



---

# St. Paul Fire Protection District

---

P.O. Box 1 • St. Paul, Oregon 97137 • (503) 633-4602 • Fax (503) 633-4601

## Regular Board Meeting

Date: Monday, February 20, 2023  
Time: 6:30 PM  
Place: St. Paul Rural Fire Protection District Office/Fire Hall  
4233 Church Street, St. Paul, OR

---

### Regular Meeting Agenda

1. Meeting called to Order – Chair
2. Approval of Board Meeting Minutes 
4. Ambulance Report
5. Fire Department Report
6. Fire Chief Report
  - a. Grant update
  - b. Turnout purchase
7. Board Clerk Report
  - a. Financial Report Prior Month
  - b. Bills 
  - c. Accept Reviewed Financial Statements FYE 2022
8. Old Business
9. New Business
10. Adjournment

The meeting is accessible to persons with disabilities. Please make any request for an interpreter for the hearing impaired or for other accommodations by leaving a message for Dawn Nelson at 503-633-4602 or email at [dawn.nelson@stpaulfire.org](mailto:dawn.nelson@stpaulfire.org).



---

# St. Paul Fire Protection District

---

P.O. Box 1 • St. Paul, Oregon 97137 • (503) 633-4602 • Fax (503) 633-4601

## Minutes

### St Paul Fire Rural Protection District Board of Directors

January 16, 2023

District Fire Hall

**Fire Board Members Present:** Jim Mullen, Mike Hiller, Kim Stone  
Phil Coleman, Susan Buck absent

**Guests Present:** Bryan Lee, Chief; Dawn Nelson, Board Clerk; Dan Mullen,  
Assistant Chief; Mark Daniel, Captain

The meeting was called to order at 6:30 p.m. by President Mullen.

### Approval of Minutes

- ❖ Director Hiller moved that the minutes of the December 19th meeting be approved. Director Stone seconded the motion and it passed unanimously.

### Fire/Ambulance Report

- ❖ Assistant Chief Mullen reviewed the calls for December, 8 transports out of 30 calls. Predominately during the ice storm, there were more than 20 people waiting hours for ambulance transports. The districts second out unit was gone for 12 hours. For 2022 there were 282 calls with 72 transports.
- ❖ District is meeting this coming Thursday about the ambulance franchise renewal.
- ❖ The fuel tank has arrived and the plumbing for it will be completed this next week.
- ❖ The volunteers had their officer elections, Rick Thompson is the new president.
- ❖ There was an open house held on January 15<sup>th</sup> for volunteer recruitment organized by Tessa Brentano.

### Fire Chief's Report

- ❖ Chief Lee reported that he is gathering the sizes needed to order the extrication gloves approved earlier.
- ❖ The commercial washer is still out of service, we are still waiting for repairs.
- ❖ The replacement computer for the duty desk has been received and Bryan Hocket is getting it setup for use.
- ❖ The district had to purchase some new vehicle chains during the storm.
- ❖ Medi 753's studded tires will need to be replaced after this winter season, chief will get pricing this summer.

### Financial Report

- ❖ Clerk Nelson presented the financials for the month of December 2022.
- ❖ Clerk Nelson read the bills for the month. Director Hiller made a motion to approve paying the bills. Director Stone seconded the motion, the motion passed unanimously.

**Old Business**

None

**New Business**

None

Meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Dawn Nelson  
Board Clerk

## St Paul Rural Fire Protection District Profit & Loss Budget vs. Actual

July 2022 through January 2023

	11-Transport	12-Seasonal Fire Grant	10-Fire	Total 10-General Fund			
	Jul '22 - Jan 23	Jul '22 - Jan 23	Jul '22 - Jan 23	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>							
400 · Cash Carryforward	0.00	0.00	186,315.23	186,315.23	157,131	29,184	119%
401 · Current Taxes	0.00	0.00	201,578.78	201,578.78	213,286	(11,707)	95%
402 · Prior Taxes	0.00	0.00	9,011.18	9,011.18	4,000	5,011	225%
404 · Local Option Levy	0.00	0.00	162,852.49	162,852.49	170,677	(7,825)	95%
410 · Transport Services	41,621.69	0.00	0.00	41,621.69	65,000	(23,378)	64%
420 · Interest Earned	0.00	0.00	3,157.85	3,157.85	750	2,408	421%
430 · FireMed Subscriptions	6,849.00	0.00	0.00	6,849.00	10,000	(3,151)	68%
431 · MVC Recovery Income	(504.17)	0.00	0.00	(504.17)	2,000	(2,504)	-25%
432 · Contract Services Income	7,803.00	0.00	0.00	7,803.00	1,500	6,303	520%
470 · Charitable Contributions	0.00	0.00	0.00	0.00			
480 · Grant Income	0.00	35,000.00	0.00	35,000.00	95,000	(60,000)	37%
490 · Miscellaneous Income	0.00	0.00	1,520.09	1,520.09	32,000	(30,480)	5%
491 · Refunds-Transport	(706.32)	0.00	0.00	(706.32)			
499 · Transfers In	0.00	0.00	0.00	0.00			
<b>Total Income</b>	<b>55,063.20</b>	<b>35,000.00</b>	<b>564,435.62</b>	<b>654,498.82</b>	<b>751,344</b>	<b>(96,845)</b>	<b>87%</b>
<b>500 · Personnel Services</b>							
510 · Wages - Fire Chief	5,390.00	0.00	5,390.00	10,780.00	18,480	(7,700)	58%
511 · Wages - Volunteer Fire Officers	0.00	0.00	1,250.00	1,250.00	1,250	0	100%
512 · Wages - Board Clerk	1,050.00	30.00	1,050.00	2,130.00	3,600	(1,470)	59%
513 · Wages PT-Paramedic	101,547.70	0.00	19.89	101,567.59	172,337	(70,769)	59%
514 · Wages - Seasonal	0.00	2,423.60	0.00	2,423.60	35,000	(32,576)	7%
550 · Payroll Tax Expense	8,324.95	189.00	611.69	9,125.64	15,164	(6,038)	60%
<b>Total 500 · Personnel Services</b>	<b>116,312.65</b>	<b>2,642.60</b>	<b>8,321.58</b>	<b>127,276.83</b>	<b>245,831</b>	<b>(118,554)</b>	<b>52%</b>
<b>600 · Materials &amp; Services</b>							
601 · Ambulance Supplies	5,069.03	0.00	0.00	5,069.03	12,000	(6,931)	42%
602 · Fire Supplies	0.00	0.00	2,066.36	2,066.36	3,500	(1,434)	59%
603 · Vehicle Fuel	1,827.00	0.00	2,940.42	4,767.42	31,000	(26,233)	15%
<b>Total 604 · Vehicle Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>665.77</b>	<b>665.77</b>	<b>20,000</b>	<b>(19,334)</b>	<b>3%</b>
605 · Rural Addressing	0.00	0.00	0.00	0.00	300	(300)	0%
610 · Personal Protective Equipment	15.06	0.00	299.60	314.66	10,000	(9,685)	3%
611 · Uniforms	183.36	0.00	10.00	193.36	1,500	(1,307)	13%
612 · Training	1,000.00	0.00	1,986.30	2,986.30	2,500	486	119%
613 · Medical	0.00	0.00	3,680.95	3,680.95	5,500	(1,819)	67%
614 · Testing	0.00	0.00	2,170.00	2,170.00	10,000	(7,830)	22%
620 · Dispatch Services	0.00	0.00	13,293.21	13,293.21	18,000	(4,707)	74%
<b>Total 621 · Communications</b>	<b>209.24</b>	<b>0.00</b>	<b>1,458.64</b>	<b>1,667.88</b>	<b>3,000</b>	<b>(1,332)</b>	<b>56%</b>
630 · Contract Services	0.00	0.00	160.00	160.00	2,000	(1,840)	8%
631 · Audits & Attorney Fees	3,350.00	0.00	3,350.00	6,700.00	7,500	(800)	89%
632 · Fire Calls & Drills	0.00	0.00	0.00	0.00	11,200	(11,200)	0%
633 · Life Flight MS/FireMed Expenses	9,040.00	0.00	0.00	9,040.00	8,000	1,040	113%
635 · Disaster Event Supplies	0.00	0.00	0.00	0.00	500	(500)	0%
640 · Building & Grounds Maintenance	668.56	0.00	977.64	1,646.20	8,500	(6,854)	19%
641 · Dues & Subscriptions	1,073.10	0.00	1,232.10	2,305.20	2,500	(195)	92%
642 · Transport Accounting	1,156.12	0.00	0.00	1,156.12	2,500	(1,344)	46%
643 · Insurance (life/eqp/liab/wc)	15,695.67	64.00	12,743.83	28,503.50	28,000	504	102%
644 · Office Supplies	244.23	0.00	365.09	609.32	3,000	(2,391)	20%
645 · Collection/Service Fees/Fines	487.78	0.00	115.24	603.02	300	303	201%
646 · Office Equipment/Technology	1,457.08	0.00	1,552.45	3,009.53	4,500	(1,490)	67%
<b>Total 650 · Utilities</b>	<b>5,294.80</b>	<b>0.00</b>	<b>3,213.48</b>	<b>8,508.28</b>	<b>15,000</b>	<b>(6,492)</b>	<b>57%</b>
699 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00			
<b>Total 600 · Materials &amp; Services</b>	<b>46,771.03</b>	<b>64.00</b>	<b>52,281.08</b>	<b>99,116.11</b>	<b>210,800</b>	<b>(111,684)</b>	<b>47%</b>
6560 · Payroll Expenses	57.12	0.00	8.68	65.80			
700 · Capital Outlay Equipment	0.00	0.00	21,200.00	21,200.00	75,000	(53,800)	28%
703 · Capital Outlay - Fire Departmen	0.00	0.00	0.00	0.00	10,000	(10,000)	0%
800 · Operating Contingencies	0.00	0.00	0.00	0.00	20,000	(20,000)	0%
900 · Transfers out	0.00	0.00	0.00	0.00	70,000	(70,000)	0%
<b>Total Expense</b>	<b>163,140.80</b>	<b>2,706.60</b>	<b>81,811.34</b>	<b>247,658.74</b>	<b>631,631</b>	<b>(383,972)</b>	<b>39%</b>
<b>Fund Balances</b>	<b>(108,077.60)</b>	<b>32,293.40</b>	<b>482,624.28</b>	<b>406,840.08</b>	<b>119,713</b>	<b>287,127</b>	<b>340%</b>
<b>US Bank</b>				<b>\$39,782.63</b>			
<b>LGIP</b>				<b>\$363,750.83</b>			

### St Paul Rural Fire Protection District Profit & Loss Budget vs. Actual

July 2022 through January 2023

	Total 21-Charitable Contributions				22-Equipment Reserve			
	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
400 · Cash Carryforward	91,845.95	70,000	21,846	131%	100,468.54	80,000	20,469	126%
401 · Current Taxes	0.00				0.00			
402 · Prior Taxes	0.00				0.00			
404 · Local Option Levy	0.00				0.00			
410 · Transport Services	0.00				0.00			
420 · Interest Earned	1,350.62	350	1,001	386%	1,252.54			
430 · FireMed Subscriptions	0.00				0.00			
431 · MVC Recovery Income	0.00				0.00			
432 · Contract Services Income	0.00				0.00			
470 · Charitable Contributions	117,408.00	108,890	8,518	108%	0.00			
480 · Grant Income	0.00				0.00			
490 · Miscellaneous Income	3,500.00	1,200	2,300	292%	0.00			
491 · Refunds-Transport	0.00				0.00			
499 · Transfers In	0.00				0.00	70,000	(70,000)	0%
<b>Total Income</b>	<b>214,104.57</b>	<b>180,440</b>	<b>33,665</b>	<b>119%</b>	<b>101,721.08</b>	<b>150,000</b>	<b>(48,279)</b>	<b>68%</b>
<b>500 · Personnel Services</b>								
510 · Wages - Fire Chief	0.00				0.00			
511 · Wages - Volunteer Fire Officers	0.00				0.00			
512 · Wages - Board Clerk	0.00				0.00			
513 · Wages PT-Paramedic	0.00				0.00			
514 · Wages - Seasonal	0.00				0.00			
550 · Payroll Tax Expense	0.00				0.00			
<b>Total 500 · Personnel Services</b>	<b>0.00</b>				<b>0.00</b>			
<b>600 · Materials &amp; Services</b>								
601 · Ambulance Supplies	0.00	2,500	(2,500)	0%	0.00			
602 · Fire Supplies	0.00				0.00			
603 · Vehicle Fuel	0.00				922.24			
<b>Total 604 · Vehicle Maintenance</b>	<b>0.00</b>				<b>2,248.04</b>	<b>20,000</b>	<b>(17,752)</b>	<b>11%</b>
605 · Rural Addressing	0.00				0.00			
610 · Personal Protective Equipment	2,249.90				0.00			
611 · Uniforms	0.00	1,000	(1,000)	0%	0.00			
612 · Training	1,150.00	7,000	(5,850)	16%	0.00			
613 · Medical	0.00				0.00			
614 · Testing	0.00				0.00			
620 · Dispatch Services	0.00				0.00			
<b>Total 621 · Communications</b>	<b>0.00</b>				<b>0.00</b>			
630 · Contract Services	0.00				0.00			
631 · Audits & Attorney Fees	0.00				0.00			
632 · Fire Calls & Drills	0.00				0.00			
633 · Life Flight MS/FireMed Expenses	0.00				0.00			
635 · Disaster Event Supplies	0.00				0.00			
640 · Building & Grounds Maintenance	0.00				0.00			
641 · Dues & Subscriptions	0.00				0.00			
642 · Transport Accounting	0.00				0.00			
643 · Insurance (life/eqp/liab/wc)	0.00				0.00			
644 · Office Supplies	0.00				0.00			
645 · Collection/Service Fees/Fines	23.85				0.00			
646 · Office Equipment/Technology	0.00				0.00			
<b>Total 650 · Utilities</b>	<b>0.00</b>				<b>0.00</b>			
699 · Reconciliation Discrepancies	0.00				0.00			
<b>Total 600 · Materials &amp; Services</b>	<b>3,423.75</b>	<b>10,500</b>	<b>(7,076)</b>	<b>33%</b>	<b>3,170.28</b>	<b>20,000</b>	<b>(16,830)</b>	<b>16%</b>
6560 · Payroll Expenses	0.00				0.00			
700 · Capital Outlay Equipment	103,321.68	116,890	(13,568)	88%	0.00	110,000	(110,000)	0%
703 · Capital Outlay - Fire Departmen	0.00				4,017.34	20,000	(15,983)	20%
800 · Operating Contingencies	0.00	50,000	(50,000)	0%	0.00			
900 · Transfers out	0.00				0.00			
<b>Total Expense</b>	<b>106,745.43</b>	<b>177,390</b>	<b>(70,645)</b>	<b>60%</b>	<b>7,187.62</b>	<b>150,000</b>	<b>(142,812)</b>	<b>5%</b>
<b>Fund Balances</b>	<b>107,359.14</b>	<b>3,050</b>	<b>104,309</b>	<b>3520%</b>	<b>94,533.46</b>	<b>0</b>	<b>94,533</b>	<b>100%</b>
<b>US Bank</b>								
<b>LGIP</b>	<b>\$107,359.14</b>				<b>\$94,533.46</b>			