

BOARD OF Directors
Hoskins-Kings Valley Rural Fire Protection District
P.O. Box 116
Philomath, Oregon 97370
(541) 929-2111

HKV-RFPD Board Minutes

Location: HKV Station 1 – 38101 Kings Valley Hwy 223 – Approved 2/21/2024

Date/Time	January 24, 2024 Location Fire Station
Chair	Ted Baker Minutes taken by Shelley Olson
Present	<p>Board: Ted Baker, Evelyn Hukari, John Madsen, Shelley Olson</p> <p>Staff: Adam Ryan</p> <p>Community</p> <p>Member: Celia Felsenberg</p>

Agenda	Who	Discussion
Item		
Chair Welcome:	Ted Baker	Call to Order at 7:00pm
Secretary Report	Shelley	Approval of agenda Motion to approve by Evelyn; Second by John. MPU Approval of minutes Motion to approve by Shelley; Second by John. MPU

Treasurer Report	John	Quickbooks online purchased Insurance renewal due <u>Report attached</u>
EMT Report	Adam Ryan	
Chief Report	Adam Ryan	Report attached
Old Business	All	Quickbooks online purchased. Streamline is currently hosted by SDAO. Should we change to our own domain or keep SDAO hosting and also have our own domain.
-		
New Business	All	Discussed Fire Hall security measures. Have a gutter repair estimate, seeking other bids. 2025 Budget Committee Meeting in April

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Jan. 24,2024		
Closing	All	Meeting adjourned by Ted at 8:33 pm Next meeting Date: February 21, 2024

Actions:

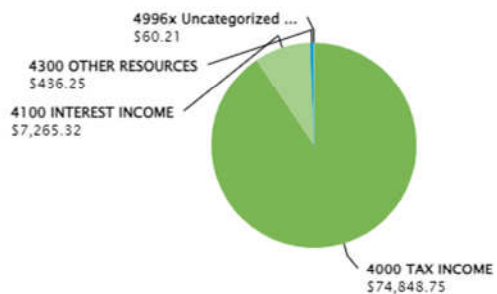
- John to ask Jackie about assuming more responsibility for bookkeeping

- Shelley to ask Ivan to next board meeting to discuss kiosk
- Evelyn assigned to get the SDAO budget template and to start a draft budget

This Fiscal Year-to-date

Total: \$82,610.53

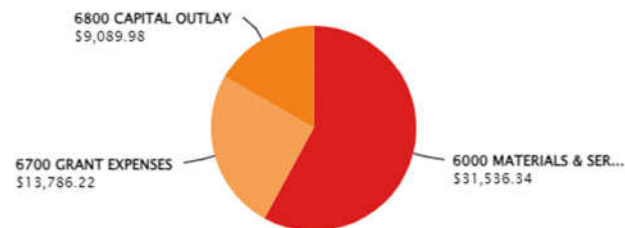
Profit and Loss



This Fiscal Year-to-date

Total: \$54,412.54

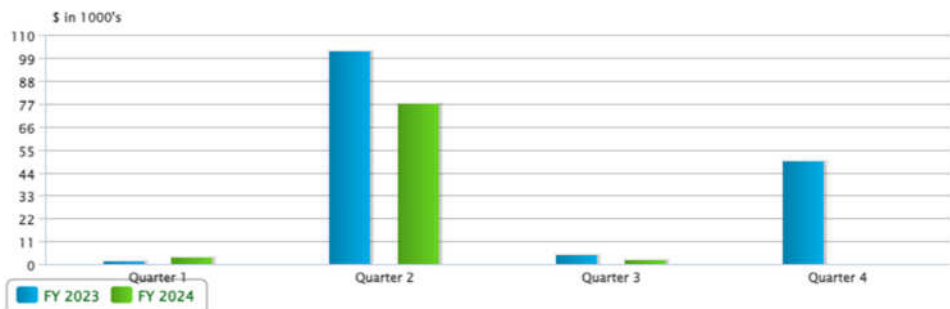
Profit and Loss



Previous Year Income Comparison



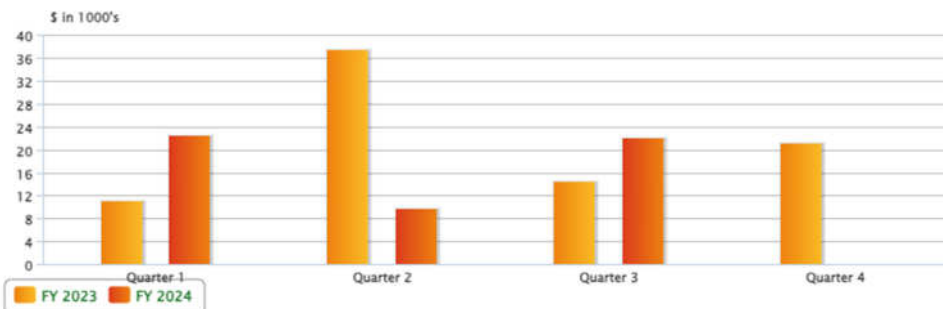
Quarterly All Accounts



Previous Year Expense Comparison



Quarterly All Accounts



Hoskins Kings Valley Rural Fire Protection District

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 TAX INCOME				
4010 Property Tax Income-Current	74,848.75	75,400.00	-551.25	99.27 %
4020 Property Tax Income - Prior		1,000.00	-1,000.00	
Total 4000 TAX INCOME	74,848.75	76,400.00	-1,551.25	97.97 %
4100 INTEREST INCOME				
4110 Interest-LGIP	7,265.32	4,200.00	3,065.32	172.98 %
Total 4100 INTEREST INCOME	7,265.32	4,200.00	3,065.32	172.98 %
4300 OTHER RESOURCES				
4310 General Donations	100.00	1,000.00	-900.00	10.00 %
4320 Grants, Levies, Etc.		10,000.00	-10,000.00	
Total 4300 OTHER RESOURCES	100.00	11,000.00	-10,900.00	0.91 %
4900 Cash Carryover (Budget only)		10,000.00	-10,000.00	
Total Income	\$82,214.07	\$101,600.00	\$ -19,385.93	80.92 %
GROSS PROFIT	\$82,214.07	\$101,600.00	\$ -19,385.93	80.92 %
Expenses				
6000 MATERIALS & SERVICES				
6100 ADMIN EXPENSES				
6105 Insurance/ Bonds	12,043.00	0.00	12,043.00	
6110 Legal & Audit	50.36	0.00	50.36	
6115 Accounting	1,237.50	0.00	1,237.50	
6120 Contract Services	655.42	0.00	655.42	
6125 Medical Director Fee	100.00		100.00	
6130 Office Supplies	381.82	0.00	381.82	
Total 6100 ADMIN EXPENSES	14,468.10	22,500.00	-8,031.90	64.30 %
6200 EMS Supplies	124.56	3,800.00	-3,675.44	3.28 %
6250 Uniforms & PPE	481.72	9,600.00	-9,118.28	5.02 %
6450 Travel & Training	75.00	2,000.00	-1,925.00	3.75 %
6500 INTER-GOVT AGENCY				
6510 911 Cost Share		0.00	0.00	
6520 Philomath Fire Contract	9,125.00	0.00	9,125.00	
Total 6500 INTER-GOVT AGENCY	9,125.00	0.00	9,125.00	
6600 FIRE HALL				
6610 UTILITIES				
6611 Electricity	1,392.99	0.00	1,392.99	
6612 Propane		0.00	0.00	
6613 Phone & Internet	855.14	0.00	855.14	
Total 6610 UTILITIES	2,248.13	0.00	2,248.13	
6620 Maintenance	419.87	0.00	419.87	
Total 6600 FIRE HALL	2,668.00	8,000.00	-5,332.00	33.35 %
6650 VEHICLE & EQUIP				
6651 Vehicle Maintenance	507.35	0.00	507.35	

Hoskins Kings Valley Rural Fire Protection District

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6652 Major Vehicle Repairs		4,000.00	-4,000.00	
6655 Equip Maintenance	0.00	200.00	-200.00	0.00 %
6656 Equip Testing	1,700.00	200.00	1,500.00	850.00 %
6657 Radio Maintenance	115.00	3,000.00	-2,885.00	3.83 %
Total 6650 VEHICLE & EQUIP	2,322.35	12,400.00	-10,077.65	18.73 %
Total 6000 MATERIALS & SERVICES	29,264.73	58,300.00	-29,035.27	50.20 %
6700 GRANT EXPENSES				
6710 OSFM FIREFIGHTER \$35k		12,000.00	-12,000.00	
6711 Firefighter Wages	11,198.75		11,198.75	
6712 Firefighter PR Taxes	1,164.03		1,164.03	
6714 Payroll Processing	617.44		617.44	
Total 6710 OSFM FIREFIGHTER \$35k	12,980.22	12,000.00	980.22	108.17 %
6720 OSFM EDUCATION \$10k		10,000.00	-10,000.00	
6721 Website Services	806.00		806.00	
Total 6720 OSFM EDUCATION \$10k	806.00	10,000.00	-9,194.00	8.06 %
Total 6700 GRANT EXPENSES	13,786.22	22,000.00	-8,213.78	62.66 %
6800 CAPITAL OUTLAY				
6810 RESERVE FUND PROJECTS				
6811 Bay Doors Concrete Apron	9,089.98	10,000.00	-910.02	90.90 %
Total 6810 RESERVE FUND PROJECTS	9,089.98	10,000.00	-910.02	90.90 %
6890 Interfund Transfers Out		7,000.00	-7,000.00	
Total 6800 CAPITAL OUTLAY	9,089.98	17,000.00	-7,910.02	53.47 %
Total Expenses	\$52,140.93	\$97,300.00	\$ -45,159.07	53.59 %
NET OPERATING INCOME	\$30,073.14	\$4,300.00	\$25,773.14	699.38 %
Other Income				
7900 Interfunds Transfer Offset		7,000.00	-7,000.00	
Total Other Income	\$0.00	\$7,000.00	\$ -7,000.00	0.00%
Other Expenses				
7800 Contingency		4,000.00	-4,000.00	
Total Other Expenses	\$0.00	\$4,000.00	\$ -4,000.00	0.00%
NET OTHER INCOME	\$0.00	\$3,000.00	\$ -3,000.00	0.00%
NET INCOME	\$30,073.14	\$7,300.00	\$22,773.14	411.96 %

Hoskins Kings Valley Rural Fire Protection District

Profit and Loss Detail

January 10 - February 15, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Income							
4000 TAX INCOME							
4010 Property Tax Income-Current							
01/31/2024	Deposit				1110 LGIP FUNDS:General Funds	513.20	513.20
01/31/2024	Deposit				1110 LGIP FUNDS:General Funds	55.07	568.27
Total for 4010 Property Tax Income-Current						\$568.27	
Total for 4000 TAX INCOME						\$568.27	
4100 INTEREST INCOME							
4110 Interest-LGIP							
01/31/2024	Deposit				1110 LGIP FUNDS:General Funds	1,315.22	1,315.22
Total for 4110 Interest-LGIP						\$1,315.22	
Total for 4100 INTEREST INCOME						\$1,315.22	
4300 OTHER RESOURCES							
4320 Grants, Levies, Etc.							
02/05/2024	Deposit		State of Oregon state fire marchal	Check for Department of the state fire marshal	1020 OPERATING CHECKING:Citizens Checking 4224	336.25	336.25
Total for 4320 Grants, Levies, Etc.						\$336.25	
Total for 4300 OTHER RESOURCES						\$336.25	
4996x Uncategorized Income							
02/05/2024	Deposit		Consumers Power Inc	Patronage capital Refund	1020 OPERATING CHECKING:Citizens Checking 4224	60.21	60.21
Total for 4996x Uncategorized Income						\$60.21	
Total for Income						\$2,279.95	
Expenses							
6000 MATERIALS & SERVICES							
6100 ADMIN EXPENSES							
6105 Insurance/ Bonds							
01/25/2024	Check	4534	SDIS		1010 OPERATING CHECKING:Checking-1288	9,197.00	9,197.00
Total for 6105 Insurance/ Bonds						\$9,197.00	
6115 Accounting							
01/24/2024	Check	4533	Get Organized, LLC		1010 OPERATING CHECKING:Checking-1288	100.00	100.00
01/24/2024	Check	4533	Corvallis Bookkeeping & Payroll		1010 OPERATING CHECKING:Checking-1288	112.50	212.50
02/07/2024	Check	BP	Corvallis Bookkeeping & Payroll		1010 OPERATING CHECKING:Checking-1288	36.00	248.50
02/07/2024	Check	BP	Get Organized, LLC		1010 OPERATING CHECKING:Checking-1288	967.49	1,215.99
Total for 6115 Accounting						\$1,215.99	
6120 Contract Services							
01/25/2024	Check	4535	State of Oregon Ethics		1010 OPERATING CHECKING:Checking-1288	75.66	75.66
Total for 6120 Contract Services						\$75.66	
6130 Office Supplies							
01/10/2024	Expense		Safeway	Drinks for the fridge: Gatorade	1020 OPERATING CHECKING:Citizens Checking 4224	44.37	44.37
Total for 6130 Office Supplies						\$44.37	
Total for 6100 ADMIN EXPENSES						\$10,533.02	
6500 INTER-GOVT AGENCY							
6520 Philomath Fire Contract							
01/31/2024	Check	4539	Philomath Fire Department	2023-24 Annual Training Contract	1010 OPERATING CHECKING:Checking-1288	9,125.00	9,125.00
Total for 6520 Philomath Fire Contract						\$9,125.00	
Total for 6500 INTER-GOVT AGENCY						\$9,125.00	
6600 FIRE HALL							
6610 UTILITIES							
6611 Electricity							
01/25/2024	Check	bp	Cpi Bill Consumers		1010 OPERATING CHECKING:Checking-1288	221.92	221.92
Total for 6611 Electricity						\$221.92	
6613 Phone & Internet							
01/24/2024	Check	bp	Pioneer Telephone		1010 OPERATING CHECKING:Checking-1288	111.91	111.91
01/24/2024	Check	BP	Peak Internet		1010 OPERATING CHECKING:Checking-1288	27.95	139.86
01/25/2024	Check	bp	Pioneer Telephone		1010 OPERATING CHECKING:Checking-1288	0.00	139.86
01/25/2024	Check	bp	Pioneer Telephone		1010 OPERATING CHECKING:Checking-1288	0.00	139.86
01/25/2024	Check	bp	Pioneer Telephone		1010 OPERATING CHECKING:Checking-1288	0.00	139.86
01/28/2024	Check	bp	Pioneer Telephone		1010 OPERATING CHECKING:Checking-1288	0.00	139.86
02/05/2024	Check	bp	Peak Internet		1010 OPERATING CHECKING:Checking-1288	10.95	150.81
Total for 6613 Phone & Internet						\$150.81	
Total for 6610 UTILITIES						\$372.73	
6620 Maintenance							
01/29/2024	Expense		Napa	2 Batteries for generator	1020 OPERATING CHECKING:Citizens Checking 4224	303.98	303.98

Hoskins Kings Valley Rural Fire Protection District

Profit and Loss Detail

January 10 - February 15, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 6620 Maintenance						\$303.98	
Total for 6600 FIRE HALL						\$676.71	
6650 VEHICLE & EQUIP							
6651 Vehicle Maintenance							
01/29/2024	Expense		Napa	2 Batteries for 521	1020 OPERATING CHECKING:Citizens Checking 4224	391.38	391.38
02/05/2024	Check	4539	Nick J Hazelton	Fuel for 561	1010 OPERATING CHECKING:Checking-1288	86.67	478.05
Total for 6651 Vehicle Maintenance						\$478.05	
6655 Equip Maintenance							
01/25/2024	Check	4529	Valley Electric	Void check.	1010 OPERATING CHECKING:Checking-1288	0.00	0.00
Total for 6655 Equip Maintenance						\$0.00	
6657 Radio Maintenance							
01/25/2024	Check	4537	Business Radio Licensing		1010 OPERATING CHECKING:Checking-1288	115.00	115.00
02/05/2024	Check	4540	My Comm		1010 OPERATING CHECKING:Checking-1288	1,170.50	1,285.50
Total for 6657 Radio Maintenance						\$1,285.50	
Total for 6650 VEHICLE & EQUIP						\$1,763.55	
Total for 6000 MATERIALS & SERVICES						\$22,098.28	
6700 GRANT EXPENSES							
6710 OSFM FIREFIGHTER \$35k							
6714 Payroll Processing							
01/25/2024	Check	4536	Oregon Employment Department		1010 OPERATING CHECKING:Checking-1288	54.69	54.69
Total for 6714 Payroll Processing						\$54.69	
Total for 6710 OSFM FIREFIGHTER \$35k						\$54.69	
Total for 6700 GRANT EXPENSES						\$54.69	
Total for Expenses						\$22,152.97	
Net Income						\$ -19,873.02	

Hoskins Kings Valley RFPD

3 Balance Sheet

As of January 31, 2024

	TOTAL		
	AS OF JAN 31, 2024	AS OF DEC 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 OPERATING CHECKING	0	0	0
1010 Checking-1288	8,140	17,295	-9,156
1020 Citizens Checking 4224	1,057	1,797	-740
Total 1000 OPERATING CHECKING	9,197	19,092	-9,895
1100 LGIP FUNDS	-10,000	0	-10,000
1110 General Funds	105,959	104,075	1,883
1120 Facilities Reserve	28,080	28,080	0
1130 Vehicles & Equip Reserve	104,590	104,590	0
1140 Training & Outfitting Reserve	74,337	74,337	0
Total 1100 LGIP FUNDS	302,966	311,083	-8,117
Total Bank Accounts	\$312,163	\$330,175	\$ -18,012
Total Current Assets	\$312,163	\$330,175	\$ -18,012
TOTAL ASSETS	\$312,163	\$330,175	\$ -18,012
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2500 PAYROLL LIABILITY	0	0	0
2520 Payroll Tax Liability	-3	11	-14
Total 2500 PAYROLL LIABILITY	-3	11	-14
Total Other Current Liabilities	\$ -3	\$11	\$ -14
Total Current Liabilities	\$ -3	\$11	\$ -14
Total Liabilities	\$ -3	\$11	\$ -14
Equity			
3100 Offset General Obligation Bonds	15,000	15,000	0
3300 Retained Earnings	267,093	267,093	0
Net Income	30,073	48,071	-17,998
Total Equity	\$312,166	\$330,164	\$ -17,998
TOTAL LIABILITIES AND EQUITY	\$312,163	\$330,175	\$ -18,012

HKV RFPD Chief Report January 24, 2024

Calls this period

Dec 19 - EMS - Breathing problems. Adam and Daniel responded. Corvallis transported to Good Sam.

Dec 24 - EMS - Stroke. Mary, Adam and Daniel responded. Corvallis transported to Good Sam.

Dec 31 - EMS - Diabetic problem. Mark responded. Corvallis transported to Good Sam.

Jan 1 - EMS - Possible kidney failure. Adam and Daniel responded. Corvallis transported to Good Sam.

Jan 9 - EMS - Possible stroke, breathing problems. Adam, Daniel, Mark and Nick responded with PFR. Corvallis transported to Good Sam.

Jan 10 - Fire Alarm - Kings Valley School. False alarm - burnt bacon. Daniel and Adam responded.

PFR drills this period

Jan 9 - Building construction - touring the house that will be burned in an upcoming Burn to Learn.

Philomath will host a Burn to Learn coming in February.

Facility

Our generator did not start right up with the power outage on Saturday January 13th because there was no battery in the unit. It had apparently been stolen. It has since been serviced.

The north gutter was damaged in the ice storm. An estimate from Oregon Gutter Service is attached. Adam contacted Bryan Lee, the county Emergency Manager about potential FEMA reimbursements. If insurance will cover this, then it appears FEMA will not.

Equipment

MyComm will be out Friday to reprogram our radios for VMed29 and all-county tones.

The tender will go into county shops for service this period.

Other

Ted and Adam met with Katherine Daniel, a natural hazards planner from the OLCD Planning Services Division about our Natural Hazards Mitigation Plan that Jay started. Adam subsequently supplied a new district map. We have not yet received a modified draft from Katherine.

Safety Training

Driving with chains.