

# ***Jackson County Fire District 3***

Board of Directors Meeting Agenda  
July 16, 2020 at 5:15 pm  
Crater Lake Room, Administrative Building

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1. **CALL TO ORDER** – President Tonn
2. **ROLL CALL OF DIRECTORS** – Executive Assistant Calvert
3. **ELECTION OF BOARD OFFICERS** – President Tonn
  - A. Elections for the positions of President, Vice-President, and Secretary-Treasurer for the 2020/21 Fiscal Year
4. **APPROVAL OF MINUTES** – Board President
  - A. **EXECUTIVE SESSION** – June 18, 2020
  - B. **REGULAR BOARD MEETING** – June 18, 2020
5. **FINANCIAL REVIEW** – Board President
  - A. **REVENUE, EXPENDITURE AND ACCOUNTS PAYABLE REPORTS** – June 2020  
**ACTION REQUESTED:** Consider approval of financial reports.
6. **PUBLIC COMMENT** (Not to exceed 5 minutes per person) – Board President
7. **INFORMATION ITEMS** – Fire Chief Horton
  - A. **EXECUTIVE REPORT** – Fire Chief Horton
  - B. **OPERATIONS REPORT** – Deputy Chief Hussey
  - C. **TRAINING AND SAFETY REPORT** – Division Chief Blakely
  - D. **FIRE AND LIFE SAFETY REPORT** – Fire Marshal Patterson
  - E. **STRATEGIC SERVICES REPORT** – Fire Marshal Patterson
8. **OLD BUSINESS** – Board President
  - A. **NONE**
9. **NEW BUSINESS** – Board President
  - A. **BOARD POLICY 3.3: CODE OF ETHICS** – Board President  
**ACTION REQUESTED:** Formal review of Board Policy 3.3 on Code of Ethics.
  - B. **BOARD POLICY 3.4: CONFLICT OF INTEREST** – Board President  
**ACTION REQUESTED:** Formal review of Board Policy 3.4 on Conflict of Interest. Each Director submits a statement of acknowledgement addressing any known or anticipated conflicts of interest that may exist. Board members must report any conflicts of interest in a public session.
  - C. **RESOLUTION NO. 20-07: AUTHORIZING 2020/21 FISCAL YEAR FUNDS AND FINANCIAL POLICIES** – Chief Administrative Officer Maxwell  
**ACTION REQUESTED:** Consider adoption of Resolution No. 20-07; Authorizing 2020/21 Fiscal Year Funds and Financial Policies.

**D. DECLARATION OF SURPLUS EQUIPMENT – Deputy Chief Hussey**

**ACTION REQUESTED:** Consider approving the declaration of a surplus vehicle and extrication equipment.

**10. TOPICS FOLLOWING PREPARATION OF AGENDA – Board President**

**11. GOOD OF ORDER – Fire Chief Horton**

**12. INDIVIDUAL BOARD MEMBER COMMENTS – Board President**

**13. ADJOURNMENT – Board President**

# ***Jackson County Fire District 3***

Minutes – Executive Session – Board of Directors

June 18, 2020 4:00 p.m.

Crater Lake Room, Administrative Building

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## **ATTENDANCE**

**Board Present:** Directors Harvey Tonn, John Dimick, Bill Leavens, Cindy Hauser, and Steve Shafer

**Board Absent:** None

**Staff Present:** Fire Chief Robert B. Horton

**Visitors Present:** None

President Tonn called the meeting to order at 4:00 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated June 11, 2020.

## **EXECUTIVE SESSION**

**ORS 192.660(2)(i) to review and evaluate the performance of a chief officer if the person does not request an open meeting.**

The Board of Directors discussed the evaluation process for the Fire Chief.

## **ADJOURNMENT**

Motion to adjourn at 5:01 p.m. and carried unanimously.

APPROVED BY:

Submitted by,

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Board of Directors

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Board of Directors

# ***Jackson County Fire District 3***

Minutes - Board of Directors

June 18, 2020 at 5:15 PM, Crater Lake Room, Administrative Building

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## **ATTENDANCE**

**Board Present:** Directors Harvey Tonn, Steve Shafer, with John Dimick, Bill Leavens, and Cindy Hauser via Zoom videoconference

**Board Absent:** None

**Staff Present:** Robert Horton, Stacy Maxwell, John Patterson, Mike Hussey, Justin Bates, Dave Blakely, and Margie Calvert

**Staff Absent:** None

**Visitors Present:** Eric Merrill, Junior Osorio-Perez, Ben Kennedy, Tom Kerley, Chad LaFlamme, Michelle Frazier, and Jeff Griffin, Heather Sears, Lorin Myers, and Tanea Browning via videoconference

President Tonn called the meeting to order at 5:16 p.m. pursuant to ORS 192.640 and as advertised in the Mail Tribune dated June 11, 2020.

## **MINUTES**

Motion by Director Dimick to approve the minutes of the regular Board Meeting and Executive Session dated May 21, 2020 as presented. Motion carried unanimously.

## **FINANCIAL REVIEW**

Revenue for the month of May totaled \$90,000. Revenue resulted from current year taxes.

Expenditures for the month of May totaled \$567,577. Expenditures were routine in nature. Noteworthy expenditures were the Mitel phone system for the Eagle Point station and mobile radio equipment for the COVID command center and completion of the Scenic station. A grant is available for funds expended for COVID.

Motion by Director Shafer to approve the Accounts Payable and the Revenue/Expenditure reports for May 2020. Motion carried unanimously.

## **PUBLIC COMMENT**

None.

## **INFORMATION ITEMS**

### **EXECUTIVE REPORT**

Fire Chief Horton shared data graphics depicting the call volume due to COVID stating that the response has dropped to about half of the calls throughout the county; the community engagement analysis from CEC Sears depicting the social media accounts that maximize the outreach captured during peak times; and data from the new website that launched last month.

Horton shared the ASA Ordinance discussions continue. Deputy Chief Hussey recognized that the zone density areas recognized by the current ordinance are incorrect and need to be established by the population density offered through the Census Bureau. Eagle Point is one area that is misrepresented.

Horton shared that Dr. Alicia Bond will become the single supervising physician for Jackson County EMS agencies beginning July 1, 2020 and Dr. Kellerher will step down.

Horton thanked everyone who was able to attend the Scenic Station grand opening on June 10, 2020. The District looks forward to a community barbeque in the future.

Horton shared that the partners from Asante met and solidified the synergy of the reducing the unnecessary utilization of the emergency room as a positive direction to the community care providers.

Captain Tom Kerley introduced Michelle Frazier who comes from Mercy Flights and Chad LaFlamme who comes from AMR as the Community Care Providers - Paramedics. They have spent their time learning about the fire department and reaching out to the community determining where the need is and how we will make a difference. Captain Kerley thanked the Board for their support of this program.

Horton shared that the vacated Table Rock property has produced inquiries about the manufactured home. Jacksonville Fire Department will be remodeling their fire station and Interim Fire Chief Wayne Painter has reached out regarding the mobile home. Staff would like to help our neighboring agency and is looking into whether this will require Board action.

### **OPERATIONS**

Deputy Chief Hussey shared the District received pet resuscitation kits comprised of three masks and tubing designed to assist pets that have been exposed to smoke and carcinogens. Fire District 3, Rural Metro, Wolf Creek, and Illinois Valley received the kits from a group of Masons.

Hussey shared that the Spec Committee traveled to Springfield to review the interface engine. The engine should arrive at the end of the month.

Hussey shared the due to recent weather the area is back at a seasonal norm with possibility of above average moisture and 7722 truck is back in service.

### **TRAINING AND SAFETY**

Division Chief Blakely shared the Southern Oregon Wildfire School was this past weekend at the District with 42 participants. This was a successful event focusing on engine and helicopter operations with great media coverage.

Blakely shared the Safety Committee works with Stacy Maxwell and Human Resources to streamline the documentation process of reporting injuries.

### **FIRE AND LIFE SAFETY**

Fire Marshal Patterson shared there are more county permits for inspections of residential construction in the wildland areas. There is also new construction in the Costco area in Central Point as well as new housing throughout the District.

### **STRATEGIC SERVICES**

Deputy Chief Bates shared a summary of what the Community Care Providers have done in their first month which includes connecting with the patrons, making 25 contacts this first week, 6 crew referrals, and followed up on 19 patrons they identified as high utilizers.

Bates shared that Gold Hill will have another fuels reduction event on June 27-29, provided through a grant from Fire Adaptive Communities Learning Network. This same effort took place in the Craiglea Drive area with help from CareStream volunteers.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT WITH ROGUE VALLEY PROFESSIONAL FIREFIGHTERS – IAFF LOCAL 1817 FOR JULY 1, 2020 TO JUNE 30, 2023**

Fire Chief Horton shared that the Local 1817 has voted in favor of the collective bargaining agreement to commence on July 1, 2020. Chief Hussey did an extraordinary job as the lead negotiator for the District during the negotiation process and COVID.

Motion by Director Leavens to approve the Collective Bargaining Agreement with the Rogue Valley Professional Firefighters – IAFF Local 1817 for the period of July 1, 2020 to June 30, 2023.

**RESOLUTION No. 20-04 BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2020/21 FISCAL YEAR**

Fire Chief Horton presented the Bargaining Unit Salaries and Benefits Resolution for the 2020/2021 Fiscal Year. A 1.5% cost of living adjustment is reflected as negotiated between the District and RVPFF Local 1817.

Motion by Director Shafer to adopt Resolution No. 20-04 Bargaining Unit Salary and Benefits Schedule for the 2020/21 fiscal year. Motion carried unanimously.

**RESOLUTION No. 20-05 NON-BARGAINING UNIT SALARIES AND BENEFITS FOR THE 2020/21 FISCAL YEAR**

Fire Chief Horton presented the Non-Bargaining Unit Salaries and Benefits for the 2020/2021 Fiscal Year. Through discussions with the Wage and Benefit Committee, a 1.5% cost of living adjustment is recommended and reflected.

Director Hauser and Director Leavens met with Chief Horton twice prior to this meeting to discuss the changes and are in support of the adjustments recommended.

Motion by Director Hauser to adopt Resolution No. 20-05 Non-Bargaining Unit Salary and Benefits Schedule for the 2020/21 fiscal year. Motion carried unanimously.

**FIRE CHIEF PERFORMANCE APPRAISAL AND EMPLOYMENT AGREEMENT**

President Tonn shared the Board of Directors met in Executive Session to discuss the performance appraisal of Fire Chief Horton and discuss his employment agreement.

Motion by Director Dimick to approve the proposed amendments to the Fire Chief's Agreement. Motion carried unanimously.

**WORKERS' COMPENSATION INSURANCE RENEWAL FOR THE 2020/21 FISCAL YEAR**

Jeff Griffin of Wilson Heirgood presented a review of the workers' compensation stating that the District is at a .69 experience mod rating which is determined by analyzing all fire agencies in the state. It is extremely difficult to be under a 1.00 rating stating that the District is doing significantly better than most districts.

Griffin explained the Tactical Athletes program that help alleviate workers' compensation claims with firefighters. This agency is now in Oregon and SDIS will begin a pilot program.

Fire District 3 is the safest or at least one of the safest districts in Oregon and SDIS is proud of the work the District is doing.

Motion by Director Leavens to approve the workers' compensation insurance renewal coverage with Special Districts Insurance Services for the 2020/21 Fiscal Year in the amount of \$88,937.59 taking advantage of the pre-payment discount. Motion carried unanimously.

**CONTRACT WITH RICHARD BREWSTER C.P.A. FOR THE 2019/20 FISCAL YEAR FINANCIAL AUDIT SERVICES**

Chief Administrative Officer Maxwell shared that each year the District is required to have a contract with an auditor. This year the cost for services is \$12,000 which is a 25% increase from the previous year due to the fact Brewster has been charging below market. All agencies will receive the same increase.

Motion by Director Shafer to approve the contract with Richard Brewster C.P.A. for the financial audit services for fiscal year 2019/2020. Motion carried unanimously.

## **PUBLIC HEARING ON THE APPROVED 2020/21 FISCAL YEAR BUDGET**

President Tonn opened a public hearing at 6:31 p.m. for comments or objections to the proposed 2020/21 Fiscal Year Budget as required by state law. No comments or objections were made and the public hearing was closed at 6:32 p.m.

## **RESOLUTION 20-06 ADOPTION OF THE 2020/21 FISCAL YEAR BUDGET**

Chief Administrative Officer Maxwell shared a summary review of the 2020/21 fiscal year budget and recommended changes at adoption:

In the General Fund, the budget for Beginning fund balance increased \$269,000 due to more funds across accounts and property tax collections exceeding earlier estimates. Personnel services across all departments increased \$3,000. Materials and services across all departments increased \$19,000. Due to the above adjustments, the net of \$247,000 has been allocated to the Transfer to Capital.

In the Capital Fund, revenue has increased by \$216,200 due to the incoming transfer from the General Fund offset by a reduction in beginning fund balance. Reserve for future increased \$216,000 respectively.

Motion by Director Dimick to adopt Resolution No. 20-06, adopting the budget for the 2020/2021 Fiscal Year in the sum of \$25,877,300 and certifying a tax rate of \$3.1194 per \$1,000 of assessed value and that the taxes are hereby imposed and categorized for tax year 2020/2021 upon the assessed value of all taxable property within the District. Motion carried unanimously.

## **TOPICS FOLLOWING PREPARATION OF THE AGENDA**

### **CONTRACT WITH EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON (ECSO) FOR DISPATCH SERVICES FOR THE 2020/2021 FISCAL YEAR**

Fire Chief Horton shared the annual subscription for dispatch services with Emergency Communications of Southern Oregon (ECSO) for the 2020/2021 fiscal year was received after the publication of the agenda. There will not be an increase this fiscal year.

Motion by Director Leavens to approve the 2020/2021 Fiscal Year Emergency Communications of Southern Oregon Telecommunications contract in the amount of \$421,825.99. Motion carried unanimously.

## **GOOD OF THE ORDER**

Fire Chief Horton thanked and praised John Patterson's fantastic work of carrying the torch during the building process of the Scenic station. He and Mike House have been excellent stewards of the taxpayer's money.

Fire Chief Horton shared that during the trying times of COVID-19 and the civil unrest the country is going through that the members of the District remain patient and caring of one another.

## **INDIVIDUAL BOARD MEMBER COMMENTS**

Bill Leavens stated he is proud and impressed to be at the Scenic Fire station during the grand opening and suggested that everyone should drive by at night, "It is really cool to see."

Cindy Hauser stated she will be in attendance next month!

John Dimick shared that the Central Point Garden Club might take advantage of the Scenic Fire Station conference room.

Steve Shafer stated that he is very happy.

Harvey Tonn thanked John Patterson for his leadership in the completion of the Scenic Fire Station.

The next Board of Directors meeting is July 16, 2020.

**ADJOURNMENT**

Motion to adjourn at 6:50 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:

Submitted by:

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Board of Directors

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Margie Calvert, Scribe



# General Ledger

## Revenue Analysis

# Jackson County Fire

## District 3



Period: 12 - JUNE  
Fiscal Year 2019-2020

Account Number	Description	Budget Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
<b>Fund 1</b>	<b>GENERAL FUND</b>					
1-0-40000-000	Beginning Fund Balance	5,705,000.00	-	5,848,115.02	(143,115.02)	102.51%
1-0-40010-000	Taxes; Current	14,000,000.00	354,012.49	13,790,187.08	209,812.92	98.50%
1-0-40020-000	Taxes; Prior	350,000.00	15,552.41	289,994.24	60,005.76	82.86%
1-0-40030-000	Interest	200,000.00	12,052.97	298,922.17	(98,922.17)	149.46%
1-0-40050-000	Workers Comp Refund & Reimb's	10,000.00	-	11,015.40	(1,015.40)	110.15%
1-0-40060-000	Sale of Equipment	1,000.00	-	689.37	310.63	68.94%
1-0-40080-000	OSFM Conflagrations	1,000.00	79,966.17	111,795.36	(110,795.36)	11179.54%
1-0-40100-000	Fees for Service; FS/EMS	10,000.00	-	14,270.78	(4,270.78)	142.71%
1-0-40110-000	Fees for Service; Drill Ground	1,000.00	-	690.00	310.00	69.00%
1-0-40200-000	Grants; Local, State, Federal	30,000.00	28,525.71	34,025.71	(4,025.71)	113.42%
1-0-40331-000	Contract; Financial Services	5,000.00	-	5,000.00	-	100.00%
1-0-40331-002	Contract; Rogue Comm College	50,000.00	-	49,070.64	929.36	98.14%
1-0-40410-000	Rental Income	10,000.00	-	7,428.00	2,572.00	74.28%
1-0-40500-000	Miscellaneous Income	5,000.00	38.02	9,025.10	(4,025.10)	180.50%
1-0-40600-000	Donations	1,000.00	-	-	1,000.00	0.00%
1-0-43000-000	Loan Proceeds	100.00	-	27,300.00	(27,200.00)	27300.00%
	<b>Total</b>	<b>\$ 20,379,100.00</b>	<b>\$ 490,147.77</b>	<b>\$ 20,497,528.87</b>	<b>\$ (118,428.87)</b>	<b>100.58%</b>
<b>Fund 5</b>	<b>CAPITAL PROJECTS FUND</b>					
5-0-40000-000	Beginning Fund Balance	3,662,500.00	-	3,705,434.78	(42,934.78)	101.17%
5-0-40060-000	Sale of C/O Equip/Vehicles	500.00	-	-	500.00	0.00%
5-0-40200-000	Grants; Local, State, Federal	100.00	-	-	100.00	0.00%
5-0-40600-000	Donations	100.00	280,519.64	280,519.64	(280,419.64)	280519.64%
5-0-41000-000	Transfer from General Fund	1,266,200.00	-	1,266,200.00	-	100.00%
5-0-43000-000	Loan Proceeds	4,000,000.00	-	4,000,700.00	(700.00)	100.02%
	<b>Total</b>	<b>\$ 8,929,400.00</b>	<b>\$ 280,519.64</b>	<b>\$ 9,252,854.42</b>	<b>\$ (323,454.42)</b>	<b>103.62%</b>
	<b>TOTAL ALL FUNDS</b>	<b>\$ 29,308,500.00</b>	<b>\$ 770,667.41</b>	<b>\$ 29,750,383.29</b>	<b>\$ (441,883.29)</b>	<b>101.51%</b>

# General Ledger

## Budget Status - Expense versus Budget

Period: 12 - JUNE  
Fiscal Year 2019-2020

## Jackson County Fire District 3



		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
SUMMARY OF EXPENDITURES								
General Fund								
	PERSONNEL SERVICES	11,546,900.00	899,569.53	10,770,285.09	776,614.91	-	776,614.91	6.73%
	MATERIALS & SERVICES	2,477,000.00	120,899.49	1,982,515.08	494,484.92	68,544.21	425,940.71	17.20%
	TRANSFERS	1,266,200.00	-	1,266,200.00	-	-	-	0.00%
	CONTINGENCY	866,000.00	-	-	866,000.00	-	866,000.00	100.00%
	DEBT SERVICE	492,000.00	-	486,021.19	5,978.81	-	5,978.81	1.22%
	UEFB	3,731,000.00	-	-	3,731,000.00	-	3,731,000.00	100.00%
		\$ 20,379,100.00	\$ 1,020,469.02	\$ 14,505,021.36	\$ 5,874,078.64	\$ 68,544.21	\$ 5,805,534.43	28.49%
Capital Fund								
	CAPITAL OUTLAY	5,853,000.00	640,843.83	5,157,975.19	695,024.81	224,822.22	470,202.59	8.03%
	CONTINGENCY	154,000.00	-	-	154,000.00	-	154,000.00	100.00%
	RESERVE	2,922,400.00	-	-	2,922,400.00	-	2,922,400.00	100.00%
		\$ 8,929,400.00	\$ 640,843.83	\$ 5,157,975.19	\$ 3,771,424.81	\$ 224,822.22	\$ 3,546,602.59	39.72%
DEPARTMENTAL SECTION								
Fund	1	GENERAL FUND						
Dept	1-1	ADMINISTRATION						
		PERSONNEL SERVICES						
1-1-51110-000	Fire Chief	145,600.00	11,078.40	144,221.38	1,378.62	0.00	1,378.62	0.95%
1-1-51128-000	Finance Assistant	61,700.00	4,702.40	61,131.23	568.77	0.00	568.77	0.92%
1-1-51131-000	Executive Assistant	63,600.00	4,849.60	63,044.84	555.16	0.00	555.16	0.87%
1-1-51150-000	Chief Administrative Officer	128,000.00	9,756.80	126,838.40	1,161.60	0.00	1,161.60	0.91%
1-1-55140-000	Comm Engagement Coordinator	18,000.00	2,344.00	14,943.01	3,056.99	0.00	3,056.99	16.98%
1-1-58100-000	Part Time; Program Asst	12,500.00	0.00	1,551.00	10,949.00	0.00	10,949.00	87.59%
1-1-58192-000	Overtime; Administrative	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00%
1-1-58194-001	Ed Incentive	14,500.00	1,402.00	17,527.90	-3,027.90	0.00	-3,027.90	-20.88%
1-1-58196-000	Longevity Pay	4,700.00	4,755.15	4,755.15	-55.15	0.00	-55.15	-1.17%
1-1-58197-000	Car Allowance	11,000.00	858.00	11,039.00	-39.00	0.00	-39.00	-0.35%
1-1-58197-010	Technology Stipend	2,000.00	165.00	1,980.00	20.00	0.00	20.00	1.00%
1-1-58199-000	Duty Accrual Payout	5,000.00	3,462.00	3,462.00	1,538.00	0.00	1,538.00	30.76%
1-1-58201-000	Retirement (PERS)	80,000.00	7,474.24	80,876.53	-876.53	0.00	-876.53	-1.10%
1-1-58202-000	Unemployment Insurance	100.00	0.00	0.00	100.00	0.00	100.00	100.00%
1-1-58210-000	ER Deferred Comp Contrib	27,000.00	2,338.00	27,473.06	-473.06	0.00	-473.06	-1.75%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-1-58212-000	Health and Life Insurance	67,000.00	-221.84	66,358.08	641.92	0.00	641.92	0.96%
1-1-58215-000	HRA-VEBA Contribution	16,300.00	1,523.96	17,245.38	-945.38	0.00	-945.38	-5.80%
1-1-58220-000	FICA/Medicare PR Taxes	34,000.00	3,249.28	31,913.64	2,086.36	0.00	2,086.36	6.14%
1-1-58221-000	Workers' Comp Insurance	1,500.00	39.71	465.45	1,034.55	0.00	1,034.55	68.97%
E1 Sub Totals:		\$ 693,500.00	\$ 57,776.70	\$ 674,826.05	\$ 18,673.95	\$ -	\$ 18,673.95	2.69%
MATERIALS & SERVICES								
1-1-58203-000	Physicals and Vaccinations	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00%
1-1-60220-000	Printing	3,000.00	231.90	2,477.42	522.58	65.90	456.68	15.22%
1-1-60222-000	Supplies; Office	10,000.00	281.18	7,638.99	2,361.01	949.37	1,411.64	14.12%
1-1-60223-001	Supplies; Administrative	30,000.00	202.84	28,714.25	1,285.75	479.95	805.80	2.69%
1-1-60223-002	Licenses and Fees	45,000.00	405.88	32,454.02	12,545.98	0.00	12,545.98	27.88%
1-1-60270-000	Contractual & Professional Serv	591,000.00	10,412.50	514,676.49	76,323.51	8,000.00	68,323.51	11.56%
1-1-60370-000	Property & Casualty Insurance	85,000.00	0.00	86,566.00	-1,566.00	0.00	-1,566.00	-1.84%
1-1-60380-000	Mileage Reimbursements	2,000.00	0.00	328.24	1,671.76	0.00	1,671.76	83.59%
1-1-60410-000	Membership Dues	8,500.00	0.00	7,870.00	630.00	0.00	630.00	7.41%
1-1-60412-000	Books & Subscriptions	1,500.00	358.76	2,246.24	-746.24	239.76	-986.00	-65.73%
1-1-60430-001	Advertising	6,500.00	0.00	1,472.73	5,027.27	1,014.84	4,012.43	61.73%
1-1-60490-000	Hiring Processes & Backgrounds	15,000.00	0.00	12,368.73	2,631.27	1,682.45	948.82	6.33%
1-1-60491-000	Postage and Shipping	3,500.00	458.77	2,838.15	661.85	472.83	189.02	5.40%
1-1-62100-000	Interest on Bank Loan	100.00	0.00	0.00	100.00	0.00	100.00	100.00%
E2 Sub Totals:		\$ 802,100.00	\$ 12,351.83	\$ 699,651.26	\$ 102,448.74	\$ 12,905.10	\$ 89,543.64	11.16%
Administration Total		\$ 1,495,600.00	\$ 70,128.53	\$ 1,374,477.31	\$ 121,122.69	\$ 12,905.10	\$ 108,217.59	7.24%
Dept 1-2	OPERATIONS							
PERSONNEL SERVICES								
1-2-52130-000	Fire Captains	1,250,000.00	95,370.24	1,229,594.88	20,405.12	0.00	20,405.12	1.63%
1-2-52140-000	Fire Engineers	1,090,000.00	82,568.65	1,067,471.29	22,528.71	0.00	22,528.71	2.07%
1-2-52151-000	Firefighters	1,640,000.00	127,267.29	1,543,956.16	96,043.84	0.00	96,043.84	5.86%
1-2-55140-000	Deputy Chief of Operations	128,000.00	9,756.80	126,838.40	1,161.60	0.00	1,161.60	0.91%
1-2-55142-000	Battalion Chiefs	340,000.00	25,724.16	331,657.92	8,342.08	0.00	8,342.08	2.45%
1-2-55147-000	Administrative Assistant	38,000.00	3,878.40	25,561.00	12,439.00	0.00	12,439.00	32.73%
1-2-55180-000	Community Paramedic/EMT	25,000.00	10,001.60	10,001.60	14,998.40	0.00	14,998.40	59.99%
1-2-58192-000	Overtime; Operations	500,000.00	22,147.18	332,393.18	167,606.82	0.00	167,606.82	33.52%
1-2-58192-001	Overtime; FLSA Premium Pay	131,000.00	16,155.60	115,335.48	15,664.52	0.00	15,664.52	11.96%
1-2-58192-002	Overtime; OSFM Conflagrations	1,000.00	0.00	24,647.68	-23,647.68	0.00	-23,647.68	-2364.77%
1-2-58193-000	Out of Classification	70,000.00	6,315.44	48,525.26	21,474.74	0.00	21,474.74	30.68%
1-2-58194-007	Ed Incentive	113,800.00	8,632.00	111,299.00	2,501.00	0.00	2,501.00	2.20%
1-2-58195-000	EMS Incentive	236,800.00	17,132.00	219,092.00	17,708.00	0.00	17,708.00	7.48%
1-2-58196-000	Longevity Pay	83,000.00	83,242.89	83,242.89	-242.89	0.00	-242.89	-0.29%
1-2-58197-000	Holiday Pay	121,800.00	0.00	119,586.72	2,213.28	0.00	2,213.28	1.82%
1-2-58197-010	Technology Stipend	4,000.00	260.00	3,380.00	620.00	0.00	620.00	15.50%
1-2-58199-000	Duty Accrual Payout	7,000.00	6,098.00	6,098.00	902.00	0.00	902.00	12.89%
1-2-58201-000	Retirement (PERS)	1,230,000.00	106,825.15	1,135,191.20	94,808.80	0.00	94,808.80	7.71%
1-2-58210-000	ER Deferred Comp Contrib	132,400.00	9,371.02	124,004.87	8,395.13	0.00	8,395.13	6.34%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-2-58212-000	Health and Life Insurance	1,100,000.00	1,165.06	1,003,785.29	96,214.71	0.00	96,214.71	8.75%
1-2-58215-000	HRA-VEBA Contribution	207,300.00	17,342.75	193,654.42	13,645.58	0.00	13,645.58	6.58%
1-2-58220-000	FICA/Medicare PR Taxes	448,000.00	38,823.03	404,188.87	43,811.13	0.00	43,811.13	9.78%
1-2-58221-000	Workers' Comp Insurance	129,400.00	9,812.71	112,675.39	16,724.61	0.00	16,724.61	12.92%
	E1 Sub Totals:	\$ 9,026,500.00	\$ 697,889.97	\$ 8,372,181.50	\$ 654,318.50	\$ -	\$ 654,318.50	7.25%
	MATERIALS & SERVICES							
1-2-58203-000	Physicals and Vaccinations	22,500.00	2,146.00	25,864.00	-3,364.00	0.00	-3,364.00	-14.95%
1-2-60223-002	Licenses and Fees	4,000.00	481.00	1,502.00	2,498.00	0.00	2,498.00	62.45%
1-2-60223-007	Supplies; Operations	5,000.00	0.00	1,447.59	3,552.41	49.99	3,502.42	70.05%
1-2-60224-000	Supplies; Special Projects	11,000.00	1,717.82	5,543.81	5,456.19	39.38	5,416.81	49.24%
1-2-60225-000	FIRE SUPPRESSION							
1-2-60225-001	Personal Protective Equipment	57,500.00	2,623.66	23,798.91	33,701.09	26,534.94	7,166.15	12.46%
1-2-60225-002	Hose and Appliances	30,000.00	604.00	16,421.06	13,578.94	1,242.00	12,336.94	41.12%
1-2-60225-003	Apparatus Equipment	12,500.00	1,142.69	12,932.49	-432.49	0.00	-432.49	-3.46%
1-2-60225-004	Safety Equipment	8,700.00	0.00	9,414.71	-714.71	40.24	-754.95	-8.68%
1-2-60225-005	Specialty Equipment	7,500.00	0.00	3,519.87	3,980.13	0.00	3,980.13	53.07%
1-2-60225-006	Technical Rescue Equipment	10,000.00	970.06	3,550.07	6,449.93	4,551.49	1,898.44	18.98%
1-2-60225-007	Rehabilitation and Consumables	6,500.00	707.70	3,648.03	2,851.97	1,047.40	1,804.57	27.76%
1-2-60225-008	Equip for New Apparatus	14,200.00	0.00	0.00	14,200.00	8,397.66	5,802.34	40.86%
1-2-60254-000	M&R; Emergency Response Equip	43,000.00	2,997.64	32,994.16	10,005.84	118.50	9,887.34	22.99%
1-2-60270-000	Contractual & Professional Serv	17,500.00	0.00	10,857.20	6,642.80	0.00	6,642.80	37.96%
1-2-60410-000	Membership Dues	1,000.00	0.00	1,118.50	-118.50	0.00	-118.50	-11.85%
1-2-60412-000	Books & Subscriptions	2,000.00	0.00	1,726.02	273.98	0.00	273.98	13.70%
1-2-60500-000	STUDENT FF / VOL GROUP							
1-2-65001-000	Vol Pre-Entrance Screening	5,000.00	0.00	2,953.00	2,047.00	0.00	2,047.00	40.94%
1-2-65005-000	Student Firefighter Program	50,000.00	0.00	38,585.08	11,414.92	0.00	11,414.92	22.83%
1-2-65007-000	Vol Length of Serv Prg (LOSAP)	3,000.00	0.00	200.00	2,800.00	0.00	2,800.00	93.33%
1-2-65010-000	Scholarship Donations	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00%
	E2 Sub Totals:	\$ 311,900.00	\$ 14,390.57	\$ 197,076.50	\$ 114,823.50	\$ 42,021.60	\$ 72,801.90	23.34%
	Operations Total	\$ 9,338,400.00	\$ 712,280.54	\$ 8,569,258.00	\$ 769,142.00	\$ 42,021.60	\$ 727,120.40	7.79%
Dept 1-3	FIRE AND LIFE SAFETY							
	PERSONNEL SERVICES							
1-3-53150-000	Fire Marshal	128,000.00	9,756.80	126,838.40	1,161.60	0.00	1,161.60	0.91%
1-3-53153-000	Deputy Fire Marshals	208,600.00	15,897.60	206,668.80	1,931.20	0.00	1,931.20	0.93%
1-3-53155-000	Fire Life Safety Specialist	82,000.00	0.00	113,059.38	-31,059.38	0.00	-31,059.38	-37.88%
1-3-55147-000	Administrative Assistant	56,000.00	4,275.20	55,577.60	422.40	0.00	422.40	0.75%
1-3-58192-000	Overtime	20,000.00	616.01	2,460.38	17,539.62	0.00	17,539.62	87.70%
1-3-58194-000	Ed/EMS Incentive	31,900.00	2,326.00	30,742.00	1,158.00	0.00	1,158.00	3.63%
1-3-58196-000	Longevity Pay	2,600.00	2,690.32	2,690.32	-90.32	0.00	-90.32	-3.47%
1-3-58197-010	Technology Stipend	3,100.00	195.00	2,600.00	500.00	0.00	500.00	16.13%
1-3-58198-001	Fire Investigator On Call Pay	15,000.00	1,863.00	13,329.00	1,671.00	0.00	1,671.00	11.14%
1-3-58199-000	Duty Accrual Payout	10,000.00	9,147.00	9,147.00	853.00	0.00	853.00	8.53%
1-3-58201-000	Retirement (PERS)	125,500.00	11,089.84	109,127.25	16,372.75	0.00	16,372.75	13.05%
1-3-58210-000	ER Deferred Comp Contrib	12,600.00	758.03	8,967.99	3,632.01	0.00	3,632.01	28.83%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-3-58212-000	Health and Life Insurance	108,000.00	-317.93	98,269.88	9,730.12	0.00	9,730.12	9.01%
1-3-58215-000	HRA-VEBA Contribution	20,300.00	1,369.66	21,661.67	-1,361.67	0.00	-1,361.67	-6.71%
1-3-58220-000	FICA/Medicare PR Taxes	42,600.00	3,536.69	40,680.64	1,919.36	0.00	1,919.36	4.51%
1-3-58221-000	Workers' Comp Insurance	1,000.00	52.00	575.42	424.58	0.00	424.58	42.46%
	E1 Sub Totals:	\$ 867,200.00	\$ 63,255.22	\$ 842,395.73	\$ 24,804.27	\$ -	\$ 24,804.27	2.86%
	MATERIALS & SERVICES							
1-3-58203-000	Physicals and Vaccinations	2,000.00	0.00	1,521.00	479.00	0.00	479.00	23.95%
1-3-60220-000	Printing	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00%
1-3-60223-002	Licenses and Fees	1,000.00	0.00	0.00	1,000.00	115.00	885.00	88.50%
1-3-60223-004	Supplies; FLS	10,000.00	-1,716.12	5,311.15	4,688.85	59.80	4,629.05	46.29%
1-3-60223-005	Supplies; Public Ed Materials	7,000.00	213.75	5,000.61	1,999.39	0.00	1,999.39	28.56%
1-3-60223-009	Community Fire Prev & Safety	72,300.00	4,816.68	36,004.56	36,295.44	1,218.85	35,076.59	48.52%
1-3-60270-000	Contractual & Professional Serv	15,000.00	0.00	11,801.45	3,198.55	0.00	3,198.55	21.32%
1-3-60410-000	Membership Dues	2,000.00	0.00	600.00	1,400.00	0.00	1,400.00	70.00%
1-3-60412-000	Books & Subscriptions	3,500.00	0.00	2,888.50	611.50	0.00	611.50	17.47%
1-3-60430-000	Advertising	9,000.00	0.00	700.00	8,300.00	0.00	8,300.00	92.22%
	E2 Sub Totals:	\$ 123,300.00	\$ 3,314.31	\$ 63,827.27	\$ 59,472.73	\$ 1,393.65	\$ 58,079.08	47.10%
	<b>Fire and Life Safety Total</b>	<b>\$ 990,500.00</b>	<b>\$ 66,569.53</b>	<b>\$ 906,223.00</b>	<b>\$ 84,277.00</b>	<b>\$ 1,393.65</b>	<b>\$ 82,883.35</b>	<b>8.37%</b>
<b>Dept 1-4</b>	<b>TRAINING</b>							
	PERSONNEL SERVICES							
1-4-55143-000	Div Chief Training and Safety	122,000.00	9,292.80	120,806.40	1,193.60	0.00	1,193.60	0.98%
1-4-55147-000	Administrative Assistant	56,000.00	4,275.20	55,577.60	422.40	0.00	422.40	0.75%
1-4-58192-000	Overtime; Non Trng Dept Staff	75,000.00	8,581.52	43,198.68	31,801.32	0.00	31,801.32	42.40%
1-4-58195-000	Ed/EMS Incentive	11,000.00	852.00	11,076.00	-76.00	0.00	-76.00	-0.69%
1-4-58197-010	Technology Stipend	800.00	65.00	780.00	20.00	0.00	20.00	2.50%
1-4-58199-000	Duty Accrual Payout	4,000.00	1,742.40	1,742.40	2,257.60	0.00	2,257.60	56.44%
1-4-58201-000	Retirement (PERS)	50,000.00	3,929.75	38,680.36	11,319.64	0.00	11,319.64	22.64%
1-4-58210-000	ER Deferred Comp Contrib	7,400.00	841.13	8,249.20	-849.20	0.00	-849.20	-11.48%
1-4-58212-000	Health and Life Insurance	32,000.00	-158.66	41,982.54	-9,982.54	0.00	-9,982.54	-31.20%
1-4-58215-000	HRA-VEBA Contribution	8,000.00	971.93	9,419.81	-1,419.81	0.00	-1,419.81	-17.75%
1-4-58220-000	FICA/Medicare PR Taxes	20,800.00	1,881.17	17,624.43	3,175.57	0.00	3,175.57	15.27%
1-4-58221-000	Workers' Comp Insurance	6,000.00	333.83	3,381.29	2,618.71	0.00	2,618.71	43.65%
	E1 Sub Totals:	\$ 393,000.00	\$ 32,608.07	\$ 352,518.71	\$ 40,481.29	\$ -	\$ 40,481.29	10.30%
	MATERIALS & SERVICES							
1-4-58203-000	Physicals and Vaccinations	1,000.00	0.00	308.00	692.00	0.00	692.00	69.20%
1-4-60223-002	Licenses and Fees	1,000.00	0.00	80.00	920.00	0.00	920.00	92.00%
1-4-60223-012	Supplies; Training & Safety	18,000.00	-88.00	6,149.51	11,850.49	300.28	11,550.21	64.17%
1-4-60223-014	Training Props & Equipment	3,000.00	89.99	3,041.47	-41.47	0.00	-41.47	-1.38%
1-4-60254-000	M&R; Training Equip & Props	1,000.00	0.00	600.00	400.00	0.00	400.00	40.00%
1-4-60265-000	Health and Wellness	5,000.00	0.00	4,554.47	445.53	389.81	55.72	1.11%
1-4-60270-000	Contractual & Professional Serv	15,000.00	0.00	1,175.00	13,825.00	0.00	13,825.00	92.17%
1-4-60410-000	Membership Dues	1,000.00	0.00	635.00	365.00	0.00	365.00	36.50%
1-4-60412-000	Books & Subscriptions	10,000.00	0.00	7,056.63	2,943.37	60.00	2,883.37	28.83%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-4-60449-000	Meeting Travel Expenses	8,000.00	0.00	3,993.20	4,006.80	0.00	4,006.80	50.09%
1-4-60455-001	Training/Conferences; Adm & Ldrship	45,000.00	3,240.00	39,115.60	5,884.40	1,488.49	4,395.91	9.77%
1-4-60455-002	Training/Conferences; Board	2,500.00	0.00	1,649.68	850.32	0.00	850.32	34.01%
1-4-60455-003	Training/Conferences; Op's	25,000.00	0.00	10,011.75	14,988.25	0.00	14,988.25	59.95%
1-4-60455-004	Training/Conferences; FLS	10,000.00	0.00	2,817.87	7,182.13	0.00	7,182.13	71.82%
1-4-60455-006	Training/Conferences; Student's & Vol's	5,000.00	0.00	964.22	4,035.78	0.00	4,035.78	80.72%
1-4-60455-007	Training/Conferences; Technology	7,500.00	350.00	3,318.38	4,181.62	-1,165.00	5,346.62	71.29%
1-4-60455-008	Trng/Conferences; EMS	6,000.00	0.00	4,241.68	1,758.32	-969.50	2,727.82	45.46%
E2 Sub Totals:		\$ 164,000.00	\$ 3,591.99	\$ 89,712.46	\$ 74,287.54	\$ 104.08	\$ 74,183.46	45.23%
<b>Training Total</b>		<b>\$ 557,000.00</b>	<b>\$ 36,200.06</b>	<b>\$ 442,231.17</b>	<b>\$ 114,768.83</b>	<b>\$ 104.08</b>	<b>\$ 114,664.75</b>	<b>20.59%</b>
<b>Dept 1-5</b>	<b>STRATEGIC SUPPORT SERVICES</b>							
PERSONNEL SERVICES								
1-5-57124-000	Deputy Chief Strategic Servies	128,000.00	9,756.80	126,838.40	1,161.60	0.00	1,161.60	0.91%
1-5-57125-000	Facilities/Logistics Technician	91,000.00	4,064.00	87,062.51	3,937.49	0.00	3,937.49	4.33%
1-5-57130-000	Community Risk Reduction Captain	36,000.00	7,571.20	24,606.40	11,393.60	0.00	11,393.60	31.65%
1-5-58195-000	Ed/EMS Incentive	14,500.00	1,296.00	11,777.00	2,723.00	0.00	2,723.00	18.78%
1-5-58196-000	Longevity Pay	200.00	0.00	148.68	51.32	0.00	51.32	25.66%
1-5-58197-010	Technology Stipend	1,700.00	195.00	1,755.00	-55.00	0.00	-55.00	-3.24%
1-5-58199-000	Duty Accrual Payout	7,000.00	4,878.40	4,878.40	2,121.60	0.00	2,121.60	30.31%
1-5-58201-000	Retirement (PERS)	50,000.00	5,770.30	43,143.23	6,856.77	0.00	6,856.77	13.71%
1-5-58210-000	ER Deferred Comp Contrib	6,000.00	71.82	472.41	5,527.59	0.00	5,527.59	92.13%
1-5-58212-000	Health and Life Insurance	56,600.00	-238.60	53,280.19	3,319.81	0.00	3,319.81	5.87%
1-5-58215-000	HRA-VEBA Contribution	8,500.00	973.92	8,969.80	-469.80	0.00	-469.80	-5.53%
1-5-58220-000	FICA/Medicare PR Taxes	18,000.00	2,085.09	19,366.92	-1,366.92	0.00	-1,366.92	-7.59%
1-5-58221-000	Workers' Comp Insurance	1,000.00	48.00	396.61	603.39	0.00	603.39	60.34%
E1 Sub Totals:		\$ 418,500.00	\$ 36,471.93	\$ 382,695.55	\$ 35,804.45	\$ -	\$ 35,804.45	8.56%
MATERIALS & SERVICES								
1-5-58213-000	Uniforms	30,000.00	2,039.18	24,748.19	5,251.81	594.82	4,656.99	15.52%
1-5-60221-000	Janitorial and Laundry Services	33,000.00	3,007.00	29,527.29	3,472.71	127.79	3,344.92	10.14%
1-5-60223-003	Supplies; Medical	75,000.00	5,223.52	63,939.36	11,060.64	3,409.57	7,651.07	10.20%
1-5-60223-008	Supplies; Station Consumables	6,000.00	287.70	1,828.82	4,171.18	71.28	4,099.90	68.33%
1-5-60223-015	Supplies; Furnishings & Appliances	20,000.00	4,116.94	27,614.75	-7,614.75	2,749.51	-10,364.26	-51.82%
1-5-60223-016	Supplies; Facilities	13,000.00	37.21	3,923.24	9,076.76	508.48	8,568.28	65.91%
1-5-60230-000	Fuel and Lubricants	80,000.00	2,975.54	49,964.93	30,035.07	812.26	29,222.81	36.53%
1-5-60250-000	M&R; Apparatus & Vehicles	200,000.00	36,118.88	198,096.75	1,903.25	916.56	986.69	0.49%
1-5-60251-110	Building & Grounds; WC Station	17,000.00	2,025.81	11,867.11	5,132.89	166.51	4,966.38	29.21%
1-5-60251-111	Building & Grounds; CP Station	46,000.00	222.28	47,934.01	-1,934.01	2.58	-1,936.59	-4.21%
1-5-60251-112	Building & Grounds; DB Station	12,000.00	99.16	936.99	11,063.01	0.00	11,063.01	92.19%
1-5-60251-113	Building & Grounds; SV Station	5,000.00	78.33	6,408.26	-1,408.26	0.00	-1,408.26	-28.17%
1-5-60251-114	Building & Grounds; GH Station	15,000.00	190.00	13,941.09	1,058.91	0.00	1,058.91	7.06%
1-5-60251-115	Building & Grounds; AL Station	12,000.00	78.33	2,848.92	9,151.08	0.00	9,151.08	76.26%
1-5-60251-116	Building & Grounds; EP Station	34,000.00	190.00	35,422.35	-1,422.35	0.00	-1,422.35	-4.18%
1-5-60251-117	Building & Grounds; TR Station	5,000.00	78.33	3,971.64	1,028.36	0.00	1,028.36	20.57%
1-5-60251-118	Building & Grounds; CP Scenic Station	1,000.00	2,565.68	4,360.68	-3,360.68	680.09	-4,040.77	-404.08%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-5-60251-120	Building & Grounds; TRNG Center	6,000.00	77.96	4,674.47	1,325.53	0.00	1,325.53	22.09%
1-5-60251-121	Building & Grounds; ADM Bldg	32,000.00	732.74	18,763.18	13,236.82	101.35	13,135.47	41.05%
1-5-60251-122	Building & Grounds; LOG Warehouse	2,000.00	0.00	785.03	1,214.97	0.00	1,214.97	60.75%
1-5-60251-123	Building & Grounds; FS Center	2,000.00	253.08	3,737.83	-1,737.83	0.00	-1,737.83	-86.89%
1-5-60254-000	M&R; District Equipment	7,500.00	13.10	2,093.37	5,406.63	50.00	5,356.63	71.42%
1-5-60255-000	M&R; Appliances/Furnishings	5,000.00	0.00	874.14	4,125.86	40.00	4,085.86	81.72%
1-5-60270-000	Contractual & Professional Serv	8,000.00	0.00	5,306.55	2,693.45	0.00	2,693.45	33.67%
1-5-60410-000	Membership and Certifications	100.00	0.00	370.00	-270.00	0.00	-270.00	-270.00%
1-5-60412-000	Books & Subscriptions	100.00	0.00	0.00	100.00	0.00	100.00	100.00%
1-5-60500-110	Utilities; WC	35,000.00	1,968.40	29,994.26	5,005.74	0.00	5,005.74	14.30%
1-5-60500-111	Utilities; CP	23,000.00	856.09	20,089.05	2,910.95	0.00	2,910.95	12.66%
1-5-60500-112	Utilities; DB	14,000.00	553.79	8,167.52	5,832.48	0.00	5,832.48	41.66%
1-5-60500-113	Utilities; SV	14,000.00	338.78	6,318.17	7,681.83	0.00	7,681.83	54.87%
1-5-60500-114	Utilities; GH	14,000.00	538.14	10,878.02	3,121.98	0.00	3,121.98	22.30%
1-5-60500-115	Utilities; AL	10,000.00	324.51	6,823.00	3,177.00	0.00	3,177.00	31.77%
1-5-60500-116	Utilities; EP	23,000.00	1,616.24	20,961.77	2,038.23	0.00	2,038.23	8.86%
1-5-60500-117	Utilities; TR	10,000.00	475.88	10,638.68	-638.68	0.00	-638.68	-6.39%
1-5-60500-118	Utilities; CPS	3,000.00	1,891.93	2,820.08	179.92	0.00	179.92	6.00%
1-5-60500-120	Utilities; TC	15,000.00	1,296.22	15,422.31	-422.31	0.00	-422.31	-2.82%
1-5-60500-121	Utilities; AB	37,000.00	2,801.02	36,743.44	256.56	0.00	256.56	0.69%
1-5-60500-123	Utilities; FSC	5,000.00	278.77	3,598.35	1,401.65	0.00	1,401.65	28.03%
E2 Sub Totals:		\$ 869,700.00	\$ 73,350.54	\$ 736,393.60	\$ 133,306.40	\$ 10,230.80	\$ 123,075.60	14.15%
<b>Support Services Total</b>		<b>\$ 1,288,200.00</b>	<b>\$ 109,822.47</b>	<b>\$ 1,119,089.15</b>	<b>\$ 169,110.85</b>	<b>\$ 10,230.80</b>	<b>\$ 158,880.05</b>	<b>12.33%</b>
<b>Dept 1-7</b>	<b>TECHNOLOGY</b>							
PERSONNEL SERVICES								
1-7-51145-000	Info Tech Administrator	99,300.00	7,569.60	98,404.82	895.18	0.00	895.18	0.90%
1-7-58194-000	Ed Incentive	3,400.00	264.00	3,432.00	-32.00	0.00	-32.00	-0.94%
1-7-58196-000	Longevity Pay	1,200.00	1,229.85	1,229.85	-29.85	0.00	-29.85	-2.49%
1-7-58197-010	Technology Stipend	800.00	0.00	0.00	800.00	0.00	800.00	100.00%
1-7-58201-000	Retirement (PERS)	13,000.00	1,143.81	13,007.01	-7.01	0.00	-7.01	-0.05%
1-7-58210-000	ER Deferred Comp Contrib	4,400.00	368.00	4,416.00	-16.00	0.00	-16.00	-0.36%
1-7-58212-000	Health and Life Insurances	13,500.00	-44.52	13,176.60	323.40	0.00	323.40	2.40%
1-7-58215-000	HRA-VEBA Contribution	4,100.00	338.66	4,063.92	36.08	0.00	36.08	0.88%
1-7-58220-000	FICA/Medicare PR Taxes	8,000.00	689.94	7,843.66	156.34	0.00	156.34	1.95%
1-7-58221-000	Workers' Comp Insurance	500.00	8.30	93.69	406.31	0.00	406.31	81.26%
E1 Sub Totals:		\$ 148,200.00	\$ 11,567.64	\$ 145,667.55	\$ 2,532.45	\$ -	\$ 2,532.45	1.71%
MATERIALS & SERVICES								
1-7-60223-011	Supplies; Computers and Tech	47,000.00	3,124.62	50,050.75	-3,050.75	124.98	-3,175.73	-6.76%
1-7-60223-013	Supplies; Communication Device	20,000.00	0.00	15,913.05	4,086.95	1,170.00	2,916.95	14.58%
1-7-60240-000	Licenses and Subscriptions	94,600.00	8,231.55	94,197.06	402.94	594.00	-191.06	-0.20%



		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-7-60241-000	Technical Support	8,000.00	0.00	4,505.25	3,494.75	0.00	3,494.75	43.68%
1-7-60252-000	M&R; Office and Tech Equip	7,000.00	401.26	5,780.24	1,219.76	0.00	1,219.76	17.43%
1-7-60253-000	M&R; Communication Devices	5,000.00	246.16	3,659.84	1,340.16	0.00	1,340.16	26.80%
1-7-60290-000	Communication Services	24,400.00	1,896.66	21,747.80	2,652.20	0.00	2,652.20	10.87%
	E2 Sub Totals:	\$ 206,000.00	\$ 13,900.25	\$ 195,853.99	\$ 10,146.01	\$ 1,888.98	\$ 8,257.03	4.01%
	<b>Technology Total</b>	<b>\$ 354,200.00</b>	<b>\$ 25,467.89</b>	<b>\$ 341,521.54</b>	<b>\$ 12,678.46</b>	<b>\$ 1,888.98</b>	<b>\$ 10,789.48</b>	<b>3.05%</b>
<b>Dept 1-9</b>	<b>NON-DEPARTMENTAL</b>							
	TRANSFERS							
1-9-90300-000	Trsf to Capital Projects Fund	1,266,200.00	0.00	1,266,200.00	0.00	0.00	0.00	0.00%
	E4 Sub Totals:	\$ 1,266,200.00	\$ -	\$ 1,266,200.00	\$ -	\$ -	\$ -	0.00%
	OPERATING CONTINGENCY							
1-9-80070-000	Operating Contingency	841,000.00	0.00	0.00	841,000.00	0.00	841,000.00	100.00%
1-9-80070-001	Contingency Vac Liabilities	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00%
	E5 Sub Totals:	\$ 866,000.00	\$ -	\$ -	\$ 866,000.00	\$ -	\$ 866,000.00	100.00%
	DEBT SERVICE							
1-9-80010-000	Debt Service Principal	428,100.00	0.00	432,062.44	-3,962.44	0.00	-3,962.44	-0.93%
1-9-80011-000	Debt Service Interest	63,900.00	0.00	53,958.75	9,941.25	0.00	9,941.25	15.56%
	E6 Sub Totals:	\$ 492,000.00	\$ -	\$ 486,021.19	\$ 5,978.81	\$ -	\$ 5,978.81	1.22%
	UEFB							
1-9-99000-000	Unapp Ending Fund Balance	3,731,000.00	0.00	0.00	3,731,000.00	0.00	3,731,000.00	100.00%
	E8 Sub Totals:	\$ 3,731,000.00	\$ -	\$ -	\$ 3,731,000.00	\$ -	\$ 3,731,000.00	100.00%
	<b>Non-Departmental Total</b>	<b>\$ 6,355,200.00</b>	<b>\$ -</b>	<b>\$ 1,752,221.19</b>	<b>\$ 4,602,978.81</b>	<b>\$ -</b>	<b>\$ 4,602,978.81</b>	<b>72.43%</b>
	<b>General Fund Total</b>	<b>\$ 20,379,100.00</b>	<b>\$ 1,020,469.02</b>	<b>\$ 14,505,021.36</b>	<b>\$ 5,874,078.64</b>	<b>\$ 68,544.21</b>	<b>\$ 5,805,534.43</b>	<b>28.49%</b>



		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
<b>Fund</b>	<b>5</b>	<b>CAPITAL PROJECTS FUND</b>						
		CAPITAL OUTLAY						
5-8-70530-000	Department Equipment	745,000.00	56,880.00	725,693.69	19,306.31	0.00	19,306.31	2.59%
5-8-70531-000	Apparatus and Vehicles	108,000.00	0.00	107,220.19	779.81	0.00	779.81	0.72%
5-8-70532-000	Land and Improvements	500,000.00	359,479.85	428,532.22	71,467.78	0.00	71,467.78	14.29%
5-8-70533-000	Bldg Const and Improvements	4,500,000.00	224,483.98	3,896,529.09	603,470.91	224,822.22	378,648.69	8.41%
	E3 Sub Totals:	\$ 5,853,000.00	\$ 640,843.83	\$ 5,157,975.19	\$ 695,024.81	\$ 224,822.22	\$ 470,202.59	8.03%
	OPERATING CONTINGENCY							
5-8-80070-000	Contingency	154,000.00	-	-	154,000.00	-	154,000.00	100.00%
	E5 Sub Totals:	\$ 154,000.00	\$ -	\$ -	\$ 154,000.00	\$ -	\$ 154,000.00	100.00%
	RESERVE FUND BALANCE							
5-8-99000-000	Resv for Future/End Fund Bal	2,922,400.00	-	-	2,922,400.00	-	2,922,400.00	100.00%
	E9 Sub Totals:	\$ 2,922,400.00	\$ -	\$ -	\$ 2,922,400.00	\$ -	\$ 2,922,400.00	100.00%
	<b>Capital Fund Total</b>	<b>\$ 8,929,400.00</b>	<b>\$ 640,843.83</b>	<b>\$ 5,157,975.19</b>	<b>\$ 3,771,424.81</b>	<b>\$ 224,822.22</b>	<b>\$ 3,546,602.59</b>	<b>39.72%</b>
	<b>Report Totals:</b>	<b>\$ 29,308,500.00</b>	<b>\$ 1,661,312.85</b>	<b>\$ 19,662,996.55</b>	<b>\$ 9,645,503.45</b>	<b>\$ 293,366.43</b>	<b>\$ 9,352,137.02</b>	<b>31.91%</b>

# Accounts Payable

## Transactions by Account and Department

Period: 12 - JUNE  
Fiscal Year 2019-2020

# Jackson County Fire

## District 3



Account No	Vendor	Description	GL Date	Check No	Amount
<b>GENERAL FUND</b>					
<b>ADMINISTRATION DEPARTMENT</b>					
1-1-60220-000	Medford Builders Exchange A, Inc.	Printing of ASA Maps (3)	06/25/2020	41159	30.00
1-1-60220-000	Minuteman Press	Business Cards for Frazier (100)	06/18/2020	41129	30.00
1-1-60220-000	Minuteman Press	Business Cards for Laflamme (100)	06/18/2020	41129	30.00
1-1-60220-000	Tekprinting Services Inc.	FD3 Return Address Printing on Envelopes (5,500)	06/04/2020	41089	141.90
1-1-60222-000	Office Depot	Office Supplies	06/04/2020	41082	11.99
1-1-60222-000	Office Depot	Office Supplies	06/04/2020	41082	88.82
1-1-60222-000	Office Depot	Ink Cartridges (9)	06/04/2020	41082	151.38
1-1-60222-000	Wells Fargo Bank Visa Cards	MH Visa; Office Supplies	06/13/2020	0	28.99
1-1-60223-001	Frizz Studio, LLC	District Photo Shoot for Scenic Station Grand Opening	06/18/2020	41117	175.00
1-1-60223-001	Southern Oregon Trophy	Name Plate for Claflin Award	06/25/2020	41163	6.00
1-1-60223-001	Superior Stamp and Sign	Engraved Tag for FF Osorio Perez on Photo Board	06/04/2020	41088	8.75
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Brochure Holders (4)	06/13/2020	0	41.57
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Food Items for Admin Bldg/BOD	06/13/2020	0	48.55
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Snacks for Labor Negotiations (50% Reimb)	06/13/2020	0	41.95
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Snacks for April BOD/Budget Meeting	06/13/2020	0	13.47
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Snacks for Labor Negotiations (50% Reimb)	06/13/2020	0	27.46
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Snacks for May Budget Meeting 5/5/20	06/13/2020	0	6.59
1-1-60223-002	Oregon Dept of Transportation	GH Land Use Permit Fee	06/25/2020	41160	150.00
1-1-60223-002	PacificSource Administrators	Flex Spending Admin Fee	06/25/2020	41141	104.50
1-1-60270-000	Bravio Communications, LLC	June Lobbyist/Legislative Services	06/25/2020	41146	1,000.00
1-1-60270-000	Centerpoint	EAP Services for June	06/18/2020	41107	2,140.00
1-1-60270-000	Centerpoint	EAP Services for April	06/18/2020	41107	2,140.00
1-1-60270-000	Centerpoint	EAP Services for May	06/18/2020	41107	2,140.00
1-1-60270-000	Michael House	Construction Consultation for Scenic Station	06/04/2020	41074	1,590.00
1-1-60270-000	Michael House	Construction Consultation for Scenic Station	06/25/2020	41153	1,402.50
1-1-60412-000	Wells Fargo Bank Visa Cards	MC Visa; Annual Dropbox Subscription	06/13/2020	0	119.88
1-1-60412-000	Wells Fargo Bank Visa Cards	SM Visa; Annual Amazon Prime Membership	06/13/2020	0	119.00
1-1-60412-000	Wells Fargo Bank Visa Cards	MH Visa; Annual Dropbox Subscription for Deutschman	06/13/2020	0	119.88
1-1-60491-000	UPS	May Shipping Charges	06/04/2020	41090	71.80
1-1-60491-000	Wells Fargo Bank Visa Cards	MC Visa; Endicia Service Fee (May)	06/13/2020	0	8.32
1-1-60491-000	Wells Fargo Bank Visa Cards	JoP Visa; Shipping for Response Boots Repair	06/13/2020	0	17.10
1-1-60491-000	Wells Fargo Bank Visa Cards	MC Visa; Postage for GH Fuels Reduction Flyer	06/13/2020	0	330.00
1-1-60491-000	Wells Fargo Bank Visa Cards	JoP Visa; Shipping for Pump Test Gauge Repair	06/13/2020	0	10.55
1-1-60491-000	Wells Fargo Bank Visa Cards	JoP Visa; Shipping to Repair Chainsaw Chains 4/28/20	06/13/2020	0	9.70
1-1-60491-000	Wells Fargo Bank Visa Cards	JoP Visa; Shipping to Repair Chainsaw Chains 4/22/20	06/13/2020	0	11.30
<b>Sub Total Dept 1:</b>					<b>\$12,366.95</b>

Account No	Vendor	Description	GL Date	Check No	Amount
<b>OPERATIONS DEPARTMENT</b>					
1-2-58203-000	Asante Physician Partners	Pre-Employ Med/Physical Exam for Laflamme	06/18/2020	41101	724.00
1-2-58203-000	Asante Physician Partners	Annual/Med Physical Exams (3)	06/18/2020	41101	730.00
1-2-58203-000	Asante Physician Partners	Pre-Employ Med/Physical Exam for Frazier	06/18/2020	41101	692.00
1-2-58212-000	Regence Blue Cross	June Add Health Insurance Premium - Laflamme	06/23/2020	0	1,284.90
1-2-58212-000	Regence Blue Cross	June Add Health Insurance Premium - Frazier	06/23/2020	0	1,835.70
1-2-58212-000	Regence Blue Cross	June Dependent Change - Osorio Perez	06/23/2020	0	673.00
1-2-58212-000	Regence Blue Cross	May Dependent Change - Osorio Perez	06/23/2020	0	673.00
1-2-58212-000	Special Districts	Osorio Perez May Dependent Change	06/18/2020	41136	46.10
1-2-58212-000	Special Districts	Frazier June Dental Premium	06/18/2020	41136	147.65
1-2-58212-000	Special Districts	Osorio Perez June Dependent Change	06/18/2020	41136	46.10
1-2-58212-000	Special Districts	Laflamme June Dental Premium	06/18/2020	41136	101.60
1-2-60223-002	OST Department of Aviation	Annual Registration for Drone	06/18/2020	41132	25.00
1-2-60223-002	Wells Fargo Bank Visa Cards	SC Visa; EMT Recertification Fee for Vol Grossman	06/13/2020	0	23.00
1-2-60223-002	Wells Fargo Bank Visa Cards	MH Visa; Ambulance Service Operator Renewal	06/13/2020	0	250.00
1-2-60223-002	Wells Fargo Bank Visa Cards	SC Visa; EMT Recertification Fee for Vol Plankenhorn	06/13/2020	0	23.00
1-2-60223-002	Wells Fargo Bank Visa Cards	MH Visa; Ambulance License Renewal	06/13/2020	0	160.00
1-2-60224-000	Hydrotech Manufacturing LLC	Construct and Install Drawers (2) for SE18-01	06/18/2020	41124	1,550.00
1-2-60224-000	Wells Fargo Bank Visa Cards	MH Visa; Laminator/Pouches	06/13/2020	0	167.82
1-2-60225-001	Cascade Fire Equipment	Wildland Dual Purpose Pants for Haynes	06/18/2020	41106	251.70
1-2-60225-001	Cascade Fire Equipment	Wildland Turnout Set for Linville	06/18/2020	41106	592.99
1-2-60225-001	Cascade Fire Equipment	Wildland Turnout Set for Persons	06/18/2020	41106	592.99
1-2-60225-001	Cascade Fire Equipment	Wildland Turnout Set for Gordon	06/18/2020	41106	592.99
1-2-60225-001	Cascade Fire Equipment	Wildland Turnout Set for Osorio Perez	06/18/2020	41106	592.99
1-2-60225-002	Cascade Fire Equipment	Wildland Hose Reducers (7)	06/18/2020	41106	252.00
1-2-60225-002	Cascade Fire Equipment	Wildland Hose Packs (4) with Patches	06/18/2020	41106	352.00
1-2-60225-003	Burns Auto Works, Inc.	Tie Down Straps (20) for Hose Packs	06/04/2020	41067	375.00
1-2-60225-003	Grover Electric and Plumbing Supply	Equipment for Mounting Charger on SE18-01	06/18/2020	41119	42.69
1-2-60225-003	Wisdom Signs	FD3 Logo/Striping on Community Care Vehicle	06/25/2020	41164	725.00
1-2-60225-006	Wells Fargo Bank Visa Cards	JB Visa; Line Setting Kit for Swift Water Rescue	06/13/2020	0	309.95
1-2-60225-006	Wells Fargo Bank Visa Cards	JB Visa; Equipment for Swift Water Rescue Bags	06/13/2020	0	660.11
1-2-60225-007	Pepsi-Cola	Restock Rehab Gatorade	06/04/2020	41083	707.70
1-2-60254-000	L.N. Curtis & Sons	Repair Bullard Imager	06/18/2020	41125	2,879.99
1-2-60254-000	Rapco Industries	Repair Chainsaw Chains	06/18/2020	41135	91.59
1-2-60254-000	Wells Fargo Bank Visa Cards	JoP Visa; Heat Sensors for Ladders at GH	06/13/2020	0	26.06
1-2-65010-000	Crater Foundation	Annual Scholarship Donation	06/18/2020	41112	500.00
1-2-65010-000	Eagle Point High School	Annual Scholarship Donation	06/25/2020	41151	500.00
<b>Sub Total Dept 2:</b>					<b>\$19,198.62</b>
<b>FIRE AND LIFE SAFETY DEPARTMENT</b>					
1-3-60223-004	Wells Fargo Bank Visa Cards	JP Visa; Credit Address/Flat Fire Signs (Billed in Error)	06/13/2020	0	-1,921.12
1-3-60223-004	Wisdom Signs	FD3 Logo Stickers (200)	06/25/2020	41164	205.00
1-3-60223-005	Wells Fargo Bank Visa Cards	JP Visa; Take-Home Fire Escape Plans (125) for Public Ed	06/13/2020	0	88.75
1-3-60223-005	Wells Fargo Bank Visa Cards	JP Visa; 4-Pack Crayons (250) for Public Ed	06/13/2020	0	125.00
1-3-60223-009	Biomass One	Green Waste Rental for Fuels Reduction at GH	06/18/2020	41103	190.00
1-3-60223-009	City of Gold Hill	Reimb for Fire Hydrant Installation	06/18/2020	41109	4,327.43
1-3-60223-009	Lowe's Business Acct/Synco	Smoke Alarms (6)	06/25/2020	41156	94.50
1-3-60223-009	Lowe's Business Acct/Synco	Smoke Alarms (13)	06/25/2020	41156	204.75
<b>Sub Total Dept 3:</b>					<b>\$3,314.31</b>

Account No	Vendor	Description	GL Date	Check No	Amount
<b>TRAINING DEPARTMENT</b>					
1-4-60223-014	Wells Fargo Bank Visa Cards	JuB Visa; Sledgehammer for Live Fire Training	06/13/2020	0	89.99
1-4-60455-001	Robert Horton	Reimb Online Tuition/Negotiations in the Public Sector	06/18/2020	41122	2,009.00
1-4-60455-001	Wells Fargo Bank Visa Cards	BH Visa; Credit Reg for Leading Successful Programs Online	06/13/2020	0	-1,350.00
1-4-60455-001	Wells Fargo Bank Visa Cards	BH Visa; Reg for Leading Successful Programs Online	06/13/2020	0	1,350.00
1-4-60455-001	Wells Fargo Bank Visa Cards	BH Visa; Reg for Leading Successful Programs Online	06/13/2020	0	1,350.00
1-4-60455-001	Wells Fargo Bank Visa Cards	MC Visa; Webinar on Social Media Policy Writing for CEC	06/13/2020	0	50.00
1-4-60455-007	ImageTrend, Inc.	Reg for ImageTrend Connect Online Course for Bates	06/25/2020	41154	350.00
<b>Sub Total Dept 4:</b>					<b>\$3,848.99</b>
<b>STRATEGIC SUPPORT SERVICES DEPARTMENT</b>					
1-5-58213-000	Buffaloe Graphics	Uniform 1/4 Zip Sweatshirt Embroidery/Logos	06/18/2020	41105	19.00
1-5-58213-000	Buffaloe Graphics	Sport Tek Shorts (12)	06/18/2020	41105	96.00
1-5-58213-000	Buffaloe Graphics	Uniform T-Shirts (51) w/Embroidery	06/18/2020	41105	457.50
1-5-58213-000	Southern Oregon Embroidery	Uniform Patches and Embroidery	06/04/2020	41087	162.00
1-5-58213-000	Wells Fargo Bank Visa Cards	JuB Visa; Uniform Vests (2) for CCP LaFlamme	06/13/2020	0	83.94
1-5-58213-000	Wells Fargo Bank Visa Cards	JuB Visa; Uniform Vests (2) for CCP Frazier	06/13/2020	0	89.94
1-5-58213-000	Wells Fargo Bank Visa Cards	JuB Visa; Response Boots for CCP LaFlamme	06/13/2020	0	200.00
1-5-58213-000	Wells Fargo Bank Visa Cards	JuB Visa; Uniform Pants/Shirts for CCP Frazier/LaFlamme	06/13/2020	0	615.85
1-5-58213-000	Wells Fargo Bank Visa Cards	JoP Visa; 1/4 Zip Uniform Sweatshirts (5)	06/13/2020	0	314.95
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at GH	06/04/2020	41070	89.06
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at CP	06/04/2020	41070	430.96
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at TC	06/04/2020	41070	121.63
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at EP	06/04/2020	41070	451.57
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at ADM	06/04/2020	41070	118.01
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at WC	06/04/2020	41070	703.36
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at TR	06/04/2020	41070	376.73
1-5-60221-000	Northwest Safety Clean	Turnout Cleaning Fluid (4-Gal)	06/04/2020	41081	164.00
1-5-60221-000	Wells Fargo Bank Visa Cards	JoP Visa; 33-Gal Trash Bags	06/13/2020	0	19.85
1-5-60221-000	Wells Fargo Bank Visa Cards	JoP Visa; Dishwashing Detergent	06/13/2020	0	45.99
1-5-60221-000	Wells Fargo Bank Visa Cards	JoP Visa; Facial Tissue	06/13/2020	0	24.49
1-5-60221-000	Wells Fargo Bank Visa Cards	JoP Visa; Fabric Softener	06/13/2020	0	39.70
1-5-60221-000	Wells Fargo Bank Visa Cards	JoP Visa; Soap for Decon	06/13/2020	0	18.05
1-5-60221-000	West Coast Appliance	Laundry Detergent	06/04/2020	41093	316.00
1-5-60221-000	WCP Solutions	Trash Can Liners	06/04/2020	41092	43.80
1-5-60221-000	WCP Solutions	Trash Can Liners	06/04/2020	41092	43.80
1-5-60223-003	Airgas USA, LLC	May Medical Cylinder Rental (WC)	06/18/2020	41100	209.66
1-5-60223-003	Airgas USA, LLC	May Medical Cylinder Rental (CP)	06/18/2020	41100	75.70
1-5-60223-003	Airgas USA, LLC	Refill Medical Oxygen Cylinders (2)	06/25/2020	41143	267.98
1-5-60223-003	Black Oak Health Mart Pharmacy	Pharmaceuticals	06/04/2020	41066	266.50
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/18/2020	41104	33.79
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/18/2020	41104	33.79
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/18/2020	41104	55.16
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/25/2020	41145	122.53
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1425	06/18/2020	41128	170.90
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1433	06/18/2020	41128	424.05
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1421 Partial	06/18/2020	41128	78.90
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1432	06/18/2020	41128	390.40
1-5-60223-003	So Oregon Sanitation, Inc	Bio-Waste Disposal at EP	06/04/2020	41086	38.88
1-5-60223-003	Wells Fargo Bank Visa Cards	JoP Visa; Medical Supplies	06/13/2020	0	29.22

Account No	Vendor	Description	GL Date	Check No	Amount
1-5-60223-003	Wells Fargo Bank Visa Cards	JoP Visa; Shears (3)	06/13/2020	0	29.22
1-5-60223-003	Wells Fargo Bank Visa Cards	JoP Visa; Sunscreen Packets (100)	06/13/2020	0	24.99
1-5-60223-003	Wells Fargo Bank Visa Cards	JoP Visa; Medical Supplies	06/13/2020	0	345.72
1-5-60223-003	Wells Fargo Bank Visa Cards	JoP Visa; Medical Supplies	06/13/2020	0	19.88
1-5-60223-003	ZOLL Medical Corporation	Medical Supplies	06/18/2020	41137	924.00
1-5-60223-003	ZOLL Medical Corporation	Electrodes	06/18/2020	41137	420.00
1-5-60223-003	ZOLL Medical Corporation	Batteries for AED's	06/25/2020	41165	1,262.25
1-5-60223-008	Wells Fargo Bank Visa Cards	JoP Visa; Restock Station Coffee (30)	06/13/2020	0	287.70
1-5-60223-015	Beavertooth Oak, Inc.	Wood to Construct Table for Scenic Station	06/04/2020	41065	818.11
1-5-60223-015	Don Manning	Reimb of Dining Table Construction Materials/Scenic Station	06/25/2020	41157	268.36
1-5-60223-015	Medford Mobile Storage	Pick-Up of Storage Container for Scenic Furnishings	06/18/2020	41127	85.00
1-5-60223-015	Medford Mobile Storage	May Storage Container Rental for Scenic Furnishings	06/18/2020	41127	95.00
1-5-60223-015	Wells Fargo Bank Visa Cards	JP Visa; Kitchen Supplies for Scenic Station	06/13/2020	0	420.93
1-5-60223-015	Wells Fargo Bank Visa Cards	JP Visa; Coffee Brewer for Scenic Station	06/13/2020	0	654.25
1-5-60223-015	Wells Fargo Bank Visa Cards	JP Visa; Kitchen Supplies for Scenic Station	06/13/2020	0	273.88
1-5-60223-015	Wells Fargo Bank Visa Cards	JoP Visa; Rising Desk Stands (2) CCP	06/13/2020	0	599.98
1-5-60223-015	Wells Fargo Bank Visa Cards	JP Visa; Kitchen Supplies for Scenic Station	06/13/2020	0	71.23
1-5-60223-015	Wells Fargo Bank Visa Cards	JP Visa; Kitchen Supplies for Scenic Station	06/13/2020	0	500.24
1-5-60223-016	Coastal - White City	Spray Paint	06/18/2020	41111	6.49
1-5-60223-016	Coastal - White City	BBQ Brush for WC	06/18/2020	41111	10.99
1-5-60223-016	Eagle Point Hardware	Scrub Brushes (2)	06/04/2020	41073	8.18
1-5-60223-016	Wells Fargo Bank Visa Cards	JoP Visa; Funnel for Coffee Maker at WC	06/13/2020	0	11.55
1-5-60230-000	Hays Oil Co.	Fill EP Fuel Tank (250 Gal Diesel)	06/18/2020	41120	243.48
1-5-60230-000	Hays Oil Co.	Fill Scenic Station Emergency Generator (200 Gal Diesel)	06/18/2020	41120	329.80
1-5-60230-000	Hays Oil Co.	Fill WC Fuel Tank (730 Gal Diesel)	06/18/2020	41120	822.93
1-5-60230-000	Marc Nelson Oil Products, Inc.	Fuel	06/18/2020	41126	543.72
1-5-60230-000	Marc Nelson Oil Products, Inc.	Fuel	06/25/2020	41158	1,022.14
1-5-60230-000	City of Medford	Fuel	06/18/2020	41110	13.47
1-5-60250-000	MyFleetCenter.com	Oil Service on SV15-01	06/04/2020	41078	111.35
1-5-60250-000	City of Medford	Service on SE14-02	06/18/2020	41110	5,583.97
1-5-60250-000	City of Medford	Service on WL97-01	06/18/2020	41110	23.50
1-5-60250-000	City of Medford	Service on TN94-01	06/18/2020	41110	552.43
1-5-60250-000	City of Medford	Service on SE18-01	06/18/2020	41110	1,490.74
1-5-60250-000	City of Medford	Service on SE18-02	06/18/2020	41110	170.70
1-5-60250-000	City of Medford	Service on SE08-01	06/18/2020	41110	2,601.97
1-5-60250-000	City of Medford	Service on TN17-01	06/18/2020	41110	2,156.48
1-5-60250-000	City of Medford	Service on AM07-01	06/18/2020	41110	876.74
1-5-60250-000	City of Medford	Service on LT01-01	06/18/2020	41110	16,869.82
1-5-60250-000	City of Medford	Service on SE14-01	06/18/2020	41110	2,683.37
1-5-60250-000	City of Medford	Service on SE05-01	06/18/2020	41110	2,566.41
1-5-60250-000	Napa Auto Parts	Tire Cleaner	06/04/2020	41079	31.45
1-5-60250-000	Wells Fargo Bank Visa Cards	PR Visa; Battery for SV09-01	06/13/2020	0	319.95
1-5-60250-000	Wells Fargo Bank Visa Cards	MyH Visa; Mud Flaps (2) for SV15-01	06/13/2020	0	80.00
1-5-60251-110	Action Pest Control	Pest Control at WC	06/25/2020	41142	35.00
1-5-60251-110	Evergreen Roofing, Inc.	Roof Repair at WC	06/18/2020	41115	1,660.00
1-5-60251-110	Northern Pacific Landscape	May Landscape Maint at WC	06/04/2020	41080	240.00
1-5-60251-110	Pathway Enterprises, Inc.	WC Classroom Cleaning for May	06/18/2020	41134	32.48
1-5-60251-110	Wells Fargo Bank Visa Cards	JoP Visa; HVAC Filters for WC	06/13/2020	0	58.33
1-5-60251-111	Action Pest Control	Pest Control at CP	06/25/2020	41142	70.00
1-5-60251-111	Grange Co-op	Shims for Toilet/Cat Litter for Oil Spills at CP	06/18/2020	41118	12.28
1-5-60251-111	Northern Pacific Landscape	May Landscape Maint at CP	06/04/2020	41080	140.00

Account No	Vendor	Description	GL Date	Check No	Amount
1-5-60251-112	Action Pest Control	Pest Control at DB	06/25/2020	41142	70.00
1-5-60251-112	Wells Fargo Bank Visa Cards	JoP Visa; HVAC Filters for DB	06/13/2020	0	16.66
1-5-60251-112	Wells Fargo Bank Visa Cards	JoP Visa; Mailbox Post for DB	06/13/2020	0	12.50
1-5-60251-113	Action Pest Control	Pest Control at SV	06/25/2020	41142	70.00
1-5-60251-113	Wells Fargo Bank Visa Cards	JoP Visa; HVAC Filters for SV	06/13/2020	0	8.33
1-5-60251-114	Action Pest Control	Pest Control at GH	06/25/2020	41142	70.00
1-5-60251-114	Northern Pacific Landscape	May Landscape Maint at GH	06/04/2020	41080	120.00
1-5-60251-115	Action Pest Control	Pest Control at AL	06/25/2020	41142	70.00
1-5-60251-115	Wells Fargo Bank Visa Cards	JoP Visa; HVAC Filters for AL	06/13/2020	0	8.33
1-5-60251-116	Action Pest Control	Pest Control at EP	06/25/2020	41142	70.00
1-5-60251-116	Northern Pacific Landscape	May Landscape Maint at EP	06/04/2020	41080	120.00
1-5-60251-117	Action Pest Control	Pest Control at TR	06/25/2020	41142	70.00
1-5-60251-117	Wells Fargo Bank Visa Cards	JoP Visa; HVAC Filters for TR	06/13/2020	0	8.33
1-5-60251-118	American Industrial Door LLC	Garage Door Transmitter Programming at Scenic Station	06/25/2020	41144	345.00
1-5-60251-118	Bell Hardware of Medford, Inc.	Door Holders (10) for Scenic Station	06/18/2020	41102	117.00
1-5-60251-118	Bell Hardware of Medford, Inc.	Door Holders (10) for Scenic Station	06/18/2020	41102	117.00
1-5-60251-118	Conveyered Aggregate Delivery of Medford	3/4 Round Rock and Delivery for Scenic Station	06/04/2020	41072	174.83
1-5-60251-118	Fastenal Company	Screws for Door Hold at Scenic Station	06/18/2020	41116	9.77
1-5-60251-118	Figueroa's Landscaping & Construction, LLC.	Retaining Wall Installation for Resident on Scenic	06/25/2020	41152	624.00
1-5-60251-118	Lowe's Business Acct/Syncb	Stainless Steel Sink for Decon Room at Scenic Station	06/25/2020	41156	379.05
1-5-60251-118	Lowe's Business Acct/Syncb	Measuring Tape/Exit Signs for Scenic Station	06/25/2020	41156	16.01
1-5-60251-118	Lowe's Business Acct/Syncb	Closet Hangers/Shelves for Dorms at Scenic Station	06/25/2020	41156	172.62
1-5-60251-118	Northwest Specialty Fab, LLC	Wall Corner Guards for Scenic Station	06/18/2020	41130	551.00
1-5-60251-118	Wells Fargo Bank Visa Cards	PR Visa; Power Strip for Scenic Station	06/13/2020	0	59.40
1-5-60251-120	Pathway Enterprises, Inc.	TC Janitorial for May	06/18/2020	41134	77.96
1-5-60251-121	Action Pest Control	Pest Control at ADM	06/25/2020	41142	35.00
1-5-60251-121	Eagle Point Hardware	HVAC Filters for ADM	06/04/2020	41073	14.97
1-5-60251-121	Northern Pacific Landscape	May Landscape Maint at ADM	06/04/2020	41080	120.00
1-5-60251-121	Pathway Enterprises, Inc.	ADM Janitorial for May	06/18/2020	41134	562.77
1-5-60251-123	Pathway Enterprises, Inc.	FSC Janitorial for May	06/18/2020	41134	253.08
1-5-60254-000	Coastal - White City	Hardware for Utility Trailer Repair	06/18/2020	41111	3.12
1-5-60254-000	Grange Co-op	Wire Wheels for Cleaning Ladder Sliding Surface	06/18/2020	41118	9.98
1-5-60500-110	Avista	Natural Gas (WC)	06/04/2020	41064	175.98
1-5-60500-110	Charter Communications	Cable TV Service (WC)	06/04/2020	41069	113.54
1-5-60500-110	Hunter Communications	Internet Fiber Connection (WC)	06/18/2020	41123	148.74
1-5-60500-110	Medford Water Commission	Water (WC)	06/04/2020	41077	328.63
1-5-60500-110	Pacific Power	Electricity (WC)	06/18/2020	41133	763.99
1-5-60500-110	Rogue Disposal & Recycling, Inc.	Garbage (WC)	06/04/2020	41084	271.86
1-5-60500-110	Rogue Valley Sewer Services	Sewer (WC)	06/04/2020	41085	165.66
1-5-60500-111	Avista	Natural Gas (CP)	06/04/2020	41064	62.73
1-5-60500-111	CenturyLink	Telephone (CP)	06/18/2020	41108	315.91
1-5-60500-111	Charter Communications	Digital Cable Receiver Rental (CP)	06/04/2020	41069	22.70
1-5-60500-111	Hunter Communications	Internet Fiber Connection (CP)	06/18/2020	41123	276.24
1-5-60500-111	Rogue Disposal & Recycling, Inc.	Garbage (CP)	06/04/2020	41084	150.32
1-5-60500-111	Rogue Valley Sewer Services	Sewer (CP)	06/04/2020	41085	28.19
1-5-60500-112	CenturyLink	DSL Internet (DB)	06/04/2020	41068	19.98
1-5-60500-112	CenturyLink	Telephone (DB)	06/04/2020	41068	122.49
1-5-60500-112	Pacific Power	Electricity (DB)	06/18/2020	41133	115.16
1-5-60500-112	Pacific Power	Electricity (DB Mobile 1)	06/18/2020	41133	113.42
1-5-60500-112	Pacific Power	Electricity (DB Mobile 2)	06/18/2020	41133	76.06
1-5-60500-112	So Oregon Sanitation, Inc	Garbage (DB)	06/04/2020	41086	106.68



Account No	Vendor	Description	GL Date	Check No	Amount
1-5-60500-113	CenturyLink	June Internet (SV)	06/18/2020	41108	44.40
1-5-60500-113	CenturyLink	Telephone (SV)	06/18/2020	41108	68.77
1-5-60500-113	Pacific Power	Electricity (SV Mobile 1)	06/18/2020	41133	69.74
1-5-60500-113	Pacific Power	Electricity (SV)	06/18/2020	41133	104.23
1-5-60500-113	So Oregon Sanitation, Inc	Garbage (SV)	06/04/2020	41086	51.64
1-5-60500-114	Avista	Natural Gas (GH)	06/04/2020	41064	30.74
1-5-60500-114	CenturyLink	Telephone (GH)	06/18/2020	41108	182.73
1-5-60500-114	Charter Communications	Internet Service (GH)	06/04/2020	41069	99.98
1-5-60500-114	Charter Communications	Digital Cable Receiver Rental (GH)	06/04/2020	41069	22.70
1-5-60500-114	Pacific Power	Electricity (GH)	06/18/2020	41133	157.10
1-5-60500-114	So Oregon Sanitation, Inc	Garbage (GH)	06/04/2020	41086	44.89
1-5-60500-115	CenturyLink	Telephone (AL)	06/04/2020	41068	67.96
1-5-60500-115	Pacific Power	Electricity (AL)	06/18/2020	41133	106.18
1-5-60500-115	Pacific Power	Electricity (AL Mobile 1)	06/18/2020	41133	62.89
1-5-60500-115	Rogue Disposal & Recycling, Inc.	Garbage (AL)	06/04/2020	41084	87.48
1-5-60500-116	Avista	Natural Gas (EP)	06/04/2020	41064	56.90
1-5-60500-116	CenturyLink	Telephone (EP)	06/04/2020	41068	372.75
1-5-60500-116	Charter Communications	Cable TV Service (EP)	06/04/2020	41069	106.12
1-5-60500-116	City of Eagle Point	Water/Sewer (EP)	06/04/2020	41071	143.65
1-5-60500-116	Hunter Communications	Internet Fiber Connection (EP)	06/18/2020	41123	276.24
1-5-60500-116	Pacific Power	Electricity (EP)	06/18/2020	41133	555.71
1-5-60500-116	So Oregon Sanitation, Inc	Garbage (EP)	06/04/2020	41086	104.87
1-5-60500-117	Avista	Natural Gas (TR)	06/04/2020	41064	77.55
1-5-60500-117	Charter Communications	Cable/Internet/Voice Services (TR)	06/04/2020	41069	224.17
1-5-60500-117	Rogue Disposal & Recycling, Inc.	Garbage (TR)	06/04/2020	41084	151.58
1-5-60500-117	Rogue Valley Sewer Services	Sewer (TR)	06/04/2020	41085	22.58
1-5-60500-118	CenturyLink	Telephone (CPS)	06/18/2020	41108	372.18
1-5-60500-118	Charter Communications	Cable TV Service (Scenic Station)	06/25/2020	41149	105.34
1-5-60500-118	Charter Communications	Installation for Cable TV Service (Scenic Station)	06/25/2020	41149	99.00
1-5-60500-118	Hunter Communications	Internet Fiber Connection (CPS)	06/18/2020	41123	665.32
1-5-60500-118	Pacific Power	Electricity (CPS)	06/18/2020	41133	627.51
1-5-60500-118	Rogue Valley Sewer Services	Sewer (CPS)	06/04/2020	41085	22.58
1-5-60500-120	Avista	Natural Gas (TC)	06/04/2020	41064	77.74
1-5-60500-120	Medford Water Commission	Water (TC)	06/04/2020	41077	952.87
1-5-60500-120	Pacific Power	Electricity (SIM)	06/18/2020	41133	59.42
1-5-60500-120	Rogue Valley Sewer Services	Sewer (TC)	06/04/2020	41085	206.19
1-5-60500-121	CenturyLink	Telephone (ADM)	06/04/2020	41068	1,118.11
1-5-60500-121	CenturyLink	Telephone (Alarm System & 911)	06/04/2020	41068	184.35
1-5-60500-121	Charter Communications	Cable TV Service (ADM)	06/04/2020	41069	105.10
1-5-60500-121	Hunter Communications	Internet Fiber Connection (ADM)	06/18/2020	41123	148.73
1-5-60500-121	Medford Water Commission	Water (ADM)	06/04/2020	41077	122.44
1-5-60500-121	Pacific Power	Electricity (ADM)	06/18/2020	41133	1,122.29
1-5-60500-123	Avista	Natural Gas (FSC)	06/04/2020	41064	17.00
1-5-60500-123	Pacific Power	Electricity (FSC)	06/18/2020	41133	72.72
1-5-60500-123	Rogue Valley Sewer Services	Sewer (FSC)	06/04/2020	41085	189.05
<b>Sub Total Dept 5:</b>					<b>\$73,020.58</b>

#### TECHNOLOGY DEPARTMENT

1-7-60223-011	Connecting Point	HDMI Adapter	06/25/2020	41150	35.00
1-7-60223-011	Paul Rydings	Reimb for Data Recovery Software	06/25/2020	41162	94.90
1-7-60223-011	Wells Fargo Bank Visa Cards	PR Visa; Sonicwall IT Rack Mount	06/13/2020	0	142.99
1-7-60223-011	Wells Fargo Bank Visa Cards	PR Visa; Portable Speakers (4) for Scenic Station	06/13/2020	0	79.96

Account No	Vendor	Description	GL Date	Check No	Amount
1-7-60223-011	Wells Fargo Bank Visa Cards	PR Visa; iPad Case for Scenic Station	06/13/2020	0	20.99
1-7-60223-011	Wells Fargo Bank Visa Cards	PR Visa; MS Office (2) for CCP-P	06/13/2020	0	499.98
1-7-60223-011	Wells Fargo Bank Visa Cards	JuB Visa; iPad Case/Keyboard for Comm Care Program	06/13/2020	0	109.99
1-7-60223-011	Wells Fargo Bank Visa Cards	PR Visa; Credit Otterboxes (2) for SE14-01	06/13/2020	0	-89.92
1-7-60223-011	Wells Fargo Bank Visa Cards	JuB Visa; USB Flash Drives (3) for Comm Care Program	06/13/2020	0	79.62
1-7-60223-011	Wells Fargo Bank Visa Cards	PR Visa; Cable Management Trays for Scenic Station	06/13/2020	0	69.58
1-7-60223-011	Wells Fargo Bank Visa Cards	PR Visa; Otterboxes (2) for SE14-01	06/13/2020	0	89.92
1-7-60223-011	Wells Fargo Bank Visa Cards	PR Visa; Battery Backups (4) for Scenic Station	06/13/2020	0	179.56
1-7-60223-011	Wells Fargo Bank Visa Cards	BH Visa; Vide Conferencing Headset for FC	06/13/2020	0	19.99
1-7-60223-011	Wells Fargo Bank Visa Cards	MH Visa; USB Flash Drive for Comm Care Program	06/13/2020	0	26.99
1-7-60223-011	Wells Fargo Bank Visa Cards	JuB Visa; iPad Power Adapter for Apparatus	06/13/2020	0	109.49
1-7-60223-011	Wells Fargo Bank Visa Cards	PR Visa; Cables for Scenic Station	06/13/2020	0	15.58
1-7-60240-000	Kelley Connect	Annual CISCO Smartnet Subscription	06/25/2020	41155	1,605.00
1-7-60240-000	CrewSense, LLC.	CrewSense Pro Monthly Support Contract (June)	06/18/2020	41113	274.55
1-7-60240-000	Helix Information Systems	SonicWall NSA Annual Support for WC	06/18/2020	41121	352.00
1-7-60240-000	ImageTrend, Inc.	ImageTrend Community Health Module Setup Fee	06/04/2020	41075	1,500.00
1-7-60240-000	ImageTrend, Inc.	ImageTrend Community Health Module Annual Fee	06/04/2020	41075	4,500.00
1-7-60252-000	Canon Financial Services, Inc.	Copy Charges (5/1/20 - 5/31/20)	06/25/2020	41148	264.60
1-7-60252-000	Canon Financial Services, Inc.	Maint/Copies on Adm Copier (June)	06/25/2020	41148	136.66
1-7-60253-000	Day Wireless Systems	Replace Battery Contacts (3) in Portable Radios	06/18/2020	41114	130.00
1-7-60253-000	Day Wireless Systems	Battery Contact Assemblies (3)	06/18/2020	41114	116.16
1-7-60290-000	Verizon Wireless	May Cellular and Data Charges	06/04/2020	41091	1,896.66

Sub Total Dept 7: **\$12,260.25**

#### NON DEPARTMENTAL

Sub Total Dept 9: **\$0.00**

Total General Fund: **\$124,009.70**

#### CAPITAL PROJECTS FUND

5-8-70530-000	ZOLL Medical Corporation	Auto Pulse System (4)	06/18/2020	41137	56,880.00
5-8-70532-000	O'Connor Law, LLC	Land Use Legal Services for Scenic Station	06/18/2020	41131	236.00
5-8-70532-000	O'Connor Law, LLC	Land Use Legal Services for Scenic Station	06/18/2020	41131	2,328.00
5-8-70532-000	Quality Fence Co.	Fencing for Scenic Station	06/25/2020	41161	7,499.00
5-8-70533-000	Adroit Construction Co., Inc.	Scenic Station - CO17	06/18/2020	41099	17,224.44
5-8-70533-000	Adroit Construction Co., Inc.	Scenic Station Construction - PP11	06/18/2020	41099	507,415.94
5-8-70533-000	Adroit Construction Co., Inc.	Scenic Station Construction Rock Way Extension - PP11	06/18/2020	41099	31,290.01
5-8-70533-000	Brothers Custom Cabinets and Furniture	Dorm Room Furniture at Scenic Fire Station (Final Pmt)	06/25/2020	41147	17,909.00
5-8-70533-000	Hunter Communications	Internet Fiber Connection Installation at Scenic Station	06/18/2020	41123	1,828.00
5-8-70533-000	Marquess & Associates, Inc.	Scenic Station Construction Inspections - PP7	06/04/2020	41076	203.40

Total Capital Projects Fund: **\$642,813.79**

Total All Funds: **\$766,823.49**



## **DIRECTOR CODE OF ETHICS**

**Relative Information:** The term “Ethics”, used in its broadest form, refers to a set of moral principles. Not every individual within an organization has the same perception of ethical conduct. People base their decisions on experience, personal values, and learned behavior. A “Code of Ethics,” as used in this policy, refers to the general rules of conduct the Board recognizes in respect to governance of the District. This code of ethics is intended to serve as a guide for Board Directors.

The Board is committed to excellence in leadership and decision-making that results in the highest quality of service to its residents and taxpayers.

It is the Board of Director’s intent to review and re-adopt this policy annually in the month of July.

1. The Board will follow all regulations and laws related to the conduct of District business. It will also honor its own adopted policies and procedures. Knowing the law is the starting point of effective governance.
2. The Board recognizes the dignity, values, and opinions of one another, staff members, employees, and the general public. It will encourage responsiveness and effective participation in all its communications.
3. The Board recognizes its primary responsibility is the formulation and evaluation of policy and the employment of a Chief Executive Officer (Fire Chief) to administer District business at the direction of the Board.
4. The Board recognizes that operational matters of the District should ordinarily be directed to the Fire Chief and Staff.
5. The Board commits to conducting all meetings in accordance with the Oregon Public Meetings laws. It recognizes that District business is to be conducted in public with the exception of specific topics that meet the criteria for Executive sessions.
6. The Board will focus on issues and seek solutions that are in the best interest of the public and avoid issues of personality and/or special interests.
7. The Board, both as a body and as a group of individuals will support decisions made by the Board. Individual Directors may disagree with a certain decision but should support the position as the considered opinion of the Board. This position is not intended to restrict further consideration based on additional information but to provide for the effective continuation of District business.
8. The Board will work directly with the Fire Chief and Staff to obtain information and/or an enhanced understanding to improve effective decision making.
9. The Board should direct any complaint and/or issue directly to the Fire Chief. It is the responsibility of the Fire Chief to resolve the issue as may be necessary.
10. Board Directors, to the greatest extent possible, will forward business items to either the Board President or the Fire Chief for inclusion in a Board of Directors meeting agenda. The goal is to provide public notification of the issue and to allow time for the Staff and other Board Directors to research/consider the topic.
11. The Board recognizes it operates as a unit and that individual Board Director authority exists only as a member of the whole.

12. The Board acknowledges that policy decisions require Board action. When an individual Board Director receives a policy related question, the response must be based on established policy. The question may be brought to the full Board for further consideration. When such questions arise, the topic should be forwarded to the Board President and/or Fire Chief for inclusion in a Board of Directors meeting agenda.
12. The Board recognizes effective operations require a team approach. The Board, Fire Chief, and Staff members are expected to work together in a collaborative process assisting each other in the conduct of District business.
13. The Board recognizes the value of long-term planning and interaction with other agencies and will constantly maintain a focus on the long-term stability of the District and service to its residents and taxpayers.
14. The Board will be courteous and responsive to citizen requests and will generally direct their concerns and interests to the Fire Chief as appropriate.
15. The Board as a body, and as a group of individuals, acknowledges that information and study foster good decision making and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
16. The Board acknowledges that conflict or differences of view could arise between members and will seek effective remedies that are in the best interest of the Board and the District.
17. The Board will seek legal counsel when indicated and will be guided by the legal advice provided.
18. The Board acknowledges that conflicts of interest may occasionally arise and that each Board member is responsible to declare such actual or potential conflicts as specified in Oregon Revised Statutes and/or Oregon Administrative Rule.

**Policy Statement:** It is the policy of the Board of Directors to annually review and adopt this Code of Ethics policy.

## **DIRECTOR CONFLICT OF INTEREST**

**Relative Information:** The state laws related to conflicts of interest were established in 1974. The laws are now known as “Government Ethics.” They are included in Oregon Revised Statutes (ORS) Chapter 244. Directors, Board Appointees (Budget Committee & Civil Service), District employees, and District volunteers are Public Officials as defined by the law.

In essence the laws require public officials to disclose any situation that could be either a potential or actual conflict of interest. An **actual conflict of interest** may arise when a public official takes official action that **would** financially impact the official, a relative or an associated business. A **potential conflict of interest** may arise when a public official takes official action that **could** financially impact the public official, the official’s relatives, or a business with which the public official or a relative is associated. The standards for disclosure and subsequent action depend on whether the circumstance in question is an actual or potential conflict.

The Board, in its desire to ensure all business decisions are made in full disclosure and compliance with the law, has implemented the practice of requiring Directors to annually submit an individual Statement of Acknowledgment concerning conflicts of interest. This process is designed to refresh Board member’s knowledge of the State of Oregon Government Ethics laws and does not relieve the Board member from declaring an actual/potential conflict before participating in any official action throughout the year.

**Policy Statement:** It is the policy of the Board of Directors that all District members comply with the Oregon Ethics laws and may not request, accept, or take advantage of any preference that could result in financial gain or avoidance of financial detriment due to their association with the District.

It is further the policy of the Board of Directors that each Director submits an annual Statement of Acknowledgment in July addressing any known or anticipated conflicts of interest that may exist. Any time an unanticipated actual or a potential conflict situation occurs Board members must report it in public session.

# JACKSON COUNTY FIRE DISTRICT 3



## RESOLUTION NO. 20-07

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### IN THE MATTER OF AUTHORIZING 2020-2021 FISCAL YEAR FUNDS AND FINANCIAL POLICIES

**BE IT RESOLVED**, that the BOARD OF DIRECTORS of JACKSON COUNTY FIRE DISTRICT 3 hereby authorizes that a **General Fund** and a **Capital Projects Fund** be established and used to record the financial affairs of the Fire District in accordance with the applicable laws and administrative rules of the State of Oregon;

**BE IT FURTHER RESOLVED**, that the Board of Directors adopts the following financial policies:

The District shall have a **checking account** with Wells Fargo Bank with money in excess of FDIC thresholds to be collateralized. Persons (any two) authorized to sign checks shall be **Robert B. Horton, Mike Hussey, Justin Bates, John Patterson, Dave Blakely, and Stacy Maxwell**.

In accordance with ORS 294.460(4) the District may commingle cash balances from the General Fund and the Capital Projects Fund in terms of funds held with financial institutions; the combination of both fund balances at fiscal year end will be utilized for spending requirements during the months prior to receiving tax revenue; in accordance with ORS 294.460(4) the District will keep all commingled cash balances segregated in the budget and accounting records.

**Tax revenues** shall be collected by the Jackson County Treasurer's Office and be transferred to the **Local Government Investment Pool (LGIP)**. The Chief Administrative Officer and Finance Assistant are authorized to initiate transfers between the District's LGIP account and Wells Fargo checking account;

The District shall utilize electronic **payroll direct deposit** through Wells Fargo Bank's automated clearing house (ACH) system;

The District shall have **\$500 petty cash** on hand with the **Chief Administrative Officer** responsible for monitoring same;

The District recognizes the **modified accrual basis of accounting and budgeting**;

The District shall maintain a **fixed assets** ledger for equipment, property, and buildings costing **\$5,000** or more and of a life of at least one year, calculate depreciation expense utilizing the straight-line method, and maintain a policy for estimating the useful lives of depreciable assets.

The Fire Chief and Chief Administrative Officer have the authority to assign fund balance in accordance with Generally Accepted Accounting Principles and the District's minimum fund balance policy.

## **RESOLUTION NO. 20-07**

(continued)

The District supports a **Length of Service Award Plan (LOSAP)** for volunteer firefighters after providing one year of volunteer service. Such volunteer shall become vested in the plan after three years of service with the District. All volunteers are eligible for reimbursement of actual expenses in accordance with the District's Accountable Plan policy guidelines. Student firefighters and resident volunteers are not eligible for LOSAP.

**The District shall authorize use of cards as follows:**

**VISA Credit Card** – Fire Chief, Deputy Chief (2), Chief Administrative Officer, Fire Marshal, Division Chief, Battalion Chief (3), Facilities/Logistics Technician, Information Technology Administrator, Executive Assistant, Community Care Paramedic (2), Risk Reduction Captain, and Administrative Assistant of Training.

**Lowe's** – District group card to be checked out to District members with the approval from Finance.

**Pacific Pride Cardtrol** – Fuel cards to be assigned to District apparatus and staff vehicles.

**Robert B. Horton, Fire Chief**, will serve as the District's **Registered Agent** in accordance with ORS 198.340, and as **Budget Officer**. The District's registered office is located at 8383 Agate Road, White City, OR 97503.

**Agents of Record** shall be appointed as follows: **property and casualty insurance, workers' compensation insurance, and life insurance** – Jeff Griffin, Wilson-Heirgood Assoc.; **medical, vision, dental, and long-term disability insurance** – Larry Boeck, Boeck & Associates.

**Other: auditor** – Richard W. Brewster, CPA; **retirement** – Oregon Public Employees Retirement System (PERS); **attorney** – John Blackhurst.

**Date adopted:** July 16, 2020

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**BOARD of DIRECTORS**

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**BOARD of DIRECTORS**

# Jackson County Fire District 3

8383 Agate Road  
White City, OR 97503-1075  
(541) 826-7100 (Office)  
(541) 826-4566 (Fax)  
[www.jcfd3.com](http://www.jcfd3.com)



To: Board of Directors  
From: Mike Hussey, Deputy Chief - Operations  
Date: July 6, 2020  
Re: Declaration of Surplus Equipment

I am requesting the following fixed assets be declared surplus:

- 1997 Pierce Saber (SE97-01) - This engine has most recently served as a reserve volunteer engine. In this role it has minimal equipment and is most frequently a training platform. With the anticipated in service of the interface engine, we will have adequate resources to still meet this purpose.
- Various Holmatro Extrication equipment – This equipment has been in reserve status and deemed surplus due to the scheduled replacement included in the current budget.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Mike Hussey'.

Mike Hussey

Deputy Chief - Operations