



SIUSLAW VALLEY FIRE AND RESCUE BOARD OF DIRECTORS

AGENDA

October 17, 2018

6:00 P.M.

Siuslaw Valley Fire and Rescue
2625 Highway 101 North, Florence

Call to Order

Pledge of Allegiance

Roll Call / Establishment of Quorum

Approval of Minutes: Special Joint Meeting of September 27, 2018.

Public Comment:

This is the opportunity for the public to speak to the Board of Directors on any item not on the Agenda. The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker.

FURA Report John Scott: See Attached

Financial Review:

1. Financial Statements

Attachments: Financial Statements for September 2018

Action: Ratify bills paid during the past month totaling \$148,019.08 and transfers from the Money Market account to the General and Payroll Checking Accounts.

Old Business:

Staff Reports:

Chief's Report

See Attachments for Additional Information:

Operations Division Chief Report

See Attachments for Additional Information:

Office Manager's Report:

See Attachments for Additional Information:

New Business:

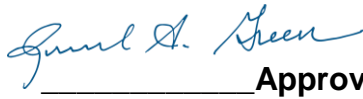
Director Comments This is an opportunity for Directors to comment on topics not on the Agenda.

Correspondence: See Attached

Future Agenda Business: The next regularly scheduled board meeting will be held on Wednesday, November 21, 2018 at 6:00 pm.

Executive Session: If Needed

Adjournment


_____ **Approved**

Western Lane Ambulance
Siuslaw Valley Fire and Rescue
 2625 Highway 101 North, Florence, OR 97439

Minutes of Special Joint Board Meeting- September 27, 2018

Meeting Recorded and Televised on SVFR Website

Director Carnahan and Director Yecny called the joint meeting to order at 6:00 p.m.

WLAD BOARD MEMBERS PRESENT: Directors Mike Webb, Rick Yecny, Cindy Russell, Dick Childs, and Larry Farnsworth (remoted in via FaceTime with some difficulty).

SVFR BOARD MEMBERS PRESENT: Directors Ned Hickson, Tony Phillips, and John Carnahan.

SVFR BOARD MEMBERS ABSENT: Directors Ron Green and Woody Woodbury.

OTHERS PRESENT: Chief Langborg, Jim Dickerson, Dina McClure, and Holly Lais.

Captain Jeff Larson received recognition for earning his AS Degree in Fire Science.

APPROVAL OF MINUTES:

SVFR Regular Meeting August 15, 2018 6pm: Director Hickson made a motion to approve the Minutes; Director Phillips seconded the motion. Roll Call, motion passed unanimously.

SVFR Special Meeting August 30, 2018 5pm: Director Phillips made a motion to approve the Minutes; Director Hickson seconded the motion. Roll Call, motion passed unanimously.

WLAD Regular Meeting July 26, 2018 12pm: Director Webb made a motion to approve the Minutes; Director Farnsworth seconded the motion. Roll Call, motion passed unanimously.

WLAD Special Meeting August 8, 2018 12pm: Director Russell stated a correction: Director Childs was not present and did not second the motions for the resolution or the adjournment, Director Russell seconded those motions. Director Webb made a motion to approve the Minutes as amended; Director Russell seconded the motion. Roll Call, motion passed unanimously.

WLAD Special Meeting August 30, 2018 12pm: Director Russell stated an addition for the Minutes to include the statement she made during the meeting. Director Webb made a motion to approve the Minutes as amended; Director Childs seconded the motion. Roll Call, motion passed unanimously.

WLAD Special Meeting August 30, 2018 5pm Director Russell made a motion to approve the Minutes; Director Childs seconded the motion. Roll Call, motion passed unanimously.

PUBLIC COMMENTS: N/A

SVFR Financial Review (attached in board packet):

- **MOTION TO RATIFY BILLS:** Director Phillips made a motion to ratify the bills paid and the transfers made for the previous month totaling \$231,602.93 Director Hickson seconded the motion. Roll Call, motion passed unanimously.

WLAD Financial Review (attached in board packet):

- **TRANSACTION REPORT July 2018:** Director Russell made a motion to approve the transaction list. Director Webb seconded the motion. Roll Call, motion passed unanimously.
- **TRANSACTION REPORT August 2018:** Director Russell made a motion to approve the transaction list. Director Webb seconded the motion. Roll Call with motion passing unanimously.

WLAD

CHIEF/DIRECTOR'S REPORT was presented.
EMS OPERATIONS CHIEF REPORT was not presented due to the absence of Chief House.
 Report was in the board packet for review.
OFFICE MANAGER'S REPORT was presented.

SVFR

CHIEF/DIRECTOR'S REPORT was presented.
FIRE OPERATIONS CHIEF REPORT was presented.
OFFICE MANAGER'S REPORT was presented.

SVFR NEW BUSINESS:

- 1. Resolution 2018-05 To Use Capital Funds During Dry Period Months:** Following a review of the Resolution by McClure, Director Hickson made a motion to approve Resolution No. 2018-05 to Use Capital Funds During Dry Period Months. Director Carnahan seconded the motion. Roll Call with Motion passing unanimously.
- 2. Line of Credit RFP:** Chief Langborg gave a review of the proposals received from the RFP. The Line of Credit choice was between two banks, Banner Bank and Oregon Pacific Bank (OPB). Two staff from Banner Bank came as representatives. Directors reviewed the interest and fees. Director Hickson requested to postpone the decision to a later meeting when all board members were present, but staff recommended a decision be made that night. It was noted that Director Green would have to declare a conflict of interest and a special meeting would be needed if the decision was delayed. Director Carnahan expressed displeasure with having to use a line of credit. The directors discussed if they were putting off the inevitable, and if this line of credit could be used as safety blanket. The directors decided to approve a line of credit contingent on paying it back as soon as it is no longer needed. **Director Phillips made a motion to except OBP's proposal. There was no second and the motion failed. Director Hickson made a motion to except Banner Bank's proposal. Director Phillips seconded the motion. Roll Call with Motion passing unanimously.**

WLAD & SVFR NEW BUSINESS

- 3. Interim Chief/Director Services Update and Discussion:** Both Districts discussed Interim Chief/Director Services. Two candidates, Mr. Michael Hanson and Mr. Steve Abel, were interviewed by Directors Hickson, Yecny, Farnsworth, and Green. The Directors who performed the interviews stated that they were impressed by both candidates and both were well qualified for the position. They recommended Steve Abel due to his interview answers and availability to start the position soon. Director Carnahan clarified that the Interim is a Chief position only and will not affect Operations.

For WLAD, Director Webb made the motion to accept Abel as the Interim Chief. Director Russell seconded the motion. WLAD Roll Call with motion passing unanimously.

For SVFR, Director Hickson made a motion to accept Abel as the Interim Chief. Director Phillips seconded the motion. SVFR Roll Call with motion passing unanimously.

Negotiations of pay and the contract for Abel still need to be reviewed.

Director Comments: Director Yecny said this would be the last board meeting with Chief Langborg. On behalf of the WLAD Board, he thanked the Chief for his service.

Correspondence: See attached in board packet.

Future Agenda Business:

SVFR

The next regularly scheduled board meeting will be held on Wednesday, October 17, 2018 at 6:00 pm.

WLAD

The next regularly scheduled board meeting will be held on Thursday, October 25, 2018 at 12:00 pm. To avoid having November's board meeting land on Thanksgiving, the meeting is moved to the 29th.

Executive Session: N/A

Director Yecny and Director Carnahan adjourned the Joint Board Meeting at 7:28 p.m.

Respectfully submitted,
Holly Lais
Recording Secretary

Florence Urban Renewal Agency (FURA)

Special Meeting – September 19, 2018

On September 19, 2018, the FURA Directors met in a special meeting. The following items were heard and discussed:

- **Public Art Committee (PAC) Update.** The committee chair reported that the PAC has completed eight projects in the past 15 months. But, 2019 will be their most impactful year yet with two large-scale art pieces to be installed in spring and summer of 2019. An artist has been selected to complete the Siuslaw Bridge Steps project by spring of 2019. A grants calendar is being developed and Susie Lacer was selected to manage the grant writing process.
- **Audited financial statements for 2016-17** were presented. Personnel issues delayed the audit and a deficiency in internal control was noted. According to the city manager, that problem has been solved and the 2018 audit is on track for October 2018.
- **A ReVision Florence Project Update** was presented by Megan Messmer, project manager. On June 27, 2018, the FURA Board provided direction to proceed with updating the ReVision Florence plans to include the ODOT paving and revise the streetscape scope of work. These plans were submitted to ODOT on August 27, 2018 and were approved. Advertising for bids and a pre-bid meeting will be held in October, bid opening will be in November with construction to begin in February 2019.

Changes have been made to the original plan in order to reduce costs. These changes should not substantially change the overall appearance or effect of the project. FURA will undertake monument installation after the construction phase is completed. There is some reduction in landscaping and plaza modification. The construction project is budgeted at \$5,275,808 and city installed amenities, right-of-way administration, ODOT design review and consultant construction support will bring the total project to \$7,380,300.

The next FURA meeting is scheduled for October 24, 2018 at 5:30pm at the Florence Events Center.

Submitted by:



Siuslaw Valley Fire and Rescue

BALANCE SHEET

As of September 30, 2018

	TOTAL	
	AS OF SEP 30, 2018	AS OF SEP 30, 2017 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking 1151	57,025.45	60,597.96
1002 Money Market 0832	112,208.73	124,181.58
1011 eBay Savings 0089	0.00	501.37
1012 Payroll Checking 0375	-60,489.22	31,213.40
1013 Debit/Visa 2876	2,281.22	6,105.60
1052 Capital Replace Savings 7216	105,255.51	5,005.45
1054 Capital Improve Savings 7224	105,249.52	5,005.45
Total Bank Accounts	\$321,531.21	\$232,610.81
Accounts Receivable		
1200 Accounts Receivable	5,984.05	11,557.18
Total Accounts Receivable	\$5,984.05	\$11,557.18
Other Current Assets		
1205 Undeposited Funds	0.00	
1208 Employee Advances	-100.00	
1230 Other Receivables	128,770.09	128,770.09
1236 Prepaid Expense	17,902.00	18,402.00
1240 Property Tax Receivable	136,027.00	136,027.00
1245 Cash with County	2,767.35	2,767.35
1301 SAFER Grant Receivable	33,437.00	
1302 Seismic Grant Receivable	58,658.00	
1303 Hose Grant Receivable	0.00	
1351 Conflag Receivable	51,583.19	
Total Other Current Assets	\$429,044.63	\$285,966.44
Total Current Assets	\$756,559.89	\$530,134.43
Fixed Assets		
1700 Capital Assets		
1701 Land	0.00	0.00
1702 Buildings and Improvement	0.00	0.00
1703 Equipment	0.00	0.00
1708 Vehicles	0.00	0.00
1799 Accumulated Depreciation	0.00	0.00
Total 1700 Capital Assets	0.00	0.00
Total Fixed Assets	\$0.00	\$0.00
TOTAL ASSETS	\$756,559.89	\$530,134.43
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		

	TOTAL	
	AS OF SEP 30, 2018	AS OF SEP 30, 2017 (PY)
2000 Accounts Payable	9,417.02	63,318.84
Total Accounts Payable	\$9,417.02	\$63,318.84
Credit Cards		
2005 OPB Visa Card Account	1,263.55	2,411.05
Total Credit Cards	\$1,263.55	\$2,411.05
Other Current Liabilities		
2010 Other Payables	186,436.98	186,436.98
2100 Payroll Liabilities	-83.51	40,552.61
2108 Wages & Payroll Liabilities	0.00	20,700.35
2110 PERS Liability	0.00	
2116 Deferred Comp Valic	0.00	0.00
2117 Deferred Comp	0.00	-5,650.00
2130 Union Dues	585.78	0.00
2142 Compensated Absences	0.00	0.00
2180 Cobra Insurance	0.00	0.00
2182 Association Dues Withheld	132.00	0.00
2199 Misc PR Deductions	279.76	
Total 2100 Payroll Liabilities	914.03	55,602.96
2300 Deferred Revenue	0.00	0.00
Total Other Current Liabilities	\$187,351.01	\$242,039.94
Total Current Liabilities	\$198,031.58	\$307,769.83
Long-Term Liabilities		
2301 Accrued Interest	0.00	0.00
2304 Debt Due within One Year	0.00	0.00
2310 Debt Due in More than One Year	0.00	0.00
Total Long-Term Liabilities	\$0.00	\$0.00
Total Liabilities	\$198,031.58	\$307,769.83
Equity		
3100 Designated for Capital	210,284.84	
3200 Investment in Capital less Debt	0.00	0.00
3500 Fund Balance Unrestricted	591,377.29	689,908.02
Net Income	-243,133.82	-467,543.42
Total Equity	\$558,528.31	\$222,364.60
TOTAL LIABILITIES AND EQUITY	\$756,559.89	\$530,134.43

Siuslaw Valley Fire and Rescue

PROFIT AND LOSS

September 2018

	TOTAL
Income	
4100 Property Tax	
4117 Lane County Prior	40,020.54
4118 Douglas County Prior	19.33
Total 4100 Property Tax	40,039.87
4300 Contract Income	
4303 Three Rivers Casino	5,182.25
Total 4300 Contract Income	5,182.25
4400 IGA Reimbursement	13,670.31
4700 Grant Income	
4704 Seismic Grant	21,829.00
Total 4700 Grant Income	21,829.00
4850 Other Income	
4860 Reimbursements and Refunds	3,834.52
4890 Interest Income	747.82
Total 4850 Other Income	4,582.34
Total Income	\$85,303.77
GROSS PROFIT	\$85,303.77
Expenses	
5000 Personal Services	
5100 Operations Personal Services	
5101 Salary & Wages Operations	42,732.25
5102 Overtime Operations	-25,948.82
5103 Resident Stipend	1,500.00
5104 Conflag Wages Operations	29,815.69
5105 Payroll Taxes Operations	3,692.44
5107 Benefits Operations	-185.42
5108 PERS Operations	16,811.75
5109 Deferred Comp HRA VEBA	10,750.00
Operations	
5115 Health & Wellness Operations	408.75
5119 less Employee Reimbursements	1,487.12
Ops	
5180 Operation Staff Expense	
5182 Cell Phone Operations	250.00
5186 Uniforms Operations	15.00
Total 5180 Operation Staff Expense	265.00
Total 5100 Operations Personal Services	81,328.76
5200 Administration Personal Services	
5201 Salary & Wages Admin	21,849.17
5205 Payroll Taxes Admin	1,671.02
5207 Benefits Admin	5,378.35
5208 PERS Admin	3,443.38

	TOTAL
5219 less Employee Reimbursements Admin	102.08
5280 Administration Staff Expense	
5283 Cell Phone Admin	100.00
5284 Staff Expense Admin	61.75
Total 5280 Administration Staff Expense	161.75
Total 5200 Administration Personal Services	32,605.75
Total 5000 Personal Services	113,934.51
6000 Operations Expense	
6100 Training	190.00
6200 Recruit & Retain	59.15
6300 Call Reserve	609.41
6450 Fire Prevention	771.39
6500 Technology	701.86
6700 Facilities	3,225.34
6800 Vehicles	922.05
6920 Fuel and Lubricants	1,776.10
6930 Equipment Maintenance	222.50
Total 6000 Operations Expense	8,477.80
7000 Administration	
7100 Administrative Expense	2,865.15
7300 Board of Directors	60.92
7400 Professional Services	605.35
7500 Insurance	19,902.05
Total 7000 Administration	23,433.47
8000 Capital Outlay	120.00
8700 Grant Expense	2,053.30
Total Expenses	\$148,019.08
NET OPERATING INCOME	\$ -62,715.31
NET INCOME	\$ -62,715.31

Siuslaw Valley Fire and Rescue

BUDGET VS. ACTUALS: FY_2018_2019 - FY19 P&L

July - September, 2018

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Property Tax			
4111 Lane County		1,860,054.00	
4114 Douglas County		2,900.00	
4117 Lane County Prior	45,860.12	25,000.00	183.44 %
4118 Douglas County Prior	62.78	100.00	62.78 %
Total 4100 Property Tax	45,922.90	1,888,054.00	2.43 %
4300 Contract Income			
4303 Three Rivers Casino	15,546.75	62,187.00	25.00 %
4309 Herman Peak Emergency Radio		3,600.00	
Total 4300 Contract Income	15,546.75	65,787.00	23.63 %
4400 IGA Reimbursment	40,724.31	162,265.00	25.10 %
4700 Grant Income			
4702 Wildland Grant		363,968.00	
4704 Seismic Grant	159,346.00	164,833.00	96.67 %
Total 4700 Grant Income	159,346.00	528,801.00	30.13 %
4800 Conflag Reimbursements			
4804 Taylor Conflag	27,094.55	51,260.00	52.86 %
4805 Garner Conflag	24,488.64		
Total 4800 Conflag Reimbursements	51,583.19	51,260.00	100.63 %
4850 Other Income			
4859 Miscellaneous Income	10.00		
4860 Reimbursements and Refunds	5,451.12		
4890 Interest Income	893.11	2,500.00	35.72 %
Total 4850 Other Income	6,354.23	2,500.00	254.17 %
Total Income	\$319,477.38	\$2,698,667.00	11.84 %
GROSS PROFIT	\$319,477.38	\$2,698,667.00	11.84 %
Expenses			
5000 Personal Services			
5100 Operations Personal Services			
5101 Salary & Wages Operations	155,512.41	630,679.00	24.66 %
5102 Overtime Operations	8,057.93	42,111.00	19.13 %
5103 Resident Stipend	4,500.00	20,500.00	21.95 %
5104 Conflag Wages Operations	29,815.69	51,260.00	58.17 %
5105 Payroll Taxes Operations	16,609.26	73,835.00	22.50 %
5107 Benefits Operations	33,218.74	137,632.00	24.14 %
5108 PERS Operations	34,491.92	140,195.00	24.60 %
5109 Deferred Comp HRA VEBA Operations	10,750.00	9,000.00	119.44 %
5115 Health & Wellness Operations	1,423.57	9,055.00	15.72 %
5119 less Employee Reimbursements Ops	477.69		
5180 Operation Staff Expense	985.16	15,388.00	6.40 %

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total 5100 Operations Personal Services	295,842.37	1,129,655.00	26.19 %
5200 Administration Personal Services			
5201 Salary & Wages Admin	65,324.39	253,039.00	25.82 %
5205 Payroll Taxes Admin	5,485.57	25,304.00	21.68 %
5207 Benefits Admin	16,388.15	64,139.00	25.55 %
5208 PERS Admin	7,064.64	64,051.00	11.03 %
5209 Deferred Comp HRA VEBA Admin	4,500.00	4,500.00	100.00 %
5219 less Employee Reimbursements Admin	102.08		
5280 Administration Staff Expense	437.95	2,500.00	17.52 %
Total 5200 Administration Personal Services	99,302.78	413,533.00	24.01 %
Total 5000 Personal Services	395,145.15	1,543,188.00	25.61 %
6000 Operations Expense			
6100 Training	10,074.93	53,000.00	19.01 %
6200 Recruit & Retain	284.15	8,000.00	3.55 %
6300 Call Reserve	2,926.16	15,000.00	19.51 %
6400 Emergency Services	6,091.26	53,474.00	11.39 %
6450 Fire Prevention	7,289.13	19,000.00	38.36 %
6500 Technology	6,515.70	34,387.00	18.95 %
6700 Facilities	11,257.99	73,820.00	15.25 %
6800 Vehicles	2,256.56	60,000.00	3.76 %
6900 Operating Supplies & Expense	173.34	14,500.00	1.20 %
6920 Fuel and Lubricants	6,542.39	30,000.00	21.81 %
6930 Equipment Maintenance	821.79	37,000.00	2.22 %
9999 Reconciliation Discrepancies	-5,182.30		
Total 6000 Operations Expense	49,051.10	398,181.00	12.32 %
7000 Administration			
7100 Administrative Expense	7,415.61	42,350.00	17.51 %
7300 Board of Directors	581.45	11,200.00	5.19 %
7400 Professional Services	7,718.42	31,500.00	24.50 %
7500 Insurance	23,356.05	83,000.00	28.14 %
Total 7000 Administration	39,071.53	168,050.00	23.25 %
8000 Capital Outlay		87,000.00	
8600 Conflag Reimbursable Expense	122.74		
8700 Grant Expense	79,220.68	455,749.00	17.38 %
8900 Debt Service		33,400.00	
9997 Uncategorized Expenses	0.00		
Total Expenses	\$562,611.20	\$2,685,568.00	20.95 %
NET OPERATING INCOME	\$ -243,133.82	\$13,099.00	-1,856.13 %
Other Income			
9000 Fund Balance, Beginning		650,000.00	
Total Other Income	\$0.00	\$650,000.00	0.00%
Other Expenses			
9500 Fund Balance, Ending		663,099.00	
Total Other Expenses	\$0.00	\$663,099.00	0.00%
NET OTHER INCOME	\$0.00	\$ -13,099.00	0.00%
NET INCOME	\$ -243,133.82	\$0.00	0.00%

Siuslaw Valley Fire and Rescue

TRANSACTION LIST BY DATE

September 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/04/2018	Check	EFT	Card Service Center	April expenses	1001 Checking 1151	-1,003.00
09/04/2018	Check	4922	Zachery Beadon		1012 Payroll Checking 0375	-144.69
09/04/2018	Bill Payment (Check)	26448	Special Districts Insurance Services	03-0052196	1001 Checking 1151	-19,902.05
09/04/2018	Check	4923	Lori Severance		1012 Payroll Checking 0375	-161.89
09/04/2018	Bill Payment (Check)	26449	PeaceHealth		1001 Checking 1151	-100.00
09/04/2018	Bill Payment (Check)	26450	Lane Council of Governments	20400	1001 Checking 1151	-2,968.90
09/04/2018	Bill Payment (Check)	26451	CTX-Xerox	SV08	1001 Checking 1151	-150.66
09/04/2018	Bill Payment (Check)	26452	WHA Insurance Agency, Inc		1001 Checking 1151	-1,358.00
09/04/2018	Bill Payment (Check)	26453	Charter Communications		1001 Checking 1151	-14.78
09/04/2018	Bill Payment (Check)	26454	Dina McClure		1001 Checking 1151	-50.00
09/04/2018	Bill Payment (Check)	26455	James Langborg		1001 Checking 1151	-50.00
09/04/2018	Bill Payment (Check)	26456	Jeff Larson		1001 Checking 1151	-50.00
09/04/2018	Bill Payment (Check)	26457	Andy Gray		1001 Checking 1151	-50.00
09/04/2018	Bill Payment (Check)	26458	Colten Griswold.		1001 Checking 1151	-500.00
09/04/2018	Bill Payment (Check)	26459	Don Quinn.		1001 Checking 1151	-500.00
09/04/2018	Bill Payment (Check)	26460	Jim Dickerson		1001 Checking 1151	-50.00
09/04/2018	Bill Payment (Check)	26461	Oaren Wraye.		1001 Checking 1151	-500.00
09/04/2018	Bill Payment (Check)	26462	Tony Miller		1001 Checking 1151	-50.00
09/04/2018	Bill Payment (Check)	26463	Warren, Peter D.		1001 Checking 1151	-50.00
09/04/2018	Bill Payment (Check)	26464	Siuslaw Valley Firefighters' Association		1001 Checking 1151	-136.00
09/04/2018	Transfer				1002 Money Market 0832	-20,000.00
09/06/2018	Check	4924	Peter Warren		1012 Payroll Checking 0375	-183.93
09/06/2018	Check	4925	Levi Green	9/5/18 payroll adjustment	1012 Payroll Checking 0375	-59.12
09/07/2018	Check	4926	Terry Madden		1012 Payroll Checking 0375	-243.81
09/07/2018	Check	4927	Christopher R Holden		1012 Payroll Checking 0375	-138.24
09/07/2018	Transfer				1002 Money Market 0832	-100,000.00
09/11/2018	Check	DC36	McDonald's	McDonald's extended incident meal	1013 Debit/Visa 2876	-107.70
09/12/2018	Check	EFT	PERS of Oregon	2794	1001 Checking 1151	-20,255.13
09/12/2018	Bill Payment (Check)	26466	Carlson Testing, Inc.		1001 Checking 1151	-513.50
09/12/2018	Bill Payment (Check)	26467	Cascade Centers		1001 Checking 1151	-156.75
09/12/2018	Bill Payment (Check)	26468	Les Schwab	219-80231	1001 Checking 1151	-30.71
09/12/2018	Bill Payment (Check)	26469	Scott Partney Construction, Inc.		1001 Checking 1151	-1,231.80
09/12/2018	Bill Payment (Check)	26470	Campbell Productions		1001 Checking 1151	-245.00
09/12/2018	Bill Payment (Check)	26471	Bi-Mart Corporation	Acct. # 923307	1001 Checking 1151	-134.22
09/12/2018	Bill Payment (Check)	26472	Florence Coastal Hardware	919	1001 Checking 1151	-209.43
09/12/2018	Bill Payment (Check)	26473	South Coast Water District, Inc.	0027	1001 Checking 1151	-37.20
09/12/2018	Bill Payment (Check)	26474	The Shippin' Shack	210	1001 Checking 1151	-32.25
09/12/2018	Bill Payment (Check)	26475	Vend West Services, Inc.	SVFIR	1001 Checking 1151	-46.00
09/12/2018	Bill Payment (Check)	26476	Coast Broadcasting		1001 Checking 1151	-50.00
09/12/2018	Bill Payment (Check)	26477	Oregon Govn. Ethics Commission		1001 Checking 1151	-475.12
09/12/2018	Bill Payment (Check)	26478	Borg Industries		1001 Checking 1151	-87.91
09/12/2018	Bill Payment (Check)	26479	Carson Oil Company	7689674	1001 Checking 1151	-208.16
09/12/2018	Bill Payment (Check)	26480	Central Lincoln		1001 Checking 1151	-1,302.52
09/12/2018	Bill Payment (Check)	26481	CenturyLink	503-Z25-0032 890B	1001 Checking 1151	-1,017.52
09/12/2018	Bill Payment (Check)	26482	Chuck's Plumbing, Inc.		1001 Checking 1151	-618.00
09/12/2018	Bill Payment (Check)	26483	City of Florence	1022600	1001 Checking 1151	-450.44
09/12/2018	Bill Payment (Check)	26484	Coastal Fitness	002493	1001 Checking 1151	-252.00
09/12/2018	Bill Payment (Check)	26485	County Transfer & Recycling	2941-66-001	1001 Checking 1151	-119.05
09/12/2018	Bill Payment (Check)	26486	CTX-Xerox	SV08	1001 Checking 1151	-38.61

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/12/2018	Bill Payment (Check)	26487	Hughes Fire Equipment	17115	1001 Checking 1151	-346.50
09/12/2018	Bill Payment (Check)	26488	Knecht's Discount Auto Parts #34	40300	1001 Checking 1151	-32.97
09/12/2018	Bill Payment (Check)	26489	L.N. Curtis & Sons	4551	1001 Checking 1151	-395.16
09/12/2018	Bill Payment (Check)	26490	OFDDA-LOSAP TRUST	7307	1001 Checking 1151	-725.00
09/12/2018	Bill Payment (Check)	26491	Siuslaw News	639	1001 Checking 1151	-155.53
09/12/2018	Bill Payment (Check)	26492	Special Districts Insurance Services	03-0052196	1001 Checking 1151	-17,532.13
09/12/2018	Bill Payment (Check)	26493	TNT Sales and Repairs		1001 Checking 1151	-252.19
09/12/2018	Bill Payment (Check)	26494	US Bank Equipment Finance	500-0511091-000	1001 Checking 1151	-270.24
09/12/2018	Bill Payment (Check)	26495	Verizon Wireless	442163823-00001	1001 Checking 1151	-421.55
09/12/2018	Bill Payment (Check)	26496	WECO	23588	1001 Checking 1151	-922.09
09/12/2018	Bill Payment (Check)	26497	WestCoast Media Group, Inc.		1001 Checking 1151	-87.50
09/12/2018	Bill Payment (Check)	26498	Tony's Garage		1001 Checking 1151	-132.00
09/13/2018	Check	EFT	Mid-Month Draws	September draws - final	1012 Payroll Checking 0375	-2,500.00
09/13/2018	Check	DC34	Central Coast Disposal, Inc.	dumpster delivery paid by phone with debit card	1013 Debit/Visa 2876	-144.70
09/14/2018	Check	EFT	ADP, LLC	Payroll Fees for August	1012 Payroll Checking 0375	-572.40
09/18/2018	Check	EFT	IAFF Local 851	monthly dues	1012 Payroll Checking 0375	-586.68
09/21/2018	Bill Payment (Check)	26499	Liz labichello		1001 Checking 1151	-68.35
09/21/2018	Bill Payment (Check)	26500	Albertson's / Safeway	68000	1001 Checking 1151	-240.29
09/21/2018	Bill Payment (Check)	26501	Active911		1001 Checking 1151	-573.75
09/21/2018	Bill Payment (Check)	26502	Shervin's Tire & Automotive		1001 Checking 1151	-144.95
09/21/2018	Bill Payment (Check)	26503	Bio-Med Testing Services Inc	SIUSFLO1	1001 Checking 1151	-69.00
09/21/2018	Bill Payment (Check)	26504	CoastCom, Inc.	0299000084	1001 Checking 1151	-200.05
09/21/2018	Bill Payment (Check)	26505	DPSST		1001 Checking 1151	-80.00
09/21/2018	Bill Payment (Check)	26506	HGE		1001 Checking 1151	-827.62
09/21/2018	Bill Payment (Check)	26507	Kiwanis Club of Florence		1001 Checking 1151	-90.00
09/21/2018	Bill Payment (Check)	26508	Speer Hoyt LLC		1001 Checking 1151	-282.00
09/21/2018	Bill Payment (Check)	26509	WECO	23588	1001 Checking 1151	-1,110.12
09/21/2018	Bill Payment (Check)	26510	Coastal Paper & Supply Inc	3418	1001 Checking 1151	-59.16
09/21/2018	Bill Payment (Check)	26511	Pro Lumber Inc.		1001 Checking 1151	-167.91
09/26/2018	Check	DC35	Mo's Restaurant	Mo's Restaurant Association Dinner	1013 Debit/Visa 2876	-244.12
09/28/2018	Check	EFT	ADP, LLC	2 voided checks + local jurisdiction fee	1012 Payroll Checking 0375	-32.95
09/28/2018	Check	SVCCHRG		Service Charge	1012 Payroll Checking 0375	-25.00



**Chief/Director's Report
October 2018
Prepared by Jim Langborg**

Community Support Program Team

Please see the attached coordinator's report.

Financial

Dina continues to work on organizing our accounting system and has made a lot of progress. I am confident you are noticing improvements in your monthly statements. As mentioned last month, Staff is recommending that an ad hoc Finance Committee be formed in the coming months to determine what financial statements you would like to have. Having an identical set of financial reports would make things a lot easier for Dina.

Seismic Grant

All reimbursement paperwork is complete. We are awaiting the Architect to submit the final reports. When that is done, we will be able to submit our final reimbursement forms.

SAFER Grant

Our requested grant amendment was accepted and we are up to date on all reimbursements.

Systems Design Presentation

Representatives from Systems Design are scheduled to attend the October 25th WLAD Board Meeting to answer questions and describe their services. Please let Chief House know if you have any other questions or topics other than those submitted by Director Yecny to be covered during the presentation.

PERS Presentation

As mentioned last month we have secured a date with a representative from Piper and Jaffray to discuss PERS with both boards. They are scheduled to be at the December 19th SVFR meeting scheduled for 6:00 pm. I recommend making this a joint meeting. I



**Chief/Director's Report
October 2018
Prepared by Jim Langborg**

was able to speak with Marjorie Taylor who is a Senior Policy Director at Oregon PERS. She stated that PERS does not allow their employees to do presentations at the local

level, but she did say that Carol Samuels from Piper and Jaffray is very knowledgeable. Ms. Taylor also highly recommended that our Directors attend the SDAO Conference in January because their staff will be doing another PERS training session. Ms. Taylor also sent me links to several videos that she recommends our Senior Management and Directors watch. I have forwarded the links to Dina who will get them to you in the near future. Finally, Ms. Taylor shared that the Employer Incentive Program associated with SB 1566 will most likely not be in place until 2021.

General Observation

Attached, you will find a job announcement for an Office Manager in Keizer Fire District. The Pay range is from \$64,000 to \$92,000. I bring this to your attention because while setting the pay for Dina's position and attempting to get a pay increase for the Fire Operations Chief there was some debate among Board Members as whether or not the pay rate I recommended was warranted. The Keizer position is comparable to our position and most likely less complex. As the District moves into the future I recommend that the members of both of our Boards consider the value of offering a competitive salary.

Thank You

This will be my last report to the Board of each District and I would like to thank you for the opportunity to serve the Florence community. I also thank you for the support you have shown our District and myself. I firmly believe both Districts are headed in the right direction and with your continued leadership and governance the future is bright for both organizations.

October 2018 Community Support Team (CST) Coordinator's Report
Prepared by Lori Severance, LCSW

Community Support Team Program Update:

- The initial draft of the SVFR/WLAD Peer Support Program Guidelines and Handbook was drawn up and presented in our monthly Interagency Peer Support meeting. There was a suggestion that the Peer Support program be set up as a regional program, which would encompass SVFR, WLAD, FPD and SHDW Fire. Such a program would have a governing committee that has representatives from each agency and would allow personnel to contact peer support volunteers from outside their agency, if preferred.

-Training continues for our two newest CST members. They are currently in the last phase of their training, where they accompany CST members on calls in the community and will then be "shadowed" as they take the lead on calls.

- Contact continues with the Trauma Intervention Program (TIP- a national organization that provides trained crisis volunteers to provide support and crisis intervention to community members in conjunction with fire, police or emergency medical calls). The CST Coordinator will attend their training in November, to see if their program is compatible with our CST program. If so, coordinating efforts with TIP will provide CST with greater access to resources, trainings, and personnel, as well as membership in a nationally recognized crisis response organization.

-The CST team organized the SVFR annual picnic, which also served as a venue to recognize Chief Langborg for his leadership and contributions to SVFR and WLAD. The picnic took place on Sunday October 7 and was very well attended.

~Peer Support program information and contact numbers were added to the TeamRescue site for easy accessibility for all SVFR/WLAD personnel.

~Weekly vehicle inspections are now being completed by CST members on the SVFR vehicle. A log book has been developed and is kept in the SVFR vehicle.

~The First Responder Stress and Resilience presentation has been updated and improved upon, prior to presenting at the next fire academy on October 12.

Monthly CST hours:	Crisis responses: 11	Total hours: 16
	Community/Support Services: 7	Total hours: 15
	Trainings: 1	Total hours: 5

Office Manager

Keizer Fire District

Location: Keizer, Oregon

Keizer Fire District is accepting applications for the position of Office Manager. We seek a high-level experienced, energetic, team oriented individual who will report directly to the Fire Chief.

Job Summary

This position is responsible for all aspects of the fire districts office and financial system to include budget, general ledger, accounts payable, account receivable and audit. Performs the payroll function for the fire district as well as senior level support in the areas of personnel, benefits and administration; serves as primary support to the Board of Directors and Civil Service Commission. Serves as a member of the senior management team, a confidential employee and directly supervises and applies lead direction to all aspects of the fire district's business office. The ability to maintain accountability, work independently and have responsible attendance is essential to this position. This position has the possibility of growing into the Finance Officer position in a few years if qualified.

Qualifications

Knowledge of accounting and bookkeeping principles and practices; ability to perform detailed work involving written or numerical data and to make mathematical calculations rapidly and accurately; knowledge of secretarial skills such as English, spelling and punctuation; skill in word processing and QuickBooks, basic computer operations, spreadsheets and standard software; ability to understand and follow oral and written instructions of a complex nature; ability to use tact and resourcefulness in public contacts in explaining difficult procedures and regulations.

Education and Special Requirements

- Minimum graduation from high school or GED; preferably education or experience equivalent to associates degree or above with emphasizes in accounting, financial reporting, computer programs, secretarial skills, and knowledge of Oregon Budget Law.
- Three years of progressively responsible office experience and one year in a supervisory capacity in an accounting setting.
- Public agency experience in accounting; work experience dealing with the public.
- Fire Service experience preferred.

Position and Application Deadline

- Salary \$64,986 - \$92,185
- Application packets must be received by November 2, 2018 at 5:00 p.m.
- Keizer Fire District employment application, Job Description, "Authorization for Release of Information and Waiver of Privilege" form, "Informed Consent" form and supplemental questionnaire are available at www.keizerfire.com.
- To apply send completed Keizer Fire District employment application, all required and completed forms, supplemental questionnaire, cover letter, and resume to:
Keizer Fire District
661 Chemawa Road NE
Keizer, Oregon 97303
- Incomplete applications will be discarded.

Operations Chief October 2018 Monthly Report

Response Information—calls responded to during the reporting period of 09/01/2018 to 10/01/2018.

Fire – 7

Rescue and Emergency Medical Service – 18

Service Call – 12

Good Intent – 12

False Alarm – 3

Total Calls September, 2018-52

Total Calls 2018 -521 vs 2017 -330 (increase of 139 calls or 43% increase of last year's call volume)

Fire Property Loss – September-2018- \$353,800.00 (est)

Fire Property Loss – 2018 -\$1,689,185.00.00 (est)

Average Number of Firefighters per Incident: 7

Average 2018: 8 (Down 1)

Average response times:

July 2018: 8.5 Min (excludes out of district response and code 1 response to assist medics)

2018: 9.75 Min

Call totals by year and year to date, percentages to date, fire loss to date.

2016 = 435 total to date 338

2016 Percentages to date – Fire 9.71%, Rescue 45.86%, Service 12.72%, False Alarm 6.80% Good Intent 22.19%

2016 Run Numbers to date- Fire 31, Rescue 155, Service 43, False Alarm 23, Good Intent 75

2016 Fire Loss to date = \$888,100.00 (EST)

2017 = 495 total to date 371

2017 Percentages to date – Fire 9.70%, Rescue 43.94%, Service 15.63%, False Alarm 3.77%, Good Intent 20.22%

2017 Run Numbers to date – Fire 36, Rescue 163, Service 58, False Alarm 14, Good Intent 75

2017 Fire Loss = \$299,300.00 (EST)

2018 to date = 521

2018 Percentages to date – Fire 6.38%, Rescue 47.11%, Service 19.82%, False Alarm 4.69%, Good Intent 19.19%

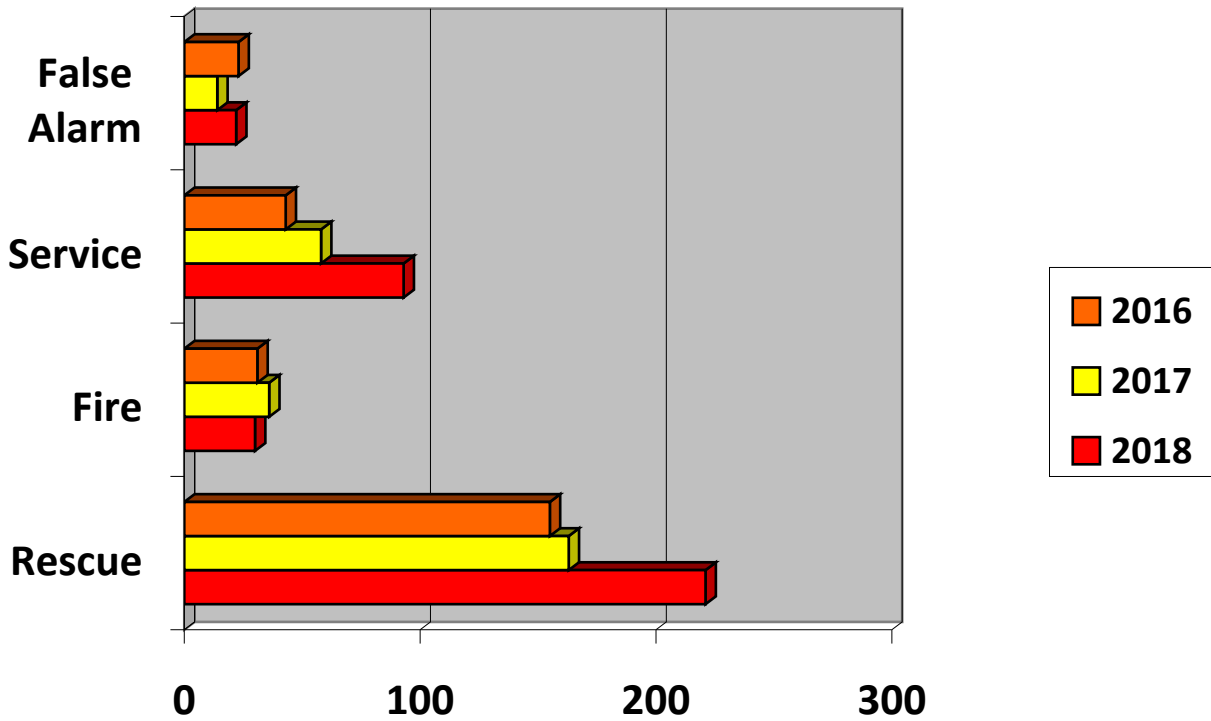
2018 Run Numbers to date- Fire 30, Rescue 221, Service 93, False Alarm 22, Good Intent 90

2018 Fire Loss = \$1,335,485.00 (EST)

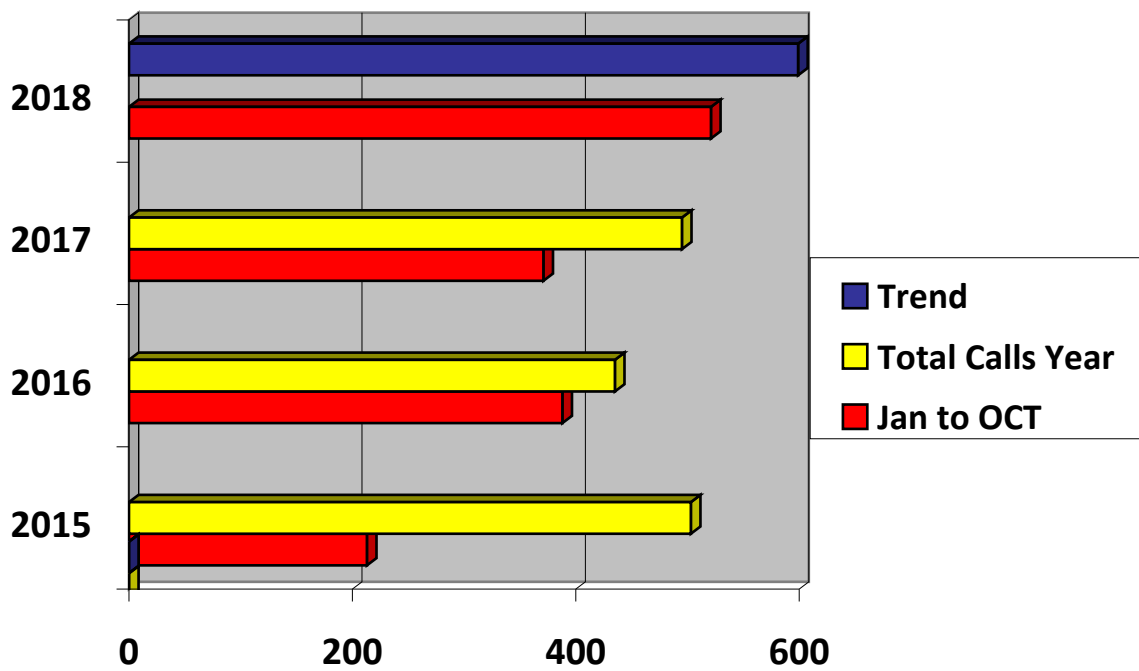
Analysis:

The above data is from the Image Trend Elite State of Oregon Reporting System, except total calls, for the years, 2016 and 2017 include only January 1 to September 30.

Statistically Saturday at 1600 is our peak day/time for 2018. We have a spike at Wednesday and Tuesday at 1400 hrs.



Rescue includes MVA, EMS, and ATV. (BY NUMBER)



Total calls vs calls January to August. (2018 total calls is judging by trends looking to hit 650/675)

Training Report: Academy is starting and we have lots of help and assistance.

Prevention: Fire Prevention week, some big projects, and inspections are all going well.

R&R: See Staff report.

Facilities: Station 1 has had some roof leakage.

Equipment: Air Monitors are down need to address as soon as we come out of dry period.

Apparatus: T-1 annual maintenance complete at hughes.

EMS: EMT and EMR paperwork is complete and with the State, EMR task book is going active.

Standard of Cover: Committee did not meet due to injuries and illness.

Please see the Staff reports for the details.

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
111 - Building fire	1	1.92%	150,000.00	200,000.00	350,000.00	98.93%
113 - Cooking fire, confined to container	1	1.92%	150.00	150.00	300.00	0.08%
122 - Fire in motor home, camper, recreational vehicle	1	1.92%	2,000.00	1,500.00	3,500.00	0.99%
140 - Natural vegetation fire, other	2	3.85%				
142 - Brush or brush-and-grass mixture fire	1	1.92%				
1421 - Barkdust fire	1	1.92%	0.00	0.00	0.00	0.00%
Total: 7	Total: 13.46%	Total: 152,150.00	Total: 201,650.00	Total: 353,800.00	Total: 100.00%	
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
311 - Medical assist, assist EMS crew	10	19.23%				
322 - Motor vehicle accident with injuries	4	7.69%				
324 - Motor vehicle accident with no injuries.	4	7.69%				
Total: 18	Total: 34.62%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%	
Incident Type Category (FD1.21): 5 - Service Call						
500 - Service call, other	3	5.77%				
542 - Animal rescue	1	1.92%				
553 - Public service	4	7.69%				
561 - Unauthorized burning	4	7.69%				
Total: 12	Total: 23.08%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%	

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 6 - Good Intent Call						
6111 - Dispatched and cancelled prior to going en route	1	1.92%				
6112 - Dispatched and cancelled en route, EMS call	2	3.85%				
6114 - Dispatched and cancelled en route, Fire call	3	5.77%				
6115 - Dispatched and cancelled en route, Fire alarm	3	5.77%				
6116 - Dispatched and cancelled en route, MVA	2	3.85%				
651 - Smoke scare, odor of smoke	1	1.92%				
	Total: 12	Total: 23.08%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
733 - Smoke detector activation due to malfunction	1	1.92%				
743 - Smoke detector activation, no fire - unintentional	1	1.92%				
745 - Alarm system activation, no fire - unintentional	1	1.92%				
	Total: 3	Total: 5.77%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
	Total: 52	Total: 100.00%	Total: 152,150.00	Total: 201,650.00	Total: 353,800.00	Total: 100.00%

Monthly Update of Day Crew/Logistics For the SVFR Board of Directors Meeting for the Month of October

- Conducted Annual Hose Testing of 5,000 feet of Structure and Wildland Hose
- Herman Peak Radio Site Maintenance
- Herman Peak annual inventory for U.S. Forest Service
- Changed supply hose loads on E-4 and E-7
- Cleaned Station 7 (Logistics) – old hose, items to surplus
- FF Crescioni designed and built first of five hose storage/drying racks for stations

Training

- Conducted 4 drills for FF2 sign-offs

Repairs

- Foam Eductor for E-8
- Gated Valve Repair QA-2
- Pack Tracker E-1
- Portable Gas Monitor sensor failure

Calls During Day Crew Shift hours

- 9

Calls After Shift hours that Day Crew Members Responded

- 12

Company Inspections of B&M Occupancies

- The Shippin Shack
- Holloway and Associates
- Goodmans Floor Covering
- Florence in Bloom
- Umpqua Bank

**Prepared By:
Andy Gray
SVFR Captain**

Training Division Monthly Accomplishments

- Planned and Coordinated a Fire recruit academy for 17+ firefighters from SVFR, Swiss home-Deadwood Fire, Mapleton Fire, and Gardiner Fire strengthening mutual aid response and setting the standard for fire dept academies.
- Planned and Coordinated live fire, mutual aid training with Reedsport Fire strengthening emergency disaster preparedness.
- Planned and Coordinated the 2nd annual Emergency Medical Responder class strengthening medical skills within the district.
- Planned and Coordinated a firefighter 2, fire investigation class to better prepare our community to be fire safe and have our firefighters help with investigations.
- Certified 3 firefighter 1s, 2 driver operators, and 2 wildland firefighters.
- Enrolled 4 firefighters into continuing education classes to certify as SVFR Duty Officers.
- Enrolled 3 firefighters into an Instructor 1 course to broaden the instructor cadre at SVFR.
- Enrolled 5 of the paid staff into a department strengthening course.

Informational sheet regarding Recruitment and Retention (R&R) Coordinator Efforts.

For Board of Directors Meeting on 19 Oct 2018

Recruitment

- Progress of All Recruited Firefighters since 1 Jan 2017
 - o Numerous interviews
 - o **Total** Volunteer Firefighters gained/lost in all departments
 - Gained since 1 Jan 17: 54
 - Departed (Older and newer Vols): 41
 - Those I recruited who departed since 1/1/17: 13
 - Longer term SVFR mbrs departed but not recruited by me: 23
 - o Siuslaw Valley Fire & Rescue: (Total 38 Vol Firefighters & next Academy)
 - Gained since 1 Jan 17: 34 Firefighters gained
 - Departed (Older and newer Vols: 22
 - o Swisshome-Deadwood FD's (32 Firefighters)
 - Gained since 1 Jan 17: 17 (skewed due to inadequate, earlier reporting)
 - Departed: 16
 - o Mapleton FD (13 Firefighters) (skewed due to inadequate reporting)
 - Gained since 1 Jan 17: 3
 - 2 for Mar 2019 Academy
- Academy 2018-2 Scheduled for 12 Oct 2018
 - o 18 Already tentatively signed up, but looking for more
 - SVFR: 12 New (and 1 is Lateral)
 - MFD: 1
 - SHDW: 4
- Oregon Fire Recruitment Network changed to Quarterly Meetings. On hold till after the Wildland.

Retention

- Continuing Retention BBQ and group get-together
 - M&I at Station 1 and other outlying stations too
- Events Coordinator for 7 Oct SVFR Picnic.
- Movie night: Suspended till Oct
- Personally, purchased Bingo Balls and cards for future meetings

Fire Auxiliary Program

- Attended Chamber of Commerce After Hours
- Ed Lovel now part of CST team

Other

- EMT New Class Jan 2019: Finalizing recruit students for class
- Had very successful Skills Rodeo at Mapleton HS with SHDW and MFD. They had a great time!
- Taking Instructor 1 Class

- Up to date (Sep) on Target Solution Assignments
 - o Taking 9 Target Solutions (TS) for Fire Inspection and 3 mandatory lessons for October

Next Siuslaw News Article: (with possible future editing as not due yet)

Man, we're are Really Running some Calls!

October 2018 Submission

At 2:19 Sunday morning, September 16th, Siuslaw Valley was tapped out to their 500th Call of the year.

So, what's so significant about the number 500, well other than that after race milk drenching in Indianapolis?

Well fine folks, that's how many calls we've been tapped out to this year. That being the case, we've already exceeded the amount of calls we've ever done in any single year. Last year's new high was 495. We still have a quarter to go!

When do you think we get the most calls? You'll find out at the bottom of this article.

Most of our calls (47%) are Rescue Calls of some type. Those include assisting WLA on medical Calls, Search & Rescue, Water Rescue, Technical Rescue, Dunes Calls and Motor Vehicle incidents.

Fire Prevention has been doing a great job as our actual Fire Calls have dropped from 2017 8.9% fires versus 6.4 fires, so far this year. Then again, it's getting cooler already, so...

Our normal on-scene response time from being called out is 8.5 minutes, with about 7 Responders jumping in their rigs.

When there's truly a rip-roaring fire, we're averaging 14 firefighters showing up to put the wet on the red. It would be great to have 20, and that's one reason we're getting the word out...Come on in and Volunteer!

People aren't driving any better either, in fact, as of 26 September, vehicle collisions have increased to 113 from last year's total of 80. That's higher than the national average for a small town like ours. Slow down y'all!

We've been running a lot of Duty Chief (DC) calls this year. Our Duty Chief program has really taken off since we added four of our volunteer Captains to the program. This relieves a lot of stress on our responding crews as they don't have to respond when one DC can take care of the issue.

Oh, don't forget something else your department does...Training. There are numerous training events during a week. This adds to the amount of time your Siuslaw Valley Firefighters are dedicating to the protection of our area.

What did I forget? Oh yeah, I recommend chilling out on a lounge around 4PM on Saturday as it's rock'n in Florence and there's a good chance you'll hear sirens at this time.

Fire Prevention

Fire Prevention has been steadily moving forward inch by inch. September and October were extremely busy. Company inspections have started with mixed reviews from the community, we have had businesses completely cooperate, and a couple that have been a little hesitant. The day crew has assisted me with 11 company inspections, with several more scheduled through the end of the month. The state fire marshal has been out to assist me with 2 preschool inspections, one hotel inspection and with a plan to inspect all the hotels/motels in Florence in the near future. All three schools and bus barn are scheduled for inspections in November. All the buildings at Peace Harbor Hospital will be inspected next week.

I have installed 50 smoke alarms last month supplied by the state fire marshal's office and I have 34 requests for smoke alarms awaiting a new order. 22 emergency address signs are waiting for installation and we have installed 12 to date.

Fire prevention week was busy, the day crew assisted me with presenting an age appropriate fire prevention message to 6 preschools, 2 Head Start classes, and for the first time I presented a fire prevention message to approximately 320 middle school students. On October 6th, 2018 issue of the Siuslaw news was an insert for fire prevention week full of messages and fire prevention information. Of course, we introduced every member involved with the fire department, CST, Axillary, Administration staff, Siuslaw Valley volunteers and paid personnel, Mapleton Fire personnel, and Swisshome-Deadwood Rural Fire personnel.

I have been working with and building relationships with the city of Florence Building/Planning Department, we have been discussing 6 future building projects together to assure fire code and access is established before the projects begin breaking ground. I have been requested to join in discussions with the Lane County Building/Planning Department in Eugene and plan to be an active part of the future projects outside of city limits, but in our jurisdiction.

By Tony Miller

Fire Prevention Captain



Administrative Division Report October 2018 Prepared by Dina McClure, Office Manager

SVFR Cash Flow Update: \$52K in grant reimbursements has been deposited since October 1st. Conflag reimbursements requests were submitted early September. Cash balance is looking optimistic. The plan is to reimburse WLAD for the Seismic Grant next month. Line of Credit documents will be signed this week.

Balance Sheet: The report shows a \$60K shortage in the Payroll Checking. There was no overdraft at the bank. In order to get the end of month interest in the Money Market account, I wait until the 1st to transfer funds. Payroll is entered with an end of the month date but funds are not deducted until the 5th.

Profit & Loss: I added this report to show the monthly expense amount to ratify.

Budget vs Actual: We are 3 months into the fiscal year and expenses should be at 25% of budget or less. Operational wages and overtime related to Garner, Taylor, and Ramsey Conflags have been adjusted to the Conflag account in Personnel Services.

Transaction Report: Includes all bank accounts.

Ad Hoc Finance Committee:

Staff suggests that SVFR and WLAD designate an ad hoc finance committee to discuss having identical financial reports and taking identical board action. Having board packet reports and action the same for both districts would be easier to manage.

Bank Accounts:

- Updated signature cards should be ready for signatures this week.
- eBay account has been closed.
- New VISA cards have been ordered.

ADP: There were no mistakes with SVFR payroll last month. In an effort to make up for past errors, ADP waived their fees for September.

Upcoming Audit: Staff has been busy preparing for the upcoming audit. The auditors will be here the week of October 22.

Thank You for Supporting Our Future

Caelia Robertson
This trip was such a
good experience for
me I learned many things
and because of that I have
grown so thank you for supporting
US!!

Thank you for
helping my students
achieve their goal
to participate in the
HOSA International
Conference. This
experience has already
shown each of them what
goals to strive for academically
when they put forth effort!

Thank you so much for supporting
us go on this amazing trip.
It was a great opportunity for
the six of us. We definitely had
fun at Texas everybody's first time
considering it's almost
everybody's first time going there.
Thank you again & more power!
- Jaco

Thank you all for
providing us with
this experience. It
inspired me to study
harder for next year
& to try different
competitions. Thank you
for doing your part
in inspiring the hearts
& minds of 6 kids
-Ashli



Thank you so much
for giving us this
amazing opportunity
to expand our hor-
izons & passions and
get to know someone
amazing! -Kait

Thank you so much for
helping us make it! I really
appreciate everything
you've done for us. I
have learned so much
from this experience
so thank you!
-Kaglee

Thank you so much
for helping us get
to Texas! we had
an amazing time
and learned so
much - Jaco

H.O.S.A. CLASS OF 2017-2018 AT THE NATIONALS COMPETITION IN DALLAS, TX