

**ESTACADA RURAL FIRE DISTRICT NO. 69
BOARD OF DIRECTORS AGENDA FOR WEDNESDAY, MAY 16, 2019
MONTHLY MEETING AT 7:30 PM**

LOCATION: ESTACADA MEETING ROOM, 445 SE CURRIN ST., ESTACADA, OR 97023

1. CALL TO ORDER PER ORS 192.610 TO 192.710
 - a. ORS 192.650 – This is a recorded meeting.
2. INVOCATION
3. FLAG SALUTE
4. ROLL CALL: John Bresko, Chris Randall, John McAdoo, Matthew Silva, Ed Thoreson
5. CHANGES TO THE AGENDA
6. PRESENTATION: None
7. APPROVAL OF MINUTES:
 - a. April 14, 2019 Joint Board Meeting – **CONSENSUS ITEM**
 - b. April 10, 2019 Executive Session Meeting – **CONSENSUS ITEM**
 - c. April 16, 2019 Regular Board Meeting – **CONSENSUS ITEM**
8. COMMUNICATION RECEIVED
9. BOARD COMMENTS
10. STAFF REPORTS
 - a. Administration – Chief Beaudoin
 - i. Feasibility Study Site Visits
 - ii. Volunteer Status
 - b. Operations – Division Chief Anderson
 - i. Station Remodel Status
 - ii. Staffing/Hiring/Promotional Processes
 - iii. Out of District Response
 - iv. Property Sale Update
 - c. Fire Prevention – Clackamas Fire District No. 1
 - d. Volunteer Report
 - e. Career Staff Report
11. FINANCIAL REPORT – **ACTION ITEM**
12. COMMITTEE REPORTS:
 - a. Interagency Committee
13. OLD BUSINESS:
14. NEW BUSINESS:
 - a. Purchasing Card (Credit Card) Policy
15. PUBLIC COMMENTS
16. BOARD COMMENTS & REPORTS
17. ADJOURNMENT

NEXT REGULAR BOARD MEETING: THURSDAY, JUNE 20, 2019 @ 7:00 PM

LOCATION: ESTACADA MEETING ROOM, 445 SE CURRIN ST., ESTACADA, OR 97023

Estacada Rural Fire District No. 69
Current Month's Disbursements
Last Check Used 22014

| Date | Num | Name | Memo | Amount |
|--------------------------|-------|--------------------------------------|---------------------------------------------------------|------------|
| May 1 - Jun 1, 19 | | | | |
| 05/14/2019 | 22067 | Articulate Screen Printing | Uniforms | -862.00 |
| 05/14/2019 | 22068 | BBG | Appraisal of Surplus Property | -1,800.00 |
| 05/14/2019 | 22069 | Bend Oil Company | Fuel / Oil for April 2019 | -1,081.58 |
| 05/14/2019 | 22070 | Bio-Med Testing Services, Inc. | E-Verify Background Check | -18.00 |
| 05/14/2019 | 22071 | Cascade Centers, Inc. | Health & Wellness Programs | -695.35 |
| 05/14/2019 | 22072 | Clackamas Co Dept of Finance | Central dispatch fees-May 2019 | -6,796.92 |
| 05/14/2019 | 22073 | Clackamas County Fire District #1 | Fire Prevention Services & Training Services April 2... | -15,709.54 |
| 05/14/2019 | 22074 | Clackamas County Fire Investigati... | Membership Dues for 2019 | -50.00 |
| 05/14/2019 | 22075 | Craftsman Electric Inc | Electrical Work | -815.50 |
| 05/14/2019 | 22076 | Demeter, Rodonna | Reimbursement | -23.60 |
| 05/14/2019 | 22077 | Dept of Pubic Safety Standards & ... | DPSST Fingerprint Card | -80.00 |
| 05/14/2019 | 22078 | Dial Long Distance, Inc | Long Distance Phone ChargesMay 2019 | -15.47 |
| 05/14/2019 | 22079 | Douglas Fire Equipment LLC | Fire Extinguisher Service | -103.00 |
| 05/14/2019 | 22080 | Dumlao, Julian | Reimbursement - Fingerprint | -12.50 |
| 05/14/2019 | 22081 | G & G Auto Care Supply, Inc. | Auto Care Supplies | -83.43 |
| 05/14/2019 | 22082 | Gordon's Construction | Landscaping/Building Maintenance | -1,450.00 |
| 05/14/2019 | 22083 | Harvest Market | Misc Charges | -63.59 |
| 05/14/2019 | 22084 | HRA VEBA Trust | Admin Group Contribution to VEBA | -350.00 |
| 05/14/2019 | 22085 | I.A.F.F. Local 1159 | Union Dues May 2019 | -1,000.97 |
| 05/14/2019 | 22086 | Life Assist, Inc. | EMS Supplies | -673.30 |
| 05/14/2019 | 22087 | Mackenzie | SHPO Final | -264.37 |
| 05/14/2019 | 22088 | MAD CORPS LLC | PPE Equipment | -285.59 |
| 05/14/2019 | 22089 | Mark Carroll Signs | Address Markers & Magnetic Signs | -100.00 |
| 05/14/2019 | 22090 | Maverick Welding Supplies, Inc. | Medical O2 Cylinder Rental | -5.75 |
| 05/14/2019 | 22091 | Mt. Hood Cleaners | Dry Cleaning | -42.27 |
| 05/14/2019 | 22092 | Myron Corp. | Office Supplies | -71.62 |
| 05/14/2019 | 22093 | Northwest Fire Suppression, Inc. | Fire Suppression System ST330 | -358.00 |
| 05/14/2019 | 22094 | Office Depot | Office Supplies | -149.08 |
| 05/14/2019 | 22095 | Office Equipment Finance Services | May 2019 Copier Lease Payment | -645.54 |
| 05/14/2019 | 22096 | Pamplin Media Group | Budget Committee Ads | -87.36 |
| 05/14/2019 | 22097 | Special Districts Insurance Services | June MODA/June Property Ins | -27,861.84 |
| 05/14/2019 | 22098 | Speer Hoyt LLC | Legal Services | -3,641.00 |
| 05/14/2019 | 22099 | Streamline | Website Content Management System | -200.00 |
| 05/14/2019 | 22100 | Suburban Propane | Propane Tank Removal | -100.00 |
| 05/14/2019 | 22101 | SWFTA | Pump Operator Class | -45.00 |
| 05/14/2019 | 22102 | The Standard | Life and AD& D Insurance Premiums May 2019 | -354.30 |
| 05/14/2019 | 22103 | Three Dub IT Services | IT/Communications | -400.00 |
| 05/14/2019 | 22104 | True Value | Misc. Charges for April 2019 | -22.33 |
| 05/14/2019 | 22105 | US Bank - One Card | Misc. Charges for April 2019 | -5,751.96 |
| 05/14/2019 | 22106 | Verizon Wireless | Cell Phones/Data Cards/Equipment Charges | -1,027.61 |
| 05/14/2019 | 22107 | W.S. DARLEY & CO. | Fire Equipment Supplies | -1,200.00 |
| 05/14/2019 | 22108 | Walker Disposal Service | Garbage Service April 2019 | -232.30 |
| 05/14/2019 | 22109 | Wilson-Heirgood Associates | 07/01/2019-07/01/2022 Installment | -1,246.00 |
| 05/14/2019 | 22110 | ZOLL Medical Corporation | EMS Medications & Equipment | -367.50 |
| 05/14/2019 | 22111 | Timber Town Fitness, LLC | Health & Wellness Program - April 2019 | -600.00 |
| May 1 - Jun 1, 19 | | | | -76,744.17 |

ESTACADA RURAL FIRE DISTRICT NO. 69
BOARD OF DIRECTORS POLICY

ADOPTED: 12-14-2017
REVISED: 5-16-2019

SUBJECT: Purchasing Card (Credit Card) Policy

PURPOSE: To provide guidelines for use of District purchasing cards.

PROCEDURE:

I. A Chief Officer will authorize issuance of purchasing cards for purchasing items that may not be practical through other purchasing activities. The purchasing card is simply a form of payment, and existing purchasing policies must be followed.

A. ISSUANCE OF A PURCHASING CARD

1. Employee's with duties that require a District purchasing card may be issued a card at the direction of a Chief Officer.
2. Each employee issued a purchasing card will sign a "Purchasing Card User Agreement" (Appendix A) with the District before he or she is allowed to start using the card. The Chief Officers reserve the right to not issue a card to an employee or to revoke a card if misused.

B. REPORTING PURCHASING CARD TRANSACTIONS. At the conclusion of each transaction, employees must provide a receipt for the activity on their card to the Administrative Manager or his/her designee. This must be provided no later than three (3) days after the purchase.

1. If an employee has initiated and authorized a financial obligation with a vendor for the District, then the employee must document the appropriate expenditure account for the purchase on each receipt.
2. If a meal is purchased, document the people attending the meal on the receipt. Gratuities are restricted to 15%.
3. Purchases must follow the Purchasing Policy and Procedures SOP. The maximum allowable purchase limit on a purchasing card is based on the spending authority of the person for whom it is assigned.

Please note: Failure to turn in receipts on a timely basis will be grounds for terminating purchasing card privileges.

- C. **LOST RECEIPTS.** Every attempt will be made to obtain a copy of a lost receipt. In the event that a copy of the receipt can't be obtained, the cardholder will fill out a Lost, Stolen or Missing Receipt Documentation Procurement Card Program Support Form (Appendix B) and have the same information completed as mentioned in Section B above, and must also have the supervisor's approval before submitting the paperwork to the Administrative Manager or his/her designee.

- D. **No Personal Charges:** Occasionally, personal items are inadvertently charged on a District purchasing card. When this occurs, the Administrative Manager and a Chief Officer must be notified immediately. The District must be reimbursed for the full purchase amount upon recognizing the error. Personal purchases may be grounds for terminating purchasing card privileges or disciplinary action.

- E. **BUSINESS MEALS/FOOD:** District personnel may have circumstances when schedules will only allow a meeting with another agency or non-district party that could only be conducted over a meal period. The IRS considers the meal consumed by the employee to be a taxable fringe benefit. Documentation will include identification of the meal consumed by the District employee, attendees, and purpose of meeting. If the meal is not identified the ticket will be divided equally to determine the taxable base. Taxable fringe benefits will be compiled and processed through payroll on a quarterly basis. Meals at the employee's discretion with other District employee's are at the employee's expense and a District credit card should not be used.

TRAVEL AND TRAINING: Meals during travel and training outside of the fire district are not considered taxable.

BANQUETS AND OTHER OCCASIONAL GROUP GATHERINGS: These meals are considered by the IRS to be a de minimis fringe benefit and not taxable due to the frequency and value not exceeding \$100.

INTERNAL MEETINGS: Food purchased for internal meeting where employees work through the meal period at the District's discretion are non-taxable to employees. Documentation includes attendees, purpose of meeting, and authorizing manager.

MEALS FOR EXTENDED EMERGENCIES OR UNPLANNED MOVE-UP: Meals may be purchased for personnel when extended emergency response, unplanned move-ups occur and when activities as identified in the collective bargaining agreement occur. These meals are a non-taxable event. Meals for regularly scheduled move-ups are not an authorized District expense.

- F. GIFT CARDS OR CERTIFICATES. The IRS considers gift cards or certificates the same as income, if given to a District employee from the District. As such, gift cards awarded to employees are considered by the IRS to be a taxable fringe benefit. Taxability issues will be processed through payroll as they occur. The documentation will list recipient name, date needed, and business reason for the card or certificate.
- G. DISPUTED TRANSACTIONS. If a transaction is disputed, administration and the employee will ensure the transaction is reversed or resolved to the District's satisfaction.
- H. MONTHLY STATEMENTS. Purchasing card statements are available to the cardholder monthly. Documentation must be prepared and turned into the Administrative Manager or his/her designee as described above in Section B. If applicable, quote documentation is required per the purchasing policy.
- I. LOST PURCHASING CARD: Any lost purchasing card must be reported to the Administrative Manager and a Chief Officer immediately. For cards that are lost, the a Chief Officer will suspend activity on the card. The purchasing card will remain at 'lost' status for two to three weeks (waiting period). If the card is found later, the card will be reactivated. If the waiting period expires, the a Chief Officer will proceed with canceling the lost card and issuing a replacement.
- J. STOLEN PURCHASING CARD: If a purchasing card is stolen, the Administrative Manager and a Chief Officer must be contacted immediately. Call the a Chief Officer and notify your direct supervisor of a stolen purchasing card as soon as possible.

APPROVED
JOHN BRESKO
BOARD PRESIDENT

APPENDIX A PURCHASING CARD AGREEMENT

As a holder of this Purchasing Card:

I confirm that I have read and understand the terms and conditions of its use:

- I MAY NOT use the procurement card for the restricted items set forth in the Purchasing Card SOP.
- I must follow any additional restrictions as described herein. I have been informed of and understand the District restrictions (these restrictions may include spending limits and requisition protocols).
- I understand that misuse of this card may result in disciplinary action, up to and including TERMINATION of employment.
- I understand that the District will audit the use of this procurement card.
- I understand that I must reconcile my transactions within the time limits specified in this manual. Failure to do so may result in forfeiture of the card.
- I understand the District may terminate my rights to use this card at any time for any reason.
- I agree to return the card to the District immediately upon request or upon termination of employment.
- I acknowledge receipt of the credit card, and agree to comply with the terms and conditions in this and any subsequent revisions of this manual.
- I agree to accept responsibility for the protection and proper use of this card according to the terms set forth in the manual.
- I will **IMMEDIATELY** report theft/loss of card and/or difficulties with the card to my supervisor, and to the district's finance office.

| |
|----------------------------------------------------------------------------------|
| I acknowledge receipt of Purchasing Card with a monthly limit of \$_____. |
| Cardholder Signature: |
| Date: |
| Cardholder name (Please Print): |
| Cardholder Job Title: |

APPENDIX B
Lost, Stolen or Missing Receipt Documentation
Procurement Card Program Support Form

FROM: _____

TO: _____

SUBJECT: Documentation of Lost, Stolen or Missing Receipt for Purchase made with Agency Procurement Card

I, _____, hereby certify that I did procure the following item(s) with a Procurement Card at:

Vendor's: _____
Name Address Phone number

| Item | Description | Quantity | Price |
|------|-------------|----------|-------|
| | | | |
| | | | |
| | | | |

I hereby certify that the following circumstances resulted in my lost or missing receipt(s):

 Card User Signature Date

Approved? Yes No

 Supervisor's Signature Date