

WILLIAMS RURAL FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA

Tuesday, January 13, 2026

Place and Time: District Headquarters, 211 E. Fork Road, Williams OR, at 10:00 AM

Dial In: 2532158782; Passcode: 8467644

Join Zoom Meeting

<https://us06web.zoom.us/j/87682146892?pwd=wIS1DsPpWvMcJSmW0SGasEjrJpUg2M.1>

Meeting ID: 876 8214 6892

Passcode: 194626

1. Call to Order, Pledge, and Roll Call of Members
2. Announcements
3. Approval of Prior Board Meeting Minutes – previously distributed electronically
December 9, 2025 Regular Board Meeting Minutes
4. Reports
 - Fire Chief's Report
 - Training Report
 - Operations Report
 - District Fire Marshal Report / Safety Committee Report
 - Community Relations Coordinator Report
 - WFA Report
 - Chair Report
5. Unfinished Business
 - Applegate Collaboration
 -

Tabled Unfinished Business
- Modular Home Update (Tabled)
- Showers (Tabled)

- Museum Building
6. New Business
 - Support Team Liaison
 - Highschool program
 - Public Records Policy
7. Clerk Treasurers Report – Financial Reports and Invoices -
8. Announcement of the next regular scheduled board meeting – February 10, 2025 at 10:00am
9. Public Input – two minutes at end of meeting
10. Public Questions – can be submitted in writing to PO Box 81, Williams, Oregon 97544
11. Motion to adjourn

DRAFT MINUTES

**WILLIAMS RURAL FIRE PROTECTION DISTRICT
Regular Board Meeting Minutes
December 9, 2025**

1. CALL TO ORDER, PLEDGE, AND ROLL CALL

- a. Call to Order: 10:03am

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – Brian Barton

Position 3 – Jim Krios

Position 4 – Bill Ertel

Position 5 – David Applegate

Board Members Absent

None

Williams Staff Present

Interim Fire Chief – Nicco Holt

Fire Marshall – Jon Scaroni

Captain – Oskar Sundell

Community Coordinator – Ash Martell

Volunteer Firefighter – Charles HooperLee

Public Presence & Invited Speakers:

Applegate Administration Chief – Tallie Jackson

Administrative Assistant – Rachael Couch

Community – Claudia Pratt (WRFPD Support Team member)

Zoom Attendees:

John Holmes, IV Fire Chief

Anna, community member, last name unknown

2. ANNOUNCEMENTS

- Upcoming Events:

- **WRFPD Fire Christmas Party is December 21st at 5pm at the Williams American Legion.**
- **Blood Drive will be January 12th from 10am-3pm, Monday.**

DRAFT MINUTES

- **'All Things Fire Faire' put on by A Greater Applegate will be March 7th, 2026, at Applegate Fire, Training Building.**
- **Fire Truck is bringing Santa 1pm-3pm to the General Store on December 14th.**
- Bill Ertel shared that Firefighter Jenny Minglana was promoted to Lieutenant at the IV Fire Board Meeting last night, 12/8/2025.
- Bill Ertel was invited to join the Williams RFPD Support Team, and requests that it be added to the January meeting to discuss adding an official liaison position between the Board and the WRFPD Support Team.

3. APPROVAL OF PRIOR BOARD MEETING MINUTES

- Previously distributed electronically:
 - November 14th, 2025, Regular Board Meeting Minutes
 - December 2nd, 2025, Regular Board Meeting Minutes
- Discussion: Regarding special board meeting, please include that meeting was followed by SDAO training class. Heather Glass added note to meeting minutes.
- **A motion was made by David Applegate to approve November 14th, 2025, minutes as written and the December 2nd, 2025 minutes with changes. The motion was seconded by Brian Barton. (10:10am)**
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYES:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - **NAYS:**

4. REPORTS

- **Chief's Report – Given by Interim Chief Nicco Holt**
 - Chief Holt's report was given out electronically to the Board for review before the meeting.
 - Discussion: Regarding SDIS Insurance Renewal – Chief Holt shared that this is an annual task that is required to check on apparatus and property values, contact info, etc.
- **Operations Report – Captain Oskar Sundell**
 - Captain Oskar Sundell's report was provided electronically to the Board for review before the meeting.

DRAFT MINUTES

- Discussion: Captain Oskar Sundell provided updates on current work agreements that are in process before grant distribution including water bag project relocation to county gravel yard. Additionally, a new location will be chosen for the larger bag (55k gallons). Heather Glass praised Captain Oskar Sundell and Volunteer Firefighter, Ben Brian, on completing Red Cross Instructor Training.

- **District Fire Marshal Report - Jon Scaroni**
 - The report was given out at the meeting for review.
 - Discussion: none

- **Community Relations Coordinator Report – Ash Martell**
 - Ash Martell’s report was given out electronically to the Board for review before the meeting.
 - Discussion: Ash Martell is collecting community comments on scheduling times for ‘Coffee with the Chief’ (to resume after 01/01/2026) to maximize attendance.

- **Chair’s Report – Williams Rural Fire Protection District Support Team**
 - Discussion: none

- **WFA Report / Firefighter Input – Ash Martell on behalf of Devin Brennan**
 - Discussion: Ash Martell stepped in to speak on behalf of Firefighter, Devin Brennan, who is not in attendance. Awards Banquet to be held on March 14th. Green Alliance (provided funding for the wood bank) talking about providing a fireplace safety workshop as well as community giveaways such as fireplace cleaning kits and would like to be part of the ‘All Things Fire Faire’ in March 2026. Meeting with Green Alliance tomorrow for more details. Ash Martell shared wood bank slowly moving forward: parts for the carport are arriving.

5. UNFINISHED BUSINESS

- Applegate Collaboration
 - Discussion: Applegate Fire requests a 3 month hold on Executive Services Collaboration to after completion of Jackson County District 3 regional study for resources.

- Internal Controls

DRAFT MINUTES

- Discussion: Heather Glass needed to sign IC document. It is completed. She will now put it up on the website.

6. TABLED UNFINISHED BUSINESS

- Modular Home Update: not discussed.
- Showers: not discussed.
- Museum Building: not discussed.

7. NEW BUSINESS

- Bonuses
 - Discussion: Bonuses were presented to the board for Interim Chief Holt for \$2500 and Tallie Jackson for \$500. Board agreed that these bonuses are well deserved and that Applegate Tallie Jackson and Chief Holt are invaluable assets to the district.
 - **A motion was made by Brian Barton to approve bonuses as presented. The motion was seconded by David Applegate. (10:32am)**
 - **Motion carries as follows:** The motion was approved with 5 ayes.
 - **AYES:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - **NAYS:**
- Trip Report: OFDDA Conference
 - Discussion: Bill Ertel discussed conference take-aways. Oregon Ethics Committee class discussion – ethics best practice for local businesses discount language should be general such as “any firefighter” and not “WRFPD firefighters” to avoid violations. Bill Ertel shared to the board that if you think you have a violation, to please call the Ethics Committee and they can help.

8. CLERK TREASURER’S REPORT

- Tallie Jackson and Rachael Couch, provided treasurer reports that were reviewed by the board members.
 - Discussion: Tallie Jackson shared that wood bank grant items were purchased. It was discussed to show the income of the two rentals and expenses.

DRAFT MINUTES

Disbursement Vouchers – no noted concerns on voucher.

9. NEXT MEETING ANNOUNCED

- **Announcement of the next regular scheduled board meeting – January 13th, 2026, at 10:00am. Location: Williams Rural Fire Protection District Board Room: 211 East Fork Rd.**

10. PUBLIC INPUT

- Two minutes per person granted.
- Community member and WRFPD Support Team member, Claudia Pratt – Asked about compensation line item for ‘volunteers being paid’ which were clarified as volunteer firefighter nominals with a one-month delay on details based on report schedule. Request for grant report matrix to also be shared. Clarification that board members do not need to personally store documents and that distributed board documents are stored digitally on the website.
- Public Questions - can be submitted in writing to P.O. Box 81, Williams, OR 97544

11. MOTION TO ADJOURN

- **A motion was made by Bill Ertel to adjourn. The motion was seconded by David Applegate. (10:48am)**
 - a. Discussion: none
- **Motion carries as follows:** The motion was approved with 5 ayes.
 - b. **AYES:** Heather Glass, Brian Barton, Jim Krois, Bill Ertel, David Applegate
 - c. **NAYS:**

Meeting Adjourned: 10:48am

Minutes Submitted by Rachael Couch

Administrative Assistant

WRFPD Chief/Training/Admin Report December 2025

❖ Chief Activities

- Meetings
 - Board meetings x2
 - Alliance for Green Heat re: upcoming fire prevention event
 - Jackson County Regional Fire Services Study introduction
- Regular activities that are worth noting and/or take time out of the day
 - Monthly report alarm data and report preparation
 - Financial discussions and acknowledgements
 - Discussions with staff and volunteers on various topics
 - Alarm responses and reports
 - District coverage while others are at meetings or trainings
 - Duty Officer coverage - 12 weekdays & 4 weekend days
- Christmas Party prep and event
- Worked with Tallie on tech upgrades to facilitate working closer with Applegate Fire
- National Emergency Response Information System (NERIS) transition details and training.
 - Effective January 1, NERIS is the national standard for emergency documentation.
- Started process to update the wrfpd.org website
- Attended Public Meeting Law class

❖ Administrative Activities

- Provided general administrative support to staff and volunteers.
- Worked with Tallie on orienting Rachael to district operations.
- Coordinated check signing and getting payments in the mail.
- Processed incoming mail
- Processed HR paperwork for applicants
- Set-up Zoom and camera system for board meeting
- Reviewed and updated personnel time records in preparation for payroll

WRFPD Chief/Training/Admin Report December 2025

❖ Training Officer Activities

- Prepare and lead training drills
- Interact with new applicants and recruits in various stages of the onboarding process
- DPSST documentation
- Training records and task books
- Weekly Training Drills
 - Firefighter Safety
 - Lithium-Ion batteries and Electric Vehicle fire considerations
 - Firefighter Review
 - Self-Contained Breathing Apparatus (SCBA) and 8742 Inventory
 - Medical
 - LifePak 15 operations and 12-Lead ECG
- Other Training
 - Public Meeting Law
 - AHA BLS Instructor 2025 updates
 - EMS webinars
 - NERIS introduction and transition

❖ District Alarm Activity

- 27 Alarms
 - 15 EMS
 - Including 1 MVC with injury
 - 2 Motor Vehicle Crash – non-injury
 - 3 Fire Calls
 - 2 Flue Fire
 - 1 Motorhome Fire
 - 1 Power Line Problem
 - 3 Public Service
 - 1 Authorized Controlled Burn
 - 2 Cancelled/No Emergency Found
- 288 total alarms for 2025 – an increase of 4 alarms over 2024.

WFRPD Operations Report December 2025

- Pump testing completed for 2025. All engines passed without issues.
- Spending for the 2025 VFA grant initiated. Last part is getting a new mobile radio installed in 8765, in the coming weeks.
- 8761 suffered a fuel leak while out on a district drive and had to be towed back to station by Good Fellas towing. EVT Jeff Loogman came out to trouble shoot and we could not recreate the leak. Old part reinstalled and seems to be working. No charge from Jeff for diagnostics, no charge from Good Fellas, as of yet.
- New batteries for our portable radios in service.
- New uniform items to be picked up Friday.
- Starlink offered free Starlink mini hardware (\$300 value). It gives us mobile WiFi capabilities, as long as the apparatus/staff car has a 120V plug. The cost to us is \$5/month for low-speed data (sufficient for our uses) with the option of getting high speed internet, on a monthly basis for \$50, and activated in real time if needed.
- New battery installed in 8765.
- 2025 Maintenance report for 8742 sent to OSFM and reimbursement requested for services performed.
- I reached out to Moser Paving to see about a start date on the paving project. Was told that they are waiting for the ground to dry up some before starting labor. Start date and finalizing paperwork in the next 2 weeks depending on the weather.
- Resilience Hubs meeting in December. Next coming meetings will be centered around sand box and mock drills. Great progress has been made with more to come.
- All other duties and tasks

Fire Marshal's Report for December 2025
Williams RFPD
Jon Scaroni
January 8th, 2025

Property Assessments: There were none property assessments this month.

Business Inspections: none business or fire inspections this month

Fire Investigations: One fire investigation, there was large vehicle fire.

Meetings Attended: I attended the IAAI meeting on Zoom. To which we discussed the upcoming winter seminar that's happening this January, Which I will be attending. I attended a Co-op meeting at the Scenic station in central point on December 18th. To which we discussed and voted for the new officers.

Classes Attended: None.

Chipper Program: No chipper jobs. Trailer has been out 5 times.

Safety Officer Report: No accidents to report.

Jon Scaroni
WRFPD District Fire Marshall

Community Relations Coordinator
Monthly Report for December 2025

Written by Ash Martell for the January 2026 Regular Board Meeting

Red Cross Blood Drive – January 12, 2026

- Promotion of event with paper flyers, social media and pumphouse sign
- Communication and planning with Chief and Red Cross

Wood Bank / Green Alliance / All Things Fire Faire

- Attend planning meetings regarding presentation/event regarding wood fire safety with WFRPD/AFD/Green Alliance/AGA: All Things Fire Faire
- Implement plans for the event

2025 WFRPD Christmas Party

- Planning meetings/emails/phone calls with Chief, Support Team, venue, caterer etc.
- Purchasing and wrapping of gifts for WFRPD Personnel and families
- Setup and clean up of American Legion Hall on day of the event

Ongoing Community Relations Coordinator duties:

- Attend regular Board meeting / create a monthly report for the Board
- Attend Support Team meeting and coordinate with them with regards to upcoming events.
- Monitoring the info@WFRPD.org email
- Update pump house info sign
- Ongoing monitoring of community Facebook pages
- Personnel Birthday Recognition program tracking/updating/implementation
- CRC file and email organization and maintenance
- Program flyers / Evacuation maps: printing / posting and sharing to media
- Attend AGA's Forest and Fire Working Group monthly meeting
- Attend Williams Resiliency Hub meetings/events
- Williams Wood Bank project support with the WFA
- Initial planning of the WFRPD Awards Banquet to be held in spring of 2026
- Ongoing updating of awards and photos in the Conference room
- Attended SDAO Public Meeting Law Training

10 DISTRICT BUDGETING, PUBLIC RECORDS AND PUBLIC CONTRACTING**10.1 DISTRICT COMPLIANCE WITH LOCAL BUDGET LAW**

Compliance with Oregon's Local Budget Law (ORS 294.305 - 294.565), is required prior to the expenditure of any monies or the levy of any tax upon property located within the District. ORS 294.326. The District shall comply with the provisions of the Local Budget Law, and with the instructions and requirements of the Department of Revenue, which has been charged by the Legislature with responsibility to interpret and administer the Local Budget Law. In preparing and adopting its Budget, the District shall be guided by the Budget Manual for Municipal Corporations, published by the Department of Revenue, and the Department's various forms and instructions.

10.1.1 APPOINTMENT OF BUDGET OFFICER: Pursuant to ORS 294.331, the District Board of Directors shall designate a Budget Officer to prepare or supervise the preparation of the District's Budget. The Budget Officer shall fully acquaint himself/herself with the Local Budget Law and the budget preparation process. The Budget Officer shall act under the direction of the Board.

10.1.2 PREPARATION OF THE PROPOSED BUDGET: The Budget Officer shall prepare or supervise preparation of the proposed Budget. The Budget Officer shall then publish a "Notice of Budget Committee Meeting" as set forth in ORS 294.401.

10.1.3 BUDGET COMMITTEE: Pursuant to ORS 294.336, the District shall establish a Budget Committee consisting of the members of the Board of Directors and an equal number of qualified electors of the District. At its first meeting the Budget Committee shall elect a chairperson and a secretary. The Committee shall review and revise or approve the proposed Budget presented by the Budget Officer. All meetings of the Budget Committee are subject to Oregon's Public Meetings Law. Members of the Budget Committee receive no compensation for their services. The appointive members of the Budget Committee shall not be considered officers, agents, or employees of the District. Each member shall serve a three year term. Terms of office on the Budget Committee shall be staggered as the Board of Directors shall determine.

10.1.4 PUBLICATION OF BUDGET SUMMARY AND NOTICE OF BUDGET HEARING: After the budget has been approved by the Budget Committee, a budget hearing shall be held by the Board of Directors of the District. Fifteen to twenty-five days before the scheduled hearing, the Board of Directors shall publish a "Financial Summary and Notice of Budget Hearing." This information must appear in a newspaper of general circulation published in the District. Eight to fourteen days before the scheduled hearing, a second notice of budget hearing shall be published. It need not contain the summarized financial information found in the first notice. However, the second notice shall repeat significant information about the scheduled budget hearing, and set forth the date on which the Financial Summary was first published.

10.1.5 BUDGET HEARING: The Board of Directors of the District shall hold the scheduled budget hearing on the date specified in the public notices given. The purpose of the hearing is to take citizen testimony on the Budget approved by the Budget Committee. Additional hearings may be held if necessary. All hearings are open to the public, and subject to Oregon's Public Meetings Law.

10.1.6 BUDGET ADOPTION, APPROPRIATIONS, AND TAX LEVY: The District's Board of Directors may make changes in the approved budget before it is adopted, subject to the limitations set forth in ORS 294.435. These limitations cannot be exceeded without first publishing a revised Financial Summary and holding another budget hearing. Once all budget

hearings have been concluded, and upon consideration of relevant testimony received at such hearings, the District's Board of Directors shall adopt the Budget. This shall be done in the latter part of June so that revisions to revenue or expenditure estimates can be incorporated. The District's Board of Directors shall prepare a resolution or ordinance formally adopting the Budget. This resolution or ordinance shall be adopted no later than June 30.

10.1.7 CERTIFICATION OF LEVY: The District shall certify its tax levy to the County Assessor. Two complete copies of the District's budget, as adopted, shall be submitted to the County Assessor's office by July 15. An additional copy shall be delivered to the County Clerk by July 15. The complete budget documents shall be submitted in compliance with Oregon Local Budget Law as published by the Oregon Dept. of Revenue.

10.1.8 POST-ADOPTION CHANGES TO THE BUDGET: Post-adoption changes to the budget are restricted by statute. ORS 294.450 governs the transfer of appropriations within a fund or from one fund to another. ORS 294.455 governs the appropriation of funds to repair or replace property involuntarily converted or destroyed. ORS 294.460 governs loans from one fund to another. ORS 294.480 specifies the conditions under which the District must adopt a supplemental budget. ORS 294.326 provides for authorizing appropriations as an exception to the budget process.

10.2 PUBLIC RECORDS

10.2.1 COMPLIANCE: The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505. A copy of this law is kept in the District Office.

- A. **Specificity of Request:** In order to facilitate the public's access to records in the District's possession, and to avoid wasted staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as is necessary to enable District personnel to readily locate the records sought.
- B. **Access:** The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Board may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).
- C. **Certified Copies:** Certified copies of non-exempt public records shall be furnished upon request, and receipt of payment therefore.
- D. **Timeframe:** When a request is submitted in writing, the district must respond within five business days acknowledging the receipt of the request. The District then has an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The district is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:
 - Complicated requests
 - Large volume of requests
 - Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request

10.2.2 FEES FOR PUBLIC RECORDS: In order to recover its costs for responding to public records requests, the following fee schedule is adopted:

- A. Copies of Public Records; Certified Copies: Standard, letter size copies of public records shall have a minimum charge of \$5.00 (five dollars); with an additional charge of \$.50 (fifty cents) for each additional copy after ten. Copies shall be certified for an additional charge of 20.00 (twenty dollars).
- B. Copies of Sound Recordings: Copies of sound recordings of meetings shall be \$20.00 (twenty dollars) per copy.
- C. Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
- D. Research Fees: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$10.00 (ten dollars) per hour with a minimum charge for one quarter hour.

The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

- E. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- F. Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board may so authorize.

10.2.3 AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS: At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors of the District.

10.2.4 ON-SITE REVIEW OF ORIGINAL RECORDS: If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with 10.2.2, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

10.2.5 UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS
If any person attempts to alter, remove or destroy any records, the District representative shall immediately terminate the review and notify the attorney for the District.

10.2.6 BOARD RECORDS: Board Members shall maintain the integrity of Board and District records by not arbitrarily releasing records without Board approval, or as outlined in Public Records Release Laws and/or District Policy.

10.3 PUBLIC CONTRACTING RULES

The Board of Directors shall act as the District Public Contract Review Board in accordance with ORS 279A..060.

The Applegate Valley RFPD #9 Public Contracting Rules shall be kept for reference in a separate binder as stated in Resolution 2016/2017-02, Joint resolution of the Board of Directors and Local Contract Review Board opting out of the Attorney General’s Model Public Contracting Rules and amending rules for the Applegate Valley Fire District. In accordance with ORS 279A.065(6) (b), the District shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules in order to determine whether amendments are required to ensure statutory compliance.

Appendix; ORS 279A, 279B, 279C

10.4 BILLING FOR EMERGENCY RESPONSE & SERVICES

10.4.1 SERVICES DELIVERED TO NON-DISTRICT PATRONS: On occasion the District provides services to persons who do not reside within the fire district. Most of these services are delivered within the District boundaries and on occasion outside the District in areas considered “Unprotected” in the eyes of the State Fire Marshal’s Office and definition.

It shall be the Policy of the District to make an attempt to recover costs when services are provided to non-District persons or companies. In our attempt to recover cost it is important that we bill for services rendered and not merely because we responded. The Fire Chief is charged with reviewing and approving each and every invoice that is generated.

It shall be the Policy of the District to bill using the following fee schedule:

| | | |
|----|-------------------------|-----------------|
| A. | Type 1 & 2 Engines | \$ 250 per hour |
| B. | Type 3 – 7 Engines | \$ 150 per hour |
| C. | Type 2 Tenders | \$ 150 per hour |
| D. | Type 3 Tenders | \$ 125 per hour |
| E. | Support & Command Units | \$ 55 per hour |
| F. | Personnel | \$ 45 per hour |

10.4.2 SERVICES DELIVERED TO STATE & FEDERAL PARTNERS: These are services that are outside of mutual aid or assistance agreements. Services to different agencies are as follows:

- A. Oregon State Fire Marshal’s Office – Conflagration Act – The billing procedures are updated annually and explained in the State Mobilization Guide – Chapter 5 Administration.
- B. Oregon Department of Forestry – Apparatus and Volunteer Firefighters are based on the AD Rates that are published each year and Full Time personnel are billed at cost including fringes and benefits.
- C. Federal Wildland Agencies – Apparatus are based on AD Rates. Full Time personnel are billed at cost including fringes and benefits, plus a 10% administration fee. Volunteers and Supplemental Resources are paid according to the OPM Matrix for the position that the person is filling and billed at the cost including and fringes, plus a 10% administration fee.

10.5 PUBLIC USE OF DISTRICT FACILITIES

The District maintains public meeting rooms at some of the facilities. This section provides clear criteria for the reasonable use of District facilities by the public. It is not intended to restrict the activities of District employees or officials engaged in the official duties.

The District allows approved public use of facilities in a manner that is reasonable and consistent with District policy, and when the use does not interfere with District activities. These procedures and scheduling will be administered by Headquarters Staff.

PROCEDURE**10.5.1 FACILITIES**

- A. Station 1 meeting room Occupancy - 30
 - 1. The Community room may be scheduled for public use between the hours of 8:00 am and 9:00 pm.
 - 2. Entrance is allowed by a temporary keycode. The facility use agreement must be signed and on hand before use.

- B. Training Center meeting room Occupancy – 160
 - 1. The meeting room may be scheduled for public use between the hours of 8:00 am and 9:00 pm
 - 2. Training Center Kitchen will be available as a separate fee.
 - 3. Requests unusual in nature will be presented and approved by the Fire Chief prior to confirmation of reservation.

10.5.2 ACCEPTABLE USERS

- A. Groups using District Facilities will be prioritized as listed and classified as follows:
 - 1. Class I – District Activities
 - a. Board of Directors and appointed committees
 - b. District Administration
 - c. District –sponsored activities

 - 2. Class II – Governmental agencies or groups with broad community interest, located or operating within district boundaries.
 - a. County, state agencies
 - b. Fire Service organizations and associations
 - c. School districts, special districts

 - 3. Class III –Civic and service use located or operating within the District boundaries.
 - a. Community organizations of a civic or service nature.
 - b. Church sponsored activities
 - c. Neighborhood associations

 - 4. Class IV – Private interest groups
 - a. Any organization that charges a fee for attendance (tuition/registration)
 - b. Any group that is not a not-for-profit organization

5. Class V - Political Groups

- a. Community rooms may be used by political parties, but will not be used for the purpose of endorsing a single political candidate or a single issue.
- b. Community rooms may not be used to display partisan campaign material.

10.5.3 SCHEDULING

- A. Scheduling of facilities will be on a first-come, first-serve basis.
- B. The District reserves the right to “bump” scheduled events in order to accommodate emergent district needs, as described in the Facility Use Agreement.
- C. Scheduling groups must be made at least one week in advance.
 - 1. One person from the group using the facility will be charged with the responsibility of gaining access to the facility during regular working hours.
 - 2. The Facility Use Agreement must be signed and on file with the District prior to using the facility.

10.5.4 FACILITY USE AGREEMENT

The Facility Use Agreement will provide the responsible person with procedures for using each facility. The document will cover;

- a. Setting up and taking down tables & chairs.
- b. Facility security procedures, including how to lock up and secure upon leaving.
- c. Use of thermostats and the heating and air conditioning systems.
- d. Responsibilities for cleaning up and how to leave each facility after use.

| CLASS | FEEES | CLEANING | INSURANCE |
|-------|------------|------------|------------|
| I | NO | NO | NO |
| II | NO | NO | NO |
| III | DISCRETION | DISCRETION | DISCRETION |
| IV | YES | DISCRETION | YES |
| V | YES | DISCRETION | YES |
| | | | |

FACILITY USE FEES

A. In accordance to the schedule above, fees will be charged as follows;

- 1. Station 1 Meeting Room \$25 up to 3 hours, \$50 up to 10 hours
- 2. Training Center Meeting Room \$40 up to 3 hours, \$80 up to 10 hours
- 3. Training Center Kitchen \$80 up to 10 hours, may be waived if serving prepared food & drink.

10.5.5 INSURANCE

- A. As Insurance is required, a group may bring in an insurance binder from their own carrier or purchase one from the following website;
Special District Insurance Service; www.onebeaconentertainment.com

10.5.6 CLEANING DEPOSIT

- A. As a cleaning deposit is required, a \$100 deposit shall be turned in at the time the Facility Use Agreement is signed.

10.5.7 GENERAL REGULATIONS

- A. The maximum number of people permitted in any district facility will be restricted to the posted occupancy limit.
- B. Smoking is prohibited in and on all district properties.
- C. Alcoholic beverages and controlled substances are prohibited in and on all district properties.
- D. Firearms are prohibited in and on all district properties, with the exception of Public Safety Officers.
- E. The District reserves the right to cancel or curtail any event in a district facility.
- G. Groups will be charged for any damage to district facilities for the actual cost of repairs.
- H. Posting of Political signs on all district property is prohibited.

WILLIAMS R F P D
Disbursement Voucher

| | Type | Date | Name | Memo | Account | Paid Amount |
|--------|--------------------|------------|--|--------------------------------------|--------------------------------------|-------------|
| Dec 25 | Check | 12/01/2025 | Bank Charges | Service Charge | 0400 Dues & Fees | 0.15 |
| | Credit Card Charge | 12/01/2025 | Nicebadge | nameplates | 2300 Uniforms | 112.00 |
| | Bill | 12/02/2025 | Allstar Fire Equipment | Litter Wheel | 0900 Fire Equipment/Supplies | 3,115.25 |
| | Bill | 12/02/2025 | Applegate Valley Fire District | November 2025 | 1450 · Professional Fees/Consultants | 1,325.26 |
| | Bill | 12/02/2025 | Caldera Technical Services LLC | Rear Light replacement | 8741 · Tender | 68.98 |
| | Bill | 12/02/2025 | Caldera Technical Services LLC | Switch replacement and USB port inst | 8711 · Rescue | 276.44 |
| | Bill | 12/02/2025 | Century Link | | Special Circuit | 49.98 |
| | Bill | 12/02/2025 | City of Grants Pass | | Dispatch | 395.25 |
| | Bill | 12/02/2025 | Fields Home Improvement Center | plug, connector, extension cord | 0200 Building Maintenance | 63.90 |
| | Bill | 12/02/2025 | Fields Home Improvement Center | Gopher trap | Grounds Maintenance | 23.99 |
| | Bill | 12/02/2025 | Longbow Computer and Data Analysis | Firewall | Office Equipment | 1,302.16 |
| | Bill | 12/02/2025 | Oregon Department of Revenue | Hazardous Substance possession fee | 0400 Dues & Fees | 120.00 |
| | Bill | 12/02/2025 | Premier Oxygen | Hydro testing | 0600 EMS Supplies | 63.63 |
| | Bill | 12/02/2025 | Special Districts Assoc. of Oregon | Annual Dues | 0400 Dues & Fees | 1,058.00 |
| | Bill | 12/02/2025 | Williams Country Store | coffee supplies | Kitchen | 124.50 |
| | Bill | 12/02/2025 | Williams Country Store | fuses | 0200 Building Maintenance | 3.75 |
| | Bill | 12/02/2025 | Williams Fire Department Support Group | Board Members Heather Glass, Bill E | 4000 · Deployment | 225.00 |
| | Credit Card Charge | 12/03/2025 | AHA Online | BLS Instructor package | Books | 481.97 |
| | Credit Card Charge | 12/03/2025 | Amazon.com | replacement fire extinguisher | Firewood Grant | 161.00 |
| | Bill | 12/03/2025 | Pacific Power | item 2 | Electricity Expense | 11.91 |
| | Bill | 12/03/2025 | Pacific Power | item 6 | Electricity Expense | 51.95 |
| | Bill | 12/03/2025 | Pacific Power | item 7 | Electricity Expense | 348.62 |
| | Bill | 12/03/2025 | Pacific Power | item 11 | Electricity Expense | 333.98 |
| | Bill | 12/03/2025 | Pacific Power | item 12 | Electricity Expense | 34.88 |
| | Bill | 12/03/2025 | US Cellular | | Department Cell Phone | 187.49 |
| | Bill | 12/03/2025 | US Cellular | | Vehicle | 74.37 |
| | Credit Card Credit | 12/04/2025 | Amazon.com | returned extinguisher | Firewood Grant | -164.00 |
| | Credit Card Charge | 12/04/2025 | IAAI Rogue Valley Seminar | membership renewal | Classes | 65.00 |
| | Credit Card Charge | 12/04/2025 | IAAI Rogue Valley Seminar | Career Development School | Classes | 245.00 |
| | Credit Card Charge | 12/05/2025 | Amazon.com | Desk & Wall calendar | 1500 Office Supplies | 40.37 |
| | Paycheck | 12/05/2025 | | Direct Deposit | 5100 · Fire Chief | 2,832.50 |
| | Paycheck | 12/05/2025 | | Direct Deposit | 5600 · Training Officer | 2,832.50 |
| | Paycheck | 12/05/2025 | | Direct Deposit | 5500 · Duty Officer | 300.00 |
| | Paycheck | 12/05/2025 | | Direct Deposit | 5500 · Duty Officer | 240.00 |
| | Paycheck | 12/05/2025 | | Direct Deposit | Insurance Benefits | -1,243.00 |
| | Paycheck | 12/05/2025 | | Direct Deposit | Payroll Liabilities | 385.79 |
| | Paycheck | 12/05/2025 | | Direct Deposit | Community Relations - Admin Aid | 850.00 |
| | Paycheck | 12/05/2025 | | Direct Deposit | Payroll Liabilities | 94.92 |
| | Paycheck | 12/05/2025 | | Direct Deposit | 5400 · Lieutenant of Operations | 4,052.58 |
| | Paycheck | 12/05/2025 | | Direct Deposit | 5500 · Duty Officer | 1,050.00 |

WILLIAMS R F P D
Disbursement Voucher

| Type | Date | Name | Memo | Account | Paid Amount |
|--------------------|------------|--|---------------------------|--------------------------------------|-------------|
| Paycheck | 12/05/2025 | | Direct Deposit | 5500 · Duty Officer | 560.00 |
| Paycheck | 12/05/2025 | | Direct Deposit | Insurance Benefits | -232.00 |
| Paycheck | 12/05/2025 | | Direct Deposit | Payroll Liabilities | 623.26 |
| Paycheck | 12/05/2025 | | Direct Deposit | OSFM Firefighter | 2,494.58 |
| Paycheck | 12/05/2025 | | Direct Deposit | OSFM Firefighter | 525.05 |
| Paycheck | 12/05/2025 | | Direct Deposit | 5500 · Duty Officer | 150.00 |
| Paycheck | 12/05/2025 | | Direct Deposit | Insurance Benefits | -232.00 |
| Paycheck | 12/05/2025 | | Direct Deposit | Payroll Liabilities | 414.45 |
| Paycheck | 12/05/2025 | | Direct Deposit | OSFM Fire Prevention Officer | 2,826.53 |
| Paycheck | 12/05/2025 | | Direct Deposit | OSFM Fire Prevention Officer | 455.36 |
| Paycheck | 12/05/2025 | | Direct Deposit | Payroll Liabilities | 336.41 |
| Paycheck | 12/05/2025 | | Direct Deposit | CWRR Personnel | 102.00 |
| Paycheck | 12/05/2025 | | Direct Deposit | Payroll Liabilities | 11.45 |
| Paycheck | 12/05/2025 | | Direct Deposit | CWRR Personnel | 119.00 |
| Paycheck | 12/05/2025 | | Direct Deposit | Payroll Liabilities | 13.28 |
| Credit Card Charge | 12/06/2025 | Starlink | | Internet Expense | 120.00 |
| Credit Card Charge | 12/08/2025 | McAfee | virus protection | Software | 69.99 |
| Credit Card Charge | 12/09/2025 | Amazon.com | medical supplies | Medical | 103.98 |
| Bill | 12/09/2025 | Ash Martell | picture project | 0200 Building Maintenance | 69.94 |
| Credit Card Charge | 12/09/2025 | Bound Tree Medical | medical supplies | 0600 EMS Supplies | 50.41 |
| Bill | 12/09/2025 | Carson | 372 gal | Gas | 1,346.12 |
| Bill | 12/09/2025 | City of Grants Pass | Dispatch | Dispatch | 395.25 |
| Bill | 12/09/2025 | Local Government Law Group, P.C. | IGA review | Consultant Fees | 240.00 |
| Bill | 12/09/2025 | Special Districts Insurance Services | | Insurance Benefits | 6,832.00 |
| Credit Card Charge | 12/09/2025 | attend Time Clock | timecard site | 4000 · Deployment | 27.00 |
| Bill | 12/09/2025 | Williams Country Store | coffee supplies | Kitchen | 130.25 |
| Credit Card Charge | 12/10/2025 | Bound Tree Medical | medical supplies | 0600 EMS Supplies | 68.83 |
| Credit Card Charge | 12/10/2025 | Southern Oregon Sanitation | | Garbage Expense | 71.05 |
| Credit Card Charge | 12/11/2025 | US Postal Service | stamps | Stationary Supplies | 78.00 |
| Credit Card Charge | 12/12/2025 | Amazon.com | Portable chargers | 2500 · Associated Personnel Expenses | 619.80 |
| Credit Card Charge | 12/12/2025 | Zoom Video Communications | | 0400 Dues & Fees | 26.99 |
| Credit Card Charge | 12/15/2025 | JustHost.com | Web Domain Registration | Website Subscription | 20.99 |
| Credit Card Charge | 12/17/2025 | Intuit | annual compliance posters | 1500 Office Supplies | 81.73 |
| Credit Card Charge | 12/17/2025 | National Registry EMT | NREMT Test | 1800 Training | 104.00 |
| Credit Card Charge | 12/17/2025 | Sierra Springs - Mt. Shasta Spring Water | | Kitchen | 63.33 |
| Paycheck | 12/17/2025 | | Direct Deposit | CWRR Personnel | 106.25 |
| Paycheck | 12/17/2025 | | Direct Deposit | Payroll Liabilities | 10.81 |
| Bill | 12/18/2025 | Bio-Med | Background check | 2500 · Associated Personnel Expenses | 115.00 |
| Credit Card Charge | 12/18/2025 | InstaInk | | Ink | 15.99 |
| Bill | 12/18/2025 | Jordan Power Plus | generator repair | 0700 Small Equip. Maintenance | 200.00 |

WILLIAMS R F P D
Disbursement Voucher

| Type | Date | Name | Memo | Account | Paid Amount |
|--------------------|------------|----------------------------|-----------------|----------------------------|-------------|
| Bill | 12/18/2025 | | Christmas Bonus | Bonus Pay | 500.00 |
| Paycheck | 12/19/2025 | | Direct Deposit | Bonus Pay | 1,363.89 |
| Paycheck | 12/19/2025 | | Direct Deposit | Payroll Liabilities | 187.13 |
| Paycheck | 12/19/2025 | | Direct Deposit | Bonus Pay | 4,235.46 |
| Paycheck | 12/19/2025 | | Direct Deposit | Payroll Liabilities | 328.25 |
| Paycheck | 12/19/2025 | | Direct Deposit | Bonus Pay | 417.90 |
| Paycheck | 12/19/2025 | | Direct Deposit | Payroll Liabilities | 46.18 |
| Paycheck | 12/19/2025 | | Direct Deposit | Bonus Pay | 1,346.60 |
| Paycheck | 12/19/2025 | | Direct Deposit | Payroll Liabilities | 136.68 |
| Paycheck | 12/19/2025 | | Direct Deposit | Bonus Pay | 1,494.80 |
| Paycheck | 12/19/2025 | | Direct Deposit | Payroll Liabilities | 169.20 |
| Credit Card Charge | 12/22/2025 | InstaInk | | Ink | 31.99 |
| Bill | 12/22/2025 | Southern Oregon Sanitation | | Garbage Expense | 71.05 |
| Bill | 12/22/2025 | US Cellular | | Department Cell Phone | 187.49 |
| Bill | 12/22/2025 | US Cellular | | Vehicle | 74.37 |
| Bill | 12/22/2025 | Ziplay Fiber | | Telephone Expense | 249.32 |
| Bill | 12/22/2025 | Ziplay Fiber | | Special Circuit | 90.47 |
| Credit Card Charge | 12/23/2025 | Interstate Batteries | Battery | 8765 · 8765 - 2020 Chev PU | 272.95 |
| Credit Card Charge | 12/30/2025 | Intuit | W-2 Forms | Stationary Supplies | 63.98 |
| Liability Adjust | 12/30/2025 | | | Payroll Liabilities | -2,534.40 |
| | | | | | 49,464.46 |

Dec 25

**WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544**

**BALANCE SHEET
December 31, 2025**

| | ACCT.# | 11/30/2025 | DEPOSITS | WITHDRAWS | 12/31/2025 | |
|---------------------------------------|--------|-------------------|-------------------|-------------------|-------------------|-------------------|
| COLUMBIA BANK | | 3,880.67 | 100,627.93 | 59,010.27 | 45,498.33 | |
| GENERAL POOL ACCOUNT | | 447,297.13 | 258,101.23 | 100,000.15 | 605,398.21 | |
| TOTAL CHECKING/SAVINGS | | 451,177.80 | 358,729.16 | 159,010.42 | 650,896.54 | |
| TOTAL ASSETS | | | | | | 650,896.54 |
| LIABILITIES | | | | | | |
| CREDIT CARDS PAYABLE | | | | | 473.40 | |
| DIRECT DEPOSIT LIABILITIES | | | | | -3113.54 | |
| PAYROLL LIABILITES | | | | | 3,108.22 | |
| TOTAL LIABILITIES | | | | | 468.08 | |
| EQUITY | | | | | | |
| GENERAL FUND | | | | | 353,931.71 | |
| CAPITAL PROJECTS FUND | | | | | 210,245.00 | |
| Net Income | | | | | 86,251.75 | |
| TOTAL EQUITY | | | | | 650,428.46 | |
| TOTAL LIABILITIES & EQUITY | | | | | | 650,896.54 |

**STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
50% OF THE BUDGET YEAR IS OVER
5% OF THE BUDGETED REVENUE HAS BEEN RECEIVED
19% OF THE BUDGET HAS BEEN SPENT
December 31, 2025**

| RESOURCES | Account Number | Annual Budget | Current Month | Year To Date | % of Budget | Remaining Balance |
|------------------------------|----------------|---------------------|-------------------|-------------------|--------------|-------------------|
| Current Tax | | 246,000.00 | 155,392.49 | 217,413.34 | 88.38 | 28,586.66 |
| Prior Year Tax | | 4,500.00 | 627.97 | 7,280.43 | 7280.43 | -2,780.43 |
| Local Option Current Tax | | 152,000.00 | 98,983.15 | 136,195.53 | 136195.53 | 15,804.47 |
| Local Option Prior Year Tax | | 2,500.00 | 386.83 | 4,481.38 | 4481.38 | -1,981.38 |
| Total Taxes | | 405,000.00 | 255,390.44 | 365,370.68 | 90.21 | 39,629.32 |
| Beginning Fund Balance | | 470,000.00 | 554,284.94 | 117.93 | | -84,284.94 |
| Interest Earned | | 10,000.00 | 2,710.97 | 11,127.60 | 111.28 | -1,127.60 |
| Donations | | 2,000.00 | 27.75 | 6,817.75 | 6,817.75 | -4,817.75 |
| Grants | | 155,000.00 | 0.00 | 20,932.00 | 13.50 | 134,068.00 |
| Mobile Home Rental | | 16,800.00 | 0.00 | 8,400.00 | 50.00 | 8,400.00 |
| Mobile Power | | 0.00 | 0.00 | 1,274.03 | 1,274.03 | -1,274.03 |
| RV Space Rental | | 3,600.00 | 600.00 | 1,500.00 | 41.67 | 2,100.00 |
| Total Other Resources | | 657,400.00 | 3,338.72 | 50,051.38 | 7.61 | 50,963.68 |
| TOTAL RESOURCES | | 1,062,400.00 | 258,729.16 | 415,422.06 | 39.10 | 90,593.00 |

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
December 31, 2025

GENERAL FUND

| | Account Number | Annual Budget | Current Month | Year To Date | % Of Budget | Remaining Balance |
|----------------------------------|-----------------------|----------------------|----------------------|---------------------|--------------------|--------------------------|
| PERSONNEL SERVICES | | | | | | |
| Fire Chief | | 80,000.00 | 2,832.50 | 16,995.00 | 21.24 | 63,005.00 |
| Office Administrator | | 35,000.00 | 0.00 | 0.00 | 0.00 | 35,000.00 |
| Community Relations - Admin Aid | | 18,000.00 | 850.00 | 6,179.68 | 34.33 | 11,820.32 |
| Training Officer | | 53,000.00 | 2,832.50 | 16,995.00 | 32.07 | 36,005.00 |
| Operations Officer | | 50,000.00 | 4,052.58 | 24,315.48 | 48.63 | 25,684.52 |
| Duty Officer Stipend | | 26,000.00 | 2,300.00 | 13,410.00 | 51.58 | 12,590.00 |
| OSFM Fire Marshal | | 42,500.00 | 3,281.89 | 20,928.98 | 49.24 | 21,571.02 |
| OSFM Firefighter | | 42,500.00 | 3,019.63 | 21,743.78 | 51.16 | 20,756.22 |
| CWRR Chipper Personnel | | 25,000.00 | 327.25 | 786.25 | 3.15 | 24,213.75 |
| OSFM Upstaffing | | 35,000.00 | 0.00 | 21,450.60 | 61.29 | 13,549.40 |
| Seasonal Hires | | 10,000.00 | 0.00 | 10,228.79 | 102.29 | -228.79 |
| Volunteer Nominal Qtr Points | | 12,000.00 | 0.00 | 5,999.48 | 50.00 | 6,000.52 |
| Insurance Package | | 80,000.00 | 5,125.00 | 30,896.00 | 38.62 | 49,104.00 |
| Payroll Liabilities | | 30,000.00 | 223.41 | 14,993.46 | 49.98 | 15,006.54 |
| Workers' Compensation | | 13,000.00 | 0.00 | 18,953.02 | 145.79 | -5,953.02 |
| Accidental Death & Dismemberment | | 4,000.00 | 0.00 | 0.00 | 0.00 | 4,000.00 |
| Bonus Pay | | 10,000.00 | 9,358.65 | 9,358.65 | 93.59 | 641.35 |
| Conflag/Deployment | | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| TOTAL PERSONNEL SERVICES | | 571,000.00 | 34,203.41 | 233,234.17 | 40.85 | 337,765.83 |

| | Account Number | Annual Budget | Current Month | Year To Date | % Of Budget | Remaining Balance |
|---------------------------------------|-----------------------|----------------------|----------------------|---------------------|--------------------|--------------------------|
| MATERIAL & SERVICES | | | | | | |
| Apparatus Maintenance | | 25,000.00 | 618.37 | 10,871.65 | 43.49 | 14,128.35 |
| Building Maintenance | | 10,000.00 | 161.58 | 1,395.28 | 13.95 | 8,604.72 |
| Communications | | 10,000.00 | 1,100.68 | 3,501.67 | 35.02 | 6,498.33 |
| Dues & Fees | | 6,000.00 | 1,205.14 | 4,381.02 | 73.02 | 1,618.98 |
| Elections | | 1,300.00 | 0.00 | 702.11 | 54.01 | 597.89 |
| EMS Supplies | | 3,000.00 | 182.87 | 677.23 | 22.57 | 2,322.77 |
| Fire Equipment/Supplies | | 10,000.00 | 3,115.25 | 5,851.94 | 58.52 | 4,148.06 |
| Fire Prevention | | 15,000.00 | 0.00 | 242.23 | 1.61 | 14,757.77 |
| Fuel | | 20,000.00 | 1,346.12 | 6,003.09 | 30.02 | 13,996.91 |
| Liability Insurance | | 30,000.00 | 0.00 | 628.00 | 2.09 | 29,372.00 |
| Legal & Accounting | | 16,000.00 | 0.00 | 16,750.00 | 104.69 | -750.00 |
| Consulting Fees | | 18,000.00 | 1,565.26 | 5,577.11 | 30.98 | 12,422.89 |
| Miscellaneous | | 7,000.00 | 318.08 | 2,502.05 | 35.74 | 4,497.95 |
| Office Supplies | | 4,000.00 | 382.05 | 868.32 | 21.71 | 515.22 |
| Personal Protective Equipment | | 24,000.00 | 0.00 | 928.94 | 3.87 | 23,071.06 |
| Small Equipment Maintenance | | 5,000.00 | 200.00 | 869.49 | 17.39 | 4,130.51 |
| Training | | 10,000.00 | 999.95 | 2,091.19 | 20.91 | 7,908.81 |
| Travel | | 2,000.00 | 0.00 | 584.82 | 29.24 | 1,415.18 |
| Uniforms | | 2,000.00 | 112.00 | 806.63 | 40.33 | 1,193.37 |
| Utilities | | 20,000.00 | 1,667.74 | 7,687.14 | 38.44 | 12,312.86 |
| Associated Personnel Cost | | 10,000.00 | 986.80 | 2,402.80 | 24.03 | 7,597.20 |
| Fuels Contracting Work | | 33,000.00 | 0.00 | 0.00 | 0.00 | 33,000.00 |
| Grant Expenditures | | 20,932.00 | -3.00 | 15,724.09 | 75.12 | 5,207.91 |
| TOTAL MATERIALS & SERVICES | | 302,232.00 | 18,958.89 | 75,322.71 | 24.92 | 226,909.29 |

WILLIAMS RURAL FIRE PROTECTION DISTRICT
211 EAST FORK RD
WILLIAMS, OR 97544
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET VERSUS ACTUAL COMPARISON
December 31, 2025

GENERAL FUND

| | Account Number | Annual Budget | Current Month | Year To Date | % Of Budget | Remaining Balance |
|--------------------------------|---------------------------|--------------------------|--------------------------|-------------------------|------------------------|------------------------------|
| CAPITAL OUTLAY | | | | | | |
| Apparatus & Equipment | | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 |
| Building Improvements | | 40,000.00 | 0.00 | 2,786.00 | 6.97 | 37,214.00 |
| District Building Improvements | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Mobile Improvement | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Capital Outlay - Other | | 10,000.00 | 1,302.16 | 1,302.16 | 13.02 | 8,697.84 |
| TOTAL CAPITAL OUTLAY | | 60,000.00 | 1,302.16 | 1,302.16 | 2.17 | 55,911.84 |
| | | | | | | |
| Contingency | | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 |
| Unappropriated Ending Balance | | 130,100.00 | 0.00 | 0.00 | 0.00 | 130,100.00 |
| TOTAL REQUIREMENTS | | 1,083,332.00 | 49,464.46 | 309,859.04 | 28.60 | 770,686.96 |
| | | | | | | |
| TOTAL RESOURCES | | | 258,729.16 | 415,422.06 | | |
| TOTAL REQUIREMENTS | | | -49,464.46 | -309,859.04 | | |
| ENDING FUND BALANCE | | | <u>209,264.70</u> | <u>105,563.02</u> | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Beginning Fund Balance | | <u>567,177.00</u> | 6/30/2025 | | | |
| Excess Rev/Exp | | <u>105,563.02</u> | | | | |
| Ending Fund Balance | | <u>672,740.02</u> | | | | |