

# SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.  
REGULAR BOARD MEETING, September 12, 2023 at 7:00 P.M.  
Silverton Station # 1

## Join Zoom Meeting:

<https://us02web.zoom.us/j/81308440282?pwd=RjhORGZERzVKaEtlMWRPSlowRExqQT09>

**Meeting ID:** 813 0844 0282

**Passcode:** 315674

**Dial in:** 1(253) 215-8782 US (Tacoma)

- I. **ROLL CALL:**  
Les Von Flue, President  
Stacy Palmer, Vice-President  
Rob Mengucci, Secretary-Treasurer  
Ryan Bielenberg, Director  
Dixon Bledsoe, Director
- II. **CALL MEETING TO ORDER:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **APPROVAL OF MINUTES OF:**
  - a) Regular Board Meeting of August 8, 2023
- V. **OPEN FORUM**
- VI. **OLD BUSINESS:**
  - a) OFDDA Conference Registration
- VII. **FINANCE OFFICER'S REPORT:**
  - a) Check Summary
  - b) Departmental Expense Report
  - c) Bank Account Balance Comparison
- VIII. **CHIEF'S REPORT:**
  - a) Asset Detail Report
  - b)
- IX. **NEW BUSINESS:**
  - a) Board Policy 500 Series
  - b) Review Draft Work Session Agenda
- X. **ITEMS PENDING:**
- XI. **ADJOURNMENT:**

# SILVERTON FIRE DISTRICT

## MINUTES

***DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION***

REGULAR BOARD MEETING 7:00 P.M. August 8, 2023  
Silverton Fire District Station #1 (Silverton)

### **I. ROLL CALL:**

Les Von Flue, President  
Stacy Palmer, Vice President  
Robert Mengucci, Secretary-Treasurer

Dixon Bledsoe, Director  
Ryan Bielenberg, Director

### **ABSENT:**

*All Directors present.*

### **IN ATTENDANCE:**

Chief Miles, Office Administrator Cantu, FF Miller (*via Zoom*), FF Hughes (*via Zoom*)

### **II. CALL MEETING TO ORDER:**

President Von Flue called the meeting to order at 7:00 p.m. and led the group in the pledge of allegiance.

### **III. PLEDGE OF ALLEGIANCE**

### **VI. APPROVAL OF MINUTES:**

#### **a) Regular Board Meeting Minutes**

Director Bledsoe made a motion to approve the minutes of the July 11, 2023 Board Meeting. Director Bielenberg seconded the motion. The motion carried unanimously.

*(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)*

### **VII. OPEN FORUM:**

Vice President Palmer expressed her appreciation with volunteers and staff for their response to a high-risk fire that recently occurred and shared a community members heartfelt thanks for the quick and overwhelming response.

Chief Miles expressed his sincere gratitude with volunteers, staff, ODF, and surrounding agencies with their response to a high-risk grass fire that occurred. Chief Miles recognized staff and volunteers for their continued support and dedication during Homer Davenport Days after an exhaustive response week.

### **VIII. OLD BUSINESS:**

#### **a) Board Policies 301-305**

Office Administrator Cantu stated that no comments or suggestions were noted after a 30-day

review and that Policy 302 was pending until further administrative review.

**IX. FINANCE OFFICER'S REPORT:**

- b) Check Summary**
- c) Departmental Expense Report**
- d) Bank Account Balance Comparison**

Vice President Palmer made a motion to approve the finance officer's report as presented. Director Bledsoe seconded the motion. The motion carried unanimously.  
*(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)*

**X. CHIEF'S REPORT**

**a) Civil Service Update**

Chief Miles provided a brief review of the proposed amendments to Rule VII, Section 1, Examination Announcements and Rule VIII, Section 1, Establishment of Registers of the Civil Service Rules. Chief Miles stated that the public hearing would take place August 17, 2023 and the regular meeting would follow.

**b) Call Response Data**

Chief Miles gave a brief review of the call data generated by GIS and stated that the consultant was currently tied up with conflagrations at the state and federal level. Chief Miles stated that a meeting would be scheduled to expand of the response data by response area. Chief Miles stated that additional information and discussion would be covered during a board work session.

**c) Audit Update**

Office Administrator Cantu stated that the audit was complete and that a presentation date would be scheduled once the final report was complete.

**d) OFDDA Oregon Fire Service Conference**

Chief Miles requested that any Director who had interest in attending the conference to please notify Office Administrator Cantu as soon as possible so that reservations could be made in advance.

**e) SDAO Best Practice**

Chief Miles reported that he completed the Best Practice Survey but encouraged the Board to reach out to him with any questions or additional discussion. Chief Miles stated that the District would be implementing a Target Solutions training activity to send out to the membership to review Operational Guideline 3-1-8 Emergency Response Plan.

**f) L408 Update**

Chief Miles reported that L408 was back in service and came in handy during the Pine Street log deck Fire. Chief Miles expressed his gratitude with Lt. Ted Klopfenstein for bringing in an excavator with a grapple attachment which gave the ability to quickly and efficiently separate the logs, safely allowing firefighters to thoroughly saturate the log deck with water to take care of any hidden fire.

**g) Annual Picnic**

Chief Miles invited the Board to the District's Annual Picnic on August 9<sup>th</sup> beginning at 6pm at Station 1.

**XI. NEW BUSINESS:**

**a) Board Work Session Dates**

The Board discussed and agreed to meet October 10, 2023 at 10:00 a.m. Topics to include the Standard of Cover and purchasing procurement policy. President Von Flue requested that the Board reach out to Chief Miles if additional topics needed to be included.

**XII. ITEMS PENDING:**

*No discussion of pending items at this meeting.*

**XIII. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 7:44 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

President

Minutes recorded and prepared by Candace Cantu

DRAFT

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## CONFERENCE REGISTRATION FORM

# 2023 Oregon Fire Service Conference

Register online at [www.ofdda.com](http://www.ofdda.com) or complete the registration form below. Fax your completed form to **503-364-9919** or email it to [laureal@ofdda.com](mailto:laureal@ofdda.com).

**Name & Title:** \_\_\_\_\_  
**Agency/District:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Cell:** \_\_\_\_\_  
**Billing Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**First Time Conference Attendee?** Yes No      **First Year Director?** Yes No

### REGISTRATION FEE SCHEDULE

	By 10/16	After 10/16	
Member*: Full-Conference	<input type="checkbox"/> \$ 350	<input type="checkbox"/> \$ 400	
Member*: Single-Day	<input type="checkbox"/> \$ 175	<input type="checkbox"/> \$ 200	Which Day(s): _____
Nonmember: Full-Conference	<input type="checkbox"/> \$ 400	<input type="checkbox"/> \$ 450	
Nonmember: Single-Day	<input type="checkbox"/> \$ 200	<input type="checkbox"/> \$ 225	Which Day(s): _____

**Group Discount—Save 10% on five FULL CONFERENCE registrations**      **10% Discount** \_\_\_\_\_

Registration Fee Subtotal \_\_\_\_\_

Guest Meals # of breakfasts  X \$25.00 \_\_\_\_\_

# of lunches  X \$37.00 \_\_\_\_\_

**Total Registration plus Guest Meals** \_\_\_\_\_

*\*Member price applies to any personnel who serve or are employed by an agency that is a current OFDDA member. Please contact the OFDDA office at 800-223-9708 if you need to confirm membership.*

**Dietary Restrictions**—Please note any dietary restrictions for you and/or your guest: \_\_\_\_\_

### PAYMENT OPTIONS

Check enclosed     Bill agency listed above     Send me a link for credit card payment

**CONCURRENT SESSION SELECTIONS** (Please indicate all sessions you plan to attend):

**THURSDAY, NOVEMBER 2**—I will be attending:

10:00 a.m.	<input type="checkbox"/>	Ballot Measure Boot Camp	OR	<input type="checkbox"/>	What to Expect From an OSHA Consultation
1:30 p.m.	<input type="checkbox"/>	Collective Bargaining	OR	<input type="checkbox"/>	First Responder Mental Health & Wellness
3:15 p.m.	<input type="checkbox"/>	Measuring Service Delivery	OR	<input type="checkbox"/>	Engaging Your Community Through Social Media
Evening	<input type="checkbox"/>	Vendor/Sponsor Appreciation Night	OR	<input type="checkbox"/>	Not Attending

**FRIDAY, NOVEMBER 3**—I will be attending:

8:15 a.m.	<input type="checkbox"/>	Change & Transition	OR	<input type="checkbox"/>	Budget Law for Special Districts
10:00 a.m.	<input type="checkbox"/>	Cooperative Service Agreements	OR	<input type="checkbox"/>	Board Member Duties & Responsibilities 101

**SATURDAY, NOVEMBER 4**—I will be attending:

10:00 a.m.	<input type="checkbox"/>	Igniting Your Best Self	OR	<input type="checkbox"/>	Volunteer Recruitment & Retention
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**All cancellations and refund requests must be made in writing via fax, email, or mail.** Cancellations received on or before **October 16, 2023**, are fully refundable. Cancellations received after **October 16, 2023**, are non-refundable; substitutions are encouraged and incur no additional fees.



# 2023 Oregon Fire Service Conference Schedule

(subject to change)

## THURSDAY, NOVEMBER 2

- 7:00 a.m. – 5:00 p.m. Registration Desk Open
- 7:00 - 8:15 a.m. Continental Breakfast
- 8:15 – 9:00 a.m. **Opening Ceremonies/Memorial**
- 9:00 – 9:45 a.m. *Keynote Address*
- 9:45 – 10:00 a.m. Break
- 10:00—11:30 a.m. **CONCURRENT SESSIONS:**
1. Ballot Measure Boot Camp, Liz Loomis (Liz Loomis Public Affairs)
  2. What to Expect From an OSHA Consultation, Peter Kimbrel (OSHA)
- 11:30—12:30 p.m. **OFDDA Business Meeting & Budget Workshop**
- 12:30—1:30 p.m. LUNCH & Vendor/Sponsor Introductions
- 1:30—3:00 p.m. **CONCURRENT SESSIONS**
1. Collective Bargaining, Chief Ben Stange (Polk Co. 1)
  2. First Responder Mental Health & Wellness, Tim Dietz (Behavioral Wellness Resources), Chaplain Kenton Johnson (Clackamas Fire), and Chaplain Chris Wade (City of Hillsboro).
- 3:00—3:15 p.m. Break
- 3:15—4:45 p.m. **CONCURRENT SESSIONS:**
1. Measuring Emergency Service Delivery Performance, Eric Gemmil (Analytics and Intelligence Manager, Fire & Life Safety Education, OSFM)
  2. Engaging Your Community Through Social Media, Izak Hamilton (Clackamas Fire)

*Join Us from 5:00-7:00 pm for  
Vendor/Sponsor Appreciation Night including  
BLACK JACK & CARNIVAL GAMES*

**FAMILY FRIENDLY EVENT—All are Welcome!**

Light hors d'oeuvres and cash bar available (soda, beer, wine). Network with exhibitors and colleagues while enjoying local food, beverages, and an entertaining evening of blackjack and other games!



# 2023 Oregon Fire Service Conference Schedule

(subject to change)

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## FRIDAY, NOVEMBER 3

- 7:00 a.m. - 5:00 p.m. Registration Desk Open
- 7:00 - 8:15 a.m. Continental Breakfast
- 8:15 - 9:45 a.m. **CONCURRENT SESSIONS:**
1. Change and Transition, Cheryl Johnson (Illinois Valley Fire)
  2. Budget Law for Special Districts, Melanie Curler (Oregon Dept. of Revenue)
- 9:45 - 10:00 a.m. Break
- 10:00 - 11:30 a.m. **CONCURRENT SESSIONS:**
1. Cooperative Service Agreements, Chief Mike Duyck (ret'd) & Chief Roger Johnson (Sisters-Camp Sherman)
  2. Board Member Duties & Responsibilities 101, Carolyn Connelly (Local Government Law Group)
- 11:30 a.m. - 12:30 p.m. **OFDDA Business Meeting & Elections**
- 12:30 - 1:30 p.m. LUNCH & Awards Ceremony
- 1:30 - 3:30 p.m. **GENERAL SESSION:** SDAO Presentation
- 3:15 - 4:00 p.m. Round Table Facilitated Discussions

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## SATURDAY, NOVEMBER 4

- 7:00 a.m. - 12:00 p.m. Registration
- 7:00 - 8:15 a.m. Continental Breakfast
- 8:15 - 9:45 a.m. **GENERAL SESSION:** Understanding BOLI Law to Keep Your District's Volunteer/Intern/Junior Firefighter Programs in Compliance, Jeff Burgess (Training and Development Specialist II, BOLI)
- 9:45 - 10:00 a.m. Break—**Silent Auction Closes**
- 10:00 a.m. - 11:30 a.m. **CONCURRENT SESSIONS:**
1. Igniting Your Best Self, Cheryl Johnson (Illinois Valley Fire)
  2. Volunteer Recruitment & Retention, Jennifer Motherway (KLB LLC) & Matt Aalto (Estacada Fire)
- 11:30 a.m. **Conference Concludes**—Turn in Evaluations, Collect Silent Auction Items, and perhaps win fabulous prizes...



# Accounts Payable

## Checks by Date - Detail by Check Date

User: Candace  
 Printed: 9/8/2023 8:44 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000227	6091838 10098	ACCUITY, LLC AUDIT PROGRESS BILL	08/08/2023	4,000.00
Total for Check Number 1000227:				4,000.00
1000228	6091910	AMAZON CAPITAL SERVICES	08/08/2023	
	1NJH-666W-CPFQ	NOTARY STAMP		17.99
	1NJH-666W-CPFQ	CREAMER FOR MTGS		40.17
	1NJH-666W-CPFQ	CONNECTORS		25.33
	1NJH-666W-CPFQ	ZIP TIES		12.79
	1NJH-666W-CPFQ	COFFEE FILTERS		16.79
	1NJH-666W-CPFQ	K&N COLD AIR INTAKE KIT B487		299.99
	1NJH-666W-CPFQ	BANKERS BOX		49.99
	1NJH-666W-CPFQ	SAW BLADE		10.74
	1NJH-666W-CPFQ	BRUSCH CLEANING SET		11.92
	1NJH-666W-CPFQ	CRIMP CONNECTORS		9.99
	1NJH-666W-CPFQ	SCRUB SPONGE		7.49
	1NJH-666W-CPFQ	DISH DETERGENT		16.99
	1NJH-666W-CPFQ	(2) ATOMIC CLOCKS		99.98
	1NJH-666W-CPFQ	HOT WATER KETTLE		27.99
	1WJX-1XFT-W1VH	PLIER SET		34.45
	1WJX-1XFT-W1VH	CARBURETOR		59.08
	1WJX-1XFT-W1VH	HDMI CABLES		23.08
	1WJX-1XFT-W1VH	KEYBOARD		54.99
	1WJX-1XFT-W1VH	(5) HEADLAMPS		94.95
	1WJX-1XFT-W1VH	HDMI ADAPTERS		22.17
	1WJX-1XFT-W1VH	COPY PAPER		176.97
Total for Check Number 1000228:				1,113.84
1000229	010172	CARSON OIL COMPANY	08/08/2023	
	CP00466841	FUEL FOR 411		157.86
	CP00466841	FUEL FOR 412		123.14
	CP00466841	FUEL FOR 434		115.30
	CP00466841	FUEL FOR 413		34.13
	CP00466841	FUEL FOR 400		30.26
	CP00466841	FUEL FOR 408		87.70
	CP00466841	FUEL FOR 423		79.91
	CP00466841	FUEL FOR 402		92.29
	CP00466841	FUEL FOR 482		232.98
	CP00466841	FUEL FOR 401		55.76
	CP00466841	FUEL FOR 421		79.09
Total for Check Number 1000229:				1,088.42
1000230	010325 1661762	CASCADE FIRE AND SAFETY (4) COMP HANDLE & LIGHTS	08/08/2023	487.78
Total for Check Number 1000230:				487.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000231	096998	CITY OF SILVERTON	08/08/2023	
	5.05070.0	WATER USAGE AT STAT. 1 6/16-7/17		323.83
	5.05071.0	WATER USAGE STAT. 1 MAINT BAY 6/16-7/		57.47
	5.05072.6	WATER USE: STAT. 1 SPRINKLERS 6/16-7/17		137.12
Total for Check Number 1000231:				518.42
1000232	6091905 43914	CORPORATE SECURITY SERVICES INC ( 1 ) PRE-EMPLOY BACKGRND CK	08/08/2023	63.50
Total for Check Number 1000232:				63.50
1000233	015880 182021661	DEPT. OF MOTOR VEHICLES ( 2 ) DMV REPORT FEE	08/08/2023	6.00
Total for Check Number 1000233:				6.00
1000234	6091897 25501159	EAST PORTLAND AUTO BODY, INC. S423 BUMPER REPAIR	08/08/2023	2,593.11
Total for Check Number 1000234:				2,593.11
1000235	010185	ELAN FINANCIAL SERVICES	08/08/2023	
	1139	(1) DPSST FINGERPRINT FEE		46.25
	2503	OSHA AUTHORIZED STICKERS & SIGNS		76.92
	2503	ZOOM SUBSCRIPTION		15.99
	2503	(1) ALERT LICENSE FEE		13.61
	2503	(1) ALERT SUBSCRIPT. FEE		15.00
	2675	BITWARDEN SUBSCRIPT. FEE		60.00
	2675	(4) OFCA MEMBERSHIP FEE		480.00
	2675	(5) MICROSOFT LICENSE		184.80
	8105	PICNIC INVITATION		2.99
	8105	ZOOM SUBSCRIPTION		15.99
	8105	REHAB SNACKS		79.25
	8105	GATORADE & SNACKS FOR REHAB		126.13
	8105	NOTARY APPLICATION		28.75
	8105	DISH RINSE AGENT		10.47
	8105	(2) LIQUID IV		29.99
	8105	(2) LIQUID IV		59.98
	8105	(10) ROLLS OF SFD STICKERS		621.30
	8105	TOASTER		27.99
	8105	(2) LIQUID IV		59.98
	8105	RETURN CREDIT		-12.99
	8105	QTRLY 941		7.50
	8105	GATORADE FOR REHAB		93.25
	9817	BOOT REPAIR		140.00
Total for Check Number 1000235:				2,183.15
1000236	097300	HI-SCHOOL	08/08/2023	
	SILFIRED	DYE FOR PPE		12.57
	SILFIRED	LAUNDRY DETERGENT		24.47
	SILFIRED	HARDWARE FOR WILDFIRE SIGNS		31.08
	SILFIRED	BATTERIES FOR SMOKE ALARM		45.98
Total for Check Number 1000236:				114.10
1000237	055500	L.N.CURTIS & SONS	08/08/2023	
	INV729701	(7) ANNUAL SERV. ON E-DRAULIC TOOLS		1,925.00
	INV729701	(1) ANNUAL SERV. ON HYDRAULIC TOOL		1,050.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000237:	2,975.00
1000238	065838 157369	MARION ENVIRONMENTAL SERV. BIO BOX PICKUP	08/08/2023	27.00
			Total for Check Number 1000238:	27.00
1000239	072925 202324-2041	METCOM 9-1-1 DISPATCH SERV. FEE FOR AUG	08/08/2023	7,845.21
			Total for Check Number 1000239:	7,845.21
1000240	068000 8281453979	MOTOROLA SOLUTIONS, INC. (6) MOTOROLA PAGERS	08/08/2023	2,071.08
			Total for Check Number 1000240:	2,071.08
1000241	073835 23-35929	NORTHWEST SAFETY CLEAN ACCT CREDIT (1) PANT REPAIR	08/08/2023	-12.50 185.54
			Total for Check Number 1000241:	173.04
1000242	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 7/6-8/4	08/08/2023	69.45
			Total for Check Number 1000242:	69.45
1000243	152118 2023-1500	OUR TOWN POSITION ADVERTISEMNT FF/EMT	08/08/2023	445.00
			Total for Check Number 1000243:	445.00
1000244	083200 8950420000	PORTLAND GENERAL ELECTRIC STAT. 2 ELECTRIC SERV. 7/5-8/3	08/08/2023	42.23
			Total for Check Number 1000244:	42.23
1000245	012100 100480 100601 100730 S097022 S097027	RADIO COMMUNICATIONS SERVICE, SERVICE ON AUDIO OUTPUT SERVICE ON AUDIO OUTPUT REPLACE RADIO HEAD (2) KENWOOD RAPID CHARGERS (2) LOW PROFILE POWER SUPPLY STA 2 &	08/08/2023	300.00 150.00 375.00 474.32 490.00
			Total for Check Number 1000245:	1,789.32
1000246	092090 0456003496857 0456003497935	REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. JUL STAT. 8 GARBAGE SERV. JUL	08/08/2023	182.25 46.03
			Total for Check Number 1000246:	228.28
1000247	6091891 686579	RICKMAR ENTERPRISES INC PEST CONTROL SERVICE AUG	08/08/2023	145.00
			Total for Check Number 1000247:	145.00
1000248	6091963 2206	SEVERSON COMPANIES INC ICE MACHINE REPAIR	08/08/2023	195.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000248:	195.00
1000249	232118 68214	WURDINGER MANUFACTURING & FA WILDLAND FIRE FITTING 428	08/08/2023	201.14
			Total for Check Number 1000249:	201.14
1000250	034015 7/25-8/24 RL 7/25-8/24 ST1 7/25-8/24 ST3 7/25-8/24 ST8 7/25-8/24 ST9 7/25-8/24 STA2	ZIPLY FIBER 503-001-0586-110204-5 503-873-2805-070997-5 503-873-3190-062193-5 503-873-6215-090168-5 503-873-5645-012395-5 503-873-5097-071291-5	08/08/2023	27.30 197.44 65.90 89.48 65.90 72.81
			Total for Check Number 1000250:	518.83
			Total for 8/8/2023:	28,893.90
1000251	068535 INV133424	911 SUPPLY INC (4) NAME TAPE & PATCH INSTALL	08/18/2023	63.24
			Total for Check Number 1000251:	63.24
1000252	900285 1	BILL MILES REIMB. 1 MONTH COBRA PREM.	08/18/2023	78.67
			Total for Check Number 1000252:	78.67
1000253	010172 CP00470255 CP00470255 CP00470255 CP00470255 CP00470255 CP00470255 CP00470255 CP00470255 CP00470255 CP00470255 CP00470255 CP00470255 IN0890855	CARSON OIL COMPANY FUEL FOR 432 FUEL FOR 402 FUEL FOR 411 FUEL FOR 401 FUEL FOR 412 FUEL FOR 402 FUEL FOR 482 FUEL FOR 423 FUEL FOR 434 FUEL FOR 421 FUEL FOR 413 BULK DIESEL STA8 157.70GAL @ 4.1165EA	08/18/2023	465.46 32.82 129.66 46.68 129.00 163.82 182.39 141.69 63.76 61.40 32.07 649.18
			Total for Check Number 1000253:	2,097.93
1000254	010310 6596	CASCADE FIRE EQUIPMENT COMPAN 2.5" HOSE ADAPTER	08/18/2023	155.20
			Total for Check Number 1000254:	155.20
1000255	033975 9791992325 9792013972	GRAINGER CUSTODIAL SUPPLIES TRASH BAGS	08/18/2023	482.01 67.10
			Total for Check Number 1000255:	549.11
1000256	6091892 I024355 I024356	PACER PROPANE TANK RENTAL STA 2 TANK RENTAL STA 3	08/18/2023	1.00 1.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1024357	TANK RENTAL STA 8		1.00
	1024358	TANK RENTAL STA 9		1.00
	1024359	TANK RENTAL RADIO TOWER		1.00
			Total for Check Number 1000256:	5.00
1000257	6091896 5025955821	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 8/1-8/31	08/18/2023	179.01
			Total for Check Number 1000257:	179.01
1000258	065870 0245759IN	PETRO CARD BIODIESEL 365GAL @ 4.0023EA	08/18/2023	1,463.30
			Total for Check Number 1000258:	1,463.30
1000259	083200 0074320000 2603340000 3700411000 5974190000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 7/7-8/8 STAT. 1 ELECTRIC SERV. 7/7-8/8 STAT. 3 ELECTRIC SERV. 7/7-8/8 STAT. 9 ELECTRIC SERV. 7/7-8/8	08/18/2023	203.64 1,490.35 60.06 44.55
			Total for Check Number 1000259:	1,798.60
1000260	012100 100316 100600	RADIO COMMUNICATIONS SERVICE, SERVICE RADIO ON 401 SERVICE NORTH 7	08/18/2023	385.00 750.00
			Total for Check Number 1000260:	1,135.00
1000261	097875 3937751	ROTARY CLUB OF SILVERTON ANNUAL DUES & FEES FOR B. MILES	08/18/2023	200.00
			Total for Check Number 1000261:	200.00
1000262	094000 7183-41	ROTH'S FRESH MARKETS ICE FOR REHAB	08/18/2023	32.45
			Total for Check Number 1000262:	32.45
1000263	096520 25357	SEA WESTERN FIRE EQUIPMENT (1) HAIX BOOTS	08/18/2023	325.00
			Total for Check Number 1000263:	325.00
1000264	010050 2348	SELAH SPRINGS INVESTMENTS LLC NEW FIRE ALARM INSTALL STA 1	08/18/2023	5,057.88
			Total for Check Number 1000264:	5,057.88
1000265	112435 942294089 942294089 942294089 942294089 942294089 942294089 942294089 942294089 942294089 942294089 942294089 942294089 942294089	VERIZON WIRELESS E. GRAMBUSCH CELL SERV.: 7/2-8/1 I. PETERSON CELL SERV.: 7/2-8/1 485 IPAD SERV.: 7/2-8/1 M. HUGHES CELL SERV.: 7/2-8/1 411 IPAD SERV.: 7/2-8/1 407 IPAD SERV.: 7/2-8/1 K. MILLER CELL SERV.: 7/2-8/1 D. BROWN CELL SERV.: 7/2-8/1 415 IPAD SERV.: 7/2-8/1 B. MILES CELL SERV.: 7/2-8/1 482 IPAD SERV.: 7/2-8/1	08/18/2023	42.45 42.45 40.81 42.45 40.81 40.81 42.45 45.14 40.81 42.45 40.81

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	942294089	405 IPAD SERV.: 7/2-8/1		40.81
	942294089	K. VEIT CELL SERV.: 7/2-8/1		42.45
	942294089	C. CANTU CELL SERV.: 7/2-8/1		42.45
	942294089	423 IPAD SERV.: 7/2-8/1		40.81
	942294089	401 IPAD SERV.: 7/2-8/1		40.81
			Total for Check Number 1000265:	668.77
1000266	232118 68364	WURDINGER MANUFACTURING & FA WILD LAND HOSE FITTINGS 428	08/18/2023	100.57
			Total for Check Number 1000266:	100.57
			Total for 8/18/2023:	13,909.73
1000268	068535 SO-1-98041	911 SUPPLY INC (1) NAME TAPE & PATCH INSTALL	08/30/2023	8.05
			Total for Check Number 1000268:	8.05
1000269	010310 6996	CASCADE FIRE EQUIPMENT COMPAN MEDIUM EXP FOAM NOZZLE	08/30/2023	161.00
			Total for Check Number 1000269:	161.00
1000270	035075 1	HRA VEBA TRUST YA462 HRA/VEBA: AUG	08/30/2023 PR Batch 00003.08.2023 YA4	1,400.00
			Total for Check Number 1000270:	1,400.00
1000271	091893 IN0867236 IN0867236	LIFEMAP ASSURANCE CO. AD&D/LIFE INS. EMPLOYER CONTIB: SEP LIFEMAP: EMPLOYEE CONTRIB.: SEP	08/30/2023 PR Batch 00003.08.2023 AD& PR Batch 00003.08.2023 LIF	61.70 43.75
			Total for Check Number 1000271:	105.45
1000272	6091852 2023-1688	MT. ANGEL PUBLISHING INC. 1/4 RECRUIT. AD	08/30/2023	765.00
			Total for Check Number 1000272:	765.00
1000273	6091861 33964 34492	OREGON COMMERCIAL TIRE 8 TIRES 418 8 TIRES 419	08/30/2023	3,752.00 3,776.00
			Total for Check Number 1000273:	7,528.00
1000274	077800 36003	OREGON LOCK & ACCESS, INC. (8) BLDG KEYS	08/30/2023	216.00
			Total for Check Number 1000274:	216.00
1000275	6091947 820127381	PENSKE COMMERCIAL VEHICLES US HOOD LATCHES 419	08/30/2023	171.77
			Total for Check Number 1000275:	171.77
1000276	098720 03-0052823 03-0052823 03-0052823	SDIS MEDICAL: EMPLOYEE CONTRIB.: SEP LTD: EMPLOYER CONTRIB.: SEP MEDICAL: EMPLOYER CONTRIB.: SEP	08/30/2023 PR Batch 00003.08.2023 MEI PR Batch 00003.08.2023 LTD PR Batch 00003.08.2023 MEI	1,343.67 200.90 12,092.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000276:	13,637.55
1000277	096976	SILVER CREEK AUTO PARTS, INC.	08/30/2023	
	748238	SOLENOID E416		46.35
	748653	REAR WIPER BLADE D411		14.47
	748664	MERCH. RETURN CREDIT		-6.32
	749620	ALTERNATOR B407		1,595.80
	751604	NOZZLE STA1 FUEL TANK		111.73
	751690	SPARK PLUG L408 SAW		6.34
			Total for Check Number 1000277:	1,768.37
1000278	027039	SUN LIFE FINANCIAL	08/30/2023	
	930943	930943 LIFE INS. PREMIUM: SEP		506.12
			Total for Check Number 1000278:	506.12
1000279	077200	TRUE NORTH EQUIPMENT	08/30/2023	
	A15454	416 & 415 DRAIN TRAX		477.84
	O04135	L408 PLATFORM SERVICE & REPAIR		6,461.68
			Total for Check Number 1000279:	6,939.52
1000280	6091829	WAVE	08/30/2023	
	8/12-9/11	056639301-0010322 CONV. BOX		80.64
			Total for Check Number 1000280:	80.64
			Total for 8/30/2023:	33,287.47
			Report Total (53 checks):	76,091.10

# General Ledger

## Expense vs Budget with Encumbrances

User: Candace

Printed: 9/8/2023 7:57:05 AM

Period 01 - 02

Fiscal Year 2024

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 740,524.00	\$ 109,942.45	\$ 630,581.55	85.15%
25-1-51002	EXTRA PERSONNEL	\$ -	\$ -	\$ -	0.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 28,000.00	\$ 37.68	\$ 27,962.32	99.87%
25-1-51004	SOCIAL SECURITY	\$ 72,000.00	\$ 12,821.84	\$ 59,178.16	82.19%
25-1-51005	GROUP HEALTH INSURANCE	\$ 206,628.00	\$ 28,158.26	\$ 178,469.74	86.37%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,000.00	\$ 4,400.75	\$ 17,599.25	80.00%
25-1-51007	PERS	\$ 267,466.00	\$ 41,590.16	\$ 225,875.84	84.45%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-51009	OVERTIME	\$ 75,000.00	\$ 23,667.93	\$ 51,332.07	68.44%
25-1-51010	VOLUNTEERS	\$ 85,000.00	\$ 33,993.39	\$ 51,006.61	60.01%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 35,200.00	\$ 2,600.00	\$ 32,600.00	92.61%
25-1-51013	DIRECTORS EXPENSES	\$ 500.00	\$ -	\$ 500.00	100.00%
<b>PAYROLL RELATED EXP</b>		<b>\$ 1,533,518.00</b>	<b>\$ 257,212.46</b>	<b>\$ 1,276,305.54</b>	<b>83.23%</b>
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 345.19	\$ 3,154.81	90.14%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 1,112.00	\$ 7,388.00	86.92%
25-1-61003	CONTRACT SERVICES	\$ 28,000.00	\$ 2,896.39	\$ 25,103.61	89.66%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 2,332.21	\$ 17,667.79	88.34%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 44.99	\$ 2,455.01	98.20%
25-1-61006	UTILITIES	\$ 42,000.00	\$ 5,477.73	\$ 36,522.27	86.96%
25-1-61007	ELECTION EXPENSES	\$ 4,500.00	\$ 7,174.39	\$ (2,674.39)	-59.43%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 25,000.00	\$ 2,427.13	\$ 22,572.87	90.29%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.05	\$ 49.95	99.90%
25-1-61011	ANNUAL AUDIT	\$ 9,500.00	\$ 4,000.00	\$ 5,500.00	57.89%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,500.00	\$ -	\$ 3,500.00	100.00%
25-1-61013	RECRUITING EXPENSE	\$ 2,500.00	\$ 765.00	\$ 1,735.00	69.40%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%
25-1-61015	TRAINING EXPENSE	\$ 75,000.00	\$ 6,328.11	\$ 68,671.89	91.56%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 153.96	\$ 3,346.04	95.60%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 123.00	\$ 6,877.00	98.24%
25-1-61019	INSURANCE	\$ 68,000.00	\$ -	\$ 68,000.00	100.00%
25-1-61020	CIVIL SERVICE	\$ 5,500.00	\$ 1,157.51	\$ 4,342.49	78.95%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 7,500.00	\$ 3,443.42	\$ 4,056.58	54.09%
25-1-61023	UNIFORM ALLOWANCE	\$ 10,000.00	\$ 114.28	\$ 9,885.72	98.86%
25-1-61024	FUELS AND LUBRICANTS	\$ 40,000.00	\$ 10,744.73	\$ 29,255.27	73.14%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ -	\$ 650.00	100.00%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 2,924.32	\$ 3,575.68	55.01%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ 702.00	\$ 9,298.00	92.98%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ 416.77	\$ 2,083.23	83.33%
25-1-61037	ADMINISTRATION SERVICES	\$ 35,000.00	\$ 2,942.03	\$ 32,057.97	91.59%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 714.11	\$ 5,785.89	89.01%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 7,500.00	\$ 547.01	\$ 6,952.99	92.71%



Account Number	Description	Budget	End Bal	Available	% Available
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 94,143.00	\$ 15,690.42	\$ 78,452.58	83.33%
25-1-61055	MEDICAL MEMBERSHIPS	\$ -	\$ -	\$ -	0.00%
25-1-61056	HEALTH AND WELFARE	\$ 14,000.00	\$ 2,718.00	\$ 11,282.00	80.59%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 21,991.66	\$ 18,008.34	45.02%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61063	GRANT EXPENDITURES	\$ 155,000.00	\$ -	\$ 155,000.00	100.00%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 3,500.00	\$ -	\$ 3,500.00	100.00%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ 621.30	\$ 878.70	58.58%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 270.00	\$ 14,730.00	98.20%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 368.60	\$ 3,631.40	90.79%
	<b>MATL SUPP &amp; EXP</b>	<b>\$ 807,343.00</b>	<b>\$ 98,546.31</b>	<b>\$ 708,796.69</b>	<b>87.79%</b>
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ -	\$ 20,000.00	100.00%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 50,000.00	\$ -	\$ 50,000.00	100.00%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ -	\$ 8,643.40	86.43%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 2,071.08	\$ 6,428.92	75.63%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-71015	HOSE REPLACEMENT	\$ 6,500.00	\$ -	\$ 6,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 15,000.00	\$ 184.80	\$ 14,815.20	98.77%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
	<b>CAPITAL OUTLAY</b>	<b>\$ 127,000.00</b>	<b>\$ 2,255.88</b>	<b>\$ 123,387.52</b>	<b>97.16%</b>
25-1-90001	CONTINGENCIES	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
	<b>CONTINGENCY</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>100.00%</b>
25-5-92006	ENDING FUND BALANCE	\$ 725,000.00	\$ -	\$ 725,000.00	100.00%
	<b>UNAPPROPRIATED</b>	<b>\$ 725,000.00</b>	<b>\$ -</b>	<b>\$ 725,000.00</b>	<b>100.00%</b>
25-1-91025	TRANSFER OUT (FUND 24)	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 45,000.00	\$ -	\$ 45,000.00	100.00%
	<b>TRANSFER OUT</b>	<b>\$ 159,000.00</b>	<b>\$ -</b>	<b>\$ 159,000.00</b>	<b>100.00%</b>
25-1-93001	LEASE PRINCIPAL	\$ -	\$ -	\$ -	0.00%
25-1-93002	LEASE INTEREST	\$ -	\$ -	\$ -	0.00%
	<b>DEBT SERVICE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Expense Total</b>		<b>\$ 3,451,861.00</b>	<b>\$ 358,014.65</b>	<b>\$ 3,092,489.75</b>	<b>8958.91%</b>

## BANK ACCOUNT BALANCE COMPARISON

<u>June 30, 2022</u>		<u>June 30, 2023</u>	
Columbia Bank Checking	\$ 302,697.05	Columbia Bank Checking	\$ 227,233.58
Columbia Bank MM	\$ 223,577.72	Columbia Bank MM	\$ 284,812.50
Local Gov't Pool	\$ 2,141,101.02	Local Gov't Pool	\$ 2,050,424.82
<b>Sub Total</b>	<b>\$ 2,667,375.79</b>	<b>Sub Total</b>	<b>\$ 2,562,470.90</b>
<b><i>OPERATING BUDGET AHEAD -\$104,904.89</i></b>			

<u>July 31, 2022</u>		<u>July 31, 2023</u>	
Columbia Bank Checking	\$ 139,785.84	Columbia Bank Checking	\$ 324,808.62
Columbia Bank MM	\$ 267,659.17	Columbia Bank MM	\$ 404,330.06
Local Gov't Pool	\$ 2,148,201.56	Local Gov't Pool	\$ 2,064,038.69
<b>Sub Total</b>	<b>\$ 2,555,646.57</b>	<b>Sub Total</b>	<b>\$ 2,793,177.37</b>
<b><i>OPERATING BUDGET AHEAD \$237,530.80</i></b>			

<u>August 31, 2022</u>		<u>August 31, 2023</u>	
Columbia Bank Checking	\$ 113,143.73	Columbia Bank Checking	\$ 129,561.18
Columbia Bank MM	\$ 275,997.24	Columbia Bank MM	\$ 426,106.00
Local Gov't Pool	\$ 2,011,166.37	Local Gov't Pool	\$ 2,082,102.16
<b>Sub Total</b>	<b>\$ 2,400,307.34</b>	<b>Sub Total</b>	<b>\$ 2,637,769.34</b>
<b><i>OPERATING BUDGET AHEAD \$237,462.00</i></b>			



**SILVERTON FIRE DISTRICT**  
**\*\*\*MEMORANDUM\*\*\***

*September 8, 2023*

**TO:** Board of Directors  
**FROM:** Chief Bill Miles  
**SUBJECT:** Rescind Board Policy 505

---

We recommend that Board Policy 505 be rescinded for the following reasons:

- This policy provides guidelines for Silvertown Fire District staff to integrate persons who have been assigned community service through the local court systems. The purpose is so these persons can satisfy requirements set forth by the court system without compromising the integrity and safety of Silvertown Fire District staff and volunteers.
- In the late 1970's through the early 2000's the Fire District was able to provide some opportunities for individuals perform community service work to satisfy sentences and fines through the local Peer Court and the Marion County Court system. Times have changed along with the criminal court system and it appears that Courts do not order community service like they once did.
- The Fire District has not had a community service request for the last (10) years and our current staffing, as well as our work load, does not allow for our staff to supervise those individuals. Another issue is the courts are not providing insurance coverage for those individuals performing the community service and making the Fire District take on the liability and provide insurance coverage which is not feasible for us to do.

Considering these reasons, it is our recommendation that Policy 505 be rescinded.

Should it be decided that this policy is removed, it is suggested that the board policy number remain with a statement similar to "Policy 505 was rescinded by the Board of Directors on ....."

# SILVERTON FIRE DISTRICT BOARD POLICY MANUAL



# *Silverton Fire District*

## *Board Manual*

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**POLICY 501: LAW ENFORCEMENT LIAISON (RESCINDED)**

*Originated: March 10, 1987  
Revised: November 11, 2003  
Reviewed: September 8, 2020*

Policy 501 was rescinded by the Board of Directors on November 10, 2020. Law enforcement liaison guidelines can now be found within the District's Operational Guidelines.

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*Board Manual*

**POLICY 502: LOSS PREVENTION & SAFETY**

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*Originated: September 12, 1989*

*Revised: November 10, 2020*

*Reviewed: November 10, 2020*

**PURPOSE**

The safety and health of all volunteers, fulltime paid staff and members of the Board of Directors are a shared goal of all who work for this district. The district's policy is that all volunteers, fulltime paid staff and members of the Board of Directors share responsibility for taking reasonable steps to engender a safe and healthful workplace.

**OVERVIEW**

The district has a safety committee consisting of volunteers and fulltime paid staff. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the district's safety program.

The district expects all volunteers, fulltime paid staff and members of the Board of Directors to participate in the following LCP efforts by:

- Striving to achieve zero accidents and injuries;
- Taking reasonable steps to improve safety and health policies and procedures at the district;
- Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards;
- Identifying reasonable and appropriate mechanical and physical safeguards;
- Conducting reasonable safety and health inspections;
- Training workers as needed in safe work practices and procedures;
- Identifying and providing personal protective equipment (PPE) as appropriate to specific job tasks and training employees in proper care and use of PPE;
- Using appropriate PPE;
- Reporting hazards, unsafe work conditions, and on the job near misses/accidents;
- Assisting in the investigation into the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences;
- Supervising workers in safe work practices
- Enforcing applicable safe work rules
- Disciplining and retraining workers that fail to work safely
- Participating in and supporting safety committee activities
- Reviewing the district's safety and health program annually or as needed

Because Board Policies are used administratively, i.e.: purchasing, budgeting, health care benefits, etc., they do not address the bullet points as listed in this Loss Control Program. Operational Guidelines have been established to ensure that the Loss Control Program is followed. These Operational Guidelines are periodically reviewed and changes are made if needed or required by local, state or federal law.

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**POLICY 503: HAZARD COMMUNICATION (RESCINDED)**

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*Originated: March 9, 1993*  
*Revised: November 11, 2003*  
*Reviewed: September 8, 2020*

Policy 503 was rescinded by the Board of Directors on November 10, 2020. Hazard communication guidelines can now be found within the District's Operational Guidelines.

*Silverton Fire District*  
*Board Manual*

**POLICY 504: FIRE COMPANY WARNING LIGHTS  
(RESCINDED)**

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*Originated: April 12, 1994*  
*Revised: November 11, 2003*  
*Reviewed: September 8, 2020*

Policy 504 was rescinded by the Board of Directors on November 10, 2020. Fire company warning light guidelines can now be found within the District's Operational Guidelines.

*Silverton Fire District*  
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**POLICY 505: COURT ORDERED COMMUNITY SERVICE**

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*Originated: September 11, 2001*  
*Revised: November 11, 2003*  
*Reviewed: November 10, 2020*

**PURPOSE**

The purpose of this policy is to provide a guideline for the staff of the Silverton Fire District to integrate person(s) who have been assigned Community Service by local judiciatures so they can obtain the requirements set forth by the court without compromising the integrity of the Silverton Fire District or the safety of the staff and volunteers.

**AUTHORITY**

The Fire Chief or his/her designee will have the authority to accept or deny any request for community service under the guidelines set forth in this policy.

**GUIDELINES**

After a request of community service has been obtained from an individual or by the representative of the courts, a date and time shall be set for an interview of the person(s) requesting to complete required community service time. The interview shall consist of the following:

- Name of person(s) that have requested community service.
- All documents from the courts pertaining to community service.
- Reason for community service.
- Number of hours of community service to be served and arrangements of time(s) and date(s) to complete the requirements of community service.
- Proof of Insurance coverage information for the person(s) that need to complete community service.

For the protection of the Silverton Fire District, employees, and volunteers, all requests for community service will be denied if the reason for community service is of a nature of theft, violence, arson, or the need for detailed supervision of any kind. The Silverton Fire District will not be responsible for or provide insurance coverage while person(s) are within the court ordered community service program through the Silverton Fire District. The Fire Chief or his/her designee may terminate any person(s) community service request at any time if it is not in the best entrust of the Fire District or the general intent of the community service program. Person(s) requesting community service must comply with all the above guidelines or the request for community service will be denied.

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**POLICY 506: HAZARDOUS ENERGY LOCK-OUT & TAG-OUT  
(RESCINDED)**

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*Originated: September 11, 2001*

*Revised: November 11, 2003*

*Reviewed: September 8, 2020*

Policy 506 was rescinded by the Board of Directors on November 10, 2020. Hazardous energy lock-out and tag-out guidelines can now be found within the District's Operational Guidelines.

*Silverton Fire District*  
*Board Manual*

**POLICY 507: RESPIRATORY PROTECTION PROGRAM  
(RESCINDED)**

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*Originated: March 2011*

*Revised:*

*Reviewed: September 8, 2020*

Policy 507 was rescinded by the Board of Directors on November 10, 2020. Respiratory protection guidelines can now be found within the District's Operational Guidelines.



# SILVERTON FIRE DISTRICT BOARD WORK SESSION AGENDA

**October 10, 2023, 10:00 AM**  
**Silverton Station # 1,**  
**819 Railway Ave NE, Silverton, OR., 97381**

*This meeting will be in person with a virtual option.*

*No formal action will take place during this workshop.  
A subject summary and action, if any, shall be presented during the  
November 14, 2023 Regular Board of Director's meeting.*

**Topic: Board Work Session**

**Time: October 10, 2023 AM Pacific Time (US and Canada)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81308440282?pwd=RjhORGZERzVKaEtlMWRPSlowRExqQT09>

**Meeting ID:** 813 0844 0282

**Passcode:** 315674

**Dial by your location**

**(253) 215-8782 US (Tacoma)**

**I ROLL CALL**

**II CALL TO ORDER**

**III DISCUSSION**

- 3.1 Standard of Cover
- 3.2 Board Policy 201, 301, 302
- 3.3

**IV ADJOURNMENT**