

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, October 12, 2021 at 7:00 P.M.
Scotts Mills Station # 8

- 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 September 14, 2021
- V. **OPEN FORUM:**
 - a) Association Announcements
 - b) Staff Announcements
- 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) Conflagrations
 - b) Scotts Mills Association Dinner
 - c) Strategic Plan
 - d) Operational Guidelines Report
 - e) Training Report
 - f) Call Response Data
 - g) Recruiting/Retention Report
 - h) Fire Prevention Report
- IX. **NEW BUSINESS:**
 - a) SDAO Directors Training
 - b) Board Policy-Information Security Review
 - c) Board Handbook Section 200 Review
- X. **ITEMS PENDING:**
 - a)
- XI. **GOOD OF THE ORDER:**
- XII. **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. September 14, 2021
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

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

Ryan Bielenberg, Director
Dixon Bledsoe, Director

ABSENT:

All Directors present.

IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, Maint. FF Peterson, Jim Bieker, Advanced Design Systems

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

IV. APPROVAL OF MINUTES OF:

a) Regular Board Meeting Minutes

Director Dixon made a motion to approve the minutes of the August 10, 2021 board meeting. Vice President Palmer seconded the motion. The motion carried unanimously.

b) Board Work Session Minutes

Director Dixon made a motion to approve the minutes of the September 8, 2021 board work session. Director Bielenberg seconded the motion. The motion carried unanimously.

V. OPEN FORUM:

a) Association Announcements

No reports were provided during association announcements.

b) Staff Announcements

No reports were provided during staff announcements.

c) Guest Speaker

Chief Miles introduced tech support, Jim Bieker with Advanced Design Systems. Chief Miles briefly explained that SDAO was providing a 2% best practice discount to Districts who adopt

a cyber security policy. Chief Miles explained that cyber security requirements put forth by SDAO would result in a board policy and operational guideline. Mr. Bieker gave a presentation on computer security detailing the dynamics of security over convenience within a network and why the District utilizes complex login credentials. Mr. Bieker explained in order to reduce legal liability to the District, Advanced Design Systems has worked with Chief Miles to ensure compliance with SDAO's recommendations and assured the Board that the security of the Districts technology was protected.

VI. OLD BUSINESS:

a) District Banking

Office Administrator Cantu stated she would be in contact with the bank and each board member to complete the process of adding new signers to the District bank accounts by the end of the month.

VII. FINANCE OFFICER'S REPORT:

a) Check Summary

b) Departmental Expense Report

c) Bank Account Balance Comparison

Vice President Palmer made a motion to accept the finance officer's report as presented. Director Bledsoe seconded the motion. The motion to accept the finance officer's report as presented carried unanimously.

X. CHIEF'S REPORT

a) Board Handbook Section 100 Review

Office Administrator Cantu asked the Board if they had any questions, corrections, or suggestions for policies within the section. President Von Flue suggested a standard format for each policy. Vice President Palmer stated that after reading over the policies, an annual review of the Fire Chief had yet to be done. President Von Flue stated that Vice President Palmer would be the point of contact coordinating the Chief's evaluation. Director Bielenberg confirmed policies would be reviewed by sections and after additional conversation all policies would be reviewed by the Districts attorney to ensure compliance with applicable laws.

b) Board Meetings: In-person vs. Zoom

The Board discussed the option of having in person and zoom meetings to encourage more participation from the membership and community. Additional concerns discussed around the difficulty of hearing and conversing with masks and whether meetings should resume via zoom only. The Board agreed to readdress the discussion after the October board meeting. President Von Flue requested that the board meeting in November be held in person and Zoom.

c) SDAO Board Directors Meeting

Chief Miles invited the Board to attend the upcoming Oregon Fire Service Conference sponsored by the Oregon Fire District Directors Association (OFDDA) in Ashland, November 4th through the 6th and encouraged members to contact Office Administrator Cantu before October 18th to coordinate registration and accommodations.

XI. NEW BUSINESS:

a) Strategic Plan Discussion & Consultant Agreement

Director Bielenberg motioned to hire Steve Abel to develop a Strategic Plan for the Silverton Fire District. Director Bledsoe seconded the motion. Additional discussion and

recommendations from the Board ensued. Vice President Palmer instructed the contract to state an amount "not to exceed". Secretary Treasurer Mengucci and Director Bielenberg agreed to meet with the Chief Miles and Mr. Abel to discuss scope of work. The motion carried unanimously.

b) Fire Chief Evaluation

President Von Flue stated that Vice President Palmer was the primary contact for the Chiefs evaluation and any recommendations or questions should go to her. President Von Flue stated that the evaluation should be completed by February.

XII. ITEMS PENDING:

No pending items were discussed at this meeting.

XIII. GOOD OF THE ORDER:

Director Palmer expressed her appreciation with District staff and volunteers for their assistance with removing the flower baskets around town.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 8:14 p.m.

Approved this _____ day of _____, 2021.

President

Minutes recorded and prepared by Bill Miles

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Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
35895	6091910	AMAZON CAPITAL SERVICES	09/09/2021	
	1C1VPY4MTCDG	CAR JUMP STARTER		69.99
	1C1VPY4MTCDG	(COVID) MSA FILTERS		254.97
	1C1VPY4MTCDG	(COVID) MSA RESPIRATOR		218.24
	1C1VPY4MTCDG	DISCOUNT		-51.92
	1C1VPY4MTCDG	(COVID) 100 FACE MASKS		259.80
	1RDCYPQXTGXL	HDMI ADAPTER		13.99
	1RDCYPQXTGXL	DISPLAY PORT		15.96
	1RDCYPQXTGXL	DISPLAY PORT VGA		17.98
	1RDCYPQXTGXL	DISPLAY PORT DVI		18.00
	1RDCYPQXTGXL	DISPLAY PORT DP TO DVI		15.88
	1RDCYPQXTGXL	COFFEE SINGLES		24.90
	1RDCYPQXTGXL	EXTENSION CORD		14.99
	1RDCYPQXTGXL	LED HEADLAMPS		15.99
	1RDCYPQXTGXL	EYE DROPS		8.28
	1RDCYPQXTGXL	STING RELIEF		13.99
	1RDCYPQXTGXL	SURGE PROTECTOR		9.89
	1RDCYPQXTGXL	USB CABLE		9.99
	1RDCYPQXTGXL	VITAMIN C		21.50
	1RDCYPQXTGXL	HAND SANITIZER		14.99
	1RDCYPQXTGXL	MRE'S		147.98
	1RDCYPQXTGXL	TRAILER HITCH		71.98
	1RDCYPQXTGXL	JUMPER CABLE		35.97
	1RDCYPQXTGXL	TRAFFIC SAFETY BATON		86.56
	1RDCYPQXTGXL	DISCOUNT		-50.65
Total for Check Number 35895:				1,259.25
35896	010185	CARDMEMBER SERVICE	09/09/2021	
	1139	BATTERIES FOR RADIOS		363.66
	2503	GROCERY FOR PICNIC		24.00
	2503	ZOOM SUBSCRIPTION		14.99
	2503	GROCERY FOR PICNIC		237.72
	2503	TABLECOVERS FOR PICNIC		30.00
	2675	CALLCENTRIC PHONE SYS.		30.85
	8105	ALTERNATOR 414		187.00
	8105	ZOOM SUBSCRIPTION		14.99
	8105	MERCHANDISE RETURN		-27.00
	8105	BATTERY 414		167.99
	8105	BELT 414		30.99
	9000	ADDRESS SIGNS		247.95
Total for Check Number 35896:				1,323.14
35897	010172	CARSON OIL COMPANY	09/09/2021	
	1888775	FUEL FOR 402		51.13
	1888775	FUEL FOR 412		96.87
	1888775	FUEL FOR 434		61.69
	1888775	FUEL FOR 482		74.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1888775	FUEL FOR 401		45.78
	1888775	FUEL FOR 423		102.50
	1888775	FUEL FOR 413		16.70
	1888775	FUEL FOR 411		44.41
	1888775	FUEL FOR 414		31.96
Total for Check Number 35897:				525.18
35898	010310 118480	CASCADE FIRE EQUIPMENT COMPAN ELECTRIC PRIMER PUMP 437	09/09/2021	227.70
Total for Check Number 35898:				227.70
35899	096412 00167	CITY OF SCOTTS MILLS WATER USAGE AT STAT. 8 7/1-8/30	09/09/2021	216.92
Total for Check Number 35899:				216.92
35900	096998 5.05070.0 5.05071.0 5.05072.6	CITY OF SILVERTON WATER USAGE AT STAT. 1 8/20 WATER USAGE STAT. 1 MAINT BAY 8/20 WATER USE: STAT. 1 SPRINKLERS 8/20	09/09/2021	272.16 52.13 532.93
Total for Check Number 35900:				857.22
35901	6091905 42632	CORPORATE SECURITY SERVICES INC (1) PRE-EMPLOY BACKGRND CK	09/09/2021	61.50
Total for Check Number 35901:				61.50
35902	015880 104422148	DEPT. OF MOTOR VEHICLES (1) DMV REPORT FEE	09/09/2021	3.00
Total for Check Number 35902:				3.00
35903	097300 SILFIRED SILFIRED SILFIRED SILFIRED	HI-SCHOOL PHARMACY #1178 BOOT POLISH DRILL BIT (2) SMOKE ALARMS (COVID) FREEZER BAGS FOR MASKS	09/09/2021	9.98 6.99 37.98 14.67
Total for Check Number 35903:				69.62
35904	6091912 SFD21005	KEITH ALLEN SMITH TRAINING: AUG 16-31	09/09/2021	125.00
Total for Check Number 35904:				125.00
35905	055500 520681	L.N.CURTIS & SONS SCBA COVER	09/09/2021	183.90
Total for Check Number 35905:				183.90
35906	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 8/6-9/3	09/09/2021	30.69
Total for Check Number 35906:				30.69
35907	6091892 E018205 E018206 E018207	PACER PROPANE PROPANE TANK RENTAL STA. 2 PROPANE TANK RENTAL STA. 3 PROPANE TANK RENTAL STA. 8	09/09/2021	1.00 1.00 1.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	E018208	PROPANE TANK RENTAL STA. 9		1.00
	E018209	PROPANE TANK RENTAL RADIO TOWER		1.00
Total for Check Number 35907:				5.00
35908	092090	REPUBLIC SERVICES #456	09/09/2021	
	0456003184928	STAT. 1 GARBAGE SERV. 8/1-8/31		182.25
	0456003185509	STAT. 8 GARBAGE SERV. 8/1-8/31		30.14
Total for Check Number 35908:				212.39
35909	095050	SCHURTER TRUCKING	09/09/2021	
	1606	DIMMER SWITCH		109.00
	1619	ICP & EGBP SENSOR R404		1,770.65
Total for Check Number 35909:				1,879.65
35910	096976	SILVER CREEK AUTO PARTS, INC.	09/09/2021	
	21570	TRAILER WIRE 482		39.09
	21570	PAINT FOR LADDER 419		16.75
	21570	AIRLINE ADAPTER 419		12.52
	21570	AIRLINE ADAPTER 419		16.04
	21570	WIRE STRIPPERS		25.90
	21570	AIR FILTER 419		52.45
	21570	AIR FILTER 419 STOCK		52.45
	21570	RADIATOR HOSE LOWER 437		83.96
	21570	RADIATOR HOSE UPPER 437		128.34
Total for Check Number 35910:				427.50
35911	035875	THEODORE HELMER	09/09/2021	
	10481	DIAGNOSTIC & REPAIR AC 411		762.35
Total for Check Number 35911:				762.35
35912	211619	UPS	09/09/2021	
	000016A6X1251	MERCHANDISE RETURN		13.04
Total for Check Number 35912:				13.04
35913	034015	ZIPLY FIBER	09/09/2021	
	8/25-9/24 RL	503-001-0586-110204-5		25.61
	8/25-9/24 ST3	503-873-3190-062193-5		57.75
	8/25-9/24 ST8	503-873-6215-090168-5		80.89
	8/25-9/24 ST9	503-873-5645-012395-5		57.75
	8/25-9/24 STA1	503-873-2805-070997-5		182.00
	8/25-9/24 STA2	503-873-5097-071291-5		64.38
Total for Check Number 35913:				468.38
Total for 9/9/2021:				8,651.43
35914	001098	ADVANCE DESIGN SYSTEMS, INC.	09/15/2021	
	10791	IT SUPPORT: SERVER UPDATES		480.00
Total for Check Number 35914:				480.00
35915	015500	DE LAGE LANDEN	09/15/2021	
	73670654	COPIER LEASE PAYMENT 9/15-10/14		231.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35915:	231.00
35916	6091915	NORVO ALIGNMENT, INC	09/15/2021	
	6785	ALIGNMENT 428		365.00
	6791	ALIGNMENT 418		320.00
			Total for Check Number 35916:	685.00
35917	083200	PORTLAND GENERAL ELECTRIC	09/15/2021	
	0074320000	STAT. 8 ELECTRIC SERV. 8/9-9/8		173.68
	2603340000	STAT. 1 ELECTRIC SERV. 8/9-9/8		1,275.97
	3700411000	STAT. 3 ELECTRIC SERV. 8/9-9/8		48.24
	5974190000	STAT. 9 ELECTRIC SERV. 8/9-9/8		33.74
	8950420000	STAT. 2 ELECTRIC SERV. 8/5-9/3		38.29
			Total for Check Number 35917:	1,569.92
35918	6091911	RYAN BREITBACH	09/15/2021	
	SUMMER TERM	TUITION REIMB.		1,560.00
			Total for Check Number 35918:	1,560.00
35919	112435	VERIZON WIRELESS	09/15/2021	
	9887527254	E. GRAMBUSCH CELL SERV.: 9/2-10/1		44.23
	9887527254	K. VEIT CELL SERV.: 9/2-10/1		44.23
	9887527254	M. HUGHES CELL SERV.: 9/2-10/1		44.23
	9887527254	C. CANTU CELL SERV.: 9/2-10/1		44.23
	9887527254	B. MILES CELL SERV.: 9/2-10/1		44.23
	9887527254	I. PETERSON CELL SERV.: 9/2-10/1		44.23
	9887527254	STA. 8 IPAD SERV.: 9/2-10/1		40.01
	9887527254	AC IPAD SERV.: 9/2-10/1		40.01
	9887527254	CHIEF IPAD SERV.: 9/2-10/1		40.01
	9887527254	STA. 1 IPAD SERV.: 9/2-10/1		40.01
	9887527254	VACANT CELL SERV.: 9/2-10/1		44.23
			Total for Check Number 35919:	469.65
			Total for 9/15/2021:	4,995.57
35920	068535	911 SUPPLY INC	09/30/2021	
	115037	SHIRT & PATCH INSTALL		67.99
			Total for Check Number 35920:	67.99
35921	010172	CARSON OIL COMPANY	09/30/2021	
	CP00334902	FUEL FOR 419		262.51
	CP00334902	FUEL FOR 400		97.89
	CP00334902	FUEL FOR 482		145.13
	CP00334902	FUEL FOR 401		39.56
	CP00334902	FUEL FOR 421		86.08
	CP00334902	FUEL FOR 423		73.17
	CP00334902	FUEL FOR 413		43.11
	CP00334902	FUEL FOR 414		19.39
			Total for Check Number 35921:	766.84
35922	013528	CRUISE MASTER PRISMS, INC.	09/30/2021	
	25800	PERPETUAL PLAQUE PLATES		20.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35922:	20.00
35923	097300	HI-SCHOOL PHARMACY #1178	09/30/2021	
	SILFIRED	STEEL WOOL		5.99
	SILFIRED	BLADES & COUPLERS		62.11
	SILFIRED	ASPIRIN		11.07
	SILFIRED	CHECK VALVE 437		26.17
	SILFIRED	SOFTNER PELLETS ST. 8		15.98
			Total for Check Number 35923:	121.32
35924	035075	HRA VEBA TRUST	09/30/2021	
	1	YA462 HRA/VEBA SEP	PR Batch 00001.09.2021 YA4	1,200.00
			Total for Check Number 35924:	1,200.00
35925	040250	ICC	09/30/2021	
	3317744	ANNUAL DUES FOR MEMBER 5239747		145.00
			Total for Check Number 35925:	145.00
35926	6091891	KILLERS PEST CONTROL SALEM	09/30/2021	
	497487	PEST CONTROL SERVICE		145.00
	497488	PEST CONTROL SERVICE ASSOC. BLDG		30.00
			Total for Check Number 35926:	175.00
35927	091893	LIFEMAP ASSURANCE CO.	09/30/2021	
	0695295	AD&D/LIFE INS. EMPLOYER CONTIB: OCT	PR Batch 00001.09.2021 AD&	53.10
	0695295	LIFEMAP: EMPLOYEE CONTRIB.: OCT	PR Batch 00001.09.2021 LIF	46.25
			Total for Check Number 35927:	99.35
35928	065870	MARC NELSON OIL PRODUCTS	09/30/2021	
	A420552	BULK DIESEL 275 @ 2.89904 EA		797.24
			Total for Check Number 35928:	797.24
35929	072925	METCOM 9-1-1	09/30/2021	
	2021221099	DISPATCH SERV. FEE FOR OCT		7,441.43
			Total for Check Number 35929:	7,441.43
35930	070575	NVFC	09/30/2021	
	1	21-22 MEMBERSHIP B. MILES		18.00
			Total for Check Number 35930:	18.00
35931	6091861	OREGON COMMERCIAL TIRE	09/30/2021	
	26493	VALVE STEM/FLAT REPAIR 485		149.00
			Total for Check Number 35931:	149.00
35932	6091901	PACIFIC OFFICE AUTOMATION (SALE	09/30/2021	
	643936	DOCUMENT PRINTS 8/7-9/7		92.27
			Total for Check Number 35932:	92.27
35933	6091896	PACIFIC OFFICE AUTOMATION INC	09/30/2021	
	5016828955	COPIER LEASE 10/1-10/31		179.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35933:	179.01
35934	098720	SDIS	09/30/2021	
	03-0052823	MEDICAL: EMPLOYEE CONTRIB. OCT	PR Batch 00001.09.2021 MEI	1,042.28
	03-0052823	MEDICAL: EMPLOYER CONTRIB. OCT	PR Batch 00001.09.2021 MEI	9,380.46
	03-0052823	LTD: EMPLOYER CONTRIB. OCT	PR Batch 00001.09.2021 LTD	178.14
	03-0052823	COBRA PREMIUM C. MILES: OCT		756.43
	03-0052823	COBRA PREMIUM G. JENSEN: OCT		1,398.75
			Total for Check Number 35934:	12,756.06
35935	027039 930943	SUN LIFE FINANCIAL 930943 LIFE INS. PREMIUM: OCT	09/30/2021	402.99
			Total for Check Number 35935:	402.99
35936	010700	VOYA-OSGP	09/30/2021	
	1	OSGP CONTRIB FOR: 8807		100.00
	2	OSGP CONTRIB FOR: 2738		200.00
	3	OSGP CONTRIB FOR: 2427		2,166.00
	4	OSGP CONTRIB FOR: 1314		2,166.50
			Total for Check Number 35936:	4,632.50
35937	6091829 9/12-10/11	WAVE 056639301-0008873 CONV. BOX	09/30/2021	58.53
			Total for Check Number 35937:	58.53
			Total for 9/30/2021:	29,122.53
			Report Total (43 checks):	42,769.53

General Ledger

Expense vs Budget with Encumbrances

User: Candace
 Printed: 10/08/21 14:19:39
 Period 01 - 03
 Fiscal Year 2022

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 550,000.00	\$ 116,189.73	\$ 433,810.27	78.87%
25-1-51002	EXTRA PERSONNEL	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 26,000.00	\$ 19,509.19	\$ 6,490.81	24.96%
25-1-51004	SOCIAL SECURITY	\$ 52,000.00	\$ 18,839.78	\$ 33,160.22	63.77%
25-1-51005	GROUP HEALTH INSURANCE	\$ 175,000.00	\$ 26,494.14	\$ 148,505.86	84.86%
25-1-51006	GROUP LIFE INSURANCE	\$ 16,000.00	\$ 1,902.69	\$ 14,097.31	88.11%
25-1-51007	PERS	\$ 172,000.00	\$ 43,370.66	\$ 128,629.34	74.78%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-51009	OVERTIME	\$ 35,000.00	\$ 35,696.81	\$ (696.81)	-1.99%
25-1-51010	VOLUNTEERS	\$ 70,000.00	\$ 94,383.51	\$ (24,383.51)	-34.83%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 19,200.00	\$ 3,600.00	\$ 15,600.00	81.25%
25-1-51013	DIRECTORS EXPENSES	\$ 600.00	\$ -	\$ 600.00	100.00%
PAYROLL RELATED EXP		\$ 1,118,500.00	\$ 359,986.51	\$ 758,513.49	67.82%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 370.93	\$ 3,129.07	89.40%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 9,000.00	\$ 1,078.00	\$ 7,922.00	88.02%
25-1-61003	CONTRACT SERVICES	\$ 18,000.00	\$ 2,654.94	\$ 15,345.06	85.25%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 2,928.43	\$ 17,071.57	85.36%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,000.00	\$ 19.49	\$ 1,980.51	99.03%
25-1-61006	UTILITIES	\$ 36,000.00	\$ 8,381.91	\$ 27,618.09	76.72%
25-1-61007	ELECTION EXPENSES	\$ 5,200.00	\$ 6,711.40	\$ (1,511.40)	-29.07%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 16,000.00	\$ 2,671.92	\$ 13,328.08	83.30%
25-1-61009	LGIP FEES	\$ 100.00	\$ 0.05	\$ 99.95	99.95%
25-1-61011	ANNUAL AUDIT	\$ 8,200.00	\$ 5,000.00	\$ 3,200.00	39.02%
25-1-61012	EMPLOYEE RECOGNITION	\$ 2,500.00	\$ 1,424.00	\$ 1,076.00	43.04%
25-1-61013	RECRUITING EXPENSE	\$ 1,500.00	\$ 670.00	\$ 830.00	55.33%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%
25-1-61015	TRAINING EXPENSE	\$ 30,000.00	\$ 2,970.85	\$ 27,029.15	90.10%
25-1-61016	CONFERENCE EXPENSE	\$ 6,000.00	\$ -	\$ 6,000.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,000.00	\$ 235.61	\$ 2,764.39	92.15%
25-1-61018	EMS SUPPLIES	\$ 5,000.00	\$ 408.29	\$ 4,591.71	91.83%
25-1-61019	INSURANCE	\$ 70,000.00	\$ -	\$ 70,000.00	100.00%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 6,500.00	\$ 66.00	\$ 6,434.00	98.98%
25-1-61023	UNIFORM ALLOWANCE	\$ 7,500.00	\$ 288.84	\$ 7,211.16	96.15%
25-1-61024	FUELS AND LUBRICANTS	\$ 28,000.00	\$ 8,512.49	\$ 19,487.51	69.60%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ 247.95	\$ 402.05	61.85%
25-1-61026	RADIO MAINTENANCE	\$ 7,500.00	\$ 624.91	\$ 6,875.09	91.67%
25-1-61027	COMPUTER MAINTENANCE	\$ 10,000.00	\$ 1,835.00	\$ 8,165.00	81.65%
25-1-61031	LEGAL SERVICES	\$ 20,000.00	\$ 588.00	\$ 19,412.00	97.06%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-61033	APPLIANCES	\$ 4,500.00	\$ -	\$ 4,500.00	100.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 40,000.00	\$ 559.35	\$ 39,440.65	98.60%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,000.00	\$ 489.98	\$ 5,510.02	91.83%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 8,500.00	\$ 287.54	\$ 8,212.46	96.62%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 89,300.00	\$ 30,571.58	\$ 58,728.42	65.77%

Account Number	Description	Budget	End Bal	Available	% Available
25-1-61055	MEDICAL MEMBERSHIPS	\$ 7,500.00	\$ 3,717.00	\$ 3,783.00	50.44%
25-1-61056	HEALTH AND WELFARE	\$ 10,000.00	\$ 3,182.24	\$ 6,817.76	68.18%
25-1-61057	VEHICLE MAINTENANCE	\$ 35,000.00	\$ 12,992.83	\$ 22,007.17	62.88%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 400.00	\$ -	\$ 400.00	100.00%
25-1-61063	GRANT EXPENDITURES	\$ 165,000.00	\$ -	\$ 165,000.00	100.00%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 2,500.00	\$ 201.08	\$ 2,298.92	91.96%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,200.00	\$ 1,873.93	\$ (673.93)	-56.16%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 133.34	\$ 1,366.66	91.11%
25-1-61094	HEALTH/MEDICAL	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%
	MATL SUPP & EXP	\$ 728,750.00	\$ 101,697.88	\$ 627,052.12	86.04%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 26,000.00	\$ -	\$ 26,000.00	100.00%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 30,000.00	\$ 421.29	\$ 29,578.71	98.60%
25-1-71003	MAJOR EQUIPMENT	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ -	\$ 8,500.00	100.00%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 8,000.00	\$ -	\$ 8,000.00	100.00%
25-1-71015	HOSE REPLACEMENT	\$ 7,500.00	\$ -	\$ 7,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 20,000.00	\$ -	\$ 20,000.00	100.00%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
	CAPITAL OUTLAY	\$ 124,000.00	\$ 421.29	\$ 123,578.71	99.66%
25-1-90001	CONTINGENCIES	\$ 125,000.00	\$ -	\$ 125,000.00	100.00%
	CONTINGENCY	\$ 125,000.00	\$ -	\$ 125,000.00	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	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 110,000.00	\$ -	\$ 110,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 46,000.00	\$ -	\$ 46,000.00	100.00%
	TRANSFER OUT	\$ 170,000.00	\$ -	\$ 170,000.00	100.00%
25-1-93001	LEASE PRINCIPAL	\$ 50,825.00	\$ -	\$ 50,825.00	100.00%
25-1-93002	LEASE INTEREST	\$ 2,652.00	\$ -	\$ 2,652.00	100.00%
	DEBT SERVICE	\$ 53,477.00	\$ -	\$ 53,477.00	100.00%
Expense Total		\$ 3,019,727.00	\$ 462,105.68	\$ 2,557,621.32	84.70%

BANK ACCOUNT BALANCE COMPARISON

<u>July 31, 2020</u>		<u>July 31, 2021</u>	
Columbia Bank Checking	\$ 86,853.69	Columbia Bank Checking	\$ 122,901.03
Columbia Bank MM	\$ 44,561.47	Columbia Bank MM	\$ 155,331.24
Local Gov't Pool	\$ 1,945,287.61	Local Gov't Pool	\$ 1,981,584.28
Sub Total	\$ 2,076,702.77	Sub Total	\$ 2,259,816.55
<i>OPERATING BUDGET AHEAD \$183,113.78</i>			
2015 Bond	\$ 290,809.68	2015 Bond	\$ 30,669.52
Grand Total	\$ 2,367,512.45	Grand Total	\$ 2,290,486.07
OVERALL AHEAD -\$77,026.38			

<u>August 31, 2020</u>		<u>August 31, 2021</u>	
Columbia Bank Checking	\$ 144,601.54	Columbia Bank Checking	\$ 167,860.96
Columbia Bank MM	\$ 125,045.43	Columbia Bank MM	\$ 155,335.20
Local Gov't Pool	\$ 1,335,638.64	Local Gov't Pool	\$ 1,795,157.72
Sub Total	\$ 1,605,285.61	Sub Total	\$ 2,118,353.88
<i>OPERATING BUDGET AHEAD \$513,068.27</i>			
2015 Bond	\$ 113,610.76	2015 Bond	\$ 30,669.52
Grand Total	\$ 1,718,896.37	Grand Total	\$ 2,149,023.40
OVERALL AHEAD \$430,127.03			

<u>September 30, 2020</u>		<u>September 30, 2021</u>	
Columbia Bank Checking	\$ 243,380.76	Columbia Bank Checking	\$ 173,459.77
Columbia Bank MM	\$ 113,419.82	Columbia Bank MM	\$ 157,792.96
Local Gov't Pool	\$ 1,041,204.35	Local Gov't Pool	\$ 1,650,432.33
Sub Total	\$ 1,398,004.93	Sub Total	\$ 1,981,685.06
<i>OPERATING BUDGET AHEAD \$583,680.13</i>			
2015 Bond	\$ 113,620.38	2015 Bond	\$ 89,046.26
Grand Total	\$ 1,511,625.31	Grand Total	\$ 2,070,731.32
OVERALL AHEAD \$559,106.01			

2021 CONFLAGRATIONS (Snap Shot)

	AMOUNT REQUESTED	REIMB. PERSONNEL	REIMB. EXPENSES	BALANCE
<i>CENTRAL OREGON</i>	\$ 13,247.20	\$ 8,925.06	\$ 439.64	\$ 3,882.50
<i>BOOTLEG</i>	\$ 62,026.80	\$ 40,967.77	\$ 1,742.98	\$ 19,316.05
<i>JACK CREEK</i>	\$ 12,992.12	\$ 6,390.42		\$ 6,601.70
<i>PATTON</i>	\$ 28,915.99	\$ 15,250.24	\$ -	\$ 13,665.75
<i>GRANDVIEW</i>	\$ 15,413.73	\$ 6,283.93	\$ 90.70	\$ 9,039.10
<i>ELBOW</i>	\$ 89,649.42	\$ 52,967.80	\$ 1,083.12	\$ 35,598.50
<i>COUGAR</i>	\$ 44,779.74	\$ 27,847.17	\$ 202.92	\$ 16,729.65
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTALS	\$ 267,025.00	\$ 158,632.39	\$ 3,559.36	\$ 104,833.25

JOIN US FOR DINNER!

SCOTTS MILLS FIREFIGHTERS
43RD ANNUAL CHICKEN BBQ
OCT. 16TH 4:30- 7:00pm SERVICE
ADULTS \$10, SENIORS \$9,
UNDER 12 \$7. ALL AT THE
SCOTTS MILLS FIRE STATION
FUNDS FOR LOCAL COMMUNITY

SPECIAL CHANGES THIS YEAR
TAKEOUT MEALS ONLY, IN CAR
PAYMENT AND SERVICE. PAPER
CHECK, DEBIT OR CREDIT
CARD PREFERRED. LIMITED
CASH ON HAND

Individual Organizational Assessment- Fire Board, Administration, Citizen Members



Silverton Fire District

The Fire District is embarking upon a Strategic Planning process designed to establish direction and goals for the next several years. While there are external components to this process to determine community needs and expectations, a significant part of the process involves how we operate as an organization.

We invite all members of the Department to have input in this process. This survey is intended as a mechanism for you to give anonymous and honest input on your opinion of community needs and how the organization is functioning, and suggestions for future direction and improvement. No names are needed.

Shortly, you'll receive an e-mail link to a survey to provide your input. You're receiving this document so you can give thought to these questions.

Your responses will be compiled and summarized for the Strategic Planning Team. There will be no names attached, and the information will be summarized for use in determining and prioritizing organizational goals.

This survey is divided into 3 sections:

- Services that we provide
- Goals
- COWS Process (Challenges, Opportunities, Weaknesses, Strengths)

The firefighters have 2 additional sections in which to provide input- they relate to internal operations as well as an internal 'vital signs' summary.

Again, this information will be summarized and utilized as part of the Strategic Planning process.

If you have questions regarding this survey or the planning process, please ask. We know that this is a long assessment, by your input is extremely valuable in this planning process. Please try to answer as many of the questions as you can, and please be honest and provide your ideas on how we can become more effective- both to the community we serve and to ourselves as an organization.

I can be contacted via e-mail at Steve@steveabel.org or by phone at 360-630-7699.

Section A: Services that we provide to the public.



1. Other than fire suppression and EMS, what do you feel are the most important services that we provide to the public?

2. As it relates to all the services we currently provide, which ones do we do well?
 - What are our most important strengths and assets that allow us to perform these services well?

3. As it relates to the delivery of services, in what areas do you feel we are weak?
 - Why do you feel that we are weak in providing those services?

4. Are there any services that we are currently providing that you feel we should stop providing?

5. Are there other services that you feel that we should provide to the community?

6. Other comments relating to services provided (or not provided)?

7. What praises have you heard from the community relating to our operations or response?

8. What criticisms have your heard from the community relating to our operations or response?

Section C: COWS Process

'COWS' stands for "Challenges, Opportunities, Weaknesses and Strengths". It is a process where we can stand back and look at both the internal and external forces that are currently affecting our department, as well as a prediction as to what may be impacting us in the near future. Many times, this is completed in a 'brainstorming' process. In this case, please try to give your random thoughts in each category. Your thoughts will be summarized with other's responses for use by the planning team.

1. **Challenges:** Please stand back and take an external look at the community as well as internal operations and the challenges/changes that you feel may affect our department in the foreseeable future. What do you feel are the most important challenges that we need to prepare to meet?

2. **Opportunities:** Again, taking an external look at the community and internal operations for opportunities that may become available to the Fire District. What do you feel are the most beneficial opportunities that we should position/prepare ourselves to meet?

3. **Weaknesses:** Looking at your identified goals, challenges and opportunities, what are the top internal weaknesses we should address in order to meet upcoming challenges or to prepare to take advantage of upcoming opportunities?

4. **Strengths:** Looking at your identified goals, challenges and opportunities, what are the top strengths we currently possess that will help us meet future challenges and opportunities?

5. **Lastly-** any other comments that should be relayed to the Strategic Planning Team?

Thank you for taking your time to provide input to the process!!

Individual Organizational Assessment- Firefighting Staff- Career and Volunteers

DRAFT

Silverton Fire District

The Fire District is embarking upon a Strategic Planning process designed to establish direction and goals for the next several years. While there are external components to this process to determine community needs and expectations, a significant part of the process involves how we operate as an organization.

We invite all members of the Department to have input in this process. This survey is intended as a mechanism for you to give anonymous and honest input on your opinion of community needs and how the organization is functioning, and suggestions for future direction and improvement. No names are needed.

Shortly, you'll receive an e-mail link to a survey to provide your input. You're receiving this document so you can give thought to these questions.

Your responses will be compiled and summarized for the Strategic Planning Team. There will be no names attached, and the information will be summarized for use in determining and prioritizing organizational goals.

This survey is divided into 5 sections:

- Services that we provide
- How we operate internally as an organization
- Vital signs assessment
- Goals
- COWS Process (Challenges, Opportunities, Weaknesses, Strengths)

Again, this information will be summarized and utilized as part of the Strategic Planning process.

If you have questions regarding this survey or the planning process, please ask. We know that this is a long assessment, by your input is extremely valuable in this planning process. Please try to answer as many of the questions as you can, and please be honest and provide your ideas on how we can become more effective- both to the community we serve and to ourselves as an organization.

I can be contacted via e-mail at Steve@steveabel.org or by phone at 360-630-7699.

Section A: Services that we provide to the public.

1. Other than fire suppression and EMS, what do you feel are the most important services that we provide to the public?
2. As it relates to all the services we currently provide, which ones do we do well?
 - What are our most important strengths and assets that allow us to perform these services well?
3. As it relates to the delivery of services, in what areas do you feel we are weak?
 - Why do you feel that we are weak in providing those services?
4. Are there any services that we are currently providing that you feel we should stop providing?
5. Are there other services that you feel that we should provide to the community?
6. Other comments relating to services provided (or not provided)?
7. What praises have you heard from the community relating to our operations or response?
8. What criticisms have your heard from the community relating to our operations or response?

Section C: 'Vital Signs Assessment: Internal'

In this section, we're looking for your comments as well as a numerical 'grade' as to your perception as to how we're doing. Besides providing valuable input, it will also provide a 'benchmark' as to our progress.

We're asking you to assign a 'grade', number from 1 to 10.

1	2 - 3	4,5,6	7 - 8	9 - 10
We <u>really</u> need to improve	We're a bit below average, need some attention	We're about average and things are OK	We're doing pretty well	We're doing <u>great</u> in this category

After assigning your 'grade', please make any appropriate comments as to what we should keep doing or how you feel we could make significant improvements.

1. Internal Communications (knowing what is happening, rumor control, etc)

Your grade: _____ Comments:

2. Organizational Planning and Direction (having a plan)

Your grade: _____ Comments:

3. Direction of efforts and resources towards the accomplishment of the plan.

Your grade: _____ Comments:

4. Accountability and fairness to all personnel.

Your grade: _____ Comments:

5. Employee (career and volunteer) welfare.

Your grade: _____ Comments:

6. Skills maintenance training (reinforcing and practicing basic skills)

Your grade: _____ *Comments:*

7. Career development training (officer development, engineer classes, etc).

Your grade: _____ *Comments:*

8. Leadership from fire administration, including communication of expectations, setting examples/role model, follow-through, consistency.

Your grade: _____ *Comments:*

9. Leadership from line officers [career and volunteer], including communication of expectations, setting examples/role model, follow-through, consistency.

Your grade: _____ *Comments:*

10. Respect for other members (from and to others within the organization.)

Your grade: _____ *Comments:*

11. Collaboration/Innovation- the environment to encourage working together and developing improved methods for operation

Your grade: _____ *Comments:*

Section E: COWS Process

'COWS' stands for "Challenges, Opportunities, Weaknesses and Strengths". It is a process where we can stand back and look at both the internal and external forces that are currently affecting our department, as well as a prediction as to what may be impacting us in the near future. Many times, this is completed in a 'brainstorming' process. In this case, please try to give your random thoughts in each category. Your thoughts will be summarized with other's responses for use by the planning team.

1. **Challenges:** Please stand back and take an external look at the community as well as internal operations and the challenges/changes that you feel may affect our department in the foreseeable future. What do you feel are the most important challenges that we need to prepare to meet?
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3. **Weaknesses:** Looking at your identified goals, challenges and opportunities, what are the top internal weaknesses we should address in order to meet upcoming challenges or to prepare to take advantage of upcoming opportunities?
4. **Strengths:** Looking at your identified goals, challenges and opportunities, what are the top strengths we currently possess that will help us meet future challenges and opportunities?
5. **Lastly-** any other comments that should be relayed to the Strategic Planning Team?

Thank you for taking your time to provide input to the process!!

2021 3rd Quarter Wednesday Evening Drill Participation

Data used for this report is rendered from the number of current active personnel on our roll sheets (67 as of this writing) divided by the number of personnel that attended drill night.

Additional information; normally, our drill nights follow a consistent training activity schedule as listed below:

- 1st Wed. Safety Committee, Apparatus Inspections, EMS Related Topic
- 2nd Wed. Officer's Meeting, Apparatus Inspections, Association Meetings
- 3rd Wed. Apparatus Inspections, Fire Related Topic
- 4th Wed. Apparatus Inspections, Fire Related Topic
- 5th Wed. When fifth Wednesdays are present in the month, Officer or specialty training is given

In addition to the activities listed above, support service members conduct training that may not be related to the primary topic.

Please keep in mind that COVID-19 emergency has skewed this data as compared to previous reports and/or years.

July	# of Personnel Attending Drill	Percentage Amount	Primary Topic
1 st Wed.	34	66%	Inspections and EMS
2 nd Wed.	22	36%	Inspections, Association Meetings
3 rd Wed.	11	18%	Pump Operations
4 th Wed.	15	25%	Inspections, Wildland

August	# of Personnel Attending Drill	Percentage Amount	Primary Topic
1 st Wed.	NA	NA	District Picnic
2 nd Wed.	19	30%	Inspections, Meetings
3 rd Wed.	15	25%	Inspections, Wildland
4 th Wed.	21	35%	Inspections, Wildland

Sept.	# of Personnel Attending Drill	Percentage Amount	Primary Topic
1 st Wed.	21	35%	Inspections, Pump Operations
2 nd Wed.	23	38%	Inspections, Association Meetings
3 rd Wed.	30	49%	Inspections, Extrication
4 th Wed.	23	38%	Inspections, Extrication
5 th Wed.	21	35%	Inspections, Extrication

2021 3rd Quarter Public Education, Public Assistance, and Volunteer Work Detail Events

Public education and public assistance events can include many different functions; school assemblies, first Fridays, installing smoke alarms and batteries, School Sports EMS Standby etc. Work Details are when a volunteer(s) helps with maintenance, cleaning, etc.

July

Event	# of Events	# of Hours
Work Details	4	5.5
Public Education	3	4
Totals		9.5

August

Event	# of Events	# of Hours
Work Details	3	6
Public Education	2	4
Totals		

September

Event	# of Events	# of Hours
Work Details	7	19
Public Education	1	1
Totals		20

Calls for Service Comparison
 July through Sept 2020
 And
 July through Sept 2021

2020	# of Calls	2021	# of Calls	% Difference
Fire	14	Fire	26	+47%
EMS	116	EMS	177	+34%
Hazardous Cond.	15	Hazardous Cond.	22	+32%
Service Call	63	Service Call	45	-29%
Good Intent	72	Good Intent	99	+27%
False Alarm	16	False Alarm	10	-38%
Severe Weather	2	Severe Weather	0	-200%
Totals	298	Totals	379	+21%



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

10/07/2021

TO: Board of Directors
FROM: Keith Veit
SUBJECT: Recruiting & Retention Quarterly Report

I have been in contact with 28 individuals that have expressed an interest in volunteering. The sources for these contacts includes the Homer Davenport Community Festival, referral from current members, interest expressed through our website and visits to the emergency services class at the Silvertown High School.

To date 12 of the interested candidates have submitted applications, and 9 have successfully completed panel interviews, 8 are continuing on in the process. 3 candidates are pending interviews.

Moving forward I will continue to seek additional interested individuals as well as continue to stay in contact with those that have expressed interest. I also intend to seek new ways to reach potential candidates.

I am hopeful that these numbers will continue to increase resulting in a sizeable group for our 2022 Firefighter Academy that is scheduled to start in January.

I would also like to express my appreciation to the volunteers that have made up the interview panels.

Silverton Fire District
Board Policy #

INFORMATION SECURITY POLICY

Date Originated: September 14, 2021
Revised:
Reviewed:

INTRODUCTION

Silverton Fire District seeks to ensure that appropriate measures are implemented to protect customer and employee personal and sensitive information. This Information Security Policy is designed to establish a foundation for an organizational culture of security.

The purpose of this policy is to clearly communicate the organizations security objectives and guidelines to minimize the risk of internal and external threats.

COMPLIANCE

Non-compliance with this policy may pose risk to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in disciplinary action up to and including termination of employment or business relationships. Management reserves the right to monitor, consistent with applicable laws, all activities within their business environment. The organization will appropriately report violations of State and/or Federal laws and will cooperate with regulatory bodies and law enforcement agencies investigating such incidents.

PRIVILEGED ACCESS

Access to the organization's systems and applications above and beyond general user access shall be limited to the IT Manager and key administrators.

DATA BACKUP & RECOVERY

The organization will conduct regular backups of all critical business data. Full data backups will be performed on a daily basis. Confirmation that backups were performed successfully will be conducted daily. Testing of cloud backups and restoration capability will be performed on a quarterly basis.

MULTI-FACTOR AUTHENTICATION

Multi-factor authentication will be utilized on all systems or services that are external to the organization. This includes email, VPN, and Software as a Service (SaaS).

ENDPOINT PROTECTION

All organization servers and workstations will utilize an endpoint protection tool to protect systems against malware and viruses.

FIREWALL WITH SECURITY SERVICES

The organization will protect the corporate network from the Internet through the use of a firewall with Intrusion Prevention System (IPS) capability.

EMAIL SECURITY

The organization will protect their email system by utilizing antivirus, antispam and anti-phishing technologies. The organization will also not utilize email to send or receive sensitive information.

WIRELESS

The organization's wireless will be setup utilizing two separate SSID's one for organizationally owned devices and another for personal/ guest devices. The password for the corporate SSID will not be shared with end-users and only known by key personnel.

PASSWORD MANAGEMENT

The organization will utilize the following password configuration:

- System account lockout threshold: 15 Minutes
- Invalid login attempts before lockout: 5
- Minimum password length: 8
- Maximum password age: 90 days
- Password history: 7
- Password complexity: On

In addition, the organization will educate users on creating/ utilizing secure passwords for systems/ services that can't be controlled by the organization.

EMAIL PHISHING EXERCISES

The organization will perform simulated phishing exercises used to test and educate users.

SECURITY AWARENESS TRAINING

The organization's personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before being granted system access
2. A formal refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

ACCEPTABLE USE POLICY

The organization will require all users sign an acceptable use policy before accessing organizational resources. This policy governs the use of the company resources and covers a wide range of issues surrounding the rights, responsibilities and privileges – as well as sanctions – connected with computer use. See *Operational Guideline 1.1.16* for a copy of current Acceptable Use Policy

ASSET MANAGEMENT

An inventory of all the organization's hardware and software will be maintained that documents the following:

- Employee in possession of the hardware or software
- Location of hardware or software
- Date of purchase
- Serial number
- Type of device and description

PATCH MANAGEMENT

All software and operating system updates and patches will be configured to automatically install. Periodic review will be conducted to ensure all updates and patches are applied to all devices.

SECURING REMOTE WORKERS

The organization requires all remote users to utilize company owned devices when working remotely. Those devices will be setup with a secure VPN.

MOBILE DEVICE MANAGEMENT (MDM)

The organization will utilize a tool or service for the administration of mobile devices in the event the mobile device is used to access organizational information (this includes email).

STANDARD CONFIGURATION

The organization will utilize a standard configuration for all endpoints, servers, network devices, mobile devices, and printers. Any changes to the standard configurations will be reviewed and approved by leadership.

VULNERABILITY SCANNING

The organization will ensure all critical external and internal resources have periodic vulnerability scans conducted on them to ensure they are properly configured and updated.

INCIDENT RESPONSE

The organization will utilize an incident response plan in the event of cyber related incident. This plan will include at the minimum:

- Essential contact for an incident response service provider, FBI, local law enforcement, cyber insurance company, legal counsel.
- Users roles and responsibilities.
- Schedule of regular testing of the incident response plan.

AUDITING AND LOGGING

The organization will ensure proper logging is enabled on all critical resources. At a minimum the following events will be recorded:

- Invalid Login Attempts
- Creation of New User Accounts
- Escalation of User Privileges

SILVERTON FIRE DISTRICT

BOARD POLICY MANUAL



January 2021

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Silverton Fire District

Board Policy # 201

PERSONNEL POLICY

Date Originated: January 10, 1989

Revised: October 8, 2012

Reviewed: November 10, 2020

BOARD GUIDELINES AND POLICIES

The Silverton Fire District Board of Directors shall designate, define and fund those positions within the organization that are referred to as “positions with firefighting duties, volunteer or otherwise, and other district employees”.

The Silverton Fire District shall comply with Federal Equal Employment Opportunity (EEO) guidelines. If any portion of this policy is found to be in direct conflict with any Federal or State law, or applicable Civil Service regulation, at the time a position is being filled, that portion of the policy shall be void.

The Chief/Administrator of the Silverton Fire District shall be responsible for:

- a. Determining the qualifications required for each position, with consideration given to federal and state laws, which include knowledge base, skill certification and physical ability.
- b. Administering the advertising for, interviewing and hiring of personnel for positions with firefighting duties, volunteer or otherwise, and other district employees as necessary to ensure the intentions of the Board of Directors are met.
- c. Acting as personnel officer for the district, ensuring that during the hiring process, each new employee is made aware of district rules and regulations as determined by the Board of Directors.
- d. Writing, maintaining, and updating a job description for each paid and volunteer position.
- e. Performing background investigations on each employee as needed. The investigations shall include but not be limited to driving records and reference checks.

The district may require from the applicant, as a precondition of employment, a certificate from a physician that attests to the applicant’s physical ability to perform the tasks associated with the position as well as a district sponsored physical performance exam. The district may require the applicant to submit to the following as conditions of employment:

- Employment reference check and verification of education information
- Driving record check, if the position requires driving
- Pre-employment drug test if the position includes firefighting or EMT duties.
- A criminal history background check
- A credit history check

If hired, the district will require the applicant to prove that he/she is legally authorized to work in the United States.

The district may keep a list of qualified applicants on file and may select prospective employees from that list without going through the process of advertising that the position is open for a period of one year from the date of the most recent hire.

The district may not refuse employment to any individual because a family member is currently employed by the district unless it would place the individual being hired in a position that either might be exercising authority over the other.

Silverton Fire District

Board Policy # 202

PHYSICAL EXAMINATIONS FOR PERSONNEL

Date Originated: May 9, 1989

Revised: November 11, 2003

Reviewed: November 10, 2020

PURPOSE

To ensure that Fire District personnel are not placed in a position which might be a hazard to themselves or others, a physical examination prior to appointment to a position with the Fire District shall be required. This appointment shall be contingent upon the passing of the physical examination, and the individual shall be re-examined periodically to ensure their physical capabilities.

PROCEDURE

- A. Within one year of appointment to a position with the district, regardless of career or volunteer, the candidate shall submit himself/herself to a physician of personal choice for examination. This examination shall be for the purpose of determining the individual's fitness to participate in activities as prescribed by the district.
- B. If the individual does not have a physician of personal choice to administer the examination, the district's physician advisor shall be the administrator of the examination.
- C. All charges associated with the examination shall be borne by the district.
- D. All personnel, including those presently employed by the district at the time this policy was written, shall participate in an examination process based upon a three-year cycle as determined by the Fire Chief. If it is deemed necessary, this cycle may be shortened to guarantee the fitness of an individual.
- E. Personnel who are expected to perform emergency functions shall notify the Fire Chief when health conditions arise or are discovered that may limit their capability of performing those functions.

RECORDS

Medical records and certificates of fitness shall be maintained by the Fire Chief, and shall be considered confidential, unless otherwise authorized in writing by the individual being examined.

Reference

Oregon Occupational Safety and Health Code, Oregon Administrative Rules, Chapter 437, Division 151, FIRE FIGHTERS, effective as amended through September 1, 1988.

Silverton Fire District
Board Policy # 203

EMPLOYEE ASSISTANCE PROGRAM

Date Originated: May 9, 1989
Revised: November 10, 2020
Reviewed: September 8, 2020

PURPOSE

The District cares about the health and well-being of its employees both volunteer and career and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

The District shall provide initial assistance to those employees, both career and volunteer, who require the professional services of a certified counselor or registered psychologist. This may also include members of the employee's immediate family, if such assistance is deemed appropriate by the Fire Chief. Such assistance will ensure that the District's interests are protected, as well as showing the District's concern for the employee's welfare.

Silverton Fire District

Board Policy # 204

HARASSMENT POLICY

Date Originated: November 21, 1989

Revised: December 10, 2019

Reviewed: November 10, 2020

PURPOSE

The purpose of this policy is to clearly establish the Silverton Fire Districts commitment to provide a work environment free from harassment, to define discriminatory harassment and to set forth the procedure for investigating and resolving internal complaints of harassment. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person whose interaction occurs in the course of accomplishing the work of the organization.

POLICY

Discrimination, harassment and retaliation are not acceptable. Discrimination, harassment or retaliation of an applicant, contractor, vendor, customer, board member, supervisor, manager, volunteer, resident volunteer or employee by a supervisor, management employee or co-worker on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law is explicitly in violation of State and/or Federal law and will not be tolerated by the Silverton Fire District.

It is critical that all employees treat all other employees with dignity and respect. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

Employees, volunteers, resident volunteers, supervisors or management employees found to be participating in any form of job-based harassment or retaliating against any other employee shall be subject to disciplinary action up to and including termination from employment.

DEFINITIONS

- A. **Verbal Harassment** - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law, whether made in general, directed to an individual or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments on appearance, including dress or physical features, sexual rumors, and race-oriented stories.

- B. Physical Harassment** - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This includes pinching, patting, grabbing, inappropriate behavior in or near Silverton Fire District facilities or facilities where Silverton Fire District events are being conducted, or making explicit or implied threats or promises in return for submission to physical acts.
- C. Visual Forms of Harassment** - Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This applies to posted material and/or material maintained in or on Silverton Fire Districts equipment or personal property in the workplace.
- D. Sexual Harassment** - For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under Oregon Law sexual assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

COMPLAINT PROCESS

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law.

If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended employee can initiate the complaint process as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.

- A. Filing a Preliminary Complaint** - Any applicant, contractor, vendor, customer, board member, supervisor, manager, volunteer, resident volunteer or employee who alleges to be a victim of discriminatory workplace harassment should contact the Fire Chief or designee, either verbally or in writing, within ten (10) calendar days or within four years of the alleged incident. In the event the complaint is against the Fire Chief, the complaint must be submitted to the Board President verbally or in writing within ten (10) calendar days or within four years of the alleged incident.

- B. Review of Preliminary Complaint** - Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Fire Chief. If unable to reach the primary contact, the complaint can be directed to the Assistant Fire Chief. Upon notification of a harassment complaint, the Fire Chief or designee has ten (10) calendar days to conduct an initial investigation to make a preliminary determination as to whether there is merit to the complaint. If no merit is found, the Fire Chief or designee may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties. In the case of a complaint filed against the Fire Chief, the Board President will conduct the initial investigation to make a determination.
- C. Formal Complaint** - If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, a formal written complaint can be filed by the complainant. This written complaint must document the event(s), associated date(s), potential witnesses, and must be signed and returned to the Fire Chief within five (5) days or within four years of the alleged incident. Upon receipt of the formal written complaint, the Fire Chief or designee will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the written complaint, and will be provided an opportunity to respond. The response shall be in writing, addressed to the Fire Chief and received by the Fire Chief, within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced. The same process will be observed by the Board President for any formal complaints made against the Fire Chief.
- D. Review of Response and Findings** - Upon receipt of the response, the Fire Chief may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s) and any other persons determined by the Fire Chief to possibly have relevant knowledge concerning the complaint. This may include other victims of similar conduct.

Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons including the complainant and the alleged harasser(s) within twenty (20) calendar days from the receipt of the response. Following receipt of a complaint or concern, management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Fire Chief.

The same process will be observed by the Board President for any formal complaints made against the Fire Chief.

- E. External Complaint Options** - The District encourages concerns or complaints are brought to the organization, however, this may not be the choice of the employee. Please reach out to the preferred choice to determine the appropriate timelines.
- Oregon Bureau of Labor and Industries
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx Civil or Criminal Action

In these circumstances, a Notice of Claim must be provided in accordance with ORS 30.275

F. Employment Agreements - No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

G. Additional Employee Support Services
Employees may choose to use other support services throughout and following instances related to concerns and complaints. The District provides the following for additional assistance:

Public Safety EAP
(888) 327-1060
publicsafetyEAP.com

DISCIPLINARY ACTION

If harassment is determined to have occurred, the Fire Chief, or Board President for complaints filed against the Fire Chief, shall take prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

RETALIATION

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination. The Fire Chief will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint.

CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law.

FALSE COMPLAINTS

Any complaint made by an employee of the Silverton Fire District regarding job-based harassment which is conclusively proven to be false, shall result in discipline of the complainant up to and including termination. This section is not intended to discourage employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

Silverton Fire District

Board Policy # 205

HEALTH CARE BENEFITS FOR RETIREES

Date Originated: February 12, 1991

Revised: July 10, 2007

Reviewed: November 10, 2020

PURPOSE

To provide retiring Fire District Employees with continuing health care coverage till eligibility for Medicare, and contribute thereto based upon the date of hire and the years of service.

NOW, THERE, THE DISTRICT SHALL:

- A. District Staff employees working one-half time or more who retire from the District with date of hire “on or before January 01, 2001,” shall, upon retirement from the Silverton Fire District, be entitled to contribution by the District of 90% of the premium for that retiree under the District’s group health care policy until eligibility for Medicare.
- B. District Staff employees with date of hire after January 01, 2001, and prior to July 01, 2007 shall be entitled upon retirement from the Silverton Fire District to a contribution by the District of 10% of the premium required for that retiree under the District’s group health care policy until eligibility for Medicare.
- C. District Staff employees with a date of hire on or after July 01, 2007 shall not be entitled to retirement health care benefits under this policy.
- D. As used in this policy
 - 1. “Date of hire” shall mean the date the employee first reports or reported for work with continuous service therefrom to retirement date without a break in service;
 - 2. “Retirement” shall mean retirement under ORS 238.280 but shall also include retirement for disability or medical reasons under PERS.
 - 3. “District Staff Employee” shall mean all District employees working one-half time or more for the Silverton Fire District.
- E. District volunteers are not entitled to retirement health care benefits under this policy.

NO VESTING OF RIGHTS

Nothing herein shall be construed to vest any rights in any District employee as this policy may be modified, changed or terminated at any time without prior notice to the affected employees or retirees.

Silverton Fire District

Board Policy # 206

EMPLOYEE HRA VEBA MEDICAL EXPENSE PLAN

Date Originated: May 8, 2012

Revised: November 10, 2020

Reviewed: November 10, 2020

The Silverton Fire District (“Employer”) has adopted the HRA VEBA plans offered and administered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (collectively the “Plans”): the **Standard HRA Plan**, which shall be integrated with the Employer’s or another qualified group health plan and to which the Employer shall remit contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted by applicable law from time to time; and the **Post-separation HRA Plan** to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer’s or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer shall contribute to the Plans on behalf of all non-represented employees (“Group”) defined as eligible to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form to become an eligible participant and become eligible for benefits under the Plans.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

Direct Employer Contribution. Eligibility is limited to full time, benefits eligible employees. Beginning with the July 1, 2017 payroll, the District shall contribute \$130 per month to each eligible employee’s HRA VEBA account until such time as the employee is no longer eligible per the terms of the plan and/or the employer’s written agreement.

The employer’s HRA VEBA plan contribution methods and funding amounts will be reviewed annually, prior to the start of the next benefit year. The employer reserves the right to modify plan eligibility, contribution methods and contribution amounts in compliance with any applicable state or federal laws and other IRS guidance as it pertains to maintaining HRA plan compliance.

Silverton Fire District

Board Policy # 207

WHISTLEBLOWER PROTECTION

Date Originated: November 8, 2016

Revised:

Reviewed: November 10, 2020

PURPOSE

To provide reporting procedures should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659.224.

OVERVIEW

The employee may provide the information to in addition to his/her supervisor, another District manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine if fault exists and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed, for goods not delivered; and other fraudulent financial reporting. For any employee wishing for more information, additional details can be obtained from the Fire Chief.

The employee must exercise sound judgement to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, or to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Fire Chief or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is substantiated.

All allegations of illegal and dishonest activities will be promptly submitted to the Fire Chief or designee who is responsible for investigating and coordinating corrective action.