
AGENDA

Joint Regular Board Meeting

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

Hosting agency:

SFD- 230 SW Mill St. Sheridan, OR 97378*

*Board members are encouraged to attend virtually and public attendees must attend virtually.

February 11, 2021 at 6:00 pm

The public is welcome to attend on our virtual platform. Masks are required 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/1495533629>

Or by phone: +1(623)4049000 Meeting ID: 149 553 3629

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions or corrections to the agenda
5. Approval of Minutes/All Agencies
6. Financial Report
 - A. Sheridan
 - B. SW Polk
 - C. West Valley
7. Audience Participation
8. Old Business
 - A. Board PoliciesWVFD.....Discussion/Action
9. New Business
 - A. LOSAP.....SFD/WVFD.....Discussion/Action
10. Chiefs Report
11. Director comments and/or agenda items for next month
12. Adjournment
 - A. Next meeting March 11, 2021

West Valley Fire District

Special Meeting Minutes - January 11, 2021 4:00 - 825 NE Main St. Willamina, OR 97396

* Meeting was held virtually via RingCentral Meetings

Board Members Present	Board Members Absent
West Valley Fire District Rick Mishler Gary Brooks Roy Whitman (ARC) Chris Greenhill Connie Brown	None
	Administration Present
	Fred Hertel Mariah Prescott Damon Schulze (V) Les Thomas

GENERAL BUSINESS	
Call to Order	President Rick Mishler, West Valley Fire District, opened the meeting at 4:05 pm. The agency has a quorum of directors and will allow deliberation and decision making. Public comment will be taken per the agenda.
Board Policies	Brown refers to page 8, middle of page, "board has the right to suspend a board member for misconduct." Additionally, Brown suggests reconsidering legal counsel in an attempt to reduce spending. Brown proposes to change policy where the Chief cannot contact attorney without prior approval from board president. Brown suggests reevaluating the 190 agreement between Sheridan, SW Polk, and West Valley Fire Districts. Brown requests no property be surplusd without board approval. Brooks stated that he thought it should match the \$5,000 spending limit. Brown asks to see a list of all contracted services.
Board member arrives	Roy Whitman arrives at 4:13 pm, during board policies discussion.
Board Policies - Continued	Mishler requests an update on investigation. Brooks requests to give the investigator a timeline/deadline that it will need to be completed. Whitman suggests letting the investigation go until it is all handled and answered properly. Brown refers to 001.5 in the board policies and raises concerns regarding not being able to help as a volunteer at events due to being on the board. Greenhill brings up chain of command issues and liability for the district and the board members individually by having board and volunteer roles. Mishler suggests board members only be included in PR events instead of all Fire Corps options. Brooks asks if the district has phone Fire Corp members. Hertel says no, but we do have phones forwarded to cellphones, which we believe has solved the issue of the phones not being answered.

Deliverable	Responsible Party	Timeline
Board Policies with WV Edits	Staff	Feb. 8, 2021

Upcoming meetings/events:

- 1-14-2021 Joint Board Meeting

Board packet and handouts included:

- Agenda

In our Board Meetings, we agree to...

- Begin and conclude meetings on time
- Be on time and come prepared to participate
- Be respectful, including:
 - Keeping our cell phones silent
 - Listening without interrupting when someone else is speaking
 - Allowing for all to contribute to the discussion
 - Honoring the Chair
- Follow Robert's Rules of Order for parliamentary procedures
- Honor confidentiality
- Have fun!

Sheridan Fire District - SW Polk Fire District - West Valley Fire District
 Regular Joint Meeting Minutes - January 14, 2021 6:00pm - 825 NE Main St. Willamina, OR 97396*

*Meeting was held virtually via RingCentral Meetings and each board was present at their own main station.

Board Members Present			Board Members Absent
Sheridan Fire District Tammy Heidt (V) Carol Harlan (V) Scot Breeden (V) Parrish Van Wert (V) Brice Ingram (ARC)	SW Polk Fire District Rod Watson Keith Moore Bruce Sigloh (V) Frank Pender	West Valley Fire District Rick Mishler Gary Brooks Roy Whitman Chris Greenhill Connie Brown	Bob Davis
			Administration Present
			Fred Hertel Mariah Prescott Damon Schulze (V) Les Thomas (V)

GENERAL BUSINESS		
Call to Order		President Rick Mishler, West Valley Fire District, opened the meeting at 6:05 pm. Each agency has a quorum of directors and which allows deliberation, decision making and will take public comment per the posted agenda. Pledge of allegiance was recited.
Closing Topics WV	Not On Agenda	Motion: Rick Mishler Second: Connie Brown Mishler read letter stating discussion on CTGR topics will no longer be held as it has been handled. Move to sign letter regarding closing discussion on CTGR. Motion passes unanimously.
Approval of Minutes	Action	Motion: Chris Greenhill Second: Roy Whitman Move to approve presented minutes from joint board meeting on December 10, 2020 Discussion: None. SFD- Motion approved unanimously, Ingram absent. WVFD- Motion approved unanimously. SWP- Motion approved unanimously, Davis absent. Motion: Chris Greenhill Second: Connie Brown Move to approve presented minutes from West Valley special meetings on December 7 & December 16, 2020 Motion passes unanimously. Motion: Chris Greenhill Second: Bruce Sigloh Move to approve presented minutes from joint meeting on December 7, 2020 Discussion: None. SFD- Motion approved unanimously, Ingram absent. WVFD- Motion approved unanimously. SWP- Motion approved unanimously, Davis absent.
Audience Participation		None
Board Policies		Tabled
18-19 Audit – WVFD – Out of Order	Action	Motion: Chris Greenhill Second: Connie Brown Move to accept West Valley Fire District 2018-2019 audit. Motion passes unanimously.
Financial Report		Motion: Carol Harlan Second: Tammy Heidt

		<p>Move to approve financials for Sheridan Fire District. Motion passes unanimously.</p> <p>SW Polk Fire District chose to table as there was not enough time to review West Valley Fire District. Brooks asks why grants are under expenses. Hertel explains that would be grant expenditure or match of grant funds.</p> <p>Brooks question on "for other district" clearing account. Hertel explains staff are working with CFO selections to decide if that is appropriate.</p> <p>Brooks asks about expended line items? Hertel explains, they will be mostly corrected with conflagration revenue.</p> <p>Motion: Connie Brown Second: Chris Greenhill Move to approve financials for West Valley Fire District. Discussion: Brooks asks why there are no names for payroll. Hertel explains it is against ORS. Motion passes unanimously.</p>
Board Member Arrives		Brice Ingram arrives at 6:25 pm, during Financial Report
19-20 Audit – SFD – Out of Order		<p>Hertel reviews written report.</p> <p>Motion: Carol Harlan Second: Brice Ingram Move to accept Sheridan Fire District 2019-2020 Audit. Breedon abstain. Van Wert- Aye Ingram- Aye Heidt- Aye Harlan- Aye</p>
NEW BUSINESS		
CDRI Survey		<p>Hertel explains CDRI services are outside the budget but have been used in the past with success. Heidt believes this would be beneficial and Sigloh agrees. Breedon asks who is providing the 10-12 facts. Hertel responds saying typically the district and board works on these together. Greenhill says board will have full input. Breedon replies that that is not his question and asks if the board approves the final document. Hertel says typically not in timeline. Ingram asks why there is a timeline and Hertel responds that we need to start the process to stick to the November 2021. Election, per board direction.</p> <p>Motion: Rod Watson Second: Frank Pender Motion to move forward with CDRI. SFD: Motion approved unanimously. SWP: Motion approved unanimously.</p>
Meeting Frequency		<p>West Valley has been having special meetings, which is working well. The three districts have been meeting two times per month. Discussion was held about the potential of SW Polk and Sheridan Fire District having monthly meetings separate from WV.</p> <p>Brooks- asks if there is a need more or less</p>

	<p>Hertel states he is not advocating either way, but meetings do take a lot of staff time.</p> <p>Heidt would like to see one joint board meeting and then special meetings as needed. Then SFD and SW Polk meet Monthly, adding WV quarterly.</p> <p>Breeden is in favor but suggest moving to Monday to review packet over weekend.</p> <p>Mishler would like to stay in main meetings and Greenhill would like to go back to one meeting and allow SW and SFD to use extra time for their consolidation work.</p> <p>Watson thinks the boards should meet in person.</p> <p>Motion: Chris Greenhill Second: Rick Mishler One monthly joint board meeting on second Thursday at 6:00pm. Discussion: Leave same time and day SFD: Motion approved unanimously. SWP: Motion approved unanimously. WV: Motion approved unanimously.</p>
<p>Banking Changes</p>	<p>Hertel brings up banking changes and how as part of the financial review, board requested a 90-day update. One change recommended is changing all districts to one bank. This would increase efficiency and Covid-19 closed the Sheridan US Bank. Need a motion to change to only First Federal Bank.</p> <p>Motion: Roy Whitman Second: Chris Greenhill West Valley Fire District move to First Federal Bank only. Motion passed unanimously.</p> <p>Motion: Parrish Van Wert Second: Carol Harlan Sheridan Fire District move to First Federal Bank only. Motion passed unanimously.</p> <p>Motion: Frank Pender Second: Keith Moore SW Polk Fire District move to First Federal Bank only. Motion passed unanimously.</p>
<p>Lieutenant promotional process</p>	<p>Hertel reviewed staff report and brings up adding lieutenant roles to team. Brooks asks where in the chain of command lieutenants would be. Hertel explains level management, below Battalion Chief and above the staff. Brooks inquires on if this would outsource civil service too. Hertel replies no. Mishler asks how many and Hertel responds none now, but a goal of 3. Sigloh inquires about adding captains too. Hertel replies saying not now, but in the future. Watson asks if the \$2,900 is a onetime fee and Hertel says he believes so, yes. Watson asks if this is to make the process fair and Hertel responds saying yes, to prevent bias. Watson requests a timeline and Hertel says they want to complete the process with the goal of taking a list into the next year when funding is available. Brown inquires about how the volunteers play into this.</p> <p>Motion: Watson Second: Greenhill</p>

		<p>Move forward and split 40/40/20 and allow contract to be signed.</p> <p>Discussion: Sigloh asks how many and Hertel answers, one per shift. Mishler asks if they will be in a different station than the Battalion Chief. Hertel responds yes.</p> <p>SFD: Motion passed unanimously</p> <p>SW Polk: Motion passed unanimously</p> <p>West Valley: Motion passed unanimously</p>
Staff Vehicle		<p>Reviewed staff report.</p> <p>Mishler brings up how West Valley Fire District is providing two vehicles while the other districts provide one. Brown asks if the district really needs one, saying it is a lot of money and may not be needed. Mishler suggests looking into used vehicles from another agency that are already fitted with radios and lights. Hertel agrees that two vehicles are being provided by West Valley, although the other districts are providing other things.</p> <p>Motion: Chris Greenhill Second: Roy Whitman Move to surplus and Ford Explorer. Motion passes unanimously.</p> <p>Motion: Chris Greenhill Second: Connie Brown \$30,000 for used vehicle, to meet the District's needs. Motion passes unanimously.</p>
COMMENTS		
Chief's Report		<p>May postpone awards banquet in March due to current situation regarding COVID restrictions.</p> <p>Reviewed written report.</p>
Directors Comments		<p>Brooks asks if there are still vaccines available.</p> <p>Brown thanks staff and says she is proud to be a part of the district.</p> <p>Brooks would like a copy of the CTGR letter and Hertel replies that it was in the email sent to board members.</p>
Adjournment		Adjourn meeting at 7:27 PM.

Upcoming meetings/events:

- 12-10-2020 Joint Board Meeting

In our Board Meetings, we agree to...

- Begin and conclude meetings on time
- Be on time and come prepared to participate
- Be respectful, including:
 - Keeping our cell phones silent
 - Listening without interrupting when someone else is speaking
 - Allowing for all to contribute to the discussion
 - Honoring the Chair
- Follow Robert's Rules of Order for parliamentary procedures
- Honor confidentiality

- Have fun!

Sheridan Fire District

Special Meeting Minutes - January 28, 2021 6:00pm - 230 SW Mill St Sheridan, OR 97378

Meeting was held virtually via RingCentral Meetings only

Board Members Present	Board Members Absent
Sheridan Fire District Parrish Van Wert (v) Tammy Heidt (v) Scot Breeden (v) Brice Ingram (ARC) (v) Carol Harlan (v)	None
	Administration Present
	Fred Hertel (v) Mariah Prescott (v) Samantha Tuck (v)

(V)- Virtual Attendance (ARC)- Arrives after Roll Call

GENERAL BUSINESS	
Call to Order	President Tammy Heidt, Sheridan Fire District, opened the meeting at 6:00 pm. Sheridan Fire District has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda.
CDRI	Hertel asks if two board members are willing to join a committee with the CDRI Heidt said that she would appreciate being involved with that meeting and volunteered herself, she then asked Van Wert if he would like to be the second board member to attend the meeting and he stated that he would also appreciate being a part of that and agreed to joining.
Banking Changes	<p>The staff report was reviewed by all participants of the meeting.</p> <p>Van Wert requested that he be removed as a signer for the SFD Bank accounts. Breeden requested that he not be a signer on the SFD bank accounts and request that the chief not be a signer on any bank accounts.</p> <p>Ingram agrees to be a signer on the bank accounts but agrees that the chief not be a signer on any of the bank accounts.</p> <p>Hertel clarifies that requires an administrator and that he has always been an admin on all the bank accounts and was not aware of that until just recently while dealing with the new bank changes. Hertel also states that he would not be able to sign any checks per district procedure.</p> <p>Harlan suggests that Deputy Chief Damon Schulze be added as a signer to the bank accounts as a backup.</p> <p>Ingram indicates that he believes that is not necessary and did not believe any situation would arise that the deputy chief would be needed as a signer and that if there is an immediate need that typically board members are available even when two signers are needed to sign checks or move money.</p> <p>Heidt states that titles do not match district needs but that the expectation is that chief will not sign checks unless there is an emergency. Hertel then confirmed that same expectation.</p> <p>Motion: Parrish Van Wert Second: Brice Ingram</p>

	<p>I move that Sheridan Fire District follow the attached account management structure for our US bank account and First Federal Savings & Loan Association bank accounts and online banking. This also removes all person(s) not listed. Discussion: Breeden then request a motion be made to make a policy that prevents the Fire Chief from signing any checks on any bank accounts. Van Wert rescinds his motion.</p> <p>Motion: Scot Breeden Second: Brice Ingram Schulze can only sign during the event of an emergency and with notification made to each board member. Motion passes unanimously.</p> <p>Motion: Parrish Van Wert Second: Brice Ingram I move that Sheridan Fire District follow the attached account management structure for our US bank account and First Federal Savings & Loan Association bank accounts and online banking. This also removes all person(s) not listed. Motion passes unanimously.</p>
<p>LOSAP</p>	<p>Request to make Sheridan’s old LOSAP agreement match SW Polk’s, and to get Sheridan’s updated to the latest version.</p> <p>Ingram asks if the volunteer association has seen the updated version and been made aware of the potential changes?</p> <p>Hertel confirmed that some of the leadership members have seen it but that not everyone had, he also states that there are several benefits to the volunteers with the updated agreement including: account portability between districts and raising the cap from \$3,000 to \$6,000.</p> <p>Heidt then requested that the old documents be sent out to the members so that they could compare the old plan with the new.</p> <p>Ingram then expressed appreciation for the reminder call made to all members for the special meeting.</p> <p>Van Wert also said that he appreciated the reminder call.</p> <p>Hertel stated that we will try to make it a habit.</p>
<p>Adjournment</p>	<p>Motion: Scot Breeden Second: Brice Ingram Move to adjourn meeting at 6:45 PM. Motion passes unanimously.</p>

Upcoming meetings/events:

- 2/11/2021 Regular Joint Meeting

Board packet and handouts included:

- Agenda
- Financial/ Banking Staff Report
- LOSAP Documents

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- Have fun!

SW Polk Fire District

Special Meeting Minutes - January 28, 2021 4:00pm - 275 Main St. Rickreall, OR 97371*

Meeting was held virtually via RingCentral Meetings

Board Members Present	Board Members Absent
SW Polk Fire District Rod Watson (V) Keith Moore (V) Bruce Sigloh (V) Bob Davis (V) Frank Pender (ARC) (V)	
	Administration Present
	Fred Hertel (V) Mariah Prescott (V) Samantha Tuck (V)

(V)- Virtual attendance (ARC)- Arrives after Roll Call

GENERAL BUSINESS		
Call to Order		President Rod Watson, SW Polk Fire District, opened the meeting at 4:07 pm. The agency has a quorum of directors which will allow deliberation, decision making and will take public comment per the posted agenda.
Banking Changes		The staff report was reviewed by all who attended the meeting. The recommended motion was announced that SW Polk Fire District follow the attached management structure for their Columbia bank account and First Federal Savings & Loan Association and online banking. This also removes all person(s) not listed. Watson asked if SW Polk is exiting from Columbia Bank and Hertel confirms that this the plan but states that the account needs to remain open to allow for a smooth transition between the two bank accounts. The original to move bank accounts to First Federal did not indicate who should have access to this account and who should also be a signer for this account at First Federal. The new motion for this meeting clarifies this. Motion: Bruce Sigloh Second: Bob Davis I move that SW Polk Fire District follow the attached account management structure for our Columbia Bank account and First Federal Savings & Loan Association bank accounts and online banking. This also removes all person(s) not listed. Motion passes unanimously.
CDRI Not On Agenda		CDRI was not on the agenda for this meeting. Hertel asked if two board members could attend a meeting with the CDRI next week, Rod Watson and Bob Davis volunteered to attend this meeting. Sigloh asks for clarification as to what the committee will be doing for our district. Hertel explains that the committee will develop talking points to help identify what the public has questions pertaining to our districts. SW Polk and West Valley have used CDRI in the past.
Board Member Arrives		Frank Pender arrives at 4:18pm
Adjournment		Meeting adjourned at 4:19 PM.

Action Items/Items for Follow-Up		
Deliverable	Responsible Party	Timeline
None		

Upcoming meetings/events:

- 02-11-2021 Joint Board Meeting

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	Base	OT	FLSA	Gross	Employer Cont. Taxes/Ins.	PERS	W/C	Total
SHERIDAN FIRE								
FF/ EMT	\$ 3,894.60	\$ 719.00	\$ 104.61	\$ 4,718.21	\$ 2,155.54	\$ -	\$ 256.20	\$ 7,129.95
FF/ Paramedic	\$ 4,555.29	\$ 28.16	\$ 122.35	\$ 4,705.80	\$ 1,185.82	\$ 1,199.51	\$ 255.52	\$ 7,346.65
FF/ Paramedic	\$ 5,022.21	\$ 745.04	\$ 134.89	\$ 5,902.14	\$ 1,202.23	\$ 1,504.46	\$ 320.49	\$ 8,929.31
FF/ Paramedic	\$ 4,371.79	\$ -	\$ 117.42	\$ 4,489.21	\$ 445.88	\$ -	\$ 243.76	\$ 5,178.85
FF/ Paramedic	\$ 4,371.79	\$ -	\$ 117.42	\$ 4,489.21	\$ 1,219.69	\$ 1,144.30	\$ 243.76	\$ 7,096.96
FF/ Paramedic	\$ 4,418.63	\$ 744.27	\$ 118.68	\$ 5,281.58	\$ 1,160.91	\$ 1,346.27	\$ 286.79	\$ 8,075.55
	\$ 26,634.31	\$ 2,236.47	\$ 715.37	\$ 29,586.15				\$ 43,757.29
WEST VALLEY FIRE								
FF/ EMT	\$ 4,784.00	\$ 73.91	\$ 128.47	\$ 4,986.38	\$ 1,153.80	\$ 1,030.68	\$ 163.55	\$ 7,334.42
FF/ Paramedic	\$ 4,286.07	\$ 824.24	\$ -	\$ 5,110.31	\$ 1,139.68	\$ -	\$ 167.62	\$ 6,417.61
FF/ EMT	\$ 3,894.60	\$ 607.85	\$ 104.61	\$ 4,607.06	\$ 339.22	\$ 952.28	\$ 151.11	\$ 6,049.67
FF/ Paramedic	\$ 4,555.29	\$ 70.39	\$ 122.35	\$ 4,748.03	\$ 1,156.84	\$ 981.42	\$ 155.74	\$ 7,042.02
FF/ Paramedic	\$ 4,418.63	\$ 710.13	\$ 118.68	\$ 5,247.44	\$ 1,249.75	\$ 1,084.65	\$ 172.12	\$ 7,753.95
FF/ Paramedic	\$ 4,371.79	\$ 648.55	\$ 117.42	\$ 5,137.76	\$ 1,212.05	\$ -	\$ 168.52	\$ 6,518.33
FF/ EMT	\$ 3,894.60	\$ 763.94	\$ -	\$ 4,658.54	\$ 2,044.68	\$ 962.92	\$ 152.80	\$ 7,818.94
FF/ Paramedic	\$ 4,418.63	\$ 815.75	\$ -	\$ 5,234.38	\$ 2,070.14	\$ 1,081.95	\$ 171.69	\$ 8,558.15
FF/ Paramedic	\$ 4,783.06	\$ 709.57	\$ 128.47	\$ 5,621.10	\$ 2,781.64	\$ 1,161.88	\$ 184.37	\$ 9,748.99
FF/ EMT	\$ 4,338.37	\$ 67.04	\$ 116.53	\$ 4,521.94	\$ 2,130.88	\$ 934.68	\$ 148.32	\$ 7,735.82
FF/ EMT	\$ 4,011.44	\$ -	\$ 107.74	\$ 4,119.18	\$ 394.03	\$ 851.43	\$ 135.11	\$ 5,499.75
FF/ Paramedic	\$ 4,418.63	\$ -	\$ 118.68	\$ 4,537.31	\$ 1,222.51	\$ 937.86	\$ 148.82	\$ 6,846.51
	\$ 52,175.11	\$ 5,291.37	\$ 1,062.95	\$ 58,529.43				\$ 87,324.17

January-21

Name 40/40/20	Base	OT	FLSA	Gross	Employer Cont. Taxes/Ins.	PERS	W/C	Cell Phone	Total	SFD 40%	WVFD 40%	SW POLK 20%
Chief	\$ 9,833.33	\$ -	\$ -	\$ 9,833.33	\$ 3,027.33	\$ 2,341.32	\$ 32.45	\$ 65.00	\$ 15,299.43	\$ 6,119.77	\$ 6,119.77	\$ 3,059.89
Chief	\$ 9,012.50	\$ -	\$ -	\$ 9,012.50	\$ 2,741.95	\$ 2,145.88	\$ 29.74	\$ 65.00	\$ 13,995.07	\$ 5,598.03	\$ 5,598.03	\$ 2,799.01
Chief	\$ 8,154.17	\$ -	\$ -	\$ 8,154.17	\$ 2,826.36	\$ 2,078.50	\$ 26.91	\$ 65.00	\$ 13,150.94	\$ 5,260.37	\$ 5,260.37	\$ 2,630.19
Admin Staff	\$ 4,666.67	\$ -	\$ -	\$ 4,666.67	\$ 2,632.31	\$ 973.47	\$ 8.40	\$ -	\$ 8,280.85	\$ 3,312.34	\$ 3,312.34	\$ 1,656.17
Admin Staff	\$ 3,296.48	\$ 1,400.74	\$ -	\$ 4,697.22	\$ 1,092.57	\$ 979.84	\$ 8.45	\$ -	\$ 6,778.09	\$ 2,711.23	\$ 2,711.23	\$ 1,355.62
Battalion Chief	\$ 6,660.67	\$ 1,770.36	\$ 178.90	\$ 8,609.93	\$ 2,843.48	\$ 2,194.67	\$ 28.41	\$ 35.00	\$ 13,711.49	\$ 5,484.60	\$ 5,484.60	\$ 2,742.30
Battalion Chief	\$ 7,072.67	\$ 173.76	\$ 188.76	\$ 7,435.19	\$ 2,846.18	\$ 1,895.23	\$ 24.54	\$ 35.00	\$ 12,236.14	\$ 4,894.45	\$ 4,894.45	\$ 2,447.23
Battalion Chief	\$ 6,660.67	\$ 205.86	\$ 178.90	\$ 7,045.43	\$ 2,806.43	\$ 1,795.88	\$ 23.25	\$ 35.00	\$ 11,705.99	\$ 4,682.40	\$ 4,682.40	\$ 2,341.20
	\$ 55,357.16	\$ 3,550.72	\$ 546.56	\$ 59,454.44					\$ 95,157.98	\$ 38,063.19	\$ 38,063.19	\$ 19,031.60
SW Polk												
FF/ EMT	\$ 4,011.44	\$ 49.59	\$ 107.74	\$ 4,168.77	\$ 1,115.51	\$ 1,062.62	\$ 226.36	\$ -	\$ 6,573.26			
FF/ EMT	\$ 4,338.37	\$ 80.45	\$ 116.53	\$ 4,535.35	\$ 2,232.49	\$ 1,156.06	\$ 246.27	\$ -	\$ 8,170.17			
FF/ Paramedic	\$ 4,286.07	\$ -	\$ 115.12	\$ 4,401.19	\$ 286.27	\$ 1,121.86	\$ 238.98	\$ -	\$ 6,048.31			
FF/ Paramedic	\$ 4,418.63	\$ -	\$ 118.68	\$ 4,537.31	\$ 2,186.73	\$ 1,156.56	\$ 246.38	\$ -	\$ 8,126.98			
	\$ 17,054.51	\$ 130.04	\$ 458.07	\$ 17,642.62					\$ 28,918.72			
												\$ 38,063.19
												\$ 47,950.31
January-21												

WV CK# 2/11/2021
SW CK# 2/11/2021

Date	Name	Who Paid	Total	SFD 40%%	WVFD 40%	SW POLK 20%	What
8/3/2020	FlashAlert	SFD	\$ 188.00	\$ -	\$ 75.20	\$ 37.60	Ads
11/11/2020	Microsoft	SFD	\$ 28.00	\$ -	\$ 11.20	\$ 5.60	Contracted
11/11/2020	Microsoft	SFD	\$ 125.00	\$ -	\$ 50.00	\$ 25.00	Contracted
11/13/2020	USPS	SFD	\$ 110.00	\$ -	\$ 44.00	\$ 22.00	Office
11/19/2020	Staples	SFD	\$ 138.41	\$ -	\$ 55.36	\$ 27.69	Office
11/21/2020	Jabra	WVFD	\$ 859.00	\$ 343.60		\$ 171.80	Training
11/22/2020	Burger King	WVFD	\$ 109.40	\$ 43.76		\$ 21.88	Training
11/24/2020	Subway	WVFD	\$ 48.44	\$ 19.38		\$ 9.69	Training
12/4/2020	Walter E Nelson Co.	SFD	\$ 129.39	\$ -	\$ 51.76	\$ 25.88	F. maint.
12/6/2020	Amazon	WVFD	\$ 449.88	\$ 179.95		\$ 89.98	Office
12/6/2020	Amazon	WVFD	\$ 629.97	\$ 251.99		\$ 125.99	Office
12/8/2020	Parkrose Hardware	WVFD	\$ 634.15	\$ 253.66		\$ 126.83	Uniforms
12/11/2020	Microsoft	SFD	\$ 35.34	\$ -	\$ 14.14	\$ 7.07	Contracted
12/11/2020	Microsoft	SFD	\$ 125.00	\$ -	\$ 50.00	\$ 25.00	Contracted
12/11/2020	MES	WVFD	\$ 540.00	\$ 216.00	\$ -	\$ 108.00	Uniforms
12/12/2020	Verizon	SFD	\$ 183.20	\$ -	\$ 73.28	\$ 36.64	Telephone
12/12/2020	Amazon	WVFD	\$ 129.00	\$ 51.60	-	\$ 25.80	Office
12/13/2020	Streamline	SFD	\$ 160.00	\$ -	\$ 64.00	\$ 32.00	Ads
12/14/2020	MES	WVFD	\$ 630.00	\$ 252.00	\$ -	\$ 126.00	Uniforms
12/15/2020	Town & Country Advertising	SFD	\$ 75.00	\$ -	\$ 30.00	\$ 15.00	Ads
12/16/2020	MES	WVFD	\$ 560.00	\$ 224.00	\$ -	\$ 112.00	Uniforms
12/17/2020	MES	WVFD	\$ 90.00	\$ 36.00	\$ -	\$ 18.00	Uniforms
12/21/2020	Daily Dispatch	SFD	\$ 405.00	\$ -	\$ 162.00	\$ 81.00	Ads
12/22/2020	MES	WVFD	\$ 719.28	\$ 287.71	\$ -	\$ 143.86	Uniforms
12/31/2020	CFO Selections	SFD	\$ 453.75	\$ -	\$ 181.50	\$ 90.75	Contracted
1/1/2021	Bulletin Board	SFD	\$ 213.00	\$ -	\$ 85.20	\$ 42.60	Ads
1/4/2021	MLynn Designs	WVFD	\$ 191.00	\$ 76.40	\$ -	\$ 38.20	Contracted
1/7/2021	Maxwell Mapping	SFD	\$ 500.00	\$ -	\$ 200.00	\$ 100.00	Contracted
			\$ -	\$ -	\$ -	\$ -	

\$ 8,459.21 \$ 2,236.05 \$ 1,147.64 \$ 1,691.85

\$ - \$ 416.40 \$ - \$ 208.20 Ads
\$ 76.40 \$ 506.84 \$ 38.20 \$ 253.42 Contracted
\$ - \$ 51.76 \$ - \$ 25.88 F. Maint
\$ 483.54 \$ 99.36 \$ 241.77 \$ 49.69 Office
\$ - \$ 73.28 \$ - \$ 36.64 Telephone
\$ 406.74 \$ - \$ 203.37 \$ - Training
\$ 1,269.37 \$ - \$ 634.69 \$ - Uniforms

December 40/40/20 bills

\$ 2,236.05 \$ 1,147.64 \$ 1,118.02 \$ 573.83
SFD to WV WV to SFD SW to WV SW to SFD
CK# CK# CK# CK#
1/14/2021 1/14/2021 1/14/2021 1/14/2021

Sheridan

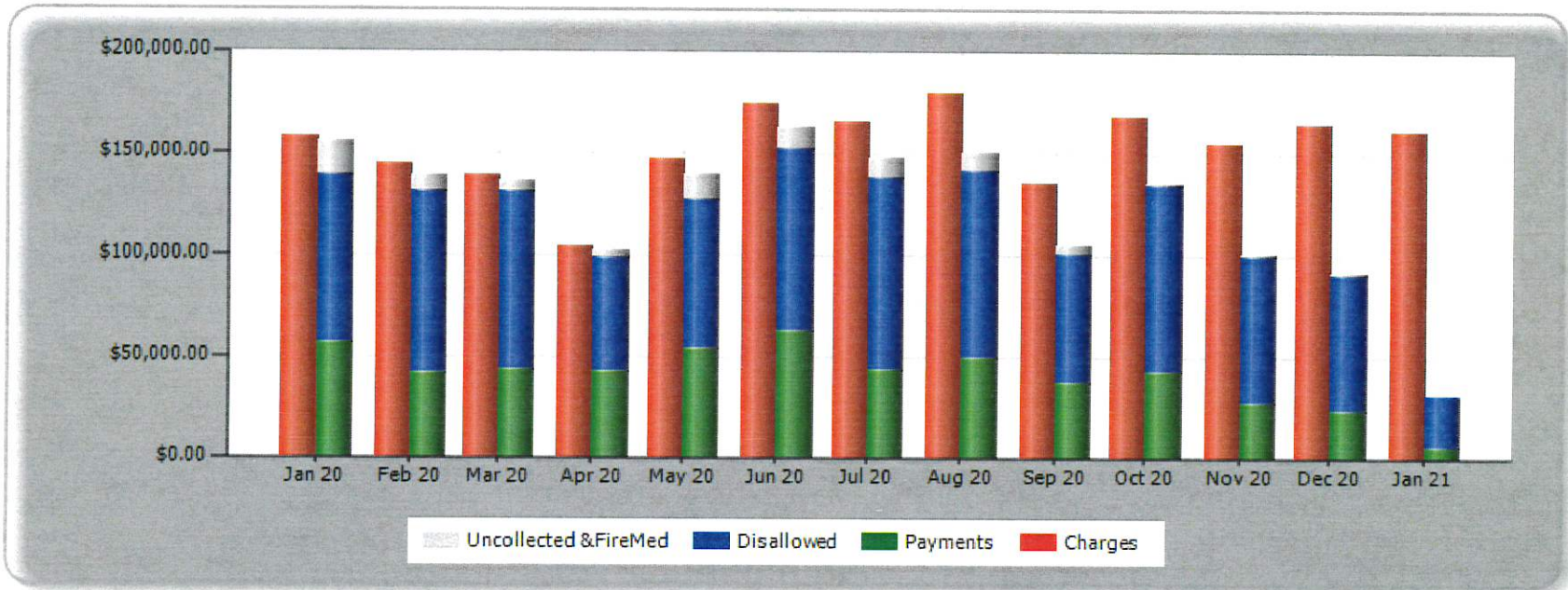
ANNUAL COLLECTION STATISTICS

Date Of Service	01/01/2020
Date Of Service	01/31/2021
Invoices	0
Company	Sheridan

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jan 20	84	158,407.50	-57,117.60	36 %	-275.00	0 %	-82,210.40	52 %	-16,384.50	10 %	2,420.00	2 %
Feb 20	77	144,177.50	-41,942.54	29 %	-1,050.00	1 %	-89,230.20	62 %	-6,829.25	5 %	5,125.51	4 %
Mar 20	76	138,970.00	-43,694.17	31 %	-1,044.00	1 %	-87,353.35	63 %	-4,454.95	3 %	2,423.53	2 %
Apr 20	57	104,402.50	-42,148.63	40 %	-1,345.79	1 %	-56,459.27	54 %	-2,099.38	2 %	2,349.43	2 %
May 20	78	146,812.50	-54,473.91	37 %	-746.76	1 %	-73,258.74	50 %	-11,882.26	8 %	6,450.83	4 %
Jun 20	95	175,420.00	-63,447.24	36 %	-3,794.50	2 %	-89,116.03	51 %	-6,849.98	4 %	12,212.25	7 %
Jul 20	88	166,234.44	-43,665.79	26 %	-1,190.00	1 %	-94,511.24	57 %	-8,527.21	5 %	18,340.20	11 %
Aug 20	98	180,644.17	-49,544.89	27 %	-275.00	0 %	-92,593.37	51 %	-8,599.38	5 %	29,631.53	16 %
Sep 20	69	135,805.64	-37,326.78	27 %	0.00	0 %	-62,969.42	46 %	-4,483.08	3 %	31,026.36	23 %
Oct 20	88	168,827.49	-42,246.33	25 %	-790.00	0 %	-92,308.17	55 %	0.00	0 %	33,482.99	20 %
Nov 20	73	155,432.33	-27,132.34	17 %	-570.00	0 %	-73,173.49	47 %	0.00	0 %	54,556.50	35 %
Dec 20	83	165,377.01	-23,324.91	14 %	-112.01	0 %	-68,453.90	41 %	0.00	0 %	73,486.19	44 %
Jan 21	80	161,949.66	-5,750.76	4 %	0.00	0 %	-25,576.27	16 %	0.00	0 %	130,622.63	81 %

1,046 2,002,460.74 -531,815.89 -11,193.06 -987,213.85 -70,109.99 402,127.95

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

January 31, 2021

For February 2021 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE	
Checking/First Federal	\$ 150,001.41	\$243,710.86	-\$226,092.09	\$0.00	\$0.00	\$ 167,620.18	√
LGIP	\$ 983,396.54	\$8,321.35	\$0.00	\$629.96	-\$0.05	\$ 992,347.80	√
Checking/US Bank	\$ 353,803.33	\$33,937.04	-\$100,000.00	\$0.00	\$0.00	\$ 287,740.37	√
Petty Cash	\$ 56.00	\$0.00	-\$1.60	\$0.00	\$0.00	\$ 54.40	√
Totals	\$ 1,487,257.28	\$285,969.25	\$ (326,093.69)	\$ 629.96	\$ (0.05)	\$ 1,447,762.75	

√ Indicates reconciled to statement

Sheridan Fire District
Profit & Loss
 January 2021

	Jan 21
Income	
General Fund.	
Contractual Services	
IGA for Personnel Services	87,566.67
Total Contractual Services	87,566.67
Estimated Taxes to be Rec'd	
Polk Current Local Option Tax	278.50
Total Estimated Taxes to be Rec'd	278.50
Yamhill/Polk Prior Taxes	
Polk County-Prior	111.63
Total Yamhill/Polk Prior Taxes	111.63
Miscellaneous Income	
Account Interest	2.77
Address Signs	96.80
Total Miscellaneous Income	99.57
User Fees/Fire Med/GEMT	
Ambulance User Fees	40,432.91
Cost Recovery	254.05
Fire Med	300.00
Total User Fees/Fire Med/GEMT	40,986.96
Total General Fund.	129,043.33
Total Income	129,043.33
Gross Profit	129,043.33
Expense	
Uncategorized	1,968.66
General Fund	
MATERIALS & SERVICES	
Apparatus & Equipment Maint	
Fuel & Oil	2,419.40
Maintenance Supplies & Tools	12.53
Total Apparatus & Equipment Maint	2,431.93
Conflagration Expense	112,654.75
Dispatch & Radio Services	2,516.08
EMS Supplies	869.89

Sheridan Fire District
Profit & Loss
January 2021

	Jan 21
Facility Maintenance	
Station 190	332.47
Total Facility Maintenance	332.47
General Supplies	
Office Supplies	1,785.13
Total General Supplies	1,785.13
Miscellaneous	
Banking Fees	30.00
Community Relations	76.40
Subscriptions, Ads & Publishing	1,085.20
For SW Polk	-1,408.58
For West Valley Fire	-10,553.28
Total Miscellaneous	-10,770.26
PPE & Uniforms	
Structural PPE	4,909.00
Uniforms	2,431.95
Total PPE & Uniforms	7,340.95
Professional Fees	
Attorney	5,027.80
Billing Services	3,902.70
Contracted Services	3,244.72
Total Professional Fees	12,175.22
Travel & Education	
Fire/EMS Training	5,000.00
Travel	-194.89
Total Travel & Education	4,805.11
Utilities	
Station 190	
Telephone/Cellphones	443.99
Total Station 190	443.99
Station 197	
Internet/TV	452.21
Total Station 197	452.21

Sheridan Fire District
Profit & Loss
January 2021

	Jan 21
Station 198	
Electricity	133.48
Total Station 198	133.48
Total Utilities	1,029.68
Total MATERIALS & SERVICES	135,170.95
Total General Fund	135,170.95
Payroll	
Health Insurance	58,640.92
Payroll Taxes	
Federal Taxes	21,938.49
State Taxes	12,543.21
Total Payroll Taxes	34,481.70
Payroll - Other	77,814.50
Total Payroll	170,937.12
Total Expense	308,076.73
Net Income	-179,033.40

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 Cash Basis

Sheridan Fire District
Profit & Loss Budget vs. Actual
 July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
General Fund Beginning Balance	0.00	628,193.00	-628,193.00	0.0%
General Fund.				
Contractual Services				
IGA for Personnel Services	623,702.05			
Contractual Services - Other	0.00	964,000.00	-964,000.00	0.0%
Total Contractual Services	623,702.05	964,000.00	-340,297.95	64.7%
Estimated Taxes to be Rec'd				
Yamhill County-Current	393,375.28			
Yamhill Current Local Option Tx	118,498.86			
Polk County-Current	116,716.33			
Polk Current Local Option Tax	36,869.75			
Estimated Taxes to be Rec'd - Other	0.00	710,000.00	-710,000.00	0.0%
Total Estimated Taxes to be Rec'd	665,460.22	710,000.00	-44,539.78	93.7%
Yamhill/Polk Prior Taxes				
Yamhill County-Prior	14,210.83			
Polk County-Prior	3,972.19			
Total Yamhill/Polk Prior Taxes	18,183.02			
Miscellaneous Income				
Account Interest	4,395.31			
Address Signs	295.05			
Conflagration	64,654.24			
Grants	250,000.00			
Misc	882.19			
Surplus Sales	10,158.00			
Tax Interest	261.77			
Miscellaneous Income - Other	0.00	2,869,985.00	-2,869,985.00	0.0%
Total Miscellaneous Income	330,646.56	2,869,985.00	-2,539,338.44	11.5%

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 Cash Basis

Sheridan Fire District
Profit & Loss Budget vs. Actual
 July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
User Fees/Fire Med/GEMT				
Ambulance User Fees	475,097.97			
Cost Recovery	3,300.57			
Fire Med	32,820.44			
User Fees/Fire Med/GEMT - Other	0.00	790,000.00	-790,000.00	0.0%
Total User Fees/Fire Med/GEMT	511,218.98	790,000.00	-278,781.02	64.7%
Total General Fund.	2,149,210.83	5,333,985.00	-3,184,774.17	40.3%
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	288,412.00	-288,412.00	0.0%
Total R5 · Gen. Equipment Reserve Fund	0.00	693,412.00	-693,412.00	0.0%
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	2,149,210.83	9,100,717.00	-6,951,506.17	23.6%
Gross Profit	2,149,210.83	9,100,717.00	-6,951,506.17	23.6%
Expense				
Uncatagorized	1,968.66			

Sheridan Fire District
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
General Fund				
MATERIALS & SERVICES				
Apparatus & Equipment Maint				
Equip Servicing/Testing/Calibr	8,998.42			
Fuel & Oil	12,464.97			
Maintenance Supplies & Tools	3,005.02			
Vendor Services	17,637.41			
Apparatus & Equipment Maint - Other	0.00	60,000.00	-60,000.00	0.0%
Total Apparatus & Equipment Maint	42,105.82	60,000.00	-17,894.18	70.2%
Conflagration Expense	279,145.88	266,060.00	13,085.88	104.9%
Dispatch & Radio Services	17,612.56	31,193.00	-13,580.44	56.5%
EMS Supplies	21,950.56	34,000.00	-12,049.44	64.6%
Equipment	0.00	26,000.00	-26,000.00	0.0%
Equipment Testing				
Equipment Maintenance	1,425.00			
Total Equipment Testing	1,425.00			
Facility Maintenance				
Station 190	4,585.46			
Station 198	2,214.29			
Facility Maintenance - Other	0.00	50,000.00	-50,000.00	0.0%
Total Facility Maintenance	6,799.75	50,000.00	-43,200.25	13.6%
General Supplies				
Awards/Incentives	20.00			
Consumable Response Supplies	2,003.44			
Janitorial Supplies	1,864.14			
Office Supplies	5,485.76			
General Supplies - Other	25.20	20,000.00	-19,974.80	0.1%
Total General Supplies	9,398.54	20,000.00	-10,601.46	47.0%
Grants	0.00	50,000.00	-50,000.00	0.0%
Insurance	7,338.00	35,000.00	-27,662.00	21.0%

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 Cash Basis

Sheridan Fire District
Profit & Loss Budget vs. Actual
 July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Miscellaneous				
Banking Fees	60.79			
Community Relations	966.54			
Subscriptions, Ads & Publishing For SW Polk	5,769.30			
For West Valley Fire	311.90			
Miscellaneous - Other	5,213.01			
	0.00	10,000.00	-10,000.00	0.0%
Total Miscellaneous	12,321.54	10,000.00	2,321.54	123.2%
PPE & Uniforms				
Uniforms	1,979.37			
Wildland PPE	357.22			
PPE & Uniforms - Other	0.00	35,000.00	-35,000.00	0.0%
Total PPE & Uniforms	2,336.59	35,000.00	-32,663.41	6.7%
Professional Fees				
Attorney	18,523.83			
Auditors	7,750.00			
Billing Services	25,335.45			
Contracted Services	78,233.08			
Member Physicals, Testing & Vac	1,806.32			
Payroll Expenses	1,034.25			
Physicals	261.00			
Advertising	162.00			
Professional Fees - Other	0.00	87,000.00	-87,000.00	0.0%
Total Professional Fees	133,105.93	87,000.00	46,105.93	153.0%
Repairs & Maintenance				
203800 - Computer Programs and Maint.	75.20			
Total Repairs & Maintenance	75.20			
Student Resident Volunteer Prog	0.00	20,000.00	-20,000.00	0.0%

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 Cash Basis

Sheridan Fire District
Profit & Loss Budget vs. Actual
 July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Travel & Education				
Fire/EMS Training	2,093.21			
Travel	1,287.38			
Travel & Education - Other	0.00	25,000.00	-25,000.00	0.0%
Total Travel & Education	3,380.59	25,000.00	-21,619.41	13.5%
Utilities				
Station 190				
Electricity	3,864.56			
Garbage	1,481.91			
Internet/TV	943.65			
Natural Gas	1,698.90			
Telephone/Cellphones	5,162.92			
Water/Sewer	1,126.85			
Station 190 - Other	485.13			
Total Station 190	14,763.92			
Station 197				
Electricity	497.98			
Garbage	160.43			
Internet/TV	1,608.96			
Propane	83.44			
Water/Sewer	398.16			
Total Station 197	2,748.97			
Station 198				
Electricity	637.78			
Natural Gas	219.95			
Water/Sewer	315.00			
Total Station 198	1,172.73			
Utilities - Other	0.00	35,000.00	-35,000.00	0.0%
Total Utilities	18,685.62	35,000.00	-16,314.38	53.4%
Total MATERIALS & SERVICES	555,681.58	784,253.00	-228,571.42	70.9%

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Cash Basis

Sheridan Fire District
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
05 · Transfers				
Building Maintenance Fund	0.00	2,100,000.00	-2,100,000.00	0.0%
General Equip. Reserve Fund	0.00	288,412.00	-288,412.00	0.0%
St. 9 Spending Authority	0.00	18,000.00	-18,000.00	0.0%
Total 05 · Transfers	<u>0.00</u>	<u>2,406,412.00</u>	<u>-2,406,412.00</u>	<u>0.0%</u>
06 · Contingency				
Contingency	0.00	50,000.00	-50,000.00	0.0%
Total 06 · Contingency	<u>0.00</u>	<u>50,000.00</u>	<u>-50,000.00</u>	<u>0.0%</u>
07 · Unappropriated EFB				
UEFB	0.00	130,000.00	-130,000.00	0.0%
Total 07 · Unappropriated EFB	<u>0.00</u>	<u>130,000.00</u>	<u>-130,000.00</u>	<u>0.0%</u>
Total General Fund	555,681.58	3,370,665.00	-2,814,983.42	16.5%
Payroll				
Administrative Staff				
Admin. Asst.	45,030.46			
Batallion Chiefs	117,108.08			
Deputy Chief	53,255.68			
Division Chief	48,187.92			
Fire Chief	57,212.10			
Administrative Staff - Other	9,562.66	674,951.00	-665,388.34	1.4%
Total Administrative Staff	<u>330,356.90</u>	<u>674,951.00</u>	<u>-344,594.10</u>	<u>48.9%</u>
Firefighter/Paramedic & EMT's				
FF/EMT	73,243.03			
Paramedic	193,961.10			
Firefighter/Paramedic & EMT's - Other	0.00	745,000.00	-745,000.00	0.0%
Total Firefighter/Paramedic & EMT's	<u>267,204.13</u>	<u>745,000.00</u>	<u>-477,795.87</u>	<u>35.9%</u>

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 Cash Basis

Sheridan Fire District
Profit & Loss Budget vs. Actual
 July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Over Time				
Admin	117,155.39			
Other Staff	60,146.67			
Over Time - Other	0.00	185,562.00	-185,562.00	0.0%
Total Over Time	177,302.06	185,562.00	-8,259.94	95.5%
Health Insurance	218,386.51	445,000.00	-226,613.49	49.1%
Part-Time	0.00	15,000.00	-15,000.00	0.0%
PERS	192,482.24	328,000.00	-135,517.76	58.7%
Workers' Compensation	33,378.99	45,000.00	-11,621.01	74.2%
Payroll Taxes				
Federal Taxes	80,920.57			
State Taxes	13,626.24			
Payroll Taxes - Other	0.00	153,000.00	-153,000.00	0.0%
Total Payroll Taxes	94,546.81	153,000.00	-58,453.19	61.8%
FICA	0.00	0.00	0.00	0.0%
Payroll - Other	77,814.48			
Total Payroll	1,391,472.12	2,591,513.00	-1,200,040.88	53.7%
005 - General Equipment Reserve Fund				
G.E.R. Equipment Purchase	341,313.00	643,412.00	-302,099.00	53.0%
Total Gen Eq Res UEFB	0.00	50,000.00	-50,000.00	0.0%
Total 005 - General Equipment Reserve Fund	341,313.00	693,412.00	-352,099.00	49.2%
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%

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 02/08/21
 Cash Basis

Sheridan Fire District
Profit & Loss Budget vs. Actual
 July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
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	150.00	44,000.00	-43,850.00	0.3%
Total 009 · St. 9 Spending Authority	150.00	44,000.00	-43,850.00	0.3%
Total Expense	2,290,585.36	9,100,717.00	-6,810,131.64	25.2%
Net Income	-141,374.53	0.00	-141,374.53	100.0%

Sheridan Fire District Check Detail January 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	Online	01/04/2021	CenturyLink	First Federal	-215.27
Bill		12/11/2020		Telephone/Cellphones	215.27
TOTAL					215.27
Bill Pmt -Check	Online	01/04/2021	Verizon Wireless	First Federal	-642.01
Bill		12/12/2020		Telephone/Cellphones For SW Polk	155.32 40.01
				For West Valley Fire	263.48
				Telephone/Cellphones	73.28
				For West Valley Fire	73.28
				For SW Polk	36.64
TOTAL					642.01
Liability Check	Online	01/05/2021	West Valley Local 4861	First Federal	-1,000.00
				2100 - Payroll Liabilities	1,000.00
TOTAL					1,000.00
Bill Pmt -Check	Online	01/06/2021	PGE	First Federal	-100.71
Bill	198	12/17/2020		Electricity	100.71
TOTAL					100.71
Check	Online	01/07/2021	Employee Benefits Service Trust	First Federal	-29,320.46
				Health Insurance	29,320.46
TOTAL					29,320.46
Bill Pmt -Check	Online	01/11/2021	PGE	First Federal	-108.53
Bill	197	12/22/2020		Electricity	108.53
TOTAL					108.53

**Sheridan Fire District
Check Detail
January 2021**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	Online	01/11/2021	PGE	First Federal	-635.33
Bill	190	12/22/2020		Electricity	635.33
TOTAL					635.33
Check	Online	01/12/2021	Intuit Quickbooks	First Federal	-142.00
				Contracted Services	142.00
TOTAL					142.00
Check	Online	01/14/2021	First Federal Savings	First Federal	-30.00
				Banking Fees	30.00
TOTAL					30.00
Bill Pmt -Check	Online	01/15/2021	Crystal Springs	First Federal	-156.90
Bill		12/25/2020		Office Supplies	156.90
TOTAL					156.90
Check	Online	01/27/2021	Liberty Mutual Insurance	First Federal	-1,968.66
				Uncategorized	1,968.66
TOTAL					1,968.66
Check	Online	01/28/2021	Great Northern Staff Administrators	First Federal	-112,946.80
				Federal Taxes	21,938.49
				Contracted Services	494.70
				Contracted Services	155.90
				Payroll	77,814.50
				State Taxes	12,543.21
TOTAL					112,946.80
Check	26449	01/05/2021	Employee Benefits Service Trust	First Federal	0.00
TOTAL					0.00

Sheridan Fire District
Check Detail
 January 2021

Type	Num	Date	Name	Account	Original Amount
Check	26450	01/14/2021	SW Polk Fire District.	First Federal	-348.47
				Maintenance Supplies & Tools	4.55
				Fuel & Oil	343.92
TOTAL					348.47
Check	26451	01/14/2021	Cooley, Steven K..	First Federal	-42.00
				Conflagration Expense	42.00
TOTAL					42.00
Check	26452	01/14/2021	Michaelson, Michael	First Federal	-42.00
				Conflagration Expense	42.00
TOTAL					42.00
Check	26453	01/14/2021	West Valley Fire District	First Federal	-65,380.61
				Conflagration Expense	29,525.58
				Conflagration Expense	5,559.44
				Conflagration Expense	1,191.06
				Conflagration Expense	26,146.33
				Conflagration Expense	2,958.20
TOTAL					65,380.61
Check	26454	01/14/2021	SW Polk Fire District.	First Federal	-47,190.14
				Conflagration Expense	10,091.90
				Conflagration Expense	16,170.53
				Conflagration Expense	20,137.48
				Conflagration Expense	790.23
TOTAL					47,190.14
Bill Pmt -Check	26455	01/14/2021	Accuity, LLC	First Federal	-7,500.00
Bill	7204	12/14/2020		Auditors	7,500.00
TOTAL					7,500.00

Sheridan Fire District
Check Detail
 January 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	26456	01/14/2021	Bretthauer Oil Co.	First Federal	-1,043.56
Bill	0351485	12/07/2020		Fuel & Oil	502.95
Bill	352401	12/21/2020		Fuel & Oil	56.74
				Fuel & Oil	369.44
				Fuel & Oil	114.43
TOTAL					1,043.56
Bill Pmt -Check	26457	01/14/2021	Canon Solutions America	First Federal	-295.96
Bill		12/13/2020		Office Supplies	180.21
				Office Supplies	89.51
				Office Supplies	26.24
TOTAL					295.96
Bill Pmt -Check	26458	01/14/2021	CenturyLink	First Federal	-379.55
Bill	482755682	12/02/2020		Internet/TV	329.41
Bill	320219278	12/28/2020		Telephone/Cellphones	50.14
TOTAL					379.55
Bill Pmt -Check	26459	01/14/2021	CFO Selections	First Federal	-453.75
Bill	44082	12/31/2020		Contracted Services	181.50
				For SW Polk	90.75
				For West Valley Fire	181.50
TOTAL					453.75
Bill Pmt -Check	26460	01/14/2021	City of Sheridan	First Federal	-172.35
Bill	4388.0	12/22/2020		Water/Sewer	172.35
TOTAL					172.35
Bill Pmt -Check	26461	01/14/2021	Emergency Reporting	First Federal	-893.55
Bill	202022265	01/04/2021		Contracted Services	893.55
TOTAL					893.55

Sheridan Fire District
Check Detail
 January 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	26462	01/14/2021	ESO Solutions, Inc.	First Federal	-16,378.16
Bill	46526	12/31/2020		Contracted Services	7,689.82
				For West Valley Fire	7,689.82
				For SW Polk	998.52
TOTAL					16,378.16
Bill Pmt -Check	26463	01/14/2021	FlashAlert Newswire	First Federal	-188.00
Bill	40/40/20	08/03/2020		203800 - Computer Programs and Maint.	75.20
				For West Valley Fire	75.20
				For SW Polk	37.60
TOTAL					188.00
Bill Pmt -Check	26464	01/14/2021	Industrial Welding Supply, Inc.	First Federal	-197.50
Bill	151165	12/03/2020		EMS Supplies	61.00
Bill	152024	12/10/2020		EMS Supplies	136.50
TOTAL					197.50
Bill Pmt -Check	26465	01/14/2021	Life-Assist, Inc.	First Federal	-1,331.51
Bill	1054749	12/01/2020		EMS Supplies	349.07
Bill	1056337	12/07/2020		EMS Supplies	206.53
Bill	1056661	12/08/2020		EMS Supplies	115.89
Bill	1057044	12/09/2020		EMS Supplies	33.76
Bill	1057508	12/10/2020		EMS Supplies	266.00
Bill	1057847	12/11/2020		EMS Supplies	211.97
Bill	1057945	12/11/2020		EMS Supplies	13.29
TOTAL					1,196.51
Bill Pmt -Check	26466	01/14/2021	NW Natural Gas	First Federal	-880.36
Bill	2319-2	12/28/2020		Natural Gas	791.91
Bill	2159-2	12/28/2020		Natural Gas	88.45
TOTAL					880.36

Sheridan Fire District
Check Detail
 January 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	26467	01/14/2021	Special Districts Insurance Services	First Federal	-265.00
Bill		12/03/2020		Insurance	265.00
TOTAL					265.00
Bill Pmt -Check	26468	01/14/2021	Streamline	First Federal	-720.00
Bill	Dec	12/13/2020		Contracted Services	200.00
				Contracted Services	64.00
				For West Valley Fire	64.00
				For SW Polk	32.00
Bill		01/01/2021		Contracted Services	264.00
				For SW Polk	32.00
				For West Valley Fire	64.00
TOTAL					720.00
Bill Pmt -Check	26469	01/14/2021	Stuck Electric Co.	First Federal	-646.00
Bill	11736	12/14/2020		Station 190	646.00
TOTAL					646.00
Bill Pmt -Check	26470	01/14/2021	Systems Design West, LLC	First Federal	-1,711.00
Bill	20202531	12/18/2020		Billing Services	1,711.00
TOTAL					1,711.00
Bill Pmt -Check	26471	01/14/2021	Town and Country Advertising	First Federal	-75.00
Bill	40/40/20	12/15/2020		Subscriptions, Ads & Publishing	30.00
				For West Valley Fire	30.00
				For SW Polk	15.00
TOTAL					75.00

Sheridan Fire District
Check Detail
 January 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	26472	01/14/2021	Walter E Nelson Co	First Federal	-620.03
Bill	40/40/20	12/04/2020		Station 190	51.75
				For West Valley Fire	51.76
				For SW Polk	25.88
Bill	1558836	12/11/2020		Janitorial Supplies	397.30
Bill	1560916	12/18/2020		Janitorial Supplies	93.34
TOTAL					620.03
Bill Pmt -Check	26473	01/14/2021	Yamhill Communication Agency	First Federal	-2,516.08
Bill	Jan	12/14/2020		Dispatch & Radio Services	2,516.08
TOTAL					2,516.08
Bill Pmt -Check	26474	01/14/2021	ZOLL Medical Corp.	First Federal	-1,752.14
Bill	3185677	12/02/2020		EMS Supplies	193.71
Bill	3188520	12/07/2020		EMS Supplies	367.50
Bill	3188790	12/08/2020		EMS Supplies	486.43
Bill		12/14/2020		EMS Supplies	704.50
TOTAL					1,752.14
Bill Pmt -Check	26475	01/14/2021	Buell-Red Prairie Water District	First Federal	-48.77
Bill	19	12/26/2020		Water/Sewer	48.77
TOTAL					48.77
Bill Pmt -Check	26476	01/14/2021	CenturyLink	First Federal	-452.21
Bill		01/02/2021		Internet/TV	452.21
TOTAL					452.21

Sheridan Fire District
Check Detail
 January 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	26477	01/14/2021	Davison Auto Parts	First Federal	-87.62
Bill	26384	12/27/2020		Maintenance Supplies & Tools	54.17
				Maintenance Supplies & Tools	20.06
				Station 190	13.39
TOTAL					87.62
Bill Pmt -Check	26478	01/14/2021	Forest Glen Repair	First Federal	-9,951.11
Bill	1395	12/16/2020		Vendor Services	9,951.11
TOTAL					9,951.11
Bill Pmt -Check	26479	01/14/2021	Industrial Welding Supply, Inc.	First Federal	-201.32
Bill	155032	12/31/2020		EMS Supplies	108.00
Bill	157013	01/07/2021		EMS Supplies	78.32
Bill	157012	01/07/2021		EMS Supplies	15.00
TOTAL					201.32
Bill Pmt -Check	26480	01/14/2021	Life-Assist, Inc.	First Federal	-1,404.04
Bill	1061407	12/24/2020		EMS Supplies	738.11
Bill	1061943	12/28/2020		EMS Supplies	45.00
Bill	1063067	12/31/2020		EMS Supplies	469.95
Bill	1064088	01/06/2021		EMS Supplies	146.70
Bill	164471	01/06/2021		EMS Supplies	4.28
TOTAL					1,404.04
Bill Pmt -Check	26481	01/14/2021	Local Government Law Group, PC	First Federal	-9,644.00
Bill		01/01/2021		Attorney	1,109.85
				Attorney	2,776.25
				For SW Polk	144.55
				For West Valley Fire	387.10
				For West Valley Fire	2,776.25
				Attorney	1,043.70
				For West Valley Fire	1,043.70

Sheridan Fire District
Check Detail
 January 2021

Type	Num	Date	Name	Account	Original Amount
				For SW Polk Attorney	264.60 98.00
TOTAL					9,644.00
Bill Pmt -Check	26482	01/14/2021	Maxwell Mapping Co.	First Federal	-500.00
Bill	16	01/07/2021		Billing Services For West Valley Fire For SW Polk	200.00 200.00 100.00
TOTAL					500.00
Bill Pmt -Check	26483	01/14/2021	News-Register	First Federal	0.00
TOTAL					0.00
Bill Pmt -Check	26484	01/14/2021	Oregon Lock & Access Inc.	First Federal	-1,040.85
Bill	33761	01/01/2021		Station 190 For West Valley Fire	211.93 828.92
TOTAL					1,040.85
Bill Pmt -Check	26485	01/14/2021	Perrydale Domestic Water Assn	First Federal	-40.00
Bill	1108.0	12/31/2020		Water/Sewer	40.00
TOTAL					40.00
Bill Pmt -Check	26486	01/14/2021	Recology Western Oregon	First Federal	-382.08
Bill	1080306100	12/01/2020		Garbage	382.08
TOTAL					382.08
Bill Pmt -Check	26487	01/14/2021	Sheridan Building Materials	First Federal	-38.52
Bill	2101-002...	12/31/2020		Station 190 Station 190	24.43 14.09
TOTAL					38.52

Sheridan Fire District
Check Detail
 January 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	26488	01/14/2021	SW Polk Fire District.	First Federal	-170.48
Bill		01/13/2021		Fuel & Oil	170.48
TOTAL					170.48
Bill Pmt -Check	26489	01/14/2021	The Bulletin Board	First Federal	-213.00
Bill	6112	01/01/2021		Subscriptions, Ads & Publishing For SW Polk For West Valley Fire	85.20 42.60 85.20
TOTAL					213.00
Bill Pmt -Check	26490	01/14/2021	West Valley Fire District	First Federal	-4,735.61
Bill		01/13/2021		Community Relations Office Supplies Office Supplies Office Supplies Uniforms Uniforms Travel Travel Uniforms Office Supplies Uniforms Uniforms Uniforms Uniforms Office Supplies Maintenance Supplies & Tools Office Supplies Uniforms Fire/EMS Training Office Supplies Station 190 Station 190 EMS Supplies Uniforms Travel Travel Travel Travel Travel Travel Travel Fuel & Oil	76.40 343.60 179.95 251.99 253.66 287.71 43.76 19.38 216.00 51.60 252.00 224.00 36.00 129.00 7.98 107.97 220.00 200.00 129.00 52.50 68.04 66.84 270.00 26.62 26.62 209.51 73.55 130.75 6.44 75.06

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Sheridan Fire District
Check Detail
January 2021

Type	Num	Date	Name	Account	Original Amount
				Fuel & Oil	65.41
				Fuel & Oil	17.70
				Travel	14.62
				Fuel & Oil	33.05
				Fuel & Oil	71.26
				Travel	15.90
				Fuel & Oil	58.65
				Fuel & Oil	188.54
				Fuel & Oil	36.70
				Fuel & Oil	36.70
				Travel	14.16
				Travel	25.38
				Travel	25.38
				Fuel & Oil	36.44
				Fuel & Oil	36.75
				Travel	12.33
				Travel	10.71
					<hr/>
TOTAL					4,735.61

SW Polk Fire District

Cash Report Fund Balance

January 31, 2021

For February 2021 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEEES	BALANCE	
District/Columbia Bank	\$ 125,042.47	\$1,468.31	-\$71,818.30	\$0.00	-\$25.00	\$ 54,667.48	√
Volunteer/Columbia Bank	\$ 31,256.29	\$0.00	\$0.00	\$0.00	\$0.00	\$ 31,256.29	√
LGIP/4884	\$ 1,477,607.41	\$2,156.56	\$0.00	\$942.22	\$0.00	\$ 1,480,706.19	√
LGIP/6043	\$ 656,000.12	\$0.00	\$0.00	\$417.83	-\$0.10	\$ 656,417.85	√
Totals	\$ 2,289,906.29	\$3,624.87	\$ (71,818.30)	\$ 1,360.05	\$ (25.10)	\$ 2,223,047.81	

√ Indicates reconciled to statement

Southwestern Polk County RFPD
Profit & Loss
January 2021

	<u>Jan 21</u>
Income	
General Fund.	
Miscellaneous Income	
Misc	652.19
Total Miscellaneous Income	<u>652.19</u>
User Fees	
Cost Recovery	816.12
Total User Fees	<u>816.12</u>
Total General Fund.	<u>1,468.31</u>
Total Income	<u>1,468.31</u>
Gross Profit	1,468.31
Expense	
General Fund	
MATERIALS & SERVICES	
Apparatus & Equipment Maint	
Fuel & Oil	1,036.38
Vendor Services	267.50
Total Apparatus & Equipment Maint	<u>1,303.88</u>
Contractual Services	
Administration	18,537.16
Firefighters	31,955.21
Total Contractual Services	<u>50,492.37</u>
Dispatch Services	
Polk County Radio System	2,044.50
Total Dispatch Services	<u>2,044.50</u>
Facility Maintenance	
Station 130	250.00
Total Facility Maintenance	<u>250.00</u>
General Supplies	
Janitorial Supplies	25.88
Office Supplies	562.89
Total General Supplies	<u>588.77</u>
Miscellaneous	

Southwestern Polk County RFPD
Profit & Loss
 January 2021

	Jan 21
Banking Fees	25.00
Communtiy Relations	38.20
Subscriptions, Ads & Publishing	176.20
For Sheridan	1,306.02
Total Miscellaneous	1,545.42
PPE & Uniforms	
Uniforms	890.05
Total PPE & Uniforms	890.05
Professional Fees	
Contracted Services	1,354.74
Professional Fees - Other	75.00
Total Professional Fees	1,429.74
Travel & Education	
Fire & EMS Training	343.37
Travel Expenses	628.35
Total Travel & Education	971.72
Utilities	
Station 130	
Electricity	749.72
Internet/TV	96.98
Telephone/Cellphones	315.56
Total Station 130	1,162.26
Station 140	
Water/Sewer	144.00
Total Station 140	144.00
Total Utilities	1,306.26
Total MATERIALS & SERVICES	60,822.71
Total General Fund	60,822.71
8000 - Capital Outlay	
Facillites (Stations)	7,276.72
Total 8000 - Capital Outlay	7,276.72
Total Expense	68,099.43
Net Income	-66,631.12

Southwestern Polk County RFPD
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Beginning/Carryover Balance	0.00	5,750,000.00	-5,750,000.00	0.0%
General Fund.				
Estimated Taxes to be Rec'd				
Polk County-Current	845,674.17	0.00	845,674.17	100.0%
Polk County-Previous	20,066.93	0.00	20,066.93	100.0%
Estimated Taxes to be Rec'd - Other	<u>0.00</u>	<u>895,000.00</u>	<u>-895,000.00</u>	<u>0.0%</u>
Total Estimated Taxes to be Rec'd	865,741.10	895,000.00	-29,258.90	96.73%
Miscellaneous Income				
Misc	14,401.76			
Account Interest	16,517.36			
Address Signs	200.00			
Conflagration	35,288.15			
Grants	478,932.90			
Tax Interest	34.54			
Miscellaneous Income - Other	<u>0.00</u>	<u>791,946.00</u>	<u>-791,946.00</u>	<u>0.0%</u>
Total Miscellaneous Income	545,374.71	791,946.00	-246,571.29	68.87%
User Fees				
Cost Recovery	2,517.46			
User Fees - Other	<u>0.00</u>	<u>8,000.00</u>	<u>-8,000.00</u>	<u>0.0%</u>
Total User Fees	2,517.46	8,000.00	-5,482.54	31.47%
Total General Fund.	1,413,633.27	1,694,946.00	-281,312.73	83.4%
Transfer In GF-Firefighter	<u>0.00</u>	<u>22,000.00</u>	<u>-22,000.00</u>	<u>0.0%</u>
Total Income	<u>1,413,633.27</u>	<u>7,466,946.00</u>	<u>-6,053,312.73</u>	<u>18.93%</u>
Gross Profit	1,413,633.27	7,466,946.00	-6,053,312.73	18.93%
Expense				
Unappropriated Ending Fund Bal	0.00	495,000.00	-495,000.00	0.0%
General Fund				
MATERIALS & SERVICES				
Conflagration Expenses	7,620.62	7,246.00	374.62	105.17%
Apparatus & Equipment Maint				
Equip/Testing/Calibration	3,158.33			

Southwestern Polk County RFPD
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Fuel & Oil	1,805.15			
Maintenance Supplies & Tools	2,278.75			
Vendor Services	12,477.62			
Apparatus & Equipment Maint - Other	0.00	18,000.00	-18,000.00	0.0%
Total Apparatus & Equipment Maint	19,719.85	18,000.00	1,719.85	109.56%
Contractual Services				
Administration	133,348.19			
Firefighters	223,657.52			
Contractual Services - Other	0.00	603,000.00	-603,000.00	0.0%
Total Contractual Services	357,005.71	603,000.00	-245,994.29	59.21%
Dispatch Services				
Polk County Radio System	4,089.00			
WVCC	20,211.25			
Dispatch Services - Other	0.00	52,000.00	-52,000.00	0.0%
Total Dispatch Services	24,300.25	52,000.00	-27,699.75	46.73%
EMS Supplies	260.69			
Equipment	0.00	5,000.00	-5,000.00	0.0%
Facility Maintenance				
Station 130	3,416.46			
Station 140	106.11			
Facility Maintenance - Other	0.00	18,000.00	-18,000.00	0.0%
Total Facility Maintenance	3,522.57	18,000.00	-14,477.43	19.57%
General Supplies				
Awards/Incentives	795.00			
Consumable Response Supplies	1,393.05			
Janitorial Supplies	603.99			
Office Supplies	1,329.22			
General Supplies - Other	0.00	15,700.00	-15,700.00	0.0%
Total General Supplies	4,121.26	15,700.00	-11,578.74	26.25%
Grants	0.00	400,000.00	-400,000.00	0.0%
Insurance	166.00	17,000.00	-16,834.00	0.98%
Miscellaneous				

Southwestern Polk County RFPD Profit & Loss Budget vs. Actual July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
For West Valley	121.35			
Banking Fees	183.00			
Communtiy Relations	3,841.27			
Subscriptions, Ads & Publishing	2,213.74			
For Sheridan	438.86			
Miscellaneous - Other	0.00	5,000.00	-5,000.00	0.0%
Total Miscellaneous	6,798.22	5,000.00	1,798.22	135.96%
Personnel Services				
Workers Compensation	4,249.59	5,000.00	-750.41	84.99%
Total Personnel Services	4,249.59	5,000.00	-750.41	84.99%
PPE & Uniforms				
Uniforms	2,305.64			
Wildland PPE	748.60			
PPE & Uniforms - Other	0.00	14,000.00	-14,000.00	0.0%
Total PPE & Uniforms	3,054.24	14,000.00	-10,945.76	21.82%
Professional Fees				
Attorney	3,879.17			
Billing Services	5,787.54			
Contracted Services	25,673.40			
Member Physicals, Testing, Vacc	617.06			
Professional Fees - Other	0.00	55,000.00	-55,000.00	0.0%
Total Professional Fees	35,957.17	55,000.00	-19,042.83	65.38%
Repairs & Maintenance				
Fuel & Oil	5,748.60			
Total Repairs & Maintenance	5,748.60			
Travel & Education				
Fire & EMS Training	2,632.56			
Travel Expenses	-1,655.16			
Travel & Education - Other	0.00	4,000.00	-4,000.00	0.0%
Total Travel & Education	977.40	4,000.00	-3,022.60	24.44%
Utilities				
Station 130				

Southwestern Polk County RFPD
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Electricity	2,336.71			
Garbage	236.10			
Internet/TV	491.88			
Natural Gas/Propane	437.32			
Telephone/Cellphones	1,549.62			
Water/Sewer	552.81			
Total Station 130	<u>5,804.44</u>			
Station 140				
Water/Sewer	1,763.37			
Total Station 140	<u>1,763.37</u>			
Station 150				
Water/Sewer	540.67			
Total Station 150	<u>540.67</u>			
Utilities - Other	40.00	10,000.00	-9,960.00	0.4%
Total Utilities	<u>7,948.48</u>	<u>10,000.00</u>	<u>-2,051.52</u>	<u>79.49%</u>
Appreciation Program				
4030 · Building	170.97			
4040 · Business Meeting	1,074.10			
4050 · Donations	500.00			
4060 · Equipment	57.50			
4090 · Nominal Gifts	370.80			
4110 · Operations	672.96			
4160 · Pop Machine	210.36			
4170 · Rehab	169.29			
4180 · Uniforms	260.00			
4190 · Fire-Med	785.00			
4999 · District	76.00			
Appreciation Program - Other	78.94	57,000.00	-56,921.06	0.14%
Total Appreciation Program	<u>4,425.92</u>	<u>57,000.00</u>	<u>-52,574.08</u>	<u>7.77%</u>
MATERIALS & SERVICES - Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total MATERIALS & SERVICES	<u>485,876.57</u>	<u>1,285,946.00</u>	<u>-800,069.43</u>	<u>37.78%</u>
Total General Fund	<u>485,876.57</u>	<u>1,285,946.00</u>	<u>-800,069.43</u>	<u>37.78%</u>

Southwestern Polk County RFPD
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9901 · Transfer to Station 130	0.00	22,000.00	-22,000.00	0.0%
9970 · Contingency	0.00	252,000.00	-252,000.00	0.0%
DEBT SERVICES				
Principal Payments	220,000.00	220,000.00	0.00	100.0%
Interest Payments	97,788.95	192,000.00	-94,211.05	50.93%
Total DEBT SERVICES	<u>317,788.95</u>	<u>412,000.00</u>	<u>-94,211.05</u>	<u>77.13%</u>
8000 · Capital Outlay				
Apparatus Replacement	991,643.00	1,500,000.00	-508,357.00	66.11%
Facilities (Stations)	2,290,457.32	3,500,000.00	-1,209,542.68	65.44%
8000 · Capital Outlay - Other	0.00	0.00	0.00	0.0%
Total 8000 · Capital Outlay	<u>3,282,100.32</u>	<u>5,000,000.00</u>	<u>-1,717,899.68</u>	<u>65.64%</u>
Total Expense	<u>4,085,765.84</u>	<u>7,466,946.00</u>	<u>-3,381,180.16</u>	<u>54.72%</u>
Net Income	<u><u>-2,672,132.57</u></u>	<u><u>0.00</u></u>	<u><u>-2,672,132.57</u></u>	<u><u>100.0%</u></u>

Southwestern Polk County RFPD Check Detail

January 2021

Num	Date	Name	Account	Paid Amount
			Banking Fees	-25.00
TOTAL				-25.00
Online	01/01/2021	CenturyLink	1008 - SW - 9840 Columbia Bank	
	12/13/2020		Telephone/Cellphones	-161.89
TOTAL				-161.89
6357	01/14/2021	Sheridan Rural Fire Protection District	1008 - SW - 9840 Columbia Bank	
			For Sheridan	-850.00
TOTAL				-850.00
6358	01/14/2021	Pacific Power	1008 - SW - 9840 Columbia Bank	
			Facillites (Stations)	-6,560.00
TOTAL				-6,560.00
6359	01/14/2021	Sheridan Rural Fire Protection District	1008 - SW - 9840 Columbia Bank	
			Firefighters	-31,955.21
			Administration	-18,537.16
TOTAL				-50,492.37
6360	01/14/2021	Sheridan Rural Fire Protection District	1008 - SW - 9840 Columbia Bank	
			Subscptions, Ads & Publishing	-37.60
			Office Supplies	-5.60
			Office Supplies	-25.00
			Office Supplies	-22.00
			Office Supplies	-27.69
			Janitorial Supplies	-25.88
			Office Supplies	-7.07

Southwestern Polk County RFPD Check Detail January 2021

Num	Date	Name	Account	Paid Amount
			Office Supplies	-25.00
			Telephone/Cellphones	-36.64
			Contracted Services	-32.00
			Subscriptions, Ads & Publishing	-15.00
			Subscriptions, Ads & Publishing	-81.00
			Contracted Services	-90.75
			Subscriptions, Ads & Publishing	-42.60
			Contracted Services	-100.00
TOTAL				-573.83
6361	01/14/2021	Sheridan Rural Fire Protection District	1008 - SW - 9840 Columbia Bank	
			Station 130	-250.00
			Office Supplies	-26.40
			1006 - Bond LGIP	-94.00
			Office Supplies	-50.00
			Office Supplies	-50.00
			Contracted Services	-998.52
			Telephone/Cellphones	-40.01
			Office Supplies	-26.40
TOTAL				-1,535.33
6362	01/14/2021	West Valley Fire District	1008 - SW - 9840 Columbia Bank	
			Fire & EMS Training	-171.80
			Fire & EMS Training	-21.88
			Fire & EMS Training	-9.69
			Office Supplies	-89.98
			Office Supplies	-125.99
			Uniforms	-126.83
			Uniforms	-108.00
			Office Supplies	-25.80
			Uniforms	-126.00

Southwestern Polk County RFPD Check Detail

January 2021

Num	Date	Name	Account	Paid Amount
			Uniforms	-112.00
			Uniforms	-18.00
			Uniforms	-143.86
			Community Relations	-38.20
TOTAL				-1,118.03
6363	01/14/2021	West Valley Fire District	1008 - SW - 9840 Columbia Bank	
			Uniforms	-90.00
			Fire & EMS Training	-100.00
			Office Supplies	-55.96
			Travel Expenses	-10.71
			Travel Expenses	-14.83
			Fuel & Oil	-36.75
			Fuel & Oil	-36.44
			Travel Expenses	-25.38
			Travel Expenses	-50.76
			Travel Expenses	-34.31
			Fuel & Oil	-35.95
			Fuel & Oil	-36.70
			Fuel & Oil	-94.27
			Fuel & Oil	-58.65
			Travel Expenses	-15.90
			Fuel & Oil	-35.63
			Fuel & Oil	-33.05
			Travel Expenses	-24.23
			Travel Expenses	-17.70
			Fuel & Oil	-65.41
			Fuel & Oil	-75.06
			Travel Expenses	-6.44
			Travel Expenses	-65.38
			Travel Expenses	-73.55
			Travel Expenses	-235.92

Southwestern Polk County RFPD Check Detail

January 2021

Num	Date	Name	Account	Paid Amount
			Travel Expenses	-26.62
			Travel Expenses	-26.62
TOTAL				<u>-1,382.22</u>
6364	01/14/2021	City of Dallas	1008 - SW - 9840 Columbia Bank	
	12/10/2020		Vendor Services	-3,668.18
TOTAL				<u>-3,668.18</u>
6365	01/14/2021	Dallas Auto Parts	1008 - SW - 9840 Columbia Bank	
6475	12/31/2020		Maintenance Supplies & Tools	-31.54
			Maintenance Supplies & Tools	-27.42
TOTAL				<u>-58.96</u>
6366	01/14/2021	EMT & Fire Training, Inc.	1008 - SW - 9840 Columbia Bank	
Gillins	12/18/2020		Fire & EMS Training	-1,345.00
TOTAL				<u>-1,345.00</u>
6367	01/14/2021	Luckiamute Domestic Water Cooperative	1008 - SW - 9840 Columbia Bank	
	12/16/2020		Water/Sewer	-42.25
TOTAL				<u>-42.25</u>
6368	01/14/2021	MNOP	1008 - SW - 9840 Columbia Bank	
CL75495	12/15/2020		Fuel & Oil	-128.58
			For Sheridan	-343.92
CL77924	01/01/2021		Fuel & Oil	-259.70
			For Sheridan	-170.48
TOTAL				<u>-902.68</u>

Southwestern Polk County RFPD Check Detail

January 2021

Num	Date	Name	Account	Paid Amount
6369	01/14/2021	NW Natural	1008 - SW - 9840 Columbia Bank	
	79152-5		Natural Gas/Propane	-199.37
TOTAL				-199.37
6370	01/14/2021	Pacific Power	1008 - SW - 9840 Columbia Bank	
	20957791-001 8		Electricity	-749.72
TOTAL				-749.72
6371	01/14/2021	Perrydale Domestic Water Assc.	1008 - SW - 9840 Columbia Bank	
	12/31/2020		Utilities	-40.00
TOTAL				-40.00
6372	01/14/2021	Polk County Emergency Management	1008 - SW - 9840 Columbia Bank	
	210105-10		Polk County Radio System	-2,044.50
TOTAL				-2,044.50
6373	01/14/2021	Rickreall Community Water	1008 - SW - 9840 Columbia Bank	
	backflow		Water/Sewer	-30.00
	00002160		Water/Sewer	-21.50
	10000383		Water/Sewer	-51.50
TOTAL				-103.00
6374	01/14/2021	Royal Flush Portable Toilets	1008 - SW - 9840 Columbia Bank	
	28844		Water/Sewer	-72.00
TOTAL				-72.00
6375	01/14/2021	SDIS	1008 - SW - 9840 Columbia Bank	

Southwestern Polk County RFPD Check Detail

January 2021

Num	Date	Name	Account	Paid Amount
	12/03/2020		Insurance	-166.00
TOTAL				<u>-166.00</u>
6376	01/14/2021	Service Graphics	1008 - SW - 9840 Columbia Bank	
12495	12/15/2020		Maintenance Supplies & Tools	-1,500.00
TOTAL				<u>-1,500.00</u>
6377	01/14/2021	Streamline	1008 - SW - 9840 Columbia Bank	
3380D759-0002	01/01/2021		Contracted Services	-100.00
TOTAL				<u>-100.00</u>
6378	01/14/2021	Systems Design West, LLC	1008 - SW - 9840 Columbia Bank	
	12/09/2020		Billing Services	-85.00
TOTAL				<u>-85.00</u>
6379	01/14/2021	Walter E. Nelson Co.	1008 - SW - 9840 Columbia Bank	
1558842	12/11/2020		Janitorial Supplies	-112.47
TOTAL				<u>-112.47</u>
6380	01/14/2021	Ben Fackler Construction, Inc	1008 - SW - 9840 Columbia Bank	
# 9	12/23/2020		Faciliites (Stations)	-182,958.09
TOTAL				<u>-182,958.09</u>
6381	01/14/2021	Carlson Veit Architects, PC	1008 - SW - 9840 Columbia Bank	
12780	12/31/2020		Faciliites (Stations)	-605.00
TOTAL				<u>-605.00</u>

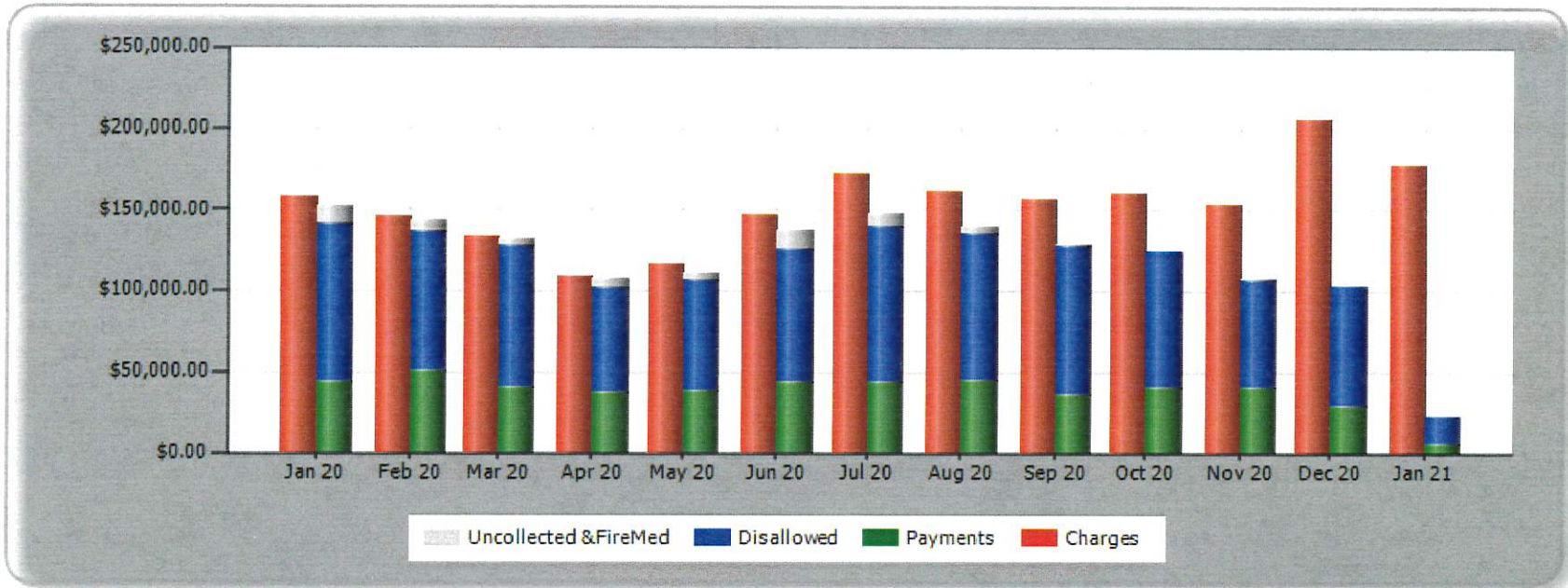
West Valley
ANNUAL COLLECTION STATISTICS

Date Of Service	01/01/2020
Date Of Service	01/31/2021
Invoices	0
Company	West Valley

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jan 20	81	158,785.00	-44,314.46	28 %	-525.00	0 %	-97,374.64	61 %	-10,082.50	6 %	6,488.40	4 %
Feb 20	79	145,905.00	-50,721.68	35 %	-1,459.56	1 %	-86,841.72	60 %	-4,714.69	3 %	2,167.35	1 %
Mar 20	68	133,415.00	-40,772.96	31 %	-800.00	1 %	-86,957.26	65 %	-4,384.78	3 %	500.00	0 %
Apr 20	65	108,625.00	-37,755.54	35 %	-250.00	0 %	-64,502.67	59 %	-5,016.79	5 %	1,100.00	1 %
May 20	71	117,322.50	-38,756.15	33 %	-250.00	0 %	-67,659.47	58 %	-5,169.38	4 %	5,487.50	5 %
Jun 20	73	147,627.50	-44,283.58	30 %	-682.95	0 %	-81,240.72	55 %	-11,535.87	8 %	9,884.38	7 %
Jul 20	90	172,854.80	-44,277.17	26 %	-500.00	0 %	-96,243.55	56 %	-6,871.98	4 %	24,962.10	14 %
Aug 20	84	161,331.65	-45,823.43	28 %	-500.00	0 %	-90,072.34	56 %	-3,491.93	2 %	21,443.95	13 %
Sep 20	84	156,714.68	-36,750.96	23 %	-550.00	0 %	-90,873.53	58 %	-1,030.00	1 %	27,510.19	18 %
Oct 20	76	160,842.42	-40,828.16	25 %	0.00	0 %	-83,890.04	52 %	0.00	0 %	36,124.22	22 %
Nov 20	82	153,441.83	-41,033.34	27 %	-300.00	0 %	-66,200.57	43 %	0.00	0 %	45,907.92	30 %
Dec 20	93	206,473.98	-29,827.22	14 %	0.00	0 %	-73,705.77	36 %	0.00	0 %	102,940.99	50 %
Jan 21	83	178,167.03	-6,141.15	3 %	0.00	0 %	-16,964.32	10 %	0.00	0 %	155,061.56	87 %

1,029	2,001,506.39	-501,285.80	-5,817.51	-1,002,526.60	-52,297.92	439,578.56
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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

January 31, 2021

For February 2021 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE	
US Bank Checking	\$ 92,235.60	\$454,773.89	-\$233,205.64	\$0.00	\$0.00	\$ 313,803.85	√
LGIP/5640	\$ 506,405.61	\$5,536.61	-\$120,000.00	\$292.92	-\$0.05	\$ 392,235.09	√
Totals	\$ 598,641.21	\$460,310.50	\$ (353,205.64)	\$ 292.92	\$ (0.05)	\$ 706,038.94	

√ Indicates reconciled to statement

West Valley Fire District

PROFIT AND LOSS

January 2021

	TOTAL
Income	
INCOME	
Contractual Services	
CTGR	112,500.00
Total Contractual Services	112,500.00
Miscellaneous	
Grants	148,831.25
Total Miscellaneous	148,831.25
User Fees/FireMed/GEMT	
Ambulance User Fees	72,324.61
Total User Fees/FireMed/GEMT	72,324.61
Total INCOME	333,655.86
Unapplied Cash Payment Income-1	112,500.00
Total Income	\$446,155.86
GROSS PROFIT	\$446,155.86
Expenses	
CAPITAL OUTLAY	41,354.03
MATERIAL & SERVICES	
Apparatus & Equipment Maintenance	
Equip. Servicing/Testing/Calibration	195.50
Fuel & Oil	2,254.86
Maintenance Supplies and Tools	195.00
Vendor Services	1,375.41
Total Apparatus & Equipment Maintenance	4,020.77

West Valley Fire District

PROFIT AND LOSS

January 2021

	TOTAL
Contractual Services	
IGA	
Admin	37,074.30
Total IGA	37,074.30
Total Contractual Services	37,074.30
Dispatch Services	3,750.00
EMS Supplies	2,889.93
Facility Maintenance	
Station 180	914.66
Station 183	4,614.56
Total Facility Maintenance	5,529.22
General Supplies	
Janitorial Supplies	274.45
Office Supplies	1,211.54
Total General Supplies	1,485.99
Grants	148,831.25
Miscellaneous	
Community Relations	191.00
For Sheridan Fire	1,506.66
For SW Polk	-187.36
Subscriptions, Ads & Publishing	352.40
Total Miscellaneous	1,862.70
PPE & Uniforms	
Uniforms	1,816.67
Total PPE & Uniforms	1,816.67

West Valley Fire District

PROFIT AND LOSS

January 2021

	TOTAL
Professional Services	
Attorney	1,894.00
Billing Service	2,289.50
Contracted Services	12,972.92
Total Professional Services	17,156.42
Travel & Education	
Fire/EMS Training	100.00
Total Travel & Education	100.00
Utilities	
Station 180	
Electricity	891.58
Garbage	103.25
Internet/TV	17.61
Natural Gas/Propane	767.61
Telephone/Cellphones	646.25
Water/Sewer	258.84
Total Station 180	2,685.14
Station 183	
Electricity	32.82
Water/Sewer	40.00
Total Station 183	72.82
Total Utilities	2,757.96
Total MATERIAL & SERVICES	227,275.21
PERSONNEL SERVICES	41,899.36
FF/P & FF/EMT	
FF/EMT	5,250.35
Total FF/P & FF/EMT	5,250.35
Health Insurance	12,669.92

West Valley Fire District

PROFIT AND LOSS

January 2021

	TOTAL
Payroll Taxes	
Federal Taxes	4,113.86
State Taxes	15,127.59
Total Payroll Taxes	19,241.45
Total PERSONNEL SERVICES	79,061.08
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$347,690.32
NET OPERATING INCOME	\$98,465.54
NET INCOME	\$98,465.54

West Valley Fire District

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

July 2020 - January 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
GF Beginning Balance		110,000.00	-110,000.00	
INCOME				
Contractual Services		480,000.00	-480,000.00	
CTGR	225,000.00		225,000.00	
Total Contractual Services	225,000.00	480,000.00	-255,000.00	46.88 %
Estimated Taxes to be Rec'd		600,000.00	-600,000.00	
Polk County-Current	121,310.31		121,310.31	
Polk County-Local Option Levy	143,894.55		143,894.55	
Polk County-Prior	3,330.15		3,330.15	
Yamhill County-Current	145,601.76		145,601.76	
Yamhill County-Local Option Levy	168,533.64		168,533.64	
Yamhill County-Prior	4,182.95		4,182.95	
Total Estimated Taxes to be Rec'd	586,853.36	600,000.00	-13,146.64	97.81 %
Miscellaneous		523,495.00	-523,495.00	
Account Interest	564.18		564.18	
Address Signs	100.00		100.00	
Conflagration	35,496.74		35,496.74	
Grants	410,706.25		410,706.25	
Misc.	20,377.72		20,377.72	
Surplus Sales	41,352.00		41,352.00	
Tax Interest	81.98		81.98	
Total Miscellaneous	508,678.87	523,495.00	-14,816.13	97.17 %
User Fees/FireMed/GEMT		830,000.00	-830,000.00	
Ambulance User Fees	431,230.86		431,230.86	
Cost Recovery	3,730.95		3,730.95	
FireMed	10,775.00		10,775.00	
Total User Fees/FireMed/GEMT	445,736.81	830,000.00	-384,263.19	53.70 %
Total INCOME	1,766,269.04	2,433,495.00	-667,225.96	72.58 %

West Valley Fire District

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

July 2020 - January 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Sales	2,500.00		2,500.00	
Unapplied Cash Payment Income-1	112,500.00		112,500.00	
Total Income	\$1,881,269.04	\$2,543,495.00	\$ -662,225.96	73.96 %
GROSS PROFIT	\$1,881,269.04	\$2,543,495.00	\$ -662,225.96	73.96 %
Expenses				
CAPITAL OUTLAY	41,354.03	232,594.00	-191,239.97	17.78 %
Contingency		25,000.00	-25,000.00	
MATERIAL & SERVICES				
Apparatus & Equipment Maintenance		50,000.00	-50,000.00	
Equip. Servicing/Testing/Calibration	10,160.96		10,160.96	
Fuel & Oil	12,651.75		12,651.75	
Maintenance Supplies and Tools	2,393.76		2,393.76	
Vendor Services	25,333.47		25,333.47	
Total Apparatus & Equipment Maintenance	50,539.94	50,000.00	539.94	101.08 %
Conflagration Expense	2,257.00	1,891.00	366.00	119.35 %
Contractual Services		422,000.00	-422,000.00	
IGA				
Admin	256,403.65		256,403.65	
Admin OT	10,292.69		10,292.69	
Total IGA	266,696.34		266,696.34	
Total Contractual Services	266,696.34	422,000.00	-155,303.66	63.20 %
Dispatch Services	15,000.00	30,000.00	-15,000.00	50.00 %
EMS Supplies	21,759.92	34,000.00	-12,240.08	64.00 %
Equipment		5,000.00	-5,000.00	
Facility Maintenance		50,000.00	-50,000.00	
Station 180	6,468.56		6,468.56	
Station 182	34.35		34.35	
Station 183	12,503.20		12,503.20	
Total Facility Maintenance	19,006.11	50,000.00	-30,993.89	38.01 %

West Valley Fire District

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

July 2020 - January 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
General Supplies		14,000.00	-14,000.00	
Consumable Response Supplies	1,959.27		1,959.27	
Janitorial Supplies	1,333.56		1,333.56	
Office Supplies	8,248.63		8,248.63	
Total General Supplies	11,541.46	14,000.00	-2,458.54	82.44 %
Grants	148,831.25	222,010.00	-73,178.75	67.04 %
Insurance	-220.00	30,000.00	-30,220.00	-0.73 %
Miscellaneous		7,000.00	-7,000.00	
Banking Fees	317.88		317.88	
Community Relations	994.87		994.87	
For Sheridan Fire	3,351.67		3,351.67	
For SW Polk	1,497.81		1,497.81	
Subscriptions, Ads & Publishing	5,850.74		5,850.74	
Total Miscellaneous	12,012.97	7,000.00	5,012.97	171.61 %
PPE & Uniforms		15,000.00	-15,000.00	
Structural PPE	2,500.00		2,500.00	
Uniforms	5,241.21		5,241.21	
Wildland PPE	927.22		927.22	
Total PPE & Uniforms	8,668.43	15,000.00	-6,331.57	57.79 %
Professional Services	0.00	68,000.00	-68,000.00	0.00 %
Attorney	10,852.03		10,852.03	
Auditors	8,150.00		8,150.00	
Billing Service	28,462.30		28,462.30	
Contracted Services	58,161.01		58,161.01	
Elections	272.98		272.98	
Member Physicals, Testing, and Vaccines	2,366.90		2,366.90	
Total Professional Services	108,265.22	68,000.00	40,265.22	159.21 %
Student Resident Volunteer Program		15,000.00	-15,000.00	
Travel & Education		15,000.00	-15,000.00	

West Valley Fire District

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

July 2020 - January 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Fire/EMS Training	2,727.62		2,727.62	
Travel Expenses	616.21		616.21	
Total Travel & Education	3,343.83	15,000.00	-11,656.17	22.29 %
Utilities		35,000.00	-35,000.00	
Station 180				
Electricity	6,005.77		6,005.77	
Garbage	876.64		876.64	
Internet/TV	862.77		862.77	
Natural Gas/Propane	1,472.51		1,472.51	
Telephone/Cellphones	5,877.55		5,877.55	
Water/Sewer	2,500.26		2,500.26	
Total Station 180	17,595.50		17,595.50	
Station 183				
Electricity	222.41		222.41	
Water/Sewer	400.00		400.00	
Total Station 183	622.41		622.41	
Total Utilities	18,217.91	35,000.00	-16,782.09	52.05 %
Total MATERIAL & SERVICES	685,920.38	1,013,901.00	-327,980.62	67.65 %
PERSONNEL SERVICES	41,899.36		41,899.36	
FF/P & FF/EMT		635,000.00	-635,000.00	
FF/EMT	135,293.87		135,293.87	
FF/Paramedic	177,129.75		177,129.75	
Total FF/P & FF/EMT	312,423.62	635,000.00	-322,576.38	49.20 %
Health Insurance	102,240.22	200,000.00	-97,759.78	51.12 %
Overtime		60,000.00	-60,000.00	
Other Staff	57,028.87		57,028.87	
Total Overtime	57,028.87	60,000.00	-2,971.13	95.05 %
Part-Time		10,000.00	-10,000.00	

West Valley Fire District

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

July 2020 - January 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Payroll Taxes		97,000.00	-97,000.00	
Federal Taxes	31,975.32		31,975.32	
State Taxes	15,551.99		15,551.99	
Total Payroll Taxes	47,527.31	97,000.00	-49,472.69	49.00 %
PERS	56,734.80	165,000.00	-108,265.20	34.38 %
Worker's Compensation	18,191.46	30,000.00	-11,808.54	60.64 %
Total PERSONNEL SERVICES	636,045.64	1,197,000.00	-560,954.36	53.14 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Unappropriated Ending Fund Balance		75,000.00	-75,000.00	
Total Expenses	\$1,363,320.05	\$2,543,495.00	\$ -1,180,174.95	53.60 %
NET OPERATING INCOME	\$517,948.99	\$0.00	\$517,948.99	0.00%
NET INCOME	\$517,948.99	\$0.00	\$517,948.99	0.00%

West Valley Fire District
Check Detail
 January 2021

	Date	Transaction Type	Num	Name	Account	Amount
1 US Bank	01/04/2021	Bill Payment (Check)	Online CenturyLink		1 US Bank Accounts Payable	-309.49 -309.49
	01/04/2021	Bill Payment (Check)	Online TIAA Bank		1 US Bank Accounts Payable	-603.64 -603.64
	01/05/2021	Check	Online IAFF Local #4861		1 US Bank Payroll Liabilities:Union Dues	-1,200.00 -1,200.00
	01/05/2021	Expense			1 US Bank PERSONNEL SERVICES:FF/P & FF/EMT:FF/EMT	-4,793.33 4,793.33
	01/06/2021	Expense	IRS		1 US Bank Payroll Liabilities:Federal Payroll Taxes	-18,134.72 -18,134.72
	01/06/2021	Expense			1 US Bank MATERIAL & SERVICES:Professional Services:Contracted Services	-70.00 70.00
	01/13/2021	Expense			1 US Bank PERSONNEL SERVICES:FF/P & FF/EMT:FF/EMT	-265.25 265.25
	01/13/2021	Expense			1 US Bank PERSONNEL SERVICES:FF/P & FF/EMT:FF/EMT	-191.77 191.77
	01/14/2021	Check	5486 SW Polk Fire District.		1 US Bank MATERIAL & SERVICES:Apparatus & Equipment Maintenance:Maintenance Supplies and Tools	-13.55 13.55
	01/14/2021	Bill Payment (Check)	5487 Portland General Electric		1 US Bank Accounts Payable	-924.40 -924.40
	01/14/2021	Bill Payment (Check)	5488 Davison Auto Parts		1 US Bank Accounts Payable	-137.09 -137.09
	01/14/2021	Bill Payment (Check)	5489 Sheldon Oil Company		1 US Bank Accounts Payable	-2,103.76 -2,103.76
	01/14/2021	Bill Payment (Check)	5490 Skyberg Lumber		1 US Bank Accounts Payable	-156.17 -156.17

01/14/2021	Bill Payment (Check)	5491 NW Natural	1 US Bank Accounts Payable	-767.61 -767.61
01/14/2021	Bill Payment (Check)	5492 Brethauer Oil Co.	1 US Bank Accounts Payable	-151.10 -151.10
01/14/2021	Bill Payment (Check)	5493 Bug Shield Termite & Pest Control	1 US Bank Accounts Payable	-400.00 -400.00
01/14/2021	Bill Payment (Check)	5494 City Of Dallas	1 US Bank Accounts Payable	-1,375.41 -1,375.41
01/14/2021	Bill Payment (Check)	5495 City of Willamina	1 US Bank Accounts Payable	-258.84 -258.84
01/14/2021	Bill Payment (Check)	5496 Emergency Reporting	1 US Bank Accounts Payable	-777.00 -777.00
01/14/2021	Bill Payment (Check)	5497 John Heiser, MD	1 US Bank Accounts Payable	-3,000.00 -3,000.00
01/14/2021	Bill Payment (Check)	5498 Life-Assist Inc.	1 US Bank Accounts Payable	-1,612.05 -1,612.05
01/14/2021	Bill Payment (Check)	5499 MES - Northwest	1 US Bank Accounts Payable	-2,770.00 -2,770.00
01/14/2021	Bill Payment (Check)	5500 Stryker Sales Corporation	1 US Bank Accounts Payable	-41,354.03 -41,354.03
01/14/2021	Bill Payment (Check)	5501 Systems Design West, LLC	1 US Bank Accounts Payable	-2,289.50 -2,289.50
01/14/2021	Bill Payment (Check)	5502 Walter E Nelson Co.	1 US Bank Accounts Payable	-222.69 -222.69
01/14/2021	Bill Payment (Check)	5503 Yamhill Communications Agency	1 US Bank Accounts Payable	-1,875.00 -1,875.00
01/14/2021	Bill Payment (Check)	5504 Grand Ronde Sanitary District	1 US Bank Accounts Payable	-40.00 -40.00
01/14/2021	Bill Payment (Check)	5505 Yamhill County Fire Defense Board	1 US Bank Accounts Payable	-400.00 -400.00

01/14/2021	Bill Payment (Check)	5506 A & E Security & Electronic Solutions	1 US Bank Accounts Payable	-152.85 -152.85
01/14/2021	Bill Payment (Check)	5507 Wave Business	1 US Bank Accounts Payable	-17.61 -17.61
01/14/2021	Bill Payment (Check)	5508 Industrial Welding Supply, Inc	1 US Bank Accounts Payable	-108.00 -108.00
01/14/2021	Bill Payment (Check)	5509 Recology Western Oregon	1 US Bank Accounts Payable	-103.25 -103.25
01/14/2021	Bill Payment (Check)	5510 Speer Hoyt LLC	1 US Bank Accounts Payable	-49.00 -49.00
01/14/2021	Bill Payment (Check)	5511 Sierra Springs	1 US Bank Accounts Payable	-22.00 -22.00
01/14/2021	Bill Payment (Check)	5512 Curtis	1 US Bank Accounts Payable	-149,026.75 -149,026.75
01/14/2021	Bill Payment (Check)	5513 Special Districts Insurance Services	1 US Bank Accounts Payable	-12,669.92 -12,669.92
01/14/2021	Bill Payment (Check)	5514 Streamline	1 US Bank Accounts Payable	-200.00 -200.00
01/14/2021	Bill Payment (Check)	5515 US Bank	1 US Bank Accounts Payable	-10,731.50 -10,731.50
01/14/2021	Bill Payment (Check)	5516 MLynn Designs	1 US Bank Accounts Payable	-191.00 -191.00
01/14/2021	Bill Payment (Check)	5517 Skid Ink	1 US Bank Accounts Payable	-1,184.00 -1,184.00
01/14/2021	Bill Payment (Check)	5518 Zoll Medical Corporation	1 US Bank Accounts Payable	-1,064.88 -1,064.88
01/14/2021	Bill Payment (Check)	5519 Sheridan Fire District	1 US Bank Accounts Payable	-53,351.00 -53,351.00
01/20/2021	Check	5520	1 US Bank MATERIAL & SERVICES:Miscellaneous	0.00

01/20/2021	Check	5521	1 US Bank MATERIAL & SERVICES:Miscellaneous	0.00
01/25/2021	Bill Payment (Check)	Yamhill Communications Agency	1 US Bank Accounts Payable	-1,875.00 -1,875.00
01/27/2021	Expense	Intuit Complete Payroll	1 US Bank MATERIAL & SERVICES:Professional Services:Contracted Services	-127.00 127.00
01/28/2021	Expense	Great Northern Staff Administrators	1 US Bank PERSONNEL SERVICES PERSONNEL SERVICES:Payroll Taxes:State Taxes PERSONNEL SERVICES:Payroll Taxes:Federal Taxes MATERIAL & SERVICES:Professional Services:Contracted Services	-61,804.41 41,899.36 15,127.59 4,113.86 663.60

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001.1 POLICY ADOPTING GOVERNMENT BY POLICY

The District Board of Directors recognizes that one of its major functions is to serve as the policy making body of the Fire District, and to govern the activities and shape the future of the Fire District. The Board also acknowledges the need to reserve, for the Fire Chief and the staff, the responsibility of the day to day administration of the District in a manner consistent with the policies and rules of the Board.

It is the intent of the Board of Directors to set forth a series of policies and Board rules to govern the conduct and deliberations of the Board and to serve as a guide for the staff helping the Board carrying out its functions for the Fire District.

001.2 FIRE DISTRICT BOARD POLICIES

The policies and rules of the District Board shall be drafted, adopted and amended with full consideration for the Board's desire to meet the Mission, Vision and Values of the District.

Note: These documents are to be developed

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the conduct of the Fire District.

In the event of a conflict between a Board Policy and the state or federal law, the applicable state or federal law shall govern.

If disagreement over the application, intent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, as a Board rule, shall clearly specify the intent of the Board in interpreting policy.

Board rules may also be based on pertinent statutes. In this context they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes. Board rules may also be applied to remind the Board, staff, and public of the existence of applicable statutes.

Proposals regarding the adoption of District policy or changes, deletions, additions, or repeal may originate from any interested person.

001.3 POLICY ADOPTION, CHANGES, DELETIONS, ADDITIONS, REPEALS AND REVIEW

In its deliberations leading to the establishment or amendment of Board Policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.

It shall be the policy of the District to recognize that all Board policies shall remain flexible and be subject to review and change. Such review shall take place biannually, except for the Organizational Procedures Policy which will be reviewed annually. A biannual review shall be scheduled at the regularly scheduled Fire District Board meeting in August of each Board election year.

In order to provide consistency, stability and integrity to Board Policies, it is recognized that changes in policies, except in the case of emergency, shall be executed in a careful manner without undue haste.

Adoption, changes, additions to, deletions from, or repeal of the established policies shall be accomplished by a majority vote of the Board of Directors. A two-step action, with steps separated by no less than 28 days, is required. Introduction, discussion and deliberation shall constitute the first step. A ratification vote shall be required at a second meeting. In the event that an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by a majority vote of the Board Directors, a policy can be changed, suspended, added to, or deleted from in the course of a single meeting. An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

The assembled policies of the Fire District Board of Directors, known collectively as the **BOARD POLICY MANUAL** shall be the reference instrument for conducting the business of the Fire District Board.

001.4 FIRE DISTRICT BOARD OF DIRECTORS AUTHORITY

The Fire Districts are defined in accordance with the provisions of Oregon Revised Statutes. The Fire District includes territories lying in Yamhill and Polk Counties. The Fire District Board, by policy, shall carry out its responsibilities and the will of the people of the District, while complying with state and federal constitutions, statutes, rules, interpretations of the courts, and all the powers and responsibilities provided by them.

Policies are adopted by the Board to govern the operations and the affairs of the District. The policies are designed to help the Board carry out, effectively and efficiently, the responsibilities and duties delegated to it by law and the will of the people.

The Board reserves to itself, all authority and responsibility delegated to it unless otherwise assigned to the Fire Chief or others by statute, ordinance, regulation, or local action.

Policy designating District Board as Contract Review Board. It shall be the policy of the District Board upon adoption of the appropriate resolution, to serve as the Fire District Local Contract Review Board pursuant to ORS 279A.060. The rules may be amended from time to time, and special exemptions granted, by the Board, at any duly called meeting of the Board.

Collective Bargaining Agreement. It is the policy of the District Board to engage in discussions for the purpose of reaching agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law, ORS 243.650 through 243.782. The District Board reserves to itself, or its designee, the responsibility to negotiate with employee groups.

001.5 MEMBERSHIP OF THE FIRE DISTRICT BOARD OF DIRECTORS

The Board of Fire Districts shall consist of five Directors serving four-year, staggered terms. A resident or property owner of the District shall be eligible to serve as a Board Director in accordance with ORS 478.050.

Each Board Director shall be identified by a position number and all Directors of the Board shall serve at large, representing the District as a whole.

Board position numbers are assigned and terminate as historically occurring for the District. This information transfers to the successors of the Director at the termination of their service in the position.

The election of the Board Directors shall be conducted as provided by ORS 255.345. The regular District election, at which Board Directors are elected, is the fourth Tuesday in March in each odd numbered year.

Board Director Certification- No person elected or appointed to the Fire District Board shall be sworn in unless they are determined by the Board to meet the qualifications as set forth in ORS 478.050. If question exists as to the eligibility of any candidate, the Board will resolve the issue prior to appointment. No person shall serve as a Fire District Board Director and be employed or function as a volunteer for the District.

New Board Directors shall take an oath of office prior to assuming the duties of the position.

Unless filling a vacancy on the Board, terms of office shall start officially on July 1st in accordance with ORS 255.335.

Newly elected Board Directors shall serve as ex-officio Directors until their term begins and are encouraged to participate in all Board functions.

District Board Policy delegates that a Board Director and the Fire Chief be responsible for the appropriate orientation of new Board Directors. It is the policy that the Fire Chief, in cooperation with a Board Director, will schedule a work session for new Board Directors to acquaint them with the facilities, equipment, and personnel and to provide information per the SDAO Orientation Checklist.

Directors' Compensation and Reimbursement- It shall be the policy of the District Board to provide no reimbursement to Board Directors for attendance at meetings, functions, or training.

It shall be the policy of the Board to reimburse District Board Directors for reasonable expenses actually incurred on Fire District business, when presented to and approved through the Districts regular travel/training process and documentation in accordance with generally accepted accounting principles.

Expenses incurred for lodging shall be covered at the reasonable and prudent cost of lodging. Any expenses for family of Directors who accompany the Board Director on a trip are not recoverable.

Travel shall be reimbursed at the current per mile rate allowed by the IRS when private vehicles are used, or the actual cost when commercial transportation is provided. Meals shall be reimbursed at the actual cost so long as these are reasonable and prudent. Excessive expenditures may be denied reimbursement upon examination by a majority vote of the Board. The District will not pay for alcoholic beverages.

It shall be the responsibility of each Board Director to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are public record and shall be attached to the monthly register of bills to be paid.

It shall be the policy of the Board to keep all such financial transactions visible to the public in an effort to preserve the public trust.

Vacancies on the Board- It shall be the policy of the Board to declare a position on the District Board of Directors vacant if:

- (1) The Board Director dies, resigns, or is removed from office;
- (2) The Board Director ceases to be a resident or a property owner in the District in accordance with ORS 478.050;
- (3) The Board Director is convicted of an infamous crime, or any offense involving the violation of the oath of the incumbent
- (4) The Board Director refuses or neglects to take the oath of office within the time prescribed by law;
- (5) The election or appointment of the Board Director is declared void by a competent tribunal;
- (6) The Board Director is found to be a mentally impaired person by the decision of a competent tribunal;
- (7) The incumbent ceases to possess any other qualifications required for election or appointment to such office.

In the event any of the preceding items occur, the Board will, at its next regularly scheduled meeting, deliberate the circumstances, declare the position to be vacant by a majority vote of the Board, and then notify the County Clerk of its decision.

Filling vacancies for the office of Fire Board Director shall be in accordance with ORS 198.320.

The person appointed shall serve until June 30th following the next regular election to the Board. On the first regular election date after being appointed to the Board, a successor shall be elected to serve from July 1st through the remainder of the unexpired term.

When a District election is to be held for the purpose of electing Directors to the District Board, the election officer shall cause to be published in accordance with ORS 255.075 the following information:

- (1) The date of the election (see ORS 255.335(1));
- (2) The Board positions to be voted upon;
- (3) The latest date candidates may file for office.

The County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District election.

001.6 OFFICERS OF THE FIRE DISTRICT BOARD

It shall be the policy of the Fire District Board to elect officers of the Board during the month of July.

Sheridan and SW Polk Fire District:

The Board shall elect a President, a Vice-President, and a Secretary at its July meeting, or at such times as the existing officer(s) may resign from their office or vacant membership on the Board. All officers shall be elected annually. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

West Valley Fire District:

The Board shall elect a President, a Vice-President, and a Secretary at its July meeting, or at such times as the existing officer(s) may resign from their office or vacant membership on the Board. All officers shall be elected annually, with no officer serving more than four consecutive terms in any one office. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

The President of the Fire Board shall preside at all meetings of the Board and shall have a right to offer motions and amendments and to vote on motions put before the Board for action. The

President shall sign on behalf of the Board such documents as may require an official signature unless the motion allows the Fire Chief or other Director to sign.

In the absence of the President, the Vice-President shall perform all the duties of the President, including preside at meetings in the absence of the President. If both the President and Vice-President are absent, the Secretary of the board may preside.

The Secretary of the Board or the Secretary's designate shall be responsible for keeping in the Board minutes an accurate record of all Board business as prescribed in ORS 192.620, The Oregon Meeting Law. The Secretary shall countersign such official documents requiring two Board Director signatures.

001.7 POWERS AND DUTIES OF THE FIRE DISTRICT BOARD OF DIRECTORS

It is the policy of the Fire District Board to exercise those powers granted to it by ORS Chapter 478 and to carry out those duties assigned to it as may best meet the fire and life safety needs of the District.

The primary responsibility of the Board is to make policy level decisions for the district. Management of the daily operations and staff is the responsibility of the Fire Chief. Unless otherwise authorized by a quorum of the board, no individual Board Director may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the board, no individual Board Director may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law. Any communications relative to district business must be directed to the Board President, who will then communicate the question, request or concern to the Fire Chief.

The basic manner in which Directors fulfill their office must be performed at a regular, special committee or workshop meeting and shall be a matter of public record. Board Directors function through the methods of participation including discussion, deliberation, debate and voting. All Directors including the President are expected to participate fully in deliberation and voting.

It is understood that Board Directors will not always agree. It is the policy of the Board that Directors respect the authority of the majority. If a Director cannot support a decision made by the majority, that Director's actions should remain neutral and not work against the decision of the majority.

Board Directors' decisions and actions shall best serve the needs of the District citizens with respect to available resources.

It shall be a policy of the Board that Fire District Board Directors are encouraged to participate in organizations such as the Oregon Fire District Directors Association, and others with similar benefit to the District. Membership fees shall be borne by the Fire District as well as reasonable expenses incurred in attending meetings, seminars, and training sessions.

The Fire District Board Directors shall observe a code of conduct, as follows, designed to guide their actions in carrying out their responsibilities.

A Fire District Board Director should strive to:

- (1) Understand that their basic function is to make “policy”;
- (2) Refuse to make commitments outside of a public meeting on any matter which should come before the Board as a whole;
- (3) Refuse to participate in secret meetings or other irregular meetings which are not official and which all Directors do not have the opportunity to attend;
- (4) Recognize that they have no legal status to act for the Board outside of official meetings;
- (5) Respect the rights of Fire District patrons to be heard at official meetings within established parameters and guidelines for public testimony;
- (6) Make decisions only after available facts bearing on a question have been presented and discussed;
- (7) Graciously accept the principle of “majority rule” in Board decisions;
- (8) Recognize the Fire Chief should have full administrative authority for properly discharging duties within the limits of the established District policies;
- (9) Recognize that the Fire Chief or designee is the technical advisor to the Board and should be present at all meetings of the Board;
- (10) Present personal criticisms, complaints, or problems of any Fire District operation directly to the Board President;
- (11) Declare conflicts of interest into the public record;
- (12) Conduct all Fire District business and personal business with the Fire District in an ethical manner;
- (13) Give staff and contemporaries the respect and consideration due skilled professional personnel.

The Fire District Board recognizes that it serves all people of the District and that each citizen of the district has individual political views. As a policy, the Fire District Board shall not endorse, nor shall it support or oppose, the candidacy of any person seeking election to any public office, partisan or non-partisan. The District may comment on, but shall not endorse, support, or oppose any initiative or referendum measure proposed to the people. The restriction shall not prohibit the Board from supporting or opposing or publicly commenting on ballot measures which have a direct and ascertainable effect upon the operations of the District or the District’s ability to provide fire and life safety programs mandated to it. This restriction shall not prohibit individual Directors of the Board or employees of the District from supporting, opposing, or

publicly commenting on political matters as individual citizens; however, common courtesies, legal conduct and ethics is encouraged.

Board Directors shall be respectful of one another and follow the direction of the President. They should avoid personal attacks and keep discussions on policy, not individuals. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any conduct decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

Board Directors have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from a quorum of the Board. Likewise, no individual Board Director may speak for or on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District.

Sheridan & SW Polk Fire District:

The Board has the right to enforce its rules and expect ethical and honorable conduct from its Directors. The Board will make every effort to resolve an issue by speaking to the individual privately. Should disciplinary action need to be taken, the following actions may be considered:

- (1) A motion that the Director must apologize;
- (2) A motion that the Director must leave for the remainder of the meeting;
- (3) A motion to censure the Director; or
- (4) A motion to suspend a Director's rights for a designated period of time.

001.8 FIRE BOARD ADVISORY COMMITTEE

It is the policy of the Fire District Board to establish advisory committees when it is found to be in the best interest of the District to do so.

It is the policy of the Fire District Board to appoint special committees as the need arises. Examples may be a negotiation committee or a Board policy review committee.

The Budget Committee, as a legally mandated committee, shall be considered a standing committee whose duties continue year to year.

Constructive use shall be made of citizen advisory committees as a way of involving the public in the decision-making process.

Committees may provide information and make recommendations about Fire District matters assigned to them, but the Fire District Board has the responsibility for setting priorities and making policy.

It shall be the responsibility of the Board President to advise the various committees as to the requirements of the Oregon Open Meetings Law (ORS 192.610 through 192.710) and the Public Records Law (ORS 192.410 through 192.505).

The Fire Chief shall be responsible for posting notices of all committee meetings and notifying the press and public as required by the Oregon Open Meetings Law.

Chairs of all District committees will be responsible for keeping written minutes and making them available to the public through the main station of each district.

001.9 METHODS OF OPERATION OF FIRE DISTRICT BOARD MEETINGS

It is the policy of the Fire District Board that all meetings be conducted in accordance with Oregon and Federal Statutes and Rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources as appropriate, before decisions are made on policy and procedural matters.

All meetings of the Fire District Board are open to the public, except for executive sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing and will be made available to the news media prior to the date of the meeting (ORS 192.610 – 192.690). A nominal charge may be made for copies of public records in accordance with rules established by the Board of Directors. The District will cause such fees to be published per the Organizational Procedures Policy.

All meetings are to have at least a 24-hour advance notice except in the case of an emergency (ORS 192.640). Board meeting notices are to be posted per the Organizational Procedures Policy.

Regular meetings of the Fire District Board shall be held per the Organizational Procedures Policy unless by specific action of the Board a different meeting place or time is selected.

Special or emergency meetings of the Board may be called by the Board President or by petition from a majority of the Board Directors or by request of the Fire Chief.

It is the intent of the Fire District Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District. The degree of audience participation will be dependent upon time available and the significance of the matter under discussion. The President may set a time limit for individual comments on a given issue.

In order to accomplish the tasks of the Board in an orderly and expeditious manner, the Board will attempt to limit repetitious testimony and discussion whenever possible so as not to inconvenience those persons bringing business before the Board.

The Fire District Board shall provide a specific time and place in the agenda of its regular meeting to hear comments, concerns, and suggestions from its citizens or from visitors with interests in the District.

Any resident of the District may submit matters for consideration for placement on the meeting agenda. In order to ensure consideration for placement on the agenda for the next regular meeting, requests should reach the Board President or the Fire Chief at least ten days before the next regular meeting. Not every matter requested need be placed on the agenda.

It shall be the policy of the Fire District Board to recognize itself as a policy making body that deliberates at regularly scheduled meetings and each Board Director shall make a diligent effort to be present and participate fully.

Robert's Rules of Order Revised shall be used as a **guideline only** for conducting Board and committee meetings except where they are in conflict with any other procedures adopted by the Board.

The Fire Chief, in cooperation with the President, shall prepare an agenda for each meeting and have it available with supporting information, to each Board Director at least three (3) days prior to each regular meeting.

Three Directors present at a meeting shall constitute a quorum. The affirmative vote of a least three Directors is required for any action, unless otherwise dictated by law or these policies.

Board minutes shall reflect the vote of each Director. Any Director may request that a vote be changed if such request is made prior to consideration of the next order of business.

Any Board Director may append onto the record, at the time of voting, a statement indicating the reason behind the vote, or the reason for abstaining or choosing not to participate in the voting. A Board Director shall declare a conflict of interest where such a conflict exists (ORS Chapter 244).

The Board may hold executive sessions only as allowed by law. The Board shall not take any votes during executive sessions, nor make any final decisions. The policy, however, shall not prohibit full discussion of Board Directors' views during executive sessions.

The President or other presiding officer shall announce the statute authorizing the executive session to convene. Except when the media is excluded as allowed by law, the President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should not be broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board

Directors, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

001.10 MEETING MINUTES, PUBLIC RECORDS

The minutes of the meetings of the Fire District Board shall be maintained by the District and shall be made available as required by law and District policies. Minutes shall be generated for all Fire District Board meetings and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- Subject to ORS 192.311 - 192.431 relating to public records, a reference to any document discussed at the meeting.

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the main station of each District during regular business hours. Minutes of executive meetings are not subject to this provision in accordance with ORS Chapter 192.

The Fire District recognizes the right of any Director or the public to inspect nonexempt public records, limited only by rules of reasonableness, and in accordance with guidelines established by the Attorney General of the State of Oregon. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief.

In accordance with the Public Records Law, certain records, such as executive meeting minutes and personnel records, are not included in the category of records to which the right of access is to be granted by the Fire District.

Smoking or other use of tobacco products is prohibited in any building where a public meeting is being held and is to continue following a recess.

Fees for records requests will follow all appropriate District ordinances, resolutions, policies, and procedures.

001.11 DELEGATION OF BOARD AUTHORITY

It is the policy of the Fire District Board that it has primary responsibility for the approval of District plans and direction for the appraisal of the ways in which these decisions are implemented, and the results obtained. The Board recognizes its authority to delegate specific

responsibilities to the Fire Chief for the implementation of the programs and services of the District.

The Board will approve a job description for the Fire Chief. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

At such time that a vacancy occurs, or is imminent in the Fire Chief's position, the Board President shall appoint a committee to begin the recruitment and selection process.

The Fire Chief shall serve as Chief Executive Officer of the Districts.

The Fire District Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the Fire District will be operated. Administrative procedures must be consistent with policies adopted by the Board.

When action must be taken within the Fire District where the Board has provided no guidelines for administrative action, the Fire Chief shall have the power to act, but the decisions shall be subject to review by the Board at its next regular meeting.

001.12 FIRE DISTRICT LEGAL COUNSELS

It shall be the responsibility of the District Board to select legal counsel to represent the legal needs of the District. The Board President and the Fire Chief shall be recognized as the persons able to seek the advice of legal counsel unless through Board direction another Board Director is granted permission. The Board recognizes legal counsel per the Organizational Procedures Policy.

Sheridan/SW Polk/ West Valley Fire Districts

Organizational Procedure Policy

002.1 DESIGNATION OF CHIEF EXECUTIVE OFFICER

The Board designates The Fire Chief as Fire District's Chief Executive Officer and Custodian of Funds and authorize the purchase of fidelity bonds in the amount of \$100,000 each year per ORS 198.220.

002.2 DESIGNATION OF BUDGET OFFICER

The Boards designate The Fire Chief as Budget Officer of all three districts.

002.3 AUTHORIZATION OF LOCAL AGENCY REPRESENTATIVE FOR FEDERAL PROJECTS AND OTHER FUNDING

The Boards appoint The Fire Chief as the Local Agency Representative and be directed to execute and file applications for and on behalf of the three districts, and otherwise act as authorized representative of the Fire District in all activities related to federal, state and privately funded projects, proposals, and grants.

002.4 DESIGNATION OF FIRE DISTRICT AUDITOR

The Board appoint Accuity, LLC as Sheridan auditor for the fiscal year 2020-2021.

The Boards appoints Pauly Rogers, LLC as SW Polk Fire District's and West Valley Fire Districts' auditor for the fiscal year 2020-2021.

002.5 DESIGNATION OF FIRE DISTRICT ATTORNEY

The Boards appoint Speer Hoyt, LLC attorney of record for all three districts.

002.6 DESIGNATION OF AGENT OF RECORD

The Boards designate WHA Insurance Agency as Agent of Record for all three districts.

002.7 IDENTIFICATION AND DESIGNATION OF CONFIDENTIAL EMPLOYEES

The Boards designate the following employees as Confidential Employees of the three Districts:

- (1) Fred Hertel, Fire Chief
- (2) Damon Schulze, Deputy Chief
- (3) Les Thomas, Division Chief, Training
- (4) Mariah Prescott, Interim Finance Assistant

002.8 DESIGNATION OF NEWSPAPER FOR PUBLICATIONS

The Boards designate *News Register* as the new source for publishing legal notices for Sheridan and West Valley Fire Districts. The Board designates *Polk Itemizer Observer* as the new source for publishing legal notices for SW Polk Fire District.

002.9 DESIGNATION OF DEPOSITORY OF FUNDS

The Boards authorize deposits of the three Districts in First Federal as being safe proper bank for the purpose of receiving deposit funds of the District and be designated as the bank in which all monies belonging to the District shall be deposited. The Board authorizes the investment of monies in the Oregon State Treasury, Local Government Investment Pool based on the yield.

002.10 AUTHORIZATION TO PAY BILLS

The Boards authorize the CEO to pay accounts payable of the Districts when due and the payroll as per the 2020-2021 budget.

Sheridan/SW Polk/ West Valley Fire Districts

Organizational Procedure Policy

002.11 SIGNATURES

The Boards authorize the CEO to approve purchase orders. Two authorized board signatures are required for checks.

002.12 BOARD MEETING DATES

The Boards establish to hold the regular Joint Board meetings on a rotating basis of the three contract Districts, unless otherwise determined, on the second Thursday of each month at 6 PM. Temporarily a second monthly Joint Board meeting is scheduled for the fourth Thursday of each month at 6 PM. This second meeting will be held per Board direction. Meeting notices shall be posted at District headquarters and on the website.

002.13 AUTHORIZING SALE OF SURPLUS PROPERTY

The Boards authorize The Fire Chief to approve the sale of obsolete equipment and supplies that are no longer of use to the three Districts pursuant to the District's public contracting rules.

002.14 AUTHORIZING CONVEYANCE OF REAL PROPERTY PURCHASES AND SALES

The Boards authorize The Fire Chief to represent the Fire Board in signing for the conveyance of real property purchases and sales.

002.15 ESTABLISHING LOCAL PUBLIC CONTRACT REVIEW BOARD

The Boards of Directors will act as its own Local Public Contract Review Board and follow all rules established by the District as provided by ORS 279A.065.

002.16 ESTABLISHING HIRING PROCEDURES

The Boards authorize The Fire Chief to fill vacancies, exclusive of a CEO vacancy, as they occur within the three Districts and report such employment to the Board at its next meeting.

002.17 REVIEW/ESTABLISH PETTY CASH ACCOUNTS/AMOUNTS

The Boards approve that a petty cash account is authorized in the amount of \$56.00.

002.18 ESTABLISHING MILEAGE RATE

The District encourages use of a District vehicle but when members are required to use their own vehicle for District work or to travel at the request of the Fire Chief, mileage reimbursement will be at the current IRS rate for mileage. Members shall submit reimbursement requests in writing with documentation.

002.19 ESTABLISHING COPY FEES

The Boards authorize to charge \$.50 per copy for non-district related copy work per the fee schedule ordinance.

002.20 AUTHORIZING CONTRACT ADMINISTRATION

The Boards authorize The Fire Chief to administer contracts with vendors on behalf of the three Fire Boards.

The DISTRICT adopts the following Participation Requirements:

- DISTRICT VOLUNTEERS who meet the basic requirements of being a member in good standing, as described in the attachment to this ADOPTION AGREEMENT, will be eligible to participate. Such requirements must indicate the duration of VOLUNTEER service required prior to qualifying as a PARTICIPANT (if any).

- DISTRICT VOLUNTEERS who meet the basic requirements of being a member in good standing, *as well as any additional participation requirements* as described in the attachment to this ADOPTION AGREEMENT, will be eligible to participate. Such requirements must indicate the duration of VOLUNTEER service required prior to qualifying as a PARTICIPANT (if any), as well as any additional requirements, such as: minimum drill or response attendance and the nature of service (combat or non-combat).

2. Allocation of CONTRIBUTIONS

It is the responsibility of the DISTRICT to allocate its total CONTRIBUTIONS among eligible PARTICIPANTS. This allocation will occur according to the below described methodology. Some DISTRICTS allocate an equal CONTRIBUTION to each PARTICIPANT. Others allocate based on a formula which is tied to each PARTICIPANT'S activities during the year. Below, please describe the method the DISTRICT will use to allocate CONTRIBUTIONS: Annually, the District will distribute LOSAP funds to qualifying members as determined by the work plan and expenditure authorization.

PARTICIPANTS who terminate their participation or SEPARATE FROM VOLUNTEER SERVICE prior to VESTING will forfeit LOSAP CONTRIBUTIONS. The DISTRICT will report any forfeitures and will provide a list of the remaining PARTICIPANTS to the OFDDA PLAN ADMINISTRATOR within three (3) months of the forfeiture. The PLAN ADMINISTRATOR will allocate such forfeitures among all remaining PARTICIPANTS eligible to receive a CONTRIBUTION on a per capita basis within twelve (12) months of notification of the forfeiture.

3. Vesting Schedule

In accordance with Section 7.01 of the PLAN, the DISTRICT adopts the following VESTING Schedule:

- VESTING OPTION A: TWO YEAR NONCONSECUTIVE VESTING:** An active VOLUNTEER shall become entitled to a future award upon the completion of two (2) nonconsecutive years with the DISTRICT as a PARTICIPANT.
- VESTING OPTION B: FIVE YEAR NONCONSECUTIVE VESTING**
An active VOLUNTEER shall become entitled to a future award upon the completion of five (5) nonconsecutive years (minimum of two (2) years) with the DISTRICT as a PARTICIPANT.
- VESTING OPTION C: ___ YEAR CONSECUTIVE VESTING.** An active VOLUNTEER shall become entitled to a future award upon the completion of ___ () consecutive years (minimum of two (2) years) with the DISTRICT as a PARTICIPANT.

4. Credit Toward Vesting for Prior Service to District

- The DISTRICT will give one (1) year of credit toward VESTING for every two (2) years of VOLUNTEER service to the DISTRICT prior to the DISTRICT'S adoption of the PLAN.
- The DISTRICT will not give credit toward VESTING for any VOLUNTEER service to the DISTRICT prior to the DISTRICT'S adoption of the PLAN.

5. Portability of Prior Volunteer Service

- The DISTRICT will recognize a VOLUNTEER'S prior service as a member in good standing in an Oregon Fire DISTRICT participating in the OFDDA LOSAP program. To be eligible for portability, any separation from the prior VOLUNTEER service must have occurred no more than twelve (12) months prior to initiation of service for the DISTRICT.
- The DISTRICT will not recognize VOLUNTEER service provided to any organization other than the DISTRICT.

6. Designating a PLAN YEAR

The DISTRICT designates the following twelve (12) month period as its PLAN YEAR:

- January – December
- July – June
- Other as designated: _____

7. Investment of CONTRIBUTIONS

- The DISTRICT will allow PARTICIPANTS to designate their investment preferences among choices available from the INVESTMENT PROVIDER. The DISTRICT will then direct the investment of CONTRIBUTIONS according to the PARTICIPANTS' designation, but reserves the right at a later date to itself designate such investment preferences.
- The DISTRICT will **not** allow PARTICIPANTS to designate their investment preferences. Instead, the DISTRICT will solely direct and designate the investment of CONTRIBUTIONS among choices available from the INVESTMENT PROVIDER.

DISTRICT

By: _____

Its: _____

DATE: _____

APPROVED BY OFDDA ADMINISTRATOR

By: _____

Its: _____

DATE: _____

Sheridan Fire District

Length of Service Award Program (LOSAP) Procedure

Effective: February 11, 2021

Reviewed:

Revised:

Purpose: To identify the requirements and rewards of the District length of service award program.

Guideline

The Sheridan Fire District provides a length of service award program for the volunteers who meet the requirements as outlined in the Oregon Fire District Directors Association (OFDDA) LOSAP agreement.

Eligibility to Participate

Volunteers who choose to participate in the LOSAP must meet the requirements as outlined in the OFDDA LOSAP agreement and the work plan and expenditure authorization.

Support Service members may choose to participate in the program. Those choosing to do so will meet requirements as outlined in the OFDDA LOSAP agreement and the work plan and expenditure authorization.

Distribution of Benefits

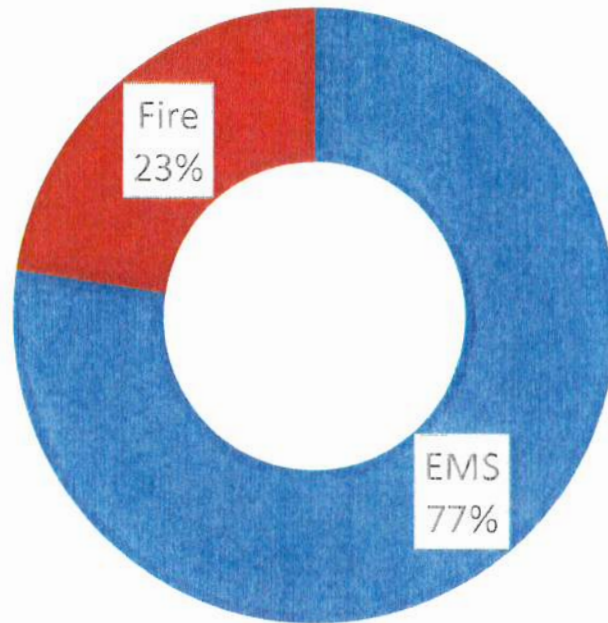
Distribution of benefits will occur according to the requirements as outlined in the OFDDA LOSAP agreement and the work plan and expenditure authorization. Distribution of funds will be done on an annual basis.

LOSAP Committee

A LOSAP committee shall consist of six members and the Chief of the district. Two or more of the members shall hold the rank of firefighter. The committee will review all actions of members and rule on such items as eligibility, exceptions to the procedure and any other items that effect the operation of the program, within the confines of the OFDDA LOSAP agreement. The District Chief shall convene the committee, which shall meet occasionally or as needed.

Sheridan Fire District

JANUARY 2021 MONTHLY REPORT



Fire Stats

Structure Fire	2
EMS incident	18
Water rescue	2
Equipment problem	2
Accident	1
Public service	1
Unauthorized burning	1
Canceled	10
Controlled burning	1
Total	38

EMS Stats

Public Assist	5
Cancelled	15
Not Transported	29
Standby	10
Transported	71
Total	130

Total Calls 168

Training Hours 421

Sheridan Fire District - ASA Compliance

Previous Month ▾ Jan 1, 2021 - Jan 31, 2021 ▾

06:48

MM:SS
Average Response Time

95%

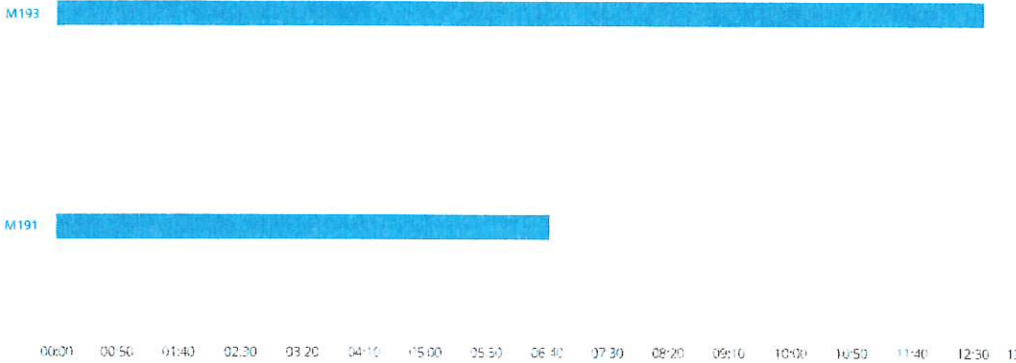
OF RESPONSES
Response Time < 10:00

31

DAYS
In Selected Time Slice

66

UNIT RESPONSES
In Selected Time Slice

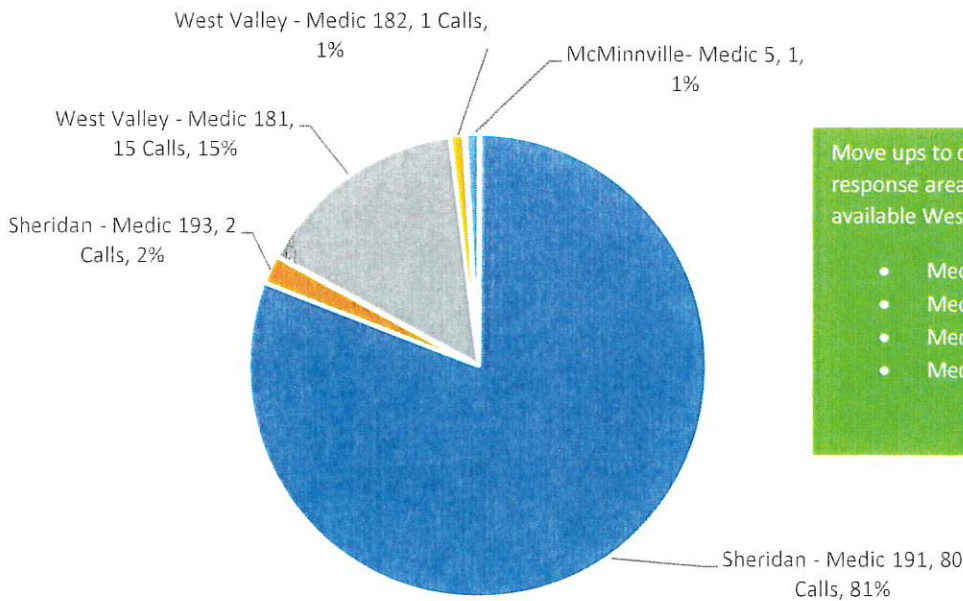


Both of these calls are not considered in the ASA compliance due to the location.

Actual compliance: 100%

Counts	% Rows	% Columns	% All											Total
				00:00 - 04:59	05:00 - 07:59	08:00 - 08:59	09:00 - 11:59	12:00 - 14:59	15:00 - 16:59	17:00 - 19:59	20:00 - 29:59	30:00 - 59:59		
M191	27	24	2	1	5	2	1	1	1	1	1	65		
M193						1						1		
Total	27	24	2	1	5	3	1	1	1	1	1	66		

Sheridan Fire District – All EMS Incidents

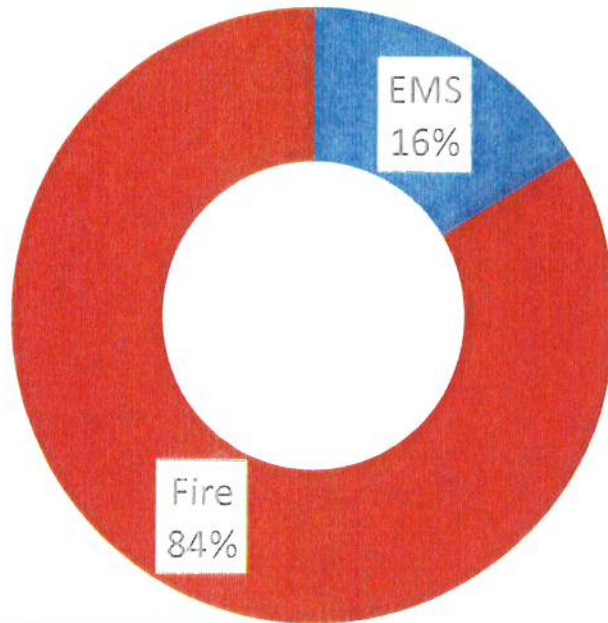


Move ups to cover the Sheridan Fire District response area because there were no available West-end resources:

- Medic 1 – 2 move up
- Medic 5 – 1 move up
- Medic 10 – 1 move up
- Medic 193 – 11 move ups

SW Polk Fire District

JANUARY 2021 MONTHLY REPORT



Fire Stats

Structure Fire	1
Outside fire	1
Chemicals	1
Equipment problem	1
Canceled	3
Controlled burning	1

Total 29

EMS Stats

EMS incident	7
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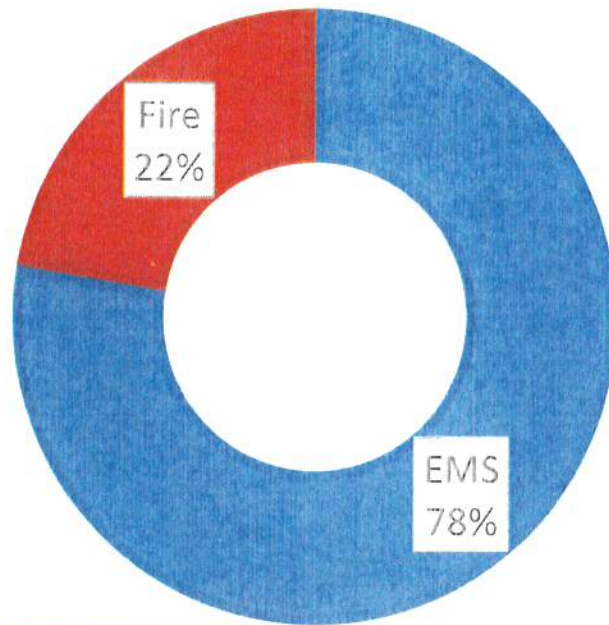
Total	7
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Total Calls 36

Training Hours 173.75

West Valley Fire District

JANUARY 2021 MONTHLY REPORT



Fire Stats

Structure Fire	2
Excessive heat	1
EMS incident	18
Rescue or EMS standby	1
Equipment problem	5
Public service assistance	3
Cancelled	6
Controlled burning	2
Total	40

EMS Stats

Public Assist	26
Cancelled	7
Patient Dead on Scene	4
Not Transported	29
Transported	77
Total	139

Total Calls 179

Training Hours 416

West Valley Fire District - ASA Compliance

Previous Month ▾ Jan 1, 2021 - Jan 31, 2021 ▾

07:59

MM:SS
Average Response Time

93%

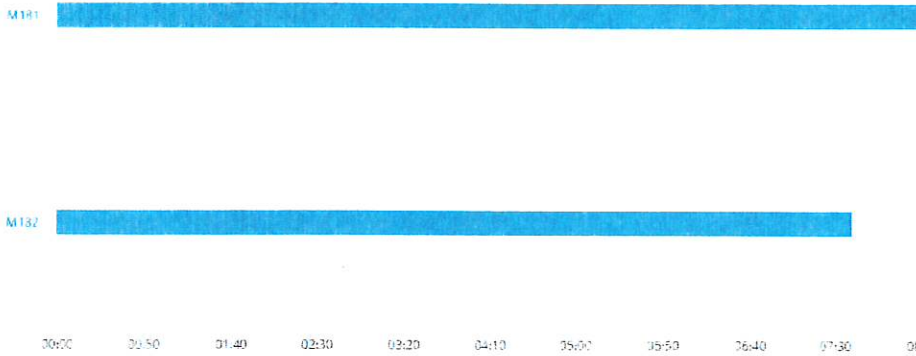
OF RESPONSES
Response Time: 1:10:03

31

DAYS
in Selected Time Slice

68

UNIT RESPONSES
in Selected Time Slice

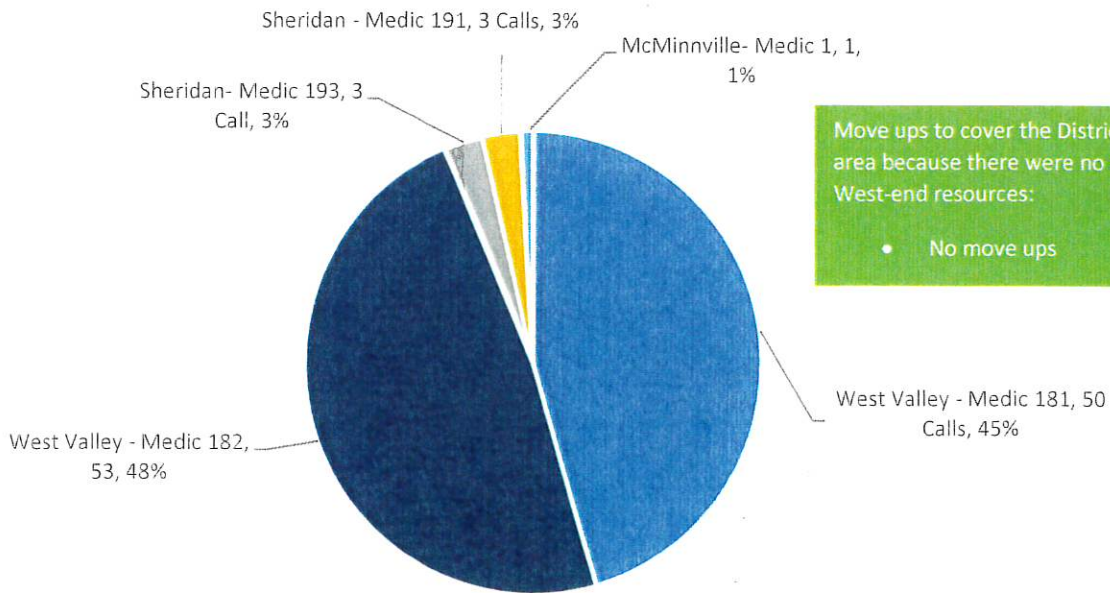


2 of these calls are not considered in the ASA compliance due to the location or disposition.

Actual compliance: 97%

Counts	% Rows	% Columns	% All							Total		
			00:00 - 04:59	05:00 - 07:59	08:00 - 08:59	09:00 - 11:59	12:00 - 14:59	15:00 - 16:59	17:00 - 19:59	20:00 - 23:59	59:59	
M181	10	9	2	4	1	1	2		2			31
M182	9	18	3	2	1	1			2	1		37
Total	19	27	5	6	2	2	2		2	2		68
Exceptions												0

West Valley Fire District – All EMS Incidents



Move ups to cover the District response area because there were no available West-end resources:

- No move ups