

LOWELL RURAL FIRE PROTECTION DISTRICT

389 N. Pioneer Street

Lowell, OR 97452

Meeting of the Board of Directors

Agenda

November 12, 2025

5:00 P.M.

1. Call to Order
2. Roll Call Max Baker Liz Annis Bob Burr John Myers Trystan Pierzina
3. Comments from the Floor
4. Approval of Board Meeting Minutes from October 8, 2025
5. Correspondence
6. Unfinished Business
 - a) Chief's Evaluation
 - b) Chief's Contract
 - c) PDF Compliance (Discussion in January)
7. Treasurers Report
 - a) Review Financial Statements
 - b) Review District Bills
 - a. ACTION: Pay bills
8. New Business
 - a) Resolution 2025-6 Accepting 2025 Volunteer Fire Capacity Project Grant/Supplemental Budget
 - a. ACTION: Motion accepting grant.
 - b) Cell Phone Plan
 - c) Employee Performance Evaluation
9. Chiefs Update
10. Board Comments

LOWELL RURAL FIRE PROTECTION DISTRICT

389 N. Pioneer Street

Lowell, OR 97452

Meeting of the Board of Directors

Agenda

11. Next Meeting December 11, 2025

12. Adjourn

BOARD MEETING Call to Order – At 17:00 by M. Baker

Roll Call – M. Baker, L. Annis, B. Burr, J. Myers, T. Pierzina

Executive Session Opened

M. Baker opened executive session pursuant to ORS 192.660(2)i) to review and evaluate the employment-related performance of the Fire Chief who does not request an open meeting.

Executive Session Adjourned

M. Baker adjourned the executive session at 17:25 hrs.

Full Board Meeting

The full Board meeting was resumed at 1727 hrs.

Comments from the Floor: None

Approval of the September Minutes.

J. Myers moved to accept the September 2025 minutes. B. Burr seconded the motion. No discussion. Motion passed unanimously.

Correspondence. None.

Unfinished Business.

Acceptance of Paid Leave Oregon Insurance.

Chief Dragt requested a motion to comply with acceptance of the annual Paid Leave Oregon insurance requirement. L. Annis moved to accept the Paid Leave Oregon Insurance requirement for Lowell Rural Fire District. J. Myers seconded. Motion passed.

Performance Evaluation Process. The Chief was provided with a draft evaluation policy for the Chief's review and comment. Chief reminded the Board policies must be posted for 30 days. The Board agreed to return to the issue in December after review.

The Board provided Chief Dragt a rough draft of an employment agreement for his review and comment at a subsequent meeting.

PDF Compliance. Chief shared challenges with the current PDF compliance requirement as Quickbooks isn't structured to address the issues. The board weighed the return on time invested by the Chief to research the issue and requested the Chief table the issue to January

Station 3. Chief Dragt reported the clean-up continues at Station 3 as containers and other items are being prepared for removal from the property.

Treasurers Report.

Chief reviewed the Income Statement and Balance Sheet with the Board. He noted the unanticipated election expense cost is due to the Levy. He shared an ODF grant has been received to purchase 10 fire shelters with in-kind contributions required from the Fire District in the form of training hours. The final contract was received today; it will be posted as a supplemental budget and the Board can expect to formalize the acceptance at the next meeting.

The Chief is also pursuing a possible grant from Weyerhaeuser and will provide more detailed information to the Board when it becomes available.

L. Annis moved to pay the bills. J. Myers seconded the motion. No discussion. Motion passed unanimously.

New Business

None.

Chief's Update

October calls = 37 19 Medical, 6 Fire, 10 Good Intent, 2 False Alarms.

Volunteer staff levels remain stable. Two new volunteers are now in the onboarding process. Three potential EMT's are completing the Idaho Medical Academy program.

One paid staff member is currently on leave with full staffing anticipated to return on November 5th.

Board Comments

None.

Adjournment. The meeting was adjourned at 17:41 hrs

Next Meeting: November 12, 2025

Fire Chief Evaluation Process

Effective Date:	December 2025
Revised Date:	
Issuing Authority: Lowell RFPD Board	

2211.1 INTRODUCTION

In order to facilitate open communication and obtain desired behavioral results, Lowell Rural Fire Protection District shall have a personnel evaluation process.

The Fire Chief is responsible to the Board of Directors for operation of the District therefore the Board of Directors shall evaluate the Fire Chief in between October and November of each year. If a merit increase has been approved by the Board of Directors, it will take affect January 1 of the following year.

2211.2 PURPOSE OF EVALUATION

The Fire Chief's performance and the relationship between the Fire Chief and the Board, are critical factors in successful governance and fulfillment of the organization's mission, vision and values.

- i. Successful fire districts require excellent guidance and leadership.
- ii. Excellent leadership depends on strong Board/Fire Chief relations.
- iii. Strong Board/Fire Chief relations depend on clear expectations and open communication.
- iv. Regularly assessing the Fire Chief's performance fosters open communication and clarifies expectations, roles and responsibilities.

Because the Fire Chief directly influences the success and financial performance of the District, it is imperative for the Board of Directors to set performance standards, and then objectively and fairly evaluate the Fire Chief's performance against those standards. This is one of the Board's key responsibilities.

For the purpose of timely performance feedback, an abbreviated quarterly evaluation of the Fire Chief may be conducted. An abbreviated evaluation will address areas of immediate concern. In the Chiefs 1st year of service a 6 month review will be conducted.

2211.3 FIRE CHIEF EVALUATION PROCESS GOALS

- i. Assess organizationally how well the District is accomplishing its mission, vision and values.
- ii. Examine and re-set, if necessary, goals for the District and the Fire Chief.
- iii. Support the Fire Chief by providing constructive feedback on performance.

Lowell Rural Fire Protection District

Policy Manual

Fire Chief Evaluation Process

- iv. Develop plans to address issues identified during the evaluation process.
- v. Provide an opportunity for the Board to learn how its performance affects the Board/ Fire Chief partnership.
- vi. Foster communication between the Board and the Fire Chief.

2211.4 REQUIREMENTS FOR AN EFFECTIVE PROCESS

- i. Commitment of the Board and Fire Chief to open and honest communication.
- ii. The evaluation process is utilized to ensure the Fire Chief understands the Board's current and future expectations.
- iii. Maintain ***strict confidentiality*** . Performance issues should not become public information.
- iv. Focus on the positive as well as areas for improvement.
- v. It is important all Board members have input into the process.
- vi. The Board and Fire Chief should develop the process together.
- vii. Provide the written evaluation to the Fire Chief in a timely manner.

2211.5 DEFINING THE RATING SYSTEM

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be comments to justify ratings of "Outstanding", "Below Expectations", and "Unsatisfactory")

Outstanding- Performance is consistently superior

Exceeds Expectations- Performance is routinely above job requirements Meets Expectations- Performance is regularly competent and dependable

Below Expectations- Performance fails to meet job requirements on a frequent basis

Unsatisfactory- Performance is consistently unacceptable

2211.5.1 EACH BOARD MEMBER WILL FILL OUT THE EVALUATION FORM PRIOR TO THE EVALUATION MEETING.

Then the Board as a whole will come to a consensus on each area of evaluation and provide one consolidated summary evaluation, as well as each board members individual evaluation. The summary evaluation will be presented to the Fire Chief by the Board.

- i. The Fire Chief may note any comments or scores they disagrees with, and write a written rebuttal.
- ii. If there is a written rebuttal from the Fire Chief, it will be presented to the Board within 30 days.
- iii. The written rebuttal will become an attachment to the Fire Chief's evaluation.
- iv. The evaluation and rebuttal (if any) will be placed in the Fire Chief's personnel file.

Lowell Rural Fire Protection District

Policy Manual

Fire Chief Evaluation Process

2211.5.2 BOARD METHODS FOR OBTAINING DATA FOR THE EVALUATION:

- i. Consult with District personnel representatives.
- ii. Consult with office staff.
- iii. Consult with local leaders.
- iv. Consult community members.

Board members seeking input from the above sources should be careful not to ask leading questions. Board members are not seeking complaints against the Fire Chief, they are gathering information to formulate an accurate evaluation.

2211.6 FIRE CHIEF EVALUATION FORM

[See attachment: LRFD_Fire Chief Evaluation Form.pdf](#)

Attachments

LRFD_Fire Chief Evaluation Form .pdf

LOWELL RURAL FIRE PROTECTION DISTRICT FIRE CHIEF EVALUATION FORM

Name: _____ Date: _____

Evaluator: _____

Performance Review:

- Review current job description.
- Rate the Fire Chief's level of performance, using the definitions below.
- Give an overall rating in the space provided, using the definitions below as a guide.

Performance Rating Definitions:

The following ratings and corresponding scores must be used to ensure commonality of language and consistency on overall ratings. Please include supporting comments to justify ratings of "Outstanding" "Below Expectations, and "Unsatisfactory":

5 - Outstanding	Performance is consistently superior
4 - Exceeds Expectations	Performance is routinely above job requirements
3 - Meets Expectations	Performance is regularly competent and dependable
2 - Below Expectations	Performance fails to meet job requirements on a frequent basis
1 - Unsatisfactory	Performance is consistently unacceptable

LOWELL RURAL FIRE PROTECTION DISTRICT

FIRE CHIEF EVALUATION FORM

A. PERFORMANCE FACTORS:

<p>Administration - Measures effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities.</p> <p>Comments:</p>	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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<p>Knowledge of Work - Consider employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience.</p> <p>Comments:</p>	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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<p>Communication - Measures effectiveness in listening to others, expressing ideas, both orally and in writing and providing relevant and timely feedback and dissemination of the information.</p> <p>Comments:</p>	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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LOWELL RURAL FIRE PROTECTION DISTRICT FIRE CHIEF EVALUATION FORM

<p>Relationship with Board of Directors - Maintains effective and respectful communication with the Board of Directors.</p> <p>Comments:</p> 	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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<p>Presentation of Comprehensive Information to the Board of Directors - Provides organized materials, information and Staff reports to the Board that assist in decision making.</p> <p>Comments:</p> 	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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<p>Intergovernmental Relations - Maintains contacts with other government agencies and represents the district in communicating with other jurisdictions with which the district interfaces with. Reports to the Board on intergovernmental plans and activities.</p> <p>Comments:</p> 	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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**LOWELL RURAL FIRE PROTECTION DISTRICT
FIRE CHIEF EVALUATION FORM**

<p>Teamwork - Measures how well the Fire Chief maintains a positive environment for District personnel in order to promote team building. Comments:</p>	<p style="text-align: right;">Outstanding: ____ Exceeds Expectations: ____ Meets Expectations: ____ Below Expectations: ____ Unsatisfactory: ____ NA: ____</p>
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<p>Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions. Comments:</p>	<p style="text-align: right;">Outstanding: ____ Exceeds Expectations: ____ Meets Expectations: ____ Below Expectations: ____ Unsatisfactory: ____ NA: ____</p>
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<p>Expense Management - Measures effectiveness in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets. Comments:</p>	<p style="text-align: right;">Outstanding: ____ Exceeds Expectations: ____ Meets Expectations: ____ Below Expectations: ____ Unsatisfactory: ____ NA: ____</p>
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LOWELL RURAL FIRE PROTECTION DISTRICT FIRE CHIEF EVALUATION FORM

<p>Human Resource Management - Measures effectiveness in selecting qualified personnel; evaluating subordinates' performance; strengths and development needs; providing constructive feedback, and taking appropriate and timely action with marginal or unsatisfactory performers.</p> <p>Comments:</p>	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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<p>Independent Action - Measures effectiveness in time management; initiative and independent action within prescribed limits.</p> <p>Comments:</p>	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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<p>Job Knowledge - Measures effectiveness in keeping knowledgeable of methods, techniques and skills required in own job and related functions; remaining current on new developments affecting the District and its work activities.</p> <p>Comments:</p>	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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LOWELL RURAL FIRE PROTECTION DISTRICT FIRE CHIEF EVALUATION FORM

<p>Leadership - Measures effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort.</p> <p>Comments:</p>	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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<p>Managing Change and Improvement - Measures effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods and generating improvement in facility's performance.</p> <p>Comments:</p>	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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<p>Customer Responsiveness - Measures responsiveness and courtesy in dealing with internal staff, external customers and vendors.</p> <p>Comments:</p>	<p>Outstanding: ____</p> <p>Exceeds Expectations: ____</p> <p>Meets Expectations: ____</p> <p>Below Expectations: ____</p> <p>Unsatisfactory: ____</p> <p>NA: ____</p>
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**LOWELL RURAL FIRE PROTECTION DISTRICT
FIRE CHIEF EVALUATION FORM**

<p>Relationship with Community - Is involved in community activities other than fire service related.</p> <p>Comments:</p>	<p style="text-align: right;">Outstanding: ____</p> <p style="text-align: right;">Exceeds Expectations: ____</p> <p style="text-align: right;">Meets Expectations: ____</p> <p style="text-align: right;">Below Expectations: ____</p> <p style="text-align: right;">Unsatisfactory: ____</p> <p style="text-align: right;">NA: ____</p>
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<p>Dependability - Measures how well the Fire Chief complies with instructions and performs under unusual circumstances; consider record of attendance, use of sick leave, and punctuality.</p> <p>Comments:</p>	<p style="text-align: right;">Outstanding: ____</p> <p style="text-align: right;">Exceeds Expectations: ____</p> <p style="text-align: right;">Meets Expectations: ____</p> <p style="text-align: right;">Below Expectations: ____</p> <p style="text-align: right;">Unsatisfactory: ____</p> <p style="text-align: right;">NA: ____</p>
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<p>Safety - Measures individual's work habits and attitudes as they apply to working safely. Consider their contribution to accident prevention, safety awareness, ability to care for District property and keep workspace safe and tidy.</p> <p>Comments:</p>	<p style="text-align: right;">Outstanding: ____</p> <p style="text-align: right;">Exceeds Expectations: ____</p> <p style="text-align: right;">Meets Expectations: ____</p> <p style="text-align: right;">Below Expectations: ____</p> <p style="text-align: right;">Unsatisfactory: ____</p> <p style="text-align: right;">NA: ____</p>
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**LOWELL RURAL FIRE PROTECTION DISTRICT
FIRE CHIEF EVALUATION FORM**

<p>Responsiveness - Measures responsiveness in completing job tasks in a timely manner.</p> <p>Comments:</p>	<p style="text-align: right;">Outstanding: ____</p> <p style="text-align: right;">Exceeds Expectations: ____</p> <p style="text-align: right;">Meets Expectations: ____</p> <p style="text-align: right;">Below Expectations: ____</p> <p style="text-align: right;">Unsatisfactory: ____</p> <p style="text-align: right;">NA: ____</p>
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B. FIRE CHIEF'S STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

Comments:

C. FIRE CHIEF'S ORGANIZATIONAL AND PROFESSIONAL GOALS:

Comments:

D. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:

Comments:

**LOWELL RURAL FIRE PROTECTION DISTRICT
FIRE CHIEF EVALUATION FORM**

E. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:

Comments:

F. OVERALL RATING / SCORE:

Overall Rating / Score: _____

G. SIGNATURE:

Evaluated by: _____ **Date:** _____

12 Desired Competencies for Fire Chief

APPROACHABILITY

COMPASSION

COMPOSURE

ETHICS AND VALUES

INTEGRITY AND TRUST

LISTENING

MOTIVATING OTHERS

POLITICAL SAVVY

PRESENTATION SKILLS

STRATEGIC AGILITY

BUILDING EFFECTIVE TEAMS

MANAGING VISION AND PURPOSE

LOWELL RFPD
Balance Sheet
 As of November 6, 2025

	Nov 6, 25
ASSETS	
Current Assets	
Checking/Savings	
1002 · Banner Bank Checking	13,959.94
1004 · Banner PERS Checking	13,053.10
1200.0 · LGIP Account	
1210 · LGIP General Fund	108,742.44
Total 1200.0 · LGIP Account	108,742.44
Total Checking/Savings	135,755.48
Total Current Assets	135,755.48
TOTAL ASSETS	135,755.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
5153 · Mastercard *5153 Chief	126.34
5158 · Priser Mastercard *1666	164.94
5252 · Hall Mastercard *4882	494.51
Total Credit Cards	785.79
Other Current Liabilities	
2100.0 · Payroll Taxes Payable	
2110 · Federal	152.10
2120 · State Withholding	46.00
2122 · State OR Paid Family Leave	-5.12
2123 · State OR Transit Tax	0.70
2100.0 · Payroll Taxes Payable - Other	-53.63
Total 2100.0 · Payroll Taxes Payable	140.05
2111 · Direct Deposit Liabilities	-6,290.77
Total Other Current Liabilities	-6,150.72
Total Current Liabilities	-5,364.93
Total Liabilities	-5,364.93
Equity	
3000.0 · General Fund Balance	
3010 · Gen Fund - Begin Fund Balance	262,541.00
Total 3000.0 · General Fund Balance	262,541.00
3300.0 · Equipment Reserve Fund	
3310 · Equip Res - Begin Fund Balance	-111,651.00
Total 3300.0 · Equipment Reserve Fund	-111,651.00
3500 · Retained Earnings	98,630.96
Net Income	-108,400.55
Total Equity	141,120.41
TOTAL LIABILITIES & EQUITY	135,755.48

LOWELL RFPD
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Income				
4000.0 · Property Taxes				
4010 · Current Taxes - General Fund	71,270.80	624,000.00	-552,729.20	11.4%
4016 · Current Taxes - 2025 Levy	36,698.81	315,818.00	-279,119.19	11.6%
4020 · Previous Years Taxes	1,428.76			
Total 4000.0 · Property Taxes	109,398.37	939,818.00	-830,419.63	11.6%
4100.0 · Interest Earnings				
4110 · LGIP Interest - GF	1,600.34	2,000.00	-399.66	80.0%
4111 · Interest - Banner Checking	3.50			
Total 4100.0 · Interest Earnings	1,603.84	2,000.00	-396.16	80.2%
4200.0 · Grants	22,348.00	22,348.00	0.00	100.0%
4400.0 · Other Income 1				
4405 · Cash Carryover previous year	0.00	108,436.00	-108,436.00	0.0%
4410 · Miscellaneous Income	1,801.48	4,000.00	-2,198.52	45.0%
Total 4400.0 · Other Income 1	1,801.48	112,436.00	-110,634.52	1.6%
Total Income	135,151.69	1,076,602.00	-941,450.31	12.6%
Gross Profit	135,151.69	1,076,602.00	-941,450.31	12.6%
Expense				
5000.0 · ADMINISTRATION				
5000.1 · PERSONAL SERVICES				
5000.2 · Wages				
5010 · Chief Salary	29,500.98	88,600.00	-59,099.02	33.3%
5015 · Office Worker/Admin Assistant	5,228.98	15,000.00	-9,771.02	34.9%
5025 · Part-Time Fire Fighter	40,159.83	37,113.00	3,046.83	108.2%
5026 · Contract Services	700.00			
5027 · Firefighter / EMT	52,149.54	146,430.00	-94,280.46	35.6%
5032 · Conflagration	3,426.85			
Total 5000.2 · Wages	131,166.18	287,143.00	-155,976.82	45.7%
5050.2 · Payroll Taxes & Benefits				
5055 · FICA	8,132.28	24,085.00	-15,952.72	33.8%
5060 · Medicare	1,901.92	4,300.00	-2,398.08	44.2%
5065 · PERS	30,895.76	75,000.00	-44,104.24	41.2%
5070 · Health Insurance	15,042.25	54,000.00	-38,957.75	27.9%
5075 · State WBF	44.76	400.00	-355.24	11.2%
5076 · State - OR Paid Family Leave	0.21	2,100.00	-2,099.79	0.0%
5077 · State - OR ST Transit Tax	113.23	350.00	-236.77	32.4%
Total 5050.2 · Payroll Taxes & Benefits	56,130.41	160,235.00	-104,104.59	35.0%
Total 5000.1 · PERSONAL SERVICES	187,296.59	447,378.00	-260,081.41	41.9%
5100.2 · MATERIALS & SERVICES				
5111 · Bank Service Charges	170.20	450.00	-279.80	37.8%
5115 · Office Supplies	343.05	2,500.00	-2,156.95	13.7%
5120 · Legal Services & Fees	150.00	3,000.00	-2,850.00	5.0%
5125 · Audit	300.00	8,500.00	-8,200.00	3.5%
5130 · Property & Liability Insurance	367.00	32,000.00	-31,633.00	1.1%
5145 · Election Expense	1,242.78	600.00	642.78	207.1%
5155 · Dues & Subscriptions	8,228.59	12,500.00	-4,271.41	65.8%
5160 · Fidelity Bond	498.00	550.00	-52.00	90.5%
5170 · Board Training Expense	750.00	2,000.00	-1,250.00	37.5%
5175 · Board Travel	0.00	4,000.00	-4,000.00	0.0%
5180 · Board Administrative Expenses	0.00	800.00	-800.00	0.0%
5190 · Copier Lease	683.00	1,500.00	-817.00	45.5%
5191 · Communication Equipment	0.00	1,000.00	-1,000.00	0.0%
5192 · Copier Expense	441.02	700.00	-258.98	63.0%
Total 5100.2 · MATERIALS & SERVICES	13,173.64	70,100.00	-56,926.36	18.8%
Total 5000.0 · ADMINISTRATION	200,470.23	517,478.00	-317,007.77	38.7%

LOWELL RFPD Profit & Loss Budget vs. Actual July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
6000.0 · FIREFIGHTING AND RESCUE				
6100.2 · MATERIALS & SERVICES				
6010 · Chief's Expense	240.00	1,000.00	-760.00	24.0%
6015 · Fire Prevention	525.00	3,100.00	-2,575.00	16.9%
6020 · Logistics/Meals	12.00	600.00	-588.00	2.0%
6025 · Volunteer Expense	3,159.79	15,000.00	-11,840.21	21.1%
6030 · Gas, Oil, Tires	5,736.07	19,000.00	-13,263.93	30.2%
6035 · Volunteer Insurance	1,184.00	2,700.00	-1,516.00	43.9%
6040 · Liability/Workers Comp Insuranc	789.82	14,650.00	-13,860.18	5.4%
6045 · Utilities	7,299.11	24,000.00	-16,700.89	30.4%
6050 · Dispatch Assessment	0.00	21,000.00	-21,000.00	0.0%
6055 · Training	981.00	3,000.00	-2,019.00	32.7%
6060 · EMT Supplies	567.90	5,000.00	-4,432.10	11.4%
6065 · Building & Ground	1,911.66	10,000.00	-8,088.34	19.1%
6070 · Vehicle Repair and Maintenance	2,475.98	9,000.00	-6,524.02	27.5%
6075 · Equipment Repair & Maint.	50.57	9,000.00	-8,949.43	0.6%
6080 · Fire Fighting Equipment	8,970.51	8,000.00	970.51	112.1%
6085 · Household Supplies	0.00	500.00	-500.00	0.0%
6096 · EMT Education	6,000.00	10,000.00	-4,000.00	60.0%
Total 6100.2 · MATERIALS & SERVICES	39,903.41	155,550.00	-115,646.59	25.7%
6300.0 · CAPITAL OUTLAY				
6324 · Turnouts	0.00	10,000.00	-10,000.00	0.0%
Total 6300.0 · CAPITAL OUTLAY	0.00	10,000.00	-10,000.00	0.0%
Total 6000.0 · FIREFIGHTING AND RESCUE	39,903.41	165,550.00	-125,646.59	24.1%
7000.0 · Debt Service - Equipment Fund				
5048 · Fill Station Principal	0.00	11,292.00	-11,292.00	0.0%
5049 · Fill Station Interest	0.00	4,531.00	-4,531.00	0.0%
7041 · Engine Lease Principal	43,128.74	43,129.00	-0.26	100.0%
7042 · Engine Lease Interest	6,552.15	6,553.00	-0.85	100.0%
7043 · Brush Truck Principal	11,389.01	11,389.00	0.01	100.0%
7044 · Brush Truck Interest	1,563.02	1,563.00	0.02	100.0%
Total 7000.0 · Debt Service - Equipment Fund	62,632.92	78,457.00	-15,824.08	79.8%
8000.0 · Contingency				
8010 · General Operating Contingency	0.00	63,987.00	-63,987.00	0.0%
Total 8000.0 · Contingency	0.00	63,987.00	-63,987.00	0.0%
Total Expense	303,006.56	825,472.00	-522,465.44	36.7%
Net Income	-167,854.87	251,130.00	-418,984.87	-66.8%

LOWELL RFPD
Transaction List by Date
October 7 through November 6, 2025

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Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Credit Card Charge	10/07/2025		Bridge Town Market	Propane	5153 · Mastercard *	X	6030 · Gas, Oil...	-39.95
Bill	10/08/2025		Walter E. Nelson Co.	Inv. EUG1187...	2000 · Accounts Pa...	X	6065 · Building...	-62.96
Credit Card Charge	10/08/2025		Med	Background C...	5153 · Mastercard *	X	6025 · Volunte...	-50.00
Liability Check	10/09/2025		QuickBooks Payroll Service	Created by P...	1002 · Banner Bank ...	X	2111 · Direct D...	-7,429.84
Paycheck	10/10/2025	DD2003	Bowlsby, Paul M	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/10/2025	DD2004	Brown, Cody D	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/10/2025	DD2005	Burch, William R	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/10/2025	DD2006	Hall, Lloyd E	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/10/2025	DD2007	Nash, Ashton T	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/10/2025	DD2008	ODoud-Vega, Lucas	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/10/2025	DD2009	Priser, William D	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/10/2025	DD2010	Smith, Samuel S	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/10/2025	DD2011	Stevens, Brandon J	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/10/2025	DD2012	Wright Rendon, Matthew	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Check	10/10/2025	EFT	Lane Electric	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Check	10/10/2025	EFT	Lane Electric	08/16 to 9/16	1002 · Banner Bank ...	X	-SPLIT-	0.00
Bill	10/11/2025		NAPA Auto Parts	inv. 624398	2000 · Accounts Pa...	X	6045 · Vehicle ...	-750.54
Bill	10/11/2025		First Net	October and ...	2000 · Accounts Pa...	X	6045 · Utilities	-131.92
Credit Card Charge	10/11/2025	479.00	Batteries Plus	Batteries	5153 · Mastercard *	X	6070 · Vehicle ...	-430.40
Bill	10/14/2025		Industrial Source	Inv. 00024871...	2000 · Accounts Pa...	X	6060 · EMT Su...	-103.35
Deposit	10/14/2025			Deposit	1210 · LGIP General...	X	-SPLIT-	1,280.23
Check	10/15/2025	EFT	Douglas FastNet	Acct No. 3060...	1002 · Banner Bank ...	X	6045 · Utilities	-131.42
Check	10/15/2025			Service Charge	1002 · Banner Bank ...	X	5111 · Bank S...	-35.00
Bill	10/16/2025		NAPA Auto Parts	Inv. 625453	2000 · Accounts Pa...	X	6070 · Vehicle ...	-160.07
Bill	10/16/2025		Quill	Inv. 46212224	2000 · Accounts Pa...	X	6065 · Building...	-92.74
Credit Card Charge	10/16/2025		Jerry's Home Improvement	Equipment Su...	5153 · Mastercard *	X	6065 · Building...	-21.40
Bill	10/20/2025		James Heating & Air Conditioning	Inv. 25500	2000 · Accounts Pa...	X	6065 · Building...	-155.00
Credit Card Charge	10/21/2025		Fire Protection Publications	Training Publi...	5153 · Mastercard *	X	6055 · Training	-206.00
Check	10/21/2025	EFT	City of Lowell	Oct 2025 Utilit...	1002 · Banner Bank ...	X	6045 · Utilities	-309.23
Check	10/21/2025	EFT	Amazon Business		1002 · Banner Bank ...	X	6065 · Building...	-175.90
Credit Card Charge	10/22/2025		Quill	Laminated La...	5158 · Priser Master...	X	5115 · Office S...	-43.69
Credit Card Charge	10/22/2025		Sling	Sling Subscri...	5153 · Mastercard *	X	6045 · Utilities	-45.99
Credit Card Charge	10/22/2025	EFT	SAIF Corporation	Policy No. 75...	1002 · Banner Bank ...	X	6040 · Liability/...	-394.91
Liability Check	10/23/2025		QuickBooks Payroll Service	Created by P...	1002 · Banner Bank ...	X	2111 · Direct D...	-7,003.81
Credit Card Charge	10/23/2025		Bound Tree Medical	EMS Supplies	5158 · Priser Master...	X	6060 · EMT Su...	-83.67
Credit Card Charge	10/23/2025		Vista Print	Business Cards	5153 · Mastercard *	X	5115 · Office S...	-51.97
Check	10/23/2025	EFT	EPUD	ACH EPUD A...	1002 · Banner Bank ...	X	6045 · Utilities	-39.00
Paycheck	10/24/2025	DD2013	Bowlsby, Paul M	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2014	Brown, Cody D	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2015	Burch, Ciaran E	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2016	Burch, William R	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2017	Garcia Cosby, Jorge A	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2018	Hall, Lloyd E	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2019	Lierman, Samuel M	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2020	Priser, William D	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2021	Smith, Samuel S	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2022	Stevens, Brandon J	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/24/2025	DD2023	Wright Rendon, Matthew	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00

LOWELL RFPD
Transaction List by Date
 October 7 through November 6, 2025

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Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	10/25/2025	EFT	SaniPac	Garbage Serv...	1002 · Banner Bank ...	X	6045 · Utilities	-129.24
Check	10/25/2025	EFT	SaniPac	Garbage Serv...	1002 · Banner Bank ...	X	6045 · Utilities	-68.04
Bill	10/27/2025	1227	Lane Fire Authority	Inv. 1227 - 2 ...	2000 · Accounts Pa...	X	6025 · Volunte...	-420.70
Liability Check	10/29/2025	EFT	Oregon Dept. of Administrative S...	1275000-7	1002 · Banner Bank ...	X	-SPLIT-	-185.89
Liability Check	10/29/2025	EFT	Oregon Dept. of Revenue	1275000-7	1002 · Banner Bank ...	X	2120 · State W...	-1,841.00
Liability Check	10/29/2025	EFT	United States Treasury	93-0849053	1002 · Banner Bank ...	X	-SPLIT-	-5,954.42
Bill	10/30/2025		US Bank Equipment Finance	Inv. 566387874	2000 · Accounts Pa...	X	5190 · Copier ...	-138.73
Liability Check	10/30/2025		QuickBooks Payroll Service	Created by P...	1002 · Banner Bank ...	X	2111 · Direct D...	-6,668.37
Transfer	10/30/2025		QuickBooks Payroll Service	Funds Transfer	1210 · LGIP General...	X	1002 · Banner ...	-30,000.00
Paycheck	10/31/2025	DD2024	Dragt, Lon P	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Paycheck	10/31/2025	DD2025	Sprague, Beth	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Deposit	10/31/2025		Oregon Department of Revenue	Interest	1004 · Banner PER...	X	4111 · Interest ...	0.47
Check	10/31/2025	EFT	Special District Insurance Services	Payroll Liabilit...	1002 · Banner Bank ...	X	5077 · State - ...	-113.23
Bill	11/01/2025			Health Insura...	2000 · Accounts Pa...	X	5070 · Health I...	-3,391.75
Deposit	11/02/2025			Interest	1002 · Banner Bank ...	X	4111 · Interest ...	0.41
Credit Card Charge	11/02/2025			Monthly Payro...	5153 · Mastercard *	X	5155 · Dues & ...	-74.00
Paycheck	11/04/2025	DD2026	Cockrum, Todd W	Direct Deposit	1002 · Banner Bank ...	X	-SPLIT-	0.00
Liability Check	11/04/2025	25-1993	Northwest Safety Clean	Created by P...	1002 · Banner Bank ...	X	2111 · Direct D...	-554.74
Bill	11/04/2025		Lowell School District	September 20...	2000 · Accounts Pa...	X	6075 · Equipm...	-50.57
Liability Check	11/06/2025	EFT	QuickBooks Payroll Service	Created by P...	1002 · Banner Bank ...	X	6030 · Gas, Oil...	-1,277.60
Check	11/06/2025	EFT	Banner Bank	Visa Charges...	1002 · Banner Bank ...	X	2111 · Direct D...	-6,798.41
Deposit	11/06/2025		Banner Bank	June 1-30, 20...	1002 · Banner Bank ...	X	5158 · Priser M...	-765.88
Bill Pmt -Check	11/06/2025	12991	Cascade Health Solutions	Invoice 107398	1210 · LGIP General...	X	5153 · Masterc...	-1,185.31
Bill Pmt -Check	11/06/2025	12992	Curtis	Inv. 996307 S...	1002 · Banner Bank ...	X	-SPLIT-	103,852.80
Bill Pmt -Check	11/06/2025	12993	First Net	October and ...	1002 · Banner Bank ...	X	2000 · Account...	-474.00
Bill Pmt -Check	11/06/2025	12994	Industrial Source	Inv. 00024871...	1002 · Banner Bank ...	X	2000 · Account...	-430.40
Bill Pmt -Check	11/06/2025	12995	James Heating & Air Conditioning	Inv. 25500	1002 · Banner Bank ...	X	2000 · Account...	-103.35
Bill Pmt -Check	11/06/2025	12996	Lane Fire Authority	Inv. 1227 - 2 ...	1002 · Banner Bank ...	X	2000 · Account...	-155.00
Bill Pmt -Check	11/06/2025	12997	Lowell School District	September 20...	1002 · Banner Bank ...	X	2000 · Account...	-420.70
Bill Pmt -Check	11/06/2025	12998	NAPA Auto Parts	September 20...	1002 · Banner Bank ...	X	2000 · Account...	-1,277.60
Bill Pmt -Check	11/06/2025	12999	Northwest Safety Clean	Inv. 749803	1002 · Banner Bank ...	X	2000 · Account...	-291.99
Bill Pmt -Check	11/06/2025	13000	Pacific Office Automation	Inv. 749803	1002 · Banner Bank ...	X	2000 · Account...	-50.57
Bill Pmt -Check	11/06/2025	13001	Quill	Policy NO. A1...	1002 · Banner Bank ...	X	2000 · Account...	-99.50
Bill Pmt -Check	11/06/2025	EFT	SAIF Corporation	Health Insura...	1002 · Banner Bank ...	X	2000 · Account...	-209.58
Bill Pmt -Check	11/06/2025	13003	Special District Insurance Services	Inv. 566387874	1002 · Banner Bank ...	X	2000 · Account...	-394.91
Bill Pmt -Check	11/06/2025	13004	US Bank Equipment Finance	Inv. 566387874	1002 · Banner Bank ...	X	2000 · Account...	-3,391.75
Bill Pmt -Check	11/06/2025	13005	Walter E. Nelson Co.	Inv. EUG1187...	1002 · Banner Bank ...	X	2000 · Account...	-138.73
Check	11/06/2025	12892	Jayne Martin	CPR Class R...	1002 · Banner Bank ...	X	4410 · Miscella...	-62.96

Oct 7 - Nov 6, 25

MEMO

Date: November 4, 2025
To: Board of Directors
From: Lon P. Dragt, Fire Chief
Subject: Resolution 2025-6

This resolution covers accepting the 2025 Volunteer Capacity Project grant. This grant will allow us to purchase up to 12 new shelters with a matching in-kind. The in-kind match is based on training hours.

Potential Motion: I move to adopt resolution 2025-6 accepting the Volunteer fire capacity project grant in the amount of \$6,770.00.

**LOWELL RURAL FIRE PROTECTION DISTRICT
RESOLUTION 2025-6**

Resolution Accepting 2025 Volunteer Fire Capacity Project Grant

WHEREAS, the Board of Directors of the Lowell Rural Fire Protection District has received notice of an award of a 2025 Volunteer Fire Capacity Grant, agreement 034 in the amount of \$6,770 cash funds with a matching in-kind fund obligation of \$6,770 due from Lowell Rural Fire Protection District.

WHEREAS, the Lowell Rural Fire Protection District intends to accept this grant to purchase additional wildland fire shelters and provide in-kind training per the grant agreement.

NOW, THEREFORE, the Lowell Rural Fire Protection District Board of Directors resolves as follows: The 2025 Volunteer Fire Capacity Project Grant totaling \$6,770 in cash funds with a matching in-kind obligation of \$6,770 in training required by Lowell Rural Fire Protection District is accepted as Grant Income.

ADOPTED, by the Lowell Rural Fire Protection District Board of Directors at a regular meeting therefore this 12th day of November, 2025.

X

Board President

X

Secretary/Treasurer

**LOWELL RURAL FIRE PROTECTION DISTRICT
RESOLUTION 2025-6
ATTACHMENT A
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND AND CATEGORY**

	Current Appropriations	Change in Appropriations	Amended Appropriations
Resources			
Grant	\$22,348	\$6,770	\$29,118
Total Resources	\$1,076,602	\$6,770	\$1,083,372
General Fund			
Firefighting			
M&S			
Expense			
Firefighting			
Equipment	\$8,000	\$6,770	\$14,770
Total	\$151,159	\$6,770	\$157,929

Money coming into Grants (4200) and being expensed out of Firefighting Equipment (6080)