

# NOTICE OF PUBLIC MEETING

## LAFAYETTE CITY COUNCIL

**DATE & TIME:** Thursday, October 10, 2019 – 6:30 p.m.

**PLACE:** Lafayette City Hall, 486 Third Street, Lafayette, OR 97127

### AGENDA

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#### INVOCATION

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE
5. APPROVAL OF MINUTES: City Council, September 12, 2019 Pg. 2
6. ADDITIONS TO OR DELETIONS FROM AGENDA

#### 7. CITIZEN INPUT ON NON-AGENDA ITEMS:

*Welcome! Public participation is encouraged. To address the Council on matters related to City government that are not on the meeting agenda, please raise your hand to be recognized by the Mayor and state your name and address for the record. All testimony is electronically recorded. If you wish to speak during the meeting on a specific agenda item, please wait for that topic to be called by the Mayor, then raise your hand to be recognized. A time limit may be imposed by the Mayor, who shall Chair the meeting and maintain Council meeting decorum.*

#### 8. ACTION ITEMS:

- a. Appointment to the Lafayette Budget Committee Pg. 7
- b. Resolution 2019-14, Transferring Appropriations in the General Fund Pg. 8
- c. Regional Fire Services Feasibility Study Pg. 13

#### 9. DISCUSSION ITEMS:

- a. Fire Training Officer for FY 2021 Pg. 45
- b. Prohibition on Outdoor Burning of Debris Pg. 47

#### 10. DEPARTMENT REPORTS:

- a. Public Works Pg. 51
- Water Production and Consumption Pg. 52
- b. Fire Pg. 58
- c. Administration Pg. 61
- Accounts Payable

#### 11. COMMITTEE REPORTS

#### 12. COUNCILOR'S REPORTS

#### 13. MAYOR'S REPORT

#### 14. ADJOURNMENT

*The Council Chambers is accessible. If you need an accommodation to attend or participate in a meeting, please notify the City at (503) 864-2451 at least 24 hours prior to the meeting. Any proposed ordinance is available for public inspection at City Hall.*

**City of Lafayette**  
**City Council Meeting Minutes**  
**September 12, 2019 at 6:30 p.m.**

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1. **CALL TO ORDER:** Mayor Sproul called the meeting to order at 6:30 p.m.
2. **FLAG SALUTE:** Mayor Sproul led the flag salute.
3. **ROLL CALL:** Assistant City Administrator Kevin Perkins called the Roll  
*Present:* Mayor Marie Sproul, Wade Witherspoon, Christine Brungardt, Doug Cook, Chris Harper, Kayla Paulsen  
*Absent:* Sheila Neuman  
*City Staff Present:* Preston Polasek, City Administrator; Kevin Perkins, Assistant City Administrator  
*Others:* James Graham, US Census Bureau; Roberta Weeks, Lafayette Community Watch; Greg Goularte
4. **REPORT FROM YAMHILL COUNTY SHERIFF'S OFFICE**  
No deputy was available to provide a report. Roberta Weeks from the Lafayette Community Watch provided an update on their activities.
5. **PRESENTATION:** *2020 Census by James Graham, US Census Bureau*  
James Graham from the US Census Bureau made a presentation regarding the 2020 Census, which is contained in the meeting materials. He confirmed that individually identifiable information is entirely protected, even from other governmental agencies, for 72 years after completion of each Census.
6. **PROCLAMATION:** *U.S. Census 2020*  
Mayor Sproul read the proclamation in support of the 2020 Census into the record.
7. **APPROVAL OF MINUTES:**
  - a. *City Council, July 11, 2019*
  - b. *Veterans Park Committee, August 14, 2019*
  - c. *Downtown Façade Grant Committee, July 18, 2019*

Councilor Cook moved to approve all three sets of minutes as submitted. Councilor Brungardt seconded the motion, which passed unanimously.
8. **ADDITIONS TO OR DELETIONS FROM AGENDA**  
None.
9. **CITIZEN INPUT ON NON-AGENDA ITEMS:**  
None.

**10. ACTION ITEMS:**

*a. Generators Service Agreement with Peterson Power Systems, Inc.*

Administrator Polasek stated that the three-year agreement will save the City money over the current one- or two-year agreement. The agreement covers routine maintenance for the backup generators for the water and wastewater system and the mobile generator.

Councilor Harper moved to approve a three-year service agreement with Peterson Power Systems, Inc. for backup power generators in the amount of \$22,350. Councilor Cook seconded the motion, which passed unanimously.

*b. Grant of Easement to PGE for La Colina Vineyard LLC*

Administrator Polasek stated that this request should be considered in conjunction with work the City will need to conduct at the watershed. Mayor Sproul noted that the language of the motion directs staff to work on this issue only as time allows, it is not an immediate concern for the City; the Council concurred.

Councilor Brungardt moved to direct the City Administrator to engage in negotiations for easement conditions and compensation in advance of a future Council consideration of this request. Councilor Cook seconded the motion, which passed unanimously.

*c. Appointments to the Water Resources Committee*

Administrator Polasek stated that this action would reappoint three current members of the WRC; their terms have expired but each has expressed a desire to continue as members of the committee. Councilor Harper commended each of the members for their work on the committee in assembling data and helping to address the City's various water needs. Mayor Sproul commented that the expertise of the three members is critical to the smooth running of a complex system.

Councilor Harper moved to appoint Todd Holt, Richard Olson and Doug Cook to the Water Resources Committee each for a three-year term ending September 13, 2022. President Witherspoon seconded the motion, which passed unanimously.

*d. Traffic Control for 7<sup>th</sup> Street Extension/Duniway Road intersection*

Administrator Polasek reviewed the proposed action, the Engineer's report and staff recommendation. The County has already approved the installation of a stop sign on Stoller Road. The Council expressed concerns about the narrowing of the street due to vehicles parked at the intersection, sight lines and distances, congestion due to school traffic and emergency vehicle passage.

Councilor Brungardt moved to approve Option 1 of the Engineer's report. President Witherspoon seconded the motion, which passed unanimously.

*e. General Fund Reimbursement from Fire Station Bond Proceeds*

Administrator Polasek stated that this request is to reimburse the General Fund for expenses related to building the Fire Station that were incurred prior to the receipt of bond funds. Council passed the appropriate resolution to authorize repayment of the General Fund in late 2018.

President Witherspoon moved to approve reimbursing the General Fund in the amount of \$207,699.46 from the Fire Station Bond Fund per Lafayette Council Resolution 2018-09. Councilor Cook seconded the motion, which passed unanimously.

*f. Digital Reader Board at City Hall*

Mayor Sproul stated that the action requested is for Council to direct staff to begin the Conditional Use Permit application process. Administrator Polasek commented that the majority of the work on this project will be conducted by the City Planner, Jim Jacks. It will require a CUP to install the sign in the commercial zoning where City Hall sits. Mayor Sproul added that this project was included in the budget. Council discussed the approval process for such projects and requested that this be returned to Council prior to finalizing.

Councilor Brungardt moved to direct staff to proceed with a Conditional Use Permit application for a digital sign at City Hall. President Witherspoon seconded the motion, which passed 4-1, with Councilor Harper opposed.

Councilor Harper expressed concerns over the projected cost of the digital sign and the underlying need. Mayor Sproul replied that she sees it as a part of the City's effort to increase communications with citizens; President Witherspoon stated that he sees it as a necessary modernization of the City's facilities.

**11. DISCUSSION ITEMS:**

*a. Consultant for Labor Negotiations*

Administrator Polasek stated that he has typically conducted labor negotiations himself in an effort to improve employee relations, but he does not see that as a possibility this time. Employee/management relations are very positive at present. He recommended that the City engage LGPI to conduct the negotiations on the City's behalf due to their familiarity with City operations, the City's ongoing relationship on other matters, and the resources available in-house to LGPI. Mayor Sproul commented that she supports engaging an outside negotiator for this round of negotiations; the Council concurred.

*b. Report from Ad Hoc Committee on Veterans Park Development*

President Witherspoon reviewed the Committee's final meeting and provided an overview of the contents of the report, which is contained in the meeting materials. Administrator Polasek added that the next step will be to engage a consultant to develop a plan for Veteran's Park that could then be incorporated into the City's Parks Master Plan. He has been in contact with Chehalem Parks and Rec District for recommendations of potential consultants. President Witherspoon stated that he and the committee are committed to continuing to work on developing the park and thanked each of the committee members by name. Mayor Sproul stated that she will create "thank you" notes for each of the members. The Mayor also suggested installing a sign at the park once the design is complete. Mayor Sproul also said that she does not want to set expectations on a timeline for developing the park.

*c. Consideration of Modifying Newsletter and Utility Bill formats*

Councilor Brungardt presented a request to modify the information and format of the back of the utility bill and newsletter. She distributed a rough mock-up of her concept to the Council for discussion. After discussion, Council directed staff to determine whether it was feasible to include the water rates on the back of the bill and if so to implement that change if possible.

*d. Clean Up Day 2020*

Administrator Polasek stated that with the construction of the new Fire Station underway it will not be possible to host the annual Clean Up day at City Hall as it has for the past 10 years. He noted that Terry Park appears to be the only viable City-owned location based on traffic needs and space considerations. Another option may be to take a hiatus; the amount collected this past year was substantially lower than previous years. Council directed staff to investigate whether Terry Park is a viable location to host the Clean Up Day.

**12. DEPARTMENT REPORTS:**

**a. Public Works**

After reviewing the Public Works Report, Councilor Cook asked whether the leaks noted in the report were substantial or minor service line leaks; Administrator Polasek replied that they were minor leaks without substantial losses. Councilor Cook commended the Public Works Supervisor Konrad Dimmit and his crew for getting to leaks very quickly. Administrator Polasek stated part of that is the Council supporting the purchase of a vac truck that allows crews to more rapidly excavate and repair leaks. Mayor Sproul commented that the work to refresh the wood chips and mulch at the parks noted in the report is greatly appreciated and substantially improves the appearance of the parks.

**• Water Consumption & Production**

Mayor Sproul noted that the loss rate has been reduced to 39%. Administrator Polasek replied that the City has replaced the main transmission line at Bluebird Springs, but that could not be the source of all the loss. Councilor Harper noted that the City has been working for more than 10 years to find the source of the losses. Administrator Polasek added that the City intends to end the water use restrictions at the end of September.

**• Wastewater Treatment Plant**

**b. Fire**

Administrator Polasek reviewed the information contained in the report. Councilor Brungardt added that locally the “Fill the Boot” day raised about \$3,100.

**c. Administration**

1. Administrator Polasek thanked Juan Polacios and the VFW for their work putting up the flags in the City for many holidays. The City purchases the flags for the VFW and it appears that it is time to replace many of the flags.
2. Administrator Polasek updated Council on the progress of constructing Abigail Scott Duniway Park across the street from City Hall. Much of the landscaping is nearly complete but there remains a substantial amount of work to complete.
3. A non-profit has asked for permission to hold a needle exchange weekly at Terry Park; they would have to apply for a Conditional Use Permit as it is not an allowed use. Council expressed concerns about such a program and directed staff to deny the request.
4. The Fire Station construction is in the preparation phase; Haworth’s project manager has personally delivered a flyer to residents and businesses near the Fire Station.
5. Pumpkifest will be on October 19, at 4:30 p.m. at City Hall and will be advertised in the newsletter.
6. Administrator Polasek met with the Plantation Homeowners Association Board and he is working with the new members to ensure the responsibilities of the HOA are completed. In the short term, they have cleaned up the rights of way that they are responsible for and are making other improvements to the operation of the board and HOA.

7. The trees in several of the parks will be receiving some maintenance, with two being removed at Joel Perkins Park. The stumps will be ground down. Council asked that the existing stumps at Perkins be ground down as well.
8. The water system is no longer under monitoring by DEQ for DBP issues; the system is back in compliance for this issue.
9. Staff has been working on funding for the Intertie Pump Station. Administrator Polasek and Assistant Administrator Perkins spent half a day in Salem meeting with representatives from agencies that may have funding available. In the end, there is only one even potentially viable funding source through the Safe Drinking Water Revolving Loan Fund. The other funding sources had conditions that made them not feasible, such as requiring further environmental evaluations, increasing reserves, or timelines that are not compatible with the City's needs. Administrator Polasek discussed the increased cost estimate for the project due to the need to run three-phase power and the sources for estimates created by Staff. Council directed staff to continue to pursue the SDWRLF loan possibility.
10. The Council Chambers A/V project has not yet been started, however the RFP for the website update is nearly ready to send to vendors. After discussion, Council directed staff to focus on the website update and then come back to Council for further discussion on upgrading the A/V system in the Council Chambers.

- **Accounts Payable**
- **Comment Cards**

Council discussed the two comment cards regarding adding a bill payment drop box at the Post Office and to add pot holes to Bridge Street to slow down traffic.

### **13. COMMITTEE REPORTS**

No reports were made.

### **14. COUNCILOR'S REPORTS**

No reports were made.

### **15. MAYOR'S REPORT**

Mayor Sproul stated that she recently attended the region's Fire Chiefs' annual dinner where the main discussion was what fire services will look like in the future. The McMinnville Fire Chief discussed their plan to conduct a study on the wider regional needs and opportunities for fire service. McMinnville will likely make a request for Lafayette to join and help fund the study.

### **16. ADJOURNMENT**

Councilor Harper moved to adjourn the meeting. Councilor Cook seconded the motion. There was no discussion and the motion passed unanimously.

Minutes approved on the 10<sup>th</sup> day of October, 2019.

CERTIFIED:

ATTESTED:

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Marie Sproul, Mayor

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Kevin Perkins, Assistant City Administrator



# Lafayette City Council

Meeting Date: October 10, 2019

Agenda Item: Budget Committee Appointment

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**Requested Council Action:**

Discuss and consider appointment of a Lafayette resident to the Budget Committee.

**Staff Recommendation:**

Discuss and provide staff direction.

**Background:**

The Lafayette Budget Committee consists of 14 members as required under Oregon statute, consisting of City Council and an equal number of residents. Appointments by Council for lay members are for staggered, 3-year terms. Attached is a current roster of citizen members of the Budget Committee, and there is one vacancy for a 3-year term.

After advertising the vacancy for several months, the City has received three applications from Brian Bartel, Shirley Burkett and Kym Herrmann, which are attached. The appointment would be a timely decision by Council, as the City anticipates inviting citizen members of the Budget Committee to the Council meeting in November for a mid-year financial update.

**Alternative:**

Council may determine to postpone the appointment.

**Financial Impact:**

None.

**Suggested Motion:**

*"I move to appoint \_\_\_\_\_ to the Lafayette Budget Committee for a term expiring 12/31/2022."*

CITY OF LAFAYETTE  
APPLICATION FOR VOLUNTEER SERVICE



NAME BRIAN BARTEL DATE 9/4/19

ADDRESS 1028 E 16<sup>th</sup> ST LAFAYETTE OR 97127

MAILING ADDRESS SAME

EMAIL ADDRESS bartelb@gmail.com

HOME PHONE 971-258-4798 WORK PHONE 503-435-6501

PREVIOUS VOLUNTEER POSITIONS EDUCATION COMMITTEE - ASSOCIATION  
FOR HEALTHCARE RESOURCE & MATERIALS MANAGEMENT  
ADJUDICATOR - ASED

REASON FOR WANTING TO VOLUNTEER I AM INTERESTED IN  
VOLUNTEERING MORE OF MY TIME TO THE COMMUNITY  
AND FEEL THAT THIS COMMITTEE WOULD BE  
INTERESTING AND A GREAT WAY TO HELP.

PLEASE SELECT AREAS OF INTEREST:

If you select multiple interests, please indicate which subject area is your first choice:

- CITY COUNCIL
- BUDGET COMMITTEE
- PLANNING COMMISSION
- WATER RESOURCES COMMITTEE
- COMMUNITY EVENTS
- OTHER AREAS OF INTEREST \_\_\_\_\_

Please mail or return your completed form to:  
Lafayette City Hall  
486 Third Street  
PO Box 55  
Lafayette, OR 97127

*Thank You for your interest in Community Service!*

CITY OF LAFAYETTE  
APPLICATION FOR VOLUNTEER SERVICE



NAME Shirley Barkett DATE 9-23-19

ADDRESS 1235 Crystal Lane

MAILING ADDRESS same as above

EMAIL ADDRESS samm204@msn.com

HOME PHONE 503-515-7223 WORK PHONE same as home

PREVIOUS VOLUNTEER POSITIONS Budget Committee - Moved to McMinnville and now we are back living in Lafayette.

REASON FOR WANTING TO VOLUNTEER I miss being active in the community

PLEASE SELECT AREAS OF INTEREST:

If you select multiple interests, please indicate which subject area is your first choice:

- CITY COUNCIL
- BUDGET COMMITTEE
- PLANNING COMMISSION
- WATER RESOURCES COMMITTEE
- COMMUNITY EVENTS
- OTHER AREAS OF INTEREST \_\_\_\_\_

Please mail or return your completed form to:  
Lafayette City Hall  
486 Third Street  
PO Box 55  
Lafayette, OR 97127

*Thank You for your interest in Community Service!*



CITY OF LAFAYETTE  
APPLICATION FOR VOLUNTEER SERVICE

NAME Kym Hedden DATE 10.4.2019

ADDRESS 457 E. 14th St. Lafayette

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS kumberh@comcast.net

HOME PHONE 503.510.2198 WORK PHONE \_\_\_\_\_

PREVIOUS VOLUNTEER POSITIONS Church on the Hill, City Budget committee (years ago)

REASON FOR WANTING TO VOLUNTEER Be more involved, be an active participant in community, have a role in our growth, and advocate for our community. Plus, I already work in government.

PLEASE SELECT AREAS OF INTEREST:

If you select multiple interests, please indicate which subject area is your first choice:

- CITY COUNCIL
- BUDGET COMMITTEE
- PLANNING COMMISSION
- WATER RESOURCES COMMITTEE
- COMMUNITY EVENTS
- OTHER AREAS OF INTEREST Beautification

Please mail or return your completed form to:  
Lafayette City Hall  
486 Third Street  
PO Box 55  
Lafayette, OR 97127

*Thank You for your interest in Community Service!*



# Lafayette City Council

Meeting Date: October 10, 2019

Agenda Item: Resolution 2019-14, Transferring  
Appropriations in the General Fund

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**Requested Council Action:**

Approve Resolution 2019-14.

**Staff Recommendation:**

Approve Resolution 2019-14.

**Background:**

At the regular meeting on September 12, 2019, Council approved an itemized list of General Fund expenditures to be reimbursed by the proceeds from the Fire Station bond sale. The total expenditures on that list was \$207,699.46

The attached resolution 2019-14, will reduce the transfer from the General Fund to the Fire Station Bond Fund by the amount of \$207,700, and transfer that amount to General Fund-Capital, so this amount can be used for projects in the current fiscal year.

**Financial Impact:**

Transfer of \$207,700 from General Fund-Transfers to General Fund-Capital.

**Alternative:**

Council may determine to delay this financial transaction.

**Suggested Motion:**

*"I move to approve Resolution, 2019-14, transferring \$207,700 from General Fund-Transfers to General Fund-Capital."*

**BEFORE THE CITY COUNCIL  
FOR THE CITY OF LAFAYETTE, OREGON**

**A Resolution Transferring** )  
**Appropriations in the General** ) **Resolution No. 2019-14**  
**Fund for Fiscal Year 2019-20** )

THE CITY COUNCIL (the “Council”) OF THE CITY OF LAFAYETTE, OREGON (the “City”) sat for the transaction of City business on Thursday, October 10, 2019 at 6:30 p.m. in the Council Chambers at City Hall.

**WHEREAS**, Oregon Revised Statute 294.463 allows the City Council to transfer appropriations within a fund during the fiscal year; and

**WHEREAS**, the City Council approved Resolution 2018-09, declaring the intent to reimburse certain expenditures from proceeds of tax-exempt obligations; and

**WHEREAS**, the City Council approved on September 12, 2019 an itemized list of expenditures to be reimbursed to the General Fund from the proceeds of the Fire Station bond sale; and

**WHEREAS**, the City wishes to reduce the transfer appropriation to the Fire Station Bond Fund and increase Capital Outlay in the General Fund, to offset the reimbursement amount from the bond proceeds; and

**WHEREAS**, transfers from one appropriation category to another must be approved by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** that the Lafayette City Council hereby approves the following transfer of funds appropriated in the 2019-20 budget:

FROM:	GENERAL FUND/TRANSFERS	\$ 207,700
TO:	GENERAL FUND/CAPITAL OUTLAY	\$ 207,700

This Resolution shall be and is effective from and after its passage by the Council.

**APPROVED** by the City Council of the City of Lafayette this 10th day of October, 2019.

**VOTE:** Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_ Absent: \_\_\_\_\_ Vacancies: \_\_\_\_\_

**CERTIFIED:**

**ATTEST:**

\_\_\_\_\_  
Marie Sproul, Mayor

\_\_\_\_\_  
Kevin Perkins, Assistant City Administrator



# Lafayette City Council

Meeting Date: October 10, 2019

Agenda Item: Regional Fire Services Feasibility Study

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**Requested Council Action:**

Approve participant in the amount of \$3,000.

**Staff Recommendation:**

Consider participating in this regional Fire and emergency services study.

**Background:**

At the September regular meeting, Mayor Sproul informed Council that the City of McMinnville was proposing a feasibility study to look at regional Fire and emergency services. This study is very timely to Lafayette's need to identify future staffing and/or contractual arrangements that will be effective and affordable.

The study proposal and scope is attached for your reference. The City of McMinnville Fire Department is requesting \$3,000 from the City of Lafayette as a participant in this study. The total cost of the study is not to exceed \$79,825 and the cost for Lafayette's participation is reasonable. The study results will be very helpful to understand the future possibilities of regional Fire and emergency services. The anticipated completion of the report is 6-8 months from the notice to proceed.

**Financial Impact:**

\$3,000 from budgeted monies in General Fund – Fire Department – Contracted Services.

**Alternative:**

Council may postpone consideration of participation in the regional study.

**Suggested Motion:**

*"I move to approve \$3,000 to participate in the Cooperative Services Feasibility Study to be conducted by the City of McMinnville Fire Department."*

**EMERGENCY SERVICES CONSULTING INTERNATIONAL**



**Yamhill County Fire Departments  
McMinnville, Oregon**

**Proposal to conduct an  
COOPERATIVES SERVICES  
FEASIBILITY STUDY**

**September 2019**



**Emergency Services  
Consulting International**

**4795 Meadow Wood Lane, Chantilly, VA 22033 • 800.757.3724  
www.esci.us**

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## Project Understanding & Methodology

### Project Understanding

Emergency Services Consulting International (ESCI) understands that the following Yamhill County municipal fire departments and fire districts desire to undertake a Cooperative Services Feasibility Study:

- McMinnville Fire Department
- Lafayette Fire Department
- Dundee Fire Department
- Amity Fire District
- Carlton Fire & Ambulance
- Dayton Fire District

The study may also entail the option of including:

- Sheridan Fire District
- West Valley Fire District
- Southwestern Polk County Rural Fire District

### Methodology

ESCI's methodology reflects our understanding of your expectations and our experience in working with emergency services organizations in communities of similar size and character throughout North America. Key elements of ESCI's methodology include:

- A clear understanding of the project background, goals and objectives, and the complex issues that must be addressed.
- A comprehensive, well designed, and practical scope of work (SOW) and work plan that provides opportunities for ample stakeholder input.
- The utilization of the latest web-based communications technology, computer modeling, and geographic information systems (GIS).
- The commitment of adequate professional resources, and an ability to complete the project successfully by meeting or exceeding the outlined scope of work and deliverables within the desired period at a reasonable cost.
- The production of a written report that provides systematic observation, analysis, and recommendations for all components and organizational systems.

ESCI's project methodology is augmented by the utilization of web-based communication technology. We will utilize the Dropbox® application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout nearly every phase of the project.

ESCI can also conduct virtual meetings via web conferencing software. This capability allows the project team to display and review documents, maps, and illustrations in real-time, and provides the client with the opportunity to give immediate feedback to the project team. In addition to creating a more efficient work environment, the client benefits from lower travel costs by eliminating on-site reviews of draft documents.

**Standards & Best Practices**

Depending upon the nature of the project, ESCI will apply local and regional standards; and relevant standards and criteria from the *National Fire Protection Association (NFPA)*, *Insurance Services Office (ISO)*; *Commission on Fire Accreditation International (CFAI)*; *Commission on Accreditation of Ambulance Services (CAAS)*; *Commission on Accreditation of Medical Transport Systems (CAMTS)*; applicable health and safety requirements; and state and federal regulations relative to the fire service, EMS, and other emergency services.

## **Project Scope of Work**

The following phases and tasks will be completed to produce the final report and recommendations. This methodology has been developed specifically for this project based on our understanding of your expectations. ESCI will utilize approaches, tools, and techniques proven through experience to provide the kind and quality of information needed to make objective, informed decisions.

The proposed methods, procedures, and anticipated deliverable items of this project have been organized into phases. Each project phase is described in detail below and on the following pages.

### **Phase I—Project Initiation & Development of Work Plan**

#### **Task I-A: Project Initiation**

ESCI will work with the City of McMinnville and City of Lafayette and City of Dundee Fire Departments, and the Amity, Carlton, Dayton, Sheridan and West Valley Fire, and SW Polk Districts to gain a comprehensive understanding of the backgrounds, goals, and expectations for the project. ESCI's project manager will develop and refine a proposed work plan that will guide the project team. This work plan will be developed identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Time table for each objective to be completed
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This conversation will also help to establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual arrangements.

#### **Task I-B: Acquisition & Review of Background Information**

The agencies will provide ESCI with pertinent information and data from each organization's assigned project manager or liaison. This data will be used extensively in the analysis and development of the report document. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current emergency service studies or research
- Local census and demographics data
- Financial data, including debt information, long-range financial plans and projections including Historical patient billing and collection records (2014–2018), including payor mix, write-offs, contractual allowances, adjustments, refunds, and annual number of billable patient transports
- Department administrative policies and procedures
- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets for each community
- Facilities and apparatus inventories
- Local collective bargaining agreements
-

#### Automatic and mutual aid agreements

- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Local Geographic Information Systems (GIS) data, where available

#### **Task I-C: Stakeholder Input & Field Work**

- The ESCI project team will conduct site visits in each community and department for the purpose of conducting interviews with, and gathering information from, key personnel including:
  - Elected or appointed officials
  - Fire department managers and other key staff
  - Finance function managers
  - Human resource function coordinators
  - Labor officials
  - Employee and volunteer groups
  - Others as they may contribute to this project

From these interviews, ESCI will obtain additional perspective on operational, economic, and policy issues facing the agency. In addition, the project team will learn more about availability of data necessary to meet projected goals.

## **Phase II—Baseline Agency Evaluations**

The initial phases of this Cooperative Services Assessment will focus on a baseline assessment of the current organizational conditions of each agency and current service performance of the departments and the study area as a whole. ESCI will conduct an organizational review of these departments based on the elements included in the following tasks. The purpose of this evaluation is to assess the agencies' operations in comparison to industry standards and best practices, as well as to create a benchmark against which the options for future service delivery can be measured.

#### **Task II-A: Organizations Overview**

An overview of each organization and community will be developed discussing:

- Service area population and demographics
- History, formation, and general description of the fire agencies
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Foundational policy documents
- Organizational design

### **Task II-B: Financial Analysis**

ESCI will review the existing financial status of each organization including:

- Sources of revenue
- Existing revenue and projections for the next three to five years
- Cost for existing levels of service and projections for the next three to five years
- Contractual services provided by each agency
- Indirect costs, cost allocations, and contractual obligations

### **Task II-C: Management Components**

Each organization's basic management processes will be reviewed, including:

- Mission, vision, strategic planning, goals, and objectives
- Internal assessment of critical issues
- Internal assessment of future challenges
- Internal and external communications processes
- Document control and security
- Reporting and recordkeeping
- Information technology systems

### **Task II-D: Capital Facilities & Apparatus**

ESCI will review status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of capital assets and their viability for continued use in future service delivery, including:

**Facilities** – Tour and make observations in areas related to the efficiency and functionality of KFD's eight fire stations (and any other capital facilities). Items to be contained in the report include:

- Design
- Construction
- Safety
- Staff facilities
- Efficiency
- Future viability

**Apparatus/Vehicles** – Review and make recommendations regarding inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Maintenance
- Regulations compliance
- Future needs

**Task II-E: Staffing & Personnel Management**

ESCI will review each department's staffing levels. Areas to be considered include:

- Administration and support staffing levels
- Operational staffing levels
- Staff allocation to various functions and divisions
- Staff scheduling methodology
- Current standard of coverage and staffing performance for incidents
- Firefighter/EMS staff distribution
- Utilization of career and volunteer companies, where applicable
- Responsibilities and activity levels of personnel
- Emergency callback procedures and the associated costs/events

Personnel management systems of the departments will also be reviewed, focusing on:

- Human resources policies and handbooks
- Quality and status of job descriptions
- Personnel reports and recordkeeping
- Compensation systems
- Disciplinary process
- Counseling services
- Application and recruitment processes
- Testing, measuring, and promotion processes
- Member retention efforts and programs
- Health and wellness programs

**Task II-F: Service Delivery & Performance**

ESCI will review and make observations in areas specifically involved in, or affecting, service levels and performance of the departments, either individually or when operating in concert with one another in the study area (the collective jurisdiction of all organizations included in the study). Areas to be reviewed shall include, but not necessarily be limited to:

- Demand Study
  - Analysis of current service demand by incident type and temporal variation for each individual organization
  - Analysis and geographic display of current service demand density within the overall study area

### Distribution Study

- Overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems software, with identification of service gaps and redundancies. This distribution study will be conducted for the study area as a whole, with all existing facilities included in the analysis.
- Concentration Study
  - Analysis of geographic display of the response time necessary to achieve full effective response force arrival in the study area using existing distribution of all organizational resources
  - Analysis of company and staff distribution as related to effective response force assembly in the study area
- Reliability Study
  - Analysis of current workload, including unit hour utilization of individual companies (to the extent data is complete)
  - Review of actual or estimated failure rates of individual companies (to the extent data is complete)
  - Analysis of call concurrency and impact on effective response force assembly
- Performance Summary
  - Analysis of actual system response time performance, analyzed by individual companies (to the extent data is available). Performance analysis will be conducted for each jurisdiction individually along with the study area as a whole.
- Mutual and automatic aid systems
- Incident control and management methods

### Task II-G: Support Programs

ESCI will review and make overall observations involving support programs within each organization for the critical areas of training and life-safety services. Items to be reviewed include:

- Fire and Life Safety Services (Fire Prevention)
  - Code enforcement activities
  - New construction inspection and involvement
  - General inspection program
  - Fire and Life-Safety public education programs
  - Fire investigation programs
  - Pre-incident planning

- Training
  - General training competencies
  - Training administration
  - Training schedules
  - Training facilities
  - Training procedures, manuals, and protocols
  - Training recordkeeping

## Phase III—Future Opportunities for Cooperative Efforts

ESCI will use the completed baseline assessment of each agency to identify opportunities and feasibility for cooperative efforts. The project team will identify areas of duplication that can be reduced through consolidation efforts, as well as potential service improvements that can be accomplished. Experience has shown that this frequently becomes the overriding influence for public fire service consolidation efforts.

Items in this section of the report include but are not limited to the areas listed below. The detailed information provides department heads and elected officials with the information necessary to make important decisions regarding emergency services consolidation. Included are:

### Task III-A: General Partnering Strategies

The various partnering strategies are described, beginning with a do-nothing approach and ending with complete consolidation of the agencies into a new emergency service provider. The following alternatives will be evaluated and discussed:

- Current level of cooperation (status quo)
- Expanded cooperative services
- Shared governance
- Legal unification or merger

### Task III-B: Options for Shared Services

The study takes into account the many shared issues that face each agency, and how such matters affect the effort to construct a regional model for efficient service. These issues are identified and analyzed. Within each presented option for shared services, ESCI will evaluate and discuss the following:

- Specific areas of cooperative service where opportunity exists
- Estimated timeline to implement specific initiatives
- Affected section, i.e. Administration, Operations, Support Services
- Affected stakeholders
- Objective of initiative
- Summary of initiative
- Guidance required
- Fiscal considerations

- Social considerations
- Policy actions necessary
- Potential pitfalls

### **Task III-C: Fiscal Analysis**

ESCI will identify and evaluate the fiscal impact of each of the partnering strategies for all three jurisdictions, including:

- Short term
- Medium range: one to three years
- Long range: three years
- Funding alternatives
- Budget modeling and cost allocations alternatives

### **Task III-D: Shared Service-Delivery Analysis**

ESCI will identify and evaluate the impact on service delivery (Emergency response and Fire & Life Safety) of each of the partnering strategies for all three jurisdictions, including:

- Short term
- Medium range: one to three years
- Long range: three years

### **Task III-E: Findings & Recommendations**

ESCI will provide recommendations in a continuum of options, focusing on those strategies and initiatives that have the most chance of success, highest possibility for service improvement, and most favorable impact on budget, including:

- Findings
- Priorities
- Policy action necessary
- Timeline

## Phase IV—Development & Delivery of Project Report

### Task IV-A: Development & Review of Draft Project Report

ESCI will develop and produce an electronic copy of the project report for review by the client and client representatives. Client feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. The report will include:

- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis as necessary

### Task IV-C: Delivery & Presentation of Final Project Report

ESCI will complete any necessary revisions of the draft and produce 15 copies of the bound, final version of the written report, along with an electronic version in PDF file format (18 copies if the additional districts are included).

Two formal presentations of the project report will be made by ESCI project team member(s) to meetings of the community leaders and/or organizations included in this study. The presentation will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audiovisual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the client at the conclusion of the presentation(s)

## Phase V—Other Services (optional)

### Task V-A: Implementation Plan

Should two or more of the participating agencies elect to move forward with strategies developed in the report, ESCI will assist in the development of a written implementation plan to serve as a road map for moving forward. A meeting will be facilitated with the participating fire chiefs, during which a plan will be developed.

The plan will subsequently be assembled in written form to include:

- Key implementation steps
- Benchmarks to identify completion
- Estimated timelines

**Task V-B: Strategic Implementation Planning & Facilitation Process**

ESCI will facilitate a one-day Strategic Planning session. The process will include at least two representatives from each participating agency, focused on the development of an implementation plan that the study agencies can use to move forward with cooperative efforts. The process will include:

- Development of a Shared Vision for moving forward
- Assistance in establishing a "Joint Implementation Committee"
- Develop an implementation "Strategic Plan" including
  - Process goals
  - Defined objective
  - Applicable action steps
- Assistance in establishing Implementation Working Groups

**Task V-C: Public Input Meetings**

At the conclusion of Phases I, II, III, and IV, ESCI staff will facilitate a community public input meeting intended to provide information and gather input from members of the general public, community organizations, and neighborhood associations. In order to assess public sentiment toward potential future system changes, discussions will center on the following issues:

- Customer perception of emergency services
- Desired level of service
- Support for adoption of an emergency services
- General input

# Project Timeline & Fee Proposal

## Project Completion Timelines

ESCI offers the following project timeline, which is subject to change based upon the mutual agreement of the client and ESCI. The timeline will not begin until ESCI has been provided with *all* information and data necessary for the successful completion of the project.

Project Phase	MONTH							
	1	2	3	4	5	6	7	8
Phase I: Project Initiation & Development of Work Plan								
Phase II: Baseline Agency Evaluations								
Phase III: Future Opportunities for Cooperative Efforts								
Phase IV: Development & Delivery of Project Report								
Phase V: Other Services (optional)								

## Proposed Project Fee

Emergency Services Consulting International is pleased to present the following formal cost proposal for the project outlined in the Scope of Work. The fee ESCI is proposing to perform this study is inclusive of expenses as follows:

Project Phase	Consulting Fees	Expenses	Total
Phase I: Project Initiation & Development of Work Plan	\$14,907	\$2,106	\$17,013
Phase II: Baseline Agency Evaluations	\$28,284	\$0	\$28,284
Phase III: Future Opportunities for Cooperative Efforts	\$5,784	\$0	\$5,784
Phase IV: Development & Delivery of Project Report	\$10,216	\$1,254	\$11,470
<b>Subtotal:</b>			<b>\$62,551</b>
Costs for three additional Fire Districts			<b>\$9,159</b>
<b>Subtotal with All Fire Departments:</b>			<b>\$71,710</b>
Phase V: Other Services (optional)	\$7,298	\$817	\$8,115
<b>TOTAL WITH ALL DEPARTMENTS &amp; OPTIONS (not to exceed):</b>			<b>\$79,825</b>

**Proposed Payment Schedule**

- 10% payment due upon signing of the contract.
- Monthly invoicing thereafter as work progresses.

**Information Relative to Cost Quotation**

- Bid quotation is valid for 90 days.
- ESCI Federal Employer Identification Number: 23-2826074.
- When requested, and in a timely manner, the client will provide data, information, and materials required for the completion of the objectives outlined in the Scope of Work submitted in this proposal.
- ESCI shall perform any additional work on a time and materials basis as requested in writing by the client at a negotiated hourly rate.

## Project Team Assignments

Emergency Services Consulting International has assigned the following associates to the project. All team members will be available for the duration of the project. Along with the project team, ESCI's full-time staff will be available to assist on the project as needed. Detailed information on the background and qualifications of each member of the team will be found in Appendix A.

The selection and experience of the project manager is important to the success of this project. ESCI is offering a project manager who will:

- Assist in the development and coordination of a project work plan.
- The ability to work closely with your representatives.
- Facilitate project team meetings to share project findings and ideas.
- Provide direction based on experience in similar situations, and knowledge of organizational staff analyses.

Team Member	Project Assignments
John Stouffer, Project Manager	Overall project management; organizations overview; capital facilities & apparatus; general partnering strategies; options for shared services; shared service-delivery analysis; findings & recommendations
Bill Boyd	Staffing & personnel management; fire & life-safety; training; contributor to strategies & recommendations
Richard Buchanan	Service-delivery & performance; contributor to strategies & recommendations
Don Bivins	Management components; contributor to strategies & recommendations
TBD	Financial analyses; contributor to strategies & recommendations
Matt Krok	GIS analysis and mapping

## Profile of Proposing Firm

### ESCI Capabilities

Emergency Services Consulting International (ESCI) is an international firm providing specialized, high-quality professional fire, police, communications, and emergency medical services (EMS) consulting services to organizations throughout the United States and Canada. ESCI has been meeting the needs of emergency services agencies since 1976, and is considered by many to be the nation's leader in emergency services consulting.

Utilizing both full-time staff and over 50 field consultants nationwide, ESCI provides consulting services to municipalities; fire, ambulance, and hospital districts; non-profit organizations; and the industrial and commercial community.

ESCI is recognized as an expert in the field by the emergency services community. This is confirmed by our ongoing relationship with the *International Association of Fire Chiefs (IAFC)*, the *Western Fire Chiefs Association*, the *National Fallen Firefighters Foundation*, the *National Volunteer Fire Council*, and the hundreds of clients we serve from coast to coast.

Since the beginning, ESCI has operated on the principles of honesty, integrity, and service. ESCI's philosophy is to maintain an active involvement within the emergency service disciplines and related fields—staying ahead of the rapid changes and issues facing our clients.

The mission of ESCI is to *provide expertise and guidance that enhances community safety*. We will accomplish this by providing the highest value of consulting services and educational programs. ESCI utilizes a team of professionals committed to offering highly beneficial programs covering current and anticipated fire, police, communications, emergency management, and EMS issues and needs.

We provide a wide array of services, including organization audits and evaluations; cooperative effort and consolidation; health and safety evaluations; master, strategic, and growth management plans; deployment planning; hazard mitigation planning; executive searches; assessment centers; and customized consulting. ESCI has helped improve emergency services in hundreds of communities throughout the country. Our innovative training programs are improving the way organizations and people work.

ESCI encourages creative solutions to complex system dilemmas. The firm recognizes the cultural, economic, operational, legal, and political realities of the local environment. ESCI avoids pre-conceived biases in order to develop and implement imaginative and long-lasting solutions. In addition, ESCI equips its clients with the background, understanding, and confidence to tackle future problems as they arise.

ESCI's field associates have been active practitioners in their respective fields, with many involved in highly visible and responsible national leadership positions in fire/rescue services, EMS, and law enforcement. We understand your issues, challenges, responsibilities, and offer proven methods to improve your effectiveness.

#### ESCI at a Glance

- Mission: Provide expertise and guidance that enhances community safety
- Established in 1976
- Headquartered in Wilsonville, Oregon; with branch offices in Texas, and Virginia
- Extensive fire and EMS consulting throughout the US and Canada
- Twenty full-time employees, with over 60 expert field consultants

## ESCI Experience

ESCI's advantage begins with our technical expertise and capability, extends to our experienced and highly qualified staff, and concludes with a product that will enable your organization to meet the challenges of emergency services into the future.

ESCI's team has first-hand experience in the process of analyzing emergency service providers and recommending an array of opportunities that are economically, culturally, and operationally feasible. Each team member is a specialist in fire, rescue, law enforcement, EMS, or related fields. The team will work collaboratively to create the best possible strategies and options for your organization.

The *ESCI Advantage* includes:

- A clear understanding and appreciation of the complexity of the local and regional environment.
- Over 40 years of public safety consulting experience; the successful completion of hundreds of consulting engagements.
- The ability to deliver a high-quality product on time, and with organizational support and endorsement.
- Knowledge of contemporary issues associated with the delivery of emergency services.
- Experience with a variety of jurisdictions including municipalities, counties, and state government.
- A highly skilled and knowledgeable team of professionals with skill-sets necessary to meet your expectations.

## Effective Project Coordination & Management

When engaged, all work progress is measured against a work plan, timetable, budget, and deliverables. During the project, team members confer frequently to discuss progress as well as new or unanticipated issues. Our project management methodology ensures that services and activities are efficiently conducted and are focused, coordinated, and logical. All project team members are available for the duration of the project.

## ESCI Offices

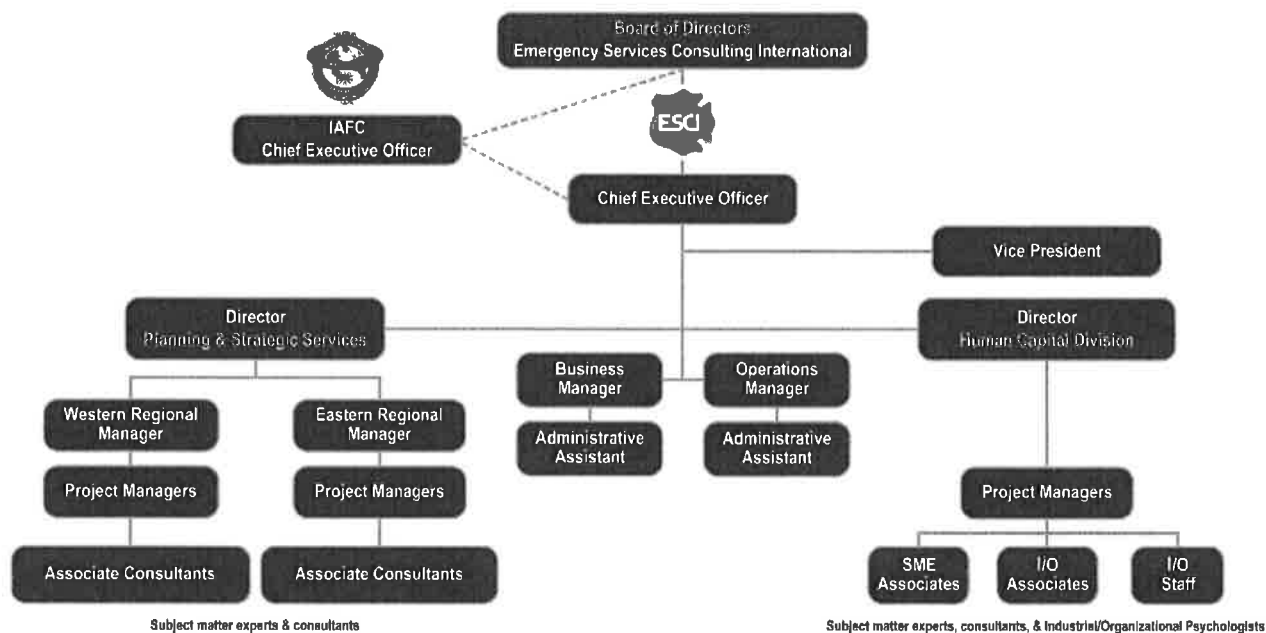
In order to better serve our clients, ESCI maintains our Corporate Headquarters in Virginia and a regional office in Oregon. The following is the contact information for each office, along with a complete organization chart.

**Corporate Headquarters**  
**Mike Roth, Operations Manager**  
 4795 Meadow Wood Lane, Chantilly, VA 22033  
 Phone: 703.506.9400 • Email: mike.roth@esci.us

**West Coast Regional Office**  
**Andrea Hobi, Business Manager**  
 25030 SW Parkway Avenue, Suite 330, Wilsonville, OR 97070  
 Phone: 800.757.3724 • Email: andrea.hobi@esci.us

## ESCI Organizational Chart

The following is an organizational chart of Emergency Services Consulting International, which includes descriptions of our various positions and services.



## **| Disclosure & Practices**

### **Conflict of Interest Statement**

ESCI has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation. ESCI is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter. Neither ESCI nor anyone associated with ESCI has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. In the event that a conflict of interest is identified in the provision of services, ESCI will immediately notify the client in writing.

### **Insurance**

ESCI is insured in excess of \$2,000,000. A copy of the ESCI liability insurance certificate is included in an appendix.

### **Litigation**

ESCI has no past and/or pending litigation or unresolved lawsuits.

### **Employment Practices**

ESCI is an equal opportunity employer. The company is guided by recognized industry standards, policies, and procedures. ESCI offers a wide range of employee benefits and ongoing training opportunities that has enabled ESCI to attract and retain quality consultants who are recognized as experts in emergency service organization, management, and service delivery. ESCI will not refuse to hire, discharge, promote, demote, or otherwise discriminate in matters of compensation against any person otherwise qualified, because of age, race, creed, color, sex, national origin, ancestry, or handicap.

## Appendix A: Project Team Qualifications

### John A. Stouffer

#### Western Regional Manager/Project Manager



#### Summary of Qualifications

Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima (WA) Medic One becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, Mr. Stouffer has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

#### Professional Experience

- Project Manager/Associate Consultant, Emergency Services Consulting International
- Technical Advisor/Program Developer, Vision 20/20 & Institution of Fire Engineers
- EMS Research Investigator/Coordinator, Oregon Health & Science University
- EMS Coordinator (Captain), Gresham Fire & Emergency Services
- Senior Consultant, Pacific Northwest Associates, LLC
- Director, Yakima County Department of Emergency Medical Services
- Training Officer/Paramedic, Yakima Medic One
- Firefighter/EMT-Paramedic/Medical Services Officer | Yakima County Fire District #10
- More than 40 years diverse experience in fire and emergency medical services

#### Educational Background & Certifications

- Central Washington University
- Yakima Valley Community College
- Western Oregon University
- National Fire Academy Incident Command for EMS
- Seattle/King County Resuscitation Academy Fellowship
- Multiple instructor certifications (NFPA I & II, ACLS, PHTLS, WSFST Instructor II, EZ-IO Instructor)
- Numerous advanced-level EMS certifications
- More than 250 hours fire service education, Washington State Fire Service Training

#### Associated Professional Accomplishments

- Project Manager and consultant on a number of fire and EMS projects around the U.S. and Canada
- Co-authored and published a number of international prehospital studies (available on request)
- Authored two guides on Community Risk Reduction for Vision 20/20 (available on request)
- Project Co-Director, King LT Airway Implementation Project for Multnomah County (OR)
- Author, Phases I & II of the Yakima County EMS Master Plan
- Earned fourteen professional awards during his career (available on request)

Note: This is a brief summary of Mr. Stouffer's CV. A complete version can be made available on request.

## William Boyd

### Senior Associate/Project Manager



#### Summary of Qualifications

Chief Boyd is a retired Fire Chief from the Bellingham Fire Department. He retired in 2012 after 29 years of progressive service to the citizens of Bellingham and Whatcom County. During his tenure, he served as a firefighter, firefighter paramedic, paramedic supervisor, fire captain/paramedic, assistant fire chief, and fire chief for the last nine years of his career. During this time, he served as incident commander on several major fires and disasters, including the 1999 Whatcom Creek Explosion. He also led the department through the 2008-2010 "great recession", collaborating with the department bargaining units in making strategic reductions and service delivery changes to meet budget reduction targets without reducing service delivery. He also consulted and lectured for the Department of Homeland Security, and served as a charter member of the DHS Virtual Social Media Working Group, providing guidance and training on integrating social media tools in crisis communications/incident command. After his retirement, Chief Boyd entered the private sector as a regional safety coordinator for a national industrial cleaning company, overseeing and managing safety and compliance programs across four states. He now uses his broad experience in providing business continuity, strategic planning, and management consulting services for private companies and public agencies.

#### Professional Experience

- 1983-1985—Firefighter, Bellingham Fire Department
- 1985-2002—Washington State Paramedic Certification
- 1985-1990—Firefighter/Paramedic, Bellingham Fire Department/Whatcom Medic One
- 1990-1996—EMS Supervisor, Bellingham Fire Department/Whatcom Medic One
- 1997-1999—Fire Captain/Paramedic/Public Information Officer, Bellingham Fire Department
- 1999-2003—Assistant Fire Chief, Bellingham Fire Department
- 2003-2012—Fire Chief, Bellingham Fire Department

#### Educational Background & Certifications

- 1982 Bachelor of Arts, Political Science, Western Washington University, Bellingham, Washington
- 2004 Executive Fire Officer Designation, U.S. Fire Administration National Fire Academy

#### Associated Professional Accomplishments

- Incident Commander, Northwest Incident Management Team (FEMA Type III All Hazards Team)
- Member—Department of Homeland Security Virtual Social Media Working Group (VSMWG)
- Created the City of Bellingham Office of Emergency Management
- Board member, Washington State Critical Incident Stress Management Board
- President—Whatcom County Fire Chiefs Association
- Author and lecturer on social media crisis communication tools and strategies
- Executive Board Member, IAFF Local 106
- Paramedic instructor/lecturer

Note: This is a brief summary of Mr. Boyd's CV. A complete version can be made available on request.

## Rich Buchanan

### Senior Associate/Project Manager



#### Summary of Qualifications

Mr. Buchanan has been in emergency service for 33 years. His diverse background began as a volunteer in a small rural ambulance service. After several years in an urban setting gaining Paramedic experience, he returned to a rural setting and became the EMS Director for Gunnison Valley Hospital. During this time he took a BLS volunteer agency to a paid ALS system serving over 3000 square miles. After 16 years in management, he transitioned into the fire service industry serving in a variety of capacities including paramedic, company officer, EMS certification program development, Haz-Mat team coordinator and EMS Administrative Lieutenant.

Mr. Buchanan currently serves as a Lieutenant for South Metro Fire Rescue. His station provides primary hazardous materials response in addition to fire and EMS. Additionally, Mr. Buchanan provides training throughout Colorado in most areas of pre-hospital care and the management of hazardous material events. He has also previously consulted with fire and EMS departments to conduct utilization studies and implement asset management programs focusing on inventory distribution, cost reduction, and efficacy. Mr. Buchanan holds a Master's Degree in Organizational Leadership, Graduate Certificate in Project Management, and a Bachelor of Arts in Business Administration.

#### Educational Background

- Bachelor of Arts degree- Business Administration – Western State University
- Master's Degree – Organizational Leadership – Regis University
- Graduate Certificate – Project Management – Regis University

#### Professional Experience

- Company Officer, South Metro Fire Rescue, Colorado
- HazMat Technician, South Metro Fire Rescue, Colorado
- E.M.S. Instructor, Centura Health, Colorado
- EMS Director, Gunnison Hospital, Colorado

#### Relevant Experience

- LEAN Facilitator
- Just Culture Facilitator
- Certified Instructor (ACLS, PALS, Colorado EMS)
- Adjunct EMS Instructor, Centura Health, Denver Health, Lutheran Medical

#### Associated Professional Accomplishments

Published works: Buchanan, R. (1988). Hypothermia. In P. T. Pons, & V. J. Markovchick, Pre-Hospital Emergency Care Services. Philadelphia, PA: Hanley and Belfus, INC.

Note: This is a brief summary of Mr. Buchanan's CV. A complete version can be made available on request.

## Matthew J. Krok

### Associate Consultant



#### Summary of Qualifications

Matthew Krok has over 15 years of experience supporting public sector GIS and mapping applications and products. For nine of those years Matthew provided direct GIS and mapping support the Fire, Police, and Emergency Management departments of the City of Henderson, Nevada. Matthew has also served several Board positions with the Nevada Geographic Information Society and the Nevada Geographic Information Foundation, including serving as the President of NGIS for several terms.

Since 2015, Matthew Krok, along with his partners, has been providing contract GIS services through their consulting company EMgis Partners. Since 2018, EMgis Partners has had a successful relationship with ESCI to supplement their project with sound mapping support.

#### Educational Background & Certifications

- Current GISP, since 2009.
- Current MPA student (4.0 GPA), Arkansas State University, Jonesboro, AR
- 21 hours of Masters coursework completed in planning , Rutgers and UNLV
- Rutgers University, BA in Geography with Honors, New Brunswick, NJ

#### Professional Experience

- Partner, EMgis Partners LLC, Lakeland, FL, 2015-current
- Systems Analyst – GIS, City of Lakeland, FL, 2015 – current
- Senior GIS Analyst – City of Henderson, NV Fire Department, 2013-2015
- System Support Analyst - GIS, City of Henderson, NV Public Safety, 2007-20013
- Engineering Design Tech – GIS, City of Henderson, NV, 2006-2007
- GIS Scientist, ASGECI Environmental, Flemington, NJ, 2004-2006
- Over 15 years' experience in public and private sector GIS.

#### Associated Professional Accomplishments

- Current Vice-Chair – Polk County, FL GIS Users Group
  - Current Geomonitor for Resurrection Catholic School, Lakeland, FL
  - Past Board member of the Nevada Geographic Information Foundation
- Past multi-year President of the Nevada Geographic Information Foundation

## Appendix B: ESCI Experience

Following are examples of ESCI's experience in providing consulting services to various organizations throughout North America. If requested, ESCI can provide more detailed information on any the projects listed.

Project Category & Title	Organization	Location	Year
<b>Agency Evaluations</b>			
System Analysis	Summit County Fire Districts (two)	CO	2018
Emergency Services Operations Analysis	Strathcona Emergency Services	Canada	2017
Fire Department Options Analysis	Hemet Fire Department	CA	2015
Fire Department Evaluation	Skamania County Fire District #4	WA	2015
<b>Standards of Cover &amp; Combined Master/Strategic Plans</b>			
Community Risk Assessment	Romulus Fire Department	MI	2019
CRA/Standards of Cover	Carrollton Fire Department	TX	2018
Standards of Cover & Strategic Plan	Prescott Fire Department	AZ	2019
Standards of Cover/Strategic Plan	Santa Rosa Fire Department	CA	2016
<b>Cooperative Services &amp; Consolidations</b>			
Cooperative Services/Consolidation Study	Assorted Missouri Fire Departments	MO	2019
Cooperative Services Study	Clackamas & Estacada Fire Districts	OR	2019
Cooperative Efforts Feasibility Study	Santa Rosa & Rincon Valley FPD	CA	2016
Evaluation & Cooperative Efforts Study	Rifle Fire Protection District	CO	2015
<b>EMS Analysis &amp; Ambulance Service</b>			
EMS Agency Analysis	Catawba County EMS	NC	2018
Regional EMS System Development	Henry & Jefferson Counties	IA	2019
EMS Department Assessment	River Falls EMS	WI	2017
EMS Master Plan	North Hays ESD #1	TX	2015
<b>Strategic Plans &amp; Fire/EMS Master Plans</b>			
Strategic Plan	South Lane Fire & Rescue	OR	2019
Fire Department Master Plan	Minneapolis Fire Department	MN	2012
Customer-Centered Strategic Plan	Mid-Columbia Fire & Rescue	OR	2013
<b>Station Location Studies</b>			
Police & Fire Stations Location	City of Sioux Falls	SD	2018
Station Location Analysis	American Fork Fire Department	UT	2017
Station Location Analysis	Twin Falls Fire Department	ID	2016
<b>Miscellaneous Studies</b>			
Dispatch Center Study	City of Glendale	MO	2017
Public Safety Building Funding Feasibility	City of Homer	AK	2015
Staffing & Deployment Analysis	East Pierce Fire & Rescue	WA	2014

## Appendix C: ESCI References

The following are several examples and references out of the hundreds of projects and studies previously completed by ESCI. If requested, ESCI can provide additional examples and client references.

South Metro, Belton, Grandview & West Peculiar Fire Departments (Missouri)			
<b>Project:</b>	Consolidation Feasibility Study	<b>Contact:</b>	Lee Stevens
<b>Project Manager:</b>	John Stouffer	<b>Title:</b>	South Metro Fire Chief
<b>Population:</b>	60,000+	<b>Phone:</b>	816.223.6895
<b>Completed:</b>	June 2019	<b>Email:</b>	lstevens@SouthMetroFire.org
<b>Project Description:</b>			
<p>This project entailed an analysis of six fire-service organizations; two of which were municipal departments, and four were fire districts to determine the feasibility of consolidation. ESCI conducted an in-depth analysis of each of the organizations, including finance, operations, staffing, communications, management, and many other components of the fire and EMS delivery systems in both counties.</p>			
<b>Key Recommendation(s):</b>			
<p>ESCI recommended the consolidation of the four career departments. Recommendations included three different models for deployment and staffing, and the associated costs. The recommendations included an implementation plan and options for interim collaboration until legal integration could occur. ESCI suggested an organizational structure and plan that included all personnel and staff remaining employed without loss of wages or benefits.</p>			

South Beach Fire & Rescue (Washington)			
<b>Project:</b>	Regional Fire Authority Study	<b>Contact:</b>	Art Cole
<b>Project Manager:</b>	Don Bivins (with John Stouffer)	<b>Title:</b>	General Manager
<b>Population:</b>	7,000	<b>Phone:</b>	360.268.9832
<b>Completed:</b>	November 2015	<b>Email:</b>	art-kaye@comcast.net
<b>Project Description:</b>			
<p>Westport FD (WFD), Grays Harbor FD #3 (GHFD#3), Grays Harbor FD #11 (GHFD#11), Grays Harbor FD #14 (GHFD#14), Pacific FD #5 (PFD#5), and South Beach Ambulance (SBA) contracted with ESCI to study the feasibility of all of the agencies combining as a regional fire authority. The six agencies have separately experienced significant reductions in assessed valuation and thus, have had to increase their revenues and try to manage their costs. After analysis, it was evident that all six agencies are significantly interdependent, with none of the agencies able to manage a single house fire without significant assistance from the other agencies. Further, they inadvertently competed against each other for new volunteer candidates. ESCI determined that combining was feasible economically and operationally as either a regional fire authority or through a two-phased process that starts with annexation of Westport by GHFD#3, then the district merging with the other districts. ESCI recommended the agencies pursue formation of an RFA.</p>			

Catawba County Emergency Medical Services (NC)			
<b>Project:</b>	EMS Agency Analysis	<b>Contact:</b>	Dewey Harris
<b>Project Manager:</b>	John Stouffer	<b>Title:</b>	Assistant County Manager
<b>Population:</b>	156,473	<b>Phone:</b>	828-465-8205
<b>Year Completed:</b>	2018	<b>Email:</b>	Dharris@catawbacountync.gov
<b>Project Description:</b>			
<p>This project entailed a comprehensive analysis of a county-owned EMS transport provider. The study concluded with a long list of short-term, mid-term, and long-term system improvement goals. In addition, ESCI recommended and designed a new organizational structure. Other recommendations included the addition of medic units, personnel, and new medic unit deployment methods.</p>			

Henry & Jefferson Counties (IA)			
<b>Project:</b>	Regional EMS System Development	<b>Contact:</b>	Jacob Dodds
<b>Project Manager:</b>	John Stouffer	<b>Title:</b>	HCHC EMS Coordinator
<b>Population:</b>	60,000+	<b>Phone:</b>	(319) 385-5302
<b>Year Completed:</b>	2019	<b>Email:</b>	doddsj@hchc.org
<b>Project Description:</b>			
<p>Henry &amp; Jefferson Counties desired to determine the feasibility of creating a regional EMS ground emergency medical transport agency to serve both counties. Previously, Jefferson County felt it was receiving substandard service by a private provider. ESCI conducted a comprehensive analysis of the EMS delivery systems in both counties. This was followed by a list of optional strategies, with the primary recommendation to create a single, government-based regional agency. ESCI designed detailed organizational structure with job descriptions, comprehensive budget, and forecasted future revenue. In July 2019, the key stakeholders of both counties elected to move forward with the development of a regional EMS agency.</p>			

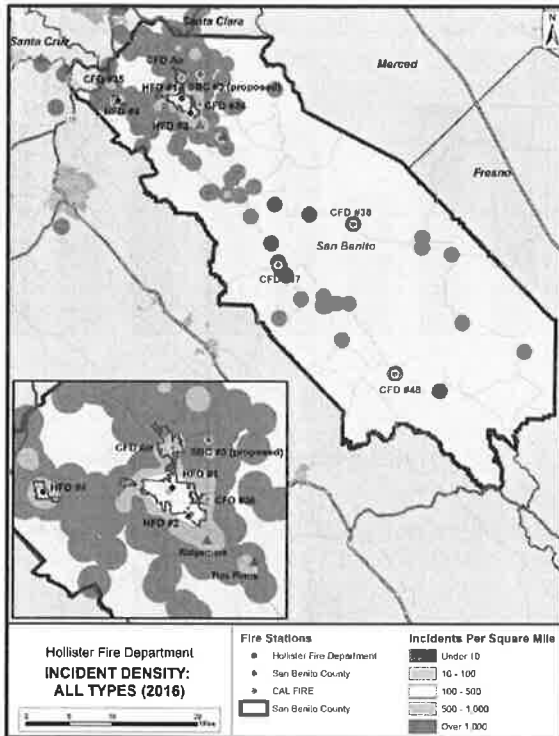
North Hays Emergency Services District #1 (Texas)			
<b>Project:</b>	EMS Master Plan	<b>Contact:</b>	Walter Krudop
<b>Project Manager:</b>	John Stouffer	<b>Title:</b>	Board President
<b>Population:</b>	35,000	<b>Phone:</b>	713-703-3177
<b>Completed:</b>	November 2015	<b>Email:</b>	president@northhayscountyesd1.org
<b>Project Description:</b>			
<p>ESCI was retained by North Hays County ESD #1 to develop a long-range EMS master plan that would include an economically viable and sustainable system of ALS-level ground emergency medical transport. A major part of the project was determining long-range financial viability. ESCI identified funding sources and the need for additional revenue. The project included historical analysis of ambulance service-delivery, projected population growth and service demand, and included a long list of recommended system improvements. In addition, the EMS Master Plan recommended that the District initiate a competitive bid process for the acquisition of ALS ambulance service, and the development of contract with performance criteria.</p>			

Wausau Fire Department (Wisconsin)			
<b>Project:</b>	FD Agency Evaluation	<b>Contact:</b>	Teri Dodge
<b>Project Manager:</b>		<b>Title:</b>	Fire Chief
<b>Population:</b>	2,000+	<b>Phone:</b>	360.659.2416
<b>Completed:</b>	January 2013	<b>Email:</b>	tdodge@firedistrict15.org
<b>Project Description:</b>			
<p>Emergency Services Consulting International was engaged by the Board of Commissioners of Snohomish County Fire District #15 (SCFD15) to conduct an Agency Evaluation in August 2012. The purpose of the project was to evaluate current operations, programs, and resources, compare them to industry standards and best practices, and make recommendations for areas that may need to be addressed in the future. ESCI's final report included recommendations relating to policy, human resources and personnel guidelines, training, and life safety.</p>			

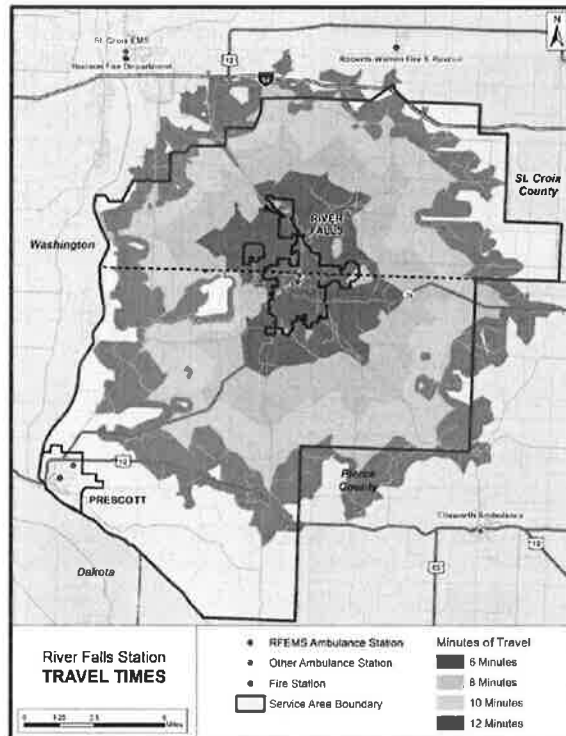
## Appendix D: ESCI Examples of GIS Maps & Images

The following represents examples of GIS maps and other images created by ESCI for previous projects.

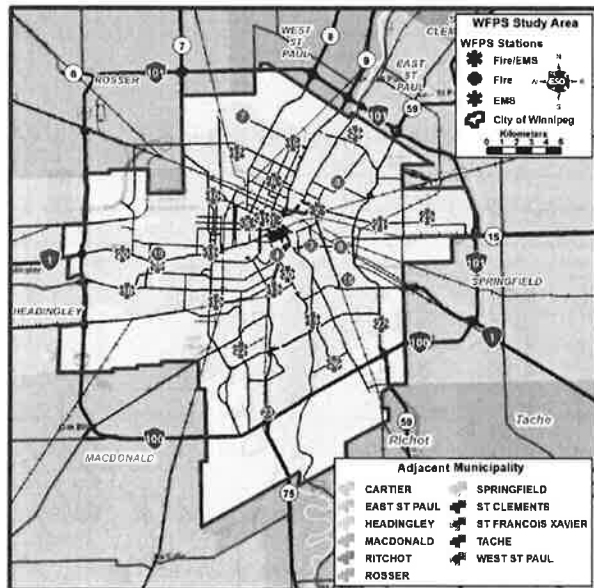
Incident Density Example



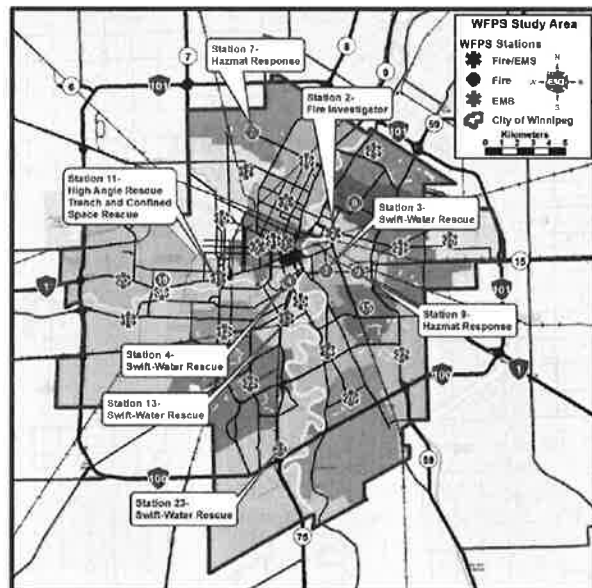
Travel Time Example



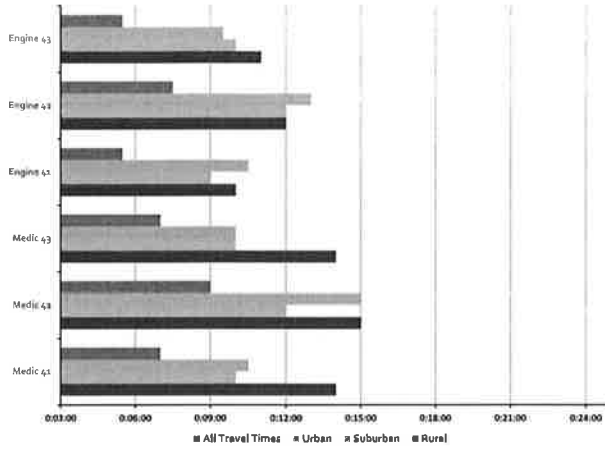
Study Area Example



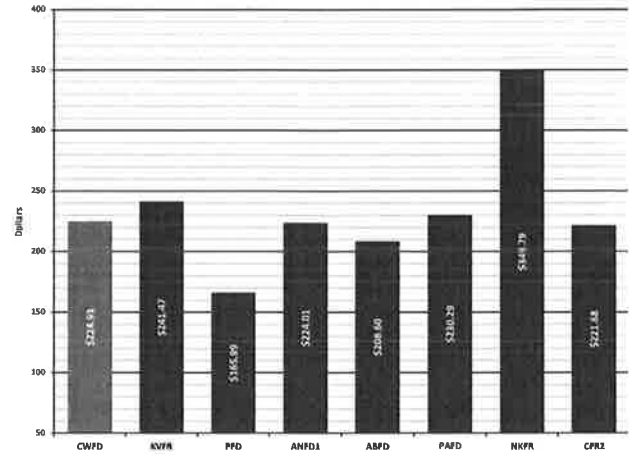
Special Incident Capabilities Example



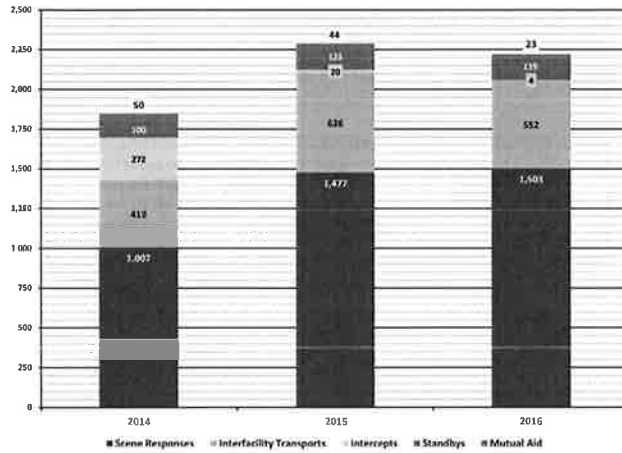
Travel-Time Chart Example



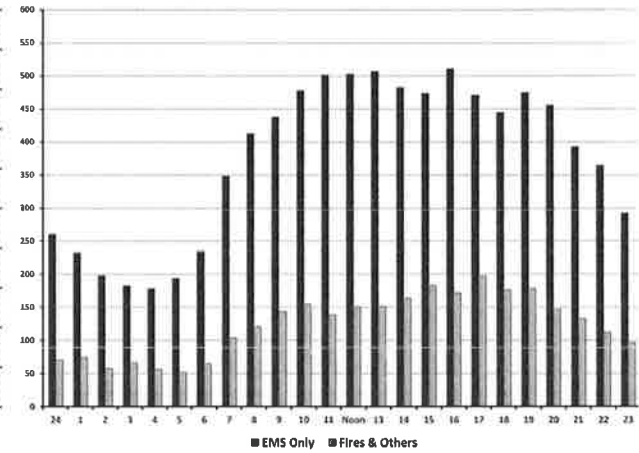
Cost Per-Capita Chart Example



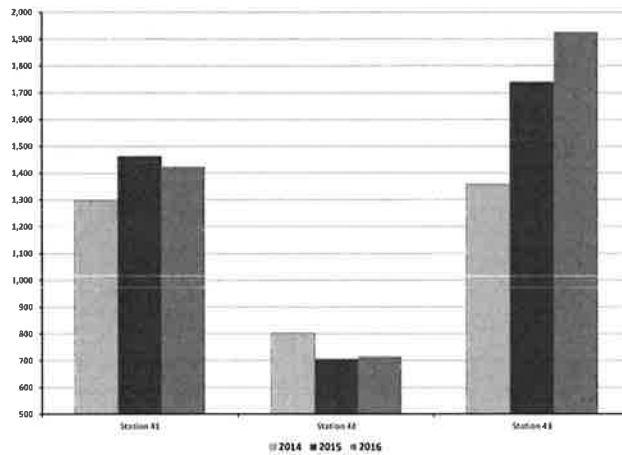
Medic Unit Incident Types Chart Example



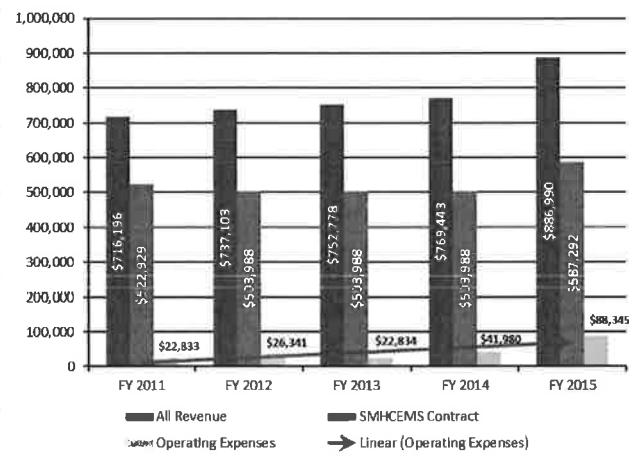
Call Types by Hour-of-Day Example



Service-Demand by Fire Station & Year



Budget Analysis Example



# Appendix E: ESCI Certificate of Insurance

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 12/2/2016			
		<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>					
PRODUCER Wilson-Heirgood Associates 2930 Chad Drive PO Box 1421 Eugene OR 97440-1421			CONTACT NAME: <u>Christie Montero</u> PHONE (A/C, No, Ext): <u>541-284-5855</u> FAX (A/C, No): <u>541-342-3786</u> E-MAIL ADDRESS: <u>cmontero@whainsurance.com</u> PRODUCER CUSTOMER ID #: <u>22934</u>				
INSURED Emergency Services Consulting International 25200 SW Parkway Avenue #3 Wilsonville OR 97070			INSURER(S) AFFORDING COVERAGE INSURER A: <u>Philadelphia Indemnity Ins Co</u> INSURER B: <u>SAIP Corporation</u> NAIC # <u>36196</u> INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____				
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER: 1104766079</b>		<b>REVISION NUMBER:</b>			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PHSD1110578	1/1/2016	1/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COM/POP AGG \$1,000,000 \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOG				
A	AUTOMOBILE LIABILITY			PHSD1110578	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> ANY AUTO						
	<input type="checkbox"/> ALL OWNED AUTOS						
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			PHUB527573	1/1/2016	1/1/2017	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$ \$
	<input type="checkbox"/> EXCESS LIAB						
	<input type="checkbox"/> CLAIMS-MADE						
	<input type="checkbox"/> DEDUCTIBLE						
	<input checked="" type="checkbox"/> RETENTION \$10,000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			776036	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER E.L EACH ACCIDENT \$1,000,000 E.L DISEASE - EA EMPLOYEE \$1,000,000 E.L DISEASE - POLICY LIMIT \$1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				
	If yes, describe under DESCRIPTION OF OPERATIONS below						
A	Professional Liability			PHSD1110578	1/1/2016	1/1/2017	Each Claim 2,000,000 Annual Aggregate 2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) *Umbrella coverage does not apply to Professional Liability* Fire Protection and Paramedic Services Strategic Plan							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
City of Yucaipa 34272 Yucaipa Boulevard Yucaipa CA 92399				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE 			

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ACORD 25 (2009/09)

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# Lafayette City Council

Meeting Date: October 10, 2019

Agenda Item: Fire Training Officer for FY 2021

---

**Requested Council Action:**

Direct staff accordingly.

**Staff Recommendation:**

Discuss the need for Fire Department staffing next year.

**Background:**

As we move into next fiscal year, we need to plan on the staffing level needed for the new Lafayette Fire Station. The attached memo from Terry Lucich, Fire Chief, outlines the proposal to hire a full-time Training Officer in collaboration with the Carlton Fire District. As you are aware, the collaborative use of a joint Fire Chief between the two jurisdictions has served us well over the last 20 years.

An important aspect to sharing this Training Officer position is to provide a path of succession with the retirement of our current Fire Chief. The Officer will have a year of training with Chief Lucich before the decision would have to be made on selecting his replacement.

This option for a part-time Training Officer is a very good short term staffing solution for next fiscal year, but it is not a long-term staffing plan. The longer-term staffing plan will involve consideration of regional delivery of fire services, which will be discussed in detail over the course of 2020.

**Financial Impact:**

The cost is to be determined for a half-time Fire Training Officer for FY 2021.

**Alternative:**

Council may have other Fire Department options to discuss.

**Suggested Motion:**

No formal Council action is anticipated at this time.

# Memo

**To:** Lafayette City Council thru the City Administrator  
**From:** Terry Lucich, Fire Chief  
**Date:** October 4, 2019  
**Subject:** Training Officer for FY 2021

---

As we look to the opening of a new station and my future retirement, now is a good time to look at staffing options. The preferred option that we have discussed internally is hiring a Fire Training Officer in collaboration with the Carlton Fire District. This Officer would be part-time in both Lafayette and Carlton, much like the Chief position is currently.

By hiring a Training Officer, I feel we can select a person who can be trained to possibly be the next Chief. I will have a year to work with this person to see if he/she is ready to move up to be the next Chief for both jurisdictions. In the meantime, we will have another part-time employee to staff the new station and provide important departmental services.

This Training Officer option will lower our cost by splitting the time and cost with Carlton Fire District. It will also continue our good relationship with the Carlton Fire District that started twenty years ago.

I recommend that staff proceed in this direction as we prepare our budget for the next budget year. If you have any question do not hesitate to call on me. I will be at the next Council meeting to answer any questions the best I can.



# Lafayette City Council

Meeting Date: October 10, 2019

Agenda Item: Prohibition on Outdoor Burning of Debris

---

**Requested Council Action:**

Depending on Council discussion, consider directing staff to proceed with an ordinance and schedule a first reading and public hearing.

**Staff Recommendation:**

Prohibit outdoor burning of debris.

**Background:**

Lafayette residents may currently burn debris outdoors from October 1- December 15 and from March 1- June 15. These dates are set and regulated by the Oregon Department of Environmental Quality. Staff is recommending that Council consider a prohibition on outdoor burning of debris at all times. The justifications for the prohibition are threefold: improve air quality; reduce the danger to people and property; and reduce the burden of enforcement. Instead of burning yard debris, Lafayette residents with garbage service have the convenient option of dumping their year debris at Recology in McMinnville free of charge.

Attached is a memo from Terry Lucich, Fire Chief, who summarizes this issue and will be present to discuss this topic with Council on October 10. A prohibition on the outdoor burning of debris does not prevent outdoor cooking or recreational fires. Chief Lucich refers to the Dundee Ordinance, Chapter 8.12, which is also attached for your reference. The Dundee prohibition is clear, easily enforced, and allows cooking and recreational fires.

**Financial Impact:**

None.

**Alternative:**

Not proceed with any outdoor burning restrictions at this time.

**Suggested Motion:**

No formal Council action is anticipated.

# Memo

**To:** Lafayette City Council thru the City Administrator  
**From:** Terry Lucich, Fire Chief  
**Date:** October 4, 2019  
**Subject:** Outdoor Burning

---

As it stands now, Oregon DEQ is responsible for establishing and enforcing regulations for open burning and air quality. Outdoor burning is allowed in the City of Lafayette from October 1st to December 15<sup>th</sup> and March 1<sup>st</sup> through June 15<sup>th</sup>. During this time residents are allowed to burn yard debris, but not garbage or construction debris.

Traditionally the Lafayette Fire Department has investigated and enforced outdoor burn rules when the City receives a complaint. Several years ago, all of the fire departments in the county modified their procedures to only respond when an outdoor burn threatens people or property. In Lafayette, however, we continue to respond to all burn complaints, as I have felt this was the right thing to do.

In the last year, the Lafayette Fire Department has responded to 349 calls for service, of which 19 were smoke or illegal burning investigations. Those 19 calls represent 5.4% of the total calls for service.

Generally, when a burning complaint is lodged, it originates from a neighbor who is bothered by the smoke from his neighbor's fire. Sometimes the neighbor sees the fire and is worried about it spreading. Lafayette Fire Department personnel have no enforcement power, and I prefer not to load enforcement duties on volunteers. I want our volunteers to be focused on saving lives and property, and not concerned with enforcement and associated safety concerns.

I request that Council consider implementing an ordinance similar to Dundee, which is attached.

## **Chapter 8.12 OUTDOOR BURNING**

Sections:

[8.12.010 Definitions.](#)

[8.12.020 Outdoor burning prohibited – Exceptions.](#)

[8.12.030 Reimbursement of city costs.](#)

[8.12.040 Violation – Penalty.](#)

Prior legislation: Ord. 440-2006.

### **8.12.010 Definitions.**

As used in this chapter:

“Agricultural burning for disease or pest control” means the outdoor burning of waste infected or infested with a disease or pest for which the county extension service or Oregon Department of Agriculture identifies as having no other practical control.

“Cooking fire” means an outdoor fire used for pleasure, religious, ceremonial, cooking or similar purposes with the fire contained in a fireplace, barbecue grill, barbecue pit, or other similar enclosure specifically designed for outdoor recreation or cooking.

“Outdoor fire” means any outdoor fire within the ordinary definition and understanding of said words, and shall include, but not be limited to, the outdoor burning of grass, hay, straw, or similar material, as well as commercially available fuel, wood, tree limbs, branches, leaves, trimmings, or any other woody debris, and may also include burning other inappropriate material such as waste, debris, trash, rubbish or garbage, regardless of whether the fire is in the open or contained in a fire ring, burn barrel, outdoor fireplace, trash burner, incinerator, barbecue pit, fire pit or other similar burning container.

“Recreation fire” means an outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, barbecue grill, barbecue pit or other enclosure and with a total fuel area of three feet or less in diameter and two feet or less in height for pleasure, religious, ceremonial, cooking or similar purposes.

“Rubbish” means materials ordinarily found in household garbage and trash, including but not limited to food packaging, cardboard and plastic food containers, as well as putrescible and nonputrescible materials. [Ord. 494-2010 Exh. A].

**8.12.020 Outdoor burning prohibited – Exceptions.**

No person shall kindle, start, maintain or allow to be maintained an outdoor fire within the city limits of the city of Dundee with the following exceptions:

- A. Cooking fires and recreation fires.
- B. Fires set and maintained by the Dundee fire department for firefighting training or eliminating a fire hazard that cannot in the judgment of the city fire chief be removed or disposed of in any other practical manner.
- C. Agricultural burning for disease or pest control when the fire is authorized in writing by the Department of Agriculture prior to such burning. A reasonable attempt shall be made to minimize smoke and/or odor caused by such burning so as to not create a nuisance on neighboring properties. [Ord. 494-2010 Exh. A].

**8.12.030 Reimbursement of city costs.**

Any person who conducts an outdoor fire in violation of any state or city burning rule, including rules adopted by the city fire chief, must reimburse the city for all costs associated with a fire department response to that fire in accordance with the most recent reimbursement cost schedule adopted by the city fire chief. [Ord. 494-2010 Exh. A].

**8.12.040 Violation – Penalty.**

- A. A first-time conviction for a violation of this chapter is punishable by a fine of up to \$50.00.
- B. A second conviction for a violation of this chapter is punishable by a fine of up to \$100.00.
- C. A third conviction or any subsequent conviction for a violation of this chapter is punishable by a fine of up to \$500.00. [Ord. 494-2010 Exh. A].

Public works report  
September 2019

September 1<sup>st</sup> – 8<sup>th</sup>

Monthly water samples  
Weld lock gate on dump truck  
Trim trees at 14<sup>th</sup> and bridge and on Washington by veteran's park  
Cold patch pot holes on 2<sup>nd</sup> street  
Move stop sign at 7<sup>th</sup> and Washington  
Weekly sewer samples  
Replace UV lights and ballast and clean trough of effluent at WWTP  
Finish new services for duplexes on Maddison

September 9<sup>th</sup> – 15<sup>th</sup>

Complete hydrant inspections of north half of town  
Door hangers and shut offs  
Dig up and abandon old PVC water service for 127 Maddison  
Remove post for community library to be relocated  
Pull pumps and have serviced at Wilson st. lift station  
Fix auto dialer at Wilson street lift station  
Pull waste pumps at WWTP basin 1 and 2 to trouble shoot and got 2 pumps ordered  
Drain basin 2 to pull up tangled RAS pump to de rag to work properly

September 16<sup>th</sup> – 22<sup>nd</sup>

Work on DMR reports for DEQ  
Get flush truck cracked radiator replaced  
Pull and replace sludge waste pump in digester basin at WWTP  
Install new loaner was pump in basin 2 until ordered ones arrive  
Work with city of Newberg to grease out of Wilson st. lift station wet well  
City staff meeting  
Meter reading  
Prep. abandoned well 7 for pressure testing main line along highway 18

September 23<sup>rd</sup> – 30<sup>th</sup>

Re glue stone steps at Perkins Park  
Fix water leak at city hall  
Weekly garbage round of parks and streets  
Weekly park inspections  
Flush out dead end water lines  
Replace hit pole for dead end sign at 5<sup>th</sup> and Wilson  
Inspect and clean Perkins park bathroom  
Tree trimming at terry park

*Respectfully Submitted*  
*Konrad Dimmitt*  
*Public Works Supervisor*

## Lafayette Metered Water Consumption

Month	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	CF Billed	CF Billed	CF Billed	CF Billed	CF Billed	CF Billed	CF Billed	CF Billed	CF Billed	CF Billed	CF Billed	CF Billed
JANUARY	868,500	681,700	805,700	780,700	811,300	764,800	846,800	893,100	777,500	939,400	919,200	800,600
	6,496,831	5,099,470	6,027,055	5,840,042	6,068,945	5,721,101	6,334,504	6,680,852	5,816,104	7,027,200	6,876,094	5,988,904
FEBRUARY	834,400	757,800	735,500	768,154	884,100	840,400	802,700	806,800	736,000	963,100	766,600	899,500
	6,241,745	5,668,738	5,501,922	5,746,191	6,613,527	6,286,629	6,004,613	6,035,283	5,505,662	7,204,488	5,734,566	6,728,727
MARCH	740,900	761,600	688,900	690,086	687,047	723,200	729,200	786,400	840,100	844,800	828,500	998,422
	5,542,317	5,697,164	5,153,330	5,162,202	5,139,468	5,409,912	5,454,795	5,882,681	6,284,384	6,319,543	6,197,610	7,468,715
APRIL	878,100	815,800	790,300	811,613	792,018	740,900	814,200	905,300	829,500	873,700	763,700	809,900
	6,568,644	6,102,608	5,911,855	6,071,287	5,924,706	5,542,317	6,090,639	6,772,114	6,205,091	6,535,730	5,712,873	6,058,473
MAY	922,900	856,800	837,000	751,800	917,913	1,315,900	778,300	900,300	951,300	925,000	1,092,600	1,094,500
	6,903,771	6,409,309	6,261,195	5,623,855	6,866,466	9,843,616	5,822,088	6,734,712	7,116,218	6,919,481	8,173,216	8,187,429
JUNE	1,106,400	1,254,500	858,700	918,200	908,500	1,057,100	1,176,400	1,296,800	1,382,700	1,313,500	1,244,700	1,316,900
	8,276,447	9,384,312	6,423,522	6,868,613	6,796,052	7,907,657	8,800,083	9,700,738	10,343,314	9,825,662	9,311,003	9,851,096
JULY	1,774,900	1,520,900	1,318,900	1,276,800	1,176,200	1,367,100	1,565,100	1,848,900	1,544,400	1,801,100	1,501,200	1,404,800
	13,277,174	11,377,122	9,866,057	9,551,127	8,798,587	10,226,618	11,707,761	13,830,732	11,552,914	13,473,164	11,229,756	10,508,634
AUGUST	1,545,600	1,570,300	1,642,000	1,467,054	1,703,472	1,630,800	1,494,400	1,582,900	1,694,600	1,634,800	1,682,200	1,623,200
	11,561,891	11,746,660	12,283,013	10,974,326	12,742,855	12,199,231	11,178,888	11,840,914	12,676,488	12,229,153	12,583,730	12,142,379
SEPTEMBER	1,195,800	1,304,400	1,187,300	1,387,300	1,263,336	1,176,000	1,339,100	1,240,000	1,584,200	1,105,100	1,244,200	1220600
	8,945,205	9,757,590	8,881,621	10,377,725	9,450,410	8,797,091	10,017,164	9,275,844	11,850,639	8,266,722	9,307,262	9,130,722
OCTOBER	974,900	906,600	843,600	900,200	1,095,700	876,600	1,020,700	895,400	953,400	942,200	920,200	
	7,292,758	6,781,839	6,310,566	6,733,964	8,196,405	6,557,423	7,635,366	6,698,057	7,131,927	7,048,145	6,883,574	0
NOVEMBER	839,400	745,800	728,600	812,500	757,900	752,300	817,600	759,500	958,900	918,200	952,700	
	6,279,148	5,578,971	5,450,306	6,077,922	5,669,486	5,627,595	6,116,073	5,681,455	7,173,070	6,868,613	7,126,691	0
DECEMBER	993,100	807,200	782,400	763,100	784,200	796,100	730,300	779,600	846,800	819,900	827,700	
	7,428,904	6,038,275	5,852,758	5,708,384	5,866,223	5,955,242	5,463,023	5,831,813	6,334,504	6,133,278	6,191,626	0
<b>YEARLY AVG</b>	<b>1,056,242</b>	<b>998,617</b>	<b>934,908</b>	<b>943,959</b>	<b>981,807</b>	<b>1,003,433</b>	<b>1,009,567</b>	<b>1,057,917</b>	<b>1,091,617</b>	<b>1,090,067</b>	<b>1,061,958</b>	<b>1,129,825</b>

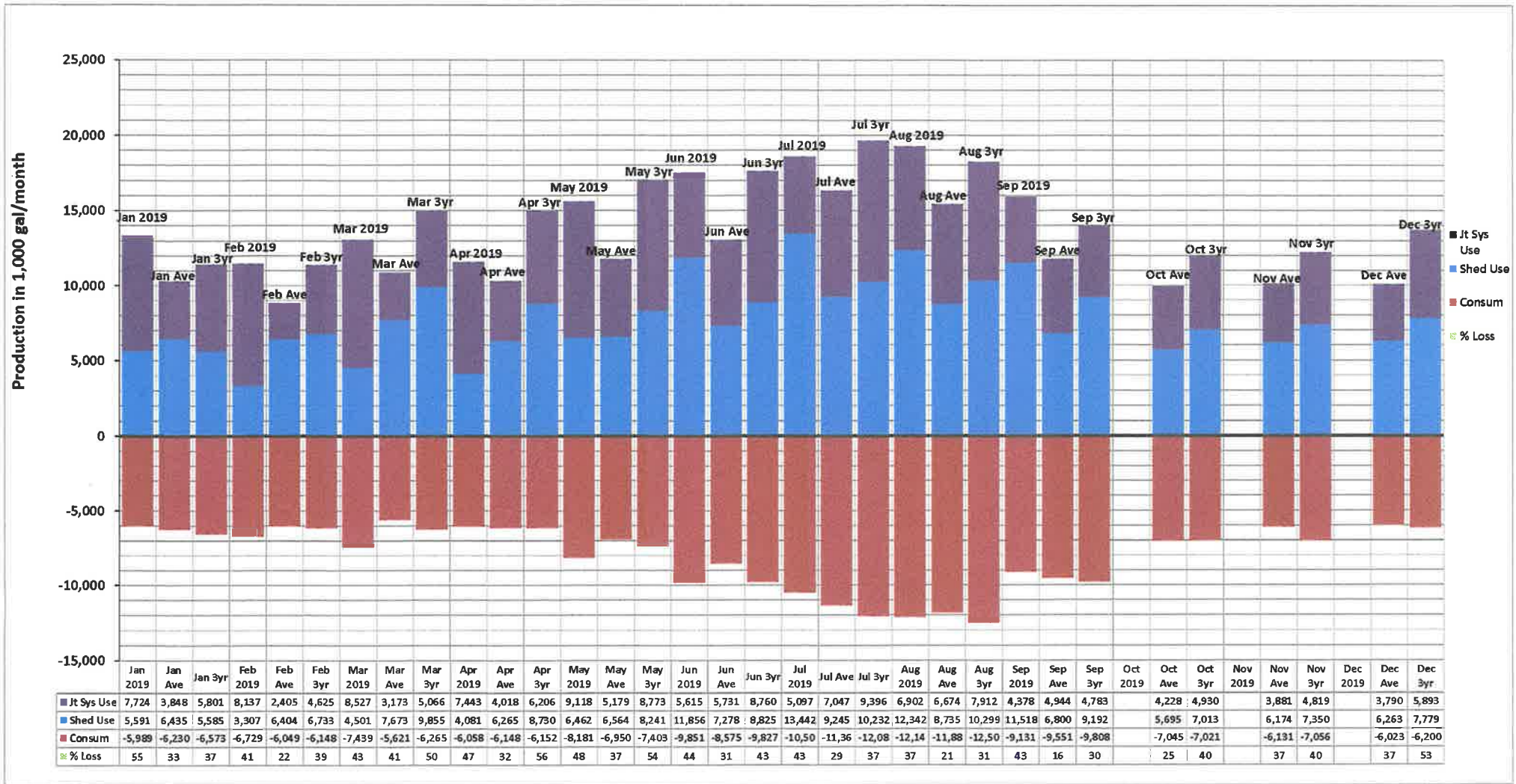
	Meters Billed	Meters Billed	Meters Billed	Meters Billed	Meters Billed	Meters Billed	Meters Billed	Meters Billed	Meters Billed	Meters Billed	Meters Billed	Meters Billed
JANUARY	1,269	1,277	1,257	1,240	1,245	1,260	1,266	1,310	1,390	1,446	1,457	1,461
FEBRUARY	1,278	1,274	1,271	1,239	1,245	1,252	1,269	1,320	1,399	1,454	1,452	1,463
MARCH	1,271	1,278	1,260	1,249	1,238	1,260	1,270	1,320	1,406	1,458	1,467	1,468
APRIL	1,277	1,278	1,259	1,246	1,247	1,254	1,269	1,319	1,411	1,461	1,465	1,467
MAY	1,280	1,275	1,261	1,257	1,251	1,267	1,276	1,321	1,417	1,467	1,469	1,460
JUNE	1,285	1,276	1,256	1,248	1,263	1,276	1,282	1,328	1,389	1,466	1,466	1,461
JULY	1,282	1,266	1,259	1,261	1,272	1,278	1,292	1,378	1,419	1,463	1,454	1,471
AUGUST	1,284	1,275	1,270	1,257	1,281	1,273	1,303	1,381	1,440	1,456	1,469	1,470
SEPTEMBER	1,286	1,288	1,265	1,257	1,272	1,269	1,319	1,389	1,449	1,457	1,466	1,477
OCTOBER	1,292	1,273	1,260	1,261	1,265	1,284	1,309	1,376	1,444	1,463	1,458	
NOVEMBER	1,281	1,270	1,253	1,254	1,261	1,270	1,302	1,376	1,446	1,458	1,466	
DECEMBER	1,279	1,258	1,267	1,252	1,260	1,259	1,314	1,376	1,453	1,459	1,461	
<b>YEARLY AVG</b>	<b>1,280</b>	<b>1,274</b>	<b>1,262</b>	<b>1,252</b>	<b>1,258</b>	<b>1,267</b>	<b>1,289</b>	<b>1,350</b>	<b>1,422</b>	<b>1,459</b>	<b>1,463</b>	1,466

<b>AVG CONS PER METER (C F)</b>	<b>825</b>	<b>784</b>	<b>741</b>	<b>754</b>	<b>780</b>	<b>792</b>	<b>783</b>	<b>784</b>	<b>768</b>	<b>747</b>	<b>726</b>	770
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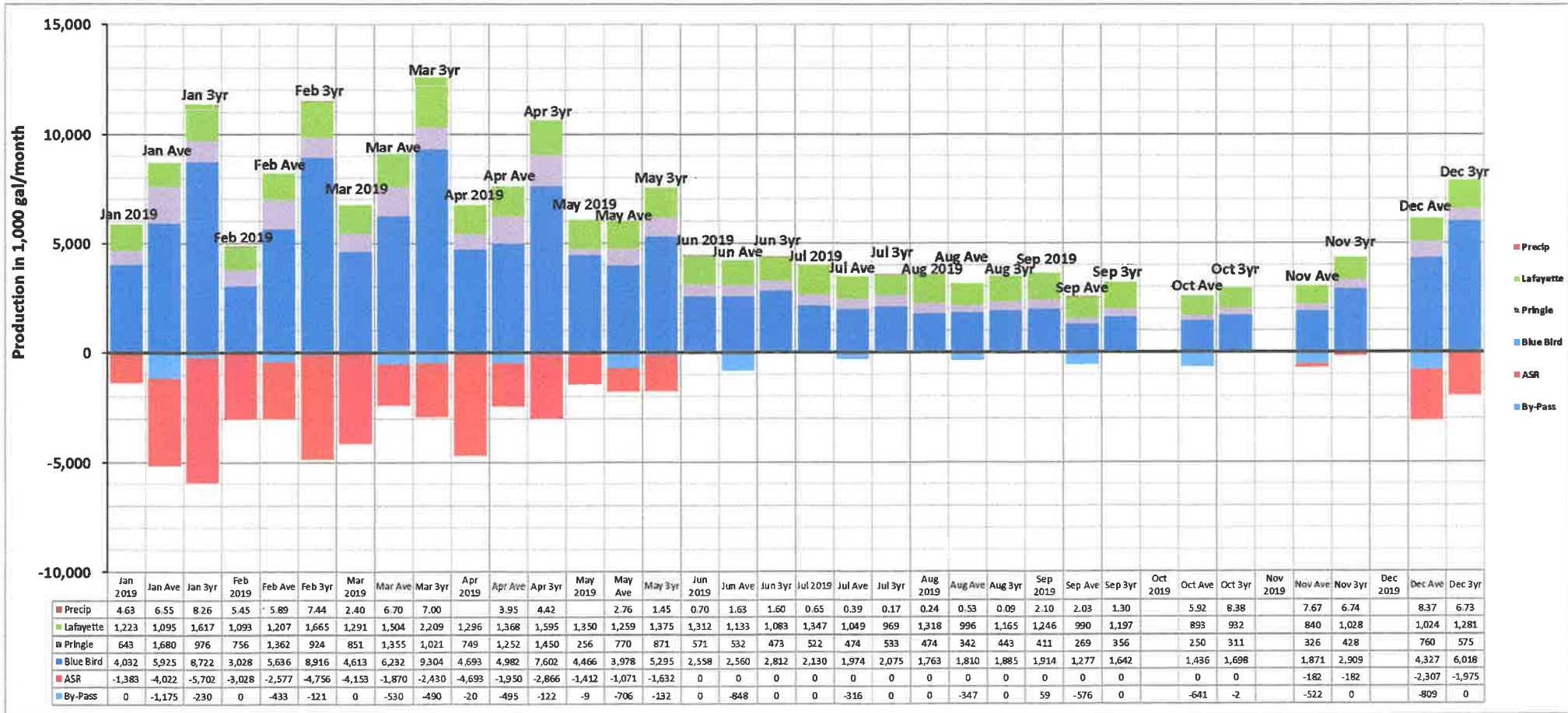
# Lafayette Total Usage for 2019

with Average Usage for 2007-2018; 3 Year Average for 2016-2018



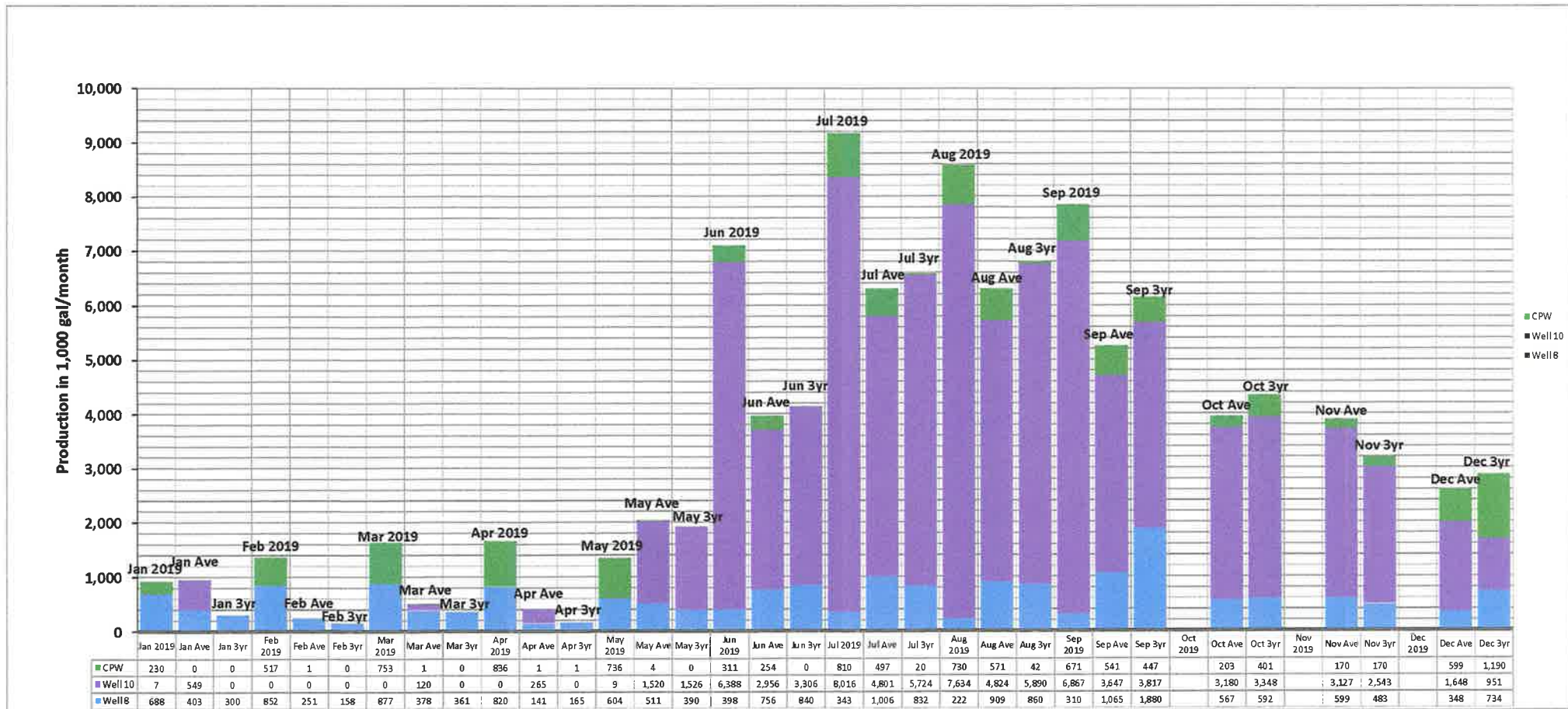
# Spring Production for 2019

with Average Production for 2007-2018; 3 Year Average for 2016-2018



# Watershed Well Production for 2019

with Average Production for 2007-2018; 3 Year Average 2016-2018



# Joint System Well Production for 2019

## with Average Production for 2007-2018; 3 Year Average for 2016-2018



# Memo

**To:** Lafayette City Council  
**From:** Terry Lucich, Fire Chief  
**Date:** October 4, 2019  
**Subject:** Monthly Report

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1. The annual Fire Chiefs Run /Walk is this Saturday October 5<sup>th</sup> at 0900. This year's start will be at Perkins Park we are hoping for good weather and a good crowd of runners. The money raised will help support our Christmas Toy Program and buy equipment for the department personnel
2. Fire season is just about over in the state this year and back yard burning starts October 1<sup>st</sup> in the city. If you want to burn line (503 472 3344) to see if the weather conditions are favorable for air quality.
3. The Yamhill County Firefighter Academy starts this month for new firefighters in the county. We have three new firefighters in the fall academy
4. We have 20 members and have had 350 calls this year.

If you have any questions please do not hesitate to call me.

# EMS/Fire Incident List

Starts With  Search All Columns

Note: Changing the filters or searching will deselect everything currently selected. (1/38 selected)

View:  EMS/Fire Incident List  View All

Refresh:

Unit Notified/Alarm Time: 09/01/2019 to 10/01/2019  Incident Status: Equal

Bulk Actions   Select All Records (38) Results Per Page 50 1 - 38 of 38

Form Type	Locked	Validity	Status	Unit Notified/Alarm Time	Incident Number	Response Number	Created By	Incident Address	
		100	Completed	9/30/2019 13:09:00	2019349		Terry Lucich	Abbey	
		100	Completed	9/30/2019 13:02:00	2019348		Terry Lucich	7th	
		100	Completed	9/30/2019 11:32:00	2019347		Terry Lucich	Riverside	
		100	Completed	9/30/2019 06:56:00	2019346		Terry Lucich	99 and mineral	
		100	Completed	9/29/2019 14:22:00	2019345		Terry Lucich	5th	
		100	Completed	9/28/2019 14:35:00	2019343		Terry Lucich	Kreder	
		100	Completed	9/26/2019 20:34:00	2019342		Terry Lucich	Lafayette Highway	
		100	Completed	9/25/2019 11:49:00	201919341		Terry Lucich	7th	
		100	Completed	9/25/2019 10:11:00	2019340		Terry Lucich	Hilltop	
		100	Completed	9/24/2019 16:50:00	2019339		Terry Lucich	9th	
		100	Completed	9/24/2019 14:41:00	2019338		Terry Lucich	Market	
		100	Completed	9/24/2019 12:55:00	2019344		Terry Lucich	11th	
		100	Completed	9/23/2019 22:41:00	2019337		Terry Lucich	Crystal	
		100	Completed	9/23/2019 16:39:00	2019336		Terry Lucich	Breyman Orchards	
		100	Completed	9/21/2019 13:33:00	2019335		Terry Lucich	Hilltop	
		100	Completed	9/21/2019 10:12:00	2019334		Terry Lucich	9th	
		100	Completed	9/19/2019 10:55:00	2019333		Terry Lucich	Market	
		100	Completed	9/18/2019 12:35:00	2019332		Terry Lucich	Breyman Orchard	
		100	Completed	9/18/2019 01:15:00	2019331		Terry Lucich	Adams	
		100	Completed	9/16/2019 23:08:00	2019331		Terry Lucich	2nd	
		100	Completed	9/16/2019 10:01:00	2019330		Terry Lucich	9th	
		100	In Progress	9/14/2019 12:23:00	2019329		Terry Lucich	3rd Highway Apt 39	

EMS/Fire Incident List

	100	Completed	9/14/2019 03:11:00	2019328	Terry Lucich	12th				
	100	Completed	9/13/2019 12:34:00	2019327	Terry Lucich	9th				
	100	Completed	9/12/2019 20:43:00	2019326	Terry Lucich	Timmons				
	100	Completed	9/12/2019 19:33:00	2019325	Terry Lucich	9th				
	100	Completed	9/12/2019 15:49:00	2019324	Terry Lucich	Stoller and 99w				
	100	Completed	9/12/2019 10:11:00	2019323	Terry Lucich	Cosms				
	100	Completed	9/11/2019 13:47:00	2019321	Terry Lucich	8th				
	100	Completed	9/9/2019 18:45:00	2019320	Terry Lucich	9th				
	100	Completed	9/8/2019 20:01:00	2019319	Terry Lucich	15th				
	100	Completed	9/7/2019 20:06:00	2019318	Terry Lucich	Hidden Meado				
	100	Completed	9/5/2019 14:12:00	2019317	Terry Lucich	3rd				
	100	Completed	9/4/2019 11:46:00	2019317	Terry Lucich	99w				
	100	Completed	9/2/2019 18:34:00	2019315	Terry Lucich	15th				
	100	Completed	9/1/2019 22:06:00	2019315	Terry Lucich	Roosevelt				
	100	Completed	9/1/2019 20:47:00	2019314	Terry Lucich	Old McMinnville				
	100	Completed	9/1/2019 09:09:00	2019313	Terry Lucich	Gun Club and Mineral Springs				

Results Per Page  1 - 38 of 38

A/P Control Report

from 9/6/2019 to 10/3/2019

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
39782	2206	ECONOMIC ADVANCEME	1	1	Yes	2020 3		9/9/2019	9/9/2019		\$500.00
		Desc: CONSULTING SERVICES									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01.2.558			500.00		0.00	0		
		Desc: MAIN STREET VISION									
39785	1099	OREGON HEALTH AUTHO	1	2019SEP	Yes	2020 3		9/9/2019	9/9/2019		\$4,125.00
		Desc: STATE PLAN REVIEW - INTERTIE									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	04.0.741			4,125.00		0.00	86	04-01	ENGR
		Desc: FACILITY IMPROVEMENTS/									
39787	2173	MARIE SPROUL	1	2019AUG CR	Yes	2020 3		9/10/2019	9/10/2019		\$1,097.79
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01.1.697			-1,097.79		0.00	0		
		Desc: MAYOR / COUNCIL									
39789	2208	KARIE BERNARDS	1	2019SEP	Yes	2020 3		9/10/2019	9/10/2019		\$38.98
		Desc: FD REIMBURSEMENT									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01.7.673			38.98		0.00	0		
		Desc: VEHICLE OPERATION & M									
39790	1040	CASELLE, INC.	1	97316	Yes	2020 3		9/10/2019	9/10/2019		\$75.00
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01.4.614			75.00		0.00	0		
		Desc: COMPUTER SOFTWARE S									
39791	83	CASCADE COLUMBIA DIS	1	759089	Yes	2020 3		9/10/2019	9/10/2019		\$540.00
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	04.0.622			540.00		0.00	0		
		Desc: OPERATING SUPPLIES									
39792	1520	DORMERS EMBROIDERY	1	38028	Yes	2020 3		9/10/2019	9/10/2019		\$344.00
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	03.0.624			172.00		0.00	0		
		Desc: CLOTHING/PPE									
		2	04.0.624			172.00		0.00	0		
		Desc: CLOTHING/PPE									
39793	1083	EXPRESS PERSONNEL S	1	22860426	Yes	2020 3		9/10/2019	9/10/2019		\$1,849.91
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	03.0.590			93.17		0.00	0		
		Desc: SERVICE CONTRACTS									
		2	04.0.590			93.17		0.00	0		
		Desc: SERVICE CONTRACTS									
		3	01.6.590			186.34		0.00	0		
		Desc: SERVICE CONTRACTS									
		4	05.0.590			559.02		0.00	0		
		Desc: SERVICE CONTRACTS									
		5	01.1.590			306.07		0.00	0		
		Desc: SERVICE CONTRACTS									
		6	03.0.590			306.07		0.00	0		
		Desc: SERVICE CONTRACTS									
		7	04.0.590			306.07		0.00	0		
		Desc: SERVICE CONTRACTS									

A/P Control Report

from 9/6/2019 to 10/3/2019

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
39795	1578	FRESH AIRE OFFICE FRA	1	08-111921	Yes	2020 3		9/10/2019	9/10/2019		\$20.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.1.677 FACILITY MAINTENANCE & 20.00 0.00 0											
Desc:											
39796	979	FERGUSON WATERWOR	1	0791899	Yes	2020 3		9/10/2019	9/10/2019		\$284.66
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 04.0.741 FACILITY IMPROVEMENTS/ 284.66 0.00 0											
Desc:											
39797	979	FERGUSON WATERWOR	1	0792694	Yes	2020 3		9/10/2019	9/10/2019		\$958.50
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 04.0.676 SYSTEM REPAIRS & MAINT 958.50 0.00 0											
Desc:											
39798	979	FERGUSON WATERWOR	1	0798897	Yes	2020 3		9/10/2019	9/10/2019		\$173.39
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 04.0.676 SYSTEM REPAIRS & MAINT 173.39 0.00 0											
Desc:											
39800	979	FERGUSON WATERWOR	1	0798892	Yes	2020 3		9/10/2019	9/10/2019		\$197.04
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 04.0.676 SYSTEM REPAIRS & MAINT 197.04 0.00 0											
Desc:											
39802	1684	HAWORTH INC	1	2019SEP PE#2	Yes	2020 3		9/10/2019	9/10/2019		\$20,857.25
Desc: CIP #4 - 4TH STREET SEWER											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.741 FACILITY IMPROVEMENTS 11,680.06 0.00 81 03-01 CONST											
Desc:											
2 13.0.767 SDC CAPITAL PROJECT (I 9,177.19 0.00 81 13-01 CONST											
Desc:											
39804	2207	A & A DRILLING SERVICE	1	51000	Yes	2020 3		9/11/2019	9/11/2019		\$775.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 04.0.590 SERVICE CONTRACTS 775.00 0.00 0											
Desc:											
39806	1595	INNOVA NW	1	20124	Yes	2020 3		9/11/2019	9/11/2019		\$120.48
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.1.590 SERVICE CONTRACTS 120.48 0.00 0											
Desc:											
39807	695	LOWE'S COMPANIES, INC	1	977226	Yes	2020 3		9/11/2019	9/11/2019		\$3,507.57
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.6.725 LARGE EQUIPMENT 3,507.57 0.00 0											
Desc: MOWER-CIS GRANT											
39808	695	LOWE'S COMPANIES, INC	1	910499	Yes	2020 3		9/11/2019	9/11/2019		\$56.62
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.6.671 SMALL TOOLS, EQUIPMEN 56.62 0.00 0											
Desc:											

A/P Control Report

from 9/6/2019 to 10/3/2019

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
39809	695	LOWE'S COMPANIES, INC	1	908635	Yes	2020 3		9/11/2019	9/11/2019		\$11.32
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01.6.671			SMALL TOOLS, EQUIPMEN	11.32	0.00	0		
		Desc:									
39810	695	LOWE'S COMPANIES, INC	1	908744	Yes	2020 3		9/11/2019	9/11/2019		\$73.20
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01.6.671			SMALL TOOLS, EQUIPMEN	73.20	0.00	0		
		Desc:									
39811	695	LOWE'S COMPANIES, INC	1	905394	Yes	2020 3		9/11/2019	9/11/2019		\$26.58
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	04.0.676			SYSTEM REPAIRS & MAINT	26.58	0.00	0		
		Desc:									
39812	695	LOWE'S COMPANIES, INC	1	914236	Yes	2020 3		9/11/2019	9/11/2019		\$2,754.05
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01.6.725			LARGE EQUIPMENT	-2,754.05	0.00	0		
		Desc:									
39813	695	LOWE'S COMPANIES, INC	1	910600	Yes	2020 3		9/11/2019	9/11/2019		\$116.85
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01.6.671			SMALL TOOLS, EQUIPMEN	116.85	0.00	0		
		Desc:									
39814	695	LOWE'S COMPANIES, INC	1	909822	Yes	2020 3		9/11/2019	9/11/2019		\$202.16
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	03.0.624			CLOTHING/PPE	61.09	0.00	0		
		Desc:									
		2	04.0.624			CLOTHING/PPE	61.09	0.00	0		
		Desc:									
		3	03.0.671			SMALL TOOLS, EQUIPMEN	39.99	0.00	0		
		Desc:									
		4	04.0.671			SMALL TOOLS, EQUIPMEN	39.99	0.00	0		
		Desc:									
39815	743	McMINNVILLE WATER & L	1	2019SEP 67511	Yes	2020 3		9/11/2019	9/11/2019		\$333.53
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	04.0.661			UTILITIES	333.53	0.00	0		
		Desc:									
39816	743	McMINNVILLE WATER & L	1	2019SEP 89021	Yes	2020 3		9/11/2019	9/11/2019		\$724.83
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	04.0.661			UTILITIES	724.83	0.00	0		
		Desc:									
39817	1915	MAC WELDING & FABRIC	1	17651	Yes	2020 3		9/11/2019	9/11/2019		\$169.04
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	01.6.590			SERVICE CONTRACTS	169.04	0.00	0		
		Desc:									
39818	36	OREGON ASSOCIATION O	1	27026	Yes	2020 3		9/11/2019	9/11/2019		\$415.00
		Desc:									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category

**CITY OF LAFAYETTE**

**A/P Control Report**

from 9/6/2019 to 10/3/2019

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
		1 04.0.657		SCHOOLING & CERTIFICAT			415.00		0.00	0	
		Desc:									
39820	389	ORE VAC, INC	1	4899	Yes	2020 3		9/11/2019	9/11/2019		\$1,170.00
		Desc:									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	04.0.590	SERVICE CONTRACTS			1,170.00	0.00	0		
		Desc:									
39821	813	NATIONAL HOSE TESTIN	1	48692	Yes	2020 3		9/11/2019	9/11/2019		\$2,046.68
		Desc:									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	01.7.629	EQUIPMENT TESTING			2,046.68	0.00	0		
		Desc:									
39822	15	NW NATURAL	1	2019SEP 2674-0	Yes	2020 3		9/11/2019	9/11/2019		\$21.59
		Desc:									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	01.7.661	UTILITIES			21.59	0.00	0		
		Desc:									
39823	15	NW NATURAL	1	2019SEP 2673-2	Yes	2020 3		9/11/2019	9/11/2019		\$16.48
		Desc:									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	01.1.661	UTILITIES			16.48	0.00	0		
		Desc:									
39824	2092	OREGON NATIVE DRILLIN	1	0010566	Yes	2020 3		9/11/2019	9/11/2019		\$2,000.00
		Desc:									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	04.0.590	SERVICE CONTRACTS			2,000.00	0.00	0		
		Desc:									
39825	17	ONE CALL CONCEPTS, IN	1	9080405	Yes	2020 3		9/11/2019	9/11/2019		\$26.46
		Desc:									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	03.0.661	UTILITIES			13.23	0.00	0		
		Desc:									
		2	04.0.661	UTILITIES			13.23	0.00	0		
		Desc:									
39826	520	ODOR CONTROL CO., INC	1	14173	Yes	2020 3		9/11/2019	9/11/2019		\$422.02
		Desc:									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	03.0.622	OPERATING SUPPLIES			422.02	0.00	0		
		Desc:									
39827	2209	VICTORIA & CHRISTOPHE	1	2019SEP	Yes	2020 3		9/11/2019	9/11/2019		\$24.39
		Desc: UTILITY DEPOSIT REFUND									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	35.0.632	UTILITY DEPOSIT REFUND			24.39	0.00	0		
		Desc:									
39828	1654	PROFECTUS INC	1	EUG09190081	Yes	2020 3		9/11/2019	9/11/2019		\$226.52
		Desc:									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	01.6.677	FACILITY MAINTENANCE &			226.52	0.00	0		
		Desc:									
39829	1441	PORTLAND ENGINEERIN	1	8941	Yes	2020 3		9/11/2019	9/11/2019		\$50.00
		Desc:									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	04.0.663	COMMUNICATIONS/TELEP			50.00	0.00	0		
		Desc:									

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39830	20	QUILL CORPORATION	1	9788565	Yes	2020 3		9/11/2019	9/11/2019		\$175.71
Desc:											
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	01.1.611	OFFICE SUPPLIES			0.25	0.00	0			
Desc:											
	2	01.1.677	FACILITY MAINTENANCE &			7.29	0.00	0			
Desc:											
	3	01.1.677	FACILITY MAINTENANCE &			15.99	0.00	0			
Desc:											
	4	03.0.611	OFFICE SUPPLIES			45.97	0.00	0			
Desc:											
	5	04.0.611	OFFICE SUPPLIES			45.97	0.00	0			
Desc:											
	6	01.1.611	OFFICE SUPPLIES			0.25	0.00	0			
Desc:											
	7	01.1.677	FACILITY MAINTENANCE &			30.00	0.00	0			
Desc:											
	8	04.0.677	FACILITY MAINTENANCE &			29.99	0.00	0			
Desc:											
39831	20	QUILL CORPORATION	1	9788676	Yes	2020 3		9/11/2019	9/11/2019		\$100.01
Desc:											
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	01.1.677	FACILITY MAINTENANCE &			48.99	0.00	0			
Desc:											
	2	01.7.677	FACILITY MAINTENANCE &			13.48	0.00	0			
Desc:											
	3	01.1.611	OFFICE SUPPLIES			4.29	0.00	0			
Desc:											
	4	01.1.611	OFFICE SUPPLIES			16.29	0.00	0			
Desc:											
	5	01.1.611	OFFICE SUPPLIES			16.96	0.00	0			
Desc:											
39832	5	RECOLOGY WESTERN O	1	12120390	Yes	2020 3		9/11/2019	9/11/2019		\$473.74
Desc:											
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	03.0.661	UTILITIES			142.12	0.00	0			
Desc:											
	2	04.0.661	UTILITIES			331.62	0.00	0			
Desc:											
39833	5	RECOLOGY WESTERN O	1	12120317	Yes	2020 3		9/11/2019	9/12/2019		\$263.06
Desc:											
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	01.6.661	UTILITIES			263.06	0.00	0			
Desc:											
39834	5	RECOLOGY WESTERN O	1	12120499	Yes	2020 3		9/11/2019	9/12/2019		\$46.00
Desc:											
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	01.1.661	UTILITIES			46.00	0.00	0			
Desc:											
39835	2210	PEDRO & EMIGDIA RODRI	1	2019SEP	Yes	2020 3		9/11/2019	9/12/2019		\$202.00
Desc: UTILITY DEPOSIT REFUND											
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	35.0.632	UTILITY DEPOSIT REFUND			202.00	0.00	0			
Desc:											

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39836	156	SEAWESTERN FIRE APPA	1	1060	Yes	2020 3		9/11/2019	9/11/2019		\$1,220.20
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.7.625 TURNOUTS/PPE 1,220.20 0.00 0											
Desc:											
39839	1633	VERIZON WIRELESS	1	9836846477	Yes	2020 3		9/11/2019	9/11/2019		\$287.80
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.663 COMMUNICATIONS/TELEP 143.90 0.00 0											
Desc:											
2 04.0.663 COMMUNICATIONS/TELEP 143.90 0.00 0											
Desc:											
39840	2202	WATER DROP WATER/WA	1	2	Yes	2020 3		9/11/2019	9/11/2019		\$1,657.50
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.590 SERVICE CONTRACTS 1,657.50 0.00 0											
Desc:											
39841	45	WILCO	1	568975	Yes	2020 3		9/11/2019	9/11/2019		\$323.96
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.624 CLOTHING/PPE 161.98 0.00 0											
Desc:											
2 04.0.624 CLOTHING/PPE 161.98 0.00 0											
Desc:											
39842	45	WILCO	1	569240	Yes	2020 3		9/11/2019	9/11/2019		\$39.58
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.671 SMALL TOOLS, EQUIPMEN 39.58 0.00 0											
Desc:											
39843	45	WILCO	1	569505	Yes	2020 3		9/11/2019	9/11/2019		\$73.70
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.6.671 SMALL TOOLS, EQUIPMEN 73.70 0.00 0											
Desc:											
39844	45	WILCO	1	569871	Yes	2020 3		9/11/2019	9/11/2019		\$30.95
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.677 FACILITY MAINTENANCE & 30.95 0.00 0											
Desc:											
39845	45	WILCO	1	145770	Yes	2020 3		9/11/2019	9/11/2019		\$787.25
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.7.673 VEHICLE OPERATION & M 251.90 0.00 0											
Desc:											
2 03.0.673 VEHICLE OPERATION & M 89.23 0.00 0											
Desc:											
3 03.0.674 EQUIPMENT OPERATION & 89.23 0.00 0											
Desc:											
4 04.0.673 VEHICLE OPERATION & M 89.23 0.00 0											
Desc:											
5 04.0.674 EQUIPMENT OPERATION & 89.22 0.00 0											
Desc:											
6 05.0.673 VEHICLE OPERATION & M 89.22 0.00 0											
Desc:											





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39866	2206	ECONOMIC ADVANCEME	1	2	Yes	2020 3		9/25/2019	9/25/2019		\$500.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.2.558 MAIN STREET VISION 500.00 0.00 0											
Desc:											
39868	1083	EXPRESS PERSONNEL S	1	22970039	Yes	2020 3		9/25/2019	9/25/2019		\$101.32
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.1.590 SERVICE CONTRACTS 33.77 0.00 0											
Desc:											
2 03.0.590 SERVICE CONTRACTS 33.77 0.00 0											
Desc:											
3 04.0.590 SERVICE CONTRACTS 33.78 0.00 0											
Desc:											
39870	1083	EXPRESS PERSONNEL S	1	22923840	Yes	2020 3		9/25/2019	9/25/2019		\$1,013.20
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.1.590 SERVICE CONTRACTS 337.73 0.00 0											
Desc:											
2 03.0.590 SERVICE CONTRACTS 337.73 0.00 0											
Desc:											
3 04.0.590 SERVICE CONTRACTS 337.74 0.00 0											
Desc:											
39871	1083	EXPRESS PERSONNEL S	1	22891875	Yes	2020 3		9/25/2019	9/25/2019		\$810.56
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.1.590 SERVICE CONTRACTS 270.19 0.00 0											
Desc:											
2 03.0.590 SERVICE CONTRACTS 270.19 0.00 0											
Desc:											
3 04.0.590 SERVICE CONTRACTS 270.18 0.00 0											
Desc:											
39872	1083	EXPRESS PERSONNEL S	1	22788041	Yes	2020 3		9/25/2019	9/25/2019		\$79.86
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 05.0.590 SERVICE CONTRACTS -79.86 0.00 0											
Desc:											
39874	1624	EDGE ANALYTICAL LABO	1	19-32880	Yes	2020 3		9/25/2019	9/25/2019		\$320.60
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 320.60 0.00 0											
Desc:											
39875	1624	EDGE ANALYTICAL LABO	1	19-34977	Yes	2020 3		9/25/2019	9/25/2019		\$30.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 30.00 0.00 0											
Desc:											
39876	1624	EDGE ANALYTICAL LABO	1	19-33829	Yes	2020 3		9/25/2019	9/25/2019		\$132.80
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 132.80 0.00 0											
Desc:											

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39877	1624	EDGE ANALYTICAL LABO	1	19-33658	Yes	2020 3		9/25/2019	9/25/2019		\$76.80
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 04.0.621 TESTING & SAMPLES 76.80 0.00 0											
Desc:											
39878	1624	EDGE ANALYTICAL LABO	1	19-35226	Yes	2020 3		9/25/2019	9/25/2019		\$60.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 60.00 0.00 0											
Desc:											
39879	1624	EDGE ANALYTICAL LABO	1	19-34717	Yes	2020 3		9/25/2019	9/25/2019		\$320.60
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 320.60 0.00 0											
Desc:											
39880	1624	EDGE ANALYTICAL LABO	1	19-34983	Yes	2020 3		9/25/2019	9/25/2019		\$231.80
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 231.80 0.00 0											
Desc:											
39881	1624	EDGE ANALYTICAL LABO	1	19-35795	Yes	2020 3		9/25/2019	9/25/2019		\$30.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 30.00 0.00 0											
Desc:											
39882	1624	EDGE ANALYTICAL LABO	1	19-33662	Yes	2020 3		9/25/2019	9/25/2019		\$222.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 222.00 0.00 0											
Desc:											
39883	1624	EDGE ANALYTICAL LABO	1	19-36057	Yes	2020 3		9/25/2019	9/25/2019		\$30.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 30.00 0.00 0											
Desc:											
39884	1624	EDGE ANALYTICAL LABO	1	19-33824	Yes	2020 3		9/25/2019	9/25/2019		\$30.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 30.00 0.00 0											
Desc:											
39885	1624	EDGE ANALYTICAL LABO	1	19-32679	Yes	2020 3		9/25/2019	9/25/2019		\$266.60
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 266.60 0.00 0											
Desc:											
39886	1624	EDGE ANALYTICAL LABO	1	19-31836	Yes	2020 3		9/25/2019	9/25/2019		\$242.80
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.621 TESTING & SAMPLES 242.80 0.00 0											
Desc:											
39887	1624	EDGE ANALYTICAL LABO	1	19-30802	Yes	2020 3		9/25/2019	9/25/2019		\$242.80
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											

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		1 03.0.621		TESTING & SAMPLES			242.80		0.00	0	
		Desc:									
39888	1624	EDGE ANALYTICAL LABO	1	19-32878	Yes	2020 3		9/25/2019	9/25/2019		\$30.00
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		03.0.621			30.00	0.00	0		
		Desc:									
39889	1624	EDGE ANALYTICAL LABO	1	19-33062	Yes	2020 3		9/25/2019	9/25/2019		\$30.00
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		03.0.621			30.00	0.00	0		
		Desc:									
39890	1624	EDGE ANALYTICAL LABO	1	19-30789	Yes	2020 3		9/25/2019	9/25/2019		\$105.00
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		03.0.621			105.00	0.00	0		
		Desc:									
39891	1624	EDGE ANALYTICAL LABO	1	19-25202	Yes	2020 3		9/25/2019	9/25/2019		\$2,576.00
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		04.0.621			2,576.00	0.00	0		
		Desc:									
39892	1624	EDGE ANALYTICAL LABO	1	19-32672	Yes	2020 3		9/25/2019	9/25/2019		\$30.00
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		03.0.621			30.00	0.00	0		
		Desc:									
39893	1624	EDGE ANALYTICAL LABO	1	19-31663	Yes	2020 3		9/25/2019	9/25/2019		\$198.80
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		03.0.621			198.80	0.00	0		
		Desc:									
39894	1624	EDGE ANALYTICAL LABO	1	19-33664	Yes	2020 3		9/25/2019	9/25/2019		\$30.00
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		03.0.621			30.00	0.00	0		
		Desc:									
39895	1624	EDGE ANALYTICAL LABO	1	19-33629	Yes	2020 3		9/25/2019	9/25/2019		\$80.00
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		04.0.621			80.00	0.00	0		
		Desc:									
39896	1978	FFA ARCHITECTURE AND	1	240916-019	Yes	2020 3		9/25/2019	9/25/2019		\$26,916.26
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		29.0.730			26,916.26	0.00	79	29-01	CONSL
		Desc:									
39897	856	GSI WATER SOLUTIONS	1	0108.036-2	Yes	2020 3		9/25/2019	9/25/2019		\$2,837.50
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		04.0.741			2,837.50	0.00	86	04-01	CONSL
		Desc:									

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39898	425	GALE'S TOWING & RECO	1	195313	Yes	2020 3		9/25/2019	9/25/2019		\$180.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.673 VEHICLE OPERATION & M 90.00 0.00 0											
Desc:											
2 04.0.673 VEHICLE OPERATION & M 90.00 0.00 0											
Desc:											
39899	1511	GPEC ELECTRICAL CONT	1	6212	Yes	2020 3		9/25/2019	10/5/2019		\$320.23
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.676 SYSTEM REPAIRS & MAINT 320.23 0.00 0											
Desc:											
39900	1511	GPEC ELECTRICAL CONT	1	6192	Yes	2020 3		9/25/2019	9/25/2019		\$190.00
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.676 SYSTEM REPAIRS & MAINT 190.00 0.00 0											
Desc:											
39901	1511	GPEC ELECTRICAL CONT	1	6186	Yes	2020 3		9/25/2019	9/25/2019		\$2,521.36
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 04.0.676 SYSTEM REPAIRS & MAINT 2,521.36 0.00 0											
Desc:											
39903	1684	HAWORTH INC	1	2019SEP FS PE	Yes	2020 3		9/25/2019	9/25/2019		\$28,941.75
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 29.0.734 PROJECT CONSTRUCTION 28,941.75 0.00 79 29-01 CONST											
Desc:											
39904	1684	HAWORTH INC	1	2019SEP PE#3	Yes	2020 3		9/25/2019	9/25/2019		\$3,084.73
Desc: 4TH STREET SEWER											
Line Account Number AP Amount Liq Amount Project Task Category											
1 03.0.741 FACILITY IMPROVEMENTS 1,727.45 0.00 81 03-01 CONST											
Desc:											
2 13.0.767 SDC CAPITAL PROJECT (I 1,357.28 0.00 81 13-01 CONST											
Desc:											
39905	1595	INNOVA NW	1	20496	Yes	2020 3		9/25/2019	9/25/2019		\$479.40
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.1.590 SERVICE CONTRACTS 209.70 0.00 0											
Desc:											
2 01.6.590 SERVICE CONTRACTS 269.70 0.00 0											
Desc:											
39906	713	LABORERS INTERNATION	1	2019SEP	Yes	2020 3		9/25/2019	9/25/2019		\$253.74
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 99.0.143 UNION DUES PAYABLE 253.74 0.00 0											
Desc:											
39907	2069	LONE FIR LANDSCAPING	1	2293	Yes	2020 3		9/25/2019	9/25/2019		\$3,264.75
Desc:											
Line Account Number AP Amount Liq Amount Project Task Category											
1 01.6.590 SERVICE CONTRACTS 3,264.75 0.00 0											
Desc:											
1099											
39908	1476	PRESTON POLASEK	1	2019SEP	Yes	2020 3		9/25/2019	9/25/2019		\$182.81
Desc: REIMBURSEMENT											
Line Account Number AP Amount Liq Amount Project Task Category											

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		1 01.1.651		MILEAGE/TRANSPORATIO			59.01		0.00	0	
		Desc:									
		2 01.1.655		MEETING EXPENSES			123.80		0.00	0	
		Desc:									
39909	1441	PORTLAND ENGINEERIN	1	08993	Yes	2020 3		9/25/2019	9/25/2019		\$457.50
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	03.0.590	SERVICE CONTRACTS			457.50	0.00	0		
		Desc:									
39911	876	REECE JOHNSON PAVIN	1	2019SEP	Yes	2020 3		9/25/2019	9/25/2019		\$1,320.00
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	05.0.676	SYSTEM REPAIRS & MAINT			1,320.00	0.00	0		
		Desc:									
39913	2217	PAMELA T STRINGER	1	2019SEP	Yes	2020 3		9/25/2019	9/25/2019		\$850.00
		Desc:	REFUND PAYMENT ERROR								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	04.0.699	MISCELLANEOUS			850.00	0.00	0		
		Desc:									
39915	157	SPANIOL'S STRIPING	1	82019	Yes	2020 3		9/25/2019	9/25/2019		\$3,550.00
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	05.0.590	SERVICE CONTRACTS			3,550.00	0.00	0		
		Desc:									1099
39917	156	SEAWESTERN FIRE APPA	1	INV1952	Yes	2020 3		9/25/2019	9/25/2019		\$850.60
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	01.7.625	TURNOUTS/PPE			850.60	0.00	0		
		Desc:									
39918	156	SEAWESTERN FIRE APPA	1	INV2011	Yes	2020 3		9/25/2019	9/25/2019		\$311.20
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	01.7.625	TURNOUTS/PPE			311.20	0.00	0		
		Desc:									
39919	22	STAPLES CREDIT PLAN	1	2337131191	Yes	2020 3		9/25/2019	9/25/2019		\$142.85
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	03.0.611	OFFICE SUPPLIES			81.99	0.00	0		
		Desc:									
		2	01.1.611	OFFICE SUPPLIES			60.86	0.00	0		
		Desc:									
39920	22	STAPLES CREDIT PLAN	1	2337135321	Yes	2020 3		9/25/2019	9/25/2019		\$101.47
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	01.1.655	MEETING EXPENSES			27.66	0.00	0		
		Desc:									
		2	03.0.611	OFFICE SUPPLIES			36.91	0.00	0		
		Desc:									
		3	04.0.611	OFFICE SUPPLIES			36.90	0.00	0		
		Desc:									
39921	22	STAPLES CREDIT PLAN	1	2349558311	Yes	2020 3		9/25/2019	9/25/2019		\$91.96
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category



A/P Control Report

from 9/6/2019 to 10/3/2019

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
39931	1578	FRESH AIRE OFFICE FRA	1	08-112008	Yes	2020 3		9/26/2019	9/26/2019		\$20.00
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	01.1.677 FACILITY MAINTENANCE &			20.00	0.00	0			
		Desc:									
39932	83	CASCADE COLUMBIA DIS	1	760788	Yes	2020 3		9/26/2019	9/26/2019		\$226.25
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	04.0.622 OPERATING SUPPLIES			226.25	0.00	0			
		Desc:									
39933	709	RIDGWAY SUPPLY	1	0059071	Yes	2020 3		9/26/2019	9/26/2019		\$40.90
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	04.0.676 SYSTEM REPAIRS & MAINT			40.90	0.00	0			
		Desc:									
39934	709	RIDGWAY SUPPLY	1	0059066	Yes	2020 3		9/26/2019	9/26/2019		\$236.68
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	03.0.676 SYSTEM REPAIRS & MAINT			236.68	0.00	0			
		Desc:									
39935	709	RIDGWAY SUPPLY	1	0058948	Yes	2020 3		9/26/2019	9/26/2019		\$2.09
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	04.0.676 SYSTEM REPAIRS & MAINT			2.09	0.00	0			
		Desc:									
39936	709	RIDGWAY SUPPLY	1	0058975	Yes	2020 3		9/26/2019	9/26/2019		\$2.24
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	04.0.676 SYSTEM REPAIRS & MAINT			2.24	0.00	0			
		Desc:									
39937	2034	COMPLETE WIRELESS S	1	94643	Yes	2020 3		9/26/2019	9/26/2019		\$19.80
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	01.7.622 OPERATING SUPPLIES			19.80	0.00	0			
		Desc:									
39938	4	A&E SECURITY ELECTRO	1	172721	Yes	2020 3		9/26/2019	9/26/2019		\$9.75
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	04.0.699 MISCELLANEOUS			9.75	0.00	0			
		Desc:									
39940	2218	MARK KIRKSEY	1	2019SEP	Yes	2020 3		9/26/2019	9/26/2019		\$101.68
		Desc:	UTILITY DEPOSIT REFUND								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	35.0.632 UTILITY DEPOSIT REFUND			101.68	0.00	0			
		Desc:									
39942	1890	QUENCH USA INC	1	02068983	Yes	2020 3		9/27/2019	9/27/2019		\$67.60
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	01.1.661 UTILITIES			67.60	0.00	0			
		Desc:									
39943	46	POSTMASTER-USPS	1	2019OCT BILL	Yes	2020 3		9/27/2019	9/27/2019		\$727.97
		Desc:									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	

**CITY OF LAFAYETTE**

**A/P Control Report**

from 9/6/2019 to 10/3/2019

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
		1 03.0.616		POSTAGE			363.99		0.00	0	
		Desc:									
		2 04.0.616		POSTAGE			363.98		0.00	0	
		Desc:									
39945	587	ING- STATE OF OREGON	1	2019SEP	Yes	2020 3		9/27/2019	9/27/2019		\$200.00
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	99.0.154	DEFERRED COMP PAYABL			200.00	0.00	0		
		Desc:									
39947	1348	CITY SWEEPERS	1	26150	Yes	2020 3		9/30/2019	9/30/2019		\$2,452.50
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	05.0.590	SERVICE CONTRACTS			2,452.50	0.00	0		
		Desc:									1099
39948	1624	EDGE ANALYTICAL LABO	1	19-37191	Yes	2020 3		9/30/2019	9/30/2019		\$30.00
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	03.0.621	TESTING & SAMPLES			30.00	0.00	0		
		Desc:									
39949	1624	EDGE ANALYTICAL LABO	1	19-36997	Yes	2020 3		9/30/2019	9/30/2019		\$30.00
		Desc:									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	03.0.621	TESTING & SAMPLES			30.00	0.00	0		
		Desc:									
39951	2219	SHANNAN BAILEY	1	2019SEP	Yes	2020 3		9/30/2019	9/30/2019		\$42.16
		Desc:	UTILITY DEPOSIT REFUND								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	35.0.632	UTILITY DEPOSIT REFUND			42.16	0.00	0		
		Desc:									
39953	2220	SETH FULLER	1	2019SEP	Yes	2020 3		9/30/2019	9/30/2019		\$77.99
		Desc:	UTILITY DEPOSIT REFUND								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	35.0.632	UTILITY DEPOSIT REFUND			77.99	0.00	0		
		Desc:									

<b>Fund 01 Total</b>	45,543.82	0.00
<b>Fund 03 Total</b>	204,433.01	0.00
<b>Fund 04 Total</b>	74,552.23	0.00
<b>Fund 05 Total</b>	11,585.98	0.00
<b>Fund 13 Total</b>	11,289.07	0.00
<b>Fund 14 Total</b>	1,249.75	0.00
<b>Fund 29 Total</b>	56,833.01	0.00
<b>Fund 35 Total</b>	448.22	0.00
<b>Fund 99 Total</b>	17,243.92	0.00
<b>Grand Total</b>	423,179.01	0.00