Jackson County Fire District 3

Board of Directors Meeting Agenda
July 18, 2019 at 5:15 PM
Crater Lake Room, Administrative Building

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 2019/20 Fiscal Year
4. **APPROVAL OF MINUTES** – Board President
    - **A. REGULAR BOARD MEETING** – June 20, 2019
5. **FINANCIAL REVIEW** – Board President
    - **A. REVENUE, EXPENDITURE AND ACCOUNTS PAYABLE REPORTS** – June 2019

      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** – Deputy Chief Patterson
    - **E. STRATEGIC SERVICES REPORT** – Deputy Chief Bates
8. **OLD BUSINESS** – Board President
    - **A. FIRE CHIEF PERFORMANCE APPRAISAL AND EMPLOYMENT AGREEMENT** – Board President

      ACTION REQUESTED: Discuss performance appraisal and review employment agreement.
9. **NEW BUSINESS** – Board President
    - **A. CONTRACT WITH EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON (ECSO) FOR DISPATCH SERVICES FOR THE 2019/2020 FISCAL YEAR** – Fire Chief Horton

      ACTION REQUESTED: Consider approval of the 2019/2020 Fiscal Year Emergency Communications of Southern Oregon Telecommunications contract in the amount of $421,825.99.
    - **B. CONTRACT WITH RICHARD BREWSTER C.P.A. FOR THE 2019/20 FISCAL YEAR FINANCIAL AUDIT SERVICES -** CAO Maxwell

      ACTION REQUESTED: Consider approval of the contract with Richard Brewster C.P.A. for the 2019/20 Fiscal Year.

C. **BOARD POLICY 3.3: CODE OF ETHICS** – Board President

ACTION REQUESTED: Formal review of Board Policy 3.3 on Code of Ethics.

D. **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.

E. **RESOLUTION NO. 19-05: AUTHORIZING 2019/20 FISCAL YEAR FUNDS AND FINANCIAL POLICIES** – Chief Administrative Officer Maxwell

ACTION REQUESTED: Consider adoption of Resolution No. 19-05; Authorizing 2019/20 Fiscal Year Funds and Financial Policies.

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 - Board of Directors
June 20, 2019 at 5:15 PM, Crater Lake Room, Administrative Building

ATTENDANCE

Board Present: Directors Harvey Tonn, Cindy Hauser, Bill Leavens, and Steve Shafer
Board Absent: John Dimick
Staff Present: Robert Horton, Stacy Maxwell, Dave Blakely, Justin Bates, and John Patterson
Staff Absent: Mike Hussey and Margie Calvert
Visitors Present: Heather Sears, Jeff Bancroft, Lorin Myers

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 13, 2019.

MINUTES

Motion by Director Shafer to approve the regular Board minutes dated May 16, 2019 as presented. Motion carried unanimously.

FINANCIAL REVIEW

Revenue for the month of May totaled $111,800. Significant revenue came from the current year taxes.

Expenditures for the month of May totaled $236,600. Noteworthy expenditures were structural hoods that are part of a cancer risk reduction project and replacement chairs.

Motion by Director Hauser to approve the Accounts Payable and the Revenue/Expenditure reports for May 2019. Motion carried unanimously.

PUBLIC COMMENT

None

INFORMATION ITEMS

EXECUTIVE REPORT

Fire Chief Horton shared that he worked with the Tactical Athletes that Jeff Griffin spoke about and was excited to see the collaboration with the Oregon Fire Chief's Association. Horton also recognized a La Pine student who was visiting the District today.

Horton shared that he represented the District at the Capital.

Horton shared the District completed its first high school student academy with four students completing the academy. Designed to showcase the fire service and give a broader spectrum of public safety and exposure to working for public service. Three of the four students have enrolled in the RCC fire science program and have been picked up as student firefighters across the valley. The fourth student will attend OSU focusing on fire investigation. Horton recognized Administrative Assistant Heather Sears and her efforts organizing the program.

Horton shared the District helped sponsor the Rogue Girls Camp driven through Ashland Fire. Firefighter Allyson Morris did an extraordinary job participating in the female lead instruction to the all-female participants. This was a three day mini-academy.

Horton shared that Pacific Power has a plan in place to avoid powerline related fire problems by shutting off the power in surrounding communities. The District will be involved in the notification. Pacific Power has committed to opening resource centers in the event they need to shut down power and hope to offer a 48 to 72 hour advance notice.

Horton shared that the District hosted a Community Care Summit on June 10th inviting people from around the region to share experiences, brainstorm trends, opportunities, and challenges as it relates to providing out of hospital care. Intent was to capture thoughts as the District looks at a program that we can implement that can benefit our community. Horton and Chief Bates have reached out to various partners in the community for help with the program.

Horton shared he will be out of town next week.

OPERATIONS

Administrative Assistant Sears shared that the Technical Rescue Team assisted with a rescue at Crater Lake on June 10th. The District's TRT did a great job assisting in the successful rescue.

Sears shared that two of the resident volunteers from the Sams Valley station will be moving out at the end of the month.

TRAINING AND SAFETY

Division Chief Blakely shared that Captain James Carroll from Fort Lauderdale Fire presented the Direct on Scene Education, DOSE program, focusing on how to help prevent Sudden Infant Death Syndrome, SIDS. Firefighter Kelly Harrington attended the train the trainer course and will be training the rest of the District in August. This was in partnering with the Children's Advocacy Center and Asante.

Blakely shared the District participated in the triennial airport exercise which is a mass event involving all responding partners that takes place every three years. The District also participated in an active shooter event at North Medford High School. This event is to help all responders speak the same language and have a successful command post.

Blakely shared that Target Solutions went live on June 1st. This offers better tracking for training, EMS and DPSST renewal, is easy to content share programs with agency partners, and more opportunity for areas of improvement.

FIRE AND LIFE SAFETY

Deputy Chief Patterson shared the District continues to see industrial expansion as well as two new residential subdivisions in White City.

Patterson shared the District has developed a close relationship with Jackson County Code Enforcement. While doing inspections, the District has found marijuana and hemp companies moving into buildings and working without permits. The District is working to help the growers to be compliant and safe.

Patterson shared that during the Expo Boomfest, the District will offer an area where people can bring their own Oregon legal fireworks as well as enjoy the Boomfest in a safer environment.

STRATEGIC SERVICES

Deputy Chief Bates shared that part of the Target Solutions enlists a program called TrackIt that allows the District to keep track of all apparatus and equipment and electronically do the daily checks. This is currently in the testing phase for each career engine.

Bates shared the new Facilities and Logistics person is currently in the background phase of the process. Engineer Tom Kerley is doing the background. This person will replace Dusty when he retires this summer and Dusty will train on institutional knowledge. The District is looking at a July 15th start date.

Bates shared the idea of a fuels reduction trailer he received at a conference he went to in Reno. This program helps District residents who may not have resources available to get rid of flammable vegetation around their home. The trailer would be available upon request and will tie into the

District home inspection program. Residents would need to first call the Fire and Life Safety Department. Rogue Disposal and Biomass are partnering with the District for the disposal of the vegetation. The District received the trailer today and will get it ready for the program.

Bates shared that there is a group working on the continuation of clearing the back part of Expo property where the Penninger fire was last year. Many different agencies are involved including the City of Central Point. The group would like to duplicate the effort around the rest of the greenway as well however it is proving problematic due to the many different ownerships. Director Leavens offered the idea of continuing the education of the area and what happens when fire comes through.

OLD BUSINESS

CIVIL SERVICE COMMISSION TERM EXPIRATION

The District advertised for the position expiration for Civil Service Commissioner. One application was received from sitting commissioner, Dan Patterson, who would like to continue serving. This appointment will expire June 2023.

Motion by Director Hauser to appoint Dan Patterson to a four year term on the Civil Service Commission. Motion carried unanimously.

NEW BUSINESS

WORKERS' COMPENSATION INSURANCE RENEWAL FOR THE 2019/20 FISCAL YEAR

Jeff Griffin of Wilson Herigood presented a review of the workers' compensation stating that the District is at a .68 experience mod rating which is determined analyzing all fire agencies in the state. It is very hard to get under a 1.00 rating stating that the District is doing everything right. Compared to last year, the District is down about $6,000. Oregon is below where they should be to have an appropriate rate for fire service comparatively.

Sprains and strains, most specifically shoulders are the most frequent injuries and post-traumatic stress is becoming more prevalent.

Motion by Director Leavens to approve the Workers' Compensation Insurance Renewal coverage with Special District Insurance Service for the 2019/20 Fiscal Year in the amount of $90,318.28 taking advantage of the pre-payment discount. Motion carried unanimously.

BOARD OF DIRECTORS ELECTION ABSTRACT CERTIFICATION

County Clerk Christine Walker has signed the election abstract certifications for Harvey Tonn to position 1, William Leavens to position 3, and John Dimick to position 5. Staff requests the Board approve the elected results.

Motion by Director Shafer to approve the results of the May 17, 2019 Board of Director Election accepting Harvey Tonn to position 1, William Leavens to position 3, and John Dimick to position 5. Motion carried unanimously.

RESOLUTION No. 19-03 AUTHORIZING FULL FAITH AND CREDIT OBLIGATIONS

Chief Administrative Officer Maxwell explained allocation of $4,000,000 towards loan proceeds for the Scenic Fire Station. Maxwell has been working with municipal advisor David Ulbricht with Special Districts Municipal Advisory and received four proposals from the RFP. Maxwell provided a memo highlighting the four institutions; Capital One, JP Morgan Chase, Commerce Bank and Key Bank. After analysis, Maxwell has identified and is recommending the best option offered through JP Morgan Chase at 2.09% with option to pay it off in full or in part beginning 2026. The Districts bond attorney drafted the Resolution to meet the IRS and bond covenant rules which is a formality. Funding will occur on July 9, 2019. The first principal and interest payment will

commence January 2020 and will be on a semi-annual payment schedule. Maxwell clarified that the total amount would be $4,000,000 plus the cost of issuance which is $27,300.

Motion by Director Leavens to adopt Resolution No. 19-03 authorizing full faith and credit obligations for the purpose of constructing the Scenic Fire Station not to exceed $4,500,000. Motion carried unanimously.

PUBLIC HEARING ON THE APPROVED 2019/20 FISCAL YEAR BUDGET

President Tonn opened a public hearing at 6:22 p.m. for comments or objections to the proposed 2019/20 Fiscal Year Budget as required by state law. No comments or objections were made and the public hearing was closed at 6:23 p.m.

RESOLUTION 19-04 ADOPTION OF THE 2019/20 FISCAL YEAR BUDGET

Chief Administrative Officer Maxwell shared a summary review of the 2019/20 fiscal year budget and recommended changes at adoption:

Beginning fund balance to increase $60,000 due to more funds in all accounts; increase $5,000 to personal services; increase $5,000 in materials and services for civil service exams; increase $10,000 to support services in the furnishings account for the Scenic Fire Station; and increase $12,000 to technology for the Scenic Fire Station. As a result, Maxwell is able to put an additional $28,000 into the transfer.

Capital fund to increase $6,800 due to anticipated costs; revenue increase of $28,000 in general fund transfer and an increase in departmental equipment account of $33,000 due to revised SCBA replacement quote.

Contingency and reserve are increasing with a net of $1,800.

Motion by Director Shafer to adopt Resolution No. 19-04 Adopting the budget for the 2019/2020 Fiscal Year in the sum of $29,308,500 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 2019/2020 upon the assessed value of all taxable property within the District. Motion carried unanimously.

AWARD OF CONTRACT FOR SCENIC FIRE STATION

Deputy Chief Patterson summarized a memo from Fire Chief Horton to the Board of Directors of the RPF and evaluation process using advertised scoring criteria. Deputy Chief Bates, Deputy Chief Patterson, Construction Consultant Mike House, and Matt Small from Soderstrom participated in the process. Four proposals were received and scored from Outlier, Adroit, Vitus, and S&B James Construction.

Patterson explained the scoring phase of the process sharing that the intent to award letter was sent to all bidders on June 4, 2019 opening a seven day window for protest. Soderstrom, Adroit, and the District signed the contract today. Patterson expressed his appreciation to Chief Horton and the Board of Directors for the support of Construction Consultant Mike House.

Motion by Director Hauser to approve staff recommendation to award the contract to Adroit Construction to build the Scenic Fire Station and associated infrastructure improvements in the amount of $4,059,973. Motion carried unanimously.

TOPICS FOLLOWING PREPARATION OF THE AGENDA

NONE

GOOD OF THE ORDER

Chief Horton shared a photo from Crater Foundation Scholarship and the Rogue Girls Fire Camp.

Horton shared a thank you letter from the supervisory park ranger from Crater Lake speaking to rescue assistance. Horton was very impressed with how well everyone worked and integrated without ever training together.

Horton shared a letter of accommodation by BC Calhoun for Resident Volunteer/Firefighter Jordan Bates showcasing the great work Jordan had done on fully involved passenger vehicle fire.

Horton shared an email about Deputy Fire Marshal Mark Northrop who demonstrated great service and respect to an older resident of the District.

INDIVIDUAL BOARD MEMBER COMMENTS

Steve Shafer commended Chief Horton and all the staff. He knows how firefighters are about safety, the fact that we have such a great insurance rate is reflective of you guys. Kudos, that's awesome.

Bill Leavens thanked Steve Shafer for explaining the hierarchy of fire stations, etc. SCBAs and TRT acronyms are lost on him.

Cindy Hauser was touched by letter that the woman wrote. We lose sight that there are people who are probably lonely and don't have any connections. There are people who really appreciate what we do. Also, two of her students made it into the fire academy.

Harvey Tonn stated the budget is so well done and we can understand it. We don't tell you that enough, nice job Stacy. John and Justin and the team working on the new station, good job. We are looking forward to seeing the ground start changing.

Our next meeting is July 18, 2019.

ADJOURNMENT

Motion to adjourn at 6:58 p.m. by Director Shafer. Motion carried unanimously.

APPROVED BY:

_____

Board of Directors

Submitted by:

_____

Heather Sears, Scribe

General Ledger
Revenue Analysis

Jackson County Fire District 3

Period: 12 - JUNE
Fiscal Year 2018-2019

Account Number	Description	Budget Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
Fund 1	**GENERAL FUND**					
1-0-40000-000	Beginning Fund Balance	5,250,000.00	-	5,394,794.75	(144,794.75)	102.76%
1-0-40010-000	Taxes; Current	13,100,000.00	347,316.75	13,302,389.34	(202,389.34)	101.54%
1-0-40020-000	Taxes; Prior	375,000.00	18,781.98	282,236.96	92,763.04	75.26%
1-0-40030-000	Interest	160,000.00	23,143.29	270,757.34	(110,757.34)	169.22%
1-0-40050-000	Workers Comp Refund & Reimb's	10,000.00	-	7,635.41	2,364.59	76.35%
1-0-40060-000	Sale of Equipment	1,000.00	-	-	1,000.00	0.00%
1-0-40080-000	OSFM Conflagrations	156,000.00	-	353,660.00	(197,660.00)	226.71%
1-0-40100-000	Fees for Service; FS/EMS	10,000.00	7,937.50	22,025.00	(12,025.00)	220.25%
1-0-40110-000	Fees for Service; Drill Ground	1,000.00	-	-	1,000.00	0.00%
1-0-40200-000	Grants; Local, State, Federal	70,000.00	2,835.00	57,613.50	12,386.50	82.31%
1-0-40331-000	Contract; Financial Services	26,000.00	-	26,004.00	(4.00)	100.02%
1-0-40331-002	Contract; Rogue Comm College	20,000.00	8,178.44	8,178.44	11,821.56	40.89%
1-0-40410-000	Rental Income	8,000.00	360.00	7,864.50	135.50	98.31%
1-0-40500-000	Miscellaneous Income	5,000.00	405.55	49,327.71	(44,327.71)	986.55%
1-0-40600-000	Donations	1,000.00	-	-	1,000.00	0.00%
1-0-43000-000	Loan Proceeds	100.00	-	-	100.00	0.00%
	Total	**$ 19,193,100.00**	**$ 408,958.51**	**$ 19,782,486.95**	**$ (589,386.95)**	**103.07%**
Fund 5	**CAPITAL PROJECTS FUND**					
5-0-40000-000	Beginning Fund Balance	3,315,300.00	-	3,316,812.61	(1,512.61)	100.05%
5-0-40060-000	Sale of C/O Equip/Vehicles	500.00	5,000.00	5,000.00	(4,500.00)	1000.00%
5-0-40200-000	Grants; Local, State, Federal	1,082,000.00	-	543,177.00	538,823.00	50.20%
5-0-40600-000	Donations	500,000.00	79,536.92	476,804.91	23,195.09	95.36%
5-0-41000-000	Transfer from General Fund	1,546,100.00	-	1,546,100.00	-	100.00%
5-0-43000-000	Loan Proceeds	3,000,000.00	-	-	3,000,000.00	0.00%
	Total	**$ 9,443,900.00**	**$ 84,536.92**	**$ 5,887,894.52**	**$ 3,556,005.48**	**62.35%**
	TOTAL ALL FUNDS	**$ 28,637,000.00**	**$ 493,495.43**	**$ 25,670,381.47**	**$ 2,966,618.53**	**89.64%**

General Ledger

Budget Status - Expenses versus Budget

Period: 12 - JUNE
Fiscal Year 2018-2019

Jackson County Fire District 3

	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
SUMMARY OF GENERAL FUND EXPENSES							
PERSONNEL SERVICES	10,550,800.00	815,856.03	10,191,605.89	359,194.11	-	359,194.11	3.40%
MATERIALS & SERVICES	2,362,500.00	196,071.48	2,020,498.65	342,001.35	16,194.98	325,806.37	13.79%
TRANSFERS	1,546,100.00	-	1,546,100.00	-	-	-	0.00%
CONTINGENCY	1,237,800.00	-	-	1,237,800.00	-	1,237,800.00	100.00%
DEBT SERVICE	261,900.00	-	261,819.98	80.02	-	80.02	0.03%
UEFB	3,234,000.00	-	-	3,234,000.00	-	3,234,000.00	100.00%
	$ 19,193,100.00	$ 1,011,927.51	$ 14,020,024.52	$ 5,173,075.48	$ 16,194.98	$ 5,156,880.50	26.87%
DEPARTMENTAL SECTION							
Fund 1 GENERAL FUND							
Dept 1-1 ADMINISTRATION							
	PERSONNEL SERVICES						
1-1-51110-000	Fire Chief	140,000.00	10,540.80	137,030.40	2,969.60	0.00	2,969.60	2.12%
1-1-51128-000	Finance Assistant	59,500.00	4,580.80	59,550.41	-50.41	0.00	-50.41	-0.08%
1-1-51131-000	Executive Assistant	61,400.00	4,721.60	61,380.85	19.15	0.00	19.15	0.03%
1-1-51150-000	Chief Administrative Officer	123,500.00	9,499.20	123,489.64	10.36	0.00	10.36	0.01%
1-1-58100-000	Part Time; Program Asst	12,500.00	0.00	5,478.00	7,022.00	0.00	7,022.00	56.18%
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	14,200.00	1,078.00	14,014.00	186.00	0.00	186.00	1.31%
1-1-58196-000	Longevity Pay	4,600.00	4,410.45	4,410.45	189.55	0.00	189.55	4.12%
1-1-58197-000	Car Allowance	9,500.00	812.00	10,444.00	-944.00	0.00	-944.00	-9.94%
1-1-58197-010	Technology Stipend	2,000.00	165.00	1,980.00	20.00	0.00	20.00	1.00%
1-1-58201-000	Retirement (PERS)	58,000.00	5,221.93	57,306.93	693.07	0.00	693.07	1.19%
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	24,900.00	2,093.00	24,269.00	631.00	0.00	631.00	2.53%
1-1-58212-000	Health and Life Insurance	63,600.00	-211.88	63,436.32	163.68	0.00	163.68	0.26%
1-1-58215-000	HRA-VEBA Contribution	15,800.00	1,319.20	15,830.40	-30.40	0.00	-30.40	-0.19%
1-1-58220-000	FICA/Medicare PR Taxes	32,800.00	2,677.64	29,888.20	2,911.80	0.00	2,911.80	8.88%
1-1-58221-000	Workers' Comp Insurance	1,200.00	36.07	502.55	697.45	0.00	697.45	58.12%
	E1 Sub Totals:	$ 624,600.00	$ 46,943.81	$ 609,011.15	$ 15,588.85	$ -	$ 15,588.85	2.50%
	MATERIALS & SERVICES							
1-1-58203-000	Physicals and Vaccinations	1,000.00	0.00	514.00	486.00	0.00	486.00	48.60%
1-1-60220-000	Printing	3,000.00	81.18	3,063.12	-63.12	0.00	-63.12	-2.10%
1-1-60222-000	Supplies; Office	10,000.00	250.24	4,924.73	5,075.27	0.00	5,075.27	50.75%
1-1-60223-001	Supplies; Administrative	36,000.00	11,588.02	28,416.82	7,583.18	688.91	6,894.27	19.15%
1-1-60223-002	Licenses and Fees	11,000.00	378.63	8,078.13	2,921.87	0.00	2,921.87	26.56%
1-1-60270-000	Contractual & Professional Serv	552,000.00	16,847.10	499,353.53	52,646.47	0.00	52,646.47	9.54%
1-1-60370-000	Property & Casualty Insurance	80,000.00	-261.00	78,703.00	1,297.00	0.00	1,297.00	1.62%
1-1-60380-000	Mileage Reimbursements	2,000.00	0.00	276.05	1,723.95	0.00	1,723.95	86.20%
1-1-60410-000	Membership Dues	8,500.00	325.00	8,105.00	395.00	0.00	395.00	4.65%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-1-60412-000	Books & Subscriptions	1,500.00	263.00	1,266.57	233.43	99.00	134.43	8.96%
1-1-60430-001	Advertising	6,500.00	959.65	2,961.46	3,538.54	0.00	3,538.54	54.44%
1-1-60490-000	Hiring Processes & Backgrounds	7,000.00	229.27	8,149.39	-1,149.39	212.91	-1,362.30	-19.46%
1-1-60491-000	Postage and Shipping	3,500.00	112.79	2,139.51	1,360.49	319.95	1,040.54	29.73%
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:	$ 722,100.00	$ 30,773.88	$ 645,951.31	$ 76,148.69	$ 1,320.77	$ 74,827.92	10.36%
	Administration Total	**$ 1,346,700.00**	**$ 77,717.69**	**$ 1,254,962.46**	**$ 91,737.54**	**$ 1,320.77**	**$ 90,416.77**	**6.71%**
Dept 1-2	**OPERATIONS**							
	PERSONNEL SERVICES							
1-2-52130-000	Fire Captains	1,217,000.00	92,843.52	1,197,382.41	19,617.59	0.00	19,617.59	1.61%
1-2-52140-000	Fire Engineers	1,057,800.00	80,693.76	1,047,340.94	10,459.06	0.00	10,459.06	0.99%
1-2-52151-000	Firefighters	1,586,000.00	109,589.76	1,562,598.63	23,401.37	0.00	23,401.37	1.48%
1-2-55140-000	Deputy Chief of Operations	123,500.00	9,499.22	123,489.65	10.35	0.00	10.35	0.01%
1-2-55142-000	Battalion Chief - 56 Hr	328,400.00	25,052.16	323,888.64	4,511.36	0.00	4,511.36	1.37%
1-2-55142-001	Battalion Chief - 40 Hr	98,500.00	9,499.21	54,620.42	43,879.58	0.00	43,879.58	44.55%
1-2-55147-000	Administrative Assistant	54,100.00	4,163.21	54,121.66	-21.66	0.00	-21.66	-0.04%
1-2-58192-000	Overtime; Operations	475,000.00	34,623.62	322,852.96	152,147.04	0.00	152,147.04	32.03%
1-2-58192-001	Overtime; FLSA Premium Pay	124,000.00	15,064.60	115,069.50	8,930.50	0.00	8,930.50	7.20%
1-2-58192-002	Overtime; OSFM Conflagrations	1,000.00	0.00	95,899.68	-94,899.68	0.00	-94,899.68	-9489.97%
1-2-58193-000	Out of Classification	70,000.00	5,343.43	55,104.54	14,895.46	0.00	14,895.46	21.28%
1-2-58194-007	Ed Incentive	114,000.00	8,736.00	111,399.00	2,601.00	0.00	2,601.00	2.28%
1-2-58195-000	EMS Incentive	230,300.00	16,348.00	218,553.00	11,747.00	0.00	11,747.00	5.10%
1-2-58196-000	Longevity Pay	76,500.00	76,372.25	76,372.25	127.75	0.00	127.75	0.17%
1-2-58197-000	Holiday Pay	102,300.00	0.00	102,288.60	11.40	0.00	11.40	0.01%
1-2-58197-010	Technology Stipend	4,000.00	325.00	3,640.00	360.00	0.00	360.00	9.00%
1-2-58199-000	Duty Accrual Payout	6,000.00	10,548.60	10,548.60	-4,548.60	0.00	-4,548.60	-75.81%
1-2-58201-000	Retirement (PERS)	932,000.00	84,159.66	905,223.65	26,776.35	0.00	26,776.35	2.87%
1-2-58210-000	ER Deferred Comp Contrib	107,200.00	8,822.75	109,252.66	-2,052.66	0.00	-2,052.66	-1.91%
1-2-58212-000	Health and Life Insurance	1,014,000.00	-7,145.11	995,793.51	18,206.49	0.00	18,206.49	1.80%
1-2-58215-000	HRA-VEBA Contribution	197,900.00	15,558.97	193,452.23	4,447.77	0.00	4,447.77	2.25%
1-2-58220-000	FICA/Medicare PR Taxes	434,000.00	37,674.62	406,306.81	27,693.19	0.00	27,693.19	6.38%
1-2-58221-000	Workers' Comp Insurance	150,000.00	10,080.25	125,254.39	24,745.61	0.00	24,745.61	16.50%
	E1 Sub Totals:	$ 8,503,500.00	$ 647,853.48	$ 8,210,453.73	$ 293,046.27	$ -	$ 293,046.27	3.45%
	MATERIALS & SERVICES							
1-2-58203-000	Physicals and Vaccinations	22,500.00	0.00	21,275.11	1,224.89	0.00	1,224.89	5.44%
1-2-60223-002	Licenses and Fees	7,000.00	5,060.00	5,085.00	1,915.00	1,330.00	585.00	8.36%
1-2-60223-007	Supplies; Operations	5,000.00	198.57	3,679.88	1,320.12	57.68	1,262.44	25.25%
1-2-60224-000	Supplies; Special Projects	7,000.00	633.70	5,223.09	1,776.91	386.26	1,390.65	19.87%
1-2-60225-000	FIRE SUPPRESSION		0.00	0.00	0.00	0.00	0.00	
1-2-60225-001	Personal Protective Equipment	52,800.00	25,296.94	52,814.95	-14.95	0.00	-14.95	-0.03%
1-2-60225-002	Hose and Appliances	17,000.00	6,504.00	8,859.26	8,140.74	0.00	8,140.74	47.89%
1-2-60225-003	Apparatus Equipment	29,500.00	1,771.26	25,540.02	3,959.98	0.00	3,959.98	13.42%
1-2-60225-004	Safety Equipment	11,700.00	345.52	6,481.41	5,218.59	0.00	5,218.59	44.60%
1-2-60225-005	Technical Apparatus Equipment	7,500.00	0.00	3,615.10	3,884.90	0.00	3,884.90	51.80%
1-2-60225-006	Technical Rescue Equipment	6,000.00	-146.66	4,702.09	1,297.91	2,419.27	-1,121.36	-18.69%
1-2-60225-007	Rehabilitation and Consumables	6,000.00	667.14	5,492.51	507.49	0.00	507.49	8.46%
1-2-60225-008	Equip for New Apparatus	40,000.00	36.00	39,202.62	797.38	0.00	797.38	1.99%
1-2-60254-000	M&R; Emergency Response Equip	44,500.00	6,480.69	32,717.31	11,782.69	300.00	11,482.69	25.80%
1-2-60270-000	Contractual & Professional Serv	15,000.00	0.00	10,166.10	4,833.90	0.00	4,833.90	32.23%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-2-60410-000	Membership Dues	1,000.00	0.00	1,107.00	-107.00	0.00	-107.00	-10.70%
1-2-60412-000	Books & Subscriptions	2,000.00	0.00	1,427.27	572.73	0.00	572.73	28.64%
1-2-60500-000	STUDENT FF / VOL GROUP		0.00	0.00	0.00	0.00	0.00	
1-2-65001-000	Vol Pre-Entrance Screening	4,000.00	20.00	7,735.00	-3,735.00	0.00	-3,735.00	-93.38%
1-2-65005-000	Student Firefighter Program	50,000.00	6,295.00	20,684.05	29,315.95	54.61	29,261.34	58.52%
1-2-65007-000	Vol Length of Serv Prg (LOSAP)	5,000.00	0.00	200.00	4,800.00	0.00	4,800.00	96.00%
1-2-65010-000	Scholarship Donations	1,000.00	500.00	1,000.00	0.00	0.00	0.00	0.00%
	E2 Sub Totals:	$ 334,500.00	$ 53,662.16	$ 257,007.77	$ 77,492.23	$ 4,547.82	$ 72,944.41	21.81%
	Operations Total	**$ 8,838,000.00**	**$ 701,515.64**	**$ 8,467,461.50**	**$ 370,538.50**	**$ 4,547.82**	**$ 365,990.68**	**4.14%**
Dept 1-3	**FIRE AND LIFE SAFETY**							
	PERSONNEL SERVICES							
1-3-53150-000	Fire Marshal	123,500.00	9,499.20	123,489.62	10.38	0.00	10.38	0.01%
1-3-53153-000	Deputy Fire Marshals	201,200.00	15,478.41	201,219.34	-19.34	0.00	-19.34	-0.01%
1-3-53155-000	Fire Life Safety Specialist	76,400.00	5,798.40	72,308.00	4,092.00	0.00	4,092.00	5.36%
1-3-55147-000	Administrative Assistant	54,100.00	4,163.23	54,121.70	-21.70	0.00	-21.70	-0.04%
1-3-58192-000	Overtime	18,000.00	580.44	6,714.11	11,285.89	0.00	11,285.89	62.70%
1-3-58194-000	Ed/EMS Incentive	31,000.00	2,386.00	30,957.00	43.00	0.00	43.00	0.14%
1-3-58196-000	Longevity Pay	2,500.00	2,514.90	2,514.90	-14.90	0.00	-14.90	-0.60%
1-3-58197-010	Technology Stipend	3,000.00	260.00	3,055.00	-55.00	0.00	-55.00	-1.83%
1-3-58198-001	Fire Investigator On Call Pay	15,000.00	1,542.00	13,494.75	1,505.25	0.00	1,505.25	10.04%
1-3-58199-000	Duty Accrual Payout	8,000.00	10,092.90	10,092.90	-2,092.90	0.00	-2,092.90	-26.16%
1-3-58201-000	Retirement (PERS)	94,300.00	9,510.43	91,721.18	2,578.82	0.00	2,578.82	2.73%
1-3-58210-000	ER Deferred Comp Contrib	11,300.00	752.00	7,441.93	3,858.07	0.00	3,858.07	34.14%
1-3-58212-000	Health and Life Insurance	102,800.00	-346.26	102,741.60	58.40	0.00	58.40	0.06%
1-3-58215-000	HRA-VEBA Contribution	19,800.00	1,600.21	19,471.89	328.11	0.00	328.11	1.66%
1-3-58220-000	FICA/Medicare PR Taxes	40,800.00	3,943.78	38,442.10	2,357.90	0.00	2,357.90	5.78%
1-3-58221-000	Workers' Comp Insurance	1,000.00	54.29	760.56	239.44	0.00	239.44	23.94%
	E1 Sub Totals:	$ 802,700.00	$ 67,829.93	$ 778,546.58	$ 24,153.42	$ -	$ 24,153.42	3.01%
	MATERIALS & SERVICES							
1-3-58203-000	Physicals and Vaccinations	2,000.00	0.00	1,770.00	230.00	0.00	230.00	11.50%
1-3-60220-000	Printing	1,500.00	0.00	1,735.83	-235.83	0.00	-235.83	-15.72%
1-3-60223-002	Licenses and Fees	1,000.00	0.00	505.00	495.00	0.00	495.00	49.50%
1-3-60223-004	Supplies; FLS	10,000.00	222.90	2,276.47	7,723.53	344.75	7,378.78	73.79%
1-3-60223-005	Supplies; Public Ed Materials	7,000.00	0.00	4,470.06	2,529.94	0.00	2,529.94	36.14%
1-3-60223-009	Community Fire Prev & Safety	90,000.00	11,078.01	51,398.95	38,601.05	0.00	38,601.05	42.89%
1-3-60270-000	Contractual & Professional Serv	10,000.00	0.00	14,414.93	-4,414.93	0.00	-4,414.93	-44.15%
1-3-60410-000	Membership Dues	3,500.00	0.00	1,229.00	2,271.00	0.00	2,271.00	64.89%
1-3-60412-000	Books & Subscriptions	3,500.00	0.00	1,855.00	1,645.00	59.00	1,586.00	45.31%
1-3-60430-000	Advertising	9,000.00	0.00	2,075.00	6,925.00	0.00	6,925.00	76.94%
	E2 Sub Totals:	$ 137,500.00	$ 11,300.91	$ 81,730.24	$ 55,769.76	$ 403.75	$ 55,366.01	40.27%
	Fire and Life Safety Total	**$ 940,200.00**	**$ 79,130.84**	**$ 860,276.82**	**$ 79,923.18**	**$ 403.75**	**$ 79,519.43**	**8.46%**
Dept 1-4	**TRAINING**							
	PERSONNEL SERVICES							
1-4-55143-000	Div Chief Training and Safety	117,600.00	9,049.60	117,644.80	-44.80	0.00	-44.80	-0.04%
1-4-55147-000	Admininistrative Assistant	54,100.00	4,163.20	54,121.63	-21.63	0.00	-21.63	-0.04%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-4-58192-000	Overtime; Non Trng Dept Staff	76,000.00	11,509.70	65,105.61	10,894.39	0.00	10,894.39	14.33%
1-4-58195-000	Ed/EMS Incentive	10,800.00	828.00	10,764.00	36.00	0.00	36.00	0.33%
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	6,000.00	339.36	339.36	5,660.64	0.00	5,660.64	94.34%
1-4-58201-000	Retirement (PERS)	37,700.00	3,519.86	32,798.19	4,901.81	0.00	4,901.81	13.00%
1-4-58210-000	ER Deferred Comp Contrib	6,400.00	705.25	6,878.78	-478.78	0.00	-478.78	-7.48%
1-4-58212-000	Health and Life Insurance	30,400.00	-101.28	30,374.40	25.60	0.00	25.60	0.08%
1-4-58215-000	HRA-VEBA Contribution	7,900.00	979.82	9,518.53	-1,618.53	0.00	-1,618.53	-20.49%
1-4-58220-000	FICA/Medicare PR Taxes	20,300.00	1,966.98	16,651.61	3,648.39	0.00	3,648.39	17.97%
1-4-58221-000	Workers' Comp Insurance	6,000.00	478.00	4,681.94	1,318.06	0.00	1,318.06	21.97%
	E1 Sub Totals:	$ 374,000.00	$ 33,503.49	$ 349,658.85	$ 24,341.15	$ -	$ 24,341.15	6.51%
	MATERIALS & SERVICES							
1-4-58203-000	Physicals and Vaccinations	500.00	0.00	565.00	-65.00	0.00	-65.00	-13.00%
1-4-60223-002	Licenses and Fees	500.00	40.00	320.00	180.00	0.00	180.00	36.00%
1-4-60223-012	Supplies; Training & Safety	23,000.00	271.77	7,130.40	15,869.60	0.00	15,869.60	69.00%
1-4-60223-014	Training Props & Equipment	9,000.00	5,968.00	9,228.28	-228.28	0.00	-228.28	-2.54%
1-4-60254-000	M&R; Training Equip & Props	1,000.00	0.00	1,447.10	-447.10	0.00	-447.10	-44.71%
1-4-60265-000	Health and Wellness	5,000.00	855.26	1,706.26	3,293.74	0.00	3,293.74	65.87%
1-4-60270-000	Contractual & Professional Serv	15,000.00	0.00	8,000.00	7,000.00	0.00	7,000.00	46.67%
1-4-60410-000	Membership Dues	1,000.00	0.00	660.00	340.00	0.00	340.00	34.00%
1-4-60412-000	Books & Subscriptions	4,000.00	460.00	2,225.80	1,774.20	0.00	1,774.20	44.36%
1-4-60449-000	Meeting Travel Expenses	8,000.00	532.00	5,189.67	2,810.33	9.00	2,801.33	35.02%
1-4-60455-001	Training/Conferences; Adm & Ldrship	30,000.00	6,556.78	41,728.94	-11,728.94	602.50	-12,331.44	-41.10%
1-4-60455-002	Training/Conferences; Board	2,500.00	0.00	1,573.66	926.34	0.00	926.34	37.05%
1-4-60455-003	Training/Conferences; Op's	30,000.00	1,409.30	19,629.26	10,370.74	0.00	10,370.74	34.57%
1-4-60455-004	Training/Conferences; FLS	10,000.00	901.75	6,945.90	3,054.10	0.00	3,054.10	30.54%
1-4-60455-006	Training/Conferences; Student's & Vol's	6,500.00	245.00	4,823.72	1,676.28	0.00	1,676.28	25.79%
1-4-60455-007	Training/Conferences; Technology	5,000.00	258.00	1,032.55	3,967.45	36.00	3,931.45	78.63%
1-4-60455-008	Trng/Conferences; EMS	8,000.00	352.50	3,172.30	4,827.70	0.00	4,827.70	60.35%
	E2 Sub Totals:	$ 159,000.00	$ 17,850.36	$ 115,378.84	$ 43,621.16	$ 647.50	$ 42,973.66	27.03%
	Training Total	**$ 533,000.00**	**$ 51,353.85**	**$ 465,037.69**	**$ 67,962.31**	**$ 647.50**	**$ 67,314.81**	**12.63%**
Dept 1-5	**SUPPORT SERVICES**							
	PERSONNEL SERVICES							
1-5-57125-000	Facilities/Logistics Manager	69,500.00	5,347.20	69,513.60	-13.60	0.00	-13.60	-0.02%
1-5-58196-000	Longevity Pay	1,700.00	1,737.30	1,737.30	-37.30	0.00	-37.30	-2.19%
1-5-58197-010	Technology Stipend	800.00	65.00	780.00	20.00	0.00	20.00	2.50%
1-5-58201-000	Retirement (PERS)	6,000.00	596.27	6,007.41	-7.41	0.00	-7.41	-0.12%
1-5-58210-000	ER Deferred Comp Contrib	3,100.00	260.00	3,120.00	-20.00	0.00	-20.00	-0.65%
1-5-58212-000	Health and Life Insurance	16,000.00	-52.97	15,859.08	140.92	0.00	140.92	0.88%
1-5-58215-000	HRA-VEBA Contribution	3,900.00	329.80	3,957.60	-57.60	0.00	-57.60	-1.48%
1-5-58220-000	FICA/Medicare PR Taxes	5,500.00	542.88	5,461.72	38.28	0.00	38.28	0.70%
1-5-58221-000	Workers' Comp Insurance	500.00	9.70	108.69	391.31	0.00	391.31	78.26%
	E1 Sub Totals:	$ 107,000.00	$ 8,835.18	$ 106,545.40	$ 454.60	$ -	$ 454.60	0.42%
	MATERIALS & SERVICES							
1-5-58213-000	Uniforms	30,000.00	33.06	36,680.33	-6,680.33	0.00	-6,680.33	-22.27%
1-5-60221-000	Janitorial and Laundry Services	30,000.00	3,028.12	28,058.50	1,941.50	0.00	1,941.50	6.47%
1-5-60223-003	Supplies; Medical	60,000.00	4,144.70	70,374.92	-10,374.92	3,088.82	-13,463.74	-22.44%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
1-5-60223-008	Supplies; Station Consumables	6,000.00	230.76	2,758.78	3,241.22	161.82	3,079.40	51.32%
1-5-60223-015	Supplies; Furnishings & Appliances	25,000.00	2,853.62	30,004.36	-5,004.36	0.00	-5,004.36	-20.02%
1-5-60223-016	Supplies; Facilities	10,000.00	271.30	3,327.48	6,672.52	6.99	6,665.53	66.66%
1-5-60230-000	Fuel and Lubricants	80,000.00	4,771.16	56,342.69	23,657.31	5,763.06	17,894.25	22.37%
1-5-60250-000	M&R; Apparatus & Vehicles	200,000.00	29,673.84	203,716.50	-3,716.50	125.95	-3,842.45	-1.92%
1-5-60251-110	Building & Grounds; WC Station	24,000.00	1,804.51	32,745.75	-8,745.75	0.00	-8,745.75	-36.44%
1-5-60251-111	Building & Grounds; CP Station	32,000.00	3,185.72	23,124.60	8,875.40	0.00	8,875.40	27.74%
1-5-60251-112	Building & Grounds; DB Station	12,500.00	944.44	13,172.63	-672.63	0.00	-672.63	-5.38%
1-5-60251-113	Building & Grounds; SV Station	5,000.00	384.18	11,103.51	-6,103.51	23.25	-6,126.76	-122.54%
1-5-60251-114	Building & Grounds; GH Station	9,000.00	1,770.36	15,453.77	-6,453.77	0.00	-6,453.77	-71.71%
1-5-60251-115	Building & Grounds; AL Station	5,000.00	338.54	2,252.52	2,747.48	0.00	2,747.48	54.95%
1-5-60251-116	Building & Grounds; EP Station	20,000.00	420.00	7,094.37	12,905.63	26.37	12,879.26	64.40%
1-5-60251-117	Building & Grounds; TR Station	10,000.00	217.36	2,254.54	7,745.46	0.00	7,745.46	77.45%
1-5-60251-120	Building & Grounds; TRNG Center	5,000.00	134.54	1,186.55	3,813.45	0.00	3,813.45	76.27%
1-5-60251-121	Building & Grounds; ADM Bldg	22,300.00	977.27	30,638.37	-8,338.37	0.00	-8,338.37	-37.39%
1-5-60251-122	Building & Grounds; LOG Warehouse	2,500.00	0.00	3,794.72	-1,294.72	0.00	-1,294.72	-51.79%
1-5-60251-123	Building & Grounds; Fire Science Bldg	2,000.00	253.08	3,457.10	-1,457.10	0.00	-1,457.10	-72.86%
1-5-60254-000	M&R; District Equipment	7,500.00	678.56	7,252.84	247.16	0.00	247.16	3.30%
1-5-60255-000	M&R; Appliances/Furnishings	5,000.00	355.80	1,277.60	3,722.40	0.00	3,722.40	74.45%
1-5-60270-000	Contractual & Professional Serv	7,000.00	0.00	5,157.50	1,842.50	0.00	1,842.50	26.32%
1-5-60410-000	Membership and Certifications	100.00	0.00	0.00	100.00	0.00	100.00	100.00%
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	32,000.00	2,168.19	31,927.77	72.23	0.00	72.23	0.23%
1-5-60500-111	Utilities; CP	22,000.00	1,519.04	21,011.45	988.55	0.00	988.55	4.49%
1-5-60500-112	Utilities; DB	14,000.00	438.56	8,328.52	5,671.48	0.00	5,671.48	40.51%
1-5-60500-113	Utilities; SV	14,000.00	433.41	11,480.64	2,519.36	0.00	2,519.36	18.00%
1-5-60500-114	Utilities; GH	14,000.00	864.05	10,870.33	3,129.67	0.00	3,129.67	22.35%
1-5-60500-115	Utilities; AL	10,000.00	273.43	7,794.00	2,206.00	0.00	2,206.00	22.06%
1-5-60500-116	Utilities; EP	20,000.00	1,684.47	20,111.45	-111.45	0.00	-111.45	-0.56%
1-5-60500-117	Utilities; TR	10,000.00	937.85	10,764.84	-764.84	0.00	-764.84	-7.65%
1-5-60500-120	Utilities; TC	12,000.00	1,169.38	15,079.02	-3,079.02	0.00	-3,079.02	-25.66%
1-5-60500-121	Utilities; ADM Bldg	37,000.00	3,079.50	37,041.24	-41.24	0.00	-41.24	-0.11%
1-5-60500-123	Utilities; Fire Science Bldg	5,000.00	232.25	1,358.18	3,641.82	0.00	3,641.82	72.84%
	E2 Sub Totals:	$ 800,000.00	$ 69,271.05	$ 766,997.37	$ 33,002.63	$ 9,196.26	$ 23,806.37	2.98%
	Support Services Total	**$ 907,000.00**	**$ 78,106.23**	**$ 873,542.77**	**$ 33,457.23**	**$ 9,196.26**	**$ 24,260.97**	**2.67%**
Dept 1-7	**TECHNOLOGY**							
	PERSONNEL SERVICES							
1-7-51145-000	Info Tech Administrator	95,800.00	7,371.21	95,825.61	-25.61	0.00	-25.61	-0.03%
1-7-58194-000	Ed Incentive	3,300.00	258.00	3,354.00	-54.00	0.00	-54.00	-1.64%
1-7-58196-000	Longevity Pay	1,200.00	1,197.60	1,197.60	2.40	0.00	2.40	0.20%
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)	8,400.00	736.16	8,397.08	2.92	0.00	2.92	0.03%
1-7-58210-000	ER Deferred Comp Contrib	4,400.00	360.00	4,321.63	78.37	0.00	78.37	1.78%
1-7-58212-000	Health and Life Insurances	13,000.00	-41.56	12,573.72	426.28	0.00	426.28	3.28%
1-7-58215-000	HRA-VEBA Contribution	4,000.00	329.80	3,965.05	34.95	0.00	34.95	0.87%
1-7-58220-000	FICA/Medicare PR Taxes	7,600.00	672.08	7,655.32	-55.32	0.00	-55.32	-0.73%
1-7-58221-000	Workers' Comp Insurance	500.00	6.85	100.17	399.83	0.00	399.83	79.97%
	E1 Sub Totals:	$ 139,000.00	$ 10,890.14	$ 137,390.18	$ 1,609.82	$ -	$ 1,609.82	1.16%

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
	MATERIALS & SERVICES							
1-7-60223-011	Supplies; Computers and Tech	37,000.00	3,495.40	36,445.46	554.54	0.00	554.54	1.50%
1-7-60223-013	Supplies; Communication Device	11,000.00	378.00	11,984.27	-984.27	38.88	-1,023.15	-9.30%
1-7-60240-000	Licenses and Subscriptions	121,400.00	6,222.09	70,266.72	51,133.28	40.00	51,093.28	42.09%
1-7-60241-000	Technical Support	8,000.00	0.00	5,224.40	2,775.60	0.00	2,775.60	34.70%
1-7-60252-000	M&R; Office and Tech Equip	7,000.00	273.32	3,329.16	3,670.84	0.00	3,670.84	52.44%
1-7-60253-000	M&R; Communication Devices	5,000.00	1,101.99	5,149.23	-149.23	0.00	-149.23	-2.98%
1-7-60290-000	Communication Services	20,000.00	1,742.32	21,033.88	-1,033.88	0.00	-1,033.88	-5.17%
	E2 Sub Totals:	$ 209,400.00	$ 13,213.12	$ 153,433.12	$ 55,966.88	$ 78.88	$ 55,888.00	26.69%
	Technology Total	**$ 348,400.00**	**$ 24,103.26**	**$ 290,823.30**	**$ 57,576.70**	**$ 78.88**	**$ 57,497.82**	**16.50%**
Dept 1-9	**NON-DEPARTMENTAL**							
	TRANSFERS							
1-9-90300-000	Trsf to Capital Projects Fund	1,546,100.00	0.00	1,546,100.00	0.00	0.00	0.00	0.00%
	E4 Sub Totals:	$ 1,546,100.00	$ -	$ 1,546,100.00	$ -	$ -	$ -	0.00%
	OPERATING CONTINGENCY							
1-9-80070-000	Operating Contingency	1,212,800.00	0.00	0.00	1,212,800.00	0.00	1,212,800.00	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:	$ 1,237,800.00	$ -	$ -	$ 1,237,800.00	$ -	$ 1,237,800.00	100.00%
	DEBT SERVICE							
1-9-80010-000	Debt Service Principal	242,200.00	0.00	242,195.67	4.33	0.00	4.33	0.00%
1-9-80011-000	Debt Service Interest	19,700.00	0.00	19,624.31	75.69	0.00	75.69	0.38%
	E6 Sub Totals:	$ 261,900.00	$ -	$ 261,819.98	$ 80.02	$ -	$ 80.02	0.03%
	UEFB							
1-9-99000-000	Unapp Ending Fund Balance	3,234,000.00	0.00	0.00	3,234,000.00	0.00	3,234,000.00	100.00%
	E8 Sub Totals:	$ 3,234,000.00	$ -	$ -	$ 3,234,000.00	$ -	$ 3,234,000.00	100.00%
	Non-Departmental Total	**$ 6,279,800.00**	**$ -**	**$ 1,807,919.98**	**$ 4,471,880.02**	**$ -**	**$ 4,471,880.02**	**71.21%**
	General Fund Total	**$ 19,193,100.00**	**$ 1,011,927.51**	**$ 14,020,024.52**	**$ 5,173,075.48**	**$ 16,194.98**	**$ 5,156,880.50**	**26.87%**

		Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	Percent Available
Fund 5	**CAPITAL PROJECTS FUND**							
	CAPITAL OUTLAY							
5-8-70530-000	Department Equipment	100.00	0.00	0.00	100.00	0.00	100.00	100.00%
5-8-70531-000	Apparatus and Vehicles	435,000.00	0.00	421,523.69	13,476.31	0.00	13,476.31	3.10%
5-8-70532-000	Land and Improvements	100,000.00	0.00	21,075.00	78,925.00	49,020.00	29,905.00	29.91%
5-8-70533-000	Bldg Const and Improvements	5,500,000.00	174,471.24	1,733,628.55	3,766,371.45	80,096.77	3,686,274.68	67.02%
	E3 Sub Totals:	$ 6,035,100.00	$ 174,471.24	$ 2,176,227.24	$ 3,858,872.76	$ 129,116.77	$ 3,729,755.99	61.80%
	OPERATING CONTINGENCY							
5-8-80070-000	Contingency	244,400.00	-	-	244,400.00	-	244,400.00	100.00%
	E5 Sub Totals:	$ 244,400.00	$ -	$ -	$ 244,400.00	$ -	$ 244,400.00	100.00%
	RESERVE FUND BALANCE							
5-8-99000-000	Resv for Future/End Fund Bal	3,164,400.00	-	-	3,164,400.00	-	3,164,400.00	100.00%
	E9 Sub Totals:	$ 3,164,400.00	$ -	$ -	$ 3,164,400.00	$ -	$ 3,164,400.00	100.00%
	Capital Fund Total	**$ 9,443,900.00**	**$ 174,471.24**	**$ 2,176,227.24**	**$ 7,267,672.76**	**$ 129,116.77**	**$ 7,138,555.99**	**75.59%**
	Report Totals:	**$ 28,637,000.00**	**$ 1,186,398.75**	**$ 16,196,251.76**	**$ 12,440,748.24**	**$ 145,311.75**	**$ 12,295,436.49**	**42.94%**

Accounts Payable

Transactions by Account and Department

Period: 12 - JUNE

Fiscal Year 2018-2019

Jackson County Fire District 3

Account No	Vendor	Description	GL Date	Check No	Amount
GENERAL FUND					
ADMINISTRATION DEPARTMENT					
1-1-60220-000	Minuteman Press	Business Cards for Da Hoffman (250)	06/10/2019	39762	40.00
1-1-60220-000	Minuteman Press	Business Cards for Downing (250)	06/10/2019	39762	40.00
1-1-60220-000	Petty Cash - Steve Darnell	Photo Prints (2) for Student New Hire Wall	06/27/2019	39841	1.18
1-1-60222-000	Office Depot	Office Supplies	06/10/2019	39767	43.86
1-1-60222-000	Office Depot	Office Supplies	06/27/2019	39836	62.60
1-1-60222-000	Office Depot	Toner Cartridge	06/27/2019	39836	84.38
1-1-60222-000	Office Depot	Office Supplies	06/27/2019	39836	59.40
1-1-60223-001	Jackson County Clerk	BOD Elections (Tonn, Leavens, Dimick)	06/27/2019	39832	11,305.64
1-1-60223-001	Superior Stamp and Sign	Notary Stamp for Calvert	06/10/2019	39786	29.75
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Snacks for May Budget Meeting	06/13/2019	0	80.90
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Snacks for April BOD/Budget Meeting	06/13/2019	0	71.63
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Snacks for April BOD Meeting	06/13/2019	0	17.97
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Working Lunch for Chief Meeting (5)	06/13/2019	0	50.15
1-1-60223-001	Wells Fargo Bank Visa Cards	MC Visa; Snacks for Scenic Ave Station Community Mtg	06/13/2019	0	31.98
1-1-60223-002	Oregon Dept of Transportation	GH Land Use Permit Fee	06/27/2019	39837	150.00
1-1-60223-002	PacificSource Administrators	Flex Spending Admin Fee	06/27/2019	39854	110.00
1-1-60270-000	Bravio Communications, LLC	May Lobbyist/Legislative Services	06/10/2019	39736	1,000.00
1-1-60270-000	Bravio Communications, LLC	June Lobbyist/Legislative Services	06/27/2019	39814	1,000.00
1-1-60270-000	Richard Brewster, CPA, PC	2017/18 FY Financial Audit Review	06/10/2019	39774	9,100.00
1-1-60270-000	Centerpoint	EAP Services for June	06/10/2019	39738	2,140.00
1-1-60270-000	Michael House	Consultation for CP Ventilation	06/10/2019	39752	65.00
1-1-60270-000	Michael House	Consultation for EP Ventilation	06/10/2019	39752	65.00
1-1-60270-000	Michael House	Construction Consultation for Scenic Station	06/10/2019	39752	520.00
1-1-60270-000	Michael House	Consultation for EP Ventilation	06/20/2019	39802	65.00
1-1-60270-000	Michael House	Construction Consultation for Scenic Station	06/20/2019	39802	552.50
1-1-60270-000	Ogletree Deakins	Labor/Mgmt Consult/Trng w/CO's	06/10/2019	39768	2,339.60
1-1-60270-000	Ogletree Deakins	Labor/Mgmt Relations Trng for FO1-RITA	06/10/2019	39768	2,339.59
1-1-60410-000	Chamber of Medford/Jackson Co.	Medford Chamber/Jackson County Membership Dues	06/20/2019	39799	325.00
1-1-60412-000	Wells Fargo Bank Visa Cards	SM Visa; 2019 Leave Laws Handbook	06/13/2019	0	45.00
1-1-60412-000	Wells Fargo Bank Visa Cards	MC Visa; Annual Dropbox Subscription	06/13/2019	0	99.00
1-1-60412-000	Wells Fargo Bank Visa Cards	SM Visa; Annual Amazon Prime Membership for District	06/13/2019	0	119.00
1-1-60430-001	Rosebud Media	May BOD Meeting Notice	06/10/2019	39780	46.54
1-1-60430-001	Rosebud Media	Publication of 2019/20 FY Local Budget Summary	06/27/2019	39845	864.24
1-1-60490-000	David M. Corey Ph.D., P.C.	Pre-Offer Eval Phase I/II for Platt	06/27/2019	39824	110.00
1-1-60490-000	Rosebud Media	Civil Service Commissioner Position Opening Notice	06/27/2019	39845	119.27
1-1-60491-000	Petty Cash - Steve Darnell	Postage	06/27/2019	39841	5.19
1-1-60491-000	UPS	May Shipping Charges	06/10/2019	39787	53.80
1-1-60491-000	UPS	June Shipping Charges	06/27/2019	39848	53.80
				Sub Total Dept 1:	**$33,206.97**

Account No	Vendor	Description	GL Date	Check No	Amount
OPERATIONS DEPARTMENT					
1-2-58212-000	Regence Blue Cross	June Health Ins Prem Credit - Rose	06/25/2019	0	-1,748.10
1-2-58212-000	Regence Blue Cross	June Health Ins Prem Credit - Harper	06/25/2019	0	-1,748.10
1-2-58212-000	Special Districts	June Dental Ins Prem Credit - Harper	06/27/2019	39847	-196.46
1-2-58212-000	Special Districts	June Dental Ins Prem Credit - Rose	06/27/2019	39847	-196.46
1-2-60223-002	Rick Sheridan	Reimb Recertification Fee for EMT	06/10/2019	39783	55.00
1-2-60223-002	Wells Fargo Bank Visa Cards	SM Visa; Recertification Fee for Paramedic (2)	06/13/2019	0	300.00
1-2-60223-002	Wells Fargo Bank Visa Cards	MH Visa; Ambulance Service Operator Renewal	06/13/2019	0	250.00
1-2-60223-002	Wells Fargo Bank Visa Cards	DB Visa; Recertification Fee for AEMT-I (8)	06/13/2019	0	680.00
1-2-60223-002	Wells Fargo Bank Visa Cards	SM Visa; Recertification Fee for EMT (4)	06/13/2019	0	220.00
1-2-60223-002	Wells Fargo Bank Visa Cards	MH Visa; Ambulance License Renewal	06/13/2019	0	160.00
1-2-60223-002	Wells Fargo Bank Visa Cards	SM Visa; Recertification Fee for AEMT-I (2)	06/13/2019	0	170.00
1-2-60223-002	Wells Fargo Bank Visa Cards	DB Visa; Recertification Fee for EMT (15)	06/13/2019	0	825.00
1-2-60223-002	Wells Fargo Bank Visa Cards	DB Visa; Recertification Fee for Paramedic (16)	06/13/2019	0	2,400.00
1-2-60223-007	Eagle Point Hardware	Rakes (6) for Structural Protection	06/10/2019	39750	101.94
1-2-60223-007	Petty Cash - Steve Darnell	Snacks for Insurance Listening Session	06/27/2019	39841	10.00
1-2-60223-007	Petty Cash - Steve Darnell	Snacks for Supervisors Meeting	06/27/2019	39841	14.85
1-2-60223-007	Petty Cash - Steve Darnell	Meal for Family Who Lost Oven During Fire #2019-187	06/27/2019	39841	45.00
1-2-60223-007	Petty Cash - Steve Darnell	Snacks for Supervisors Meeting	06/27/2019	39841	11.80
1-2-60223-007	Petty Cash - Steve Darnell	Snacks for Easter Event	06/27/2019	39841	14.98
1-2-60224-000	Life Assist, Inc.	EMS Backpack Project for Vol Engine	06/27/2019	39833	633.70
1-2-60225-001	Paul Conway Shields	Helmet Shield for Acting BC Allen	06/10/2019	39772	66.49
1-2-60225-001	Sea Western Fire Fighting Equipment	Turnout Sets (10)	06/10/2019	39782	25,230.45
1-2-60225-002	Cascade Fire Equipment	2-1/2" Hose and Nozzle Project	06/27/2019	39817	6,504.00
1-2-60225-003	Army Navy Store	Tool Holder for Engines	06/27/2019	39811	58.27
1-2-60225-003	Petty Cash - Steve Darnell	iPhone Mount for #7701	06/27/2019	39841	12.99
1-2-60225-003	ZOLL Medical Corporation	Cables for new AED's	06/27/2019	39851	1,700.00
1-2-60225-004	Batteries Plus	Batteries for Flashlights	06/10/2019	39734	27.90
1-2-60225-004	Coastal - White City	Flashlights (6)	06/27/2019	39821	59.98
1-2-60225-004	Wells Fargo Bank Visa Cards	DH Visa; Wildland Headlamps	06/13/2019	0	198.80
1-2-60225-004	WCP Solutions	Restock Batteries	06/10/2019	39789	58.84
1-2-60225-006	Petty Cash - Steve Darnell	Teflon Tape for Pump Testing Station	06/27/2019	39841	3.34
1-2-60225-007	Pepsi-Cola	Restock Rehab Gatorade	06/27/2019	39840	698.74
1-2-60225-007	Petty Cash - Steve Darnell	Rehab Meal for Crew	06/27/2019	39841	28.00
1-2-60225-008	Petty Cash - Steve Darnell	Keys/Locks for Narcotics Boxes on New Engines	06/27/2019	39841	34.00
1-2-60225-008	Petty Cash - Steve Darnell	Trash Cans Inside Engines	06/27/2019	39841	2.00
1-2-60254-000	Cascade Fire Equipment	Repair SCBA Bottle	06/27/2019	39817	34.60
1-2-60254-000	Cascade Fire Equipment	Repair SCBA Pack	06/27/2019	39817	15.80
1-2-60254-000	Fire Rescue Equipment NW, LLC	Annual Maintenance of Holmatro Extrication Equipment	06/27/2019	39827	4,943.00
1-2-60254-000	Northwest Safety Clean	Turnout Cleaning/Repair	06/10/2019	39766	46.69
1-2-65001-000	David M. Corey Ph.D., P.C.	Pre-Offer Eval Phase I for Vol Allen	06/27/2019	39824	20.00
1-2-65005-000	Rogue Community College	Tuition Credits Applied to Spring Term	06/10/2019	39775	-2,675.00
1-2-65005-000	Rogue Community College	Spring Term Tuition for (7) Students	06/10/2019	39775	8,535.00
1-2-65005-000	Rogue Community College	Spring Term Usage Fee Coupons for (5) Students	06/10/2019	39775	500.00
1-2-65010-000	Crater Foundation	Annual Scholarship Donation	06/27/2019	39822	500.00
				Sub Total Dept 2:	**$48,607.04**

Account No	Vendor	Description	GL Date	Check No	Amount
FIRE AND LIFE SAFETY DEPARTMENT					
1-3-60223-004	Cascade Fire Equipment	Wildfire Helmet for Murdock	06/10/2019	39737	56.00
1-3-60223-004	Wells Fargo Bank Visa Cards	JP Visa; Canvas Prints (5) for THFT Gifts	06/13/2019	0	166.90
1-3-60223-009	Hardcastles	Utility Dump Trailer for Fuels Reduction/Comm Risk Prg	06/20/2019	39801	4,547.63
1-3-60223-009	Jackson County Expo	Fuels Reduction and Maintenance Work at JC Expo	06/20/2019	39804	5,000.00
1-3-60223-009	Lowe's Business Acct/Syncb	Smoke Alarms (96)	06/10/2019	39759	1,512.00
1-3-60223-009	Petty Cash - Steve Darnell	Snacks for Fire Resistant Plant Tour at W Pine Terrace	06/27/2019	39841	18.38
				Sub Total Dept 3:	**$11,300.91**
TRAINING DEPARTMENT					
1-4-60223-002	DPSST	Certification Fingerprinting for Vol Grossman	06/27/2019	39826	40.00
1-4-60223-012	Eagle Point Hardware	Knee Pads (3) for Nozzle Forward Training	06/10/2019	39750	71.97
1-4-60223-012	Grange Co-op	Straw Bales for Live Fire Training	06/27/2019	39829	199.80
1-4-60223-014	Life Assist, Inc.	HeartStart Pads Adapter for EMS Training	06/27/2019	39833	28.00
1-4-60223-014	7-SIGMA, Inc.	Partial Torso Airway Trainer/Case	06/27/2019	39807	3,295.00
1-4-60265-000	Wells Fargo Bank Visa Cards	MC Visa; Fitness Equipment for Stations	06/13/2019	0	855.26
1-4-60412-000	Ginger Johnson	Connectivity Canon Books for Stations (4)	06/10/2019	39756	80.00
1-4-60412-000	Ginger Johnson	Connectivity Canon Books for Individuals (19)	06/10/2019	39756	380.00
1-4-60449-000	Wells Fargo Bank Visa Cards	DB Visa; Ldg at OSFM IMT Conference in Canyonville	06/13/2019	0	212.80
1-4-60449-000	Wells Fargo Bank Visa Cards	MH Visa; Ldg at OSFM IMT Conference in Canyonville	06/13/2019	0	319.20
1-4-60455-001	David Blakely	Meals at NW Fire Tech Summit in Salem	06/20/2019	39798	46.00
1-4-60455-001	Stephanie Cowan	Meals at NW Fire Tech Summit in Salem	06/20/2019	39800	46.00
1-4-60455-001	Heather Sears	Meals at NW Fire Tech Summit in Salem	06/20/2019	39805	46.00
1-4-60455-001	Rogue Community College	Spring 2019 Tuition for Blakely Towards BA Degree	06/10/2019	39775	1,052.00
1-4-60455-001	Rogue Interagency Training Association	RV Fire Officer Academy for Cummings	06/10/2019	39778	489.00
1-4-60455-001	Rogue Interagency Training Association	RV Fire Officer Academy for Gobel	06/10/2019	39778	489.00
1-4-60455-001	Rogue Interagency Training Association	RV Fire Officer Academy for Tomasello	06/10/2019	39778	489.00
1-4-60455-001	Rogue Interagency Training Association	RV Fire Officer Academy for Kerley	06/10/2019	39778	489.00
1-4-60455-001	Rogue Interagency Training Association	RV Fire Officer Academy for Harrington	06/10/2019	39778	489.00
1-4-60455-001	Wells Fargo Bank Visa Cards	MH Visa; Airfare from FORCE Conference	06/13/2019	0	180.50
1-4-60455-001	Wells Fargo Bank Visa Cards	BH Visa; Ldg at WFCA Presidents Forum in Sisters	06/13/2019	0	538.44
1-4-60455-001	Wells Fargo Bank Visa Cards	SC Visa; Ldg at OFSOA Spring Workshop in Albany	06/13/2019	0	248.08
1-4-60455-001	Wells Fargo Bank Visa Cards	BH Visa; Balance Ldg at FORCE Conference	06/13/2019	0	303.60
1-4-60455-001	Wells Fargo Bank Visa Cards	DB Visa; Credit Ldg at OFCA Spring Conf for Horton	06/13/2019	0	-1,056.66
1-4-60455-001	Wells Fargo Bank Visa Cards	BH Visa; Airfare to/from FORCE Conference	06/13/2019	0	420.50
1-4-60455-001	Wells Fargo Bank Visa Cards	MH Visa; Airfare to FORCE Conference	06/13/2019	0	174.00
1-4-60455-001	Wells Fargo Bank Visa Cards	DB Visa; Ldg at OFCA Spring Conf for Horton	06/13/2019	0	1,056.66
1-4-60455-001	Wells Fargo Bank Visa Cards	BH Visa; Balance Ldg at OFCA Spring Conference	06/13/2019	0	1,056.66
1-4-60455-003	Across the Street Productions	Blue Card Online AIC Training for Cummings	06/27/2019	39808	346.50
1-4-60455-003	Rogue Community College	S-290 Intermediate Fire Behavior Class for Manning	06/10/2019	39775	225.00
1-4-60455-003	Rogue Community College	I-400 Advanced ICS Class for Cohee	06/10/2019	39775	175.00
1-4-60455-003	Rogue Community College	I-300 Intermediate ICS Class for Tomasello	06/10/2019	39775	250.00
1-4-60455-003	Rogue Community College	S-230 Wildland Crew Boss Class for Vait	06/10/2019	39775	200.00
1-4-60455-003	Wells Fargo Bank Visa Cards	MyH Visa; Ldg at Task Force Leader Symposium	06/13/2019	0	106.40
1-4-60455-003	Wells Fargo Bank Visa Cards	MiC Visa; Ldg at Task Force Leader Symposium	06/13/2019	0	106.40
1-4-60455-004	Wells Fargo Bank Visa Cards	JP Visa; Fuel to/from OFMA Ann Business Mtg in Newport	06/13/2019	0	103.69
1-4-60455-004	Wells Fargo Bank Visa Cards	JP Visa; Ldg at OFMA Annual Business Mtg/ABlakely	06/13/2019	0	220.38
1-4-60455-004	Wells Fargo Bank Visa Cards	JP Visa; Ldg at OFMA Ann Business Mtg in Newport	06/13/2019	0	357.30
1-4-60455-004	Wells Fargo Bank Visa Cards	JP Visa; Ldg at OFMA Annual Business Mtg/Northrop	06/13/2019	0	220.38
1-4-60455-006	Rogue Community College	EMS Skills Lab for Volunteers	06/27/2019	39843	245.00

Account No	Vendor	Description	GL Date	Check No	Amount
1-4-60455-007	Wells Fargo Bank Visa Cards	PR Visa; Parking Fee at NW Fire & Rescue Expo in Portland	06/13/2019	0	10.00
1-4-60455-007	Wells Fargo Bank Visa Cards	PR Visa; Fuel at NW Fire & Rescue Expo in Portland	06/13/2019	0	64.67
1-4-60455-007	Wells Fargo Bank Visa Cards	PR Visa; Ldg at NW Fire & Rescue Expo in Portland	06/13/2019	0	183.33
1-4-60455-008	Cody Clark	50% Reimb for EMT-I Spring Term Tuition at RCC	06/10/2019	39745	352.50
				Sub Total Dept 4:	**$15,205.36**
SUPPORT SERVICES DEPARTMENT					
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at ADM	06/10/2019	39741	781.05
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at CP	06/10/2019	39741	393.90
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at TR	06/10/2019	39741	362.22
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at WC	06/10/2019	39741	636.69
1-5-60221-000	Cintas	May Janitorial Supplies/Laundry Service at EP	06/10/2019	39741	349.69
1-5-60221-000	Eagle Point Hardware	Floor Scrub Brushes/Handles (2)	06/10/2019	39750	31.16
1-5-60221-000	Northwest Safety Clean	Turnout Cleaning Fluid (4 Gal)	06/10/2019	39766	163.67
1-5-60221-000	WCP Solutions	AP Cleaner/Bleach/Fabric Softener/Dishwashing Detergent	06/10/2019	39789	309.74
1-5-60223-003	Airgas USA, LLC	May Medical Cylinder Rental (CP)	06/27/2019	39809	66.13
1-5-60223-003	Airgas USA, LLC	May Medical Cylinder Rental (WC)	06/27/2019	39809	184.85
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/10/2019	39735	16.70
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/10/2019	39735	115.55
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/10/2019	39735	135.90
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/27/2019	39813	58.74
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/27/2019	39813	874.95
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/27/2019	39813	116.06
1-5-60223-003	Bound Tree Medical, LLC	Medical Supplies	06/27/2019	39813	189.90
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1270	06/27/2019	39835	391.85
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1266 Final	06/27/2019	39835	652.32
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1273	06/27/2019	39835	591.75
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1264 Partial	06/27/2019	39835	85.00
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1258 Final	06/27/2019	39835	9.15
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1274 Partial	06/27/2019	39835	48.15
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - No Req	06/27/2019	39835	487.55
1-5-60223-003	Mercy Flights Inc.	Medical Supplies - Req 1264 Partial	06/27/2019	39835	20.30
1-5-60223-003	Rogue Disposal Environmental Services	Bio-Waste Disposal at WC	06/10/2019	39777	52.23
1-5-60223-003	WCP Solutions	Baby Wipes for Medical Response	06/10/2019	39789	47.62
1-5-60223-008	Wells Fargo Bank Visa Cards	DH Visa; Restock Station Coffee (24)	06/13/2019	0	215.76
1-5-60223-008	WCP Solutions	Station Creamer	06/10/2019	39789	15.00
1-5-60223-015	Petty Cash - Steve Darnell	Bowls/Plates for TR	06/27/2019	39841	20.00
1-5-60223-015	Petty Cash - Steve Darnell	Coffee Pot for EP	06/27/2019	39841	9.78
1-5-60223-015	Wells Fargo Bank Visa Cards	JuB Visa; TV Wall Mount for FSEB	06/13/2019	0	15.99
1-5-60223-015	Wells Fargo Bank Visa Cards	JP Visa; Replacement Chairs for Crater Lake Room (10)	06/13/2019	0	1,899.90
1-5-60223-015	West Coast Appliance	New Dishwasher at EP	06/10/2019	39790	448.95
1-5-60223-015	WCP Solutions	Back Pack Vacuum Cleaner	06/10/2019	39789	459.00
1-5-60223-016	Petty Cash - Steve Darnell	Shelf Bracket	06/27/2019	39841	2.99
1-5-60223-016	Petty Cash - Steve Darnell	Nuts/Bolts	06/27/2019	39841	3.14
1-5-60223-016	Petty Cash - Steve Darnell	Plumbers Putty	06/27/2019	39841	2.99
1-5-60223-016	Platt Electric Supply	Power Cord Ends (16)	06/10/2019	39773	262.18
1-5-60230-000	Blue Star Gas	Propane	06/27/2019	39812	18.54
1-5-60230-000	Blue Star Gas	Propane for Forklift	06/27/2019	39812	39.61
1-5-60230-000	Hays Oil	Fill EP Fuel Tank (220 Gal Diesel)	06/10/2019	39751	545.73
1-5-60230-000	Marc Nelson Oil Products, Inc.	Fuel	06/10/2019	39760	1,275.64

Account No	Vendor	Description	GL Date	Check No	Amount
1-5-60230-000	Marc Nelson Oil Products, Inc.	Fuel	06/27/2019	39834	1,269.14
1-5-60230-000	Marc Nelson Oil Products, Inc.	Fuel	06/27/2019	39834	1,259.71
1-5-60230-000	City of Medford	Fuel	06/10/2019	39744	84.27
1-5-60230-000	Napa Auto Parts	Diesel Exhaust Fluid	06/10/2019	39764	151.92
1-5-60230-000	Napa Auto Parts	Diesel Exhaust Fluid	06/10/2019	39764	126.60
1-5-60250-000	Crater Car Wash	May Car Wash (1)	06/10/2019	39746	3.00
1-5-60250-000	MyFleetCenter.com	Oil Service on SV15-01	06/10/2019	39763	76.94
1-5-60250-000	Lithia Motors Support Services	Replace Grill/Rear Differential Gasket on SV11-03	06/10/2019	39758	1,035.26
1-5-60250-000	City of Medford	Service on SV08-01	06/10/2019	39744	108.00
1-5-60250-000	City of Medford	Service on TN94-01	06/10/2019	39744	1,721.84
1-5-60250-000	City of Medford	Service on TN91-01	06/10/2019	39744	2,154.65
1-5-60250-000	City of Medford	Service on SE97-01	06/10/2019	39744	1,551.97
1-5-60250-000	City of Medford	Service on LT01-01	06/10/2019	39744	1,192.10
1-5-60250-000	City of Medford	Service on SE14-01	06/10/2019	39744	4,257.07
1-5-60250-000	City of Medford	Service on SE08-01	06/10/2019	39744	632.94
1-5-60250-000	City of Medford	Service on WL04-01	06/10/2019	39744	703.23
1-5-60250-000	City of Medford	Service on SE14-02	06/10/2019	39744	921.45
1-5-60250-000	City of Medford	Service on WL08-02	06/10/2019	39744	489.66
1-5-60250-000	City of Medford	Service on SE05-01	06/10/2019	39744	314.32
1-5-60250-000	City of Medford	Service on TN13-01	06/10/2019	39744	4,030.54
1-5-60250-000	City of Medford	Service on SE99-01	06/10/2019	39744	370.65
1-5-60250-000	City of Medford	Credit for Service on TN13-01	06/27/2019	39820	-10.51
1-5-60250-000	City of Medford	Service on SE18-01	06/27/2019	39820	805.25
1-5-60250-000	City of Medford	Service on SE08-01	06/27/2019	39820	178.82
1-5-60250-000	City of Medford	Service on TRT08-01	06/27/2019	39820	234.00
1-5-60250-000	City of Medford	Service on SE14-01	06/27/2019	39820	746.34
1-5-60250-000	City of Medford	Service on SE05-01	06/27/2019	39820	1,701.65
1-5-60250-000	City of Medford	Service on SE18-02	06/27/2019	39820	63.00
1-5-60250-000	City of Medford	Service on WL00-01	06/27/2019	39820	79.50
1-5-60250-000	City of Medford	Service on LT01-01	06/27/2019	39820	4,770.41
1-5-60250-000	City of Medford	Service on SV15-01	06/27/2019	39820	27.00
1-5-60250-000	Freightliner Northwest	Polish for Apparatus	06/27/2019	39828	30.68
1-5-60250-000	Napa Auto Parts	Silicone	06/10/2019	39764	60.84
1-5-60250-000	Napa Auto Parts	Window Washer Fluid	06/10/2019	39764	6.87
1-5-60250-000	Napa Auto Parts	Spray Paint for Wheels on WL04-01	06/10/2019	39764	38.16
1-5-60250-000	Wells Fargo Bank Visa Cards	MyH Visa; Repair Rear Camera Screen Mount in SV15-01	06/13/2019	0	4.74
1-5-60250-000	Wells Fargo Bank Visa Cards	JuB Visa; Rotate Tires/Oil Service for SV17-01	06/13/2019	0	56.41
1-5-60250-000	Wisdom Signs	Remove Station Numbering/Striping on SE05-01	06/27/2019	39850	447.50
1-5-60250-000	Wisdom Signs	Remove Station Numbering/Striping on SE08-01	06/27/2019	39850	447.50
1-5-60251-110	Action Pest Control	Pest Control at WC	06/10/2019	39732	35.00
1-5-60251-110	Infinity Electrical Contractors, Inc.	Additional Data Lines for WiFi on Door Locks	06/10/2019	39754	956.00
1-5-60251-110	Infinity Electrical Contractors, Inc.	Light Replacement at WC	06/27/2019	39830	501.03
1-5-60251-110	Northern Pacific Landscape	Repair Broken PVC Pipe at WC	06/10/2019	39765	40.00
1-5-60251-110	Northern Pacific Landscape	May Landscape Maint at WC	06/10/2019	39765	240.00
1-5-60251-110	Pathway Enterprises, Inc.	WC Classroom Cleaning for May	06/27/2019	39839	32.48
1-5-60251-111	Action Pest Control	Pest Control at CP	06/10/2019	39732	70.00
1-5-60251-111	American Industrial Door LLC	Apparatus Bay Door Repair at CP	06/27/2019	39810	175.00
1-5-60251-111	Bullet Rentals & Sales	Tractor Mower Rental for Weed Control at CP Scenic	06/27/2019	39815	64.72
1-5-60251-111	Northern Pacific Landscape	May Landscape Maint at CP	06/10/2019	39765	140.00
1-5-60251-111	Northern Pacific Landscape	Irrigation Repair at CP	06/10/2019	39765	20.00
1-5-60251-111	Viking Automatic Sprinkler Co.	Repair Fire Sprinkler System at CP	06/27/2019	39849	2,716.00

Account No	Vendor	Description	GL Date	Check No	Amount
1-5-60251-112	Action Pest Control	Pest Control at DB	06/10/2019	39732	70.00
1-5-60251-112	American Industrial Door LLC	Apparatus Bay Door Repair at DB	06/27/2019	39810	745.00
1-5-60251-112	Bullet Rentals & Sales	Tractor Mower Rental for Weed Control at DB	06/27/2019	39815	129.44
1-5-60251-113	Action Pest Control	Pest Control at SV	06/10/2019	39732	70.00
1-5-60251-113	Bullet Rentals & Sales	Tractor Mower Rental for Weed Control at SV	06/27/2019	39815	194.18
1-5-60251-113	Northern Pacific Landscape	Jan-Mar Landscape Maint at SV	06/10/2019	39765	120.00
1-5-60251-114	Action Pest Control	Pest Control at GH	06/10/2019	39732	70.00
1-5-60251-114	American Industrial Door LLC	Apparatus Bay Door Repair at GH	06/27/2019	39810	73.00
1-5-60251-114	Bullet Rentals & Sales	Tractor Mower Rental for Weed Control at GH	06/27/2019	39815	32.36
1-5-60251-114	Northern Pacific Landscape	May Landscape Maint at GH	06/10/2019	39765	120.00
1-5-60251-114	PacWest Plumbing	New Hot Water Heater/Replace Hose Bibb at GH	06/10/2019	39771	1,475.00
1-5-60251-115	Action Pest Control	Pest Control at AL	06/10/2019	39732	70.00
1-5-60251-115	Bullet Rentals & Sales	Tractor Mower Rental for Weed Control at AL	06/27/2019	39815	48.54
1-5-60251-115	Ironclad Security	Repair Main Door Lock at AL	06/27/2019	39831	100.00
1-5-60251-115	Northern Pacific Landscape	Jan-Mar Landscape Maint at AL	06/10/2019	39765	120.00
1-5-60251-116	Action Pest Control	Pest Control at EP	06/10/2019	39732	70.00
1-5-60251-116	Infinity Electrical Contractors, Inc.	Repair Circuit Breaker/Service Call at EP	06/27/2019	39830	230.00
1-5-60251-116	Northern Pacific Landscape	May Landscape Maint at EP	06/10/2019	39765	120.00
1-5-60251-117	Action Pest Control	Pest Control at TR	06/10/2019	39732	70.00
1-5-60251-117	American Industrial Door LLC	Apparatus Bay Door Repair at TR	06/27/2019	39810	115.00
1-5-60251-117	Bullet Rentals & Sales	Tractor Mower Rental for Weed Control at TR	06/27/2019	39815	32.36
1-5-60251-120	Rogue Disposal & Recycling, Inc.	27-Yard Dump Container Rental (May)	06/27/2019	39844	134.54
1-5-60251-121	Action Pest Control	Pest Control at Adm Bldg	06/10/2019	39732	35.00
1-5-60251-121	Don's Lock, LLC	Keys (5) for Admin Bldg	06/10/2019	39749	20.00
1-5-60251-121	Northern Pacific Landscape	May Landscape Maint at Adm	06/10/2019	39765	120.00
1-5-60251-121	Pathway Enterprises, Inc.	Adm Bldg Janitorial for May	06/27/2019	39839	562.77
1-5-60251-121	Prokleen Inc.	Inspection of Odor in Ducts at Adm Bldg	06/27/2019	39842	150.00
1-5-60251-121	Roto-Rooter	Clean Plugged Toilet at Admin Bldg	06/10/2019	39781	89.50
1-5-60251-123	Pathway Enterprises, Inc.	FSEB Janitorial for May	06/27/2019	39839	253.08
1-5-60254-000	Cascade Fire Equipment	6" Cap for Pump Test Cart	06/10/2019	39737	260.00
1-5-60254-000	City of Medford	Ladder Repair & Testing	06/27/2019	39820	369.00
1-5-60254-000	Oregon California Supply Inc	Tee Clamps (6) for Raft	06/10/2019	39769	42.00
1-5-60255-000	Orley's Stoves and Spas	BBQ/Smoker Repair at WC	06/10/2019	39770	45.00
1-5-60255-000	West Coast Appliance	Replace Crisper Pan in Admin Refrigerator	06/10/2019	39790	63.95
1-5-60255-000	West Coast Appliance	Dishwasher Repair at WC	06/10/2019	39790	246.85
1-5-60500-110	Avista	Natural Gas (WC)	06/10/2019	39733	136.94
1-5-60500-110	Charter Communications	Cable TV Service (WC)	06/10/2019	39740	110.31
1-5-60500-110	Charter Communications	Cable TV Service (WC)	06/27/2019	39819	110.31
1-5-60500-110	Hunter Communications	Internet Fiber Connection	06/10/2019	39753	148.74
1-5-60500-110	Medford Water Commission	Water (WC)	06/10/2019	39761	368.37
1-5-60500-110	Pacific Power	Electricity (WC)	06/27/2019	39838	883.13
1-5-60500-110	Rogue Disposal & Recycling, Inc.	Garbage (WC)	06/10/2019	39776	267.32
1-5-60500-110	Rogue Valley Sewer Services	Sewer (WC)	06/10/2019	39779	143.07
1-5-60500-111	Avista	Natural Gas (CP)	06/10/2019	39733	48.73
1-5-60500-111	City of Central Point	Water (CP)	06/10/2019	39742	194.09
1-5-60500-111	City of Central Point	Water (CP Scenic)	06/10/2019	39742	31.23
1-5-60500-111	CenturyLink	Telephone (CP)	06/27/2019	39818	303.54
1-5-60500-111	Charter Communications	Digital Cable Receiver Rental (CP)	06/10/2019	39740	7.92
1-5-60500-111	Charter Communications	Digital Cable Receiver Rental (CP)	06/27/2019	39819	7.92
1-5-60500-111	Hunter Communications	Internet Fiber Connection	06/10/2019	39753	276.24
1-5-60500-111	Pacific Power	Electricity (CP)	06/27/2019	39838	455.38

Account No	Vendor	Description	GL Date	Check No	Amount
1-5-60500-111	Rogue Disposal & Recycling, Inc.	Garbage (CP)	06/10/2019	39776	147.81
1-5-60500-111	Rogue Valley Sewer Services	Sewer (CP)	06/10/2019	39779	24.65
1-5-60500-111	Rogue Valley Sewer Services	Sewer (CP Scenic)	06/10/2019	39779	21.53
1-5-60500-112	CenturyLink	Telephone (DB)	06/10/2019	39739	121.24
1-5-60500-112	CenturyLink	DSL Internet (DB)	06/10/2019	39739	23.97
1-5-60500-112	Pacific Power	Electricity (DB Mobile 2)	06/27/2019	39838	39.57
1-5-60500-112	Pacific Power	Electricity (DB Mobile 1)	06/27/2019	39838	24.36
1-5-60500-112	Pacific Power	Electricity (DB)	06/27/2019	39838	124.34
1-5-60500-112	So Oregon Sanitation, Inc	Garbage (DB)	06/10/2019	39784	105.08
1-5-60500-113	CenturyLink	June Internet (SV)	06/27/2019	39818	48.39
1-5-60500-113	CenturyLink	Telephone (SV)	06/27/2019	39818	66.51
1-5-60500-113	Pacific Power	Electricity (SV Mobile 1)	06/27/2019	39838	164.76
1-5-60500-113	Pacific Power	Electricity (SV)	06/27/2019	39838	102.88
1-5-60500-113	So Oregon Sanitation, Inc	Garbage (SV)	06/10/2019	39784	50.87
1-5-60500-114	Avista	Natural Gas (GH)	06/10/2019	39733	21.98
1-5-60500-114	CenturyLink	Telephone (GH)	06/27/2019	39818	174.65
1-5-60500-114	Charter Communications	Internet Service (GH)	06/10/2019	39740	94.98
1-5-60500-114	Charter Communications	Digital Cable Receiver Rental (GH)	06/10/2019	39740	7.92
1-5-60500-114	Charter Communications	Digital Cable Receiver Rental (GH)	06/27/2019	39819	7.92
1-5-60500-114	Charter Communications	Internet Service (GH)	06/27/2019	39819	94.98
1-5-60500-114	Pacific Power	Electricity (GH)	06/27/2019	39838	417.40
1-5-60500-114	So Oregon Sanitation, Inc	Garbage (GH)	06/10/2019	39784	44.22
1-5-60500-115	CenturyLink	Telephone (AL)	06/10/2019	39739	65.53
1-5-60500-115	Pacific Power	Electricity (AL Mobile 1)	06/27/2019	39838	59.29
1-5-60500-115	Pacific Power	Electricity (AL)	06/27/2019	39838	62.59
1-5-60500-115	Rogue Disposal & Recycling, Inc.	Garbage (AL)	06/10/2019	39776	86.02
1-5-60500-116	Avista	Natural Gas (EP)	06/10/2019	39733	68.62
1-5-60500-116	CenturyLink	Telephone (EP)	06/10/2019	39739	366.79
1-5-60500-116	Charter Communications	Cable TV Service (EP)	06/10/2019	39740	103.40
1-5-60500-116	Charter Communications	Cable TV Service (EP)	06/27/2019	39819	103.40
1-5-60500-116	City of Eagle Point	Water/Sewer (EP)	06/10/2019	39743	108.73
1-5-60500-116	Hunter Communications	Internet Fiber Connection	06/10/2019	39753	276.24
1-5-60500-116	Pacific Power	Electricity (EP)	06/27/2019	39838	552.42
1-5-60500-116	So Oregon Sanitation, Inc	Garbage (EP)	06/10/2019	39784	104.87
1-5-60500-117	Avista	Natural Gas (TR)	06/10/2019	39733	30.56
1-5-60500-117	City of Central Point	Water (TR)	06/10/2019	39742	36.99
1-5-60500-117	Charter Communications	Cable/Internet/Voice Services (TR)	06/10/2019	39740	206.23
1-5-60500-117	Charter Communications	Cable/Internet/Voice Services (TR)	06/27/2019	39819	206.23
1-5-60500-117	Pacific Power	Electricity (TR)	06/27/2019	39838	287.26
1-5-60500-117	Rogue Disposal & Recycling, Inc.	Garbage (TR)	06/10/2019	39776	149.05
1-5-60500-117	Rogue Valley Sewer Services	Sewer (TR)	06/10/2019	39779	21.53
1-5-60500-120	Avista	Natural Gas (TC)	06/10/2019	39733	27.48
1-5-60500-120	Medford Water Commission	Water (TC)	06/10/2019	39761	939.82
1-5-60500-120	Pacific Power	Electricity (SIM)	06/27/2019	39838	72.53
1-5-60500-120	Rogue Valley Sewer Services	Sewer (TC)	06/10/2019	39779	129.55
1-5-60500-121	CenturyLink	Telephone (Alarm System & 911)	06/10/2019	39739	173.91
1-5-60500-121	CenturyLink	Telephone (Adm Bldg)	06/10/2019	39739	1,071.73
1-5-60500-121	Charter Communications	Cable TV Service (Adm Bldg)	06/10/2019	39740	102.40
1-5-60500-121	Charter Communications	Cable TV Service (Adm Bldg)	06/27/2019	39819	102.40
1-5-60500-121	Hunter Communications	Internet Fiber Connection	06/10/2019	39753	148.73
1-5-60500-121	Medford Water Commission	Water (Adm Bldg)	06/10/2019	39761	122.61

Account No	Vendor	Description	GL Date	Check No	Amount
1-5-60500-121	Pacific Power	Electricity (Adm Bldg)	06/27/2019	39838	1,357.72
1-5-60500-123	Avista	Natural Gas (FSEB)	06/10/2019	39733	27.53
1-5-60500-123	Pacific Power	Electricity (FSEB)	06/27/2019	39838	99.31
1-5-60500-123	Rogue Valley Sewer Services	Sewer (FSEB)	06/10/2019	39779	105.41
				Sub Total Dept 5:	**$68,808.37**
TECHNOLOGY DEPARTMENT					
1-7-60223-011	Helix Information Systems	Firewall Replacement for WC	06/06/2019	39730	3,315.60
1-7-60223-011	Wells Fargo Bank Visa Cards	JuB Visa; SimsUshare App (5)	06/13/2019	0	49.95
1-7-60223-011	Wells Fargo Bank Visa Cards	JuB Visa; Paramedic Protocol App (5)	06/13/2019	0	49.95
1-7-60223-011	Wells Fargo Bank Visa Cards	JuB Visa; Medical Spanish App (5)	06/13/2019	0	29.95
1-7-60223-011	Wells Fargo Bank Visa Cards	JuB Visa; SimsUshare App (5)	06/13/2019	0	49.95
1-7-60223-013	Island Tech Services	(2) Sierra OMG 5-Lead Antennas with Cables	06/10/2019	39755	378.00
1-7-60240-000	Core Business Services	Annual CISCO Smartnet Subscription	06/10/2019	39757	1,395.00
1-7-60240-000	CrewSense, LLC	CrewSense Pro Monthly Support Contract (June)	06/27/2019	39823	260.10
1-7-60240-000	Data443 Risk Mitigation, Inc.	ArcMail Backup Maint Support Annual Subscription	06/10/2019	39747	4,000.00
1-7-60240-000	Digital River GmbH	iMagic Inventory Software Support/Digital Download	06/06/2019	39729	546.99
1-7-60240-000	Wells Fargo Bank Visa Cards	MH Visa; May Domain Subscription for jcems.net	06/13/2019	0	20.00
1-7-60252-000	Canon Financial Services, Inc.	Maint/Copies on Adm Copier (June)	06/27/2019	39816	136.66
1-7-60252-000	Canon Financial Services, Inc.	Maint/Copies on Adm Copier (May)	06/27/2019	39816	136.66
1-7-60253-000	Day Wireless Systems	Repair Portable Radio	06/10/2019	39748	207.44
1-7-60253-000	Day Wireless Systems	Replace LCD Screen on Radio	06/27/2019	39825	179.55
1-7-60253-000	Day Wireless Systems	Overhead Audio Speaker Repair	06/27/2019	39825	715.00
1-7-60290-000	Verizon Wireless	May Cellular and Data Charges	06/10/2019	39788	1,742.32
				Sub Total Dept 7:	**$13,213.12**
NON DEPARTMENTAL					
				Sub Total Dept 9:	**$0.00**
				Total General Fund:	**$190,341.77**
CAPITAL PROJECTS FUND					
5-8-70533-000	Infinity Electrical Contractors, Inc.	Engine Bay Exhaust System at EP	06/20/2019	39803	4,395.00
5-8-70533-000	Oregon Dept of Environmental Quality	DEQ NPDES Storm Water Discharge Permit Fee	06/06/2019	39731	2,130.00
5-8-70533-000	Soderstrom Architects	Architectural Work on Scenic Ave Fire Station - PP5	06/10/2019	39785	21,671.24
5-8-70533-000	Soderstrom Architects	Architectural Work on Scenic Ave Fire Station - PP7	06/27/2019	39846	54,613.23
5-8-70533-000	Soderstrom Architects	Architectural Work on Scenic Ave Fire Station - PP6	06/27/2019	39846	91,661.77
				Total Capital Projects Fund:	**$174,471.24**
				Total All Funds:	**$364,813.01**

ECSO User Agreement

This Agreement is made under the authority of ORS Chapter 190, by and between Emergency Communications of Southern Oregon ("ECSO"), an intergovernmental agency formed by ORS 190, and the **Fire District #3** ("AGENCY"), an Oregon governmental entity providing fire, police or life safety services.

WITNESSETH:

WHEREAS, ECSO operates a central 911 public safety answering point (PSAP) and a dispatch facility to provide PSAP and Dispatch Services (Services) to various fire, law enforcement, and life safety governmental entities; and

WHEREAS, ECSO and AGENCY are current participating members and signatories to the Restated Intergovernmental Agreement which establishes ECSO or are Subscribers to ECSO Services; and

WHEREAS, the Restated Intergovernmental Agreement provides for the governance, leadership, funding and membership rules regarding ECSO and allows full and fair participation in ECSO's governance for all members; and

WHEREAS, ECSO derives a significant portion of its funding from 9-1-1 Service Agreements such as this one; and

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term; Renewal**. The Term of this Agreement shall begin on the date it is signed by both parties and shall continue for a period of 1 year. This provision is subject to ECSO's authorized amendment of the "Compensation; Rates and Charges" terms as provided in Section 3 below. This Agreement shall automatically renew for unlimited 1-year renewal terms unless otherwise terminated as provided herein.

2. **Services**. ECSO agrees to provide 9-1-1 PSAP Service and Dispatch Services ("Services") for the AGENCY as described below and as further required in the ECSO Restated IGA and Rules ("Founding Documents"), which are attached hereto as Exhibit A and by this reference incorporated in this Agreement.

a. The PSAP Services provided by ECSO shall include 24 hour-per-day staffing of certified communications personnel for answering of 9-1-1- telephone calls for fire, law enforcement and medical services, as such PSAP Services are further defined by ORS 403.105. Performance goals for PSAP Services are described in Exhibit B. ECSO and AGENCY agree that ECSO, using the process provided in its Founding Documents, may revise these service goals as needed from time to time. .

b. The Dispatch Services provided by ECSO shall include 24-hour-per-day staffing of dispatch personnel for: 1) the prompt dispatch of fire, law enforcement and medical services requests; 2) emergency and routine radio communications with law enforcement, fire, and medical services personnel; 3) communications between ECSO members and other entities or resources; and other specific functions as may be determined by the ECSO Board from time to time to aid in the performance of ECSO dispatch functions. Performance goals for Dispatch Services are described in Exhibit B. ECSO and AGENCY agree that ECSO, using the process provided in its Founding Documents, may revise these service goals as needed from time to time.

c. ECSO shall deliver the Services at all times in accordance with this Agreement, ECSO's Founding Documents, and Exhibit B. If there is a conflict between these documents, ECSO's Founding Documents shall prevail.

3. **Compensation; Rates and Charges**. In return for ECSO's provision of Services, AGENCY agrees to compensate ECSO in accordance with the Schedule of Rates and Charges, which is attached as Exhibit C and by this reference is incorporated into this Agreement. Such rates and charges may be amended by ECSO during any Term or Renewal Term of this Agreement, as long as ECSO uses the process provided in the Founding Documents.

4. **Billing.** ECSO will invoice AGENCY QUARTERLY. AGENCY agrees to pay ECSO within 30 days of receiving the invoice notice. Late payments may be assessed a late fee of one percent, which may be charged monthly until full payment is received or until the Parties enter into a mutually-agreed upon payment plan.

5. **Termination**.

a. Termination by Mutual Consent. This Contract may be terminated immediately by mutual written consent of the Parties, or at a later date as mutually determined by the Parties.

b. Termination by ECSO. ECSO may unilaterally terminate this Agreement effective upon delivery of written notice to AGENCY, or at a later date as may be established by ECSO, under any of the following conditions:

1) If ECSO funding is not obtained and continued at levels sufficient to safely and efficiently provide Services.

2) If federal or state laws, regulations or guidelines are modified or interpreted in such a way that ECSO's Services are no longer authorized or are no longer eligible for the requisite funding.

3) If any license or certificate required by law or regulation to be held by ECSO to provide Services required by this Agreement is for any reason denied, revoked, or not renewed.

c. No Cause Termination. Either Party may terminate this Agreement with 365 days' written notice to the other Party.

d. Upon any AGENCY termination under this Section, ECSO shall be entitled to payment in accordance with the terms of this Agreement for any Services rendered, less previous amounts paid.

6. **Indemnification and Waiver.** To the extent limited by the tort claims limits in Oregon Law (ORS 30.260 through 30.300 and the Oregon Constitution, Article XI, Section 7), the Parties agree to mutually defend and indemnify each other (including the Parties' employees, agents, or contractors) against any and all liabilities, causes of action, suits, claims, damages, or costs or fees (including attorney fees) for injury or damage to life or property related to this Agreement or arising from the Parties' actions or failures to act under this Agreement (collectively, "Claims"). The Parties also hereby waive all such Claims against each other. However, this indemnification and waiver shall not apply to any willful misconduct by the Parties or their respective employees, agents, or contractors. The obligations assumed hereunder shall survive the termination or expiration of this Agreement.

7. **Non-Assignment.** ECSO may not assign any of its responsibilities under this Agreement without AGENCY's prior written consent, which consent may be withheld in AGENCY's sole discretion.

8. **Independent Contractor; No Employment Relationship.** ECSO is an independent contractor for all purposes. AGENCY cannot and will not control the means and manner of ECSO's performance, except as may be provided in the Founding Documents. No

employment relationship is established by the Agreement and no employee of one Party shall be deemed to be an employee of the other Party.

9. **Insurance**. During the term of this Agreement, each Party shall maintain, at its own expense, the following types insurance in the following amounts:

    a. Commercial General Liability insurance with a combined single limit of not less than $1,500,000 each occurrence for bodily injury and property damage. Coverage shall include contractual liability coverage for the indemnity provided under this Contract.

    b. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than $1,000,000 per occurrence.

    c. Errors and Omissions insurance covering the Parties' liability arising out of negligent acts, errors or omissions in performance of Services under this Agreement. Such policy will have a combined single limit of not less than $1,500,000 per each claim, incident or occurrence.

    d. The limits required in this Section may be met with a combination of underlying and umbrella coverage.

    e. The Parties' insurance policies shall provide that ECSO and AGENCY, including their Boards, Councils, officers, representatives, employees, and agents, will be included as an additional insured with respect to the coverages required in this Section and a waiver of subrogation against them shall be obtained for all coverages. All policies of insurance shall be issued by good, responsible companies, with a rating reasonably acceptable to City and that are qualified to do business in the state of Oregon. The Parties shall furnish each other, upon request, with certificates of insurance evidencing all required coverages. Failure to maintain any required insurance coverages in the minimum required amounts shall constitute a material breach of this Agreement and shall be grounds for immediate termination.

10. **Conflict Resolution**. In the event there are disputes or claims by the Parties related to this Agreement, the Parties waive all rights to litigation and agree to follow the following dispute resolution process. The Parties agree that this process will serve as the sole dispute resolution process regarding disputes or claims related to this Agreement. The disputing parties shall address disputes in the below order. Dispute resolution will be documented by mutually-signed memorandum.

a. File complaint with either the ECSO Director or the Agency's Designated Contact describing the matter in detail and specifically citing any alleged violations of this Agreement.

b. If unresolved, file with either the ECSO Board Chair or his or her designee describing the matter in detail and specifically citing any alleged violations of this Agreement.

c. In the event the dispute is not resolved using the above process, either Party may proceed to mediation. To begin the mediation process, the Parties will each submit three (3) names of potential mediators and shall agree upon a mutually acceptable mediator from the list of names. The costs of mediation shall be borne equally between the parties.

d. In the event the dispute is not resolved using the above mediation process, the dispute shall be subject to binding arbitration. Arbitration shall be conducted pursuant to the rules of the Arbitration Service of Portland and shall be conducted in Jackson County, Oregon, unless otherwise agreed by the disputing parties.

e. In the event of any arbitration arising out of or relating to this Agreement or the enforcement thereof, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, costs, and expenses from the non-prevailing party.

f. The laws of the State of Oregon shall be applied in the interpretation, execution, and enforcement of this Agreement.

g. ECSO efforts to secure past due compensation under this Agreement is exempt from this dispute resolution process.

11. **Workers' Compensation and Other Laws.** ECSO and AGENCY are both public entities and subject employers under the Oregon Workers' Compensation Law. The Parties shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers, as well as all applicable public contracting laws (which are set forth in Exhibit D, which is attached to this Agreement and by this reference incorporated herein.)

12. **Representations and Warranties.** The Parties each represent and warrant to each other that each has the duly authorized power and authority to enter into and perform this Agreement.

13. **Integration and Amendment.** This Agreement, including the attached Exhibits, contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Agreement. Any modifications or amendments to this Contract will only be effective when made in writing and signed by the Parties. .

14. **Notices.** All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person or, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission or, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

ECSO
400 Pech Road
Central Point, OR 97502

AGENCY: Jackson County Fire District 3
8383 Agate Road
White City, OR 97503

Phone: (541) 826-7100
Fax: (541) 826-4566

ECSO	AGENCY
Margie Moulin, Director	
Name & Title (Printed)	Name & Title (Printed)
Margie Moulin 6/10/19	
Signature Date	Signature Date

Exhibit C

FY 2019-2020 User Rates

Agency	Rates
BLM	$ 6,909.71
Butte Falls Fire	$ 3,445.80
Butte Falls Police	$ 6,909.71
Crater Lake National Park	$ 14,335.17
Greensprings Fire	$ 6,909.71
Jackson County Airport	$ 14,335.17
Jackson County Roads	$ 6,909.71
Jackson County Services	$ 6,909.71
Lake Creek Rural Fire	$ 6,909.71
ODF	$ 6,909.71
OLCC	$ 6,909.71
Prospect Fire	$ 6,909.71
SOU	$ 14,335.17
US Forest Service	$ 6,909.71
Ashland Fire	$ 205,229.82
Ashland Police	$ 463,519.89
Central Point Police	$ 286,959.93
Eagle Point Police	$ 148,966.24
Evans Valley Fire #6	$ 23,806.03
Jackson County Sheriff	$ 1,360,294.87
Jacksonville Fire	$ 28,838.17
Jacksonville Police	$ 67,654.57
JCFD #1	$ 68,431.69
JCFD #3	$ 421,825.99
JCFD #4	$ 47,555.95
JCFD #5	$ 160,182.20
JCFD #9	$ 47,639.37
Medford Fire	$ 697,196.99
Medford Police	$ 1,441,482.79
Phoenix Police	$ 73,628.36
Rogue River Police	$ 37,172.84
Talent Police	$ 90,104.27

RICHARD W. BREWSTER, CPA, PC

CERTIFIED PUBLIC ACCOUNTANT

670 SUPERIOR COURT, # 106
MEDFORD, OREGON 97504
(541) 773-1885 • FAX (541) 770-1430
www.rwbrewstercpa.com

July 1, 2019

Board of Directors and Fire Chief
Jackson County Fire District No. 3
8333 Agate Road
White City, OR 97503

I am pleased to confirm my understanding of the services I am to provide Jackson County Fire District No. 3 for the year ended June 30, 2019.

I will audit the financial statements of the governmental activities, business-type activities, and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Jackson County Fire District No. 3 as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Jackson County Fire District No. 3's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Jackson County Fire District No. 3's MD&A in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

I have also been engaged to report on supplementary information other than MD&A that accompanies Jackson County Fire District No. 3's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole in a report combined with my auditor's report on the financial statements:

1. Schedule of District's Proportionate Schedule Share of Net Pension Asset
2. Schedule of District's Pension Plan Contributions
3. Schedule of the District's Single-Employer OPEB Liability
4. Schedule of PERS RHIA OPEB Plan
5. Notes to the Required Supplementary Information
6. Budgetary Comparison Schedule - General Fund
7. Notes to Budgetary Comparison Schedules
8. Detail to Budgetary Comparison Schedules for the General Fund
9. Budgetary Comparison Schedules for the Capital Projects Fund
10. Schedule of Property Tax Transactions

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in my audit of the financial statements, and my auditors report will not provide an opinion or any assurance on that other information:

1. Introductory Section
2. Statistical Section

Audit Objective

The objective of my audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures I consider necessary to enable me to express such opinions. I will issue a written report upon completion of my audit of Jackson County Fire District No. 3's financial statements. My report will be addressed to the Board of Directors of Jackson County Fire District No. 3. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions on the financial statements are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or may withdraw from this engagement

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

My audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Jackson County Fire District No. 3's compliance with provisions of applicable laws, regulations, contracts, and agreements. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion. I will, however, determine if Jackson County Fire District No. 3 has complied substantially with appropriate Oregon legal provisions and will report such in the report "Independent Auditor's Report Required by Oregon State Regulations."

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the written representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon.

Your responsibilities include acknowledging to me in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the

supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation and any nonattest services I provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash and other confirmations I request and will locate any documents selected by me for testing.

The audit documentation for this engagement is the property of Richard W. Brewster, CPA, PC and constitutes confidential information. However, subject to applicable laws and regulation, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oregon Secretary of State or its designee. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Richard W. Brewster, CPA, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Oregon Secretary of State or its designee. The Oregon Secretary of State or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

I expect to begin my audit on approximately August 15, 2019, and to issue my reports no later than December 20, 2019. Richard W. Brewster is the engagement partner and is responsible for supervising the engagement and signing the report. Adequate copies of such report shall be delivered to Jackson County Fire District No. 3, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

My fee for the audit services listed above will be $9,600 for the audit year. Any additional services provided outside of this agreement will be billed at my standard hourly billing rate. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered as work progresses or at the end of the engagement and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes **60 days or more overdue** and may not be resumed until your account is paid in full. **Amounts not paid within 60 days from the invoice date will be subject to a late payment charge of 1.5% per month (18% per year).** If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

It is understood that Richard W. Brewster, CPA, PC owns the opinion on the audit report. You agree that you will not use my firm's name or the name of an employee of the firm in a communication containing a financial presentation without my written permission. If you do use my firm name or the name of any employee of the firm in a communication containing a financial presentation, you agree to include an "accountants report" or a "disclaimer" on the financial presentations that I so specify. Further, you agree to provide me with printers' proofs or masters of any document that contains my firm name or the name of an employee of the firm and a financial presentation for my review and approval before printing. You also

agree to provide me with a copy of the final reproduced material for approval before it is distributed.

I appreciate the opportunity to be of service to Jackson County Fire District No. 3 and believe this letter accurately summarizes the significant terms of this engagement. If you have any questions, please let me know. If you agree with the terms of this engagement as described in this letter, please sign the accountants copy and return it to me in the enclosed envelope.

Very truly yours,

Richard W. Brewster
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of **Jackson County Fire District No. 3** .

Jackson County Fire District No. 3
Fire Chief

Date

Jackson County Fire District No. 3
Board President

Date

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. 19-05

IN THE MATTER OF AUTHORIZING 2019-2020 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** at the White City Branch of 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. 19-05

(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 of Operations, Deputy Chief of Strategic Services, Deputy Chief/Fire Marshal, Chief Administrative Officer, Division Chief of Training, Battalion Chiefs, Facilities/Logistics Technician, Information Technology Administrator, Executive Assistant, and Administrative Assistant.

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

Chevron/Texaco – Fuel cards to be checked out to District members for travel related to training 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 18, 2019

BOARD of DIRECTORS **BOARD of DIRECTORS**