
AGENDA

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

Sheridan Fire District
230 SW Mill St.
Sheridan, OR 97378
August 13, 2020 at 6:00 pm

The public is welcome to attend on our virtual platform. Masks are encouraged for any board members and staff attending the meeting in person. In accordance with Governor Brown's Executive Order 2020-12, our stations are not currently open to the public. The public is encouraged to relay concerns and comments to the Boards in one of three ways:

- Email at any time up to 12 p.m. the day of the meeting to mprescott@sheridanfd.org
- If attending via telephone only; please sign up prior to the meeting by emailing mprescott@sheridanfd.org
- If virtually attending the meeting; send a chat directly to Admin Assistant, Mariah Prescott, to request to speak and use the raise hand feature to request to speak, once it is your turn, we will announce your name and unmute your mic.

Join from computer or smartphone: <https://meetings.ringcentral.com/j/1491402084>

Or Telephone: +1(623)404-9000 Meeting ID: 149 140 2084

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes/All Agencies
5. Financial Report
 - A. Sheridan
 - B. SW Polk
 - C. West Valley
6. Audience Participation
7. Old Business
 - A. Employee Handbook.....ALL.....Discussion/Action
 - B. Financial Resolutions.....ALL.....Discussion/Action
8. New Business
 - A. Equitable Sharing-Medic 193ALL.....Discussion/Action
 - B. Board Policies.....ALL.....Discussion
 - C. 2018-2019 Financial Audit.....WVFD.....Discussion
 - D. Oregon Business Seismic Grant.....SFD.....Discussion/Action
 - E. Fire Marshal.....SFD.....Discussion
 - F. Coronavirus Relief Fund Grants.....ALL.....Discussion/Action
 - G. Interfacility Transfers.....WVFD.....Discussion
 - H. Purchase Orders.....WVFD.....Discussion
9. Chief's Report
10. Director comments and/or agenda items for next month
11. Adjournment
 - a. Next meeting August 27, 2020 at Sheridan Fire Station

**Sheridan/SW Polk/West Valley Fire Districts
Joint Regular Board Meeting
825 N Main St. Willamina, OR 97396
July 9, 2020 6 PM**

Meeting was held virtually via RingCentral Meetings.

ROLL CALL

Fred Hertel – SFD/SW Polk/WVFD Fire Chief
Damon Schulze – SFD/SW Polk/WVFD Deputy Chief
Les Thomas- SFD/SW Polk/WVFD Division Chief

Sheridan Fire District

Scot Breeden
Tammy Heidt
Brice Ingram (absent)
Dennis Rogers
Carol Harlan

SW Polk Fire District

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

West Valley Fire District

Chris Greenhill
Rick Mishler
Gary Brooks
Connie Brown
Roy Whitman

Audience

Todd Brumfield
Damon Schulze
Jason Crowe
Luke Nodine
Les Thomas
Sean Hoxie

Rob Foster
Jay Payne
Jake Rosenbalm
Judy Breeden
Kenna West
Scott Magers

Micah Brown
Joi Bailey
Carrie Zimbrick
Susan Shepard
Michaela Woods

President Chris Greenhill, West Valley Fire District, opened the meeting at 6:00 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

Enter EXECUTIVE SESSION authorized under ORS 192.660(2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions, (f) To consider information or records that are exempt by law from public inspection, and (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Swear in Board Member- WVFD

Connie Brown was sworn into position number 2.

Election of Officers-ALL

SW Polk

Motion: Bob Davis Second: Bruce Sigloh

Move to keep all current positions in place. Motion passed.

Discussion: None.

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

SFD

Motion: Dennis Rogers

SW Polk Volunteer Firefighter Rob Foster spoke on the importance of volunteers and how they would really appreciate being involved as stakeholders in conversations. They are more than willing to help and give input where needed.

Keith Moore leaves at 7:14 PM.

Presentation- Chief Schulze gave a PowerPoint presentation on conflagrations.

OLD BUSINESS

Fire & EMS Coalition – All

This item is left on the agenda at the request of the three boards. No discussion at this time.

Fire Authority Model – All

This item is left on the agenda at the request of the three boards. No discussion at this time.

Equitable Sharing- All

Discussion was held about having a one-time occurrence cap on direct or indirect costs from one district to another, in addition to an annual cap on recurring expenses. Equipment trading should not count toward these caps.

Motion: Frank Pender

Second: Roy Whitman

Move to acknowledge any direct or indirect expense from between districts, up to \$5,000, as a justified cost of sharing resources between Sheridan, SW Polk, and West Valley Fire Districts. Any expense over this amount will be taken to the Oversight Committee for review on how it will be handled.

**SFD: Heidt; aye Breedem; aye Rogers; aye Ingram; absent Harlan; Aye
SW Polk: Watson; absent Davis; aye Pender; aye Moore; absent Sigloh; aye
WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

Establish Guidance- All

A five-year timeline, from July 2018 to June of 2023, document was presented to the three Boards with the process for the dissolution and reformation. The question was posed if the vote of the people for the dissolution and reformation was to be held in a November election.

Motion: Frank Pender

Second: Roy Whitman

I move to direct administration to prepare the three districts for the dissolution and reformation within the next 12-18 months and allow the Fire Chief to sign documents and develop partnerships toward this effort.

**SFD: Heidt; aye Breedem; nay Rogers; aye Ingram; absent Harlan; Aye
SW Polk: Watson; absent Davis; aye Pender; aye Moore; aye Sigloh; aye
WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye**

Relief Nursery MOU- West Valley

No additional notes made outside of the presentation made earlier in the meeting.

NEW BUSINESS

Employee Handbook- ALL

Draft of the Employee Handbook was presented to the three Boards for review. No further action needed at this time to give time for review.

Surplus of Ambulance- West Valley

Staff report was given to the Board recommending that the ambulance (M0412) due to apparatus being at the end of its usable life.

Motion: Chris Greenhill

Second: Roy Whitman

Move to surplus the ambulance (M0412) per the staff report and allow the Fire Chief to sign any necessary documentation. **Motion passed.**

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Board Meeting Schedule-ALL

Discussion was held regarding moving away from having two oversight meetings and one regular board meeting per month. Instead, it was proposed to do two full joint board meetings for better clarity and transparency between the three Boards.

Motion: Dennis Rogers

Second: Connie Brown

Move to have two meetings per month on the second and fourth Thursdays of each month with the hosting agency rotating monthly.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye

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

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Board Discussion Topics-West Valley

A list of questions was presented to the Chief prior to the meeting. Chief Hertel prepared responses to the questions and included those responses in the Board packets. The question was posed about which district is responsible for backfill, the district that needs the backfill or the district employing the person who is doing the backfill. Chief Hertel will research this.

There was a request to have resolutions ready at the next Board meeting to correct the error budget made in the personnel expenses for all three districts.

Clarification was given regarding the need for Board Members needing to submit public records requests through the same form as the general public. This process allows for proper tracking of records requests. It also follows Oregon Ethics Law.

Chiefs Report

Written report was provided in the board packets.

The request was made to review the phone system to ensure they are getting answered consistently. The administration team will review the phone system.

There was a request made to add Ambulance Service Area compliance to the monthly activity reports. Chief Schulze will do so.

Discussion was held about Chief Hertel joining the SDIS Board of Trustees and it was determined that Chief Hertel does not have time to attend these meetings at this time.

Director Breeden has requested a Joint Operations Review through SDAO. A scope of work and contract was presented to the three Boards. There was a request made to add a review of Board practices to the scope of work.

Motion: Frank Pender

Second: Rick Mishler

Move to sign the contract with the addition of board practices review to the scope of work.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; Aye

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

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH

The question was asked if Board Members are mandatory reporters. It was clarified they are not.

It was clarified that the end of the FireMed year is October 31st of each year. The Board Members and staff will be covered by the district but will be responsible to fill out their own forms annually to apply for the membership.

There was a request for an update on the Seismic Grant for Sheridan. Currently, the funds are not available yet and Chief Hertel is working with legal council to bring bidding options to the Board soon.

The question was asked about how much time per month Chief Hertel spends on the Yamhill Fire Defense Board as the Fire Defense Board Chief. Chief Hertel spends around 5 hours per month on the Yamhill Fire Defense Board, with two hours of that being Fire Defense Board Chief duties. The other hours are spent doing normal fire chief activities.

A comment was made that it may be time for West Valley to put an ambulance at the Rickreall Station in place of Medic 193 for West Valley to gain revenue from the move up calls. It was determined that this is not what would be best for the citizens, as the Rickreall Station is too far from the West Valley response area.

It was stated that West Valley has a policy prohibiting the Fire Chief from participating in union negotiations. Due to negotiations already having been started, this year it will be allowed for the Chief to continue in negotiations. It was recommended that Board policies for all three districts be reviewed and updated.

Next Meeting; July 23, 2020 at 6 pm at West Valley Fire District, Willamina Fire Station.

Meeting adjourned at 9:26 PM

Motion: Scot Breeden

Second: Carol Harlan

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; absent Harlan; aye

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

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

Respectfully submitted,

Mariah Prescott

**Sheridan/SW Polk/West Valley Fire Districts
Joint Regular Board Meeting
28480 McPherson Rd. Grand Ronde, OR 97347
July 23, 2020 6 PM**

Meeting was held virtually via RingCentral Meetings.

ROLL CALL

Damon Schulze – SFD/SW Polk/WVFD Deputy Chief
Les Thomas- SFD/SW Polk/WVFD Division Chief

Sheridan Fire District

Scot Breeden
Tammy Heidt
Brice Ingram
Dennis Rogers
Carol Harlan

SW Polk Fire District

Rod Watson
Bob Davis
Keith Moore
Frank Pender
Bruce Sigloh

West Valley Fire District

Chris Greenhill
Rick Mishler
Gary Brooks
Connie Brown
Roy Whitman

Audience

Damon Schulze
Les Thomas

Sean Hoxie
Joi Bailey

Henry Heiser
Patty Brooks

President Rick Mishler, West Valley Fire District, opened the meeting at 6:00 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

Minutes were not approved due to errors in minutes. Minutes will be corrected and be brought back to the next meeting for approval.

Executive session called under ORS 192.660(2)(f) for the consideration of information or records that are exempt by law from public inspection.

AUDIENCE PARTICIPATION-

No audience participation.

OLD BUSINESS

Fire & EMS Coalition – All

This had been previously tabled and remained on the agenda at the Boards' request. The Boards determined this item is no longer needed on the agenda and will be removed from agendas in the future.

Fire Authority Model – All

This had been previously tabled and remained on the agenda at the Boards' request. The Boards determined this item is no longer needed on the agenda and will be removed from agendas in the future.

Relief Nursery MOU- West Valley

Motion: Chris Greenhill Second: Roy Whitman

I move to acknowledge the Relief Nursery Memorandum of Understanding as presented and approve the Fire Chief to sign it on behalf of West Valley Fire District.

Discussion: It was asked if the MOU needs to be written to include information about meeting fire codes. It was established that the MOU is separate from the discussion about meeting fire codes. The MOU is designed to establish a relationship and common understanding between the City of Willamina, Willamina School District, Lutheran Community Services Northwest, and West Valley Fire District. The Board noted that the next step is for Lutheran Community Services Northwest contact Chief Schulze to develop an acceptable plan to meet fire code. The Board directed staff to not sign off on meeting fire code unless the Oregon State Fire Marshal's office is also in agreement that the solution meets fire code.

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Motion passed.

Employee Handbook- ALL

A request from the staff was made to determine a timeline for when the Boards will be able to give feedback on the handbook. No timeline was established.

There was a note made about the verbiage in the handbook potentially conflicting with the Collective Bargaining Agreement (CBA). It was clarified that there is a clause in the handbook stating that the CBA would supersede any conflicting topics in the handbook.

Motion: Carol Harlan Second: Scot Breeden

I move to approve the executive session legal review given by Local Government Law Group and direct staff to follow the recommendations.

Discussion: None.

SFD: Heidt; aye Breeden; aye Harlan; aye Ingram; aye Rogers; aye

Motion passed.

NEW BUSINESS

Financial Resolutions- ALL

There were errors made on Sheridan's financial budget resolution.

A request was made to supply the three Boards with updated budgets to allow them to see the updated numbers all in one place.

A request was made to supply the three Boards with a breakdown of each employee's wage and benefits.

Motion: Scot Breeden Second: Connie Brown

I move to request the financial budget resolutions for all three districts be brought back to next meeting with the corrections made.

Discussion: None.

SFD: Heidt; aye Breeden; aye Harlan; aye Ingram; aye Rogers; aye

SWP: Watson; aye Pender; aye Moore; aye Davis; aye Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Motion passed.

There was a request made that if items are requested to be added to the agenda by a Board Member that they get added to the agenda, not answered in another forum.

There was concern expressed about the sharing of staff between the three districts.

There was a request for clarification on if no Ground Emergency Medical Transport (GEMT) payments were accounted for in West Valley's adopted FY 2020-2021 budget due to the amount in the resolution (\$160,000) being a sum of two payments. This was confirmed and was due to the uncertainty of when the GEMT payments would be coming in.

Organizational Procedures

SFD:

Clarification was requested as to why Sheridan has a different auditor than the other two districts. This is because Sheridan and SW Polk having different auditors, historically, and due to Accuity not being willing to do West Valley's audit any longer.

A question was posed about why the word "temporary" was in the sentence about the second monthly board meeting. This was purposeful to allow the three Boards flexibility to discontinue those meetings, or cancel a meeting, if they so desire.

There is a grammatical error under "18. RESOLUTION TO REVIEW/ESTABLISH PETTY CASH ACCOUNTS/AMOUNTS" where the "a" should come before "petty."

There was a request to bring back the definition of a confidential employee to the next meeting.

There was a suggestion that the authorization to allow intra-fund loans between reserve funds and the general fund be removed from the resolution.

Motion: Scot Breeden Second: Dennis Rogers

I move to accept Sheridan Fire District Resolution 2020-2021-02 adopting organizational procedures for fiscal year 2020-2021 with the correction of the grammatical error and the removal of the authorization to allow intra-fund loans between reserve funds and the general fund.

Discussion: None.

SFD: Heidt; aye Breeden; aye Harlan; aye Ingram; aye Rogers; aye

Motion passed.

SWP:

There was a grammatical error made under "3. AUTHORIZATION OF LOCAL AGENCY REPRESENTATIVE FOR FEDERAL PROJECTS AND OTHER FUNDING" where "in behalf" should be "on behalf."

Motion: Bruce Sigloh

I move to accept SW Polk Fire District Resolution 2020-2021-02 adopting organizational procedures for fiscal year 2020-2021 with the correction of the grammatical error and the removal of "7. IDENTIFICATION AND DESIGNATION OF CONFIDENTIAL EMPLOYEES"

Motion dies for a lack of second

Motion: Frank Pender Second: Keith Moore

I move to accept SW Polk Fire District Resolution 2020-2021-02 adopting organizational procedures for fiscal year 2020-2021 with the correction of the grammatical error.

Discussion: None.

SWP: Watson; aye Pender; aye Moore; aye Davis; aye Sigloh; aye

Motion passed.

WVFD:

A request was made by President Rick Mishler that all records requests made by Board Members be made by motion during a public meeting. If a Board Member chooses to request records outside of a meeting, they do so as a member of the general public and must follow the public records request process.

Frank Pender leaves at 7:28 PM.

A request was made to provide the Boards with copies of the Lexipol policies. It was clarified that all Board Members should have online login access to these policies.

It was clarified that the Lexipol policies are specific to our local applicable laws and are able to be changed to meet the needs of each entity.

There was a grammatical error made under "3. AUTHORIZATION OF LOCAL AGENCY REPRESENTATIVE FOR FEDERAL PROJECTS AND OTHER FUNDING" where "in behalf" should be "on behalf."

Motion: Roy Whitman Second: Chris Greenhill

I move to accept West Valley Fire District Resolution 2020-2021-02 adopting organizational procedures for fiscal year 2020-2021 with the correction of the grammatical error and the suggestion that the Administrative Assistant be added as a confidential employee.

Discussion: Clarification was made that this resolution does not rid the District of the need for a Civil Service Commission or the need for bid processes in accordance with applicable laws.

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Motion passed.

DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH

Motion: Chris Greenhill Second: Connie Brown

I move to request copies of vehicle maintenance for the previous 18 months on West Valley apparatus.

Discussion: None

WVFD: Brooks; aye Greenhill; aye Mishler; aye Brown; aye Whitman; aye

Motion passed.

The question was posed as to how West Valley's lack of coverage in Willamina impacts the other two agencies. It was clarified that the medical calls remain even between Sheridan and West Valley.

There was a request to ensure that staff remain at their assigned stations as much as possible. Staff are required to go to other stations for training, restocking supplies, and other clerical tasks, but this will be limited.

A request was made to double check all documents supplied to the Boards for errors.

It was brought up the contract for service with the Confederated Tribes of Grand Ronde calls for an ambulance staffed at the Grand Ronde station. There has been a request by the Confederated Tribes of Grand Ronde that the ambulance from Grand Ronde not be moved up to cover calls in Willamina.

It was confirmed that Sheridan Fire District has two ambulances after the recent surplus. There is one ambulance stationed at the Sheridan Fire Station and one ambulance stationed at the SW Polk Rickreall Fire Station.

A suggestion was made that there no longer be an ambulance stationed in Rickreall.

Next Meeting; August 13, 2020 at 6 pm at the Sheridan Fire District.

Meeting adjourned at 7:43 PM.

Respectfully submitted,

Mariah Prescott

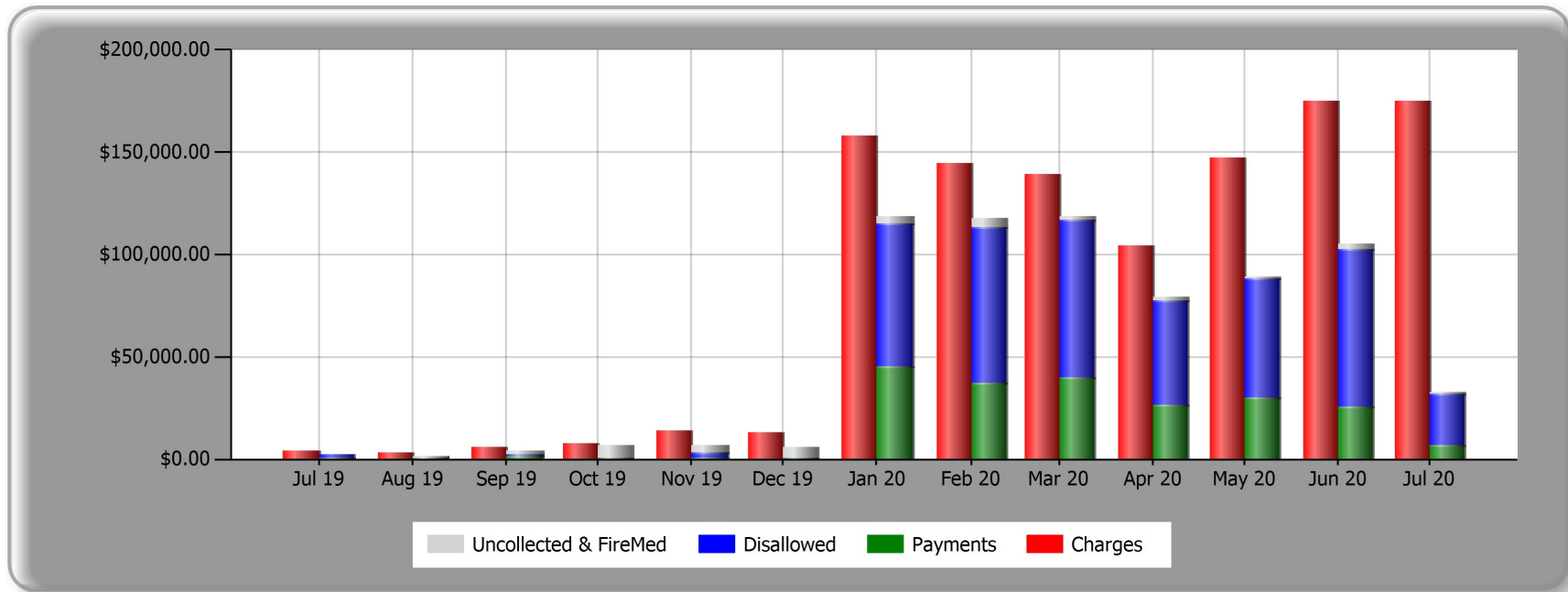
Sheridan

ANNUAL COLLECTION STATISTICS

Date Of Service	07/01/2019
Date Of Service	07/31/2020
Invoices	0
Company	Sheridan
Provider	Sheridan

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jul 19	2	4,101.81	-740.53	18 %	0.00	0 %	-1,504.30	37 %	0.00	0 %	1,856.98	45 %
Aug 19	2	3,166.07	-357.92	11 %	0.00	0 %	-1,055.83	33 %	-130.00	4 %	1,622.32	51 %
Sep 19	3	6,074.94	-1,346.19	22 %	0.00	0 %	-1,102.38	18 %	-1,769.39	29 %	1,856.98	31 %
Oct 19	4	7,512.60	-250.00	3 %	0.00	0 %	0.00	0 %	-6,342.23	84 %	920.37	12 %
Nov 19	8	14,266.63	-631.42	4 %	0.00	0 %	-2,700.91	19 %	-3,454.61	24 %	7,479.69	52 %
Dec 19	8	13,423.72	-636.11	5 %	0.00	0 %	0.00	0 %	-5,220.80	39 %	7,566.81	56 %
Jan 20	84	158,407.50	-45,180.73	29 %	-275.00	0 %	-70,295.60	44 %	-2,980.00	2 %	39,676.17	25 %
Feb 20	77	144,177.50	-36,852.51	26 %	-1,050.00	1 %	-76,012.60	53 %	-4,157.50	3 %	26,104.89	18 %
Mar 20	76	138,970.00	-40,023.92	29 %	-1,044.00	1 %	-76,978.30	55 %	-500.00	0 %	20,423.78	15 %
Apr 20	57	104,402.50	-26,865.86	26 %	-1,345.79	1 %	-50,821.16	49 %	0.00	0 %	25,369.69	24 %
May 20	78	146,812.50	-30,204.02	21 %	-746.76	1 %	-57,777.39	39 %	0.00	0 %	58,084.33	40 %
Jun 20	95	175,420.00	-25,556.40	15 %	-3,222.50	2 %	-76,835.01	44 %	0.00	0 %	69,806.09	40 %
Jul 20	90	174,834.94	-7,045.56	4 %	-490.00	0 %	-24,708.94	14 %	0.00	0 %	142,590.44	82 %
		584	1,091,570.71	-215,691.17		-8,174.05	-439,792.42		-24,554.53		403,358.54	

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

July 31, 2020

For August 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
Checking/First Federal	\$ 69,241.54	\$246,997.13	-\$251,401.60	\$0.00	-\$3.00	\$ 64,834.07 ✓
LGIP	\$ 1,054,064.61	\$6,577.94	-\$50,000.00	\$1,082.29	\$0.00	\$ 1,011,724.84 ✓
Checking/US Bank	\$ 292,131.09	\$44,040.89	-\$80,000.00	\$2.19	\$0.00	\$ 256,174.17 ✓
Petty Cash	\$ 56.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 56.00 ✓
Totals	\$ 1,415,493.24	\$297,615.96	\$ (381,401.60)	\$ 1,084.48	\$ (3.00)	\$ 1,332,789.08

✓ Indicates reconciled to statement

Sheridan Rural Fire Protection District
Profit & Loss
 July 2020

	Jul 20
Income	
General Fund.	
Contractual Services	
IGA for Personnel Services	87,234.64
Total Contractual Services	87,234.64
Estimated Taxes to be Rec'd	
Yamhill Current Local Option Tx	1,254.73
Polk Current Local Option Tax	259.50
Total Estimated Taxes to be Rec'd	1,514.23
Yamhill/Polk Prior Taxes	
Yamhill County-Prior	5,230.46
Polk County-Prior	1,134.30
Total Yamhill/Polk Prior Taxes	6,364.76
Miscellaneous Income	
Account Interest	1,084.48
Misc	232.19
Surplus Sales	3,600.00
Tax Interest	95.07
Total Miscellaneous Income	5,011.74
User Fees & Fire Med	
Ambulance User Fees	60,264.09
Cost Recovery	298.71
Total User Fees & Fire Med	60,562.80
Total General Fund.	160,688.17
Total Income	160,688.17
Gross Profit	160,688.17
Expense	
General Fund	
MATERIALS & SERVICES	
Apparatus & Equipment Maint	
Equip Servicing/Testing/Calibr	791.42
Fuel & Oil	1,398.53
Maintenance Supplies & Tools	345.67
Vendor Services	2,471.58
Total Apparatus & Equipment Maint	5,007.20
Dispatch & Radio Services	2,516.08
EMS Supplies	1,763.35
Facility Maintenance	
Station 190	965.20
Total Facility Maintenance	965.20
General Supplies	
Awards/Incentives	20.00
Consumable Response Supplies	137.24
Janitorial Supplies	270.69
Office Supplies	392.37
Total General Supplies	820.30
Insurance	734.00

Sheridan Rural Fire Protection District
Profit & Loss
July 2020

	<u>Jul 20</u>
Miscellaneous	
Banking Fees	9.51
Subscriptions, Ads & Publishing	476.24
For SW Polk	219.74
For West Valley Fire	565.18
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Total Miscellaneous	1,270.67
PPE & Uniforms	
Wildland PPE	228.00
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Total PPE & Uniforms	228.00
Professional Fees	
Attorney	2,237.13
Billing Services	26,459.39
Contracted Services	38,598.35
Member Physicals, Testing & Vac	733.34
Payroll Expenses	167.50
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Total Professional Fees	68,195.71
Travel & Education	
Fire/EMS Training	199.00
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Total Travel & Education	199.00
Utilities	
Station 190	
Electricity	527.51
Internet/TV	64.95
Natural Gas	12.73
Telephone/Cellphones	733.89
Station 190 - Other	485.13
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Total Station 190	1,824.21
Station 197	
Electricity	60.58
Garbage	31.90
Water/Sewer	59.41
	<hr/>
Total Station 197	151.89
Station 198	
Electricity	89.39
Natural Gas	0.00
Water/Sewer	40.00
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Total Station 198	129.39
	<hr/>
Total Utilities	2,105.49
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Total MATERIALS & SERVICES	83,805.00
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Total General Fund	83,805.00
Payroll	
Administrative Staff	54,556.66
Firefighter/Paramedic & EMT's	
FF/EMT	11,573.76
Paramedic	29,832.64
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Total Firefighter/Paramedic & EMT's	41,406.40
Over Time	
Admin	5,946.75
Other Staff	5,650.10
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Total Over Time	11,596.85

8:05 AM

Sheridan Rural Fire Protection District

Profit & Loss

July 2020

08/06/20

Cash Basis

	<u>Jul 20</u>
Health Insurance	25,548.51
PERS	18,703.78
Workers' Compensation	42,224.42
Payroll Taxes	
Federal Taxes	8,228.33
State Taxes	363.16
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Total Payroll Taxes	8,591.49
Payroll - Other	0.01
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Total Payroll	202,628.12
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Total Expense	286,433.12
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Net Income	<u><u>-125,744.95</u></u>

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

	Jul 20	Budget	\$ Over Budget	% of Budget
Income				
General Fund Beginning Balance	0.00	628,193.00	-628,193.00	0.0%
General Fund.				
Contractual Services	87,234.64			
IGA for Personnel Services	0.00	833,000.00	-833,000.00	0.0%
Contractual Services - Other				
Total Contractual Services	87,234.64	833,000.00	-745,765.36	10.5%
Estimated Taxes to be Rec'd				
Yamhill Current Local Option Tx	1,254.73			
Polk Current Local Option Tax	259.50			
Estimated Taxes to be Rec'd - Other	0.00	710,000.00	-710,000.00	0.0%
Total Estimated Taxes to be Rec'd	1,514.23	710,000.00	-708,485.77	0.2%
Yamhill/Polk Prior Taxes				
Yamhill County-Prior	5,230.46			
Polk County-Prior	1,134.30			
Total Yamhill/Polk Prior Taxes	6,364.76			
Miscellaneous Income				
Account Interest	1,084.48			
Misc	232.19			
Surplus Sales	3,600.00			
Tax Interest	95.07			
Miscellaneous Income - Other	0.00	2,175,000.00	-2,175,000.00	0.0%
Total Miscellaneous Income	5,011.74	2,175,000.00	-2,169,988.26	0.2%
User Fees & Fire Med				
Ambulance User Fees	60,264.09			
Cost Recovery	298.71			
User Fees & Fire Med - Other	0.00	650,000.00	-650,000.00	0.0%
Total User Fees & Fire Med	60,562.80	650,000.00	-589,437.20	9.3%
Total General Fund.	160,688.17	4,368,000.00	-4,207,311.83	3.7%
R5 - Gen. Equipment Reserve Fund				
G.E.R. ending balance	0.00	405,000.00	-405,000.00	0.0%
G.E.R. Transfer Gen-Fund	0.00	25,000.00	-25,000.00	0.0%
Total R5 - Gen. Equipment Reserve Fund	0.00	430,000.00	-430,000.00	0.0%

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual

July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
R7 · John Fancher Memorial Fund Rev.				
J.F.M. Ending fund bal.	0.00	5,127.00	-5,127.00	0.0%
Total R7 · John Fancher Memorial Fund Rev.	0.00	5,127.00	-5,127.00	0.0%
R8 · Building Maint. Fund Revenue				
B.M. F. Ending Fund Balance	0.00	296,000.00	-296,000.00	0.0%
B.M.F. Transfer From Gen. Fund	0.00	2,100,000.00	-2,100,000.00	0.0%
Total R8 · Building Maint. Fund Revenue	0.00	2,396,000.00	-2,396,000.00	0.0%
R9 · Station 9 Spending Authority				
Miscellaneous Income	0.00	1,000.00	-1,000.00	0.0%
Transfer in - General Fund	0.00	18,000.00	-18,000.00	0.0%
R9 · Station 9 Spending Authority - Other	0.00	25,000.00	-25,000.00	0.0%
Total R9 · Station 9 Spending Authority	0.00	44,000.00	-44,000.00	0.0%
Total Income	160,688.17	7,871,320.00	-7,710,631.83	2.0%
Gross Profit	160,688.17	7,871,320.00	-7,710,631.83	2.0%
Expense				
General Fund				
MATERIALS & SERVICES				
Apparatus & Equipment Maint				
Equip Servicing/Testing/Calibr	791.42			
Fuel & Oil	1,398.53			
Maintenance Supplies & Tools	345.67			
Vendor Services	2,471.58			
Apparatus & Equipment Maint - Other	0.00	60,000.00	-60,000.00	0.0%
Total Apparatus & Equipment Maint	5,007.20	60,000.00	-54,992.80	8.3%
Dispatch & Radio Services	2,516.08	31,193.00	-28,676.92	8.1%
EMS Supplies	1,763.35	27,000.00	-25,236.65	6.5%
Equipment	0.00	26,000.00	-26,000.00	0.0%
Facility Maintenance				
Station 190	965.20			
Facility Maintenance - Other	0.00	50,000.00	-50,000.00	0.0%
Total Facility Maintenance	965.20	50,000.00	-49,034.80	1.9%

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual

July 2020

8:10 AM
 08/06/20
 Cash Basis

	Jul 20	Budget	\$ Over Budget	% of Budget
General Supplies				
Awards/Incentives	20.00			
Consumable Response Supplies	137.24			
Janitorial Supplies	270.69			
Office Supplies	392.37			
General Supplies - Other	0.00	20,000.00	-20,000.00	0.0%
Total General Supplies	820.30	20,000.00	-19,179.70	4.1%
Grants	0.00	50,000.00	-50,000.00	0.0%
Insurance	734.00	35,000.00	-34,266.00	2.1%
Miscellaneous				
Banking Fees	9.51			
Subscriptions, Ads & Publishing	476.24			
For SW Polk	219.74			
For West Valley Fire	565.18			
Miscellaneous - Other	0.00	10,000.00	-10,000.00	0.0%
Total Miscellaneous	1,270.67	10,000.00	-8,729.33	12.7%
PPE & Uniforms				
Wildland PPE	228.00			
PPE & Uniforms - Other	0.00	35,000.00	-35,000.00	0.0%
Total PPE & Uniforms	228.00	35,000.00	-34,772.00	0.7%
Professional Fees				
Attorney	2,237.13			
Billing Services	26,459.39			
Contracted Services	38,598.35			
Member Physicals, Testing & Vac	733.34			
Payroll Expenses	167.50			
Professional Fees - Other	0.00	54,000.00	-54,000.00	0.0%
Total Professional Fees	68,195.71	54,000.00	14,195.71	126.3%
Student Resident Volunteer Prog				
Travel & Education	0.00	20,000.00	-20,000.00	0.0%
Fire/EMS Training	199.00			
Travel & Education - Other	0.00	25,000.00	-25,000.00	0.0%
Total Travel & Education	199.00	25,000.00	-24,801.00	0.8%

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual

July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
Utilities				
Station 190				
Electricity	527.51			
Internet/TV	64.95			
Natural Gas	12.73			
Telephone/Cellphones	733.89			
Station 190 - Other	485.13			
Total Station 190	1,824.21			
Station 197				
Electricity	60.58			
Garbage	31.90			
Water/Sewer	59.41			
Total Station 197	151.89			
Station 198				
Electricity	89.39			
Natural Gas	0.00			
Water/Sewer	40.00			
Total Station 198	129.39			
Utilities - Other	0.00	35,000.00	-35,000.00	0.0%
Total Utilities	2,105.49	35,000.00	-32,894.51	6.0%
Total MATERIALS & SERVICES	83,805.00	478,193.00	-394,388.00	17.5%
05 - Transfers				
Building Maintenance Fund	0.00	2,100,000.00	-2,100,000.00	0.0%
General Equip. Reserve Fund	0.00	25,000.00	-25,000.00	0.0%
St. 9 Spending Authority	0.00	18,000.00	-18,000.00	0.0%
Total 05 - Transfers	0.00	2,143,000.00	-2,143,000.00	0.0%
06 - Contingency				
Contingency	0.00	50,000.00	-50,000.00	0.0%
Total 06 - Contingency	0.00	50,000.00	-50,000.00	0.0%

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

	Jul 20	Budget	\$ Over Budget	% of Budget
07 · Unappropriated EFB				
UEFB	0.00	130,000.00	-130,000.00	0.0%
Total 07 · Unappropriated EFB	0.00	130,000.00	-130,000.00	0.0%
Total General Fund	83,805.00	2,801,193.00	-2,717,388.00	3.0%
Payroll				
Administrative Staff	54,556.66	665,000.00	-610,443.34	8.2%
Firefighter/Paramedic & EMT's				
FF/EMT	11,573.76			
Paramedic	29,832.64			
Firefighter/Paramedic & EMT's - Other	0.00	745,000.00	-745,000.00	0.0%
Total Firefighter/Paramedic & EMT's	41,406.40	745,000.00	-703,593.60	5.6%
Over Time				
Admin	5,946.75			
Other Staff	5,650.10			
Over Time - Other	0.00	70,000.00	-70,000.00	0.0%
Total Over Time	11,596.85	70,000.00	-58,403.15	16.6%
Health Insurance	25,548.51	325,000.00	-299,451.49	7.9%
Part-Time	0.00	15,000.00	-15,000.00	0.0%
PERS	18,703.78	220,000.00	-201,296.22	8.5%
Workers' Compensation	42,224.42	45,000.00	-2,775.58	93.8%
Payroll Taxes				
Federal Taxes	8,228.33			
State Taxes	363.16			
Payroll Taxes - Other	0.00	110,000.00	-110,000.00	0.0%
Total Payroll Taxes	8,591.49	110,000.00	-101,408.51	7.8%
FICA	0.00	0.00	0.00	0.0%
Payroll - Other	0.01			
Total Payroll	202,628.12	2,195,000.00	-1,992,371.88	9.2%
005 · General Equipment Reserve Fund				
G.E.R. Equipment Purchase	0.00	380,000.00	-380,000.00	0.0%
Total Gen Eq Res UEFB	0.00	50,000.00	-50,000.00	0.0%
Total 005 · General Equipment Reserve Fund	0.00	430,000.00	-430,000.00	0.0%

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

	Jul 20	Budget	\$ Over Budget	% of Budget
007 - John Fancher Memorial				
J.F.M. Individual Awards	0.00	200.00	-200.00	0.0%
Total J Fancher Memorial UEFB	0.00	4,927.00	-4,927.00	0.0%
Total 007 - John Fancher Memorial	0.00	5,127.00	-5,127.00	0.0%
008 - Building Maint. Fund				
Seismic Grant Upgrades	0.00	2,100,000.00	-2,100,000.00	0.0%
B.M.F. Repair and Upkeep Bldg.	0.00	265,000.00	-265,000.00	0.0%
Total Building Maint UEFB	0.00	31,000.00	-31,000.00	0.0%
Total 008 - Building Maint. Fund	0.00	2,396,000.00	-2,396,000.00	0.0%
009 - St. 9 Spending Authority				
Appreciation Program	0.00	44,000.00	-44,000.00	0.0%
Total 009 - St. 9 Spending Authority	0.00	44,000.00	-44,000.00	0.0%
Total Expense	286,433.12	7,871,320.00	-7,584,886.88	3.6%
Net Income	-125,744.95	0.00	-125,744.95	100.0%

Sheridan Rural Fire Protection District
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount
Liability Check		07/30/2020	QuickBooks Payroll Service	Payroll Expenses	-167.50
				Payroll Liabilities	-33,092.70
				Direct Deposit	-75,830.28
					<u>-109,090.48</u>
TOTAL					
Paycheck		07/31/2020	Breeden, Judy L	Payroll	-3,267.76
Paycheck		07/31/2020	Brown, Micah S	Payroll	-3,438.02
Paycheck		07/31/2020	Crowe, Jason R	Payroll	-7,236.03
Paycheck		07/31/2020	Cummins, Daniel L	Payroll	-3,750.25
Paycheck		07/31/2020	Elliott, Michael R	Payroll	-3,553.05
Paycheck		07/31/2020	Hammer, Donna E	Payroll	-3,401.48
Paycheck		07/31/2020	Hari, Brendan R	Payroll	-2,878.56
Paycheck		07/31/2020	Heiser, Henry R	Payroll	-1,691.18
Paycheck		07/31/2020	Hertel, Frederick J	Payroll	-7,346.86
Paycheck		07/31/2020	Homer, Daniel B	Payroll	-3,508.23
Paycheck		07/31/2020	Hoxie, Sean R	Payroll	-7,342.48
Paycheck		07/31/2020	Leigh, Zachariah A	Payroll	-3,330.93
Paycheck		07/31/2020	Mock, Robert C	Payroll	-4,873.97
Paycheck		07/31/2020	Pozzesi, Nicholas M	Payroll	-3,891.26
Paycheck		07/31/2020	Prescott, Mariah N	Payroll	-2,738.43

Sheridan Rural Fire Protection District
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount
Paycheck		07/31/2020	Ryan, Suzanna R	Payroll	-3,987.55
Paycheck		07/31/2020	Schulze, Damon R	Payroll	-3,323.63
Paycheck		07/31/2020	Thomas, Leslie E	Payroll	-6,270.61
Check		07/31/2020		Banking Fees	-3.00
Check		07/01/2020	Canon Solutions America	Office Supplies	-338.56
Check		07/02/2020	CenturyLink	Telephone/Celiphones (190)	-213.59
Check		07/03/2020	Citi Cards	Citi VISA/9805 JB	-364.32
				Citi VISA 3867FH	-1,084.85
					<u>-1,449.17</u>
TOTAL					
Check		07/03/2020	Verizon Wireless	Telephone/Celiphones (190)	-260.31
Bill Pmt -Check		07/03/2020	Crystal Springs	Janitorial Supplies	-5.95
Liability Check		07/06/2020	West Valley Local 4861	Payroll Liabilities	-700.00
Check		07/06/2020	PGE	Electricity (198)	-89.39
Liability Check		07/07/2020	Employee Benefits Service Trust	Health Insurance	-28,215.06
Liability Check		07/08/2020	Nationwide Retirement Solutions	Payroll deduction	-850.00
Check		07/09/2020	PGE	Electricity (197)	-60.58
Check		07/09/2020	PGE	Electricity (190)	-527.51
Bill Pmt -Check		07/10/2020	City of Sheridan	Water/Sewer (190)	-199.28

Sheridan Rural Fire Protection District
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount
Liability Check	Online	07/15/2020	Aflac	Payroll deduction	-140.01
Bill Pmt -Check	Online	07/17/2020	Buell-Red Prairie Water District	Water/Sewer (197)	-59.41
Check	Online	07/20/2020	Recology Western Oregon	Garbage (197)	-31.90
Check	Online	07/20/2020	Recology Western Oregon	Garbage (190)	-185.66
Bill Pmt -Check	Online	07/20/2020	CenturyLink	Telephone/Cellphones (190)	-47.97
Bill Pmt -Check	Online	07/21/2020	Crystal Springs	Office Supplies	-5.95
Check	Online	07/27/2020	Public Employees Retirement System	PERS	-18,703.78
Check	wire	07/17/2020	Oregon Health Authority	Billing Services (GEMT)	-31.86
Bill Pmt -Check	26225	07/09/2020	Accuity, LLC	Contracted Services	-1,000.00
Bill Pmt -Check	26226	07/09/2020	Bretthauer Oil Co.	Fuel & Oil	-1,030.84
Bill Pmt -Check	26227	07/09/2020	City of Dallas	Vendor Services	-2,471.58
Bill Pmt -Check	26228	07/09/2020	Davison Auto Parts	Maintenance Supplies & Tools	-345.67
Bill Pmt -Check	26229	07/09/2020	Driver and Motor Vehicle Services	Contracted Services	-3.00
Bill Pmt -Check	26230	07/09/2020	Industrial Welding Supply, Inc.	EMS Supplies	-202.00
Bill Pmt -Check	26231	07/09/2020	John Heiser	Contracted Services	-6,000.00
Bill Pmt -Check	26232	07/09/2020	Labsource, Inc.	EMS Supplies	-216.75
Bill Pmt -Check	26233	07/09/2020	Life-Assist, Inc.	EMS Supplies	-2,064.36

Sheridan Rural Fire Protection District
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	26234	07/09/2020	Magers, Scott D.	Contracted Services	-19,544.95
Bill Pmt -Check	26235	07/09/2020	McMinnville Immediate Health Care	Member Physicals, Testing & Vac	-1,210.40
Bill Pmt -Check	26236	07/09/2020	Perrydale Domestic Water Assn	Water/Sewer	-40.00
Bill Pmt -Check	26237	07/09/2020	Sheridan Building Materials	Facility Maint (190)	-44.50
Bill Pmt -Check	26238	07/09/2020	Special Districts Insurance Services	Workers' Compensation	-42,224.42
Bill Pmt -Check	26239	07/09/2020	Streamline	Contracted Services	-200.00
Bill Pmt -Check	26240	07/09/2020	SW Polk Fire District.	Fuel & Oil	-367.69
Bill Pmt -Check	26241	07/09/2020	Systems Design West, LLC	Billing Services	-3,286.55
Bill Pmt -Check	26242	07/09/2020	Target Solutions Learning, LLC	Contracted Services	-2,472.00
Bill Pmt -Check	26243	07/09/2020	Technical Genius Solutions	Contracted Services	-4,342.50
Bill Pmt -Check	26244	07/09/2020	The Bulletin Board	Subscriptions, Ads & Publishing	-231.00
Bill Pmt -Check	26245	07/09/2020	Wakefield and Associates	Contracted Services	-28.13
Bill Pmt -Check	26246	07/09/2020	Western Yamhill Medical Center	Member Physicals, Testing & Vac	-63.00
Bill Pmt -Check	26247	07/09/2020	WHA Insurance Agency	Insurance	-734.00
Bill Pmt -Check	26248	07/09/2020	Yamhill Communication Agency	Dispatch & Radio Services	-2,516.08
Bill Pmt -Check	26249	07/09/2020	Yamhill County Fire Defense Board	Fire/EMS Training	-50.00
Bill Pmt -Check	26250	07/09/2020	ZOLL Medical Corp.	EMS Supplies	-480.00
Check	26251	07/09/2020	Oregon Dept. of Revenue	State Taxes	-318.83

Sheridan Rural Fire Protection District
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount
Check	26252	07/09/2020	Oregon Health Authority	VOID	0.00
Check	26253	07/09/2020	SW Polk Fire District.	Square sales	-50.00
Check	26254	07/09/2020	SW Polk Fire District.	CA conflag Contracted Services	-6,573.20
Check	26255	07/09/2020	West Valley Fire District	40/40/20 Contracted Services Awards/Incentives Contracted Services Awards/Incentives	-126.00 -4.03 -450.00 -15.97 <u>-596.00</u>
TOTAL					
Check	26256	07/09/2020	West Valley Fire District	Misc bills Wildland PPE Janitorial Supplies Office Supplies Station 190 Fire/EMS Training Station 190 Fire/EMS Training	-228.00 -31.80 -20.00 -895.00 -46.00 -25.70 -63.00 <u>-1,309.50</u>
Check	26257	07/09/2020	West Valley Fire District	Square sales	-193.29
Check	26258	07/09/2020	West Valley Fire District	CA conflag Contracted Services	-1,717.46
Bill Pmt -Check	26259	07/09/2020	DPSST	Fire/EMS Training	-40.00
Bill Pmt -Check	26260	07/09/2020	Walter E Nelson Co	Janitorial Supplies	-488.92

Sheridan Rural Fire Protection District Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	26261	07/09/2020	Speer Hoyt LLC	Attorney	-4,112.33
Bill Pmt -Check	26262	07/09/2020	Annas Consultants, Inc.	Equip Servicing/Testing/Calibr	-791.42
Check	26263	07/09/2020	Oregon Health Authority	Billing Services (GEMT)	-19,611.00
Check	26264	07/09/2020	Oregon Health Authority	Billing Services (GEMT)	-3,529.98
Bill Pmt -Check	26265	07/23/2020	News-Register	Subscriptions, Ads & Publishing	-365.84

SW Polk Fire District

Cash Report Fund Balance

July 31, 2020

For August 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
District/Columbia Bank	\$ 13,370.38	\$538,886.89	-\$368,453.76	\$0.00	-\$25.00	\$ 183,778.51 ✓
Volunteer/Columbia Bank	\$ 35,944.53	\$0.00	-\$528.88	\$0.00	\$0.00	\$ 35,415.65 ✓
LGIP/4884	\$ 924,753.48	\$7,719.34	\$0.00	\$956.03	-\$0.05	\$ 933,428.80 ✓
LGIP/6043	\$ 3,731,981.89	\$0.00	-\$302,960.00	\$3,651.84	-\$0.05	\$ 3,432,673.68 ✓
Totals	\$ 4,706,050.28	\$546,606.23	\$ (671,942.64)	\$ 4,607.87	\$ (25.10)	\$ 4,585,296.64

✓ Indicates reconciled to statement

**SW Polk Fire District
 Profit & Loss
 July 2020**

	<u>Jul 20</u>
Income	
General Fund.	
Estimated Taxes to be Rec'd	
Polk County-Previous	7,706.33
Total Estimated Taxes to be Rec'd	<u>7,706.33</u>
Miscellaneous Income	
Account Interest	4,607.87
Address Signs	50.00
Conflagration	6,573.20
Grants	228,936.00
Tax Interest	13.01
Total Miscellaneous Income	<u>240,180.08</u>
Total General Fund.	<u>247,886.41</u>
Total Income	<u>247,886.41</u>
Gross Profit	247,886.41
Expense	
General Fund	
MATERIALS & SERVICES	
Apparatus & Equipment Maint	
Fuel & Oil	810.50
Maintenance Supplies & Tools	181.07
Total Apparatus & Equipment Maint	<u>991.57</u>
Contractual Services	
Administration	18,625.85
Firefighters	31,357.09
Total Contractual Services	<u>49,982.94</u>
General Supplies	
Awards/Incentives	795.00
Total General Supplies	<u>795.00</u>
Miscellaneous	
Banking Fees	25.10
Subscriptions, Ads & Publishing	429.20
For Sheridan	-187.89
Total Miscellaneous	<u>266.41</u>
Personnel Services	
Workers Compensation	3,501.29
Total Personnel Services	<u>3,501.29</u>
PPE & Uniforms	
Uniforms	1,288.50
Wildland PPE	684.00
Total PPE & Uniforms	<u>1,972.50</u>
Professional Fees	
Attorney	2,998.57
Contracted Services	1,650.90
Member Physicals, Testing, Vacc	354.82
Total Professional Fees	<u>5,004.29</u>
Travel & Education	
Fire & EMS Training	193.00
Total Travel & Education	<u>193.00</u>

SW Polk Fire District
Profit & Loss
July 2020

	<u>Jul 20</u>
Utilities	
Station 130	
Electricity	217.52
Telephone/Cellphones	264.10
Water/Sewer	47.55
Total Station 130	<u>529.17</u>
Station 140	
Water/Sewer	112.00
Total Station 140	<u>112.00</u>
Total Utilities	641.17
Appreciation Program	
4040 · Business Meeting	357.99
4160 · Pop Machine	66.93
4170 · Rehab	27.96
4999 · District	76.00
Total Appreciation Program	<u>528.88</u>
Total MATERIALS & SERVICES	<u>63,877.05</u>
Total General Fund	63,877.05
8000 · Capital Outlay	
Facilities (Stations)	312,047.00
Total 8000 · Capital Outlay	<u>312,047.00</u>
Total Expense	<u>375,924.05</u>
Net Income	<u><u>-128,037.64</u></u>

SW Polk Fire District
Profit & Loss Budget vs. Actual
July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
Income				
Beginning/Carryover Balance General Fund.	0.00	5,672,000.00	-5,672,000.00	0.0%
Estimated Taxes to be Rec'd				
Polk County-Current	0.00	0.00	0.00	0.0%
Polk County-Previous	7,706.33	0.00	7,706.33	100.0%
Estimated Taxes to be Rec'd - Other	0.00	895,000.00	-895,000.00	0.0%
Total Estimated Taxes to be Rec'd	7,706.33	895,000.00	-887,293.67	0.9%
Miscellaneous Income				
Account Interest	4,607.87			
Address Signs	50.00			
Confagration	6,573.20			
Grants	228,936.00			
Tax Interest	13.01			
Miscellaneous Income - Other	0.00	527,000.00	-527,000.00	0.0%
Total Miscellaneous Income	240,180.08	527,000.00	-286,819.92	45.6%
User Fees	0.00	8,000.00	-8,000.00	0.0%
Total General Fund.	247,886.41	1,430,000.00	-1,182,113.59	17.3%
Transfer In GF-Firefighter	0.00	22,000.00	-22,000.00	0.0%
Total Income	247,886.41	7,124,000.00	-6,876,113.59	3.5%
Gross Profit	247,886.41	7,124,000.00	-6,876,113.59	3.5%
Expense				
Unappropriated Ending Fund Bal General Fund	0.00	495,000.00	-495,000.00	0.0%
MATERIALS & SERVICES				
Apparatus & Equipment Maint				
Fuel & Oil	810.50			
Maintenance Supplies & Tools	181.07			
Apparatus & Equipment Maint - Other	0.00	18,000.00	-18,000.00	0.0%
Total Apparatus & Equipment Maint	991.57	18,000.00	-17,008.43	5.5%
Contractual Services				
Administration	18,625.85			
Firefighters	31,357.09			
Contractual Services - Other	0.00	525,000.00	-525,000.00	0.0%
Total Contractual Services	49,982.94	525,000.00	-475,017.06	9.5%
Dispatch Services	0.00	52,000.00	-52,000.00	0.0%

SW Polk Fire District
Profit & Loss Budget vs. Actual
July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
Equipment	0.00	5,000.00	-5,000.00	0.0%
Facility Maintenance	0.00	18,000.00	-18,000.00	0.0%
General Supplies	795.00	5,000.00	-5,000.00	0.0%
Awards/Incentives	0.00			
General Supplies - Other				
Total General Supplies	795.00	5,000.00	-4,205.00	15.9%
Grants	0.00	400,000.00	-400,000.00	0.0%
Insurance	0.00	17,000.00	-17,000.00	0.0%
Miscellaneous				
Banking Fees	25.10			
Subscriptions, Ads & Publishing	429.20			
For Sheridan	-187.89			
Miscellaneous - Other	0.00	5,000.00	-5,000.00	0.0%
Total Miscellaneous	266.41	5,000.00	-4,733.59	5.3%
Personnel Services				
Workers Compensation	3,501.29	5,000.00	-1,498.71	70.0%
Total Personnel Services	3,501.29	5,000.00	-1,498.71	70.0%
PPE & Uniforms				
Uniforms	1,288.50			
Wildland PPE	684.00			
PPE & Uniforms - Other	0.00	14,000.00	-14,000.00	0.0%
Total PPE & Uniforms	1,972.50	14,000.00	-12,027.50	14.1%
Professional Fees				
Attorney	2,998.57			
Contracted Services	1,650.90			
Member Physicals, Testing, Vacc	354.82			
Professional Fees - Other	0.00	30,000.00	-30,000.00	0.0%
Total Professional Fees	5,004.29	30,000.00	-24,995.71	16.7%
Travel & Education				
Fire & EMS Training	193.00			
Travel & Education - Other	0.00	4,000.00	-4,000.00	0.0%
Total Travel & Education	193.00	4,000.00	-3,807.00	4.8%

SW Polk Fire District
Profit & Loss Budget vs. Actual
July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
Utilities				
Station 130				
Electricity	217.52			
Telephone/Cellphones	264.10			
Water/Sewer	47.55			
Total Station 130	529.17			
Station 140				
Water/Sewer	112.00			
Total Station 140	112.00			
Utilities - Other	0.00	10,000.00	-10,000.00	0.0%
Total Utilities	641.17	10,000.00	-9,358.83	6.4%
Appreciation Program				
4040 · Business Meeting	357.99			
4160 · Pop Machine	66.93			
4170 · Rehab	27.96			
4999 · District	76.00			
Appreciation Program - Other	0.00	57,000.00	-57,000.00	0.0%
Total Appreciation Program	528.88	57,000.00	-56,471.12	0.9%
MATERIALS & SERVICES - Other	0.00	0.00	0.00	0.0%
Total MATERIALS & SERVICES	63,877.05	1,165,000.00	-1,101,122.95	5.5%
Total General Fund	63,877.05	1,165,000.00	-1,101,122.95	5.5%
9901 · Transfer to Station 130	0.00	22,000.00	-22,000.00	0.0%
9970 · Contingency	0.00	30,000.00	-30,000.00	0.0%
DEBT SERVICES				
Principal Payments	0.00	220,000.00	-220,000.00	0.0%
Interest Payments	0.00	192,000.00	-192,000.00	0.0%
Total DEBT SERVICES	0.00	412,000.00	-412,000.00	0.0%
8000 · Capital Outlay				
Apparatus Replacement	0.00	1,500,000.00	-1,500,000.00	0.0%
Facilities (Stations)	312,047.00	3,500,000.00	-3,187,953.00	8.9%
8000 · Capital Outlay - Other	0.00	0.00	0.00	0.0%
Total 8000 · Capital Outlay	312,047.00	5,000,000.00	-4,687,953.00	6.2%
Total Expense	375,924.05	7,124,000.00	-6,748,075.95	5.3%
Net Income	-128,037.64	0.00	-128,037.64	100.0%

SW Polk Fire District
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount
Check		07/01/2020	Bond LGIP	Banking Fees	-0.05
Check		07/01/2020	LGIP 4884	Banking Fees	-0.05
Check		07/15/2020	9840 Columbia Bank	Banking Fees	-25.00
Bill Pmt -Check	Online	07/03/2020	CenturyLink	Telephone/Cellphones (130)	-157.11
Bill Pmt -Check	Online	07/20/2020	Pacific Power	Electricity (130)	-217.52
Check	Online	07/21/2020	Bank of America	VOLS - 9832 Columbia Bank 4170 · Rehab	-528.88
Bill Pmt -Check	Online	07/24/2020	Spectrum Business	Telephone/Cellphones (130)	-66.98
Check	6219	07/01/2020	Luckiamute Domestic Water Cooperative	Faciliites (Stations) Bridgeport	-7,000.00
Check	6220	07/09/2020	West Valley Fire District 40/40/20	Contracted Services Awards/Incentives	-63.00 -2.01
				Contracted Services Awards/Incentives	-225.00 -7.99
					<u>-298.00</u>
Check	6221	07/09/2020	West Valley Fire District Misc bills	Wildland PPE Maintenance Supplies & Tools Fire & EMS Training	-684.00 -12.99 -63.00
					<u>-759.99</u>
Check	6222	07/09/2020	Sheridan Fire District Misc bills	Telephone/Cellphones Member Physicals, Testing, Vacc	-40.01 -262.20
					<u>-302.21</u>
Check	6223	07/09/2020	Sheridan Fire District	VOID	0.00

SW Polk Fire District
Check Detail

July 2020

Type	Num	Date	Name	Account	Paid Amount
Check	6224	07/09/2020	Sheridan Fire District June	Administration Firefighters	-18,625.85 -31,357.09 <u>-49,982.94</u>
Bill Pmt -Check	6225 # 3	07/09/2020	Ben Fackler Construction, Inc	Faciliites (Stations)	-292,695.00
Bill Pmt -Check	6226	07/09/2020	Carlson Testing, Inc.	Faciliites (Stations)	-3,265.00
Bill Pmt -Check	6227	07/09/2020	DPSST	Fire & EMS Training	-80.00
Bill Pmt -Check	6228	07/09/2020	Itemizer-Observer	Subscriptions, Ads & Publishing	-289.00
Bill Pmt -Check	6229	07/09/2020	MNOP	Fuel & Oil	-990.30
Bill Pmt -Check	6230	07/09/2020	Perrydale Domestic Water Assoc.	Water/Sewer (140)	-40.00
Bill Pmt -Check	6231	07/09/2020	Royal Flush Portable Toilets	Water/Sewer (130)	-72.00
Bill Pmt -Check	6232	07/09/2020	SDIS	Workers Compensation	-3,501.29
Bill Pmt -Check	6233	07/09/2020	Skid Ink	Uniforms	-1,288.50
Bill Pmt -Check	6234	07/09/2020	Speer Hoyt LLC	Attorney	-2,373.50
Bill Pmt -Check	6235	07/09/2020	Streamline	Subscriptions, Ads & Publishing	-100.00
Bill Pmt -Check	6236	07/09/2020	Yamhill County Fire Defense Board	Fire & EMS Training	-50.00
Bill Pmt -Check	6237	07/09/2020	True North Equipment	Maintenance Supplies & Tools	-168.08

SW Polk Fire District Check Detail

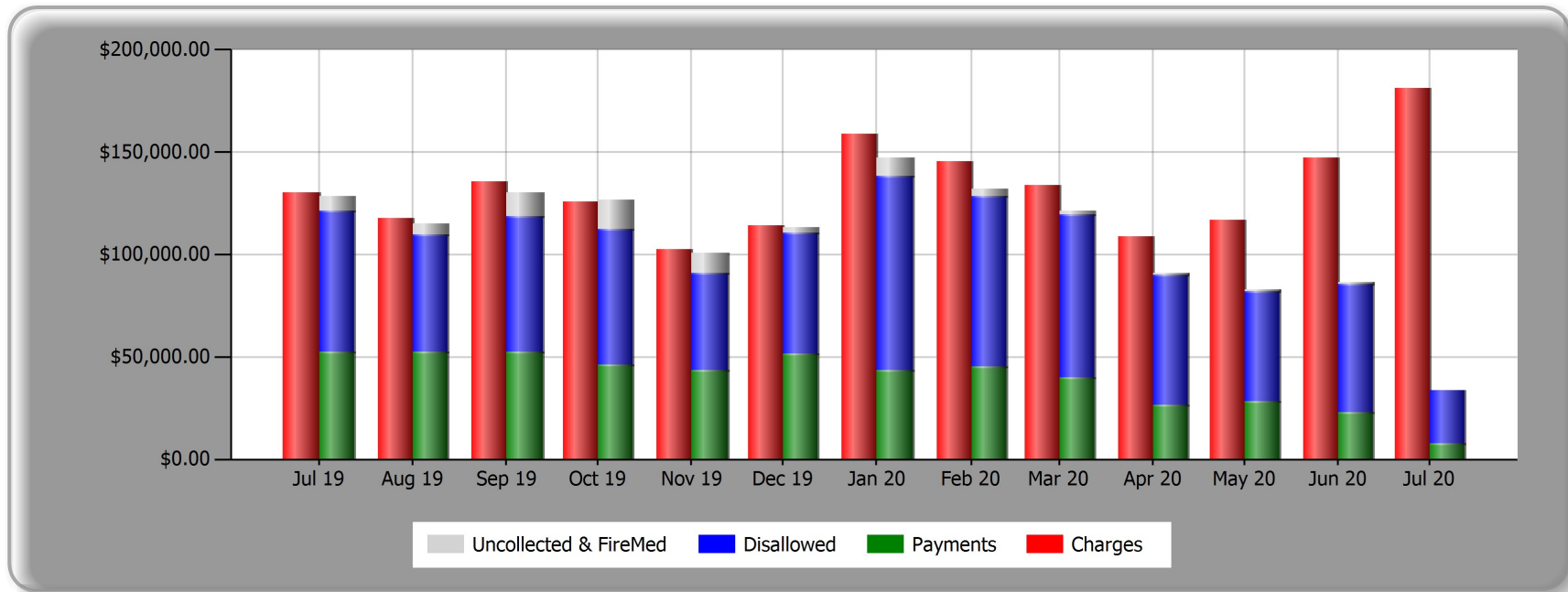
Type	Num	Date	Name	Account	Paid Amount
Check	6238	07/09/2020	Sheridan Rural Fire Protection District 40/40/20	Contracted Services	-494.40
				Contracted Services	-625.50
				Member Physicals, Testing, Vacc	-92.62
				Contracted Services	-243.00
				Subscriptions, Ads & Publishing	-40.20
				Attorney	-625.07
					<u>-2,120.79</u>
Check	6239	07/16/2020	Pacific Power	Faciliites (Stations) Salt Creek	-2,588.00
Check	6240	07/16/2020	FireMed	Awards/Incentives	-785.00
Bill Pmt -Check	6241	07/16/2020	Rickreall Community Water	Water/Sewer (130)	-21.50
				Water/Sewer (130)	-26.05
					<u>-47.55</u>
Check	6242	07/17/2020	Pacific Power	Faciliites (Stations) Rickreall	-6,499.00

West Valley
ANNUAL COLLECTION STATISTICS

Date Of Service	07/01/2019
Date Of Service	07/31/2020
Invoices	0
Company	West Valley
Provider	West Valley

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jul 19	73	130,667.20	-51,940.78	40 %	-1,637.84	1 %	-69,150.21	53 %	-5,552.97	4 %	2,385.40	2 %
Aug 19	65	117,289.00	-52,573.12	45 %	-1,052.47	1 %	-57,067.81	49 %	-4,311.40	4 %	2,284.20	2 %
Sep 19	82	135,750.00	-52,030.14	38 %	-3,813.00	3 %	-66,869.88	49 %	-7,461.62	5 %	5,575.36	4 %
Oct 19	73	125,521.00	-45,986.83	37 %	-400.00	0 %	-66,536.77	53 %	-14,031.80	11 %	-1,434.40	-1 %
Nov 19	56	102,760.60	-43,190.95	42 %	-550.00	1 %	-47,530.01	46 %	-9,408.80	9 %	2,080.84	2 %
Dec 19	66	113,736.40	-51,124.36	45 %	-250.00	0 %	-59,172.53	52 %	-2,708.20	2 %	481.31	0 %
Jan 20	81	158,785.00	-43,592.61	27 %	-525.00	0 %	-94,556.83	60 %	-8,932.50	6 %	11,178.06	7 %
Feb 20	79	145,905.00	-44,951.05	31 %	-1,459.56	1 %	-83,817.20	57 %	-2,000.00	1 %	13,677.19	9 %
Mar 20	68	133,415.00	-39,649.09	30 %	-550.00	0 %	-80,282.99	60 %	-500.00	0 %	12,432.92	9 %
Apr 20	65	108,625.00	-26,716.27	25 %	-250.00	0 %	-63,881.91	59 %	0.00	0 %	17,776.82	16 %
May 20	71	116,857.50	-28,488.39	24 %	-250.00	0 %	-53,921.27	46 %	0.00	0 %	34,197.84	29 %
Jun 20	73	147,627.50	-23,222.75	16 %	-282.95	0 %	-63,019.90	43 %	0.00	0 %	61,101.90	41 %
Jul 20	87	181,383.19	-7,770.33	4 %	0.00	0 %	-25,997.24	14 %	0.00	0 %	147,615.62	81 %
		939	1,718,322.39	-511,236.67		-11,020.82	-831,804.55		-54,907.29		309,353.06	

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

July 31, 2020

For August 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
US Bank Checking	\$ 170,050.63	\$112,859.61	-\$193,352.86	\$0.00	\$0.00	\$ 89,557.38
LGIP/5640	\$ 18,907.14	\$3,193.22	\$0.00	\$21.84	\$0.00	\$ 22,122.20
Totals	\$ 188,957.77	\$116,052.83	\$ (193,352.86)	\$ 21.84	\$ -	\$ 111,679.58

√ Indicates reconciled to statement

West Valley Fire District

PROFIT AND LOSS

July 2020

	TOTAL
Income	
INCOME	
Estimated Taxes to be Rec'd	
Polk County-Current	862.70
Polk County-Prior	349.56
Yamhill County-Current	1,453.66
Yamhill County-Prior	499.86
Total Estimated Taxes to be Rec'd	3,165.78
Miscellaneous	13,737.24
Account Interest	21.84
Address Signs	50.00
Conflagration	1,717.46
Surplus Sales	41,352.00
Tax Interest	27.44
Total Miscellaneous	56,905.98
User Fees and FireMed	
Ambulance User Fees	66,056.59
Cost Recovery	29.25
FireMed	150.00
Total User Fees and FireMed	66,235.84
Total INCOME	126,307.60
Total Income	\$126,307.60
GROSS PROFIT	\$126,307.60
Expenses	
MATERIAL & SERVICES	
Apparatus & Equipment Maintenance	
Equip. Servicing/Testing/Calibration	1,192.00
Fuel & Oil	1,426.14
Vendor Services	295.99
Total Apparatus & Equipment Maintenance	2,914.13
Contractual Services	
IGA	
Admin	35,964.00
Admin OT	1,287.70
Total IGA	37,251.70
Total Contractual Services	37,251.70
Dispatch Services	1,875.00
EMS Supplies	2,308.63
Facility Maintenance	
Station 180	22.00

West Valley Fire District

PROFIT AND LOSS

July 2020

	TOTAL
Total Facility Maintenance	22.00
General Supplies	
Consumable Response Supplies	30.85
Office Supplies	1,312.83
Total General Supplies	1,343.68
Miscellaneous	
Banking Fees	6.74
For Sheridan Fire	-1,470.87
For SW Polk	17,720.76
Subscriptions, Ads & Publishing	1,060.87
Total Miscellaneous	17,317.50
PPE & Uniforms	
Wildland PPE	798.00
Total PPE & Uniforms	798.00
Professional Services	115.00
Attorney	1,555.63
Billing Service	22,852.97
Contracted Services	6,078.65
Elections	175.44
Member Physicals, Testing, and Vaccines	527.44
Total Professional Services	31,305.13
Travel & Education	
Fire/EMS Training	104.50
Total Travel & Education	104.50
Utilities	
Station 180	
Electricity	781.00
Garbage	100.34
Internet/TV	165.51
Natural Gas/Propane	0.00
Telephone/Cellphones	953.81
Water/Sewer	230.44
Total Station 180	2,231.10
Station 183	
Electricity	30.56
Water/Sewer	64.00
Total Station 183	94.56
Total Utilities	2,325.66
Total MATERIAL & SERVICES	97,565.93

West Valley Fire District

PROFIT AND LOSS

July 2020

	TOTAL
PERSONNEL SERVICES	
FF/P & FF/EMT	
FF/EMT	17,338.72
FF/Paramedic	21,919.58
Total FF/P & FF/EMT	39,258.30
Health Insurance	9,126.80
Overtime	
Other Staff	5,391.46
Total Overtime	5,391.46
Payroll Taxes	
Federal Taxes	3,415.72
State Taxes	70.48
Total Payroll Taxes	3,486.20
PERS	7,835.87
Worker's Compensation	6,063.82
Total PERSONNEL SERVICES	71,162.45
Unapplied Cash Bill Payment Expense	371.10
Total Expenses	\$169,099.48
NET OPERATING INCOME	\$ -42,791.88
NET INCOME	\$ -42,791.88

West Valley Fire District

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
GF Beginning Balance		110,000.00	110,000.00	
INCOME				
Contractual Services		480,000.00	480,000.00	
Estimated Taxes to be Rec'd		600,000.00	600,000.00	
Polk County-Current	862.70		-862.70	
Polk County-Prior	349.56		-349.56	
Yamhill County-Current	1,453.66		-1,453.66	
Yamhill County-Prior	499.86		-499.86	
Total Estimated Taxes to be Rec'd	3,165.78	600,000.00	596,834.22	0.53 %
Miscellaneous	13,737.24	85,000.00	71,262.76	16.16 %
Account Interest	21.84		-21.84	
Address Signs	50.00		-50.00	
Conflagration	1,717.46		-1,717.46	
Surplus Sales	41,352.00		-41,352.00	
Tax Interest	27.44		-27.44	
Total Miscellaneous	56,905.98	85,000.00	28,094.02	66.95 %
User Fees and FireMed		670,000.00	670,000.00	
Ambulance User Fees	66,056.59		-66,056.59	
Cost Recovery	29.25		-29.25	
FireMed	150.00		-150.00	
Total User Fees and FireMed	66,235.84	670,000.00	603,764.16	9.89 %
Total INCOME	126,307.60	1,895,000.00	1,708,692.40	6.88 %
Total Income	\$126,307.60	\$1,945,000.00	\$1,818,692.40	6.49 %
GROSS PROFIT	\$126,307.60	\$1,945,000.00	\$1,818,692.40	6.49 %
Expenses				
CAPITAL OUTLAY		50,000.00	50,000.00	
Contingency		25,000.00	25,000.00	
MATERIAL & SERVICES				

West Valley Fire District

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Apparatus & Equipment Maintenance		50,000.00	50,000.00	
Equip. Servicing/Testing/Calibration	1,192.00		-1,192.00	
Fuel & Oil	1,426.14		-1,426.14	
Vendor Services	295.99		-295.99	
Total Apparatus & Equipment Maintenance	2,914.13	50,000.00	47,085.87	5.83 %
Contractual Services		369,000.00	369,000.00	
IGA				
Admin	35,964.00		-35,964.00	
Admin OT	1,287.70		-1,287.70	
Total IGA	37,251.70		-37,251.70	
Total Contractual Services	37,251.70	369,000.00	331,748.30	10.10 %
Dispatch Services	1,875.00	30,000.00	28,125.00	6.25 %
EMS Supplies	2,308.63	30,000.00	27,691.37	7.70 %
Equipment		5,000.00	5,000.00	
Facility Maintenance		10,000.00	10,000.00	
Station 180	22.00		-22.00	
Total Facility Maintenance	22.00	10,000.00	9,978.00	0.22 %
General Supplies		14,000.00	14,000.00	
Consumable Response Supplies	30.85		-30.85	
Office Supplies	1,312.83		-1,312.83	
Total General Supplies	1,343.68	14,000.00	12,656.32	9.60 %
Grants		50,000.00	50,000.00	
Insurance		30,000.00	30,000.00	
Miscellaneous		7,000.00	7,000.00	
Banking Fees	6.74		-6.74	
For Sheridan Fire	-1,470.87		1,470.87	
For SW Polk	17,720.76		-17,720.76	
Subscriptions, Ads & Publishing	1,060.87		-1,060.87	
Total Miscellaneous	17,317.50	7,000.00	-10,317.50	247.39 %

West Valley Fire District

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
PPE & Uniforms		15,000.00	15,000.00	
Wildland PPE	798.00		-798.00	
Total PPE & Uniforms	798.00	15,000.00	14,202.00	5.32 %
Professional Services	115.00	30,000.00	29,885.00	0.38 %
Attorney	1,555.63		-1,555.63	
Billing Service	22,852.97		-22,852.97	
Contracted Services	6,078.65		-6,078.65	
Elections	175.44		-175.44	
Member Physicals, Testing, and Vaccines	527.44		-527.44	
Total Professional Services	31,305.13	30,000.00	-1,305.13	104.35 %
Student Resident Volunteer Program		15,000.00	15,000.00	
Travel & Education		15,000.00	15,000.00	
Fire/EMS Training	104.50		-104.50	
Total Travel & Education	104.50	15,000.00	14,895.50	0.70 %
Utilities		35,000.00	35,000.00	
Station 180				
Electricity	781.00		-781.00	
Garbage	100.34		-100.34	
Internet/TV	165.51		-165.51	
Natural Gas/Propane	0.00		0.00	
Telephone/Cellphones	953.81		-953.81	
Water/Sewer	230.44		-230.44	
Total Station 180	2,231.10		-2,231.10	
Station 183				
Electricity	30.56		-30.56	
Water/Sewer	64.00		-64.00	
Total Station 183	94.56		-94.56	
Total Utilities	2,925.66	35,000.00	32,674.34	6.64 %

West Valley Fire District

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Total MATERIAL & SERVICES	97,565.93	705,000.00	607,434.07	13.84 %
PERSONNEL SERVICES				
FF/P & FF/EMT		635,000.00	635,000.00	
FF/EMT	17,338.72		-17,338.72	
FF/Paramedic	21,919.58		-21,919.58	
Total FF/P & FF/EMT	39,258.30	635,000.00	595,741.70	6.18 %
Health Insurance	9,126.80	160,000.00	150,873.20	5.70 %
Overtime		60,000.00	60,000.00	
Other Staff	5,391.46		-5,391.46	
Total Overtime	5,391.46	60,000.00	54,608.54	8.99 %
Part-Time		10,000.00	10,000.00	
Payroll Taxes		75,000.00	75,000.00	
Federal Taxes	3,415.72		-3,415.72	
State Taxes	70.48		-70.48	
Total Payroll Taxes	3,486.20	75,000.00	71,513.80	4.65 %
PERS	7,835.87	120,000.00	112,164.13	6.53 %
Worker's Compensation	6,063.82	30,000.00	23,936.18	20.21 %
Total PERSONNEL SERVICES	71,162.45	1,090,000.00	1,018,837.55	6.53 %
Unapplied Cash Bill Payment Expense	371.10		-371.10	
Unappropriated Ending Fund Balance		75,000.00	75,000.00	
Total Expenses	\$169,099.48	\$1,945,000.00	\$1,775,900.52	8.89 %
NET OPERATING INCOME	\$ -42,791.88	\$0.00	\$42,791.88	0.00%
NET INCOME	\$ -42,791.88	\$0.00	\$42,791.88	0.00%

West Valley Fire District
Check Detail
July 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
07/01/2020	Expense			returned payment/user fees	-576.78
07/02/2020	Bill Payment (Check)	Online	CenturyLink	Utilities/Telephone (180)	-304.69
07/02/2020	Expense	Online	OR Department of Revenue	Tax Payment for Period: 06/27/2020-06/30/2020	-2,987.22
07/03/2020	Check	Online	IRS	Tax Payment for Period: 06/27/2020-06/30/2020	-11,662.08
07/06/2020	Bill Payment (Check)	Online	TIAA Bank	General supplies/Office supplies	-603.64
07/09/2020	Bill Payment (Check)	Online	Sierra Springs	General supplies/Office supplies	-22.00
07/09/2020	Check	5314	Sheridan Fire District	40/40/20	-4,241.57
				Target Solutions 6/3/2020 (scheduling)	988.80
				Technical Genius 6/10/2020	1,251.00
				McM Immediate Care 6/10/2020	185.24
				Technical Genius 6/19/2020	486.00
				Bulletin Board 6/30/2020	80.40
				Speer Hoyt 6/30/2020	1,250.13
07/09/2020	Check	5313	Sheridan Fire District	Misc. bills	-1,199.76
				LabSource 6/10/2020	72.25
				Life-Assist 6/8/2020	536.05
				Life-Assist 6/12/2020	78.00
				Life-Assist 6/22/2020	247.46
				Life-Assist 6/30/2020	266.00
07/09/2020	Check	5312	Sheridan Fire District	June contractual	-37,251.70
				June	35,964.00
				June OT	1,287.70
07/09/2020	Bill Payment (Check)	5287	A & E Security & Electronic Solutions	Professional fees/Contracted services	-152.85
07/09/2020	Bill Payment (Check)	5288	Annas Consultants	Apparatus & Equipment maint/Equipment servicing	-1,192.00
07/09/2020	Bill Payment (Check)	5289	Bound Tree Medical LLC	EMS supplies	-362.77
07/09/2020	Bill Payment (Check)	5290	Bretthauer Oil Co.	Apparatus & Equipment maint/Fuel & oil	-33.49

Date	Transaction Type	Num	Name	Memo/Description	Amount
07/09/2020	Bill Payment (Check)	5292	City of Willamina	Utilities/Water (180)	-230.44
07/09/2020	Bill Payment (Check)	5293	DPSST	Travel & education/Fire training	-40.00
07/09/2020	Bill Payment (Check)	5294	Government Ethics Commission	Miscellaneous/Subscriptions, ads & publishing	-548.87
07/09/2020	Bill Payment (Check)	5295	Grand Ronde Community Water	Utilities/Water (183)	-24.00
07/09/2020	Bill Payment (Check)	5296	Grand Ronde Sanitary District	Utilities/Sewer (183)	-40.00
07/09/2020	Bill Payment (Check)	5297	Industrial Welding Supply, Inc	EMS supplies	-55.00
07/09/2020	Bill Payment (Check)	5298	John Heiser, MD	Professional fees/Contracted services	-3,000.00
07/09/2020	Bill Payment (Check)	5299	Luke Nodine	Travel & education/Fire training	-12.50
07/09/2020	Bill Payment (Check)	5300	MES - Northwest	PPE & uniforms/Wildland PPE	-1,710.00
07/09/2020	Bill Payment (Check)	5301	News Register	Miscellaneous/Subscriptions, ads & publishing	-367.60
07/09/2020	Bill Payment (Check)	5302	Oregon Health Authority	VOID	0.00
07/09/2020	Bill Payment (Check)	5305	Sheldon Oil Company	Apparatus & Equipment maint/Fuel & oil	-1,392.65
07/09/2020	Bill Payment (Check)	5306	Streamline	Professional fees/Contracted services	-200.00
07/09/2020	Bill Payment (Check)	5307	Systems Design West, LLC	Professional fees/Billing service	-1,945.73
07/09/2020	Bill Payment (Check)	5308	The Bulletin Board	Miscellaneous/Subscriptions, ads & publishing	-30.00
07/09/2020	Bill Payment (Check)	5309	Yamhill Communications Agency	Dispatch services	-1,875.00
07/09/2020	Bill Payment (Check)	5310	Yamhill County Clerk	Professional fees/Elections	-175.44
07/09/2020	Bill Payment (Check)	5311	Zoll Medical Corporation	EMS supplies	-742.20
07/09/2020	Bill Payment (Check)	5304	SDIS	Worker's compensation	-6,063.82
07/09/2020	Bill Payment (Check)	5303	SDIS	Health insurance	-10,321.99
07/09/2020	Bill Payment (Check)	5291	City Of Dallas	Apparatus & Equipment maint/Vendor services	-295.99

Date	Transaction Type	Num	Name	Memo/Description	Amount
07/09/2020	Bill Payment (Check)	5315	Oregon Health Authority	GEMT	-3,189.24
07/10/2020	Bill Payment (Check)	5316	Oregon Health Authority	GEMT	-17,718.00
07/10/2020	Expense	Online	PERS	Social security fee	-21.70
07/13/2020	Bill Payment (Check)	Online	Verizon Wireless	Utilities/Telephone (180)	-649.12
07/14/2020	Bill Payment (Check)	Online	Portland General Electric	Utilities/Electricity (180)	-781.00
07/15/2020	Bill Payment (Check)	Online	Wave Business	Utilities/TV (180)	-15.51
07/15/2020	Bill Payment (Check)	Online	Recology Western Oregon	Utilities/Garbage (180)	-100.34
07/16/2020	Bill Payment (Check)	Online	Portland General Electric	Utilities/Electricity (183)	-30.56
07/16/2020	Check	Online	OR Department of Revenue	OR Statewide Transit Taxes - 2nd QTR	-137.06
07/16/2020	Check	Online	OR Department of Revenue	OR Employment Taxes - 2nd QTR	-289.77
07/20/2020	Check	Online	US Bank	5/21-6/18/2020	-2,877.94
				Hertel CC	-417.25
				Hoxie CC	-895.00
				Crowe CC	0.00
				Mock CC	-441.81
				Thomas CC	0.00
				Schulze CC	-1,125.00
				Interest credit	-1.12
07/23/2020	Bill Payment (Check)	5317	Speer Hoyt LLC	Professional fees/Attorney	-352.50
07/23/2020	Bill Payment (Check)	5318	McMinnville Immediate Health Care LLC	Professional fees/Member physicals	-342.20
07/27/2020	Expense	Online	PERS	June PERS	-2,268.27
07/27/2020	Expense	Online	PERS	June PERS	-5,545.90
07/28/2020	Expense	Online	Intuit Complete Payroll	Payroll fee	-115.00

Date	Transaction Type	Num	Name	Memo/Description	Amount
07/30/2020	Bill Payment (Check)	Online	TIAA Bank	General supplies/Office supplies	-661.54
07/31/2020	Check	DD	ALGUIRE, JACOB.	Pay Period: 06/25/2020-07/24/2020	-3,748.66
07/31/2020	Check	DD	HINES, ERIC	Pay Period: 06/25/2020-07/24/2020	-3,759.53
07/31/2020	Check	DD	McKENNA A HOY	Pay Period: 06/25/2020-07/24/2020	-3,048.97
07/31/2020	Check	DD	LUKE B NODINE	Pay Period: 06/25/2020-07/24/2020	-2,948.82
07/31/2020	Check	DD	JAY W PAYNE	Pay Period: 06/25/2020-07/24/2020	-3,480.40
07/31/2020	Check	DD	SESSA, JAKOB	Pay Period: 06/25/2020-07/24/2020	-3,451.70
07/31/2020	Check	DD	VAUBLE, RYAN.	Pay Period: 06/25/2020-07/24/2020	-3,207.12
07/31/2020	Check	DD	WALTERS, COOPER	Pay Period: 06/25/2020-07/24/2020	-3,254.57
07/31/2020	Check	DD	WOODS, MICHAELA	Pay Period: 06/25/2020-07/24/2020	-3,748.28
07/31/2020	Check	5319	Department of Justice	Payroll deduction	-514.00
07/31/2020	Check	5320	Department of Justice	Payroll deduction	-16.00
07/31/2020	Check	5321	IAFF Local #4861	July dues 2020	-630.00



SHERIDAN FIRE DISTRICT

RESOLUTION NO. FY 2020-21-01

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, a calculation error occurred in Contractual Services revenue and in Personnel Services expenses causing a budgetary deficit; and

WHEREAS, no budgetary revenue was accounted from House Bill 4030 that established the Ground Emergency Medical Transport (GEMT) supplemental payment program which allows for documentation submittal and, in turn, receipt of revenue through state and federal governments; and

WHEREAS, the District wishes to correct the calculation error by allocating unanticipated GEMT revenue into the User Fees/FireMed/GEMT revenue line item, in the amount of \$140,000; and

WHEREAS, the District further wishes to allocate unanticipated Contractual Services revenue into the Contractual Services revenue line item, in the amount of \$131,000; and

WHEREAS, the District desires to distribute these dollars through General Fund expenses in the amount of \$271,000 to be distributed within Personnel Services, as stated below; and

BE IT THEREFORE RESOLVED, by the District Board, this ____ day of August 2020, that budget changes are hereby adopted by supplemental budget for Fiscal Year ending June 30, 2021, as follows:

General Fund	Adopted Budget	Budget Adjustment	Amended Budget
<u>Resources</u>			
User Fees/FireMed/GEMT	\$650,000	\$140,000	\$790,000
Contractual Services	\$833,000	\$131,000	\$964,000
<u>Requirements</u>			
Personnel Services			
Health Insurance	\$325,000	\$120,000	\$445,000
Payroll Taxes	\$110,000	\$43,000	\$153,000
PERS	\$220,000	\$108,000	\$328,000

Tammy Heidt, Board President

Carol Harlan, Board Secretary



SOUTHWESTERN POLK COUNTY RURAL FIRE PROTECTION DISTRICT

RESOLUTION NO. FY 2020-21-01

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, a calculation error occurred in Contractual Services causing a budgetary deficit; and

WHEREAS, the District has higher than anticipated cash carryover in the amount of \$78,000; and

WHEREAS, the District desires to allocate funds from the cash carryover in General Fund by \$78,000 to cover higher than anticipated expenses within Contractual Services in the General Fund; and

BE IT THEREFORE RESOLVED, by the District Board, this ____ day of August 2020, that budget changes are hereby adopted by supplemental budget for Fiscal Year ending June 30, 2021, as follows:

General Fund	Adopted Budget	Budget Adjustment	Amended Budget
<u>Revenues</u>			
Cash Carryover	\$297,000	\$78,000	\$375,000
<u>Requirements</u>			
Contractual Services	\$525,000	\$78,000	\$603,000

Rod Watson, Board President

Bob Davis, Board Secretary



WEST VALLEY FIRE DISTRICT

RESOLUTION NO. FY 2020-21-01

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, a calculation error occurred in Contractual Services and Personnel Services causing a budgetary deficit; and

WHEREAS, no budgetary revenue was accounted from House Bill 4030 that established the Ground Emergency Medical Transport (GEMT) supplemental payment program which allows for documentation submittal and, in turn, receipt of revenue through state and federal governments; and

WHEREAS, the District wishes to correct the calculation error by allocating this unanticipated GEMT revenue into the User Fees/FireMed/GEMT revenue line item in the amount of \$160,000; and

WHEREAS, the District desires to distribute these dollars through General Fund expenses in the amount of \$160,000 to be distributed within Personnel Services and Contractual Services as stated below; and

BE IT THEREFORE RESOLVED, by the District Board, this ____ day of August 2020, that budget changes are hereby adopted by supplemental budget for Fiscal Year ending June 30, 2021, as follows:

General Fund	Adopted Budget	Budget Adjustment	Amended Budget
<u>Resources</u>			
User Fees/FireMed/GEMT	\$670,000	\$160,000	\$830,000
<u>Requirements</u>			
Personnel Services			
Health Insurance	\$160,000	\$40,000	\$200,000
Payroll Taxes	\$75,000	\$22,000	\$97,000
PERS	\$120,000	\$45,000	\$165,000
Materials and Services			
Contractual Services	\$369,000	\$53,000	\$422,000

Rick Mishler, Board President

Roy Whitman, Board Secretary

Sheridan/SW Polk/West Valley Fire Districts Joint Board of Directors Staff Report

MEETING DATE: August 13, 2020
TOPIC: Medic 193 placement and use
PREPARED BY: Damon Schulze
APPROVED BY: Fred Hertel
ATTACHMENTS: None

RECOMMENDED ACTION:

Staff recommends leaving Medic 193 in its current place, under the current operation and continue to monitor and make minor changes, as necessary. This would allow us to have Medic 181 in place and operational. The placement of Medic 181 will have a major change to some data in our system. This would allow us to have the most accurate data to see where important changes can be made.

BACKGROUND:

In July of 2019, two career staff were assigned to Rickreall's Station 130 each day. Shortly after this, it became apparent that there were times that those staff members needed to be sent to other stations. This was for the purpose of things like training, paperwork, supplies, and other logistical and operational needs. So that SW Polk Fire District would not be left unprotected during these times, it became common to send a crew in Sheridan that direction so that they would cross paths allowing both districts to be covered. It became apparent that the crew at Station 130 would need to be in an ambulance so that Sheridan would have medical coverage during these times.

Starting in mid-August of 2019, we placed Sheridan's reserve ambulance Medic 193 at Station 130. This allowed the crew to cover Sheridan Fire District's medical coverage during these times. After working with our dispatch agencies, this also allowed us to use Medic 193 as both a move-up ambulance and allowed it the ability to be Sheridan's second out ambulance, being sent directly from Station 130. Since the decline of the student resident volunteer program, in late 2018, the second out ambulance was not being staffed as it once had. Using Medic 193 in this way provided a second out ambulance coverage, at least during peak call times.

In late September of 2019, it became common for the district to use Station 197 as a central training ground. When our weekly training required hands on group sessions, Station 197 was a convenient location, as it is almost the same distance to all districts. A reserve SW Polk engine was placed there so that when training, the Station 130 crew would be able to respond to a fire call in SW Polk's District or a medical call in Sheridan's or West Valley's fire districts. This really seemed to allow us the best coverage to all three districts.

In December of 2019, it became apparent that Medic 193 covering Sheridan's second out ambulance frequently enough that the Board felt that SW Polk needed to be reimbursed for their staff's time. Staff

believes we are working on a process to reimburse SW Polk 30 percent of all revenues collected by Medic 193.

Operationally, this system seems to be working and we continue to monitor it with constant minor changes. Mostly these take the place of documentation and reporting so that we collect better data.

Concerns:

Recently there has been discussion at the board level as to: if this is the best use of district personnel and/or equipment. There has been some discussion of placing Medic 193 at Station 197. There have also been questions of whether Medic 193 should be placed back in the Sheridan Station 190. These are valid questions that deserve to be discussed at the board level as it pertains to our service level to all three fire districts. I believe there would be data available for these discussions if we were to determine some of the thoughts behind the discussions. This may allow us to start putting together the data and/or start collecting the data. This would be beneficial, giving us the complete picture and allow us to make changes in areas that we learn are deficient.

Discussion #1:

There has been some discussion of placing Medic 193 in the Buell Station 197. This would allow the crew from Station 130 to be moved up to Station 197 for medical coverage after the Sheridan ambulance takes a call. It will still allow a fire response back to SW Polk if the need arises. The crew would be covering both districts at that time for both fire and medical coverage. While this option would save the wear and tear and fuel consumption for Sheridan's Medic 193, it would add the same to SW Polk's Brush 135; the most likely vehicle to be used. Staff would recommend changing the current 30% reimbursement to SW Polk to something closer to 75% if were to go to model such as this. This would cover SW Polk's increase in wear and tear and fuel expenses.

If staff understands this model correctly, staff have a couple of concerns that may be able to be worked out during the conversations. One side effect of this model is a reduction in response times into Sheridan's ASA for the second ambulance. If the second call for service were to be dispatched before the crew could arrive at Station 197, the response would be delayed until they arrived and were able to arrive and swap vehicles. Another side effect is that during the time the 130 crew were on the move-up or second out call for service SW Polk's Brush 135 would basically be out of service and not available for a volunteer crew to respond with. Currently if the 130 crew leaves the station for this reason, all SW Polk fire apparatus remain in service for another call by volunteer response. Another way of moving personnel between districts could still take place but would most likely take longer and add wear and tear and fuel consumption to multiple vehicles.

Discussion #2

There have been other discussions about placing Medic 193 back in Station 190 to be used as a second out ambulance responding from the main station. If the student program becomes more active; this most likely could be covered during times when trained and qualified students are available. It would also allow volunteers to respond to medicals or volunteer to cover the second out in shifts. We currently have about three EMT volunteers and no student volunteers. These programs would need to be built up from where they are now. Staff would recommend this even if we staff the second out ambulance. Doing so would only allow us to have more personnel in the event of another emergency.

With our current staffing model, we are not able to staff a second out ambulance very often. We could start collecting data to determine when and how often we would need a second out ambulance. This would take a little effort between YCOM and staff. Currently that is not data that we are tracking. It is possible though. As I mentioned in Discussion #1, having Medic 181 in place may change or alter some of that data. Also, in order to provide the fastest response, Medic 181 may be a faster unit to be able to respond to the city of Sheridan for second out responses.

Part of this discussion was possibly to have Station 130's crew respond to Station 190 for the second out. This may promote the same increased response times as discussion #1 in that the crew would have to make it all the way to Medic 193 and the swap vehicles to respond in an ambulance. This would also increase wear and tear on Brush 135 and staff would also recommend a 75% reimbursement rate in this scenario.

SUMMARY TIMELINE:

- July 2019 – Rickreall Station 130 staffed with two personnel per day
- August 15, 2019 – Medic 193 placed at Station 130
- November 2019 – decrease of student staffing at West Valley Fire District Medic 181
- January 2020 – increase in use of Medic 193 spurs board to discuss reimbursement to SW Polk
- July 2020 – discussions from board members about best use of Medic 193

FINANCIAL IMPACT:

Included in the discussions.

RECOMMENDED MOTION:

I move to not increase response times by leaving Medic 193 in Station 130, start collecting data regarding its use after Medic 181 becomes staffed and reimburse SW Polk for use of their staff by granting SW Polk 30% of all Medic 193 revenue collections.

Sheridan/SW Polk/West Valley Fire Districts

Joint Board of Directors

Staff Report

MEETING DATE: August 13, 2020
TOPIC: Business Oregon - Seismic Rehabilitation Grant
PREPARED BY: Fred Hertel
APPROVED BY: N/A
ATTACHMENTS: None

RECOMMENDED ACTION:

Approve staff to conduct an informal procurement process that entails distributing the revised RFP to at least 3 qualified firms and bring back to the board the proposals received for acceptance.

BACKGROUND:

In 2018, Sheridan Fire District submitted and was awarded a Seismic Rehabilitation Grant. As we started the process with our architect and engineering firms to determine the scope of work to accomplish the grant; it was determined the grant award would not cover the necessary expenses. Staff worked through declining the first grant and reapplying for a grant with the appropriate dollar request. In June 2020, we awarded and accepted the award of \$2,092,758.

SUMMARY TIMELINE: (Because of COVID-19 the timeline is being adjusted)

June 2020 – Grant awarded and accepted
July 2020 – Select design architect/engineer consultant
August 2020 – Start design, investigation, material testing, geotech exploration & hazmat survey
Sept – Oct 2020 – Continue design
Oct- Jan 2020 – Finalize design, select contractor, permit submittal, hazmat mitigation
Jan – April 2021 – Procurement of lead construction items and start construction
April – Sept 2021 – Finalize construction of design
Sept – Nov 2021 – Finalize as-built documentation & project closeout

FINANCIAL IMPACT:

While using grant dollars to accomplish the seismic rehabilitation design some deferred maintenance items will be accomplished, thus saving the District long term dollars. Some construction attributes will be outside grant dollars and will require some Building Reserve Fund dollars to be used. The District appropriated budget dollars for this purpose.

RECOMMENDED MOTION:

I move to direct staff to distribute a revised RFP for the Seismic Rehabilitation Grant project, collect the proposals and prepare a staff report with a recommendation for the BOD review and action.

Sheridan/SW Polk/West Valley Fire Districts Joint Board of Directors Staff Report

MEETING DATE: 8/13/2020
TOPIC: Center Street
PREPARED BY: Fred Hertel
APPROVED BY: N/A
ATTACHMENTS: Chris & Julie Haughton letter

RECOMMENDED ACTION:

None

BACKGROUND:

Chris and Julie Haughton have been working toward an acceptable fire access and water supply for property they have purchased at the top of Center Street in Sheridan. Staff has been working with them to accomplish their dream home and the home of another couple purchasing part of the property. Staff will continue to work with both property owners to attempt a successful outcome per the fire & life safety codes.

SUMMARY TIMELINE:

January 2018 – Chris and Julie purchased the property
January 2019 – discussed the driveway needs with Deputy Chief Aschim
March 2019 – Chief Hertel met with Chris and Julie
March – August 2019 – correspond via email

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

None

Chris & Julie Haughton
Rich Valeika & Carissa Bongiorno
Lot 5626-3700
Sheridan, OR 97378

July 13, 2020

Scot Breeden, President, Sheridan Fire District Board
Dennis Rogers, Vice-President, Sheridan Fire District Board
Tammy Heidt, Secretary, Sheridan Fire District Board
Brice Ingram, Sheridan Fire District Board

Dear Board Members –

We are writing to request assistance in identifying a path forward in regard to building permits for property that we purchased in January 2018, and on which we plan to build our “forever homes” in the near future.

Before we purchased the property (Lot #5626-3700, at the end of NE Center Street just above Sheridan), we confirmed with Yamhill County Planners that it was zoned as VLDR-5, and is therefore able to be evenly divided from its current 13-acre size into two ~6.5-acre parcels. We are in the final stages of survey work to complete that division and submit the paperwork with Yamhill County. We will be in town August 27-31 to continue progress toward that property division.

We have been aware from the outset that we would need to build our driveway in accordance with all applicable planning requirements and fire codes, and we worked with Pihl Excavating throughout 2019 on planning, design, and installation of that driveway. We understood that extensive grading of the middle five acres of the property would be required in order to meet all guidelines in regard to the road’s grade, due to the sloped nature of the property. Because of the high cost associated with that work, we wanted to be sure that we were building in alignment with all required codes before starting. See Attachment 1 for the agreement with Pihl, which includes design details for grading and driveway installation.

Prior to beginning work, Aaron Walker from Pihl met with Sheridan Fire Chief Alan, who accompanied Aaron to the property on July 17, 2019, to review the proposed driveway layout. The Fire Chief indicated that, as long as we built the new driveway on our property in alignment with all codes/standards, he would approve the driveway and sign off on a building permit when needed. He acknowledged that Center Street is not optimal, but that he could not and would not hold us responsible for making improvements to the existing road.

We proceeded to have Pihl complete all excavation and grading work on the property and install the new driveway in compliance with current codes and regulations (see Attachment 2, final approval after driveway installation). Upon completion of all work, Aaron returned to the fire station to have the Fire Chief visit, review, and sign off on the driveway. In the meantime, Fred Hertel had assumed the role of Sheridan Fire Chief. Chief Hertel indicated that, in order for him to be willing to review the driveway and sign off on a building permit when needed, the deficiencies with existing NE Center Street would need to be corrected. See Attachment 3, an email from Aaron Walker summarizing the discussions before and after driveway installation.

Julie and Chris met with Chief Hertel at the Sheridan Fire Station in March 2020, during which conversation he reviewed the requirements for roads and driveways and indicated that he considered NE Center Street to be a significant fire hazard to the existing residents due to the condition of the road, and due to vegetation that grows near the road and near the 10-15 existing homes on NE Center Street. One of his primary concerns was that, in the event of a fire emergency, he would need to have tank trucks shuttle water up and down the hill, and that these trucks would have difficulty passing one another as needed. We discussed the existence of the two turn-outs on NE Center Street, and he acknowledged them, but he indicated that he expected a full redo of NE Center Street, including regrading portions in order to eliminate any steep grades that may exist. Please see Attachment 3a, an email from Chief Hertel describing his concerns, addressed to Yamhill County Commissioner Casey Kulla and Chris Haughton.

Given that a full revamping of NE Center Street would involve both intrusion onto current residents' properties and a cost well in excess of what an individual citizen could afford, Julie and I proposed on June 8, 2020, that we would be willing to install a 100,000-gallon retention pond on our property for use as a water source by the fire department in the event of an emergency (see Attachment 4), should approval be granted to move forward with new home planning. This pond would be constructed and maintained at our expense. We believe that the pond would mitigate many of the Chief's concerns, as it would reduce or eliminate the need for tank trucks to shuttle water up and down the hill, minimizing the need for two trucks to pass one another on NE Center Street. This water source could be used in the event of an emergency involving any homes on the northern portion of NE Center Street. I followed up with Chief Hertel via email on July 6, 2020, but have yet to receive a response.

In parallel, we have been in contact a number of times with Commissioner Kulla, as Chief Hertel is describing a public safety issue for the current residents of NE Center Street. While the road is on a county easement, it was built and is to be maintained by the residents of the street. However, the work and expense required to bring NE Center Street fully up to code would exceed the financial resources of those residents, and the potential scope of improvement falls more closely in line with a public works project. As a result, we believe that Yamhill County could be asked to provide public funds to mitigate the safety issue identified by the fire chief. Up to this point, that kind of help has not been offered by the county.

We have to admit to being quite frustrated, as we believe that we have done everything we possibly could have done up to this point, and we are facing a situation with no known solution. We have invested a significant amount of money to purchase and improve the property, confirming at each step that we were operating in alignment with all current codes and regulations. Our future homes at the north end of NE Center Street would not make the existing situation more hazardous; instead, the presence of the new fire water source would reduce risks for existing homeowners immediately to our south. However, in the absence of a path forward in obtaining our building permit, the current residents will continue to be exposed to the same risks they currently face, we will have no future homesites, and our property will have almost no value.

We are writing in the hope that you can assist in identifying a mutual resolution. We have agreed to work with an architect (Jack Barnes) and a builder (Shan Stassens of Winsome Construction) as soon as we are confident in our ability to obtain a building permit when we are ready to submit the application. We hope to begin design this fall, begin construction in 2021, and occupy the new home/homes in early 2022.

We request your agreement with a two-phase plan, to enable us to move forward:

- Approval of the constructed driveway and future building permit, with the understanding that home construction plans will include the retention pond described, to be used as a water source by the fire department in the event of a fire emergency on the northern portion of NE Center Street.
- Presentation of the public safety situation by the Sheridan Fire Board, to the Yamhill County Commissioners, in order to request public funding to improve NE Center Street. We would be happy to actively assist in planning for that discussion/request if preferred.

Thank you in advance for your time and assistance in finding a solution to a situation that has been ongoing for almost a year now.

Please reach out with any questions you may have. We look forward to hearing from you.

Sincerely,



Chris & Julie Haughton
chaughton@bellsouth.net
(919) 244-9403



Rich Valeika & Carissa Bongiorno
bongissa@gmail.com
(650) 255-2668



Mailing address for correspondence: 808 Oasis Drive
Chapel Hill, NC 27516



ATTACHMENT 1

Contract Agreement Between
Pihl Inc. and Chris Haughton

This contract agreement is made as of July 17th 2019.

Between the Contractor:
Pihl Inc.
41660 NW Sunset Hwy
Banks, OR 97106
Phone (503) 324-6210
Fax (503) 324-1017
CCB# 121460

And the Project Owner:
Chris Haughton
Chris_haughton@bd.com
(919) 244-9403

For the following Project:
Haughton Driveway

ARTICLE 1 — CONTRACT DOCUMENTS

This Contract Agreement consists of the following Documents:

- This Agreement;
- The Contractor's Proposal dated June 26, 2019, and made part of this Agreement as Attachment A;
- The Earthwork Summary Report created by Pihl Excavating as Attachment B
- Any modification to this Agreement agreed to by the Contractor and Project Owner subsequent to the date of this Agreement.

ARTICLE 2 — DESCRIPTION OF WORK

The Scope of Work to be performed by Contractor has been agreed to between Owner and Contractor and is integrated by reference in Attachment A and referred to as the Contract. The Contractor will provide design build services for the construction of a gravel driveway per the attachments A and B.

ARTICLE 3 — CONTRACT AMOUNT

For the completion of the work required under this Agreement, the Project Owner will pay the Contractor the sum of \$165,000. This is a lump sum price Agreement. The Contractor will be paid for the lump sum amount, based on the total in Attachment A. This amount is subject to additions and deductions by written change order only.

ARTICLE 4 – EXECUTION AND PROGRESS OF WORK

The Contractor will be fully responsible for the Contractor's work and will cooperate with the Project Owner in scheduling and performing the Work to avoid conflict, delays or conflicts with the business of the Project Owner.

The Contractor will take all safety precautions with respect to performance of this Agreement and will comply with all laws, ordinances, rules and regulations for the safety of persons and property.



ARTICLE 5 – PAYMENTS

Payment for the project must be made within 30 days following receipt of invoice.

This agreement entered into as of the date above.

[Signature]

Matt Pihl, President, Pihl Inc.

7/23/2019

Date

[Signature]

Project Owner

Christopher M. Houghton, owner
(print name and title here)

2019-07-20

Date

ESTIMATE**Pihl Excavating**

41660 NW Sunset Hwy

Banks, Oregon 97106

Contact: Estimating

Phone: (503) 324-6210

Fax:

Quote To: Chris HaughtonJob Name: Haughton DrivewayE-mail: chris_haughton@bd.comAddress: Sheridan, ORPhone: (919) 244-9403Date of Plans: N/AFax:Bid Date: June 26, 2019Version: 1

HCSS#B19102A

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
GENERAL CONDITIONS					
10	Mobilization	1.00	LS	5,416.00	5,416.00
GENERAL CONDITIONS TOTAL					\$5,416.00
CLEARING					
210	Mow	5.00	ACRE	300.00	1,500.00
220	Clear & Grub	2.00	ACRE	650.00	1,300.00
CLEARING TOTAL					\$2,800.00
EARTHWORK					
510	Strip 6" and Stockpile	1,730.00	BCY	7.75	13,407.50
520	Cut to Fill	5,030.00	BCY	9.75	49,042.50
530	Place Topsoil	1,730.00	BCY	9.25	16,002.50
EARTHWORK TOTAL					\$78,452.50
DRIVEWAY					
810	Finish Grade Subgrade	25,260.00	SF	0.15	3,789.00
820	12" of 3/4"-0 Base Rock	1,685.00	TON	40.50	68,242.50
DRIVEWAY TOTAL					\$72,031.50
STORM					
1110	12" Corrugated Metal Culverts	140.00	LF	45.00	6,300.00

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	STORM TOTAL				\$6,300.00
GRAND TOTAL					\$165,000.00

NOTES:

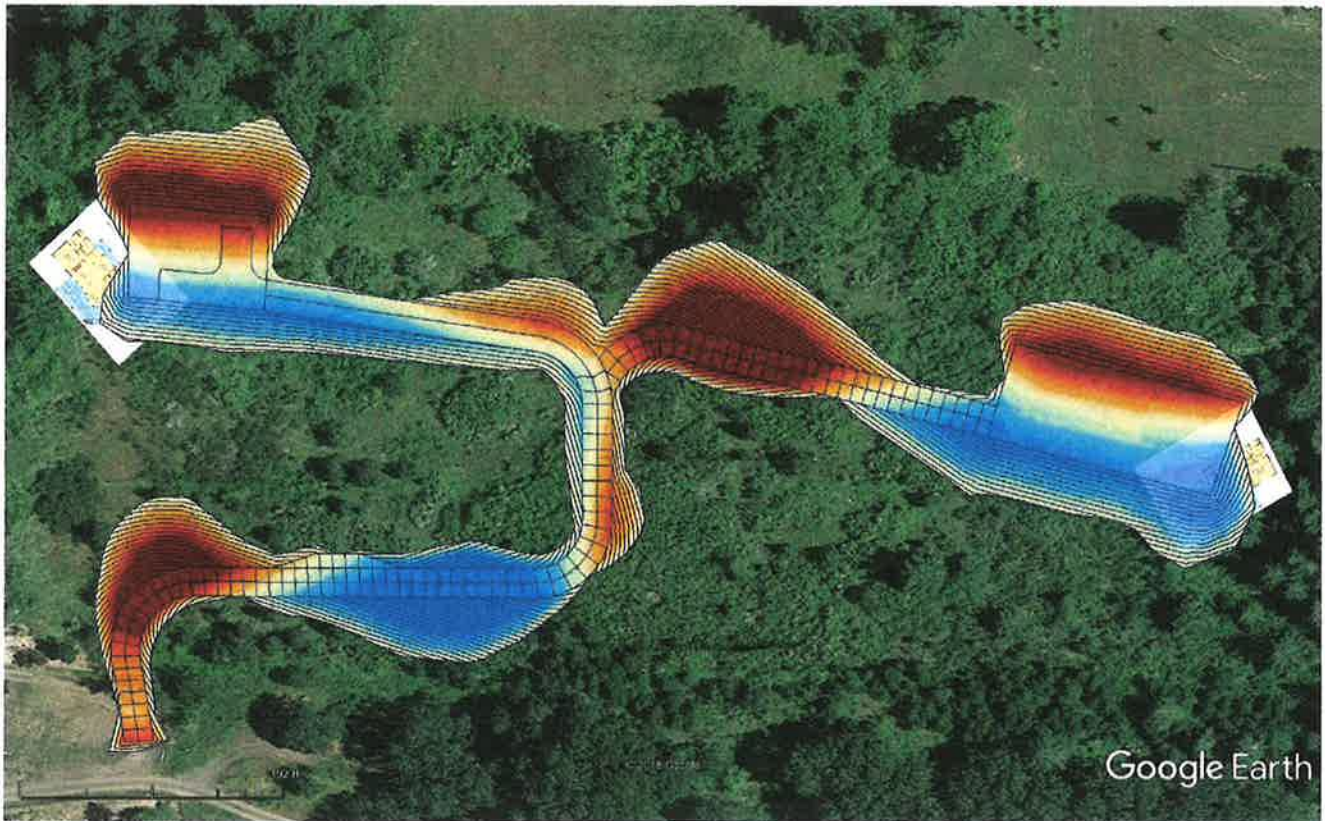
Qualifications

- This bid is valid for 30 days after the bid date.
- We reserve the right to review our prices upon receipt of revised plans.
- We will proceed with work upon receipt of a signed agreement that is mutually acceptable to all parties and addresses scope, payment, and schedule.
- All permits are to be available at time of the project start unless other arrangements have been made and addressed in the proposal.
- Any permits needed that are not in the estimate will be cost plus 10%.
- Our proposal is based on dry site conditions.
- Brush to be stockpiled and burned by owners.

Exclusions

- Engineering, Survey.
- Permits, fees, bonds, special insurances.
- Compaction testing, soils testing, utility testing.
- Soil analysis, soil drying, farming, soil amendment.
- Landscaping, irrigation, tree wells.
- Power / Data to vaults, meter boxes, valves, etc.
- Boulder and hard rock excavation.
- Care of water (removal of).
- Electrical, plumbing, or gas.
- Concrete flatwork.
- Asphalt paving.
- Any demo not listed in estimated.

CHRIS HAUGHTON DRIVEWAY



Balance Summary

Volumes: Subgrade vs. Stripping 06-24-2019

Total Cut..... 5,030 BCY

Total Fill..... 4,242 BCY

Difference..... 788 BCY

Per 1/10 of a foot change..... 340 BCY

Est. Start..... SUMMER 2019





QUANTITY SUMMARY

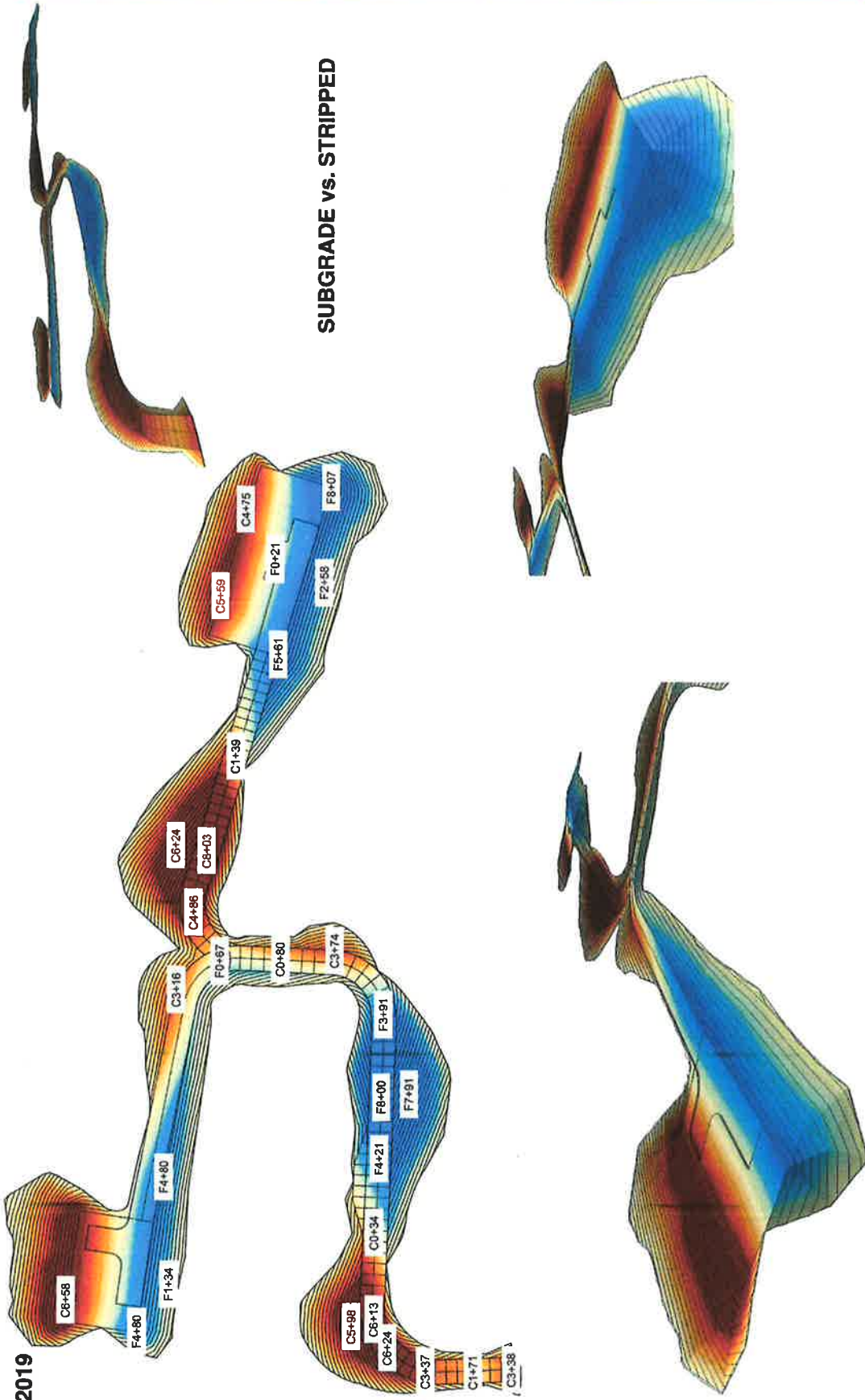
<u>Site Summary</u>		<u>Balance Summary</u>	
Area:		Volumes: Subgrade vs. Stripping	
Total SF	91,913 SF	Total Cut	5,030 BCY
Cut SF	48,321 SF	Total Fill	4,242 BCY
Fill SF	41,255 SF	Difference	788 BCY
On Grade SF	2,337 SF	Per 1/10 of a foot change	340 BCY
Stripping Region	91,913 SF		

Existing Site Preparation: Clearing, Stripping, Demolition

Volume:

6" Strip	Topsoil	1,733 BCY
----------	---------	-----------

06-24-2019



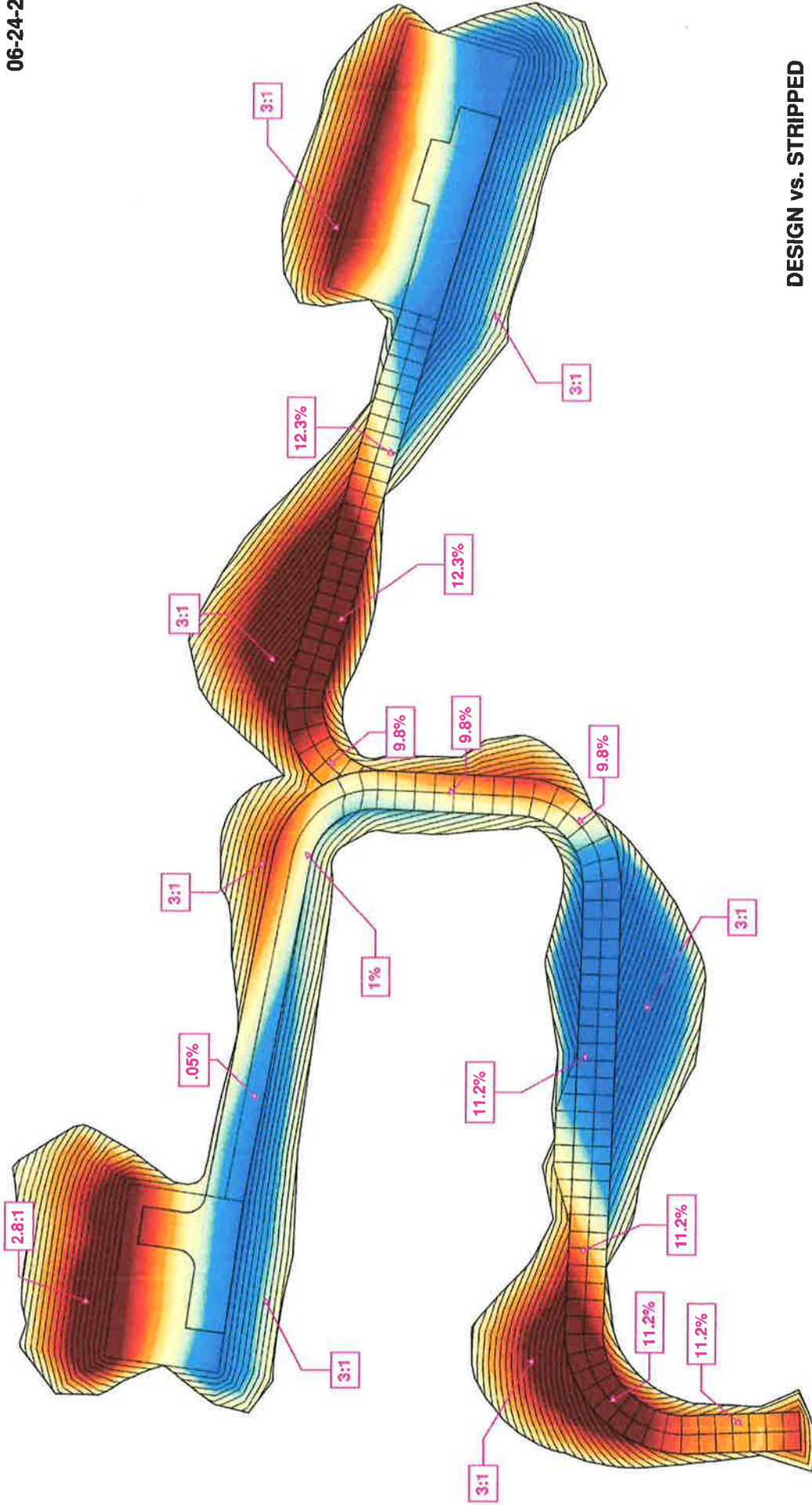
SUBGRADE vs. STRIPPED

**CHRIS HAUGHTON
DRIVEWAY**

SUBGRADE - CUT/FILL MAP



Pihl Excavating
41660 NW Sunset Highway
Banks, Oregon 97106



DESIGN vs. STRIPPED



CHRIS HAUGHTON DRIVEWAY

DESIGN - CUT/FILL MAP



Pihl Excavating
 41660 NW Sunset Highway
 Banks, Oregon 97106



Yamhill County
Public Works Department
 2060 Lafayette Avenue, McMinnville, OR 97128

Permit # A-38-19

ATTACHMENT 2

John Phelan
 Director Public Works
phelanj@co.yamhill.or.us
 Phone Number (503) 434-7515

Fax: 503-472-4068

Bill Anderson
 Permits
andersonb@co.yamhill.or.us
 503-434-7515

PERMITS: Who needs one?

Any time an individual, contractor, or company needs to perform work within the County Rights-of-Way, whether in the road, along the shoulder, in the ditch, or on trees, a Right-of-Way Permit is required.

Examples of work frequently performed in the Right-of-Way and requiring a permit include subdivisions, drainage issues, utility construction, driveway installation and use changes, tree trimming and brush cutting, private situations and special events.

The purpose of the permit is to insure that activities conducted in the Right-of-Way do not constitute a danger to the traveling public or the individuals involved and that the project does not degrade the right-of-way thereby increasing maintenance costs to the taxpayer.

INSTRUCTIONS:

Complete the "APPLICANT INFORMATION" below by printing. Insufficient information will delay processing. Include two sets of plans and if required: (a certificate of insurance, a bond or guarantee of payment and any set fees). Read the reverse side of this form, sign and date your acknowledgement. Special provisions may be added to the permit when and if issued.

***** APPLICANT INFORMATION *****			
APPLICANT: <u>Pitt excavating</u>	POSITION: <u>contractor</u>		
COMPANY NAME: <u>Pitt excavating</u>			
MAILING ADDRESS: <u>41660 NW Sunset Highway</u>			
E-MAIL ADDRESS: <u>aaronwalker@pitt-inc.com</u>			
BUSINESS PHONE: _____		Cell: <u>503-601-9598</u>	FAX: _____
WORK BEING PERFORMED BY: Company: <input checked="" type="checkbox"/> Subcontractor: [] Self: [] Other: []			
Field supervisors name: <u>Scott Erickson</u>			
Firms name: <u>Pitt excavating</u>		Telephone: <u>503-601-9598</u>	
PROJECT LOCATION: TOWNSHIP: _____ RANGE: _____ SECTION: _____ TAX LOT: _____			
PROJECT ADDRESS: <u>1480 N.E. Center street S.W. Idaho Oregon 97128</u>			
PROJECT DESCRIPTION: <u>Building new access (Driveway for future homes) off of exsisty Center Street.</u>			

aaron walker

GENERAL PROVISIONS:

1. SEE YAMHILL COUNTY ORDINANCE 776 FOR SPECIFIC PROVISIONS, AND "ADDITIONAL CONDITIONS", ATTACHED, WHICH ALSO APPLY TO THE ISSUED PERMIT.

(82) #
paid
R# 19289

2. **CALL YAMHILL COUNTY PUBLIC WORKS AT 503-434-7370, one working day prior to start of activity and no later than 7:00 A.M. the day work commences TO SCHEDULE INSPECTION OF YOUR PROJECT.** Give a contact name, call back telephone number, location of work, type of work, time the work is scheduled to start and the permit number. Delays of work longer than one day require additional notification.
3. Oregon law requires excavators to follow rules adopted by the Oregon Utility Notification Center. Copies may be obtained by calling the center at 503-232-1987 or 1-800-332-2344.
4. A copy of an "APPROVED" permit and project plans must be on the site at all times work is in progress.
5. Traffic control shall conform to the requirements of the Manual On Uniform Traffic Control Devices.
6. Permits for construction expire 6 months from date of issue.
7. Yamhill County is allowing the requested work and improvements in the specified public right-of-way at the request of, and for the convenience of, the applicant. By accepting this permit the applicant agrees to indemnify and hold harmless Yamhill County, its Board of Commissioners, officers and employees from all suits, actions, or claims of any character, brought because of injuries or damages to persons, or the property of the applicant or a third party, when such arises out of the operations of the applicant or its agents, contractors or subcontractors in the public right-of-way or as a result of applicant's or its agents, contractors or subcontractors negligence or willful misconduct in performing the work authorized under this permit. Upon receipt of such claim, Yamhill County shall promptly notify the applicant and provide a copy of the claim. Either party may be entitled to participate in the defense of the claim with counsel of its own choosing. Yamhill County agrees not to settle any such claim without first providing applicant with notice. Notwithstanding the foregoing, applicant shall not be liable for (and the foregoing indemnity shall not cover) any claim, damage, loss, liability, cost or expense to the extent the same resulted from the negligence, willful misconduct or strict liability of any person other than the applicant or its agents, contractors or subcontractors. Consistent with ORS 758.010 and subject to ORS 758.025, Yamhill County reserves the right to revoke this permit and to use the right-of-way for any public use and, in such a case, to remove or relocate, or require that the applicant remove or relocate any and all improvements and/or landscaping placed in the right-of-way by the Applicant.

The Applicant hereby applies to Yamhill County Public Works Department for permission to perform operations within Rights-of-Way under Yamhill County jurisdiction. This is subject to and with full knowledge of the appropriate General Provisions contained in Yamhill County Ordinance 776 and supplemented by design standards and/or modified by any special provisions. It shall be the obligation of the applicant to obtain a copy of Ordinance 776 and all specified attachments from Yamhill County Public Works Department before commencement of any project covered under a permit and to comply with all applicable requirements.

ADDITIONAL CONDITIONS

PERMIT TO WORK WITHIN THE COUNTY RIGHT OF WAY PRIVATE USE OF PUBLIC RIGHT-OF-WAY

In addition to the above provisions and the requirements, conditions and limitations of Yamhill County Ordinance 776 (attached), the following conditions also apply to and govern work in, and continued use of, public right-of-way for private purposes.

1. Applicant acknowledges and agrees that there are sensitive, endangered and/or protected habitat areas in Yamhill County where the conservation of certain species of plants and insects is of critical concern to citizens and governing entities. Applicant further acknowledges and agrees that these areas may be legally preserved and protected and cannot be encroached upon without incurring potential liability.
2. Public Works staff will review all permit applications received to determine whether the proposed activity would occur within the County's endangered and/or protected habitat areas. If so, prior to issuance of a permit and prior to performing the proposed work within the County managed right-of-way, applicants shall be responsible for obtaining required permits and approvals from federal and/or state regulatory agencies, including but not limited to the US Fish and Wildlife Service and the Oregon Department of Agriculture.

Failure to do so may be a violation of federal and/or state law. Yamhill County shall require proof of such permits or approvals before issuing a permit.

3. If the applicant inadvertently impacts a legally protected/regulated resource or area, the applicant shall be responsible for all mitigation and/or rehabilitation costs. Applicant shall follow all State and Federal regulations while working in close proximity to any legally protected and/or regulated environmental resource or area, including compliance with all applicable federal and state laws, including the federal and state Endangered Species Acts.

APPLICANT'S SIGNATURE: Jackie Pratt DATE: 7/18/19

***** COUNTY'S RECORD *****		
PERMIT: _____	INSURANCE: _____	BOND/GUARANTEE AMOUNT: _____
TWO SETS OF CONSTRUCTION PLANS SUBMITTED: _____	FEE AMOUNT: _____	
PROVISIONS AND DRAWINGS ATTACHED: _____		
SPECIAL PROVISIONS: <u>orange ribboned stakes represent center line of new driveway</u>		

DIRECTOR: _____ DATE: _____

PERMIT SPECIALIST: Wm. Pederson DATE: 7-22-19

INITIAL SITE REVIEW BY: _____ DATE: _____

PERMIT ISSUED BY: Abigail Gray VIA: email DATE: 7-22-19

START WORK NOTICE BY: _____ C# _____ DATE: _____

CONSTRUCTION APPROVED BY: _____ DATE: _____

NOTES: _____

FINAL INSPECTION APPROVED BY: Wm. Pederson DATE: 11-6-19

Attachment 3

From: [Aaron Walker](#)
To: [Chris Haughton](#); [Scott Erickson](#)
Cc: [Matt Pihl](#); [Tomas Zilka](#)
Subject: FW: Center street Driveway Approval
Date: Tuesday, October 01, 2019 2:02:22 PM

Chris,

See below for the email chain with Fred Hertel the fire marshal. I will forward one other email that includes the attachment Fred sent me.

On July 17th Scott and I went to the Sheridan Fire department. We requested to speak with the fire marshal who could review and ultimately approve the construction of your driveway. We met Alan who was the outgoing fire marshal. We were also introduced to Fred Hertel who was on one of his first days as fire marshal to replace Alan. We met with both of them in their office for 10 minutes and showed them your driveway design and discussed the location of the site. We requested that they come see the site with us. Fred declined to come up the hill but Alan drove behind us to the site. We showed him the site and chatted for awhile at the entrance to your property. He said that as long as we build your road to the driveway standards he would approve it. He acknowledged that center street was not in the best shape but mentioned that there was nothing he could make us do to it. As you can see from Fred's emails he is looking to get center street improved.

Let us know when you are in town and I can come down to Sheridan to walk the site with you.

Aaron Walker

Pihl Inc.

41660 NW Sunset Hwy

Banks, OR 97106

Cell: (503) 716-0204

aaron.walker@pihl-inc.com

www.pihl-inc.com



From: Fred Hertel <fhertel@sheridanfd.org>
Sent: Monday, September 23, 2019 7:54 PM
To: Aaron Walker <aaron.walker@pihl-inc.com>
Cc: Scott Erickson <Scott.Erickson@pihl-inc.com>
Subject: Re: Center street Driveway Approval

Aaron,

While we appreciate the fact that you believe you performed your due diligence, the work Pihl performed is good work. However, that does not negate the fact that your performed due diligence does not guarantee your client or our citizen; year-round, twenty four hour a day fire and life safety

services.

Until we feel comfortable that fire and life safety services can be provided we can not, in good conscience, sign off on any project that put our citizens in great risk.

Thanks for your understanding.

Fred

Sent from my iPhone

On Sep 23, 2019, at 4:03 PM, Aaron Walker <aaron.walker@pihl-inc.com> wrote:

Fred,

The driveway we have constructed for our clients has been completed above and beyond these requirements. Center street is a Yamhill county road. Before we started work we came to your office and invited both you and Alan to come up to the site to discuss the job. Alan came and we discussed the job and that he could not make us do anything with center street but stressed to us that what we build on the clients property has to meet the standards. We should not be responsible for work on center street when we did our due diligence in getting a preconstruction meeting with your department prior to starting work.

Aaron Walker

Pihl Inc.

41660 NW Sunset Hwy

Banks, OR 97106

Cell: (503) 716-0204

aaron.walker@pihl-inc.com

www.pihl-inc.com

<image001.jpg>

From: Fred Hertel <fhertel@sheridanfd.org>

Sent: Monday, September 23, 2019 3:17 PM

To: Aaron Walker <aaron.walker@pihl-inc.com>

Cc: Scott Erickson <Scott.Erickson@pihl-inc.com>

Subject: Re: Center street Driveway Approval

Aaron,

Thanks for the email.

We are asking that the access to your client and our future citizens meet state fire

codes.

I have attached an application guide to help in understanding the codes.

Thanks,

Fred

Fred Hertel
Fire Chief
Sheridan/SW Polk/West Valley Fire Districts

From: Aaron Walker <aaron.walker@pihl-inc.com>
Sent: Monday, September 23, 2019 2:20 PM
To: Fred Hertel <fhertel@sheridanfd.org>
Cc: Scott Erickson <Scott.Erickson@pihl-inc.com>
Subject: Center street Driveway Approval

Fred,

We met briefly when Scott and I came to the fire house and took Alan up to the top of Center street to see our jobsite before we began work. I understand Scott meet with you last week and that there is information you need to know about center street before you can approve the driveway. We have completed the driveway for our clients and the county has approved it. Can you email me back and let me know what information you need to help with the approval. Scott and I will work to gather the information you need. Give me a call if you have any questions.

Aaron Walker

Pihl Inc.
41660 NW Sunset Hwy
Banks, OR 97106
Cell: (503) 716-0204
aaron.walker@pihl-inc.com
www.pihl-inc.com

<image001.jpg>

ATTACHMENT 3a

From: [Fred Hertel](#)
To: [Chris Haughton](#)
Cc: kullac@co.yamhill.or.us
Subject: RE: Follow-up to our March 13th discussion
Date: Thursday, May 21, 2020 12:38:14 PM

EXTERNAL EMAIL - Use caution opening attachments and links.

Chris,

I have cc'd Commissioner Kulla on this email. You described our conversation over the lack of Oregon Fire Code compliance and even more concerning the questionable emergency fire & medical response, due to access issues on NE Center Street outside of Sheridan very well. One of the stories I shared with you was about the dry summer temperatures and concerns of a wildland fire. If a wildfire should ever happen toward the lower portion of that hill there could be no fire response to residents that live up NE Center Street because there is no secondary access or egress.

The situation on NE Center Street is not unique in Yamhill or Polk County. For the Sheridan Fire District we wish to promote development but not at the cost of our citizens safety. When Chris, Julie and I discussed this situation the talking points revolved around the access to their new proposed residence was a limiting factor in providing fire & life safety services to their family and property. Sheridan Fire District is already struggling with staffing and finances needed for appropriate services.

My goal for brining your attention to this challenge is; one, sharing some of our struggles and two, making sure Chris and Julie understand the potential lack of services for their new residence.

Thank you,

Fred

Fred Hertel
Fire Chief
Sheridan/SW Polk /West Valley Fire Districts

From: Chris Haughton <chris_haughton@bd.com>
Sent: Thursday, May 14, 2020 9:18 AM
To: Fred Hertel <fhertel@sheridanfd.org>
Subject: Follow-up to our March 13th discussion

Good morning, Chief Hertel –

I hope that you and your family, as well as your department, are safe and healthy during these ongoing difficult times.

I'm writing as a follow-up to our discussion at the Sheridan Fire Department on March 13th. We

talked through the situation with NE Center Street, at the end of which we own property where we plan to build a home in the coming years. During the discussion, we agreed that the roadway that we recently had constructed on our land meets all code requirements for emergency vehicle access, but that NE Center Street itself has a number of deficiencies. Specifically, the existing roadway would make emergency access difficult due to its narrow width in places, its steep grade in places, and the state of its emergency vehicle turnouts, which have not been maintained as well as would be preferred. As a result of these conditions, you indicated that you could not guarantee that your vehicles could reach the upper portions of NE Center Street in an emergency, leaving quite a few current homes/residents at potential risk in such a situation. We also discussed jointly approaching Casey Kulla, the chairman of the Yamhill County Board of Commissioners, to request county assistance in addressing what could be viewed as a public safety issue for those current residents.

While another meeting in person in the near-term is not likely practical, I am hoping that you are willing to write a letter or memo to me (or to Mr Kulla) outlining your public safety concerns in regard to the state of NE Center Street. You and/or I could then reach out to Mr Kulla as a follow-up to email correspondence that he and I shared in February, and see what next steps might be open to us.

Thanks in advance for your continued cooperation in working to address the situation with NE Center Street. I hope to hear back from you soon.

Chris Houghton
(919) 244-9403

IMPORTANT MESSAGE FOR RECIPIENTS IN THE U.S.A.:

This message may constitute an advertisement of a BD group's products or services or a solicitation of interest in them. If this is such a message and you would like to opt out of receiving future advertisements or solicitations from this BD group, please forward this e-mail to optoutbygroup@bd.com. [BD.v1.0]

This message (which includes any attachments) is intended only for the designated recipient(s). It may contain confidential or proprietary information and may be subject to the attorney-client privilege or other confidentiality protections. If you are not a designated recipient, you may not review, use, copy or distribute this message. If you received this in error, please notify the sender by reply e-mail and delete this message. Thank you.

Corporate Headquarters Mailing Address: BD (Becton, Dickinson and Company) 1 Becton Drive Franklin Lakes, NJ 07417 U.S.A.

From: [Chris Haughton](#)
To: [Fire Chief Fred Hertel \(fhertel@sheridanfd.org\)](mailto:fhertel@sheridanfd.org)
Subject: Re: Follow-up on NE Center Street
Date: Monday, July 06, 2020 9:48:00 PM

ATTACHMENT 4

Hi, Chief Hertel -

I hope that the summer has been good to you, your family, and the Sheridan community.

I am following up to see if you have thoughts on our proposal to construct a retention pond for use as a water source in the event of a fire/emergency. We believe that this would mitigate many of your concerns, and we would be happy to reduce potential future risks for our property and adjacent properties.

Thanks for your continued help in finding a path forward.

Chris

[Get Outlook for iOS](#)

From: Chris Haughton
Sent: Monday, June 8, 2020 12:09:57 PM
To: Fire Chief Fred Hertel (fhertel@sheridanfd.org) <fhertel@sheridanfd.org>
Subject: Follow-up on NE Center Street

Good morning, Chief Hertel –

I hope that all is well with you, your family, and your community as we start to slowly return to something resembling normal.

I'm sorry that the potential meeting with Casey Kulla could not happen while Julie and I were there two weeks ago. I hope that we are able to coordinate during our next visit, currently planned for late August.

While we were there, we did have the opportunity to meet with two builders and two architects, as we continue to move toward a point where we can hopefully start the home design process. I know that we need to identify a path forward with you and Casey in regard to Center Street and fire access before doing so, and our intention is to come to an agreement over the next couple months.

While meeting with one of the builders, he recommended that we install a retention pond that can be used as a fire water access point, as a way to minimize or eliminate the need for fire/tanker trucks to shuttle water up the hill in the event of an emergency. He has done this previously on a number of occasions in similar situations, and it is something that we can afford and would be willing to do as part of homesite development prior to occupancy of a new home.

I'd like to get your thoughts on how much installation of a firewater pond would help the situation from your viewpoint, while we work together in parallel on a public solution to improve NE Center Street as needed. Please let me know your thoughts when you have the opportunity.

Thanks, Chief Hertel, and I hope that you have a good, safe summer...

Chris

EXHIBIT D
FEDERAL AWARD IDENTIFICATION
(Required by 2 CFR 200.331(a))

(i) Grantee Name: <i>(must match DUNS registration)</i>	SHERIDAN FIRE DISTRICT
(ii) Grantee's DUNS number:	831389366
(iii) Federal Award Identification Number (FAIN):	
(iv) Federal award date: <i>(date of award to DAS by federal agency)</i>	March 27, 2020
(v) Grant period of performance start and end dates:	Start: March 1, 2020 End: December 30, 2020
(vi) Total amount of federal funds obligated by this Grant:	
(vii) Total amount of federal award committed to Grantee by Agency: <i>(amount of federal funds from this FAIN committed to Grantee)</i>	\$271,041.00
(viii) Federal award project description:	Coronavirus Relief Fund
(ix) Federal awarding agency:	U.S. Department of the Treasury
Name of pass-through entity:	Oregon Department of Administrative Services
Contact information for awarding official of pass-through entity:	Gerold Floyd, CoronavirusReliefFund@Oregon.gov
(x) CFDA number, name, and amount:	Number: 21.019 Name: Coronavirus Relief Fund Amount: \$1,388,506,837.10
(xi) Is award research and development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(xii) Indirect cost rate:	Not allowed per U.S. Treasury guidance
Is the 10% de minimis rate being used per §200.414?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

EXHIBIT D
FEDERAL AWARD IDENTIFICATION
(Required by 2 CFR 200.331(a))

(i) Grantee Name: <i>(must match DUNS registration)</i>	SOUTHWESTERN POLK COUNTY RURAL FIRE PROTECTION DISTRICT
(ii) Grantee’s DUNS number:	035134423
(iii) Federal Award Identification Number (FAIN):	
(iv) Federal award date: <i>(date of award to DAS by federal agency)</i>	March 27, 2020
(v) Grant period of performance start and end dates:	Start: March 1, 2020 End: December 30, 2020
(vi) Total amount of federal funds obligated by this Grant:	
(vii) Total amount of federal award committed to Grantee by Agency: <i>(amount of federal funds from this FAIN committed to Grantee)</i>	\$250,000
(viii) Federal award project description:	Coronavirus Relief Fund
(ix) Federal awarding agency:	U.S. Department of the Treasury
Name of pass-through entity:	Oregon Department of Administrative Services
Contact information for awarding official of pass-through entity:	Gerold Floyd, CoronavirusReliefFund@Oregon.gov
(x) CFDA number, name, and amount:	Number: 21.019 Name: Coronavirus Relief Fund Amount: \$1,388,506,837.10
(xi) Is award research and development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(xii) Indirect cost rate:	Not allowed per U.S. Treasury guidance
Is the 10% de minimis rate being used per §200.414?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

EXHIBIT D

FEDERAL AWARD IDENTIFICATION

(Required by 2 CFR 200.331(a))

(i) Grantee Name: <i>(must match DUNS registration)</i>	WEST VALLEY FIRE DISTRICT
(ii) Grantee's DUNS number:	015948255
(iii) Federal Award Identification Number (FAIN):	
(iv) Federal award date: <i>(date of award to DAS by federal agency)</i>	March 27, 2020
(v) Grant period of performance start and end dates:	Start: March 1, 2020 End: December 30, 2020
(vi) Total amount of federal funds obligated by this Grant:	
(vii) Total amount of federal award committed to Grantee by Agency: <i>(amount of federal funds from this FAIN committed to Grantee)</i>	\$261,875.00
(viii) Federal award project description:	Coronavirus Relief Fund
(ix) Federal awarding agency:	U.S. Department of the Treasury
Name of pass-through entity:	Oregon Department of Administrative Services
Contact information for awarding official of pass-through entity:	Gerold Floyd, CoronavirusReliefFund@Oregon.gov
(x) CFDA number, name, and amount:	Number: 21.019 Name: Coronavirus Relief Fund Amount: \$1,388,506,837.10
(xi) Is award research and development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(xii) Indirect cost rate:	Not allowed per U.S. Treasury guidance
Is the 10% de minimis rate being used per §200.414?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

CHIEF'S REPORT

- ❖ **Upcoming Events**
 - Sheridan Volunteers have cancelled September Sheridan Pancake Breakfast.

- ❖ **COVID-19 (Coronavirus)-**
 - Chief Les Thomas deployed to the Fir Mountain Fire as the COVID Liaison, in charge of the COVID Mobile Team. This was the first ever deployment of a COVID Mobile Team in Oregon. The purpose of this new team was to provide technical guidance on how to prevent a COVID outbreak from happening in the fire camps. Les will be back to his regular schedule on Tuesday.
 - Yamhill County and Polk County have entered phase 2.
 - All stations remain closed to the public for regular business activities.
 - Contact tracing sign in sheets have been placed at all stations should there be any necessary entry to the stations besides our personnel.
 - The state remains under a statewide order to wear masks in any public venue.
 - Coronavirus Relief Fund (CRF) Grants – We have submitted and received the second round of CRF awards. WE will be discussing this more in our agenda.

- ❖ **SW Polk stations**
 - Salt Creek station has the concrete building pad poured. Staff and volunteers gave extra time to making sure that the concrete was kept wet for the first seven days of cure time. The fire suppression water tanks are installed. Power supply conduit, vaults and smaller conduits are installed.

- ❖ **Firefighter/Paramedic & Firefighter/EMT Hiring**
 - We have offered the West Valley levy positions to two FF/P's and one FF/EMT. With the starting of these three positions there will be 24-hour two person staffing at Station 180 in Willamina. At the 8/13/2020 board meeting, with the receipt of Coronavirus Relief Fund dollars, we will be asking that the West Valley Board of Directors allow for these personnel to be hired on August 25, 2020.

- ❖ **GEMT**
 - Due to COVID-19, the GEMT process was delayed. The payment has been submitted and we should receive the reimbursement amount in the next few weeks.
 - We are starting to prepare documentation to submit for the next round of GEMT. This will be an annual process from now on. The schedule Oregon Health Authority has laid out for this year has the payment being received in May 2021.

- ❖ Pay Equity
 - We are nearing the end of the Pay Equity compliance project.
 - By most accounts we are, as suspected, compliant as individual Districts but as our three Districts come together, we will need to make benefit adjustments.
 - We continue to review Pay Equity as part of our union contract negotiations. Some examples are differing amounts of sick leave, vacation schedules, holidays, etc..... between the two Districts.

- ❖ Financial audits
 - West Valley 18/19 audit: All documents have been submitted. We are waiting the transaction testing portion of the audit to be completed. We are anticipating the audit to be completed in August.
 - All three 19/20 audits are being started. Judy has submitted documents for the Sheridan audit.

- ❖ Civil Service
 - The chief examiner position applications closed with 3 interested parties. We will be getting these applications to the Civil Service Commission.

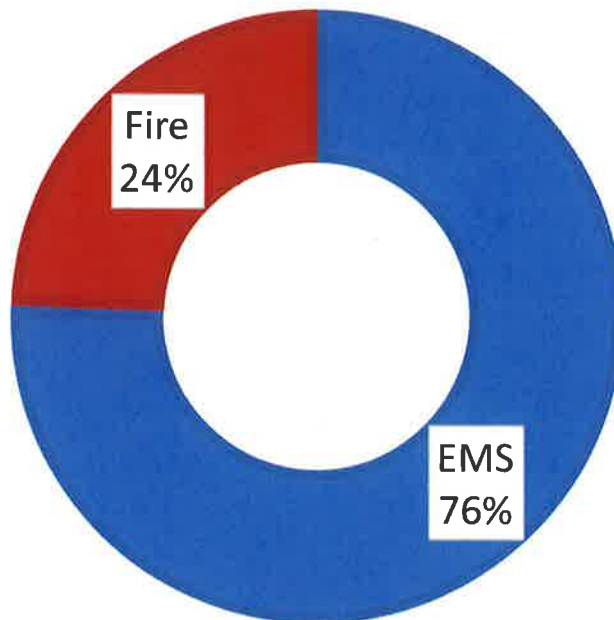
- ❖ Financial review
 - We continue to evaluate our financial system with the assistance of Todd Kimball from CFO Selections. The intended outcome is a more efficient and effective financial system that complies with all finance rules, regulations and best practices. Staff has started implementing some changes already and there will be more changes as we move forward. Todd will generate a report as he completes his review/analysis.

- ❖ SDAO review
 - The SDAO review has started and we continue working with Retired Chief Stearns and Retired Chief Emery. SDAO may generate a report as they complete their review/analysis.

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

Sheridan Fire District

JULY 2020 MONTHLY REPORT



Fire Stats

Structure Fire	4
Outside fire	6
Rescue	1
EMS Incident	18
Accident, potential accident	2
Service call, other	2
Unauthorized burning	1
Cancelled	6
Controlled burning	2
Citizen complaint	1
Total	43

EMS Stats

Public Assist	7
Cancelled	13
Patient Dead on Scene	4
Standby	14
Not Transported	29
Transported	66
Total	133

Total Calls

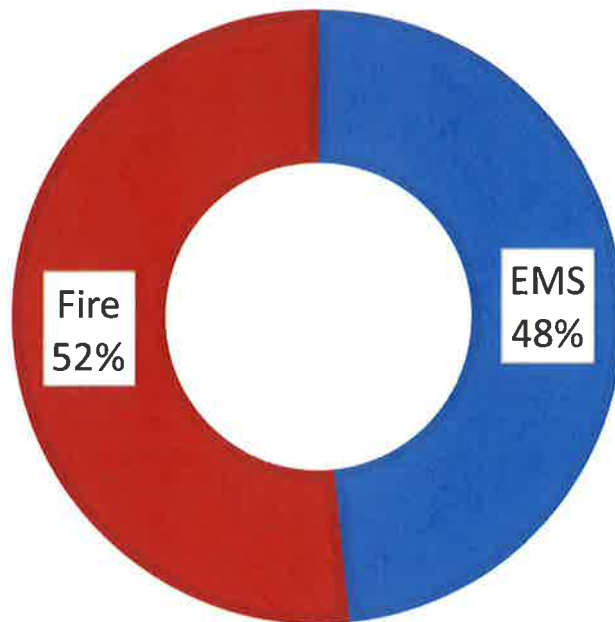
176

Training Hours

375.83

SW Polk Fire District

JULY 2020 MONTHLY REPORT



Fire Stats

Fire, other	1
Structure Fire	2
Vehicle fire	3
Natural vegetation fire	4
Accident, potential accident	1
Public service assistance	1
Cancelled	4
Total	16

EMS Stats

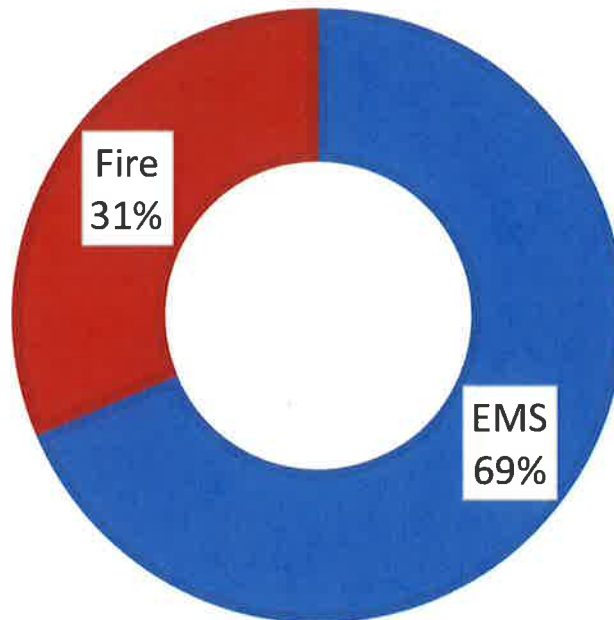
Rescue, EMS, other	1
Medical assist	3
EMS incident	9
Extrication, rescue	1
Rescue or EMS standby	1
Total	15

Total Calls 31

Training Hours 60

West Valley Fire District

JULY 2020 MONTHLY REPORT



Fire Stats

Natural vegetation fire	4
Outside rubbish fire	1
Medical assist	20
EMS incident	12
Other	5
Cancelled	6
Total	48

EMS Stats

Public Assist	2
Cancelled	7
Patient Dead on Scene	1
Not Transported	31
Transported	64
Total	105

Total Calls

153

Training Hours

324.5