

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, March 12, 2024 at 7:00 P.M.
Silverton Station # 1

Join Zoom Meeting:

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

Meeting ID: 813 0844 0282

Passcode: 315674

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

- I. **ROLL CALL:**
Les Von Flue, President
Stacy Palmer, Vice-President
Rob Mengucci, Secretary-Treasurer
Ryan Bielenberg, Director
Dixon Bledsoe, Director
- II. **CALL MEETING TO ORDER:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **APPROVAL OF MINUTES OF:**
 - a) Regular Board Meeting of February 13, 2024
- V. **OPEN FORUM**
- VI. **OLD BUSINESS:**
- VII. **FINANCE OFFICER'S REPORT:**
 - a) Check Summary
 - b) Departmental Expense Report
 - c) Bank Account Balance Comparison
- VIII. **CHIEF'S REPORT:**
 - a) Monthly Report
 - b) Administrative Assistant Vacancy Update
- IX. **NEW BUSINESS:**
 - a) Budget Calendar Revision
 - b) Surplus S414
 - c) Review Board Policies 101-106
- 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. February 13, 2024
Silverton Fire District Station #8 (Scotts Mills)

I. ROLL CALL:

Les Von Flue, President
Stacy Palmer, Vice President (*Zoom*)
Robert Mengucci, Secretary-Treasurer (*Zoom*)

Dixon Bledsoe, Director
Ryan Bielenberg, Director (*Zoom*)

ABSENT:

MEMBERS IN ATTENDANCE:

Chief Miles, Office Administrator (OA) Cantu, FF/EMT Miller, Lt. Training & Volunteer Coordinator Brown, FF Peterson, FF/EMT Hughes, AC Veit, BC Terhaar

II. CALL MEETING TO ORDER:

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

III. PLEDGE OF ALLEGIANCE

VI. APPROVAL OF MINUTES:

a) Regular Board Meeting Minutes

Director Bledsoe made a motion to approve the minutes of the January 9, 2024 board meeting. Secretary-Treasurer Mengucci seconded the motion. The motion carried unanimously.

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

VII. OPEN FORUM:

No comments were made during open forum.

VIII. OLD BUSINESS:

No old business to discuss at this meeting.

IX. FINANCE OFFICER'S REPORT:

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

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

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

X. CHIEF'S REPORT

a) Monthly Report

Chief Miles briefly reviewed the monthly report with the Board and asked if there were any questions. Chief Miles reported that the District recently signed into an IGA contract with Woodburn IT for IT services. Chief Miles shared that prior to the most recent ice storm, it was discovered that the Station 8 standby generator needed extensive repair and would most likely need to be replaced. Chief Miles reported that the District was still waiting on additional quotes and would be coming back to the Board with additional conversation. Chief Miles touched on the Statewide Public Safety Tax currently proposed which would assess .25 cents per \$1000 to fund public safety. Of the taxes collected 20% would remain at the State level, 80% would be distributed to local agencies. Chief Miles stated that the District was applying for an AFG Grant for new turnout washers and dryers. There was brief conversation around CO alarms, smoke detectors, and website visits.

b) Annual Awards Banquet

Chief Miles reminded the Board of the Annual Awards Banquet on February 17th beginning at 6:00pm.

c) Administrative Assistant Vacancy

Chief Miles reported that the District announced the administrative assistant position and currently had 30 applications.

XI. NEW BUSINESS:

There were no new business items addressed during this meeting.

XII. ITEMS PENDING:

a) Work Session, February 29, 2024 9:30am

President Von Flue inquired whether the staff benefits package would be on the Agenda. Chief Miles could not confirm if the topic would be on the agenda due to renewal notifications.

b) Chief Evaluation

Vice President Palmer stated that she would send out the evaluation to Directors to complete.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:19 p.m.

Approved this _____ day of _____, 2024.

President

Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 3/4/2024 3:40 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000563	068535	911 SUPPLY INC	02/14/2024	
	INV139923	(3) NAME TAPE & PATCH INSTALL		101.57
	INV140070	(2) NAME TAPE & PATCH INSTALL		19.00
	INV140071	(1) NAME TAPE & PATCH INSTALL		96.43
	INV140072	(2) NAME TAPE & PATCH INSTALL		154.77
	INV140073	(2) NAME TAPE & PATCH INSTALL		154.77
Total for Check Number 1000563:				526.54
1000564	6091922 I11590	ALTERNATIVE POWER SYSTEMS, LLC MAIN GARAGE PM INSPECT.	02/14/2024	180.00
Total for Check Number 1000564:				180.00
1000565	6091912 24-010	BRASS ROOTS TRAINING SOLUTIONS TRAINING: JAN	02/14/2024	270.00
Total for Check Number 1000565:				270.00
1000566	010172	CARSON OIL COMPANY	02/14/2024	
	CP00499919	FUEL FOR C482		134.03
	CP00499919	FUEL FOR C401		38.18
	CP00499919	FUEL FOR 434		35.13
	CP00499919	FUEL FOR 421		53.87
	CP00499919	FUEL FOR S434		34.64
	CP00499919	FUEL FOR 412		76.79
	CP00499919	FUEL FOR 423		107.81
	CP00499919	FUEL FOR 413		18.19
	CP00499919	FUEL FOR 411		33.87
Total for Check Number 1000566:				532.51
1000567	096998 5.05070.0 5.05071.0	CITY OF SILVERTON WATER USAGE AT STAT. 1 12/15-1/19 WATER USAGE STAT. 1 MAINT BAY 12/15-1	02/14/2024	370.48 57.47
Total for Check Number 1000567:				427.95
1000568	013528 27899 27900	CRUISE MASTER ENGRAVING (17) HELMET SHIELD STICKERS ANNUAL AWARD PLAQUES	02/14/2024	225.25 1,184.20
Total for Check Number 1000568:				1,409.45
1000569	6091898 05-46664 05-47220	CUMMINS SALES AND SERVICE INSPECTION OF GENERATOR ANNUAL MAINTENANCE ST 1 GENERATO	02/14/2024	926.64 2,927.94
Total for Check Number 1000569:				3,854.58
1000570	015880	DEPT. OF MOTOR VEHICLES	02/14/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	199548185	(4) DMV REPORT FEE		12.00
Total for Check Number 1000570:				12.00
1000571	010185	ELAN FINANCIAL SERVICES	02/14/2024	
	0237	PROPANE REFILL		16.36
	1139	EMR TRAINING		528.00
	1139	EMR LICENSE J. RUKS		45.00
	1139	GROCERY FOR OPEN HOUSES		419.47
	2055	HELMET REFLECTIVE STICKERS		199.80
	2055	HELMET REFLECTIVE STICKERS		209.79
	2055	UNIFORM PINS		26.00
	2055	JACKET		139.99
	2675	CALL CENTRIC		39.80
	2675	BITWARDEN		60.00
	4845	ST 8 AIR COMPRESSOR SWITCH		149.00
	4845	WATER FOR RADIO TOWER		7.96
	4845	ST 8 AIR COMPRESSOR CHECK VALVE		88.40
	7480	AED BATTERIES		57.97
	8105	COFFEE, CUPS, PLATES, UTENSILS		397.89
	8105	BANQUET INVITES		135.68
	8105	POSTAGE 1099'S		8.56
	8105	ZOOM SUBSCRIPT. ANNUAL		144.94
	8105	100 STAMPS		145.68
	8105	SDAO CONF. REGIST (PALMER)		230.00
	8105	SDAO CONF. REGIST. REFUND		-280.00
	8105	ZOOM SUBSCRIPTION		15.99
	8105	STATESMAN JOURNAL RENEWAL		59.04
	8105	SDAO CONF. REGIST (BIELLENBERG)		230.00
	9817	(1) JACKET		139.99
	9817	FIRE PREVENTION MATERIAL		335.94
Total for Check Number 1000571:				3,551.25
1000572	6091982	JAMIE MORRISON	02/14/2024	
	1	EMR LICENSE FEE REIMB.		45.00
Total for Check Number 1000572:				45.00
1000573	113700	LES VON FLUE	02/14/2024	
	1	MILEAGE REIMB. SDAO CONF		154.10
	2	MEAL REIMB SDAO CONF		46.27
Total for Check Number 1000573:				200.37
1000574	073800	NW NATURAL	02/14/2024	
	2980399	STAT. 1 SERVICE DATES 1/8-2/7		925.16
Total for Check Number 1000574:				925.16
1000575	076000	OFDDA	02/14/2024	
	24-1810	2024 MEMBERSHIP DUES		1,500.00
Total for Check Number 1000575:				1,500.00
1000576	076396	OREGON FIRE MUSEUM	02/14/2024	
	2024-499	ANNUAL MEMBERSHIP 65 MEMBERS @ \$:		195.00
Total for Check Number 1000576:				195.00
1000577	076430	OVFA	02/14/2024	
	2024-3994	NNUAL MEMBERSHIP RENEWAL		500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000577:	500.00
1000578	6091892 U023T963	PACER PROPANE PROPANE STA. 2	02/14/2024	580.06
			Total for Check Number 1000578:	580.06
1000579	6091896 5028295526	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 2/1-2/29	02/14/2024	179.01
			Total for Check Number 1000579:	179.01
1000580	070600 11203	PAUL SCOTT MATHAE VINYL LETTERING 414 & 402	02/14/2024	45.00
			Total for Check Number 1000580:	45.00
1000581	065870 0258357	PETRO CARD BULK DIESEL 252GAL @ 3.2021EA	02/14/2024	813.70
			Total for Check Number 1000581:	813.70
1000582	083200 0074320000 0074320000 2603340000 3700411000 3700411000 5974190000 5974190000 8950420000 8950420000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 1/9-2/8 STAT. 8 ELECTRIC SERV. 12/7-1/9 STAT. 1 ELECTRIC SERV. 12/8-1/9 STAT. 3 ELECTRIC SERV. 12/7-1/9 STAT. 3 ELECTRIC SERV. 1/9-2/8 STAT. 9 ELECTRIC SERV. 12/7-1/9 STAT. 9 ELECTRIC SERV. 1/9-2/8 STAT. 2 ELECTRIC SERV. 1/8-2/8 STAT. 2 ELECTRIC SERV. 12/5-1/8	02/14/2024	192.28 194.96 1,407.93 123.75 75.05 44.06 48.43 50.80 47.81
			Total for Check Number 1000582:	2,185.07
1000583	6091926 377643 377643	PYRAMID FILMS CORP ACCT. CREDIT 25 CPR CARDS	02/14/2024	-175.00 471.66
			Total for Check Number 1000583:	296.66
1000584	012100 99727	RADIO COMMUNICATIONS SERVICE, SERVICE ON SVR RADIO	02/14/2024	150.00
			Total for Check Number 1000584:	150.00
1000585	092090 0456003578599 0456003579647	REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. 1/1-1/31 STAT. 8 GARBAGE SERV. 1/1-1/31	02/14/2024	182.25 46.03
			Total for Check Number 1000585:	228.28
1000586	6091891 736853	RICKMAR ENTERPRISES INC PEST CONTROL SERVICE JAN	02/14/2024	145.00
			Total for Check Number 1000586:	145.00
1000587	094000 4233-45 4235-5 6639-32	ROTH'S FRESH MARKETS GROCERY FOR FF ASSOC. MEAL GROCERY FOR FF ASSOC. MEAL PALLET OF WATER FOR REHAB	02/14/2024	129.53 49.61 278.88

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000587:	458.02
1000588	6091908 23-1350 23-1352	STANDARD ELECTRIC, INC STA 1 SECOND FLOOR RETRO-FIT ST 8 GENERATOR DISCONNECT	02/14/2024	2,440.81 275.00
			Total for Check Number 1000588:	2,715.81
1000589	201523	TOWNSHIP HEALTH DPC (7) FF PHYSICAL	02/14/2024	1,890.00
			Total for Check Number 1000589:	1,890.00
1000590	112435 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567 9955656567	VERIZON WIRELESS I. PETERSON CELL SERV.: 1/1-2/1 407 IPAD SERV.:1/1-2/1 K. VEIT CELL SERV.: 1/1-2/1 K. MILLER CELL SERV.: 1/1-2/1 B. MILES CELL SERV.: 1/1-2/1 482 IPAD SERV.: 1/1-2/1 401 IPAD SERV.: 1/1-2/1 D. BROWN CELL SERV.: 1/1-2/1 M. HUGHES CELL SERV.: 1/1-2/1 485 IPAD SERV.: 1/2-2/1 R. SAVAGE CELL SERV.: 1/1-2/1 423 IPAD SERV.: 1/2-2/1 405 IPAD SERV.: 1/1-2/1 411 IPAD SERV.: 1/1-2/1 C. CANTU CELL SERV.: 1/1-2/1 415 IPAD SERV.: 1/1-2/1	02/14/2024	42.62 40.81 42.62 42.62 42.62 40.81 40.81 42.62 42.62 40.81 42.62 40.81 40.81 40.81 42.62 42.62 40.81
			Total for Check Number 1000590:	667.44
1000591	6091983 0589282-IN	WESTERN STATE DESIGN, INC. TURNOUT WASHER MAINT	02/14/2024	584.00
			Total for Check Number 1000591:	584.00
1000592	119000 710635	WILCO SAND BAGS	02/14/2024	30.96
			Total for Check Number 1000592:	30.96
1000593	232118 69785	WURDINGER MANUFACTURING & FA CHECK VALVE B487	02/14/2024	76.12
			Total for Check Number 1000593:	76.12
1000594	034015 1/25-2/24 RL 1/25-2/24 ST1 1/25-2/24 ST3 1/25-2/24 ST8 1/25-2/24 ST9 1/25-2/24 STA2	ZIPLY FIBER 503-001-0586-110204-5 503-873-2805-070997-5 503-873-3190-062193-5 503-873-6215-090168-5 503-873-5645-012395-5 503-873-5097-071291-5	02/14/2024	27.30 203.60 67.74 92.45 67.74 75.23
			Total for Check Number 1000594:	534.06
			Total for 2/14/2024:	25,709.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000595	068535	911 SUPPLY INC	02/29/2024	
	INV140260	(1) NAME TAPE & PATCH INSTALL		95.42
	INV140591	(1) NAME TAPE & PATCH INSTALL		11.95
	INV140592	(1) NAME TAPE & PATCH INSTALL		28.05
	INV140593	(1) NAME PATCH INSTALL		5.92
Total for Check Number 1000595:				141.34
1000596	005320	BIO-MED TESTING SERVICE INC.	02/29/2024	
	104913	(13) PRE-EMPLOY SCREENING		585.00
Total for Check Number 1000596:				585.00
1000597	007150	BOUND TREE MEDICAL, LLC	02/29/2024	
	85246362	GLUCOSE GEL, ASPIRIN		54.67
Total for Check Number 1000597:				54.67
1000598	010172	CARSON OIL COMPANY	02/29/2024	
	CP00503051	FUEL FOR 411		12.37
	CP00503051	FUEL FOR 421		44.17
	CP00503051	FUEL FOR 412		93.20
	CP00503051	FUEL FOR 482		62.17
	CP00503051	FUEL FOR 423		48.40
	CP00503051	FUEL FOR 411		59.38
	CP00503051	FUEL FOR 482		88.00
	CP00503051	FUEL FOR 400		23.13
	CP00503051	FUEL FOR 432		59.04
Total for Check Number 1000598:				489.86
1000599	010310	CASCADE FIRE EQUIPMENT COMPAN	02/29/2024	
	10192	(6) YELLOW HELMETS W/ FACESHIELD		2,422.00
Total for Check Number 1000599:				2,422.00
1000600	013528	CRUISE MASTER ENGRAVING	02/29/2024	
	27899	REFLECTIVE HELMET SHIELD		225.25
	27900	AWARDS		1,184.20
	27919	SERVICE PINS		167.25
Total for Check Number 1000600:				1,576.70
1000601	033975	GRAINGER	02/29/2024	
	9013019287	TRASH BAGS, PAPER TOWELS, ETC.		512.12
Total for Check Number 1000601:				512.12
1000602	037800	HOME PLACE	02/29/2024	
	00155	MEAL FOR SILVERTON FF ASSOC. MTG		152.75
	92	MEAL FOR MT. ANGEL COVER CREW		123.70
Total for Check Number 1000602:				276.45
1000603	035075	HRA VEBA TRUST	02/29/2024	
	1	YA462 HRA/VEBA: FEB	PR Batch 00001.02.2024 YA4	200.00
	2	YA462 HRA/VEBA: FEB	PR Batch 00001.02.2024 YA4	1,400.00
Total for Check Number 1000603:				1,600.00
1000604	6091982	JAMIE MORRISON	02/29/2024	
	1	EMR FINGERPRINT FEE REIMB.		58.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000604:	58.75
1000605	055500 778248	L.N.CURTIS & SONS S&H CHARGES ON SO862707	02/29/2024	48.20
			Total for Check Number 1000605:	48.20
1000606	058000 23000592594	LES SCHWAB TIRE CENTER FORKLIFT WHEEL	02/29/2024	200.00
			Total for Check Number 1000606:	200.00
1000607	6091984 1	LINDSEY VEIT BANQUET DECOR REIMB.	02/29/2024	131.32
			Total for Check Number 1000607:	131.32
1000608	6091967 1759180	MEDICAL AIR SERVICES ASSOCIATIO EMERG TRANSPORT MEMBERSHIP: MAR	02/29/2024	854.00
			Total for Check Number 1000608:	854.00
1000609	072925 2023242180	METCOM 9-1-1 DISPATCH SERV. FEE FOR MAR	02/29/2024	7,845.21
			Total for Check Number 1000609:	7,845.21
1000610	6091892 U001A303 U001A311	PACER PROPANE STA 2 PROPANE STA 8 PROPANE	02/29/2024	559.10 544.70
			Total for Check Number 1000610:	1,103.80
1000611	6091896 5028702107	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 3/1-3/31	02/29/2024	179.01
			Total for Check Number 1000611:	179.01
1000612	083200 2603340000	PORTLAND GENERAL ELECTRIC STAT. 1 ELECTRIC SERV. 1/9-2/9	02/29/2024	1,525.66
			Total for Check Number 1000612:	1,525.66
1000613	098720 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823	SDIS MEDICAL: EMPLOYER CONTRIB: MAR MEDICAL: EMPLOYEE CONTRIB.: MAR LTD: EMPLOYER CONTRIB. : MAR MEDICAL: EMPLOYEE CONTRIB.: MAR MEDICAL: EMPLOYER CONTRIB.: MAR LTD: EMPLOYER CONTRIB. : MAR	02/29/2024 PR Batch 00001.02.2024 MEI PR Batch 00001.02.2024 MEI PR Batch 00001.02.2024 LTD PR Batch 00001.02.2024 MEI PR Batch 00001.02.2024 MEI PR Batch 00001.02.2024 LTD	708.02 78.67 200.90 1,265.00 11,384.92 28.70
			Total for Check Number 1000613:	13,666.21
1000614	096520 29869	SEA WESTERN FIRE EQUIPMENT (1) STRUCTURAL GLOVE	02/29/2024	107.20
			Total for Check Number 1000614:	107.20
1000615	010050 2602	SELAH SPRINGS INVESTMENTS LLC CEILING SPEAKER INSTALL	02/29/2024	287.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000615:	287.00
1000616	096976	SILVER CREEK AUTO PARTS, INC.	02/29/2024	
	21570	BATTERY REPLACEMENT		147.13
	21570	FUEL FILTER U432		10.79
	21570	FLUID FILTER STOCK		21.53
	21570	LOOM SPLIT		26.26
	21570	SOLENOID B487		29.08
	21570	STARTER U432		144.09
	21570	BATTERY B487		112.24
	21570	FASTENER FORKLIFT		1.86
	21570	FLUID FILTER ST 1 GENERATOR		190.35
	21570	FLUID FILTER STOCK		26.94
	21570	FASTENER FORKLIFT		17.55
	21570	FILTER STOCK		16.15
	21570	CONNECTOR T418		4.48
			Total for Check Number 1000616:	748.45
1000617	007005 40	SILVERTON ELKS LODGE NO. 2210 (120) AWARDS BANQUET DINNER	02/29/2024	4,325.00
			Total for Check Number 1000617:	4,325.00
1000618	027039 930943	SUN LIFE FINANCIAL 930943 LIFE INS. PREMIUM: MAR	02/29/2024	435.33
			Total for Check Number 1000618:	435.33
1000619	091893 0005085276 0005085276 0005085276	USable LIFE AD&D/LIFE INS. EMPLOYER CONTIB: MAI AD&D/LIFE INS. EMPLOYER CONTIB: MAI LIFEMAP: EMPLOYEE CONTRIB.: MAR	02/29/2024 PR Batch 00001.02.2024 AD& PR Batch 00001.02.2024 AD& PR Batch 00001.02.2024 LIF	65.90 2.70 39.15
			Total for Check Number 1000619:	107.75
1000620	6091829 2/12-3/11	WAVE 056639301-0008873 CONV. BOX	02/29/2024	102.75
			Total for Check Number 1000620:	102.75
1000621	119609 2402566931	WITHERS LUMBER WOOD FOR ROOF TRAINING PROP	02/29/2024	494.85
			Total for Check Number 1000621:	494.85
			Total for 2/29/2024:	39,878.63
			Report Total (59 checks):	65,587.63

General Ledger

Expense vs Budget with Encumbrances

User: Candace

Printed: 3/6/2024 10:33:20 AM

Period 01 - 12

Fiscal Year 2024

Account Num	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 740,524.00	\$ 416,136.56	\$ 324,387.44	43.81%
25-1-51002	EXTRA PERSONNEL	\$ -	\$ -	\$ -	0.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 28,000.00	\$ 14,256.52	\$ 13,743.48	49.08%
25-1-51004	SOCIAL SECURITY	\$ 72,000.00	\$ 40,738.34	\$ 31,261.66	43.42%
25-1-51005	GROUP HEALTH INSURANCE	\$ 206,628.00	\$ 106,640.18	\$ 99,987.82	48.39%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,000.00	\$ 11,609.12	\$ 10,390.88	47.23%
25-1-51007	PERS	\$ 267,466.00	\$ 144,609.18	\$ 122,856.82	45.93%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 79.09	\$ 1,120.91	93.41%
25-1-51009	OVERTIME	\$ 75,000.00	\$ 53,001.79	\$ 21,998.21	29.33%
25-1-51010	VOLUNTEERS	\$ 85,000.00	\$ 63,383.57	\$ 21,616.43	25.43%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 35,200.00	\$ 11,000.00	\$ 24,200.00	68.75%
25-1-51013	DIRECTORS EXPENSES	\$ 500.00	\$ -	\$ 500.00	100.00%
PAYROLL RELATED EXP		\$ 1,533,518.00	\$ 861,454.35	\$ 672,063.65	43.82%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 2,659.50	\$ 840.50	24.01%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 7,445.98	\$ 1,054.02	12.40%
25-1-61003	CONTRACT SERVICES	\$ 28,000.00	\$ 34,753.10	\$ (6,753.10)	-24.12%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 9,854.66	\$ 10,145.34	50.73%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 1,577.13	\$ 922.87	36.91%
25-1-61006	UTILITIES	\$ 42,000.00	\$ 28,774.55	\$ 13,225.45	31.49%
25-1-61007	ELECTION EXPENSES	\$ 4,500.00	\$ 7,174.39	\$ (2,674.39)	-59.43%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 25,000.00	\$ 14,510.30	\$ 10,489.70	41.96%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.20	\$ 49.80	99.60%
25-1-61011	ANNUAL AUDIT	\$ 9,500.00	\$ 8,250.00	\$ 1,250.00	13.16%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,500.00	\$ 2,198.61	\$ 1,301.39	37.18%
25-1-61013	RECRUITING EXPENSE	\$ 2,500.00	\$ 1,119.62	\$ 1,380.38	55.22%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 1,010.23	\$ 989.77	49.49%
25-1-61015	TRAINING EXPENSE	\$ 75,000.00	\$ 33,102.86	\$ 41,897.14	55.86%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ 2,590.00	\$ 2,410.00	48.20%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 685.60	\$ 2,814.40	80.41%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 3,468.68	\$ 3,531.32	50.45%
25-1-61019	INSURANCE	\$ 68,000.00	\$ 69,934.00	\$ (1,934.00)	-2.84%
25-1-61020	CIVIL SERVICE	\$ 5,500.00	\$ 2,630.16	\$ 2,869.84	52.18%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ 1,447.36	\$ 1,052.64	42.11%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 7,500.00	\$ 8,447.67	\$ (947.67)	-12.64%
25-1-61023	UNIFORM ALLOWANCE	\$ 10,000.00	\$ 6,363.40	\$ 3,636.60	36.37%
25-1-61024	FUELS AND LUBRICANTS	\$ 40,000.00	\$ 27,122.91	\$ 12,877.09	32.19%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ 358.20	\$ 291.80	44.89%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 4,455.16	\$ 2,044.84	31.46%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ 532.29	\$ 14,467.71	96.45%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ 702.00	\$ 9,298.00	92.98%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ 1,354.88	\$ 1,145.12	45.80%
25-1-61037	ADMINISTRATION SERVICES	\$ 35,000.00	\$ 12,050.43	\$ 22,949.57	65.57%

Account Numb	Description	Budget	End Bal	Available	% Available
25-1-61042	SAFTEY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 6,605.58	\$ (105.58)	-1.62%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 7,500.00	\$ 1,562.40	\$ 5,937.60	79.17%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ 1,624.10	\$ (1,124.10)	-224.82%
25-1-61050	DISPATCH SERVICES	\$ 94,143.00	\$ 70,606.89	\$ 23,536.11	25.00%
25-1-61055	MEDICAL MEMBERSHIPS	\$ -	\$ -	\$ -	0.00%
25-1-61056	HEALTH AND WELFARE	\$ 14,000.00	\$ 11,148.91	\$ 2,851.09	20.36%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 30,737.65	\$ 9,262.35	23.16%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ 258.52	\$ 241.48	48.30%
25-1-61063	GRANT EXPENDITURES	\$ 155,000.00	\$ 2,757.22	\$ 152,242.78	98.22%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ 8,716.00	\$ 6,284.00	41.89%
25-1-61065	SCBA MAINTENANCE	\$ 3,500.00	\$ 1,473.10	\$ 2,026.90	57.91%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ 23.30	\$ 1,476.70	98.45%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ 1,270.00	\$ 230.00	15.33%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 443.40	\$ 1,056.60	70.44%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 4,860.00	\$ 10,140.00	67.60%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 622.16	\$ 3,377.84	84.45%
	MATL SUPP & EXP	\$ 807,343.00	\$ 437,283.10	\$ 370,059.90	45.84%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ -	\$ 20,000.00	100.00%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 50,000.00	\$ 5,990.28	\$ 20,123.64	40.25%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ 1,469.37	\$ 8,530.63	85.31%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 2,071.08	\$ 6,428.92	75.63%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-71015	HOSE REPLACEMENT	\$ 6,500.00	\$ -	\$ 6,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 15,000.00	\$ 2,536.10	\$ 12,463.90	83.09%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ 837.98	\$ 11,162.02	93.02%
	CAPITAL OUTLAY	\$ 127,000.00	\$ 12,904.81	\$ 90,209.11	71.03%
25-1-90001	CONTINGENCIES	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
	CONTINGENCY	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
25-5-92006	ENDING FUND BALANCE	\$ 725,000.00	\$ -	\$ 725,000.00	100.00%
	UNAPPROPRIATED	\$ 725,000.00	\$ -	\$ 725,000.00	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)	\$ 45,000.00	\$ 45,000.00	\$ -	0.00%
	TRANSFER OUT	\$ 159,000.00	\$ 159,000.00	\$ -	0.00%
25-1-93001	LEASE PRINCIPAL	\$ -	\$ -	\$ -	0.00%
25-1-93002	LEASE INTEREST	\$ -	\$ -	\$ -	0.00%
	DEBT SERVICE	\$ -	\$ -	\$ -	0.00%
Expense Total		\$ 3,451,861.00	\$ 1,470,642.26	\$ 1,957,332.66	56.70%

BANK ACCOUNT BALANCE COMPARISON

<u>December 31, 2022</u>		<u>December 31, 2023</u>	
Columbia Bank Checking	\$ 221,189.74	Columbia Bank Checking	\$ 342,723.33
Columbia Bank MM	\$ 375,869.39	Columbia Bank MM	\$ 363,906.23
Local Gov't Pool	\$ 2,751,149.63	Local Gov't Pool	\$ 3,043,776.24
Sub Total	\$ 3,348,208.76	Sub Total	\$ 3,750,405.80
<i>OPERATING BUDGET AHEAD \$402,197.04</i>			

<u>January 31, 2023</u>		<u>January 31, 2024</u>	
Columbia Bank Checking	\$ 184,592.50	Columbia Bank Checking	\$ 133,844.85
Columbia Bank MM	\$ 282,923.65	Columbia Bank MM	\$ 407,754.43
Local Gov't Pool	\$ 1,592,719.81	Local Gov't Pool	\$ 3,101,239.72
Sub Total	\$ 2,060,235.96	Sub Total	\$ 3,642,839.00
<i>OPERATING BUDGET AHEAD \$1,582,603.04</i>			

<u>February 28, 2023</u>		<u>February 29, 2024</u>	
Columbia Bank Checking	\$ 186,154.30	Columbia Bank Checking	\$ 231,714.80
Columbia Bank MM	\$ 228,450.65	Columbia Bank MM	\$ 408,886.45
Local Gov't Pool	\$ 2,681,327.23	Local Gov't Pool	\$ 2,872,289.57
Sub Total	\$ 3,095,932.18	Sub Total	\$ 3,512,890.82
<i>OPERATING BUDGET AHEAD \$416,958.64</i>			

Silverton Fire District Board of Directors Meeting Fire Chief Report

Submitted by: Bill Miles, Fire Chief

March 12, 2024

Current Projects:

- On going work with ESO tech support training to configure Assets/Inventory, hydrants, Properties, and Inspections, modules.
- Continue training on ESO Insights reporting module. Submit help ticket to ESO for assistance creating response time reports and dashboard.
- Fire Code research City of Silverton pre-application meeting for March 13
- North Chief's Meeting 1st Tuesday of the Month.
- METCOM 911 Board Meeting February 13
- Silverton EMAC Meeting-March 12th
- Submit 2024 OSFM Wildfire Upstaff Grant
- Consult with AC Veit on AFG grant submission
- Fire Alarm test 3-5-24 with building official at Silverton Hospital Addition (LSMC)
- Sprinkler system test 3-6-24 with City of Silverton Building Official LSMC
- Fire Inspection walk-thru with OSFM CMS Inspector 3-8-24 LSMC
- Consultation with OSFM Deputy about a licensing question for an adult foster care location.

Other Activities/Topics of Interest:

- Used 20 hours vacation for February 2024.
- OR-OSHA consultation March 7th
- On going work on draft of standard of cover document, integrate station location and response time analysis maps. Research area growth projections.
- Begin work with City of Woodburn IT department to change over our IT system for them to manage
- On going budget work on 24-25 FY draft budget
- Consultation with OSFM on questions from citizen about pyrotechnics permit requirements
- Attended Fire Inspector 1&2 Class at OSFM in Salem Feb 26-March 1
- Provide call response data by personnel to VIP Committee.

Snapshot:

During the month of February:

29,217 WEBSITE VISITS for month of February

Reached 6500 with 1300 visits to Facebook

February 2024 Calls-71 2.8% increase

February 2023 Calls-69



SILVERTON FIRE DISTRICT

2024 – 2025

BUDGET CALENDAR

Approved December 12, 2023

Appoint Budget Officer _____	*December 12, 2023
Appoint Budget Committee _____	*December 12, 2023
Approve 2024-2025 Budget Calendar _____	*December 12, 2023
Publish Notice of Budget Committee Meeting _____	April 24, 2024
<i>(5 to 30 days before the meeting: April 17th at 4pm)</i>	
Budget Committee Meeting _____	May 21, 2024
Budget Committee Meeting _____	May 23, 2024
<i>(If necessary)</i>	
Publish Notice of Budget Hearing & Summary _____	May 29, 2024
<i>(5 to 30 days before the hearing: May 24th at 4pm)</i>	
Hold Public Budget Hearing & Adopt Budget _____	*June 11, 2024
Enact Resolutions _____	*June 11, 2024
<i>Adopt budget & make appropriations</i>	
<i>Impose & categorize taxes</i>	
Submit Tax Certification to Assessor(s)/Clerk(s) Office _____	July 8, 2024
<i>(All 2024-2025 Budget & Resolutions)</i>	

*** Denotes days of regular Board of Director meetings**

Publishing Dates: April 17th for April 24th Notice of Budget Committee Meeting
(Publish once in paper & on website at least 10 days prior per change in ORS 294.401(5))

May 24th for May 29th Notice of Hearing & Summary



SILVERTON FIRE DISTRICT

***** MEMORANDUM *****

March 8, 2024

TO: Board of Directors

FROM: Chief Miles

SUBJECT: Declare 1998 Ford Expedition Surplus

Staff has determined that the 1998 Ford Expedition command vehicle (aka S414) has reached the end of its useful life. Currently the vehicle requires numerous repairs costing in excess of \$5,000, which exceeds the value and it does not make financial sense to invest in those repairs.

This vehicle is a 1998 Ford Expedition that the Fire District purchased used from the City of Portland Fleet Services on March 26, 2008 for \$6,000. This unit served Portland Fire and Rescue as a Deputy Fire Chief Command Vehicle for ten years. Silverton Fire District used this vehicle as an assistant chief command vehicle until 2016 and then as a support service vehicle until recently when it was replaced with the 2009 Expedition (former C401).

The Fire District no longer has a need for this unit and I am requesting that the Board declare this vehicle as surplus.

We are proposing that once the Board declares this vehicle as surplus, we will proceed to sell it on Gov Deals online auction service.

Board Policy 304 DISPOSAL OF SURPLUS PROPERTY

The Fire Chief for 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.

SILVERTON FIRE DISTRICT BOARD POLICY MANUAL



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POLICY 101: ADOPTING & REVISING POLICIES

Originated: January 10, 1989
Revised: January 11, 2022
Reviewed: March 14, 2023

PURPOSE

This policy has been created to outline the process for the adoption of new board policies and reviewing and revising current board policies.

BOARD GUIDELINES AND POLICIES

It is the policy of the Fire District Board to be governed by a set of policies. The policies and rules shall be adopted by the Board and made available to staff, citizens and others as public documents.

The policies and rules of the District Board will be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

The Board of Directors, representing the people of the District, is the governing body which determines all questions of policy to be employed in the conduct of fire district business.

In the event that a board policy is found to be in conflict with the state or federal law or the rules and regulations of a high authority such policy is automatically null and void without board action and will be deleted from the accumulated body of policies, rules and regulations.

In the event of a disagreement over the application, extent or interpretation of a policy, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, it is suggested that it be appended to the applicable policy as a board rule which will clearly specify the intent of the Board in interpreting the policy.

Board policies may also be based on pertinent statutes. In this context they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes. Board policies may also be applied to remind the Board, staff, and public of the existence of applicable statutes.

Proposals regarding adoption of district policy or changes, deletions, additions or repeal may originate from any of several sources including a taxpayer, an employee or an employee organization, volunteer of the Fire District, a member of the Board, the Fire Chief, a consultant, a civic group, etc.

POLICY ADOPTION, CHANGES AND REVIEW

In its deliberations leading to the establishment or amendment of board policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.

It will be the policy of the District Board to recognize that all board policies shall remain flexible and be subject to review and change.

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To maintain efficiency and to facilitate the quality of Board policy review, the following review schedule has been established:

- Policy series 100, 300 and 500 will be reviewed during odd numbered years
- Policy series 200, 400 and 600 will be reviewed during even numbered years

Policies to be reviewed will be done during the first, third and fourth quarter of the fiscal year. These policies will be included in the board packet for July, October and January (March is reserved for budget and fiscal year ending work product). The review will be completed during the quarter in which it was presented and suggestions for change will be provided to the Fire Chief during the next scheduled board meeting, i.e.; series 100 policies are presented to the Board in their packet in July. All 100 series policies will be reviewed during July, August and September. Approved changes will be presented at the October board meeting.

In order to provide consistency, stability and integrity to board policies, it is recognized that changes in policies, except in the case of emergency, shall be executed in a precise manner and without undo haste.

An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

New proposed policies will be in writing and a copy will be given to each board member. Prior to adoption or revision, a new policy will be discussed at a Board meeting and the agenda will indicate that a proposed policy will be discussed. A copy of the proposed policy will be posted in a conspicuous place in the District Administrative Office's for at least ten (10) days prior to the board meeting. Prior to adopting a policy the Board will consider all input received from the public, the Chief, staff, volunteers and other board members. If the Board determines that a specific new policy is of such urgency or of an emergency nature, the Board may, upon a majority vote, suspend the 10 day posting requirement.

A copy of each new approved policy will be posted for thirty (30) days in a conspicuous place in the District Administrative Office's.

After a policy is adopted and is later revised, the existing wording will be viewed as a "strikeout" with the draft revised wording to be "underlined" for clarification.

The revised document presented will be marked as "Draft". When the revision is adopted, all portions in "strikeout" will be removed from the document and the revised date will be added.

The Board shall provide for a regular procedure for the evaluation of the way in which the policies and rules are functioning, and for the revision of those standards as necessary or as needed to update them in keeping with changes or laws and rules of other agencies or by court decision.

The assembled policies of the Board, known collectively as the "Board Policy Manual", shall be the reference instrument for conducting the business of the Fire District Board and shall be considered binding upon the actions of the Board, within the latitudes of policy interpretation, until such time as they are repealed or changed by prescribed process or such circumstances prevail so as to demonstrate an emergency requiring immediate change or temporary suspension.

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**POLICY 102: MEMBERSHIP OF THE FIRE DISTRICT BOARD
OF DIRECTORS & THE BOARD RULES**

Originated: December 11, 2001

Revised: October 8, 2019

Reviewed: March 14, 2023

PURPOSE

This Board policy details how Board of Directors membership is achieved through election or appointment of a vacant position, required work session planning for new Directors and Director compensation/reimbursement for qualifying expenses.

MEMBERSHIP OF THE BOARD

The Board of the Silverton Fire Protection District # 2 shall consist of five (5) members serving four (4) year staggered terms. No person shall be eligible to be a Board member, who is not at the time of election or appointment an elector or property owner in the District. A firefighter, (volunteer or paid), or any other employee of the Silverton Fire Protection District # 2 shall not serve as a director of the District, pursuant to ORS 478.050.

Each Board member shall be identified by position number and will serve at large representing the District as a whole.

The election of Board members shall be conducted as provided by ORS 255 and others.

No person elected or appointed to the District Board shall be sworn in unless they are determined by the Board to meet the qualifications as set forth in ORS 478.050. If a question exists as to the eligibility of any candidate the Board will obtain an opinion from legal counsel prior to appointment.

Prior to assuming the duties as a Board member, the official must take an oath of office.

Unless filling a vacancy on the Board, the term of office will officially begin on July 1st.

The Fire Chief in cooperation with the Board President will schedule a work session for new Board members to acquaint them with the facilities, equipment, personnel and to provide copies and an overview of:

- Fire Board Polices;
- District Territory and Boundaries Map;
- District Membership Handbook

DIRECTOR'S REIMBURSEMENT

It will be a policy of the Board that Directors shall receive compensation for services as a member of the Board plus reimbursement for reasonable expenses actually incurred on Fire District business when presented for reimbursement and supported by appropriate documentation in accordance with generally accepted accounting procedures. Expenses incurred for lodging shall be covered at the actual cost of lodging for single or dual occupancy.

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Travel will be covered at current IRS rates when private autos are used or the actual cost where commercial transportation is provided.

Meals will be reimbursed at the actual cost so long as these are reasonable and prudent. Excessive expenditures may be denied reimbursement upon examination by and a majority vote of the Board.

It will be the responsibility of each Board member to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are to be considered public and will be attached to the monthly register of bills to be paid.

It will be the policy of the Board to keep all financial transactions strictly public in an effort to preserve the public trust.

VACANCIES ON THE BOARD

It will be the policy of the Board to declare a position on the Board vacant upon any occurrence set forth by ORS 236.010.

When a vacancy becomes available on the Board between elections, the vacancy shall be filled by appointment by a majority of the remaining Board members as provided by ORS 198.320(2). If a majority of the Board is vacant or if a majority cannot agree, the county court shall fill the position (ORS 198.320)(1). The appointee will serve until a successor can be elected at the next regular district election. Term limits for a vacant position(s) that have been filled shall be in compliance with ORS 198.320(2) (3).

New Board members shall take an oath of office prior to assuming the duties of the position.

It will be the policy of the Board to delegate to the Board President and the Fire Chief the responsibility to arrange for the appropriate orientation of newly selected Board Members.

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POLICY 103: PUBLIC MEETINGS

Originated: September 3, 2003

Revised: March 14, 2023

Reviewed: March 14, 2023

PURPOSE

This Board policy details the applicable requirements needed for conducting public meetings including; notice and location of public meetings, how preparation for meetings is conducted, meeting agenda formatting and distribution, conduct and decorum during meetings, executive sessions and meeting minutes.

APPLICATION

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

It will be the policy of the District Board to recognize itself as a policy making body that deliberates at regularly scheduled meetings and each board member shall make a diligent effort to be present and participate fully.

COMPLIANCE WITH LAW

It is the policy of the Fire Board that all meetings be conducted in accordance with Oregon Public Meetings Law, ORS 192.610-192.710, and 192.990, the decisions of the courts and with proper regard to “Due Process” procedures. In so doing, the Board will seek information from staff and other sources as appropriate, before decisions are made on policy and procedural matters.

LOCATION OF MEETING

All meetings shall be held within the geographic boundaries of the District. Exceptions to this would be training sessions held without any deliberative action and special meetings held within the geographic boundaries of an adjoining District attending the meeting. No meeting shall be held in any place where discrimination on the basis of race, creed, color, gender, age, national origin or disability is practiced. All meetings shall be held in places accessible to the handicapped.

REGULAR MEETING

Regular meetings of the Fire District Board shall be held on the second Tuesday of the month, at 7:00 P.M., at the Silverton Fire District Main Station, 819 Rail Way NE., Silverton, Oregon 97381. During the months of January, April, July, and October, the board will meet at the Scotts Mills fire station at 7:00 P.M., 490 3rd Street, Scotts Mills, Oregon, 97375. The Board reserves the right to change the meeting date, time, or place upon a specific action of the Board.

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MEETINGS HELD BY TELEPHONE

Meetings held by telephone or other electronic communication are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2). The media shall be provided access to a listening location whenever executive sessions are conducted electronically, unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(3).

SPECIAL MEETINGS

The Board shall hold special meetings at the request of the Board President or any two members of the Board or by request of the Fire Chief. If the Board President is absent from the District, special board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than forty-eight (48) hours' public notice.

EMERGENCY MEETINGS

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the Director, or Directors calling such meeting, shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

NOTICE OF MEETINGS

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The Agenda shall also be posted on Silverton Fire District's website (www.silvertonfire.com) as well as the following locations within the District:

Silverton Fire District (Station 1)
819 Rail Way NE
Silverton, OR 97381

Silverton Fire District (Station 8)
490 3rd St.
Scotts Mills, OR 97375

Written notice shall also be sent to any persons which the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued or phone calls made to wire services and other media; and

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interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

All meetings of the Fire District Board are open to the public, except as provided for executive sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making a request in writing and to the news media prior to the day of the meeting (ORS 192.610 – 192.690).

INTERPRETERS FOR THE HEARING IMPAIRED

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at board meetings, in accordance with the following rules:

The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters;

If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.

The requirement for an interpreter does not apply to emergency meetings.

The Fire Chief shall be responsible for developing and maintaining a list of qualified interpreters, and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

PREPARATION FOR BOARD MEETINGS

DISTRIBUTION OF MATERIALS TO BOARD MEMBERS

The agenda and financial report shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled board meeting.

At the same time, the Fire Chief shall provide Board members detailed information relative to the Agenda, including existing board policy pertinent to agenda items.

DISTRIBUTION OF AGENDA TO THE PUBLIC

All meetings are to have at least a twenty-four (24) hour advance notice except as in the case of emergency (ORS 192.640). Board meeting notices are to be posted on the Silverton Fire District website, at the main fire station, the Scotts Mills fire station and posted at one or more locations convenient for review by district personnel and the public.

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BOARD MEETING AGENDA

MEETING AGENDA

The Fire Chief with the assistance of the President of the Board will prepare an agenda for all regular meetings of the board. Items of business may be suggested by Board Members, the Fire Chief or his/her designated deputy in his/her absence, or patrons of the district for consideration in the next meeting agenda.

The Fire Board will provide in the agenda of its regular meeting a specific time to hear the comments, concerns and suggestions from its citizens or from visitors with interests in the district. Any resident of the district may request that matters be placed on the meeting agenda. In order to ensure consideration at the next regular meeting, requests should reach the Board President or Fire Chief at least ten (10) days before the next regular meeting.

The agenda will minimally include, but not be limited to:

- Roll Call
- Call Meeting to Order
- Pledge of Allegiance
- Approval of Prior Board Meeting Minutes
- Open Forum
- Old Business
- Finance Officer's Report
- Chief's Report
- New Business
- Items Pending
- Adjournment

CONDUCT OF BOARD MEETINGS

PRESIDING OFFICER

The President shall preside at board meetings. In the President's absence, the Vice President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside.

AUTHORITY TO CONDUCT MEETINGS

The President or other presiding officer at any board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

Robert's Rules of Order has been adopted as the official procedures for conducting board and committee meetings except where they are in conflict with other procedures adopted by the Board.

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PUBLIC PARTICIPATION

It is the intent of the Fire District Board to encourage attendance and participation at board meetings by all interested persons and residents of the district.

In the matter of motions before the Board, audience participation will be dependent upon the time available and the matter under discussion. The Board President may set a time limit on comments by an individual on any given issue.

In order to accomplish the tasks of the board in an orderly and expeditious manner the Board will attempt to limit repetitious testimony and discussion whenever possible as to not inconvenience those persons bringing business before the Board.

Persons failing to comply with reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Upon failure to do so, such persons become trespassers.

RECORDING OF VOTES

Votes shall be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

The “Ayes” and “Nays” upon votes taken shall be entered on the records on all questions called by the president. Any member may request that their vote be changed if such a request is made prior to consideration of the next order of business. Any member may request that a roll-call vote be taken on any question.

QUORUM REQUISITES

Three members shall constitute a quorum. If only a quorum is present, a unanimous vote is required to approve a motion.

VOTE EXPLANATIONS

Any Board Member may append onto the record, at the time of voting, a statement indicating the reasoning behind the vote, or the reason for abstaining or choosing not to participate interest in a Board matter and abstain from voting.

CONFLICT OF INTEREST

In accordance with ORS Chapter 244, members having an actual or potential conflict of interest must declare it. If the conflict of interest is actual, the member must abstain from voting. If the member’s vote is necessary to meet the minimum number of votes to take official action, and the issue is emergent to the district, the member may vote, but not participate in any discussion or debate on the issue related to the actual conflict of interest.

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ADJOURNMENT

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

EXECUTIVE SESSIONS

NOTICE

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

NO FINAL DECISIONS

The Board shall not take any votes during any executive session, nor make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.

PURPOSES

Executive sessions shall be held only for the purposes allowed by State statues (ORS 192.660(i)).

CONDUCT OF EXECUTIVE SESSION

The Board President or other presiding officer shall announce the executive session by identifying the authorization under ORS 192.660 for holding the session and by noting the subject of the executive session before going into closed session. Once the executive session has been convened, the Board President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

MINUTES OF MEETING

WRITTEN MINUTES

The Board shall keep written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings shall include at least the following information:

- All members of the Board present;
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;

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- Results of all votes, including the vote of each member by name;
- The substance of any discussion on any matter;
- Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document discussed at the meeting.

MINUTES OF EXECUTIVE SESSIONS

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by audio recording. If minutes of an executive session are kept by audio recording, written minutes are not required, unless otherwise provided by law. ORS 192.650(2).

DISCLOSURE OF EXECUTIVE SESSION MATTERS

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board. ORS 192.650(2).

RETENTION

Any audio recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by the State Archivist pursuant to ORS 192.105.

AVAILABILITY TO THE PUBLIC

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting. ORS 192.650(1). Minutes are available at the office of the Main Station located at 819 Rail Way NE, in Silverton.

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POLICY 104: PUBLIC RECORDS

Originated: September 9, 2003

Revised: October 8, 2019

Reviewed: March 14, 2023

PURPOSE

The purpose of this Public Records Policy is to establish an orderly and consistent procedure for responding to public records requests; to establish the basis for a fee schedule designed to reimburse the District for the actual costs incurred in responding to public records requests; and to inform citizens of the procedures and guidelines that apply to public records requests.

COMPLIANCE WITH OREGON LAW

The Silverton Fire District recognizes that Oregon Public Records Law (ORS 192.410-192.505) gives members of the public the right to inspect and copy certain public records maintained by the District. The District also recognizes that certain records maintained by the District are exempt from public disclosure, or that disclosure may require balancing the right of the public to access the records against individual privacy rights, governmental interests, confidentially issues and attorney/client privilege. Additionally, when the District receives a request to inspect or copy public records, costs are incurred by the District in responding to the request. The purpose of this Public Records Policy is **(a)** to establish an orderly and consistent procedure for responding to public records requests; **(b)** to establish the basis for a fee schedule designed to reimburse the District for the actual costs incurred in responding to public records requests; and **(c)** to inform citizens of the procedures and guidelines that apply to public records requests.

POLICY

It is the policy of the District to respond in an orderly, consistent and reasonable manner in accordance with the Oregon Public Records Law to requests to inspect or receive copies of public records maintained by the District. When a request is submitted in writing, the District will respond within five business days acknowledging the receipt of the request. The District will have an additional ten business days to fulfill the request or issue a written response estimating how long fulfillment will take. The District is not subject to the response timeframe if the District is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay in advance for requested record(s). Additional time may be needed and will vary based on the size and complexity of the request, availability of staff time and resources, and whether legal counsel needs to be consulted prior to disclosing the requested record(s).

PUBLIC RECORDS DEFINED

Oregon Public Records law defines a public record as:

“any writing containing information relating to the conduct of the public’s business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.” ORS 192.410(4).

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TYPES OF PUBLIC RECORDS

A record may be handwritten, typed, photocopied, printed, microfilmed, and exist in an electronic form such as e-mail or a word processing document, or other types of electronic recordings.

Many public records requests are requests for information that would actually require the creation of a new public record. Public bodies are not obligated under Oregon's Public Records Law to create new public records where none exists in order to respond to requests for information. Although a public body may, if it chooses, create a new record to provide information, the public body does not have to create a new record and only has a duty to allow the inspection and copying of an existing public record.

The District is obligated to provide public records in the format in which they exist. If requested public records are in electronic form, the District will make arrangements to inspect the record with the appropriate device, such as a computer or tape recorder. The District is not obligated to provide a public record in another form, such as a written transcript. The District may provide the public record in an alternative format such as a transcript if it wishes and the person making the request fully reimburses the District for the costs of providing the record in such alternative form. This District will provide records in alternative format at no cost, if necessary to provide reasonable accommodation to persons with disabilities.

The minutes of the meetings of the Fire Board will be maintained by the fire district staff designee and shall provide for information as required by law (ORS 192.650 (1)) and board policies.

The Board secretary or designee will record all proceedings of the Fire Board meetings and file these in chronological order in books provided for that purpose. The official minutes of board meetings, including supporting documents, will be open for inspection by the public at the office of the Fire Chief during regular business hours. Minutes of executive meetings are not subject to this provision in accordance with ORS 192.660.

The Fire District budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between governmental branches in whatever form are public records and access to them during normal business hours shall be granted to any citizen upon request.

In accordance with the public records law, certain records, such as executive meeting minutes and personnel records, are not included in the category of records to which the right of access is to be granted by the fire district.

Original minutes and records in any form of executive sessions will not be viewed, reviewed, or released without a written request and subsequent written authorization from the Board of Directors and Fire Chief upon advice from the district's attorney. Any and all cost incurred by the district to produce the requested documentation will be paid by the requesting party for actual costs of producing the records.

PUBLIC RECORDS EXEMPT FROM DISCLOSURE

There are numerous types of public records that are exempt from disclosure. Many of these exemptions may be found in ORS 192.501 and ORS 192.502. Others may be located in other Oregon statutes. A few specific exemptions worth special notice are as follows:

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Personal Safety Exemption - ORS 192.445(1): If an individual requests in writing that a public body not disclose the phone number or address of the individual, the public body is prohibited from disclosing the information if the safety of the individual or family member would be in danger.

Public Records Relating to Pending Litigation - ORS 192.501(1): If a public body is involved in litigation, or if litigation is reasonably likely in the future, the public records relating to the litigation are exempt from disclosure.

Archeological Sites or Objects - ORS 192.501(11): Information concerning the location of archeological sites or objects are exempt from disclosure, unless requested by the governing body of an affected Indian tribe.

Personal Discipline Actions - ORS 192.501(12): Public records of a discipline action or materials or documents supporting that action are exempt from disclosure.

Threatened or Endangered Species - ORS 192.501(13): Certain information regarding the habitat, location or population of any threatened or endangered species is exempt from disclosure.

Personal Privacy Exemption - ORS 192.502(2): Information of a personal nature, such as that kept in a medical or personal file, is exempt from disclosure if disclosure would be an unreasonable invasion of privacy, unless disclosure is in the public interest by clear and convincing evidence. Personal information includes home address, phone number, weight and age.

Public Employees Addresses, Dates of Birth and Telephone Numbers - ORS 192.502(3): The addresses, dates of birth and phone numbers of public employees and volunteers which are maintained by the public body in personnel files are exempt from disclosure.

Confidential Information Submitted by Citizens - ORS 192.502(4): Information submitted to a public body in confidence and not required to be submitted, where the information should reasonably be considered confidential, and the public body has in good faith obliged itself to keep the information confidential, is exempt from disclosure.

Records Deemed Confidential or Privileged under federal and state laws or regulations - ORS 192.502(8) & (9): Communications that are subject to attorney/client privilege, such as communications between District legal counsel and a District staff member are exempt from disclosure.

Social Security Numbers: No social security numbers will be disclosed without prior consultation with District legal counsel.

COMPLIANCE

The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

Specificity of Request: A request for public records that are in the custody of the Silverton Fire District may be made by submitting a written request to the Fire Chief or his/her designee. The request may be submitted in person, by mail, by fax or by email to the Office Administrator who will coordinate requests received by the public. The request must:

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and

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- Include a detailed description of the record(s) requested to allow Silverton Fire District to search for and identify responsive records.
- Be dated and signed by the person requesting the public record.

Access: The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Fire Chief may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained.

Certified Copies: Certified copies of non-exempt public records shall be furnished upon request and receipt of payment therefore.

FEES FOR PUBLIC RECORDS

In order to recover its costs for responding to public records requests, the following fee schedule from *Ordinance Number 07-01, adopted on March 13, 2007* by the District:

Copies of Public Records: Copies of public records shall be a minimum \$15.00 per copy page with each additional page to be .15 cents per copy for standard, letter size copies. Copies shall be certified for an additional charge of \$5.00 per copy (Certification document attached).

Copies of Sound Recordings: Copies of sound recordings of meetings shall be imposed such as are necessary to reimburse the District for its actual costs of producing the records per copy.

Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.

Research Fees: If a request for records requires district personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$20.00 per hour and additional charges shall be in ¼ hour increments. The district shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.

Reduced Fee or Free Copies: Whenever the Fire Chief determines that furnishing copies of public records in the District's possession at a reduced fee or without costs would be in the public interest, the Fire Chief may so authorize ORS 192.440(4).

AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or Fire Chief.

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ON-SITE REVIEW OF ORIGINAL RECORDS

If a request to review original records is made, the District shall permit such a review provided that research fees are paid in advance in accordance with paragraph F.4 above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS

If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate such person's review, and notify the attorney for the District and law enforcement.

PATIENT CONFIDENTIALITY

It is the responsibility of the District not to breach the confidentiality of a patient's medical records at any time. This applies to gaining medical information from the patient at the scene, written information on Patient Care Report Forms (PCRF), storing patient records and appropriate release of patient information and other applicable laws.

RELEASE OF PATIENT INFORMATION

The pre-hospital care report is considered privileged information and shall be treated as such. Access to same, upon completion, will be restricted to authorized staff only (treating medic personnel, EMS Officer, Training Officer, billing staff, supervising physician).

PHCR or detailed information concerning patient medical history shall not be copied except as required for CONFIDENTIAL quality improvement review EXCEPT that:

Copies may be provided to: upon receipt of a release form (see attached Patient Release of Information) to;

- *The patient (with identification)*
- *The patient's legal representative, upon written request/release signed by the patient*
- *The patient's legal guardian (with proof of guardianship and identification) or a written request from the legal guardian, along with proof of legal guardianship*
- *Person providing a subpoena for the record*

The District will cooperate within the above limits as much as possible to assist law enforcement investigative efforts; however, law enforcement agencies shall not be exempt from obtaining a subpoena for copies of the records. Law enforcement personnel may be given patient name, age, DOB, address, and relevant information verbally from the PHCR.

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**POLICY 105: DUTIES, RESPONSIBILITIES, & GOVERNANCE
OF THE BOARD**

Originated: October 14, 2014

Revised: March 14, 2023

Reviewed: March 14, 2023

PURPOSE

This policy is intended to outline and describe the responsibilities, authority and obligations Board members fulfill in the operation of the District. While some responsibilities are of a legal nature, others are not. Many duties overlap but the clear lines of responsibility and authority must be understood to prevent duplication of efforts and promote efficient operations.

DUTIES AND RESPONSIBILITIES

MEETING THE NEEDS OF THE DISTRICT

It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District.

FORMULATION AND INTERPRETATION OF DISTRICT POLICY

Board Members only have the right and responsibility to participate in Board meetings and vote on District matters as part of the Board. The most important activity of the Board in performing this responsibility is the formulation and interpretation of District policies. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other District officers and personnel.

MANAGEMENT AND COMMUNICATION BETWEEN BOARD AND STAFF

The primary responsibility of the Board is to make policy level decisions for the District. Management of the daily operations and staff is the responsibility of the Fire Chief. Unless otherwise authorized by a quorum of the Board, no individual Board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the Board, no individual Board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law.

BOARD MEETING CONDUCT

The Board President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside. Board members shall be respectful of one another and follow the direction of the Chair. They should avoid personal attacks and keep discussions on policy, not individuals. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and

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timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY

Board members have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from a quorum of the Board. Likewise, no individual Board member may speak for or on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District.

ETHICAL STANDARDS

Board members act as representatives of the citizens of the District. Therefore, Board members shall adhere to the highest ethical standards in the conduct of District business. As public officials they are required to comply with Oregon Ethics Laws. Each Board member should be provided with a copy of the Oregon Government Ethics Commissions *Guide for Public Officials*.

BOARD MEMBER EDUCATION

In order to effectively carry out their duties, Board members must be adequately informed. Members are encouraged to attend such conferences and other training programs as the Board may authorize.

DISCIPLINE

The Board has the right to enforce its rules and expect ethical and honorable conduct from its members. The Board will make every effort to resolve an issue by speaking to the individual privately. Should disciplinary action need to be taken, the following actions may be considered:

- A motion that the member must apologize;
- A motion that the member must leave for the remainder of the meeting;
- A motion to censure the member; or
- A motion to suspend a member's rights for a designated period of time.

GOVERNANCE

COMMUNICATIONS

- Develop regular channels of communication with Board members and staff.
- Encourage participation of staff members on appropriate committees.
- Invite non-Board members, other local governments, and groups to Board or committee meetings or other types of Board sponsored assemblies to explore and develop approaches to common concerns.
- Recognize that certain information obtained at Board meetings may be non-public and confidential making disclosure a breach of trust.
- Respect the opinion of other members and accept the principle of majority rule in Board decisions.

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FINANCIAL

- Approve the annual budget.
- Monitor District finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

POLICIES, OBJECTIVES, AND PLANS

- Abide by and become familiar with all laws and policies governing the operation of the District.
- Approve policies for the organization.
- Recognize that the Fire Chief should have full administrative authority for properly discharging the duties of managing the operation within the limits of the established Board policy. The Board's basic function is policy making – not administrative.
- Develop and approve long-range plan of growth and development for the District as needed.
- Approve specific important projects.
- Approve any significant departure from established plans or policy.
- Receive and pass on committee or other planning body recommendations.
- Ensure that program objectives are assigned to the proper planning or implementing subgroups.
- Where applicable, bring other local governments or community groups into the planning and decision-making process.
- Approve contracts binding the District.
- Approve major changes in the District's organization or structure, including addition of positions to the organizational chart.
- Approve Board plans of action.
- Pass District resolutions, or adopt ordinances.

MANAGEMENT

- Select the District President and other Board officers.
- Hire the Fire Chief.
- Define the duties and responsibilities for the President, Fire Chief, Officers, and major committee chairpersons.
- Select legal counsel and consultants for the Board.
- Approve contracts for professional services required by and for the Board.
- Authorize officers or Board agents to enter into contracts or to sign other written instruments and to take financial actions.
- Approve the plan, form, and amount of management compensation, that is, salaries, bonuses, vacation, travel, and so on.
- Evaluate the performance of the Fire Chief annually.
- Approve the form and amount of reimbursement for Board members.
- Approve programs for management development.
- Provide advice and consultation to management on matters within the purview of the Board's responsibilities.

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EMPLOYEE RELATIONS

- Approve any employee compensation plans including wages and benefit packages.
- Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the Board get involved.
- Do not allow personnel problems, other than problems with the Fire Chief, to be brought into Board considerations.

CONTROL

- Identify types of information needed by the Board to analyze effectively the District's directions and achievement. Create a process for collecting and analyzing information.
- Realize that the citizens within the boundaries of the District are the true "owners" of the District.
- Review and assess the organization's performance against objectives, resources, plans, policies, and services rendered.
- Identify obstacles, sense-changing needs, and propose new directions or goals.
- Ensure that the District is in compliance with all federal, state, and local laws.

BOARD OF DIRECTORS

- Motivate Board members to accept positions of leadership and responsibility.
- Appoint, change, or abolish committees of the Board.
- Define powers and responsibilities of committees of the Board.
- Do not make commitments on any matter that should come before the Board as a whole.
- Recognize that an individual Board member has no legal status to act for the entire Board.
- Realize that if a quorum of the Board meets to make a decision or to deliberate, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Laws.
- Discussions on matters of overall policy outside of regular Board meetings can violate the open meetings law.

PUBLIC ACCOUNTABILITY

- Keep the public informed on all District matters.
- Spend the District's money with prudence and trust.
- Place the needs of the public above the ambitions of the Board or the District.

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POLICY 106: BOARD MEMBER ETHICS & CONFLICTS OF INTEREST

Originated: February 1, 2016

Revised:

Reviewed: March 14, 2023

PURPOSE

The purpose of this policy is to establish ethical standards of conduct for all district public officials in accordance with Oregon Government Ethics law.

FINANCIAL GAIN

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relative or household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement.

GIFTS

No public official shall solicit or accept a gift or gifts with an aggregate value in excess of \$50 in a calendar year from any single source who could reasonably be known to have a financial interest in the official actions of that public official. The \$50 gift limit applies separately to the Board member, and to the Board member's relatives or members of household, meaning that the Board member and each member of their household and relative can accept up to \$50 each from the same source/gift giver.

A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source. A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

CONFLICT OF INTEREST

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgement would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the District.

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If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the Code of Ethics for public officials as stated in Oregon Law.

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest.

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words “would” and “could.”

A public official is met with an actual conflict of interest when the public official participates in action that would affect the financial interest of the official, the official’s relative or a business with which the official or a relative of the official is associated.

A public official is met with a potential conflict of interest when the public official participates in action that could affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. The following public officials must use the methods described below:

- **Potential Conflict of Interest:** Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.
- **Actual Conflict of Interest:** Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a public official is met with an actual conflict of interest and the public official’s vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member’s absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.