

# AGENDA

SW Polk Fire District 15455 Salt Creek Rd. Dallas, OR 97338 503-925-4275 swpolkfd.org

---

## Regular Board Meeting

October 20, 2022, at 6:00 PM

15455 Salt Creek Road, Dallas, OR 97338\*

### Call Meeting to Order

1. Pledge of Allegiance
2. Roll Call
3. Additions/Corrections to the Agenda
4. Approval of Minutes – September 8<sup>th</sup>
5. Financial Report
6. Audience Participation:  
*This is an opportunity for citizens to make comments. Clearly state your name and home address and the topic you will address. Questions may be referred to staff as appropriate to be answered at a future time. Time is limited to a total of three minutes and speakers are asked not to repeat what others have said.*
7. Old Business
  - A. None
8. New Business
  - A. Apparatus Update.....Discussion
  - B. Staffing Update.....Discussion
  - C. SDAO Fall 2022 Newsletter & 2023 Annual Conference.....Discussion
  - D. Proposed 75<sup>th</sup> Anniversary Presentations.....Discussion
  - E. Employee Handbook Conflagration Language.....Discussion/Action
  - F. Budget Resolutions.....Discussion/Action
  - G. Lexipol Polices.....Discussion/Action
  - H. WVCC Agreements.....Discussion/Action
9. Chief’s Report
  - A. Volunteer’s Report
10. Director Comments
11. Adjournment
  - A. Next Regular Meeting: November 10, 2022

A supplemental budget will be considered at this meeting

\*\*Virtual attendance for this meeting and/or public hearings is available. To attend virtually, please contact the district office 48-hours in advance at 503-925-4275.



# **Meeting Minutes**

**SW Polk Fire District**

Regular Meeting Minutes – September 8, 2022 – 15455 Salt Creek Rd. Dallas, OR 97338

Board Members Present	Board Members Absent
<b>SW Polk Fire District</b> Rod Watson Bruce Sigloh Bob Davis Frank Pender	Keith Moore
	Administration Present
	Fred Hertel Christine Talley

Virtual- (V) Arrives after roll call- (ARC)

GENERAL BUSINESS		
<b>Call to Order</b>		President Rod Watson opens the meeting at 6:07 pm. SW Polk Fire District has a quorum of directors and will allow deliberation, decision making, and will take public comment per the posted agenda. Pledge of Allegiance is recited.
<b>Roll Call</b>		Chief Hertel calls roll as delineated above
<b>Additions/Corrections to Agenda</b>	Discussion	None
<b>Approval of Minutes</b>	Discussion/Action	The board reviews the August 11 <sup>th</sup> Meeting Minutes.  <b>Motion:</b> Pender <b>Second:</b> Davis <i>I move to approve the meeting minutes as presented.</i> <b>Motion passes unanimously</b>
<b>Financials</b>	Discussion/Action	The board reviews the August financial report. All questions for clarification are answered. Discussion of conflagration reimbursement.  <b>Motion:</b> Sigloh <b>Second:</b> Davis <i>I move to approve the finances as presented.</i> <b>Motion passes unanimously</b>
<b>Audience Participation</b>	Discussion	None
<b>Legislative Advocacy Policy</b>	Discussion/Action	Chief Hertel introduces a proposed legislative policy from SDAO. He explains that members of Special Districts felt that the Board of Directors should approve any lobbying for legislative action. The policy allows the Board to provide that approval in a timely manner.  <b>Motion:</b> Pender <b>Second:</b> Sigloh <i>I move we approve the SDAO Legislative Action Policy</i> <b>Motion passes unanimously</b>
<b>Chief's Report</b>	Discussion	<b>Chief's Report</b> Chief Hertel introduces the Chief's report, reviewing call volume, training hours, and ambulance billing for the month of August. He presents the Polk IO booklet for the 75 <sup>th</sup> Anniversary event.  <b>Volunteer Report</b>

		Rosenbalm discusses that the volunteers have three new recruits that are still being trained. He states volunteers are excited to have the new recruits involved.
<b>Director Comments</b>	Discussion	<p>Sigloh announces he has sold his property on Salt Creek Road, and as of December 1<sup>st</sup> he will no longer be a resident of SW Polk Fire District, and therefore will be resigning as a board member at that time.</p> <p>The board offers assistance in preparing Rickreall Station for the 75<sup>th</sup> Anniversary.</p>
<b>Meeting Adjournment</b>		<b>Meeting adjourned at 7:15 pm</b>

Upcoming meetings/events:

- Oct. 13<sup>th</sup> Regular Meeting

Board packet and handouts included:

- August 11<sup>th</sup> Minutes
- August Financials
- Chief's Report

# **Finance Report**

# Southwestern Polk County Rural Fire Protection District

Budget vs. Actuals: 2022-2023 Budget - FY23 P&L

July - September, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3000 Debt Service Fund	262,375.00	721,000.00	-458,625.00	36.39 %
<b>Total Income</b>	<b>\$262,375.00</b>	<b>\$721,000.00</b>	<b>\$ -458,625.00</b>	<b>36.39 %</b>
GROSS PROFIT	\$262,375.00	\$721,000.00	\$ -458,625.00	36.39 %
Expenses				
3001 Debt Services		433,000.00	-433,000.00	
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$433,000.00</b>	<b>\$ -433,000.00</b>	<b>0.00%</b>
NET OPERATING INCOME	\$262,375.00	\$288,000.00	\$ -25,625.00	91.10 %
NET INCOME	\$262,375.00	\$288,000.00	\$ -25,625.00	91.10 %

# Southwestern Polk County Rural Fire Protection District

General Fund Budget vs. Actuals: 2022-2023 Budget - FY23 P&L

July - September, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
1000 General Fund Inflow				
1000.01 Beginning/Carryover Balance	484,691.64	287,000.00	197,691.64	168.88 %
1000.02 Miscellaneous Income		95,000.00	-95,000.00	
1000.02.01 Account Interest	46.68		46.68	
1000.02.02 Grants	19,114.68	35,000.00	-15,885.32	54.61 %
1000.02.05 Miscellaneous	2,809.42		2,809.42	
<b>Total 1000.02 Miscellaneous Income</b>	<b>21,970.78</b>	<b>130,000.00</b>	<b>-108,029.22</b>	<b>16.90 %</b>
1000.03 User Fees	<b>38,049.19</b>	<b>565,000.00</b>	<b>-526,950.81</b>	<b>6.73 %</b>
1000.04 Taxes	<b>6,924.86</b>	<b>1,220,000.00</b>	<b>-1,213,075.14</b>	<b>0.57 %</b>
<b>Total 1000 General Fund Inflow</b>	<b>551,636.47</b>	<b>2,202,000.00</b>	<b>-1,650,363.53</b>	<b>25.05 %</b>
<b>Total Income</b>	<b>\$551,636.47</b>	<b>\$2,202,000.00</b>	<b>\$ -1,650,363.53</b>	<b>25.05 %</b>
<b>GROSS PROFIT</b>	<b>\$551,636.47</b>	<b>\$2,202,000.00</b>	<b>\$ -1,650,363.53</b>	<b>25.05 %</b>
<b>Expenses</b>				
1001 General Fund Expenditures				
1001.00 Personnel Services	<b>329,393.10</b>	<b>1,640,000.00</b>	<b>-1,310,606.90</b>	<b>20.08 %</b>
1002 Materials & Services				
1002.01 General Supplies	4,471.71	20,000.00	-15,528.29	22.36 %
1002.02 Utilities	7,412.00	40,000.00	-32,588.00	18.53 %
1002.03 Facility Maintenance	1,543.34	30,000.00	-28,456.66	5.14 %
1002.04 Professional Fees	20,290.11	45,000.00	-24,709.89	45.09 %
1002.05 Travel & Training	960.32	20,000.00	-19,039.68	4.80 %
1002.06 Insurance	621.00	35,000.00	-34,379.00	1.77 %
1002.07 Public Relations	11,004.11	7,500.00	3,504.11	146.72 %
1002.08 Dispatch Services	20,962.36	65,000.00	-44,037.64	32.25 %
1002.09 Apparatus & Equipment Maint	29,715.51	47,500.00	-17,784.49	62.56 %
1002.10 PPE & Uniforms	3,082.98	25,000.00	-21,917.02	12.33 %
1002.11 Grants		20,000.00	-20,000.00	
1002.12 Conflagration Expenses	19,654.50	5,000.00	14,654.50	393.09 %
1002.14 EMS Supplies	4,685.30	30,000.00	-25,314.70	15.62 %
<b>Total 1002 Materials &amp; Services</b>	<b>124,403.24</b>	<b>390,000.00</b>	<b>-265,596.76</b>	<b>31.90 %</b>
1004 Interfund Transfers		22,000.00	-22,000.00	
1005 Contingency		50,000.00	-50,000.00	
<b>Total 1001 General Fund Expenditures</b>	<b>453,796.34</b>	<b>2,102,000.00</b>	<b>-1,648,203.66</b>	<b>21.59 %</b>
<b>Total Expenses</b>	<b>\$453,796.34</b>	<b>\$2,102,000.00</b>	<b>\$ -1,648,203.66</b>	<b>21.59 %</b>
<b>NET OPERATING INCOME</b>	<b>\$97,840.13</b>	<b>\$100,000.00</b>	<b>\$ -2,159.87</b>	<b>97.84 %</b>
<b>NET INCOME</b>	<b>\$97,840.13</b>	<b>\$100,000.00</b>	<b>\$ -2,159.87</b>	<b>97.84 %</b>

**Note**

In QuickBooks Net Income = Ending Fund Balance

# Southwestern Polk County Rural Fire District

VSA Budget vs. Actuals: 2022-2023 Budget - FY23 P&L

July - September, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
5000.00 Volunteer Spending Authority Receipts	52,685.15	54,000.00	-1,314.85	97.57 %
<b>Total Income</b>	<b>\$52,685.15</b>	<b>\$54,000.00</b>	<b>\$ -1,314.85</b>	<b>97.57 %</b>
GROSS PROFIT	<b>\$52,685.15</b>	<b>\$54,000.00</b>	<b>\$ -1,314.85</b>	<b>97.57 %</b>
Expenses				
5000 Volunteer Spending Authority				
5000.06 Volunteer Appreciation Program disbursements	31,706.79	54,000.00	-22,293.21	58.72 %
<b>Total 5000 Volunteer Spending Authority</b>	<b>31,706.79</b>	<b>54,000.00</b>	<b>-22,293.21</b>	<b>58.72 %</b>
<b>Total Expenses</b>	<b>\$31,706.79</b>	<b>\$54,000.00</b>	<b>\$ -22,293.21</b>	<b>58.72 %</b>
NET OPERATING INCOME	<b>\$20,978.36</b>	<b>\$0.00</b>	<b>\$20,978.36</b>	<b>0.00%</b>
NET INCOME	<b>\$20,978.36</b>	<b>\$0.00</b>	<b>\$20,978.36</b>	<b>0.00%</b>

**Note**

In QuickBooks Net Income = Ending Fund Balance

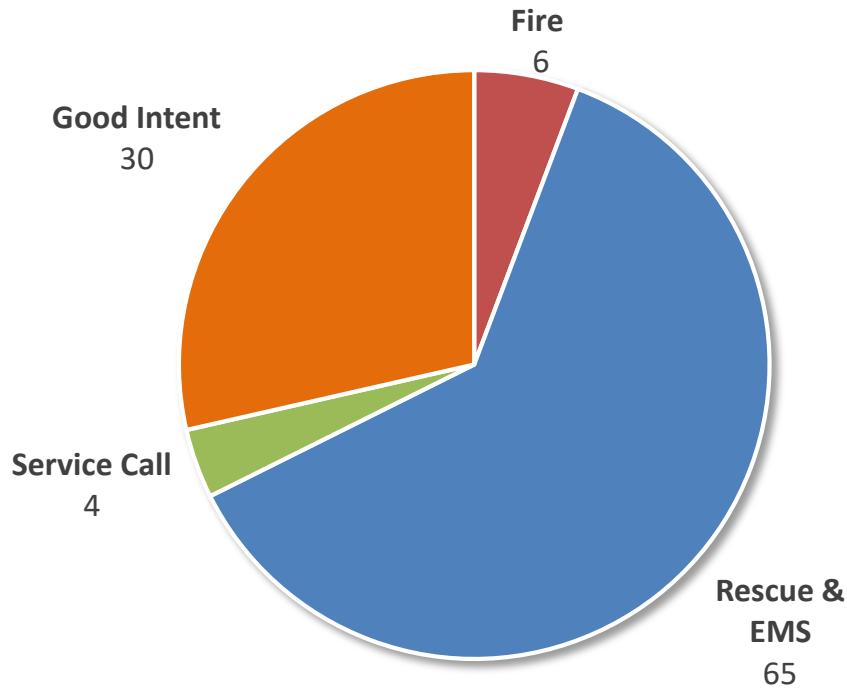


# **Chief's Report**



# SW Polk Fire District

September 2022 MONTHLY REPORT



Fire	
Vehicle Fire	1
Natural Vegetation Fire	4
Cultivated Vegetation Fire	1

Service Call	
Public Service Assist	3
Unauthorized Burn	1

Rescue & EMS	
Medical Assist	3
EMS Incident	62

Good Intent	
Wrong Location	1
Cancelled In Route	21
Controlled Burn	1
False Alarm	1
Other	6

**Total Calls 105**

**Training Hours**

**Fire 61**

**EMS 14**