	<b>84.04 %</b>
<b>GROSS PROFIT</b>	<b>\$1,584,229.50</b>	<b>\$1,885,000.00</b>	<b>\$300,770.50</b>	<b>84.04 %</b>
Expenses				
Contingency	25,000.00	25,000.00	0.00	100.00 %
<b>MATERIAL &amp; SERVICES</b>				
Contractual Services	270,925.55	355,000.00	84,074.45	76.32 %
Dispatch Fees	22,020.59	33,000.00	10,979.41	66.73 %
Equipment	<b>-24,486.88</b>	<b>16,000.00</b>	<b>40,486.88</b>	<b>-153.04 %</b>
General Supplies	<b>12,282.10</b>	<b>25,000.00</b>	<b>12,717.90</b>	<b>49.13 %</b>
Grant Purchases	10,000.00	20,000.00	10,000.00	50.00 %
Insurance	25,862.50	35,000.00	9,137.50	73.89 %
Medical Supplies	22,288.53	35,000.00	12,711.47	63.68 %
Misc. Expenses	<b>5,637.58</b>	<b>10,000.00</b>	<b>4,362.42</b>	<b>56.38 %</b>
PPE	<b>5,876.27</b>	<b>18,000.00</b>	<b>12,123.73</b>	<b>32.65 %</b>
Professional Services	<b>85,695.48</b>	<b>25,000.00</b>	<b>-60,695.48</b>	<b>342.78 %</b>
Repairs & Maintenance	<b>82,782.25</b>	<b>60,000.00</b>	<b>-22,782.25</b>	<b>137.97 %</b>
Travel & Education	<b>9,046.03</b>	<b>15,000.00</b>	<b>5,953.97</b>	<b>60.31 %</b>
Utilities	<b>27,951.11</b>	<b>32,000.00</b>	<b>4,048.89</b>	<b>87.35 %</b>
<b>Total MATERIAL &amp; SERVICES</b>	<b>555,881.11</b>	<b>679,000.00</b>	<b>123,118.89</b>	<b>81.87 %</b>

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>PAYROLL EXPENSES</b>			
Employment Insurance	1,395.27	1,000.00	139.53 %
Federal Taxes 941/944	128,541.48	70,000.00	183.63 %
FF/EMT	11,196.80		
FF/EMT OT	5,538.40		
MEDICAL INS	97,859.60	150,000.00	65.24 %
P.E.R.S.	89,809.54	120,000.00	74.84 %
Salaries	<b>352,645.07</b>	<b>735,000.00</b>	<b>47.98 %</b>
State Taxes	5,584.82		
State Taxes (Employee)	33,448.11		
Worker's Comp	22,627.19	30,000.00	75.42 %
<b>Total PAYROLL EXPENSES</b>	<b>748,646.28</b>	<b>1,106,000.00</b>	<b>67.69 %</b>
Unapplied Cash Bill Payment Expense	8,906.90		
Unappropriated Ending Fund Balance		75,000.00	
<b>Total Expenses</b>	<b>\$1,338,434.29</b>	<b>\$1,885,000.00</b>	<b>71.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$245,795.21</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$245,795.21</b>	<b>\$0.00</b>	<b>0.00%</b>

West Valley Fire District  
Check Detail  
March 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
03/03/2020	Expense		Oregon Department of Revenue	State taxes	-3,080.37
03/04/2020	Expense		IRS	Federal taxes	-12,462.78
03/06/2020	Bill Payment (Check)	Online	TIAA Bank (copier)	General supplies	-545.74
03/09/2020	Bill Payment (Check)	Online	CenturyLink	Utilities	-288.61
03/12/2020	Bill Payment (Check)	5188	Streamline	Website	-200.00
03/12/2020	Bill Payment (Check)	5190	Technical Genius Solutions	IT	-315.00
03/12/2020	Bill Payment (Check)	5165	Breeden, Judy	Mileage reimbursement	-54.63
03/12/2020	Bill Payment (Check)	5166	Brethauer Oil Co.	Fuel	-165.77
03/12/2020	Bill Payment (Check)	5167	Carquest	R & S	-13.98
03/12/2020	Bill Payment (Check)	5168	City Of Dallas	R & S	-4,954.58
03/12/2020	Bill Payment (Check)	5169	City of Willamina	Utilities	-265.69
03/12/2020	Bill Payment (Check)	5170	C.J Hansen Co, Inc	Bldg. maint.	-934.25
03/12/2020	Bill Payment (Check)	5172	Dietrich, JD	Power load install	-1,600.00
03/12/2020	Bill Payment (Check)	5173	Grand Ronde Community Water	Utilities	-48.00
03/12/2020	Bill Payment (Check)	5174	Grand Ronde Sanitary District	Utilities	-40.00
03/12/2020	Bill Payment (Check)	5176	L & L Equipment	R & S	-14.65
03/12/2020	Bill Payment (Check)	5177	McMinnville Immediate Health Care Clinic	Physicals	-428.10

1 US Bank

West Valley Fire District  
Check Detail  
March 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
03/12/2020	Bill Payment (Check)	5179	Recology Western Oregon	Utilities	-100.34
03/12/2020	Bill Payment (Check)	5180	Rickreall Farm Supply	R & S	-100.00
03/12/2020	Bill Payment (Check)	5181	Ron Malcomson	Reimbursement (Lowe's/Shell)	-28.23
03/12/2020	Bill Payment (Check)	5182	SDIS	Health insurance	-8,164.24
03/12/2020	Bill Payment (Check)	5183	Sheldon Oil Company	Fuel	-1,599.63
03/12/2020	Bill Payment (Check)	5184	Sheridan Building Materials	R & S	-35.32
03/12/2020	Bill Payment (Check)	5185	Sheridan Fire District	Admin & misc bills	-47,712.88
03/12/2020	Bill Payment (Check)	5186	Skyberg Lumber	R & S	-14.25
03/12/2020	Bill Payment (Check)	5187	Special Districts Association Of Oregon	Training	-510.00
03/12/2020	Bill Payment (Check)	5189	Systems Design West, LLC	Ambulance billing	-1,958.60
03/12/2020	Bill Payment (Check)	5191	The Bulletin Board	General supplies	-15.00
03/12/2020	Bill Payment (Check)	5193	Yamhill Communications Agency	Dispatch	-1,836.42
03/12/2020	Bill Payment (Check)	5194	Zoll Medical Corporation	Medical	-401.20
03/12/2020	Bill Payment (Check)	5192	Wave Business	Utilities	-27.35
03/12/2020	Bill Payment (Check)	5178	News Register	Printing	-327.60
03/12/2020	Bill Payment (Check)	5175	Industrial Welding Supply, Inc	Medical	-145.00
03/12/2020	Bill Payment (Check)	5171	Davison Auto Parts	R & S	-17.98
03/12/2020	Expense	Online	PERS	PERS	-2,412.81

West Valley Fire District  
Check Detail  
March 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
03/12/2020	Expense	Online	PERS	PERS	-5,899.33
03/13/2020	Check	Online	AFLAC	Payroll deduction	-77.52
03/13/2020	Bill Payment (Check)	Online	Portland General Electric	Utilites	-720.54
03/13/2020	Bill Payment (Check)	Online	NW Natural	Utilities	-557.24
03/13/2020	Bill Payment (Check)	Online	Verizon Wireless	Utilities	-649.80
03/13/2020	Bill Payment (Check)	Online	Dial Long Distance	Utilities	-40.79
03/16/2020	Check	5195	Hines, E	Training reimbursement	-1,104.51
03/16/2020	Check	5196	Vauble, R	Training reimbursement	-305.00
03/17/2020	Bill Payment (Check)	Online	Portland General Electric	Utilities	-29.39
03/17/2020	Check	Online	US Bank	1/22/2020-2/22/2020	-4,976.37
				Hertel CC	-323.52
				Hoxie CC	-386.21
				Crowe CC	-3,135.32
				Mock CC	-700.57
				Thomas CC	-245.00
					185.75
03/18/2020	Bill Payment (Check)	Online	Sierra Springs	Utilities	-22.00
03/24/2020	Bill Payment (Check)	Online	Dial Long Distance	Utilities	-38.31
03/27/2020	Bill Payment (Check)	Online	TIAA Bank (copier)	General supplies	-655.75
03/27/2020	Expense		Intuit Complete Payroll	Monthly fee	-115.00

West Valley Fire District  
Check Detail  
March 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
03/31/2020	Check	DD	Alguire, J	Pay Period: 02/25/2020-03/24/2020	-3,022.54
03/31/2020	Check	DD	Hines, E	Pay Period: 02/25/2020-03/24/2020	-3,107.13
03/31/2020	Check	DD	Hoy, M	Pay Period: 02/25/2020-03/24/2020	-3,699.78
03/31/2020	Check	DD	Payne, J	Pay Period: 02/25/2020-03/24/2020	-2,541.04
03/31/2020	Check	DD	Sessa, J	Pay Period: 02/25/2020-03/24/2020	-3,024.73
03/31/2020	Check	DD	Tigner, T	Pay Period: 02/25/2020-03/24/2020	-4,972.96
03/31/2020	Check	DD	Vauble, R	Pay Period: 02/25/2020-03/24/2020	-2,742.08
03/31/2020	Check	DD	Walters, C	Pay Period: 02/25/2020-03/24/2020	-2,565.32
03/31/2020	Check	DD	Woods, M	Pay Period: 02/25/2020-03/24/2020	-4,041.25
03/02/2020	Check		LGIP	Service Charge	-0.05



# Sheridan Rural Fire Protection District Check Detail

March 2020

Type	Num	Date	Name	Item	Account	Paid Amount
Bill	26108	03/12/2020	Davison Auto Parts	First Federal		
Bill		02/25/2020		For West Valley Fire		-9.49
				200710 · Vehicle Maintenance		-3.04
				200710 · Vehicle Maintenance		-129.06
				For West Valley Fire		-3.04
<b>TOTAL</b>						<b>-144.63</b>
<b>Bill</b>	<b>26109</b>	<b>03/12/2020</b>	<b>EF Recovery LLC</b>	<b>First Federal</b>		
Bill	578687	02/24/2020	Ambulance billing	200900 · Prof Services and Elections		-85.25
<b>TOTAL</b>						<b>-85.25</b>
<b>Bill</b>	<b>26110</b>	<b>03/12/2020</b>	<b>Fire Extinguisher Service Center</b>	<b>First Federal</b>		
Bill	102725	02/28/2020		200610 · Fire Equipment & Hose		-194.00
Bill	31995	02/28/2020		202710 · Bldg. Maint. Sup. and Grounds		-520.00
<b>TOTAL</b>						<b>-714.00</b>
<b>Bill</b>	<b>26111</b>	<b>03/12/2020</b>	<b>HR Answers, Inc.</b>	<b>First Federal</b>		
Bill		02/28/2020		200230 · Management Training		-19.60
				For West Valley Fire		-19.60
				For SW Polk		-9.80
<b>TOTAL</b>						<b>-49.00</b>
<b>Bill</b>	<b>26112</b>	<b>03/12/2020</b>	<b>Industrial Welding Supply, Inc.</b>	<b>First Federal</b>		
Bill	95226	02/13/2020		200650 · EMS Supplies		-159.00
<b>Bill</b>	<b>26113</b>	<b>03/12/2020</b>	<b>Kaiser Permanente</b>	<b>First Federal</b>		
Bill	Loucks, K	02/18/2020		203600 · Amb. O/P Refunded		-1,394.55
<b>Bill</b>	<b>26114</b>	<b>03/12/2020</b>	<b>Labsource, Inc.</b>	<b>First Federal</b>		
Bill		03/02/2020		200650 · EMS Supplies		-179.25





# Sheridan Fire District

PO Box 6  
Sheridan, OR 97378

(503) 843-2467

Fax (503) 843-4691

www.sheridanfd.org

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April 2, 2020

Oregon Secretary of State  
Audits Division  
255 Capitol St. NE, Suite #500  
Salem, OR 97310

## Plan of Action

Sheridan Fire District respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2019. The audit was completed by the independent auditing firm Accuity, LLC and reported the deficiencies listed below. The plan of action was adopted by the governing body at their meeting on April 9, 2020, as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

### 1. Deficiency #1

- a. Significant Deficiency – Organizational Structure, the size of our District’s accounting and administrative staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties. This situation dictates that the Board of Directors remains involved in the financial affairs of the District to provide oversight and independent review functions.
- b. Plan of action – as a board we have taken steps to mitigate the risks to our organization by implementing additional review and approval steps.
- c. Timeframe for implementation – one additional office staff was hired in October 2019.

\_\_\_\_\_  
Scot Breeden, President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Fred Hertel  
Fire Chief

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Signature

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# CHIEF'S REPORT

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- ❖ Upcoming Events
  - April 6-11- Easter Bunny Hopscotch
  - May 7- SW Polk Volunteer Association Pancake Feed - **Canceled**
  - May 19 - Election Day
  - June 20 – Sheridan Hometown Days- **Being Reviewed**
  
- ❖ Weekly updates will now be sent via email on Fridays. The first one went out the past Friday. If you did not receive it, have feedback from the community or have feedback on the format of this update, please let Chief Hertel know.
  
- ❖ Cooperative Services Study
  - Data collection is complete
  
- ❖ Social Media Update
  - Sheridan
    - 1,379 followers
    - Posts have had 1,400 people engaging (likes, comments shares) in the last month.
  - SW Polk
    - 992 followers
    - Posts have had 1,400 people engaging (likes, comments shares) in the last month.
  - West Valley
    - 350 followers
    - Posts have had 458 people engaging (likes, comments shares) in the last month.
  - YamCo Watch has almost 50,000 followers and has been sharing posts and press releases which has increased page views. They also are including all three agency names when any of the three agencies gets a call.
  
- ❖ COVID-19 (Coronavirus)-
  - With the declaration of a state of emergency declared on Monday we are looking into funding through FEMA public assistance program.
  - We have seen a decline in call volume since the beginning of the COVID-19 pandemic. We are currently running approximately 50-60% of our normal call volume. We anticipate a possible increase as the pandemic crests. This crest is currently expected around May 6th. This decrease in call volume may equate to a decrease in ambulance user fee revenue.
  - We have made several operations changes due to the COVID-19 pandemic. These changes including reducing fire code enforcement, adapting training to include social distances, limiting public access to the stations, and limiting

commingling of staff between stations. We also have been keeping up to date with personnel PPE practices as OHA and CDC update suggested protocols. We have a stockpile of disinfectants that have been confirmed as effective against COVID-19. Jennifer Colton and Marguerite Alexander have stepped up to help staff the ambulance out of the Willamina Station. In addition to this staffing help, the BC's have been sending out a daily page to keep track of volunteer availability.

- Our Public Relations campaign has continued through the pandemic by posting signage on station doors to educate on our operational changes. We have, also, been keeping our website and social media accounts up to date on the pandemic and the needs of our districts. We have had several donations from community members of fabric masks, disposable masks, cleaners, and paper products. Country Financial brought lunch for the crews on shift on Wednesday. They are making donations around the area to support the essential workers during the pandemic.

❖ **SW Polk stations**

- Contract has been signed with work to begin this month, weather allowing.
- Fackler Construction states that they will start in Rickreall, then to Salt Creek, then to Bridgeport.
- The Ford Family Foundation grant is still pending, and we have submitted a request to Spirit Mountain Community Fund.

❖ **Grants**

- 6 FEMA AFG Grants were submitted between the three districts.
- Grants are also being submitted in response to the COVID-19 pandemic as they become available.

❖ **GEMT**

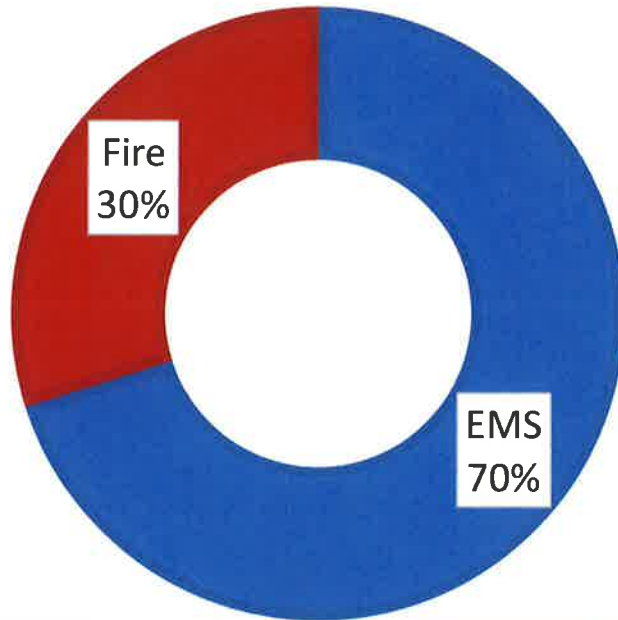
- Checks will need to be issued at the end of this month with the funding anticipated to come back mid-May

❖ **Monthly Activity Report**

- Please find attached the Monthly Activity Report for all three districts

# Sheridan Fire District

## MARCH 2020 MONTHLY REPORT



### Fire Stats

Structure Fire	2
Vehicle fire	1
EMS incident	20
Equipment problem	1
Public assistance	3
Unauthorized burning	1
Call Canceled	5
False alarm	3
UNKNOWN	2
<b>Total</b>	<b>38</b>

### EMS Stats

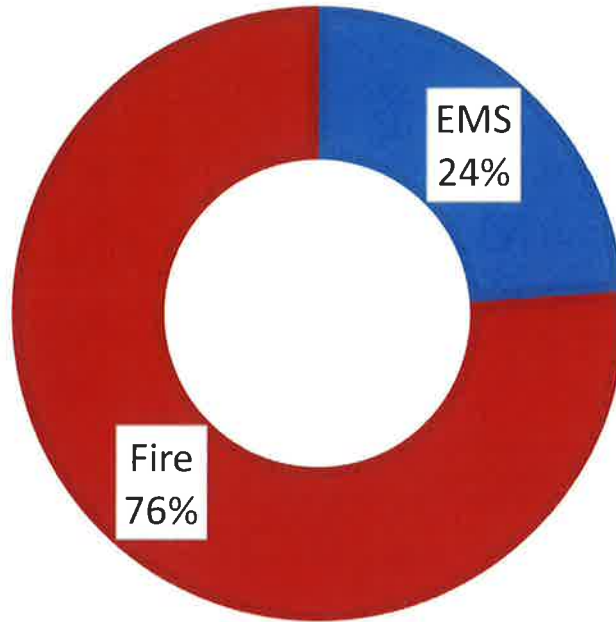
Call Canceled	7
Patient Dead on Scene	1
Standby	3
Not Transported	18
Transported	60
<b>Total</b>	<b>89</b>

**Total Calls 127**

**Training Hours 514**

# SW Polk Fire District

## MARCH 2020 MONTHLY REPORT



### Fire Stats

Structure Fire	1
Vehicle fire	1
Natural vegetation fire	1
Spills & leaks	1
Public assistance	2
Call Canceled	7
False alarm	3
<b>Total</b>	<b>16</b>

### EMS Stats

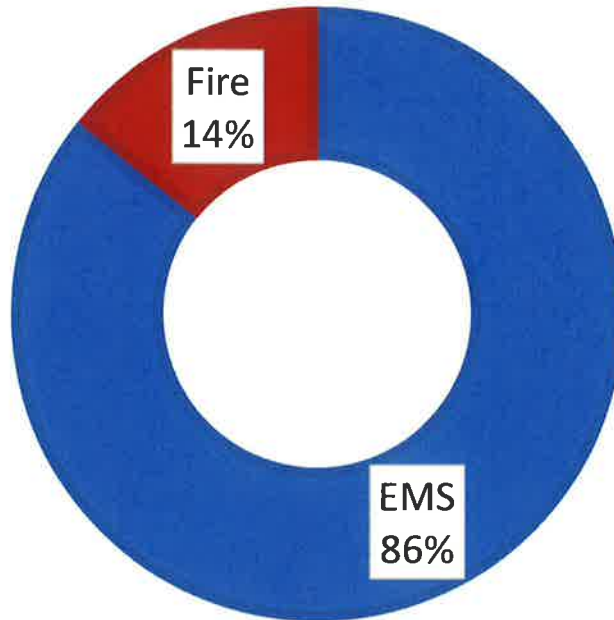
EMS incident	4
MVA	1
<b>Total</b>	<b>5</b>

**Total Calls 21**

**Training Hours 67.35**

# West Valley Fire District

## MARCH 2020 MONTHLY REPORT



### Fire Stats

Structure Fire	1
Natural vegetation fire	1
Outside rubbish fire	1
Medical assist	8
Public assistance	1
Call Canceled	2
Controlled burning	1
<b>Total</b>	<b>15</b>

### EMS Stats

Public Assist	1
Call Canceled	10
Patient Dead on Scene	2
Not Transported	22
Transported	55
<b>Total</b>	<b>90</b>

**Total Calls 105**

**Training Hours 391**