

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.

REGULAR BOARD MEETING,
May 9, 2023 at 7:00 P.M.
Silverton Station # 1, 819 Railway Ave, Silverton, OR., 97381

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 April 11, 2023

V. OPEN FORUM

VI. OLD BUSINESS:

a)

VII. FINANCE OFFICER'S REPORT:

a) Check Summary
b) Departmental Expense Report
c) Bank Account Balance Comparison

VIII. CHIEF'S REPORT:

a) Civil Service Update
b) Strategic Plan Update
c) Standard of Cover
d) Grant Awards

IX. NEW BUSINESS:

a) Board Policies 301-305
b) Resolution 23-359
c) Position Job Description

X. ITEMS PENDING:

a)

XI. ADJOURNMENT:

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SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. April 11, 2023
Silverton Fire District Station #8, 430 3rd Street, Scotts Mills, Oregon 97375

I. ROLL CALL:

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

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

Ryan Bielenberg, Director

IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, AC Grambusch, FF Miller, FF Peterson, FF Hughes, BC Terhaar, Lt. Brown, Lt. Redman-Brown

II. CALL MEETING TO ORDER:

President Von Flue called the meeting to order at 7:00 p.m.

III. PLEDGE OF ALLEGIANCE

President Von Flue led the group in the Pledge of Allegiance.

IV. APPROVAL OF MINUTES OF

a) Board Work Session Meeting Minutes

President Von Flue requested to add “speaking with individuals at the SDAO Conference” under 3.1 Board Policy 101-106, rather than just “speaking with SDAO”. Vice President Palmer made a motion to approve the minutes of the March 8, 2023 board work session meeting with corrections. Secretary Treasurer Mengucci seconded the motion. The motion carried with four aye’s and one abstention.

(President Von Flue: Aye, Vice President Palmer: Aye, Secretary Treasurer Mengucci: Aye, Director Bledsoe: Abstained)

b) Regular Board Meeting Minutes

President Von Flue requested that the minutes reflect that the Fire Chief was to be included in all staff compensation and benefit requests and inquired if the minutes reflected the Zoom recording. After brief discussion, the Board agreed that the intent was to include the Fire Chief in all staff compensation and benefit requests. Director Bledsoe made a motion to approve the minutes of the March 14, 2023 regular board meeting with necessary corrections. Secretary Treasurer Mengucci seconded the motion. The motion carried unanimously.

After review of the recorded minutes by Office Administrator Cantu, the original minutes were transcribed accurately. After discussion with President Von Flue, the minutes of the April board meeting would document that the Board’s intent was to include the Fire Chief in all staff compensation and benefit requests.

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

V. OPEN FORUM:

FF Hughes complimented Lt. Brown and provided praise for his recent accomplishments.

VI. OLD BUSINESS:

a) Board Policies 101-106

President Von Flue stated that Policies 101-106 were still out for review until 4/17/2023.

VII. FINANCE OFFICER'S REPORT:

a) Check Summary

b) Departmental Expense Report

c) Bank Account Balance Comparison

Secretary Treasurer Mengucci made a motion to approve the finance officer's report as presented. Vice President Palmer seconded the motion. The motion carried unanimously.

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

VIII. CHIEF'S REPORT

a) Civil Service Update

Chief Miles reported that the second meeting of the Civil Service Commission would be held Thursday, April 13, 2023 at 9:00am. Chief Miles stated a Public Hearing would take place to hear public comment on the Civil Service Rules. Chief Miles reported on three minor focuses; modernization of the language referencing microfilm, addition of language clarifying education/training time required during a candidate's probation, and discussion on reasons the Chief Examiner *may* disqualify a candidate from testing, including if a candidate had taken the test within the last six months. Chief Miles reported that the Civil Service Commission went into executive session and interviewed two candidates for the Chief Examiner position. Ultimately, the district entered into a personal services agreement with the selected candidate, Keith Smith.

b) Strategic Plan Update

Chief Miles reported on Goal 3, volunteer participation, and working with the Tour of Duty (TOD) program along with the TOD Committee, which will be meeting again this Thursday. Chief Miles stated that the committee members would be designing a draft operational guideline, as well as reimbursement formulas, scheduling, and discussion of the survey results. Chief Miles stated that the target operational date for the TOD program was June 2023. President Von Flue asked how the Tour of Duty would affect the budget and if volunteers would be paid for their time on shift. Chief Miles responded that the volunteer reimbursement structure was still being determined and there wasn't a definitive answer to the question at this time. Chief Miles also pointed out that the TOD Committee meeting minutes are posted on SFD's website (www.silvertonfire.com>Members Only>Communications). Chief Miles reported on Goal 4, incentive/retention, and shared that DC Veit had been communicating with other departments regarding the incentive and retention program, which also lines up with the afore-mentioned TOD Committee discussion. If re-designed, the program would propagate big changes and likely trickle down to the VIP program as well. Chief Miles reported on Goal 7, leadership and volunteer officer's standards. Chief Miles reported that this training was often accomplished during regular drill nights, during academy, outside classes, and online professional development. Chief Miles stated that the District currently had volunteers enrolled in the Fire Officer I classes, which were fashioned hybrid-style (online/in-person training). Chief Miles stated that during drill nights, current officers and officer candidates practice incident command at scenario-based drill stations, often on a weekly basis, and in line with Training Advisory Group's outline, as later explained by Lt. Dan Brown. In answer to Vice President Palmer's question whether or not entry-level firefighters are given the opportunity to be appointed to these leadership roles during drill, Chief Miles described what may happen unofficially if an officer is absent from drill, and then followed the remarks up with an explanation of the district's volunteer officer/promotion process. Lt. Dan Brown added that the promotion study sessions were not only beneficial for those candidates with a desire to promote, but also bolstered knowledge for the current leaders assisting with these sessions as well. Chief Miles commented on how rewarding it was to witness the hard work, zeal and sincerity of the candidates, and President Von Flue concurred that these "behind-the-scenes" efforts were encouraging. Chief Miles reported on Goal 11, medical evaluation program, and stated that AC Grambusch was working on the Operational Guideline regarding physicals, including the mandatory pre-employment candidate physicals (referencing NFPA 1582's standards) and incumbent physicals (including age-bearing language), with the option of examinations being performed by the member's own care provider. Chief Miles continued with the reasoning and importance of district budgeting for physical examinations, district payment for these exams, ease of providing Township Health's services and close proximity to

members, along with explaining the challenges along the way, and noticing no real upward spike in the incumbents' participation in these exams. President Von Flue commented that not much change has happened as far as a district-initiated incentive for firefighters to timely follow through with this. Chief Miles stated that all **new** updates reflected on the Strategic Plan would now be in red ink, older updates would be in black ink.

c) Burn-to-Learn

Chief Miles shared that the District would be burning a house on Saturday, April 15, 2023 at 630 SW Main Street in Silverton beginning at 7:30a.m. Chief Miles stated that in the days prior to the burn, staff would be initiating prep work (venting, clearing, trenching, etc.). Director Bledsoe asked how it was ascertained that a structure is approved for a Burn-to-Learn. Chief Miles provided a brief explanation, specifically with regards to how older homes which may have asbestos. Chief Miles discussed other preparatory measures and how fortuitous it was for the Academy to be able to be involved in a live fire training so soon after graduation.

d) Academy

Chief Miles discussed the Academy graduation on Saturday, April 8, 2023. Silverton Fire District graduated 23 firefighter and support academy members: 17 from Silverton Fire District, 4 from Mt. Angel Fire District, 1 from Monitor Fire District and 1 from Drakes Crossing Fire District. Chief Miles commented on how great it was to work with our neighboring fire agencies and that the Academy would be following up with Wildland FFII training in a couple of weeks. President Von Flue attended the graduation and highlighted a speech on integrity during the ceremony.

e) Fire Resiliency and Preparedness Workshop

Chief Miles shared event details coming up on Wildland Preparedness on July 22, 2023 from 9:00am – 12:00pm at the Oregon Garden's Fire Safety House. Partnering with Silverton Fire District will be Oregon State University Extension Service, Oregon State Fire Marshal's Office, Sustainable Silverton, and the Oregon Garden and Marion Soil and Water Conservation. There will be a couple of pre-workshop planning meetings in the coming months.

f) ESO/CAD

Chief Miles reported that AC Grambusch continues to work on collecting call data for the GIS specialist. Chief Miles stated there have been many challenges along the way, including having to sift through emergent/non emergent calls, call discrepancies, technical difficulties, and missing call information. Chief Miles stated that AC Grambusch would forward completed years (2020-21) to the GIS so they could get started on their work.

g) FDC-Quarterly Newsletter

Chief Miles reported that the 2023 First Quarter *FDC-Fire Department Connection* is available for review. President Von Flue asked if members felt like they received the training they desired by way of the SDAO Conference sessions and were they going to continue the monthly trainings. Office Administrator Cantu spoke to the fact that no less than three emails had been sent to each Board Member with links to Bronze Level video series training, but had yet to receive confirmation of completion from any member to date.

IX. NEW BUSINESS:

a) Board Approval for Temporary Administrative (Assistant) Chief Position

With encouragement from the Board, this agenda item was presented by Chief Miles. In summary, the memo requests approval from the Board of Directors for re-employment of retiree AC Grambusch for up to six months beginning July 1, 2023 and adding the temporary position to the organizational chart. Vice President Palmer asked for clarification whether or not this would be a contracted position that included benefits. Chief Miles replied that it would retain *some* of the previous benefits which would be outlined in the contract, and included in the next budget. Director Bledsoe requested, with agreement of the Board, that the temporary position should read "Temporary Administrative Assistant Chief" throughout all documentation.

Director Bledsoe made a motion to approve the request as detailed in the April 7, 2023 Memo to the Board of Directors. Secretary-Treasurer Mengucci seconded the motion. The motion carried unanimously.

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

X. ITEMS PENDING:

President Von Flue commented that there are no items pending.

XI. EXECUTIVE SESSION:

ORS 192.660,(2),(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing

It was decided that there was no need for an Executive Session, as the Chief's Performance Appraisal would stand, and no discussion was requested by any party. President Von Flue made it known that any Board Member, along with Chief Miles, could request a copy of the evaluation but would not be a public document; he directed that the appraisal should be destroyed or secured after perusal. Vice President Palmer stated that she will extract the itemized list of goals separately from the performance appraisal for Directors who want to know what they are.

XI. GOOD OF THE ORDER:

No discussion of Good of the Order items at this meeting.

XII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:57 p.m.

Approved this _____ day of _____, 2023.

President

Minutes recorded and prepared by Kate Tolmachoff

Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 5/2/2023 3:34 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000001	001098 11008	ADVANCE DESIGN SYSTEMS, INC. VIPRE BUSINESS - 3 YEAR COVERAGE	04/14/2023	600.00
Total for Check Number 1000001:				600.00
1000002	007150 39714034 84873410	BOUND TREE MEDICAL, LLC MEDS & EMS SUPPLIES CREDIT / DOUBLE-PAID INVOICE	04/14/2023	363.80 -234.90
Total for Check Number 1000002:				128.90
1000003	6091912 SFD 23-03	BRASS ROOTS TRAINING SOLUTIONS TRAINING: MONTH OF MARCH 2023	04/14/2023	1,525.00
Total for Check Number 1000003:				1,525.00
1000004	010172 CP-00445563 CP-00445563 CP-00445563 CP-00445563 CP-00445563 CP-00445563 CP-00445563 CP-00445563 CP-00445563 CP-00445563	CARSON OIL COMPANY FUEL FOR C402 FUEL FOR 421 FUEL FOR S414 FUEL FOR S423 FUEL FOR C401 FUEL FOR D411 FUEL FOR S413 FUEL FOR ST 400 FUEL FOR C482 FUEL FOR 412	04/14/2023	63.11 49.66 26.53 62.51 50.03 29.15 24.53 21.42 117.63 95.23
Total for Check Number 1000004:				539.80
1000005	096998 5.05070.0 5.05071.0	CITY OF SILVERTON WATER USAGE AT STAT. 1 WATER USAGE STAT. 1 MAINT BAY	04/14/2023	355.37 54.74
Total for Check Number 1000005:				410.11
1000006	015880 L0043683725	DEPT. OF MOTOR VEHICLES DMV CKS	04/14/2023	6.00
Total for Check Number 1000006:				6.00
1000007	6091940 8A7B001D-0007	DIGITAL DEPLOYMENT INC APRIL 1 - MAY 1 WEBSITE MGMT	04/14/2023	200.00
Total for Check Number 1000007:				200.00
1000008	010185 1139 1139 1139 1139	ELAN FINANCIAL SERVICES MOTOROLA MINITOR VI PAGER KENWOOD RADIO BATTERIES (6) PARKING FOR COUNTY RADIO MTG TRAINING SUPPLIES	04/14/2023	1,184.40 508.95 6.00 72.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2503	POSTAGE/DPSST		9.72
	2503	ACTIVE911 ADDL MEMBERS		32.48
	2503	ZOOM ACCT		15.99
	2675	CALLCENTRIC		20.00
	2675	CALLCENTRIC		19.80
	2675	PSWD PROTECT		60.00
	3400	NREMT REG-K TOLMACHOFF		25.00
	3400	SAFEGWAY-BOARD MTG		39.45
	3400	SAFEGWAY - BOARD MTG		13.99
	4845	POSTAGE FOR HYDR FLUID SAMPLE L408		5.85
	4845	PLUMBING REBUILD KITS ST 1		191.19
	8105	GRADUATION CAKE/THRIFTWAY		121.80
	8105	COSTCO / GRAD SUPPLIES		23.49
	8105	COSTCO / GRAD SUPPLIES		121.74
	8105	GRADUATION CAKE/THRIFTWAY		52.20
	8105	PRE-POSTAGE WINDOW ENVELOPES/USP		389.95
	8105	ZOOM ACCT		14.99
	9817	A/C HELMET - VEIT		269.82
			Total for Check Number 1000008:	3,198.81
1000010	6091881 HOME PLACE	JAMES RUKS REIMB FOR JOINT ASSOC DINNER	04/14/2023	162.05
			Total for Check Number 1000010:	162.05
1000011	058000 23000545181	LES SCHWAB TIRE CENTER C482 USED REPLACEMENT TIRE	04/14/2023	100.00
			Total for Check Number 1000011:	100.00
1000012	098725 65935	LOCAL GOVERNMENT LAW GROUP P MARCH 2023	04/14/2023	364.00
			Total for Check Number 1000012:	364.00
1000013	120185 0008	MARK ZEITZER QTRLY PAYMENT JAN-MAR 2023	04/14/2023	125.00
			Total for Check Number 1000013:	125.00
1000014	072925 FY202223-1217	METCOM 9-1-1 DISPATCH SERV. FEE FOR MAY 2023	04/14/2023	7,581.30
			Total for Check Number 1000014:	7,581.30
1000015	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 3/09 - 4/07	04/14/2023	913.97
			Total for Check Number 1000015:	913.97
1000016	6091868 41628	OREGON SEWER & DRAIN CLEAR SEWER BLOCKAGE - ST 1	04/14/2023	362.50
			Total for Check Number 1000016:	362.50
1000017	083200 0074320000 2603340000 3700411000 5974190000 8950420000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 3/07 - 4/05 STAT. 1 ELECTRIC SERV. 3/9 - 4/7 STAT. 3 ELECTRIC SERV. 3/9 - 4/7 STAT. 9 ELECTRIC SERV. 3/9 - 4/7 STAT. 2 ELECTRIC SERV. 3/9 - 4/7	04/14/2023	35.30 1,248.57 53.87 34.05 150.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000017:	1,522.75
1000018	092090	REPUBLIC SERVICES #456	04/14/2023	
	0456003442773	STAT. 1 GARBAGE SERV. 3/01 - 3/31		182.25
	0456003443842	STAT. 8 GARBAGE SERV. 3/01 - 3/31		43.22
			Total for Check Number 1000018:	225.47
1000019	6091891	RICKMAR ENTERPRISES INC	04/14/2023	
	649096	PEST CONTROL SERVICE APRIL 2023		145.00
			Total for Check Number 1000019:	145.00
1000020	095050	SCHURTER TRUCKING	04/14/2023	
	16355	NOX AND COOLANT LEVEL SENSOR REPL		1,294.67
			Total for Check Number 1000020:	1,294.67
1000021	077200	TRUE NORTH EQUIPMENT	04/14/2023	
	003620	L408 REPAIR / NEW WIPER SEALS, OUTRIC		6,064.06
			Total for Check Number 1000021:	6,064.06
1000022	112435	VERIZON WIRELESS	04/14/2023	
	9931516479	B. MILES CELL SERV.: 4/2-5/1		42.44
	9931516479	I. PETERSON CELL SERV.: 4/2-5/1		42.44
	9931516479	407 IPAD SERV.: 4/2-5/1		40.81
	9931516479	405 IPAD SERV.: 4/2-5/1		40.81
	9931516479	K. MILLER CELL SERV.: 4/2-5/1		42.44
	9931516479	482 IPAD SERV.: 4/2-5/1		40.81
	9931516479	401 IPAD SERV.: 4/2-5/1		40.81
	9931516479	E. GRAMBUSCH CELL SERV.: 4/2-5/1		42.44
	9931516479	485 IPAD SERV.: 4/2-5/1		40.81
	9931516479	423 IPAD SERV.: 4/2-5/1		40.81
	9931516479	K. VEIT CELL SERV.: 4/2-5/1		42.44
	9931516479	411 IPAD SERV.: 4/2-5/1		40.81
	9931516479	415 IPAD SERV.: 4/2-5/1		40.81
	9931516479	M. HUGHES CELL SERV.: 4/2-5/1		42.44
	9931516479	C. CANTU CELL SERV.: 4/2-5/1		42.44
			Total for Check Number 1000022:	623.56
1000023	034015	ZIPLY FIBER	04/14/2023	
	3/24-4/24 ST3	503-873-3190-062193-5		66.93
	3/25-4/24 RL	503-001-0586-110204-5		27.30
	3/25-4/24 ST1	503-873-2805-070997-5		200.82
	3/25-4/24 ST8	503-873-6215-090168-5		91.26
	3/25-4/24- ST9	503-873-5645-012395-5		66.93
	3/25-4/24 STA2	503-873-5097-071291-5		74.24
			Total for Check Number 1000023:	527.48
			Total for 4/14/2023:	26,620.43
1000024	068535	911 SUPPLY INC	04/28/2023	
	31390	NAME TAPE & PATCH INSTALL J BREITBA		17.10
	31584	EMT PATCH INSTALL J HANSEN		13.97
			Total for Check Number 1000024:	31.07

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000025	007150 84928469	BOUND TREE MEDICAL, LLC MISC ALS/BLS SUPPLIES	04/28/2023	439.36
Total for Check Number 1000025:				439.36
1000026	010172	CARSON OIL COMPANY	04/28/2023	
	448893	FUEL FOR C401		54.70
	448893	FUEL FOR 0400		27.63
	448893	FUEL FOR D411		10.45
	448893	FUEL FOR S423		102.58
	448893	FUEL FOR C482		184.00
	448893	FUEL FOR S434		163.26
	448893	FUEL FOR 421		103.99
	448893	FUEL FOR 412		117.10
Total for Check Number 1000026:				763.71
1000027	010310 3466	CASCADE FIRE EQUIPMENT COMPAN 5 GAL BACKPACK SMOKECHASER, DRIP T	04/28/2023	390.00
Total for Check Number 1000027:				390.00
1000028	6091940 8A7B001D-0003	DIGITAL DEPLOYMENT INC RE-ISSUE FOR DEC 1, 2002 - JAN 1, 2023 WI	04/28/2023	200.00
Total for Check Number 1000028:				200.00
1000029	033975	GRAINGER	04/28/2023	
	9647461111	URINAL SCREENS/ST 1		34.65
	9674000790	LARGE ROLL PAPER TOWELS FOR DISPEN		108.76
	9674311734	FF BOOTS / R. HEDRICK		168.44
	9681059847	CLEANERS, DETERGENTS, HAND SOAP		251.52
Total for Check Number 1000029:				563.37
1000030	035075 1	HRA VEBA TRUST YA462 HRA/VEBA: APR	04/28/2023 PR Batch 00002.04.2023 YA4	1,600.00
Total for Check Number 1000030:				1,600.00
1000031	6091929 SEE ATTACHED	JULIE HANSEN EMT CERTIFICATION - 1/2 REIMB	04/28/2023	1,633.88
Total for Check Number 1000031:				1,633.88
1000032	055500 695950 696856	L.N.CURTIS & SONS REPL HANDLE FOR COMBI TOOL B407/DA REPLACEMENT TIP (PAIR) FOR 358E2 COM	04/28/2023	308.56 1,906.00
Total for Check Number 1000032:				2,214.56
1000033	091893 0841080 0841080	LIFEMAP ASSURANCE CO. LIFEMAP: EMPLOYEE CONTRIB. MAY AD&D/LIFE INS. EMPLOYER CONTIB: MAY	04/28/2023 PR Batch 00002.04.2023 LIFI PR Batch 00002.04.2023 AD	48.75 67.90
Total for Check Number 1000033:				116.65
1000034	067800 315	MOLALLA FIRE DISTRICT (2) LIVE FIRE INST IC CLASS-HUGHES/MIL	04/28/2023	400.00
Total for Check Number 1000034:				400.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000035	070060 8462320X	NFPA MEMBER RENEWAL 23-24 ID2644383	04/28/2023	175.00
Total for Check Number 1000035:				175.00
1000036	6091892 U028E207 U028E208	PACER PROPANE PROPANE STA. 3 / LOC 2 PROPANE STA. 8 / LOC 3	04/28/2023	509.15 518.22
Total for Check Number 1000036:				1,027.37
1000037	6091901 044044 044049 044527	PACIFIC OFFICE AUTOMATION (SALE 12/7 - 01/07/23 COPIER MONTHLY USAGE 01/07 - 02/07/23 COPIER MONTHLY USAGE 02/07 - 03/07/23 COPIER MONTHLY USAGE	04/28/2023	101.27 142.69 128.90
Total for Check Number 1000037:				372.86
1000038	6091896 5024746612	PACIFIC OFFICE AUTOMATION INC CONT NO 450-0027766-000, 5/1 - 5/31/23	04/28/2023	179.01
Total for Check Number 1000038:				179.01
1000039	065870 02369344	PETRO CARD BULK FUEL 400 GAL @ 3.4123	04/28/2023	1,367.62
Total for Check Number 1000039:				1,367.62
1000040	6091962 1335	RICHARD GILES CUSTOM LENGTH HOSE FAB, HOSE REPAI	04/28/2023	800.00
Total for Check Number 1000040:				800.00
1000041	094000 6182-33 9921-47	ROTH'S FRESH MARKETS ADMIN PROF DAY SNACKS FOR CPR CLASS	04/28/2023	41.98 24.66
Total for Check Number 1000041:				66.64
1000042	098720 03-0052823 03-0052823 03-0052823 03-0052823	SDIS MEDICAL: EMPLOYER CONTRIB.: MAY LTD: EMPLOYER CONTRIB. : MAY COBRA PREMIUM C. MILES: MAY MEDICAL: EMPLOYEE CONTRIB.: MAY	04/28/2023 PR Batch 00002.04.2023 MEI PR Batch 00002.04.2023 LTE PR Batch 00002.04.2023 MEI PR Batch 00002.04.2023 MEI	13,430.22 235.76 756.43 1,492.26
Total for Check Number 1000042:				15,914.67
1000043	098955 5489528	STATESMAN JOURNAL 3/29 NOT OF PUB HEARING	04/28/2023	305.70
Total for Check Number 1000043:				305.70
1000044	027039 POL 930943-0001	SUN LIFE FINANCIAL STMT 05/01/2023 - 05/31/2023	04/28/2023	460.88
Total for Check Number 1000044:				460.88
1000045	6091829 04/12 - 05/11	WAVE 056639301-0008873 CONV. BOX	04/28/2023	80.64
Total for Check Number 1000045:				80.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for 4/28/2023:	29,102.99
			Report Total (44 checks):	55,723.42

General Ledger

Expense vs Budget with Encumbrances

User: Candace
 Printed: 5/2/2023 3:37:29 PM
 Period 01 - 12
 Fiscal Year 2023

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 702,000.00	\$ 514,575.28	\$ 187,424.72	26.70%
25-1-51002	EXTRA PERSONNEL	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 26,300.00	\$ 20,407.21	\$ 5,892.79	22.41%
25-1-51004	SOCIAL SECURITY	\$ 63,947.00	\$ 53,983.09	\$ 9,963.91	15.58%
25-1-51005	GROUP HEALTH INSURANCE	\$ 219,930.00	\$ 142,584.09	\$ 77,345.91	35.17%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,363.00	\$ 10,615.46	\$ 11,747.54	52.53%
25-1-51007	PERS	\$ 234,791.00	\$ 175,274.55	\$ 59,516.45	25.35%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 415.44	\$ 784.56	65.38%
25-1-51009	OVERTIME	\$ 35,000.00	\$ 51,927.89	\$ (16,927.89)	-48.37%
25-1-51010	VOLUNTEERS	\$ 84,000.00	\$ 129,883.27	\$ (45,883.27)	-54.62%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 24,000.00	\$ 16,000.00	\$ 8,000.00	33.33%
25-1-51013	DIRECTORS EXPENSES	\$ 600.00	\$ -	\$ 600.00	100.00%
PAYROLL RELATED EXP		\$ 1,415,631.00	\$ 1,115,666.28	\$ 299,964.72	21.19%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 2,850.08	\$ 649.92	18.57%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 6,035.00	\$ 2,465.00	29.00%
25-1-61003	CONTRACT SERVICES	\$ 20,000.00	\$ 20,117.36	\$ (117.36)	-0.59%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 11,658.57	\$ 8,341.43	41.71%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 622.27	\$ 1,877.73	75.11%
25-1-61006	UTILITIES	\$ 40,000.00	\$ 35,900.16	\$ 4,099.84	10.25%
25-1-61007	ELECTION EXPENSES	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 20,000.00	\$ 17,628.48	\$ 2,371.52	11.86%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.45	\$ 49.55	99.10%
25-1-61011	ANNUAL AUDIT	\$ 9,000.00	\$ 9,250.00	\$ (250.00)	-2.78%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,000.00	\$ 2,793.80	\$ 206.20	6.87%
25-1-61013	RECRUITING EXPENSE	\$ 2,000.00	\$ 2,185.99	\$ (185.99)	-9.30%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 440.64	\$ 1,559.36	77.97%
25-1-61015	TRAINING EXPENSE	\$ 50,000.00	\$ 49,212.05	\$ 787.95	1.58%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ 2,375.45	\$ 2,624.55	52.49%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 1,844.26	\$ 1,655.74	47.31%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 4,847.20	\$ 2,152.80	30.75%
25-1-61019	INSURANCE	\$ 68,000.00	\$ 63,552.00	\$ 4,448.00	6.54%
25-1-61020	CIVIL SERVICE	\$ -	\$ -	\$ -	0.00%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ 1,303.64	\$ 1,196.36	47.85%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 6,500.00	\$ 5,600.31	\$ 899.69	13.84%
25-1-61023	UNIFORM ALLOWANCE	\$ 8,000.00	\$ 7,997.59	\$ 2.41	0.03%
25-1-61024	FUELS AND LUBRICANTS	\$ 35,000.00	\$ 31,087.22	\$ 3,912.78	11.18%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ 388.26	\$ 261.74	40.27%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 1,369.10	\$ 5,130.90	78.94%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ 8,199.57	\$ 6,800.43	45.34%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ 1,927.00	\$ 8,073.00	80.73%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 40,000.00	\$ 19,754.45	\$ 20,245.55	50.61%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 4,145.85	\$ 2,354.15	36.22%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 6,500.00	\$ 6,297.27	\$ 202.73	3.12%

Account Number	Description	Budget	End Bal	Available	% Available
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ 348.88	\$ 151.12	30.22%
25-1-61050	DISPATCH SERVICES	\$ 90,976.00	\$ 83,394.30	\$ 7,581.70	8.33%
25-1-61055	MEDICAL MEMBERSHIPS	\$ 5.00	\$ -	\$ 5.00	100.00%
25-1-61056	HEALTH AND WELFARE	\$ 12,000.00	\$ 10,822.58	\$ 1,177.42	9.81%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 31,665.06	\$ 8,334.94	20.84%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ 170.71	\$ 329.29	65.86%
25-1-61063	GRANT EXPENDITURES	\$ 320,000.00	\$ 27,324.66	\$ 278,037.94	86.89%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ 10,672.00	\$ 3,278.00	21.85%
25-1-61065	SCBA MAINTENANCE	\$ 3,000.00	\$ 2,595.41	\$ 404.59	13.49%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ 542.02	\$ 957.98	63.87%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ 1,317.94	\$ 182.06	12.14%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 285.98	\$ 1,214.02	80.93%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 3,513.30	\$ 11,486.70	76.58%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 1,644.86	\$ 2,355.14	58.88%
	MATL SUPP & EXP	\$ 913,681.00	\$ 493,681.72	\$ 404,311.88	44.25%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ 18,579.00	\$ 1,421.00	7.11%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 45,000.00	\$ 42,823.82	\$ 83.18	0.18%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ 4,026.89	\$ 5,973.11	59.73%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 3,920.52	\$ 4,579.48	53.88%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 6,000.00	\$ 4,226.36	\$ 1,638.64	27.31%
25-1-71015	HOSE REPLACEMENT	\$ 7,500.00	\$ -	\$ 7,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 20,000.00	\$ 2,966.08	\$ 17,033.92	85.17%
25-1-71139	TRAINING EQUIPMENT	\$ 15,000.00	\$ 5,978.37	\$ 9,021.63	60.14%
	CAPITAL OUTLAY	\$ 132,000.00	\$ 82,521.04	\$ 47,250.96	35.80%
25-1-90001	CONTINGENCIES	\$ 106,788.00	\$ -	\$ 106,788.00	100.00%
	CONTINGENCY	\$ 106,788.00	\$ -	\$ 106,788.00	100.00%
25-5-92006	ENDING FUND BALANCE	\$ 700,000.00	\$ -	\$ 700,000.00	100.00%
	UNAPPROPRIATED	\$ 700,000.00	\$ -	\$ 700,000.00	100.00%
25-1-91025	TRANSFER OUT (FUND 24)	\$ 14,000.00	\$ 14,000.00	\$ -	0.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 100,000.00	\$ 100,000.00	\$ -	0.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%
	TRANSFER OUT	\$ 139,000.00	\$ 139,000.00	\$ -	0.00%
25-1-93001	LEASE PRINCIPAL	\$ 52,135.00	\$ 52,133.39	\$ 1.61	0.00%
25-1-93002	LEASE INTEREST	\$ 1,343.00	\$ 1,343.00	\$ -	0.00%
	DEBT SERVICE	\$ 53,478.00	\$ 53,476.39	\$ 1.61	0.00%
Expense Total		\$ 3,460,578.00	\$ 1,884,345.43	\$ 1,558,317.17	4503.05%

BANK ACCOUNT BALANCE COMPARISON

<u>February 28, 2022</u>		<u>February 28, 2023</u>	
Columbia Bank Checking	\$ 104,864.87	Columbia Bank Checking	\$ 186,154.30
Columbia Bank MM	\$ 340,731.99	Columbia Bank MM	\$ 228,450.65
Local Gov't Pool	\$ 2,702,752.42	Local Gov't Pool	\$ 2,681,327.23
Sub Total	\$ 3,148,349.28	Sub Total	\$ 3,095,932.18
<i>OPERATING BUDGET AHEAD -\$52,417.10</i>			

<u>March 31, 2022</u>		<u>March 31, 2023</u>	
Columbia Bank Checking	\$ 109,425.08	Columbia Bank Checking	\$ 345,145.85
Columbia Bank MM	\$ 346,650.56	Columbia Bank MM	\$ 230,830.63
Local Gov't Pool	\$ 2,583,365.50	Local Gov't Pool	\$ 2,369,936.95
Sub Total	\$ 3,039,441.14	Sub Total	\$ 2,945,913.43
<i>OPERATING BUDGET AHEAD -\$93,527.71</i>			

<u>April 30, 2022</u>		<u>April 30, 2023</u>	
Columbia Bank Checking	\$ 344,617.43	Columbia Bank Checking	\$ 170,484.55
Columbia Bank MM	\$ 206,339.28	Columbia Bank MM	\$ 280,895.81
Local Gov't Pool	\$ 2,352,986.77	Local Gov't Pool	\$ 2,399,589.67
Sub Total	\$ 2,903,943.48	Sub Total	\$ 2,850,970.03
<i>OPERATING BUDGET AHEAD -\$52,973.45</i>			

SILVERTON FIRE DISTRICT BOARD POLICY MANUAL



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POLICY 301: FIXED ASSETS & INVENTORY CONTROL

Originated: December 11, 1984

Revised: November 14, 2017

Reviewed: November 10, 2020

PURPOSE

The purpose of the fixed asset and inventory control policy is to provide control and accountability over property owned by the Fire District if said property meets or exceeds the monetary and/or useful life threshold.

PROPERTY MONETARY AND USEFUL LIFE

All items, either owned by the District, or loaned or furnished to the District, having an individual unit value of \$5000.00 or more and/or a useful life of 10 years or more are to be covered by this policy as Fixed Assets. Such assets shall be categorized as indicated below:

TEN (10) YEARS: Staff Vehicles, Misc. Equipment

TWENTY FIVE (25) YEARS: Brush, Rescue, Engine

THIRTY (30) YEARS: Ladder, Tenders

FIFTY (50) YEARS: All stations and buildings

Other items which have a useful life of 10 years or more and have an individual unit value of less than \$5000.00 may be grouped by like item, and the group may be accounted for as inventory.

PROPERTY IDENTIFICATION

A District identification number shall be assigned and if possible, affixed or engraved, to each item. If an item or group of items cannot be effectively tagged, because of size, material, incompatibility, etc., then a number shall be assigned to those items without affixing an identification tag or engraving.

When a property item or group of items is received by the District, before the item(s) is placed in service, the following will occur: proper identification number shall be assigned, the item(s) tagged or engraved, the item(s) recorded by location, classification, description, acquisition cost, replacement cost and date. This information will be known as the Fixed Asset and Inventory Control. The item(s) will then be entered into the fixed asset and inventory control and placed into service.

PROPERTY ACCOUNTABILITY

Accountability shall be maintained by records kept by the Fire Chief or his/her designee. The records shall be verified at least once each budget year by physical inventory of all property in the District's possession. This inventory shall be completed by June 30th of each year. Each year the Fire Chief shall report the status of the District fixed assets to the Board of Directors in writing during the report of the

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annual independent audit. This report shall include all new additions, any deletions and any missing items.

If any items are found to be missing during the yearly inventory, the Fire Chief shall be notified of the loss in writing and shall undertake appropriate action to determine the location or disposition of the item.

If any item of property is disposed of, the Fire Chief shall be notified and provide the following information for the inventory accounting system:

- Disposition of the property and reason,
- Date disposed of
- Dollar amount of revenue from the disposal action.

If any property items are located which are not tagged or properly inventoried, these items shall be tagged immediately and the appropriate entries made in the fixed asset program.

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POLICY 302: PURCHASING

Originated: December 15, 1987
Revised: November 11, 2003
Reviewed: November 10, 2020

PURPOSE

In order for the District to continue to provide a high level of service to our taxpayers, it is imperative that we continually strive for lower costs in every area of our operation.

Purchasing is an important activity where it is mandatory that the responsibility for buying materials and services be assigned to staff skilled in negotiating, cost reduction and other purchasing techniques.

SCOPE

This policy applies to all purchase and purchase-related documents prepared or processed within the District.

RESPONSIBILITIES

The Fire Chief has the responsibility for the procurement of all goods and services, the processing and sale of goods and services, and to either provide the services for such procurement and processing or give functional directions to others delegated the authority to perform such services.

Only those persons delegated by the Chief are authorized to commit the District for materials, equipment, supplies and services.

Purchasing personnel are to seek to obtain and purchase all goods at the lowest possible total end-use cost, considering the guidelines of prices, service, quality and delivery.

BIDS/REQUEST FOR PROPOSAL (RFP)

The District reserves the right to reject any and all bids/RFP, waive informalities and to contract as the best interests of the District may require. In all cases State purchasing Law must be followed.

When requesting bids/RFP, a minimum of three suppliers is acceptable, providing the purchaser is familiar with the market and prices of the material in question. In the case of proprietary items, more than one price is often not possible and should be so noted.

APPROVAL REQUIREMENTS

At the request of the Board of Directors of the District, all designated purchasing personnel shall obtain Board approval prior to committing the District to Capital Outlay purchases in excess of \$2,500. In situations where Board action is not possible at a regular session, the purchaser shall poll as many of the Board as is possible for permission to make the purchase, and so note this action at the next regular Board session. The Fire Chief is authorized to make all purchases as approved in the budget.

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POLICY 303: REIMBURSEMENT FOR DISTRICT SERVICES

Originated: June 14, 1988
Revised: November 11, 2003
Reviewed: November 10, 2020

PURPOSE

In order for the District to request cost recovery for services rendered under ORS 478.310.

SCOPE

The Silverton Fire District may be requested to provide firefighting or other public safety services outside the limits of the District, or within an area of the District where no taxes or assessments are levied by the District. These services may include, but are not limited to, the following:

- Incidents involving an aircraft crash;
- Incidents on roadways, waterways or railroad right-of-ways against which no taxes or assessments for fire protection are levied by the District;
- Incidents in areas of close proximity to the District for which no service is provided by any other fire protection district.

Costs incurred in providing such services may be recovered from the responsible party in accordance with applicable State laws (ORS 478.310).

The "Responsible Party" is the person(s), party or property receiving the direct fire or safety services as a result of the incident.

The District, when responding apparatus, equipment and/or Staff pursuant to paragraph I of this policy, shall be paid the reasonable charge for the service, including repairs and depreciation, as well as the hourly equipment and Staff charge used in accordance with a State Fire Service Mobilization Plan.

COST RECOVERY AND RELATED CHARGES

Cost Recovery for service may be waived if the responsible party is, at the time of the incident, a resident of the District, or owner of taxable real property within the District that is currently being taxed.

Charges assessed pursuant to paragraph I shall be separate of any charges for services provided by any ambulance service involved in the same incident.

No charges shall be submitted for Mutual Aid or Automatic Aid provided to another District, City or Fire Department, or to the Oregon Department of Forestry, pursuant to the agreements where the District has agreed not to make charges for such services, or where the District has agreed cost recovery to another or different charge for such services.

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RELATED INFORMATION

The District shall make every possible attempt to gather pertinent information regarding each incident for timely cost recovery purposes. All information shall be considered confidential under Policy # 104.

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POLICY 304: PUBLIC CONTRACTING

Originated: July 12, 2005

Revised:

Reviewed: November 10, 2020

PURPOSE

It is the policy of the Silverton Fire District in adopting the Public Contracting Regulations to utilize public contracting practices and methods that maximize the efficient use of public resources and the purchasing power of public funds by promoting impartial and open competition. The District will use clear and complete solicitation methods denoting contract specifications and requirements. These practices and methods will be in full compliance of the contracting authorities described in ORS Chapters 279A, 2798, and 279C.

DEFINITIONS

Formal competitive selection procedure; procedures for public contracting as required by ORS 2798.050(1) (competitive sealed bids or competitive sealed proposals for goods and services), or ORS 279C.335(1) (competitive bids for public improvements) or, for personal service contracts, the same formal procedures required for the selection of goods and services pursuant to ORS 2798.060 (competitive sealed proposals).

Formal competitive selections process; the process of using formal competitive selection procedures for the procurement of goods and services or for public improvements contracts.

Personal service contracts; include contracts for services that require specialized technical, artistic, creative, professional or communication skills or talent, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the service depends on attributes that are unique to the service provider, other than contracts for an architect, engineer, land surveyor or provider of related services as defined in ORS 279C.100.

LOCAL CONTRACT REVIEW BOARD

The Silverton Fire District Board of Directors are designated as the Local Contract Review Board under the Oregon Public Contracting Code. The Local Contract Review Board may delegate its powers and responsibilities consistent with the Oregon Public Contracting Code, the Model Rules, and through Resolution.

CONTRACTING AGENCY

The Fire Chief or his/her designee is designated as the Board of Director's "Contracting Agency" for purposes of contracting powers and duties assigned to the Silverton Fire District.

MODEL RULES

Except as modified herein, or by subsequent resolution, the Model Rules, Divisions 46, 47, 48 and 49, adopted by the Attorney General under ORS 279A, 2798, and 279C, as they now exist, and as they may

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be amended in the future, are hereby adopted as the Silverton Fire Districts public contracting rules. Words and phrases used by these rules that are defined in ORS sub-chapters 279A, 2798, and 279C and in the Model Rules, has the same meaning as defined in ORS sub-chapters 279A, 2798, and 279C and the Model Rules.

PUBLIC CONTRACTING AUTHORITY

The Fire Chief or his/her designee has the contracting authority and responsibilities as follows:

The Fire Chief or his/her designee is authorized to:

- Enter into agency contracts not to exceed \$25,000 without additional authorization of the Local Contract Review Board. Contracts exceeding \$25,000 for public improvements identified and that has been approved by the Board through the budgetary process, will be deemed to be approved by the Local Contract Review Board.
- Recommend that the Local Contract Review Board approve or disapprove contract awards in excess of \$25,000 or to change orders or amendments to contracts of more than \$25,000.
- Adopt forms, computer software, procedures, and administrative policies for all purchases consistent with this policy.

All contracting will conform to approved purchasing procedures adopted by the Board of Director's / Local Contract Review Board.

The Fire District will plan purchase requirements sufficiently in advance so that orders that apply can be placed in economical quantities.

The Fire Chief or his/her designee will process requisition forms and negotiate purchases on the most favorable terms in accordance with adopted resolutions, state laws (including the Oregon Public Contracting Code), policies and procedures.

FORMAL COMPETITIVE SELECTION PROCEDURES-EXEMPTIONS

All public contracts will be based upon formal competitive selection requirements of ORS 2798/050(1) or ORS 279C.335(1), except as expressly provided in this subsection, or by subsequent resolution. The following classes of public contracts are hereby exempted from the formal competitive selection or requirements of ORS 2798.050(1) and ORS 279C.335(1):

- Any contract exempted by the State of Oregon Public Contracting Code or Model Rules,
- Any contract expressly exempted from formal competitive selection procedures adopted by ordinance or resolution of the Local Contract Review Board pursuant to ORS 279B.085,
- Purchases through federal programs pursuant to ORS 279A.180,
- In the event of an emergency involving an immediate hazard to the public health, safety or welfare, the Fire Chief or his/her designee may secure necessary goods and/or services without a

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formal competitive selection process, provided that the Local Contract Review Board, at a regularly scheduled meeting within 30 days of the procurement, is furnished with a full report of the circumstances and costs of the materials and/or services secured;

- Contracts for goods or services, or a class of goods or services which are available from only one source. To the extent reasonably practical, the Fire Chief or his/her designee with the sole source to obtain contract terms advantageous to the Fire District. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source which exceeds \$5,000, but do not exceed \$25,000, must be approved by the Fire Chief or his/her designee. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source, which exceeds \$25,000 must be approved by the Local Contract Review Board. The determination of a sole source must be based on written findings that may include:
 - That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
 - That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
 - That the goods or services are for use in a pilot or experimental project;
 - Other findings that support the conclusion that the goods or services are available from only one source,
 - Sole source contracts for goods or services, or classes of goods or services, which are available from only one source which exceeds \$5,000, but do not exceed \$25,000, must be approved by the Fire Chief or his/her designee. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source which exceeds \$25,000 must be approved by the Local Contract Review Board.
- Contracts for products, services or supplies if the value of the contract does not exceed \$5,000. Any procurement of goods or services not exceeding \$5,000 per item may be awarded in any manner deemed practical or convenient by the Fire Chief or his/her designee, including by direct selection or award. A contract awarded under this section may be amended to exceed \$5,000 only upon approval of the Board and in no case may exceed \$6,000. A procurement may not be artificially divided or fragmented so as to constitute a small procurement under this selection;
- Contracts of the purchase of copyrighted materials where there is only one supplier available within a reasonable purchase area for such goods,
- Contracts for the purchase of advertising, including that intended for the purpose of giving public or legal notice.
- Contracts for the procurement of banking services,
- Contracts for the purchase of services, equipment or supplies for maintenance, repair or conversion of existing equipment if required for efficient utilization of such equipment,

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- Contracts for the purpose of investment of public funds for the borrowing of funds,
- Contracts for the purchase of goods or services, where the rate or price for the goods or services being purchased is established by federal, state or local regulating authority,
- Contracts that do not to exceed \$25,000 for the purchase of goods, materials, supplies and services. For contracts for the purchase of goods, materials, supplies and services that are more than \$5,000, but that does not exceed \$25,000, a minimum of three competitive written quotes will be obtained. The Fire Chief or his/her designee will keep a written record of the source and amount of quotes received. If three quotes are not available, a lesser number will suffice, provided that a written record is made of the effort to obtain the quotes.
- Contracts not to exceed \$25,000 for public improvements, including contracts for services of architects, engineers, land surveyors and related services, if the following conditions are met:
 - The contract is for a single project and is not a component of or related to any other project;
 - When the amount of the public improvement contract is more than \$5,000, but does not exceed \$25,000, a minimum of three competitive written quotes will be obtained. The Fire Chief or his/her designee will keep a written record of the source and amount of quotes received. If three quotes are not available, a lesser number will suffice, provided that a written record is made of the effort to obtain the quotes;
 - The Fire Chief or his/her designee will award the contract to the prospective contractor whose quote will best serve the interests of the Agency, taking into account price and other applicable factors, such as experience, specific expertise, availability, project understanding, contractor capacity and contractor responsibility. If the contract is not awarded on basis of lowest price, the Fire Chief or his/her designee will make a written finding of the basis for the award.

EXCEPTIONS FOR CONTRACTS PROVIDED BY STATUTE

The following types of contracts are not required to be competitively bid under ORS 279A.025:

- Contracts for purchase of real estate (ORS 273 and 276),
- Contracts made with other contracting agencies or federal government (ORS 279A.200-279A.225 and OAR 137.046.0400),
- Contracts made with qualified nonprofit agencies providing employment opportunities to the disabled,
- Grants,
- Contracts between Fire Districts/Departments for fire protection equipment if the following requirements are met:
 - Recipient make a written request for the equipment,
 - Equipment is surplus,

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- Total fair market value received does not exceed \$50,000 per year,
- Transfer holds a public hearing, with 14 days written notice published in a newspaper of general circulation,
- Transfer is in writing in the public interest.
- Contracts between \$5,000 and \$75,000 for a single project if the results would be a cost savings to the District (OAR 125-301-0012).

NOTICE OF PUBLIC CONTRACTS

Notice of public improvement contracts or contracts for the purchase of goods or services with cost of more than \$25,000 will be published in a general local publication and may be published electronically where the Fire Chief or his/her designee finds that such publication is likely to be cost effective as provided in ORS 279C.360

DISPOSAL OF SURPLUS PROPERTY

The Fire Chief or his/her designee will have the authority to dispose of surplus property owned by the Fire District by any means determined to be in the best interests of the Agency, including but not limited to, transfer to other departments, government agencies, nonprofit organizations, sale, trade, auction, or destruction, provided however, that disposal of personal property having residual value of more than \$5,000 will be subject to authorization by the Local Contract Review Board.

PERSONAL SERVICE CONTRACTS

Personal service contracts will be used to retain the services of independent contractors (other than contracts for an architect, engineer, land surveyor or provider of related services as defined in ORS 279C.100). Nothing in this section will apply to the employment of regular Agency employees.

PROCEDURES FOR PERSONAL SERVICES CONTRACTS

Personal service contracts are subject to the rules established by this section:

- Unless otherwise approved by the Fire Chief or his/her designee, all personal service contracts will require the contractor to defend, indemnify, and hold harmless the Fire District, its officers, agents and employees against and from any and all claims or demands for damages of any kind arising out of or connected in any way with the contractor's performance there under and will include a waiver of contractors' right to ORS 30.285 and ORS 30.287 indemnification and defense.
- Unless otherwise approved by the Fire Chief or his/her designee, personal service contracts will contain a provision requiring the person or entity providing the service to obtain and maintain liability insurance coverage in at least the amount of the Fire Districts tort liability limits, naming the Fire District as an additional named insured, during the life of the contract.

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- All personal service contracts will contain all contract provisions mandated by state law. These provisions may be incorporated in the personal service contract by reference unless otherwise provided by law.
- The formal competitive selection procedures described in this section may be waived by the Fire Chief or his/her designee when an emergency exists that could not have been reasonably foreseen and requires prompt execution of a contract to remedy the situation that there is not sufficient time to permit utilization of the formal competitive selection procedures
- Personal service contract proposals may be modified or withdrawn at any time prior to the conclusion of discussions with an offeror.
- For personal service contracts that are anticipated to cost \$5,000 or less, such contracts must be memorialized by a formal purchase order.
- For personal service contracts that are anticipated to exceed \$5,000, but not exceed \$25,000, at least three competitive written quotes from prospective contractors who will appear to have at least minimum qualifications for the proposed assignment, will be solicited. Each solicited contractor will be notified in reasonable detail of the proposed assignment. Any or all interested prospective contractors may be interviewed for the assignment by the Fire Chief or his/her designee or by an interview committee.
- For personal service contracts that are anticipated to cost in excess of \$25,000, the Fire Chief or his/her designee will make the following determinations:
 - That the services to be acquired are personal services;
 - That a reasonable inquiry has been conducted as to the availability of Fire District personnel and resources to perform the services required under the proposed contract.
 - All personal service contracts exceeding \$25,000 will be based upon formal competitive selection procedures, except as expressly provide in this subsection, or by subsequent resolution. For personal service contracts that are anticipated to cost in excess of \$25,000 per year, the Fire Chief or his/her designee will follow the formal competitive selection procedures for formal competitive sealed proposals as found in the Model Rules, OAR 1377-047- 0260.

PERSONAL SERVICES CONTRACTS, EXEMPTIONS FROM FORMAL COMPETITIVE SELECTION PROCEDURES

Contracts for personal services are exempt from formal competitive selection procedures if any of the following conditions exist:

- The contract amount is anticipated to be \$25,000 or less.
- Contract amendments, which in the aggregate change the original contract price or alters the work to be performed, may be made with the contractor if such change or alternation is less than twenty-five percent (25%) of the initial contract, and are subject to the following conditions:
- The original contract imposes binding obligation on the parties covering the terms and conditions regarding changes in the work; or

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- The amended contract does not substantially alter the scope or nature of the project.
- The Fire Chief or his/her designee finds that there is only one person or entity within a reasonable area that can provide services of the type and quality required.
- The contract for service is subject to selection procedures established by the State or Federal Government.
- The contract is for non-routing or non-repetitive type legal services provided by attorneys outside of the normal Agency legal representation.

PERSONAL SERVICES CONTRACTS-SCREENING CRITERIA

The following criteria will be considered in the evaluation and selection of a personal service contractor for personal service contracts:

- Specialized experience in the type of work to be performed.
- Capacity and capability to perform the work, including any specialized services within the time limitations for the work.
- Educational and professional records, including past records of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, ability to meet schedules, and contract administration, where applicable.
- Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of designing or techniques peculiar to it, where applicable.
- Cost of the services.
- Any other factors relevantly to the particular contract.

PERSONAL SERVICES CONTRACTS-SELECTION PROCESS

The following rules will be followed in selecting a contractor for personal services:

- Personal service contracts less than \$5,000 may be awarded in any manner deemed practical including by direct selection or award by the Fire Chief or his/her designee. A personal service contract awarded under this section may be amended to exceed \$5,000 only upon approval of the Fire Chief or his/her designee and in no case may exceed \$6,000. A personal service contract may not be artificially divided or fragmented
- For personal service contracts that exceed \$5,000, but do not exceed \$25,000, the Fire Chief or his/her designee will award the contract to the offeror whose quote or proposal will best serve the interest of the Fire District, taking into account the relevant criteria found in this resolution. The Fire Chief or his/her designee will make written findings justifying the basis for the award.

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- For personal service contracts that will cost \$25,000 or more, the Fire Chief or his/her designee will award the contract based upon the formal competitive selection processes found in the Model Rules. The Fire Chief or his/her designee will make written findings justifying the basis of the award.
- The Fire Chief or his/her designee conducting the selection of a personal service contract will negotiate a contract with the best-qualified offeror for the required services at a compensation determined in writing to be fair and reasonable.

DECLARATION OF EMERGENCY

This resolution being necessary for the immediate preservation of the public peace, health and safety for the reason that the Oregon Public Contracting code is effective on March 1, 2005, and this resolution is needed to implement its provisions, an emergency is declared to exist and this resolution will take effect immediately upon passage and approval of the Board of Directors.

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POLICY 305: INTERNAL FINANCIAL CONTROLS

Originated: February 12, 2008

Revised:

Reviewed: November 10, 2020

PURPOSE

Internal Financial Controls are absolutely necessary for maintaining a secure and reliable accounting system. Internal Financial Controls, when strictly followed, can protect the financial integrity of the District records and protect against mismanagement of District funds.

AUTHORIZATION

Each of the five (5) members of the Board of Directors shall be authorized signers to allocate District funds. The Board of Directors shall also elect by positive vote exempt District staff employee(s) as an authorized signer(s) to allocate District funds. The District will not at any time allow any District employee who prepares District funds for disbursement to be an authorized signer of funds.

MULTIPLE SIGNATURES

A minimum of two authorized signatures will be required to sign all District checks. The common practice for signing District checks shall be one Board member and one staff employee. Upon rare occasions it may be necessary for authorized staff signers to distribute District funds without a Directors signature for timely payment of invoices. If this takes place a Director will be notified as soon as possible.

VERIFICATION OF RECEIPTS

No invoices shall be paid without written proof that the goods or services stated on the invoice have been received by the District. If no written proof exists, the District shall request written proof from the issuer of the invoice.

ACCOUNTS PAYABLE (AP)

The District ~~office manager~~Administrative Assistant will manage and maintain accounts payable (AP) to take advantage of any discounts available and pay them in a timely manner. The AP will be reviewed by at least one exempt District staff employee and one Director. All precautions must be taken to ensure proper management of District funds and audit security controls.

DEPOSITS

All deposits of funds should be reviewed by an employee other than the depositor of funds to ensure that funds are placed in the proper District accounts.

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PETTY CASH/CASH TRANSACTIONS

During office hours, petty cash funds will be kept in the District safe until needed. It will be monitored always while in use and will not be left unattended. Petty cash funds require full documentation including the purpose of the expenditure and who was present during the transaction. All cash transactions, if possible, should always involve more than one individual to ensure that cash is properly recorded and deposited.

CHECK STOCK

All general, payroll and other checks will be locked in the District safe. This includes both signed and un-signed checks. Checks or cash will be secure at all times.

BANK STATEMENT

Bank Statements received will be reviewed by least one exempt District staff employee before reconciliation of accounts by the District ~~Office Manager~~Office Administrator.

REVIEW OF FUNDS AND EXPENDITURES

The District Board of Directors shall at a minimum, at the regular monthly meeting, review the Districts funds and expenditures.

SILVERTON FIRE DISTRICT
Resolution No. 23-359

A Resolution Adding Additional Purpose to Personnel Expense Reserve Fund 31

WHEREAS, the Board of Directors of the Silverton Fire District previously created Personnel Expense Reserve Fund 31 to set aside funds for unforeseen, non-ordinary personnel costs and expenses when needed; and

WHEREAS, the Silverton Fire District desires to continue the practice of saving funds to off-set non-ordinary personnel costs; and

WHEREAS, the Silverton Fire District desires to add to the purpose of the fund, the ability to receive, manage and expend grant funds for staffing positions; and

THEREFORE BE IT RESOLVED that in accordance with ORS 294.525, the Silverton Fire District hereby continues the Personnel Expense Reserve Fund 31 for the purpose of accumulating monies to be used for off-setting non-ordinary personnel costs and expenses as set forth above.

IT IS FURTHER RESOLVED that the fund will continue as a reserve fund in conjunction with the annual budget and will continue in existence.

BE IT FURTHER RESOLVED that the need for this fund will be reviewed in ten (10) years from the date of this resolution.

Adopted this 9th day of May, 2023

Les Von Flue
President, Board of Directors

Robert Mengucci
Secretary, Board of Directors

ATTEST:

Candace Cantu
District Clerk



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

May 5, 2023

TO: Board of Directors

FROM: Chief Miles

SUBJECT: **Lieutenant-Training and Volunteer Coordinator**

I am requesting Board approval to change the title of the job description of the Volunteer Recruiting and Retention Coordinator-Lieutenant to Lieutenant-Training and Volunteer Coordinator.

It is our intention to make this position more marketable by focusing on the Assistant Training Officer and Volunteer Coordinator aspects of the job duties but this position will still include volunteer recruiting and retention duties. Last fall we had great difficulty in attracting qualified applicants in the current job market for a volunteer recruiter, and were unable to fill the position.

This is an existing position and does not create an additional FTE.

With Board approval for this job title change, it is our intention to forward this job description to the Civil Service Chief Examiner to request that an application and testing process be opened in the next week.

POSITION DESCRIPTION**TITLE:** LIEUTENANT – TRAINING AND VOLUNTEER COORDINATOR**CLASSIFICATION:** CAREER – AT WILL, SUBJECT TO CIVIL SERVICE**SUPERVISION RECEIVED:** ASSISTANT CHIEF OR DESIGNEE**SUPERVISION EXERCISED:** NONE**Position Summary:**

This position serves as the Assistant Training Officer and the Volunteer Coordinator for the Fire District. This position also responds to aid the community during emergency and non-emergency situations and promotes an environment of public safety within the Silverton Fire District's response area. This position provides direct and indirect support to the volunteer membership which is critical to our mission statement.

Essential Functions:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Assists the Training Officer with all aspects of the training program;
- Develops and implements training practical, classroom and online learning;
- Coordinates volunteer recruitment activities and assigns these tasks as needed to other career and/or volunteer members as directed.
- Responds as a firefighter/EMT to various calls for service
- Participates in training activities and instruction sessions;
- Performs various public information or education tasks;
- Performs all work duties and activities in accordance with District policies and procedures;
- Follows District safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring.
- Performs other related duties as assigned by the Assistant Chief or Fire Chief.

Knowledge, Skills and Abilities:

Knowledge of:

- Training requirements as determined by District Operational Guidelines, Oregon Department of Public Safety Standards and Training and other regulatory laws/rules;
- Coordinating outreach for the purposes of recruiting and retaining Volunteers;
- The geography of the Fire District and surrounding areas, (or the ability to quickly learn this information), including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances;
- Firefighting and EMS skills;
- Computers and related software.

Ability to:

- Make and maintain positive relationships with volunteers and career staff;
- Make determinations as to the best course of action for fighting fires or responding to other related emergency situations;
- Work under extremely stressful situations;
- Successfully meet the District's requirements and pass entry exams;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment;
- Learn and correctly apply District operational guidelines;
- Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing, with the public and other employees;
- Operate motor vehicles (automobile and fire apparatus)

Minimum Qualifications:

- Graduation from high school or equivalent GED certificate;
- Two years or more experience as a volunteer officer, career officer, or two years of combined volunteer and career experience as an officer;
- Pass District's physical agility test and NFPA 1582 physical;
- Pass background investigation, DMV check and drug test prior to hiring;
- NFPA Firefighter I, NFPA Instructor I, NFPA Fire Apparatus Driver, NFPA Hazardous Materials Operations Level Responder, Wildland Firefighter Type 2 (IFSAAC certifications or equivalent accepted);
- Oregon Emergency Medical Technician (National reciprocity allowed);
- Valid driver's license at time of appointment or must obtain an Oregon Driver's License within 30 days of hire.

Preferred Qualifications:

- NFPA Fire Officer I;
- NFPA Firefighter II;
- NFPA Instructor II;
- NFPA Apparatus Equipped with Fire Pump;
- Wildland Firefighter Type I;
- Associates Degree;

Essential Physical Abilities:

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.
- Wearing personal protective equipment weighing approximately 70 pounds
- Endure high humidity situations which may significantly impair body cooling;
- Rely on self-contained breathing apparatus in environments with extreme temperature fluctuations.
- Ventilate burning buildings by opening windows, cutting/sawing holes in roofs and floors;
- Position and climb ladders;
- Advancing hose lines and making connections to hydrants;
- Direct streams of water on fires;
- Search and rescue operations inside burning structures;
- Moves heavy objects (up to 185 pounds or more)

Values and Guiding Principles

All employees of the District are required to demonstrate positive values to be an effective member of the organization. This includes:

- Honesty and integrity- fairness, straightforward, sincere, truthful, loyal, ethical and trustworthy;
- Professionalism- displays confidence in self and encourages others, patient, holds a high degree of personal accountability, takes pride in work, committed to quality, growth and learning;
- Health and Safety- displays and maintains physical and mental well-being and is observant of all members' safety.

Terms of Employment

The position will be assigned an adjustable 40-hour work week. However, adjustments may be made for weekly drills, training, and other functions as necessary to obtain position goals and to fit the needs of the District. This position is subject to call back for emergencies and some evenings and weekends may be required either through scheduling or emergency call out. Travel is primarily local or regional during the business day, although some out of area overnight travel may be expected.

Employee must reside within a 30 minute response time of any Silverton Fire District station.

Adhere to all District operational guidelines, employment handbook and other directives/orders.

Employee Acknowledgement:

This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times employees may also be required to perform higher level duties.

I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its content. I hereby certify that I am able to fulfill the essential functions of the above position. I understand that I am an at-will employee of the Fire District.

Employee Name (Print)

Employee Signature

Date

DRAFT