

LOWELL RURAL FIRE PROTECTION DISTRICT

389 N. Pioneer Street

Lowell, OR 97452

Meeting of the Board of Directors

Agenda

June 12, 2024

5:00 P.M.

1. Call to Order
2. Roll Call
3. Close Regular Meeting of the Board of Directors and open Public Hearing to take comment from the public on the proposed budget for the fiscal year 2024 – 2025.
4. Close Public Hearing and reopen Meeting of the Board of Directors
5. Additions to the Agenda
6. Comments from the Floor
7. Approval of Board Meeting Minutes from May 8, 2024
8. Correspondence
9. Unfinished Business
10. Treasurers Report
 - a) Review Financial Statements
 - b) Review District Bills
 - a. ACTION: Pay bills
11. New Business
 - a) Board Candidate Interviews
 - a. ACTION: Select 2 members
 - b) Resolution 2024 – 1 Adopting Budget for 2024 – 2025 fiscal year, make appropriations, impose tax, and categorize tax.
 - a. ACTION: Adopt Resolution 2024 – 1
 - c) Policy B-100 Discussion

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Meeting of the Board of Directors

Agenda

- a. ACTION: Adopt Revised Policy B-100
- d) Discussion about remainder of Policies.
- 12. Comments from the Floor
- 13. Training Update
- 14. Chiefs Update
- 15. Board Comments
- 16. Next Meeting July 10, 2024
- 17. Adjourn

LOWELL RFPD
Balance Sheet
 As of June 7, 2024

	<u>Jun 7, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1002 · Banner Bank Checking	10,152.51
1004 · Banner PERS Checking	2,214.67
1200.0 · LGIP Account	
1210 · LGIP General Fund	250,751.69
1200.0 · LGIP Account - Other	-30,000.00
Total 1200.0 · LGIP Account	<u>220,751.69</u>
Total Checking/Savings	<u>233,118.87</u>
Total Current Assets	<u>233,118.87</u>
TOTAL ASSETS	<u><u>233,118.87</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	
Total Accounts Payable	<u>-2,519.99</u>
Credit Cards	<u>-2,519.99</u>
5153 · Mastercard *5153 Chief	128.56
5156 · Brown Mastercard *6851	1,419.74
5158 · Priser Mastercard *1666	478.27
5252 · Hall Mastercard *4882	494.51
Total Credit Cards	<u>2,521.08</u>
Other Current Liabilities	
2100.0 · Payroll Taxes Payable	
2122 · State OR Paid Family Leave	-5.12
2160 · Federal Unemployment	-2.04
2100.0 · Payroll Taxes Payable - Other	-51.61
Total 2100.0 · Payroll Taxes Payable	<u>-58.77</u>
2111 · Direct Deposit Liabilities	-0.10
Total Other Current Liabilities	<u>-58.87</u>
Total Current Liabilities	<u>-57.78</u>
Long Term Liabilities	
2411 · Debt Service - Fill Station	
Total Long Term Liabilities	<u>89,007.46</u>
Total Liabilities	<u>89,007.46</u>
Equity	88,949.68
3000.0 · General Fund Balance	
3010 · Gen Fund - Begin Fund Balance	
Total 3000.0 · General Fund Balance	<u>150,890.00</u>
3300.0 · Equipment Reserve Fund	150,890.00
3310 · Equip Res - Begin Fund Balance	
Total 3300.0 · Equipment Reserve Fund	<u>111,651.00</u>
	111,651.00

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06/07/24

Cash Basis

LOWELL RFPD
Balance Sheet
As of June 7, 2024

	Jun 7, 24
3500 · Retained Earnings	-268,977.78
3940 · Opening Bal Equity	-89,007.46
Net Income	239,613.43
Total Equity	144,169.19
TOTAL LIABILITIES & EQUITY	233,118.87

LOWELL RFPD Profit & Loss Budget vs. Actual July 1, 2023 through June 7, 2024

	Jul 1, '23 - Ju...	Budget	\$ Over Budget	% of Budget
Income				
4000.0 · Property Taxes	616,003.70	549,000.00	67,003.70	112.2%
4010 · Current Taxes - General Fund	4,933.22	0.00	4,933.22	100.0%
4020 · Previous Years Taxes				
Total 4000.0 · Property Taxes	620,936.92	549,000.00	71,936.92	113.1%
4100.0 · Interest Earnings				
4110 · LGIP Interest - GF	12,738.60	2,000.00	10,738.60	636.9%
4111 · Interest - Banner Checking	10.23	0.00	10.23	100.0%
Total 4100.0 · Interest Earnings	12,748.83	2,000.00	10,748.83	637.4%
4200.0 · Grants	35,000.00	35,000.00	0.00	100.0%
4400.0 · Other Income 1				
4405 · Cash Carryover previous year	123,141.00	118,000.00	5,141.00	104.4%
4410 · Miscellaneous Income	2,348.24	4,000.00	-1,651.76	58.7%
4460 · Equip Reserve Fund				
4462 · Equip Reserve CashCF Prev Yr	133,198.00	121,651.00	11,547.00	109.5%
Total 4460 · Equip Reserve Fund	133,198.00	121,651.00	11,547.00	109.5%
Total 4400.0 · Other Income 1	258,687.24	243,651.00	15,036.24	106.2%
49900 · Uncategorized Income	0.10	0.00	0.10	100.0%
8999-8 · Transfer In - Equip Reserve	0.00	0.00	0.00	0.0%
Total Income	927,373.09	951,302.00	-23,928.91	97.5%
Gross Profit	927,373.09	951,302.00	-23,928.91	97.5%
Expense				
5000.0 · ADMINISTRATION				
5000.1 · PERSONAL SERVICES				
5000.2 · Wages				
5010 · Chief Salary	76,404.13	83,500.00	-7,095.87	91.5%
5015 · Office Worker/Admin Assistant	12,504.20	14,000.00	-1,495.80	89.3%
5025 · Part-Time Fire Fighter	28,944.13	45,000.00	-16,055.87	64.3%
5027 · Firefighter / EMT	86,107.66	92,000.00	-5,892.34	93.6%
5030 · FF/EMT Training Coord. Pay	48,295.56	50,470.00	-2,174.44	95.7%
Total 5000.2 · Wages	252,255.68	284,970.00	-32,714.32	88.5%
5050.2 · Payroll Taxes & Benefits				
5055 · FICA	15,639.86	16,628.30	-988.44	94.1%
5060 · Medicare	3,657.70	3,442.88	214.82	106.2%
5065 · PERS	58,598.83	34,000.00	24,598.83	172.3%
5070 · Health Insurance	48,454.60	49,000.00	-545.40	98.9%
5075 · State WBF	143.19	152.52	-9.33	93.9%
5076 · State - OR Paid Family Leave	31.27	0.00	31.27	100.0%
5077 · State - OR ST Transit Tax	0.00	268.97	-268.97	0.0%
Total 5050.2 · Payroll Taxes & Benefits	126,525.45	103,492.67	23,032.78	122.3%
Total 5000.1 · PERSONAL SERVICES	378,781.13	388,462.67	-9,681.54	97.5%

LOWELL RFPD Profit & Loss Budget vs. Actual July 1, 2023 through June 7, 2024

	Jul 1, '23 - Ju...	Budget	\$ Over Budget	% of Budget
5100.2 · MATERIALS & SERVICES				
5111 · Bank Service Charges	353.09	100.00	253.09	353.1%
5115 · Office Supplies	4,965.03	1,700.00	3,265.03	292.1%
5120 · Legal Services & Fees	549.06	3,000.00	-2,450.94	18.3%
5125 · Audit	7,500.00	7,500.00	0.00	100.0%
5130 · Property & Liability Insurance	26,915.07	26,000.00	915.07	103.5%
5145 · Election Expense	588.77	450.00	138.77	130.8%
5155 · Dues & Subscriptions	10,175.86	9,000.00	1,175.86	113.1%
5160 · Fidelity Bond	498.00	550.00	-52.00	90.5%
5170 · Board Training Expense	0.00	2,000.00	-2,000.00	0.0%
5175 · Board Travel	758.39	4,000.00	-3,241.61	19.0%
5180 · Board Administrative Expenses	756.55	450.00	306.55	168.1%
5190 · Copier Lease	1,382.63	1,300.00	82.63	106.4%
5191 · Communication Equipment	222.50	1,000.00	-777.50	22.3%
5192 · Copier Expense	655.65	600.00	55.65	109.3%
Total 5100.2 · MATERIALS & SERVICES	55,320.60	57,650.00	-2,329.40	96.0%
Total 5000.0 · ADMINISTRATION	434,101.73	446,112.67	-12,010.94	97.3%
6000.0 · FIREFIGHTING AND RESCUE				
6100.2 · MATERIALS & SERVICES				
6010 · Chief's Expense	1,078.50	1,000.00	78.50	107.9%
6015 · Fire Prevention	2,833.32	2,000.00	833.32	141.7%
6020 · Logistics/Meals	403.29	600.00	-196.71	67.2%
6025 · Volunteer Expense	16,433.58	15,000.00	1,433.58	109.6%
6030 · Gas, Oil, Tires	11,464.54	18,000.00	-6,535.46	63.7%
6035 · Volunteer Insurance	2,701.93	2,600.00	101.93	103.9%
6040 · Liability/Workers Comp Insuranc	7,000.68	13,000.00	-5,999.32	53.9%
6045 · Utilities	18,139.75	20,000.00	-1,860.25	90.7%
6050 · Dispatch Assessment	17,573.93	20,000.00	-2,426.07	87.9%
6055 · Training	2,389.48	3,500.00	-1,110.52	68.3%
6060 · EMT Supplies	3,731.62	5,000.00	-1,268.38	74.6%
6065 · Building & Ground	54,346.18	53,500.00	846.18	101.6%
6070 · Vehicle Repair and Maintenance	9,701.88	10,000.00	-298.12	97.0%
6075 · Equipment Repair & Maint.	11,206.99	8,000.00	3,206.99	140.1%
6080 · Fire Fighting Equipment	12,286.99	10,000.00	2,286.99	122.9%
6085 · Household Supplies	407.16	500.00	-92.84	81.4%
6095 · Fire Fighting Supplies	301.00	0.00	301.00	100.0%
6096 · EMT Education	7,118.49	10,000.00	-2,881.51	71.2%
Total 6100.2 · MATERIALS & SERVICES	179,119.31	192,700.00	-13,580.69	93.0%
6300.0 · CAPITAL OUTLAY				
6324 · Turnouts	9,278.21	10,000.00	-721.79	92.8%
Total 6300.0 · CAPITAL OUTLAY	9,278.21	10,000.00	-721.79	92.8%
Total 6000.0 · FIREFIGHTING AND RESCUE	188,397.52	202,700.00	-14,302.48	92.9%
7000.0 · Debt Service - Equipment Fund				
69800 · Uncategorized Expenses	9.58	0.00	9.58	100.0%
6048 · Station 2 Loan Payment - Princi	14,943.79	14,944.00	-0.21	100.0%
6049 · Station 2 Loan Pymnt - Interest	626.16	627.00	-0.84	99.9%
7041 · Engine Lease Principal	39,619.88	40,757.00	-1,137.12	97.2%
7042 · Engine Lease Interest	10,061.00	8,925.00	1,136.00	112.7%
Total 7000.0 · Debt Service - Equipment Fund	65,250.83	65,253.00	-2.17	100.0%
8000.0 · Contingency				
8010 · General Operating Contingency	0.00	114,378.00	-114,378.00	0.0%
Total 8000.0 · Contingency	0.00	114,378.00	-114,378.00	0.0%

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06/07/24

Cash Basis

LOWELL RFPD
Profit & Loss Budget vs. Actual
July 1, 2023 through June 7, 2024

	<u>Jul 1, '23 - Ju...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8100.0 · Transfers				
8115 · To Gen Fund from Equip Reserve	0.00	121,651.00	-121,651.00	0.0%
Total 8100.0 · Transfers	0.00	121,651.00	-121,651.00	0.0%
Total Expense	687,759.66	950,094.67	-262,335.01	72.4%
Net Income	<u>239,613.43</u>	<u>1,207.33</u>	<u>238,406.10</u>	<u>19,846.6%</u>

LOWELL RFPD Transaction List by Date May 7 through June 7, 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Credit Card Charge	05/07/2024		Amazon	Performance Tool Magnetic Nut & Bolt T...	5156 · Brown Maste...	X	6070 · Vehicle ...	-10.39
Credit Card Charge	05/07/2024		Amazon	Eyewash and Dust Cap	5153 · Mastercard *	X	6065 · Building...	-27.42
Check	05/08/2024	EFT	PERS	April 1 - 30 2024 PERS Contribution	1004 · Banner PER...	X	5065 · PERS	-5,208.08
Liability Check	05/09/2024		QuickBooks Payroll ...	Adjusted for voided paycheck(s)	1002 · Banner Bank...	X	2111 · Direct ...	-2,161.32
Liability Check	05/09/2024		QuickBooks Payroll ...	Created by Payroll Service on 05/06/2024	1002 · Banner Bank...	X	2111 · Direct ...	-2,344.77
Credit Card Charge	05/09/2024		USPS	Postage	5153 · Mastercard *	X	5115 · Office ...	-136.00
Credit Card Credit	05/09/2024		EReplacement Parts		1002 · Banner Bank...	X	6075 · Equipm...	19.39
Paycheck	05/10/2024	DD1748	Brown, Nathaniel L	VOID: Direct Deposit Payroll Service fun...	1002 · Banner Maste...	X	-SPLIT-	0.00
Paycheck	05/10/2024	DD1749	Hall, Lloyd E	Direct Deposit	1002 · Banner Bank...	X	-SPLIT-	0.00
Paycheck	05/10/2024	DD1750	Priser, William D	Direct Deposit	1002 · Banner Bank...	X	-SPLIT-	0.00
Paycheck	05/10/2024	DD1751	Brown, Nathaniel L	Direct Deposit	1002 · Banner Bank...	X	-SPLIT-	0.00
Check	05/10/2024	EFT	Lane Electric	Service from 3/16 - 4/1/2024	1002 · Banner Bank...	X	6045 · Utilities	0.00
Check	05/10/2024	EFT	Lane Electric	Service from 3/16 - 4/1/2024	1002 · Banner Bank...	X	6045 · Utilities	0.00
Credit Card Charge	05/10/2024		Amazon	Spark Plug	1002 · Banner Bank...	X	6045 · Utilities	0.00
Credit Card Charge	05/11/2024		Shell Oil	Fuel	5156 · Brown Maste...	X	6070 · Vehicle ...	-500.89
Bill	05/11/2024		First Net	June 2024	5153 · Mastercard *	X	6030 · Gas, Oi...	-203.51
Credit Card Charge	05/11/2024		Nathan Brown		2000 · Accounts Pa...	X	5155 · Dues & ...	-8.60
Bill	05/11/2024		ebay	301 Miles Round Trip for Chiefs Confere...	2000 · Accounts Pa...	X	5155 · Dues & ...	-60.00
Bill	05/13/2024		Jerry's Home Impro...	Service Kit for Swing Out Valves	5156 · Brown Maste...	X	6055 · Training	-200.20
Bill	05/13/2024		Lon Dragt	Inv 250132/1	2000 · Accounts Pa...	X	6070 · Vehicle ...	-201.67
Credit Card Charge	05/13/2024		Amazon	242 Miles Round Trip for Chiefs Confere...	2000 · Accounts Pa...	X	6065 · Building...	-120.00
Credit Card Charge	05/13/2024		Amazon	Electric Standing Desk	5153 · Mastercard *	X	6030 · Gas, Oi...	-19.98
Credit Card Credit	05/14/2024		Amazon	External CD drive for Laptop	5153 · Mastercard *	X	6065 · Building...	-162.40
Credit Card Charge	05/16/2024		Shell Oil	Fuel	5153 · Mastercard *	X	6065 · Building...	-162.40
Credit Card Charge	05/16/2024		Best Buy	Monitor, Stand, Cables	5153 · Mastercard *	X	5115 · Office ...	-316.98
Credit Card Charge	05/16/2024		Amazon	Elder Flagpole for truck	5153 · Mastercard *	X	5115 · Office ...	-26.98
Credit Card Charge	05/16/2024		Amazon	Monitor, Stand, Cables	5153 · Mastercard *	X	5115 · Office ...	0.60
Credit Card Charge	05/17/2024		Amazon	USBC to 3.5 MM Headphone Jack	5153 · Mastercard *	X	5115 · Office ...	-179.98
Check	05/17/2024		Govx	Boots	5156 · Brown Maste...	X	5115 · Office ...	-91.84
Check	05/18/2024	EFT	Sierra Springs	04/27/2024	5153 · Mastercard *	X	6055 · Training	-139.98
Check	05/18/2024	EFT	City of Lowell	12620.001	1002 · Banner Maste...	X	6010 · Chiefs ...	-15.98
Credit Card Charge	05/19/2024		Walmart		1002 · Banner Bank...	X	6025 · Volunte...	-104.94
Credit Card Charge	05/19/2024		Walmart		1002 · Banner Bank...	X	6045 · Utilities	-52.96
Bill	05/20/2024		Jerry's Home Impro...	GTX Oil	5156 · Brown Maste...	X	6075 · Equipm...	-266.58
Bill	05/20/2024		Walter E. Nelson Co.	Inv. 251173/1	2000 · Accounts Pa...	X	6065 · Building...	-7.88
Credit Card Charge	05/20/2024		Quill	Cust 1662, Invoice 1106260	2000 · Accounts Pa...	X	-SPLIT-	-25.97
Credit Card Charge	05/20/2024		Autozone	3 ring binders	5153 · Mastercard *	X	5115 · Office ...	-40.98
Credit Card Charge	05/21/2024		Best Buy	Hook and Pick Set	5156 · Brown Maste...	X	5115 · Office ...	-144.40
Bill	05/22/2024		NAPA Auto Parts		5153 · Mastercard *	X	6070 · Vehicle ...	-57.99
Check	05/22/2024		Accuity	Progress bill for audit ending June 30, 20...	5252 · Hall Masterc...	X	5115 · Office ...	-15.98
Credit Card Charge	05/22/2024	EFT	Douglas FastNet	Acct No. 3060941	2000 · Accounts Pa...	X	6070 · Vehicle ...	-33.99
Credit Card Charge	05/22/2024		Sling		1002 · Accounts Pa...	X	5125 · Audit	-25.98
Liability Check	05/22/2024		DPSST		1002 · Banner Bank...	X	6045 · Utilities	-1,000.00
Bill	05/23/2024		QuickBooks Payroll ...	Created by Payroll Service on 05/21/2024	5153 · Mastercard *	X	6045 · Utilities	-231.98
Bill	05/23/2024		Lane Electric	04/16/20240-05/16/2024	5252 · Hall Masterc...	X	6025 · Volunte...	-40.00
Bill	05/23/2024		Lane Electric	04/16/20240-05/16/2024	1002 · Banner Bank...	X	2111 · Direct ...	-46.25
Credit Card Charge	05/23/2024		Quill	Index Cards/Coffee	2000 · Accounts Pa...	X	6045 · Utilities	-4,130.22
Check	05/23/2024	EFT	EPUD	May 2024 Electrical Service	5153 · Mastercard *	X	6045 · Utilities	-471.73
Paycheck	05/24/2024	DD1752	Brown, Nathaniel L	Direct Deposit	1002 · Banner Bank...	X	5115 · Office ...	-155.03
					1002 · Banner Bank...	X	6045 · Utilities	-54.73
						X	-SPLIT-	-38.61
								0.00

LOWELL RFPD

Transaction List by Date

May 7 through June 7, 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Paycheck	05/24/2024	DD1753	Hall, Lloyd E	Direct Deposit	1002 · Banner Bank...	X	-SPLIT-	0.00
Paycheck	05/24/2024	DD1754	Priser, William D	Direct Deposit	1002 · Banner Bank...	X	-SPLIT-	0.00
Credit Card Charge	05/25/2024		Autozone		5156 · Brown Waste...	X	6070 · Vehicle ...	-15.99
Credit Card Charge	05/25/2024		O'Reilly Auto Parts	U joint	5156 · Brown Waste...	X	6070 · Vehicle ...	-24.99
Bill	05/26/2024		NAPA Auto Parts	Ujoint - will return -wrong part	2000 · Accounts Pa...	X	6070 · Vehicle ...	-54.64
Bill	05/27/2024		Jerry's Home Impro...	Inv. 252005/1	2000 · Accounts Pa...	X	-SPLIT-	-21.95
Credit Card Charge	05/27/2024		Jerry's Home Impro...	Inv 252068/1	2000 · Accounts Pa...	X	6065 · Building...	-279.88
Credit Card Charge	05/27/2024		Home Depot	Angle Gauge	5156 · Brown Waste...	X	6065 · Building...	-44.93
Check	05/27/2024		Autozone	Hose w/ Digital Gauge	1002 · Banner Bank...	X	5111 · Bank S...	-57.99
Liability Check	05/28/2024	EFT	United States Treas...	Service Charge	1002 · Banner Bank...	X	-SPLIT-	-35.00
Liability Check	05/28/2024	EFT	Oregon Dept of Rev...	93-0849053	1002 · Banner Bank...	X	2120 · State ...	-830.00
Liability Check	05/28/2024	EFT	Oregon Dept of Rev...	1275000-7	1002 · Banner Bank...	X	-SPLIT-	-12.26
Liability Check	05/28/2024	EFT	Oregon Dept of Rev...	1275000-7	1002 · Banner Bank...	X	-SPLIT-	-18.90
Liability Check	05/28/2024	EFT	Oregon Dept of Rev...	1275000-7	1002 · Banner Bank...	X	-SPLIT-	-245.82
Credit Card Charge	05/29/2024		Cascade Fire Equip...	Code-2	5156 · Brown Waste...	X	6080 · Fire Fig...	-114.00
Credit Card Charge	05/29/2024		Code-2	EMT Patches	1002 · Banner Bank...	X	6060 · EMT S...	-46.90
Bill	05/30/2024		QuickBooks Payroll ...	Created by Payroll Service on 05/28/2024	2000 · Accounts Pa...	X	5190 · Copier ...	-6,232.34
Paycheck	05/31/2024	DD1755	US Bank Equipmen...	Inv. 528988637	1002 · Banner Bank...	X	-SPLIT-	-106.72
Check	05/31/2024	DD1756	Dragt, Lon P	Direct Deposit	1002 · Banner Bank...	X	-SPLIT-	0.00
Check	05/31/2024	EFT	Sprague, Beth	Direct Deposit	1002 · Banner Bank...	X	-SPLIT-	0.00
Check	05/31/2024	EFT	Oregon Employment...	Direct Deposit	1002 · Banner Bank...	X	-SPLIT-	0.00
Deposit	05/31/2024	EFT	SAIF Corporation	Inv. 1001612239	1002 · Banner Bank...	X	-SPLIT-	0.00
Deposit	05/31/2024		Interest	Interest	1002 · Banner Bank...	X	5076 · State ...	0.00
Check	05/31/2024		Exede	Deposit	1004 · Banner PER...	X	6040 · Liability...	-3.59
Credit Card Charge	06/01/2024	EFT	Earthclick.Net LLC	Deposit	1002 · Banner PER...	X	4111 · Interest...	-718.21
Credit Card Charge	06/01/2024		Intuit	May 2024 Statement	1210 · LGIP Genera...	X	4111 · Interest...	0.12
Credit Card Charge	06/02/2024		Bridge Town Market	DNS Renewal	1002 · Banner Bank...	X	-SPLIT-	0.88
Credit Card Charge	06/03/2024		Amazon	Monthly Quickbooks Subscription	5153 · Mastercard *...		6045 · Utilities	1,291.38
Liability Check	06/04/2024	EFT	Oregon Dept. of Ad...	Reynolds Wrap / Ziplocks	5153 · Mastercard *...		5155 · Dues & ...	-152.38
Liability Check	06/04/2024	EFT	Oregon Dept of Rev...	Mattress	5156 · Brown Waste...		5115 · Office ...	-20.00
Liability Check	06/04/2024	EFT	United States Treas...	1275000-7	5156 · Brown Waste...		6085 · Househ...	-46.00
Check	06/04/2024	EFT	Banner Bank	93-0849053	1002 · Banner Bank...		6065 · Building...	-10.30
Credit Card Charge	06/04/2024		Bridge Town Market	Online Payment	1002 · Banner Bank...		-SPLIT-	-219.99
Check	06/04/2024		Streamline	Drano	1002 · Banner Bank...		2120 · State ...	-45.17
Check	06/04/2024	EFT	Banner Bank	Streamline Bill May 2024	1002 · Banner Bank...		-SPLIT-	-338.00
Bill	06/04/2024	EFT	Banner Bank	January 1-31, 2024	5156 · Brown Waste...		5156 · Brown ...	-1,199.38
Bill	06/04/2024		netDuty Software, G...	Visa Charges *4882	5153 · Mastercard *...	X	6065 · Building...	-618.58
Bill Pmt -Check	06/04/2024	12632	Batteries Plus	Jul 01 - June 30, 2025 Subscription	1002 · Banner Bank...		6015 · Fire Pre...	-14.75
Bill Pmt -Check	06/04/2024	12633	Batteries Plus	Progress bill for audit ending June 30, 20...	2000 · Accounts Pa...		5153 · Masterc...	-63.00
Bill Pmt -Check	06/04/2024	12634	Bio-Med	Batteries	2000 · Accounts Pa...		5252 · Hall Ma...	-2,869.70
Bill Pmt -Check	06/04/2024	12635	First Net	Batteries	2000 · Accounts Pa...		5155 · Dues & ...	-72.23
Bill Pmt -Check	06/04/2024	12636	Jerry's Home Impro...	Inv. 104788	1002 · Banner Bank...		6075 · Equipm...	-1,122.12
Bill Pmt -Check	06/04/2024	12637	Lon Dragt	June 2024	2000 · Account...		2000 · Account...	-64.08
Bill Pmt -Check	06/04/2024	12638	Med Tech Resource...	242 Miles Round Trip for Chiefs Confere...	2000 · Account...		2000 · Account...	-64.08
Bill Pmt -Check	06/04/2024	12639	Nathan Brown	301 Miles Round Trip for Chiefs Confere...	2000 · Account...		2000 · Account...	-29.00
					1002 · Banner Bank...		2000 · Account...	-200.20
					1002 · Banner Bank...		2000 · Account...	-362.79
					1002 · Banner Bank...		2000 · Account...	-162.40
					1002 · Banner Bank...		2000 · Account...	-351.00
					1002 · Banner Bank...		2000 · Account...	-201.67

LOWELL RFPD Transaction List by Date May 7 through June 7, 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Bill Pmt -Check	06/04/2024	12640	National Fire Fights...	Inv. 0002278978 Customer No. R0077	1002 · Banner Bank...		2000 · Account...	-301.00
Bill Pmt -Check	06/04/2024	12641	netDuty Software, G...	Jul 01 - June 30, 2025 Subscription	1002 · Banner Bank...		2000 · Account...	-1,122.12
Bill Pmt -Check	06/04/2024	12642	Special District Insu...	Customer No. 01-0052666	1002 · Banner Bank...		2000 · Account...	-379.00
Bill Pmt -Check	06/04/2024	12643	US Bank Equipmen...	Inv. 528988637	1002 · Banner Bank...		2000 · Account...	-106.72
Transfer	06/04/2024	12644	Walter E. Nelson Co.		1002 · Banner Bank...		2000 · Account...	-254.32
Liability Check	06/05/2024			Funds Transfer	1200.0 · LGIP Acco...		2000 · Account...	-30,000.00
Bill	06/06/2024		QuickBooks Payroll ...	Created by Payroll Service on 06/04/2024	1002 · Banner Bank...		2000 · Account...	-4,130.19
Paycheck	06/07/2024	DD1757	Lowell School District	Fuel May 2024	1002 · Banner Bank...		2000 · Account...	-524.37
Paycheck	06/07/2024	DD1758	Brown, Nathaniel L	Direct Deposit	2000 · Accounts Pa...		2000 · Account...	0.00
Paycheck	06/07/2024	DD1759	Hall, Lloyd E	Direct Deposit	1002 · Banner Bank...	X	2000 · Account...	0.00
Bill	06/07/2024		Priser, William D	Direct Deposit	1002 · Banner Bank...	X	2000 · Account...	0.00
Bill	06/07/2024		Curtis	Inv. 830024	1002 · Banner Bank...	X	2000 · Account...	0.00
Bill Pmt -Check	06/07/2024	12645	Special District Insu...	June 2024 Health Insurance Premium	2000 · Accounts Pa...		6075 · Equipm...	-3,569.90
Bill Pmt -Check	06/07/2024	12646	Curtis	Inv. 830024	2000 · Accounts Pa...		5070 · Health I...	-4,305.00
Bill Pmt -Check	06/07/2024	12647	Lexipol	EMS and Fire Learning Platform	1002 · Banner Bank...		2000 · Account...	-3,569.90
Bill Pmt -Check	06/07/2024	12648	Lowell School District		1002 · Banner Bank...		2000 · Account...	-1,869.45
Bill	06/07/2024		Special District Insu...	June 2024 Health Insurance Premium	1002 · Banner Bank...		2000 · Account...	-1,179.45
Bill Pmt -Check	06/07/2024	12649	J&K Electrical	Inv 22-00403-1	2000 · Accounts Pa...		2000 · Account...	-4,305.00
Bill Pmt -Check	06/07/2024		J&K Electrical	Inv 22-00403-1	1002 · Banner Bank...		6065 · Building...	-18,621.89

May 7 - Jun 7, 24

Candidate questions.

- What are your personal objectives or goals for a board, and your expectations for a director?
- What would you suggest your unique contribution to be?
- What are your objectives or goals for joining a board, and your expectations for a director?
- What are your personal criteria for joining a board (presumably beyond just being invited)?
- What do you already know about our company?
- What other boards are you currently on or have previously been on?
- What were some of the most interesting experiences you have had related to boards, and some of the most important things you have learned?
- What do you feel were some of your greatest contributions?
- Were you ever considered for a board and not selected?
- What are you currently doing professionally (active in a company, retired, etc.)?
- Give us a brief chronology of your career over time.
- What do you consider to be your core area(s) of expertise?
- What kind of time commitments do you now have for your current activities?
- What would your expectations be for the time necessary for our board?
- Who are some of the most notable people you have worked with or served on boards with?
- What board committee would you see yourself most/ least qualified for?
- What is your expectation for the compensation package for directors?
- Tell us a little about your upbringing and your family.
- What extracurricular or outside interests do you have?
- What is the most difficult problem and decision that a board you have been on has had to deal with?
- How would you deal with a difficult board member who you do not agree with?
- What other questions do you have for us that we have not answered?



ENTERED ON 5/21/24
BY LD

LOWELL RURAL FIRE PROTECTION DISTRICT

389 N. Pioneer Street
Lowell, Oregon 97452
541-937-3393

Board Member Application
Term: May 2024 through June 2025

Applicant Name: MAX BAKER Date: 5/21/24

Address: 218 ROCKCREST DRIVE LOWELL, OR Zip Code: 97452

Phone Number: 541-674-9019

Email Address: maxbak3@hotmail.com

Are you a resident of our district? YES

Are you a registered voter? YES

Why do you want to serve on the Lowell Rural Fire Protection Board?

TO SERVE THE COMMUNITY AND BE INVOLVED.

Describe past experiences or positions held that would assist you as a board member.

FORMER LRFP VOLUNTEER
CURRENT BUDGET COMMITTEE MEMBER

Outline strengths, abilities and talents that you would bring to the board.

WORK WELL WITH ALL PERSONALITY TYPES.
GOOD COMMUNICATION SKILLS

In your opinion, what is the most important role of a board member?

TRANSPARENCY AND ACCOUNTABILITY

Attach additional sheets if needed

PROUDLY SERVING THE CITIZENS OF THE LOWELL FIRE DISTRICT



ENTERED ON: 5/29/24
BY: LD

LOWELL RURAL FIRE PROTECTION DISTRICT

389 N. Pioneer Street
Lowell, Oregon 97452
541-937-3393

Board Member Application
Term: May 2024 through June 2025

Applicant Name: JACQUELINE McNeel Date: May 21, 2024

Address: 616 E 1st ST. Lowell Zip Code: 97452

Phone Number: 509 939-2661 Email Address: TITA-48@MSN.COM

Are you a resident of our district? Yes Are you a registered voter? Yes

Why do you want to serve on the Lowell Rural Fire Protection Board?
Now that I live here I thought I would get involved in the community.

Describe past experiences or positions held that would assist you as a board member.
This would be my first time serving in this capacity. Looking for ways to give back to the community.

Outline strengths, abilities and talents that you would bring to the board.
I am a professional photographer
I am organized

In your opinion, what is the most important role of a board member?
Attend all meetings. Participate in open discussions. Support the fire department in all causes.

Attach additional sheets if needed

PROUDLY SERVING THE CITIZENS OF THE LOWELL FIRE DISTRICT



ENTERED ON: 5/25/24
BY: LD

LOWELL RURAL FIRE PROTECTION DISTRICT

389 N. Pioneer Street
Lowell, Oregon 97452
541-937-3393

Board Member Application

Term: July 2024 through June 2025

Applicant Name: Elizabeth Annis

Date: 5-25-2024

Address: 260 Rockcrest Dr., Lowell OR

Zip Code: 97452

Phone Number: 831-578-9017

Email Address: LizAnnis@outlook.com

Are you a resident of our district? yes

Are you a registered voter? yes

Why do you want to serve on the Lowell Rural Fire Protection Board?

Approached by chief to apply for open seat on the board, so if there is a need, I am happy to volunteer my time to help support our community.

Describe past experiences or positions held that would assist you as a board member.

Previous work experience in produce sales (17 yrs) provides substantial experience with budgets, financial planning/reports, policy research/standards, as well as working with others to set and achieve common goals.

Outline strengths, abilities and talents that you would bring to the board.

Clear and effective communication, proactive and self-motivated, will seek answers to questions, and not afraid to be radically candid when necessary. Also very organized, works well with others and enjoys interacting with the community.

In your opinion, what is the most important role of a board member?

To create and enact policies that best serve our community with transparency, accountability, honesty and integrity.

Attach additional sheets if needed

PROUDLY SERVING THE CITIZENS OF THE LOWELL FIRE DISTRICT



ENTERED ON 5/28/24
BY

LOWELL RURAL FIRE PROTECTION DISTRICT

389 N. Pioneer Street
Lowell, Oregon 97452
541-937-3393

Board Member Application
Term: May 2024 through June 2025

Applicant Name: MICHAEL GALVIN Date: 5-27-24
MAIL - P.O. BOX 95 LOWELL OR 97452
Address: 39557 PLACER ROAD FALL CREEK Zip Code: 97438
541 9372393 - RES
Phone Number: 818 2095520 - CELL Email Address: MGALVIN@PACBELL.NET

Are you a resident of our district? YES

Are you a registered voter? YES

Why do you want to serve on the Lowell Rural Fire Protection Board?

I SERVED ON THE BOARD FROM 2003 TO 2011. I BELIEVE THAT EXPERIENCE PUTS ME IN A POSITION TO BECOME A POSITIVE CONTRIBUTOR WITH LITTLE START UP TIME

Describe past experiences or positions held that would assist you as a board member.

BOARD MEMBER AND PRESIDENT LRFPB
BOARD MEMBER AND PRESIDENT LOWELL SCHOOL DISTRICT
MEMBER LANE ECONOMIC COMMITTEE
CITY OF LOS ANGELES EMERGENCY MANAGEMENT COMMITTEE

Outline strengths, abilities and talents that you would bring to the board.

PRIOR BOARD MEMBERSHIP PROVIDES UNDERSTANDING OF BOARD OPERATIONS AND RESPONSIBILITIES. UNDERSTAND BUDGET PROCESS AND POLICY PROCESS. PROFESSIONAL EXPERIENCE AT EXECUTIVE LEVEL IN MUNICIPAL EMERGENCY OPERATIONS TECHNICAL SUPPORT

In your opinion, what is the most important role of a board member?

THE MOST IMPORTANT ROLE OF A BOARD MEMBER IS TO OVERSEE DEPARTMENTAL MANAGEMENT ADHERANCE TO THE ADOPTED BUNGE AND POLICIES OF THE DISTRICT.

Attach additional sheets if needed

PROUDLY SERVING THE CITIZENS OF THE LOWELL FIRE DISTRICT

MEMO

Date: June 12, 2024
To: Board of Directors
From: Lon P. Dragt, Fire Chief
Subject: Resolution 2024 – 1; Adopt 2024– 25 Budget

Following the public hearing, the Board shall adopt the operating budget for the coming fiscal year. Resolution 2024 – 1 adopts the budget, makes appropriations, imposes the tax and categorizes the tax as required.

Recommended Motion:
I move to adopt Board Resolution 2024 – 1, adopting the Budget for the Lowell Rural Fire Protection District, for the fiscal year 2024 – 2025, and making appropriations, imposing the District Tax of \$2.697/1000 and categorizing the District Tax.

LOWELL RURAL FIRE PROTECTION DISTRICT

RESOLUTION 2024-1

RESOLUTION ADOPTING THE BUDGET

Be it resolved that the amounts for the fiscal year beginning July 1, 2024 and for the purposes shown below are hereby appropriated as follows:

General Fund

Personnel Service	\$428,890
Materials & Services	\$218,550
Capital Outlay:	\$0
Transfer to Equipment Reserve	\$0
Debt Services	\$65,504
General Operating Contingency	<u>\$131,086</u>
Fund Total:	<u>\$844,030</u>

Equipment Reserve Fund

-no appropriations-

Total Appropriations all Funds	\$
Unappropriated amounts	\$

Total Budget \$844,030

ADOPTED BY THE Board of Directors originally on the 12th day of June, 2024

President, Board of Directors

ATTEST:

Secretary/Treasurer, Board of Directors

LOWELL RURAL FIRE PROTECTION DISTRICT

RESOLUTION 2024-1

RESOLUTION IMPOSING AND CATEGORIZING TAXES

BE IT RESOLVED THAT THE Board of Directors for Lowell Rural Fire Protection District hereby imposes the taxes provided for in the adopted budget at the rate of \$2.697 per \$1,000 of assessed value for permanent tax rate.

General Government

Permanent Rate Tax: \$2.697/\$1000

ADOPTED BY THE Board of Directors originally on the 12th day of June, 2024

President, Board of Directors

ATTEST:

Secretary/Treasurer, Board of Directors

MEMO

Date: June 12, 2024
To: Board of Directors
From: Lon P. Dragt, Fire Chief
Subject: Policy B-100 Accounting Revision

The Board of Directors made a first reading of revision on May 8, 2024, at the May Board of Directors Meeting. It has been posted for 30 days and is now looking at having an action taken.

Example: I move to adopt the revisions to Policy B-100 Accounting.

If there are raised issues then revisions would be made and reposted for 30 days.

MEMO

Date: June 12, 2024
To: Board of Directors
From: Lon P. Dragt, Fire Chief
Subject: Board Policies.

Due to the upcoming changes within the Board of Directors the Board policy was gone over and updated for formatting continuity as well as small changes. Changes that need to be further looked at follows.

Policy B-100 (currently waiting vote)

Policy B103 – Property Asset was changed to \$5,000.00 to bring to current times.

Policy B 800 Personnel General – Changes show that there is not currently a volunteer association.

Policy B 106 Annual Wage & Salary Adjustment Changes were made to meet current standard.

Policy B 710 Public Records Request was changed to B 910

800 series Policies changed to 1000 series

Policy B 1001 Response – Changed to B 1010 and updated weights.

Action Example: I move to consider all Policies read and to be posted for 30 days.

Example: I move to consider all Policies read with new approval and will be posted for 30 days.

Incident Breakdown by Incident Type Monthly

Basic Incident Type Category (FD1.21): (None)	Number of Incidents
Basic Incident Type Category (FD1.21): 1 - Fire	Total: 0
111 - Building fire	0
140 - Natural vegetation fire, other	0
Basic Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident	Total: 2
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	0
361 - Swimming/recreational water areas rescue	0
Basic Incident Type Category (FD1.21): 5 - Service Call	Total: 10
553 - Public service	5
561 - Unauthorized burning	5
Basic Incident Type Category (FD1.21): 6 - Good Intent Call	Total: 3
611 - Dispatched and cancelled en route	2
6111 - Dispatched and canceled prior to going en route	1
6114 - Dispatched and canceled en route, Fire call	0
Basic Incident Type Category (FD1.21): 7 - False Alarm & False Call	Total: 4
745 - Alarm system activation, no fire - unintentional	4
Report Filters	Total: 1
Agency Name: contains 'Lowell'	1
Basic Incident Date Original (Fd1.3): is between '5/1/2024' and '5/31/2024'	0
Description	Total: 20
Board meeting chief call report	20

30 calls