

# SILVERTON FIRE DISTRICT REGULAR BOARD MEETING

September 10, 2024 at 7:00 P.M.

Silverton Fire District (St. #1) – 819 Rail Way Ave, Silverton, 97381

## AGENDA

A copy of the board packet is available at [www.silvertonfire.com](http://www.silvertonfire.com). In accordance with House Bill 2560, the meeting will be held in person & electronically using the Zoom web conference platform. Please submit written comments to [candace.cantu@silvertonfire.com](mailto:candace.cantu@silvertonfire.com) by 5:00pm on Monday, September 9, 2024. Comments received will be shared with the Board of Directors and included in the record. The meeting location is accessible to persons with disabilities. A request for the hearing impaired or for other accommodations for persons with disabilities should contact the Office Administrator 48 hours prior to the meeting date at (503) 873-5328 or by email at [candace.cantu@silvertonfire.com](mailto:candace.cantu@silvertonfire.com).

**Zoom Link:** <https://us02web.zoom.us/j/81308440282?pwd=RjhORGZERzVkaEtlMWRPSlowRExqQT09>

**Meeting ID:** 813 0844 0282

**Passcode:** 315674

### I. ROLL CALL

Les Von Flue, President                      Rob Mengucci, Secretary-Treasurer                      Dixon Bledsoe, Director  
Stacy Palmer, Vice-President              Ryan Bielenberg, Director

### II. CALL MEETING TO ORDER

### III. PLEDGE OF ALLEGIANCE

### IV. APPROVAL OF MINUTES

a) Regular Board Meeting of August 13, 2024

### V. OPEN FORUM

*This is the sole opportunity for public comment during this regular board meeting, unless a specific public hearing is scheduled. The Silverton Fire District values and encourages public input. Please direct your comments to the Board of Directors as a group rather than to individual members. Avoid addressing staff or other members of the audience. Actions on issues raised in Open Forum are restricted by the Oregon Public Meeting Law. The Board of Directors may request staff to investigate the matter and schedule it for further discussion at a later time. Each individual is allotted three (3) minutes for their comments.*

### VI. OLD BUSINESS

a) Review Board Policies 201-207 (Out for review until 9/20/24)

### VII. FINANCE OFFICER'S REPORT

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

### VIII. CHIEF'S REPORT

a) Chief Report  
b) Audit Update  
c)

### IX. NEW BUSINESS

a) Review additional revisions to Policy 103  
b)

### X. ITEMS PENDING

a) OFDDA Conference, November 7-9, 2024  
b) SDAO Best Practice Discount

### 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. August 13, 2024  
Silverton Fire District Station #1 (Main Station)

**I. ROLL CALL:**

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

Dixon Bledsoe, Director  
Ryan Bielenberg, Director

**ABSENT:**

Ryan Bielenberg, Director

**IN ATTENDANCE:**

Chief Miles, Office Administrator (OA) Cantu, FF Wimp, Lt. Brown, FF Isherwood, FF Hughes, FF Peterson, FF Miller

**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:**

**a) Regular Board Meeting Minutes**

Director Bledsoe made a motion to approve the minutes of the July 9, 2024 board meeting. Vice President Palmer seconded the motion. The motion carried unanimously.  
*(President Von Flue: Aye, Vice President Palmer: Aye, Director Bledsoe: Aye, Director Mengucci: Aye)*

**V. OPEN FORUM:**

FF Isherwood sought clarification on Open Forum as addressed in Board Policy 103. President Von Flue acknowledged FF Isherwood's inquiry and stated that the policy in question was going to be addressed under New Business.

**VI. OLD BUSINESS:**

a) None

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

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

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

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

Vice President Palmer inquired about overtime expenses. Chief Miles explained that, since the District compensates its staff and volunteers for conflagration hours, these accounts often seem depleted at this time of year. Chief Miels assured the Board that this is a normal occurrence and reiterated that the District is reimbursed for all payroll-related costs. Director Mengucci then asked where the reimbursements from the Office of the State Fire Marshal (OSFM) are allocated. Chief Miles clarified that, following auditor recommendations, these funds are deposited into the general fund under Conflagration Revenues and are subsequently redistributed in the next year's budget.

## VIII. CHIEF'S REPORT:

### a) **Chief Report**

Chief Miles briefly reviewed the Chief's Report with the Board, highlighting the current call volume and conflagrations so far this season.

### b) **Asset Detail**

Chief Miles discussed the Fixed Asset Detail spreadsheet and its function for the auditors with the board.

### c) **Donation Recognition**

Chief Miles highlighted donations that were received in the last month. Donations were received in memory of Jerry Neff, a longtime volunteer with the District. A large donation was also received in appreciation for the work done with the smoke detector program.

## IX. NEW BUSINESS:

### a) **Open Forum**

President Von Flue addressed the new language added to the Open Forum section of the agenda. President Von Flue explained that the intention was to increase transparency and inform the public about the guidelines for participating in the Open Forum and was in line with what other public agencies do including the City of Silverton. A discussion ensued about public participation and compliance with Public Meeting Law. OA Cantu confirmed that the District adheres to ORS 192.610-192.710 and clarified the language related to public participation and interaction. Vice President Palmer suggested that any inquiries, comments, or concerns raised during Open Forum should be documented and added to the agenda for the next board meeting. OA Cantu also mentioned that the public can submit comments before the board meeting via the District's website or by calling the office.

### b) **Adopt Revisions to Board Policies 101-106**

Director Bledsoe made a motion to approve Policies 101, 102, 104, 105 and 106. Director Mengucci seconded the motion. The motion carried unanimously.

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

Director Bledsoe discussed an edit to Policy 103. Policy 103 will be posted for 30 days once

the edit has been made.

**c) Review Board Policies 201-207**

The Board had discussion about Board Policies 201-207. President Von Flue addressed Board Policy 205, stating it was now obsolete. The Board will provide OA Cantu with any changes proposed.

**X. ITEMS PENDING:**

**a) Joint Board Meeting w/ City Council**

Chief Miles stated that the meeting went well. Discussion followed about topics addressed during the Joint Board Meeting with City Council.

**XI. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 7:50p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

President

Minutes recorded and prepared by Candace Cantu

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: Candace  
 Printed: 9/5/2024 4:27 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000908	068535	911 SUPPLY INC	08/13/2024	
	INV-1-45168	(1) HERO NAME TAPE/ (1) S/S SUPER SHIRT		90.51
	INV-1-45169	(1) PATCH INSTALL S. ZAHN		6.03
	INV-1-45170	(1) HERO NAME TAPE C. BROCK		10.06
	INV-1-45170	(1) SUPER SHIRT C. BROCK		80.45
Total for Check Number 1000908:				187.05
1000909	6091838 11238	ACCUITY, LLC AUDIT BILL FOR FINANCES ENDING 6/30/24	08/13/2024	5,000.00
Total for Check Number 1000909:				5,000.00
1000910	6091910	AMAZON CAPITAL SERVICES	08/13/2024	
	1WVR-9F6Q-663K	WAX FOR DISTRICT VEHICLES		32.65
	1WVR-9F6Q-663K	HOSE WATER FILTER		26.59
	1WVR-9F6Q-663K	YELLOW LABEL TAPE FOR BROTHER LAB		15.69
	1WVR-9F6Q-663K	POPOP CANS FOR S413		47.10
	1WVR-9F6Q-663K	(4) KNB-45 RADIO BATTERY		86.96
	1WVR-9F6Q-663K	SPLASH PAD FOR SUMMER PICNIC		33.63
	1WVR-9F6Q-663K	LED POD LIGHTS B437, B487		27.89
	1WVR-9F6Q-663K	CARIBINERS FOR MEDICAL BAGS		7.99
	1WVR-9F6Q-663K	PHOTO STORAGE BINS		27.99
	1WVR-9F6Q-663K	LED PODS B437, B487		26.75
	1WVR-9F6Q-663K	UTILITY WALL HOOKS		15.29
	1WVR-9F6Q-663K	GARDEN HOSE ADAPTER		14.99
	1WVR-9F6Q-663K	WHITE REFLECTIVE SHEETING FOR BALL		57.98
	1WVR-9F6Q-663K	MOUNTING BRACKETS FOR LIGHTS B437,		23.98
	1WVR-9F6Q-663K	DISPOSABLE TABLECLOTHS		61.96
	1WVR-9F6Q-663K	TOYS FOR SUMMER PICNIC		47.16
	1WVR-9F6Q-663K	SQUIRT GUNS FOR SUMMER PICNIC		29.99
	1WVR-9F6Q-663K	RED REFLECTIVE SHEETING FOR BALLAF		51.99
	1WVR-9F6Q-663K	BANKERS BOXES		64.68
	1WVR-9F6Q-663K	CLUTCH PLATE FOR FLOOR CLEANER		76.50
Total for Check Number 1000910:				777.76
1000911	005320 108480	BIO-MED TESTING SERVICE INC. (1) PRE EMPLOYMENT TEST	08/13/2024	45.00
Total for Check Number 1000911:				45.00
1000912	010172	CARSON OIL COMPANY	08/13/2024	
	CP-00523417	FUEL FOR 6/01-6/15		766.48
	CP-00526334	FUEL FOR 6/15-6/30		660.46
	CP-00535423	FUEL FOR 7/15-7/30		1,168.15
	CP-00535702	FUEL FOR 7/15-7/30		55.91
Total for Check Number 1000912:				2,651.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000913	096998	CITY OF SILVERTON	08/13/2024	
	5.05070.0	WATER USAGE AT STAT. 1 6/17-7/18		365.24
	5.05071.0	WATER USAGE STAT. 1 MAINT BAY 6/17-7/18		59.54
	5.05072.6	WATER USE: STAT. 1 SPRINKLERS 6/17-7/18		139.87
			Total for Check Number 1000913:	564.65
1000914	6091958 CIV00251101	CLARION EVENTS INC EMOTIONAL WELLNESS/HUMAN PERFOR	08/13/2024	66.00
			Total for Check Number 1000914:	66.00
1000915	6091898 05-64007	CUMMINS SALES AND SERVICE ST. 1 GENERATOR MAINTENANCE	08/13/2024	574.15
			Total for Check Number 1000915:	574.15
1000916	010185	ELAN FINANCIAL SERVICES	08/13/2024	
	0237	PALLET DISPOSAL		51.00
	0237	PALLET DISPOSAL		54.00
	0237	BANNER FOR PUB ED TRAILER		88.50
	1139	CONFLAG SUPPLIES		67.49
	1139	CONFLAG SUPPLIES		10.38
	1139	ICE FOR REHAB		59.90
	1139	OFFICER 1 IFSTA BOOKS		1,147.50
	1139	HARDWARE FOR PUB ED TRAILER		96.22
	1139	OREGON FIRE CHIEFS ASSOC. DUES		120.00
	1254	DEPOST FOR PICNIC MEAL		510.13
	2055	POSTAGE FOR JACKET		18.74
	2055	(1) WILDLAND BOOTS		151.99
	2055	(1) WILDLAND BOOTS		151.99
	2055	(1) PAIR WILDLAND BOOTS		151.99
	2055	(2) WILDLAND BOOTS		303.98
	2055	(1) PAIR WILDLAND BOOTS		151.99
	2055	(1) WILDLAND BOOTS		151.99
	2055	AWOG NAME DECAL		26.00
	2055	BULK BATTERIES FOR SHOP		171.12
	2055	BOOT CONDITIONER		47.85
	2055	PUB ED SUPPLIES		412.55
	4845	CONFLAG SUPPLIES		29.15
	4845	FUEL B437 WHILE ON CONFLAG		19.49
	7480	BANDAIDS		25.98
	7480	BATTERIES FOR AEDS		81.94
	7480	BELT FOR GATOR		78.71
	8105	ZAHN EMT LICENSE		55.00
	8105	COFFEE/KITCHEN SUPPLIES		57.99
	8105	POSTAGE FOR IRS REPORT		8.95
	8105	DRIP DROP FOR REHAB		179.95
	8105	REHAB SUPPLIES		233.87
	8730	CALLCENTRIC		20.00
	8730	OREGON FIRE CHIEFS ASSOC. DUES		100.00
	8730	OREGON FIRE CHIEFS ASSOC. DUES PILM		120.00
	8730	POSTAGE FOR RETURNED POWER SUPPLY		13.53
	8730	OREGON FIRE CHIEFS ASSOC. DUES TERH		120.00
	8730	REFUND ON RETURNED POWER SUPPLY C		-23.79
	8730	CARPORT DOWNPAYMENT		3,608.58
	8730	CALLCENTRIC		20.00
	8730	CALLCENTRIC		19.80
	8730	BITWARDEN		60.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000916:	8,774.46
1000917	097300	HI-SCHOOL	08/13/2024	
	278318	BEE SPRAY ST. 8/1, WEED KILLER ST. 8/1		25.96
	278718	MISC HARDWARE FOR SHOP SUPPLIES		20.73
	280980	POWER SUPPLY FOR MORE OUTLETS T415		9.59
	283381	SUPPLIES FOR PAINTING BALLARDS ST. 1		102.40
	286676	SUPPLIES FOR PAINTING BALLARDS ST. 1		4.99
	286676	WEEDEATER STRING/LOPPERS FOR ST 8		77.97
	455850	MISC HARDWARE FOR TICK UPGRADE E4		3.60
	456744	MISC HARDWARE FOR TICK UPGRADE E4		5.50
	478184	SHORE POWER CORD S414 ST. 3		13.58
			Total for Check Number 1000917:	264.32
1000918	035035	HM DOORS	08/13/2024	
	32197	SERVICE CALL 8/2 AT ST 2: ADJ TRACKS A		180.00
			Total for Check Number 1000918:	180.00
1000919	065838	MARION ENVIRONMENTAL SERV.	08/13/2024	
	#162960	L/V 35 GAL. BX/BG HAZARDOUS WASTE		28.35
			Total for Check Number 1000919:	28.35
1000920	072925	METCOM 9-1-1	08/13/2024	
	FY202425-0142	DISPATCH AND DEVELOPMENT SERVICE FC		8,308.20
			Total for Check Number 1000920:	8,308.20
1000921	073800	NW NATURAL	08/13/2024	
	2980399	STAT. 1 SERVICE DATES 6/5-8/5		131.36
			Total for Check Number 1000921:	131.36
1000923	6091892	PACER PROPANE	08/13/2024	
	I038038	PROPANE STA. #2 TANK RENT		1.00
	I038039	PROPANE STA. #3 TANK RENT		1.00
	I038040	PROPANE STA. #4 TANK RENT		1.00
	I038041	PROPANE STA. #9 TANK RENT		1.00
	I038042	PROPANE STA. #1 TANK RENT		1.00
			Total for Check Number 1000923:	5.00
1000924	065870	PETRO CARD	08/13/2024	
	0273591-IN	240GAL@3.1121 BIODIESEL		748.55
			Total for Check Number 1000924:	748.55
1000925	083200	PORTLAND GENERAL ELECTRIC	08/13/2024	
	0074320000	STAT. 8 ELECTRIC SERV. 7/8-8/7		207.48
	3700411000	STAT. 3 ELECTRIC SERV. 7/8-8/7		68.53
	5974190000	STAT. 9 ELECTRIC SERV. 7/8-8/7		46.70
	8950420000	STAT. 2 ELECTRIC SERV. 7/8-8/7		41.76
			Total for Check Number 1000925:	364.47
1000926	092090	REPUBLIC SERVICES #456	08/13/2024	
	0456-003668530	STAT. 1 GARBAGE SERV. 7/1-7/31		182.25
	0456-003669844	STAT. 8 GARBAGE SERV. 7/1-7/31		48.83



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV-1-45796	(1) NAME TAPE & PATCH INSTALL AND HE		52.38
	INV-1-45798	(1) NAME TAPE & PATCH INSTALL		7.13
			Total for Check Number 1000933:	78.71
1000934	002000 3473	ANNAS CONSULTANTS, INC. CO SENSOR REPLACEMENT	08/29/2024	265.00
			Total for Check Number 1000934:	265.00
1000935	6091842 UYV062024 UYV072024	AT&T MOBILITY SERVICE 6/5-7/4 SERVICE 7/5-8/4	08/29/2024	9.99 9.99
			Total for Check Number 1000935:	19.98
1000936	005135 P75328339	BATTERIES + BULBS BATTERIES FOR E405 BATTLE LANTERN	08/29/2024	60.00
			Total for Check Number 1000936:	60.00
1000937	010172 CP-00531339 CP-00535909 IN-1027508	CARSON OIL COMPANY FUELS 7/1-7/15 FUEL 8/1-8/15 240 GAL @ 3.6599/GAL	08/29/2024	954.93 737.69 880.22
			Total for Check Number 1000937:	2,572.84
1000938	6091898 05-65742 0565743	CUMMINS SALES AND SERVICE ST 1 GENERATOR SERVICE ST 1 GENERATOR SERVICE	08/29/2024	2,176.03 926.64
			Total for Check Number 1000938:	3,102.67
1000939	040525 ARF75635	DEP. OF PUBLIC SAFETY STANDARDS ( 1 ) FINGERPRINT ORT	08/29/2024	46.25
			Total for Check Number 1000939:	46.25
1000940	032005 298239	G & G AUTO CARE SUPPLY, INC. DETAILING SUPPLIES	08/29/2024	24.61
			Total for Check Number 1000940:	24.61
1000941	033975 9217735019 9217791442	GRAINGER JANITORIAL SUPPLIES JANITORIAL SUPPLIES	08/29/2024	481.11 134.20
			Total for Check Number 1000941:	615.31
1000942	097300 241210 470116 482655	HI-SCHOOL DISH SOAP LINE PAINT FOR BAYS B487 PARTS FOR PRIMER	08/29/2024	27.98 25.77 36.15
			Total for Check Number 1000942:	89.90
1000943	037800	HOME PLACE AUGUST ASSOCIATION MEETING PIZZA	08/29/2024	155.15
			Total for Check Number 1000943:	155.15
1000944	035075	HRA VEBA TRUST	08/29/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1	YA462 HRA/VEBA AUG	PR Batch 00005.08.2024 YA4	1,600.00
	1	YA462 HRA/VEBA AUG	PR Batch 00005.08.2024 YA4	200.00
			Total for Check Number 1000944:	1,800.00
1000945	058000 23000617292	LES SCHWAB TIRE CENTER BRAKE INSPECTION, WINTER CHANGEOV	08/29/2024	139.96
			Total for Check Number 1000945:	139.96
1000946	6091825 INV-000437	MAX HUGHES AEMT ONLINE COURSE - IDAHO MEDICAL	08/29/2024	800.00
			Total for Check Number 1000946:	800.00
1000947	6091967 1906293	MEDICAL AIR SERVICES ASSOCIATIO SEPT - 2024	08/29/2024	1,036.00
			Total for Check Number 1000947:	1,036.00
1000948	072925	METCOM 9-1-1 DISPATCH SERV. FEE FOR SEPT 2024	08/29/2024	8,308.20
			Total for Check Number 1000948:	8,308.20
1000949	073835 24-46288	NORTHWEST SAFETY CLEAN TURNOUT COAT & PANT REPAIR - NIGHT	08/29/2024	110.55
			Total for Check Number 1000949:	110.55
1000950	6091861 38392	OREGON COMMERCIAL TIRE SPARE TIRE FOR GATOR TRAILER ST 8	08/29/2024	215.00
			Total for Check Number 1000950:	215.00
1000951	6091896 5030638525	PACIFIC OFFICE AUTOMATION INC COPY MACHINE 8/1-8/31	08/29/2024	179.01
			Total for Check Number 1000951:	179.01
1000952	081050 253496	PAUL'S SMALL MOTORS, INC CARB FOR MS170 SAW ON B487	08/29/2024	50.69
			Total for Check Number 1000952:	50.69
1000953	065870 0275216-IN	PETRO CARD 382 GAL DIESEL @ 2.9421/GAL	08/29/2024	1,127.10
			Total for Check Number 1000953:	1,127.10
1000954	083200 2603340000	PORTLAND GENERAL ELECTRIC STAT. 1 ELECTRIC SERV. 7/8-8/12	08/29/2024	1,755.38
			Total for Check Number 1000954:	1,755.38
1000955	6091891 796861	RICKMAR ENTERPRISES INC PEST CONTROL SERVICE	08/29/2024	145.00
			Total for Check Number 1000955:	145.00
1000956	098720 03-0052823 03-0052823	SDIS MEDICAL: EMPLOYER CONTRIB: SEP LTD: EMPLOYER CONTRIB. SEP	08/29/2024 PR Batch 00005.08.2024 MEI PR Batch 00005.08.2024 LTD	12,912.53 29.89

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	03-0052823	MEDICAL: EMPLOYEE CONTRIB: SEP	PR Batch 00005.08.2024 MEI	84.02
	03-0052823	MEDICAL: EMPLOYER CONTRIB SEP	PR Batch 00005.08.2024 MEI	756.23
	03-0052823	MEDICAL: EMPLOYEE CONTRIB: SEP	PR Batch 00005.08.2024 MEI	1,434.72
	03-0052823	LTD: EMPLOYER CONTRIB: SEP	PR Batch 00005.08.2024 LTC	239.12
Total for Check Number 1000956:				15,456.51
1000957	096976	SILVER CREEK AUTO PARTS, INC.	08/29/2024	
	501150	DRAIN PLUG GASKET FOR B437		3.60
	806749	GASKETS FOR T419		12.00
	807173	SERVICE SUPPLIES FOR B437		313.79
	807190	REFRIGERANT FOR AC B437		30.29
	807288	CORE DEPOSIT T419		-87.28
	807545	FILTERS FOR C402-S434		140.94
	807563	FILTER STOCK		21.51
	807646	U BOLTS FOR S434		29.05
	808369	LICENSE PLATE LIGHT UPGRADE U432		49.96
	808448	THERMOSTAT ST 1 GENERATOR		44.91
	808461	SHOP BATTERIES		135.90
	808462	GENERATOR THERMOSTAT ST 1		2.35
	808710	PANEL FILTER RETURN		-8.07
	809556	CARLYLE SERVICE TOOL		51.50
	809753	B487 BRAKES		561.50
	809766	B487 WHEEL HUB ORING KIT		7.22
	809913	PULLER HAMMER/SEAL PULLER		77.61
Total for Check Number 1000957:				1,386.78
1000958	027039	SUN LIFE FINANCIAL	08/29/2024	
	930943-0001	COVERAGE FOR 9/1-9/30		535.29
Total for Check Number 1000958:				535.29
1000959	091893	USABLE LIFE	08/29/2024	
	0005324292	AD&D/LIFE INS. EMPLOYER CONTIB SEP	PR Batch 00005.08.2024 AD&	2.70
	0005324292	AD&D/LIFE INS. EMPLOYER CONTIB SEP	PR Batch 00005.08.2024 AD&	71.40
	0005324292	LIFEMAP: EMPLOYEE CONTRIB. SEP	PR Batch 00005.08.2024 LIFI	39.15
Total for Check Number 1000959:				113.25
1000960	6091829	WAVE	08/29/2024	
	8/12-9/11	056639301-0008873 CONV. BOX		124.86
Total for Check Number 1000960:				124.86
1000961	232118	WURDINGER MANUFACTURING & FA	08/29/2024	
	72176	PARTS FOR NEW PRIMER ON B487		89.00
Total for Check Number 1000961:				89.00
Total for 8/29/2024:				40,403.00
Report Total (53 checks):				88,739.60

# General Ledger

## Expense vs Budget with Encumbrances

User: Candace

Printed: 9/5/2024 4:18:37 PM

Period 01 - 12

Fiscal Year 2025

Account Num	Description	Budget	End Bal	Encumbered	Available	% Available
25-1-51001	PERSONNEL	\$ 747,453.00	\$ 113,715.80	\$ -	\$ 633,737.20	84.79%
25-1-51002	EXTRA PERSONNEL	\$ -	\$ -	\$ -	\$ -	0.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 35,000.00	\$ 5,350.07	\$ -	\$ 29,649.93	84.71%
25-1-51004	SOCIAL SECURITY	\$ 70,492.00	\$ 18,780.46	\$ -	\$ 51,711.54	73.36%
25-1-51005	GROUP HEALTH INSURANCE	\$ 202,346.00	\$ 33,168.52	\$ -	\$ 169,177.48	83.61%
25-1-51006	GROUP LIFE INSURANCE	\$ 17,463.00	\$ 1,804.18	\$ -	\$ 15,658.82	89.67%
25-1-51007	PERS	\$ 283,522.00	\$ 52,055.37	\$ -	\$ 231,466.63	81.64%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 3.02	\$ -	\$ 1,196.98	99.75%
25-1-51009	OVERTIME	\$ 75,000.00	\$ 55,008.58	\$ -	\$ 19,991.42	26.66%
25-1-51010	VOLUNTEERS	\$ 85,000.00	\$ 76,766.28	\$ -	\$ 8,233.72	9.69%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 21,600.00	\$ 3,200.00	\$ -	\$ 18,400.00	85.19%
25-1-51013	DIRECTORS EXPENSES	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%
	<b>PAYROLL RELATED EXP</b>	<b>\$ 1,539,576.00</b>	<b>\$ 359,852.28</b>	<b>\$ -</b>	<b>\$ 1,179,723.72</b>	<b>76.63%</b>
25-1-61001	OFFICE SUPPLIES	\$ 3,800.00	\$ 1,149.80	\$ -	\$ 2,650.20	69.74%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 9,000.00	\$ 1,599.00	\$ -	\$ 7,401.00	82.23%
25-1-61003	CONTRACT SERVICES	\$ 35,000.00	\$ 17,358.27	\$ -	\$ 17,641.73	50.40%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 2,557.65	\$ -	\$ 17,442.35	87.21%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 41.22	\$ -	\$ 2,458.78	98.35%
25-1-61006	UTILITIES	\$ 48,000.00	\$ 5,753.89	\$ -	\$ 42,246.11	88.01%
25-1-61007	ELECTION EXPENSES	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	100.00%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 30,000.00	\$ 3,005.42	\$ -	\$ 26,994.58	89.98%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.10	\$ -	\$ 49.90	99.80%
25-1-61011	ANNUAL AUDIT	\$ 9,500.00	\$ 5,000.00	\$ -	\$ 4,500.00	47.37%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	100.00%
25-1-61013	RECRUITING EXPENSE	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	100.00%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 66.00	\$ -	\$ 1,934.00	96.70%
25-1-61015	TRAINING EXPENSE	\$ 75,000.00	\$ 6,136.50	\$ -	\$ 68,863.50	91.82%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 449.11	\$ -	\$ 3,050.89	87.17%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 184.71	\$ -	\$ 6,815.29	97.36%
25-1-61019	INSURANCE	\$ 82,000.00	\$ -	\$ -	\$ 82,000.00	100.00%
25-1-61020	CIVIL SERVICE	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	100.00%
25-1-61021	TRAVEL EXPENSE	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	100.00%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 8,000.00	\$ 1,185.89	\$ -	\$ 6,814.11	85.18%
25-1-61023	UNIFORM ALLOWANCE	\$ 10,000.00	\$ 289.98	\$ 1,680.00	\$ 8,030.02	80.30%
25-1-61024	FUELS AND LUBRICANTS	\$ 40,000.00	\$ 12,271.13	\$ -	\$ 27,728.87	69.32%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ -	\$ -	\$ 650.00	100.00%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 190.92	\$ -	\$ 6,309.08	97.06%
25-1-61027	COMPUTER MAINTENANCE	\$ 20,000.00	\$ 48.20	\$ -	\$ 19,951.80	99.76%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	100.00%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	100.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 30,000.00	\$ 5,030.03	\$ -	\$ 24,969.97	83.23%

Account Numb	Description	Budget	End Bal	Encumbered	Available	% Available
25-1-61042	SAFTEY/PROTECTIVE CLOTHING	\$ 7,000.00	\$ 1,997.79	\$ -	\$ 5,002.21	71.46%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 8,686.00	\$ 850.07	\$ -	\$ 7,835.93	90.21%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 99,700.00	\$ 24,924.60	\$ -	\$ 74,775.40	75.00%
25-1-61055	MEDICAL MEMBERSHIPS	\$ -	\$ -	\$ -	\$ -	0.00%
25-1-61056	HEALTH AND WELFARE	\$ 16,000.00	\$ 1,891.78	\$ -	\$ 14,108.22	88.18%
25-1-61057	VEHICLE MAINTENANCE	\$ 45,000.00	\$ 6,907.72	\$ -	\$ 38,092.28	84.65%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100.00%
25-1-61063	GRANT EXPENDITURES	\$ 136,000.00	\$ 562.02	\$ 3,452.91	\$ 131,985.07	97.05%
25-1-61064	EQUIPMENT TESTING	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 4,500.00	\$ 265.00	\$ -	\$ 4,235.00	94.11%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ 235.42	\$ -	\$ 1,264.58	84.31%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ -	\$ 500.64	\$ 999.36	66.62%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	100.00%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 270.00	\$ -	\$ 14,730.00	98.20%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 158.40	\$ -	\$ 3,841.60	96.04%
	<b>MATL SUPP &amp; EXP</b>	<b>\$ 840,886.00</b>	<b>\$ 100,380.62</b>	<b>\$ 5,633.55</b>	<b>\$ 734,871.83</b>	<b>87.39%</b>
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ 376.52	\$ -	\$ 19,623.48	98.12%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 50,000.00	\$ 1,359.73	\$ 698.20	\$ 47,942.07	95.88%
25-1-71003	MAJOR EQUIPMENT	\$ 10,500.00	\$ -	\$ -	\$ 10,500.00	100.00%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 391.00	\$ -	\$ 8,109.00	95.40%
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	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	100.00%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ 518.06	\$ -	\$ 11,481.94	95.68%
	<b>CAPITAL OUTLAY</b>	<b>\$ 137,500.00</b>	<b>\$ 2,645.31</b>	<b>\$ 698.20</b>	<b>\$ 134,156.49</b>	<b>97.57%</b>
25-1-90001	CONTINGENCIES	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	100.00%
	<b>CONTINGENCY</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>100.00%</b>
25-5-92006	ENDING FUND BALANCE	\$ 825,000.00	\$ -	\$ -	\$ 825,000.00	100.00%
	<b>UNAPPROPRIATED</b>	<b>\$ 825,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 825,000.00</b>	<b>100.00%</b>
25-1-91025	TRANSFER OUT (FUND 24)	\$ 15,100.00	\$ -	\$ -	\$ 15,100.00	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.00%
	<b>TRANSFER OUT</b>	<b>\$ 165,100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,100.00</b>	<b>100.00%</b>
25-1-93001	LEASE PRINCIPAL	\$ -	\$ -	\$ -	\$ -	0.00%
25-1-93002	LEASE INTEREST	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>DEBT SERVICE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Expense Total</b>		<b>\$ 3,608,062.00</b>	<b>\$ 462,878.21</b>	<b>\$ 6,331.75</b>	<b>\$ 3,138,852.04</b>	<b>87.00%</b>

## BANK ACCOUNT BALANCE COMPARISON

<b><u>June 30, 2023</u></b>		<b><u>June 30, 2024</u></b>	
Columbia Bank Checking	\$ 227,233.58	Columbia Bank Checking	\$ 115,114.45
Columbia Bank MM	\$ 284,812.50	Columbia Bank MM	\$ 265,332.96
Local Gov't Pool	\$ 2,050,424.82	Local Gov't Pool	\$ 2,563,898.27
<b>Sub Total</b>	<b>\$ 2,562,470.90</b>	<b>Sub Total</b>	<b>\$ 2,944,345.68</b>
<b><i>OPERATING BUDGET AHEAD \$381,874.78</i></b>			

<b><u>July 31, 2023</u></b>		<b><u>July 31, 2024</u></b>	
Columbia Bank Checking	\$ 324,808.62	Columbia Bank Checking	\$ 136,966.36
Columbia Bank MM	\$ 404,330.06	Columbia Bank MM	\$ 306,958.93
Local Gov't Pool	\$ 2,064,038.69	Local Gov't Pool	\$ 2,330,879.83
<b>Sub Total</b>	<b>\$ 2,793,177.37</b>	<b>Sub Total</b>	<b>\$ 2,774,805.12</b>
<b><i>OPERATING BUDGET AHEAD -\$18,372.25</i></b>			

<b><u>August 31, 2023</u></b>		<b><u>August 31, 2024</u></b>	
Columbia Bank Checking	\$ 129,561.18	Columbia Bank Checking	\$ 129,149.77
Columbia Bank MM	\$ 426,106.00	Columbia Bank MM	\$ 307,958.67
Local Gov't Pool	\$ 2,082,102.16	Local Gov't Pool	\$ 2,104,408.98
<b>Sub Total</b>	<b>\$ 2,637,769.34</b>	<b>Sub Total</b>	<b>\$ 2,541,517.42</b>
<b><i>OPERATING BUDGET AHEAD -\$96,251.92</i></b>			



# **POLICY 201: PERSONNEL**

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*Originated: January 10, 1989*

*Revised: January 9, 2024*

*Reviewed: November 8, 2022*

## **PURPOSE**

This Board policy outlines the Board responsibilities as it pertains to the designation and definition of District positions. This policy also describes the responsibility of the Chief/Administrator as it pertains to hiring personnel as well as determine pre-conditional hiring requirements.

## **BOARD PERSONNEL GUIDELINES AND POLICIES**

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:

- Determining the qualifications required for each position, with consideration given to federal and state laws, which include knowledge base, skill certification and physical ability.
- 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. Vacancy announcements for exempt positions shall be advertised and posted on the official bulletin boards of the District and published externally to attract diverse, qualified candidates.
- Acting as personnel officer for the district, ensuring that during the hiring process, each new employee is made aware of district rules, regulations, and policies.
- Writing, maintaining, and updating a job description for each paid and volunteer position.
- 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
- 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 as per Civil Service Rules for exempt and non-exempt positions.

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.

# **POLICY 202: EXAMINATIONS FOR PERSONNEL**

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*Originated: May 9, 1989  
Revised: November 11, 2003  
Reviewed: November 8, 2022*

## **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**

- 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.
- 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.
- All charges associated with the examination shall be borne by the district.
- 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~~-evaluate the fitness of an individual.
- 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.*

# **POLICY 203: EMPLOYEE ASSISTANCE PROGRAM**

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*Originated: May 9, 1989  
Revised: November 10, 2020  
Reviewed: November 8, 2022*

## **POLICY STATEMENT**

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. Additional information can be located in the District's Member Handbook, Chapter IX. Benefits; Section E. Public Safety Employee Assistance Program (EAP).

# POLICY 204: HARASSMENT

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*Originated: November 21, 1989*

*Revised: December 10, 2019*

*Reviewed: November 8, 2022*

## PURPOSE

The purpose of this policy is to clearly establish the Silverton Fire District's 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

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

#### 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.

#### 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](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.
- 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.

#### 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

## **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.



# **POLICY 205: HEALTH CARE BENEFITS FOR RETIREES**

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*Originated: February 12, 1991*

*Revised: July 10, 2007*

*Reviewed: November 8, 2022*

## **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.

## **POLICY**

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.

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.

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.

As used in this policy:

“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;

“Retirement” shall mean retirement under ORS 238.280 but shall also include retirement for disability or medical reasons under PERS.

“District Staff Employee” shall mean all District employees working one-half time or more for the Silverton Fire District.

## **VOLUNTEERS**

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.

# POLICY 206: EMPLOYEE HRA VEBA MEDICAL EXPENSE PLAN

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*Originated: May 8, 2012  
Revised: July 13, 2021  
Reviewed: November 8, 2022*

## PURPOSE

This policy describes the Voluntary Employees' Beneficiary Associations (VEBA) administrative process as it pertains to eligibility and contributions

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, 2021 payroll, the District shall contribute \$200 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.

# **POLICY 207: WHISTLEBLOWER PROTECTION**

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*Originated: November 8, 2016*

*Revised:*

*Reviewed: November 8, 2022*

## **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.

# Silverton Fire District Board of Directors Meeting Fire Chief Report

*Submitted by: Bill Miles, Fire Chief*

## September 6, 2024

### **Current Projects:**

- Consult with Silverton Building Official about fire code requirements on several upcoming building projects.
- Inspections with DSFM Launius 9/10/2024
- Fire Access and Occupancy final Inspection for new construction of a wine tasting building
- Driveway inspection for a new single family dwelling in Scotts Mills
- Currently reviewing 2 large (over 3600sq ft) new single family dwellings
- On-going work with ESO tech support training to configure Assets/Inventory, hydrants, Properties, and Inspections, modules.
- Work with Woodburn IT on computer workstation inventory
- Continue work on State and Local Cyber Security Grant application

### **Meetings/Activities:**

- National Night out activities
- North Chief's Meeting September 3, St. Paul Fire District.
- Rotary Meetings (2<sup>nd</sup> and 4<sup>th</sup> Mondays at noon)
- 2<sup>nd</sup> Marion County TSAP Stakeholder meeting 9/5/24

### **Staffing/Volunteer Changes-Updates:**

- Currently have 72 Volunteers and 9 career staff on the roster.
- Currently have 4 RV's (Resident Volunteers). +2 starting on 9/23 for a total of 6.

### **Trainings-Held/Attended:**

- Attend Weekly EMS & Fire training.
- SDAO Webinar

### **Other Activities/Topics of Interest:**

- Update emergency access keys at Silverton High School

### **August Snapshot:**

August 2024 Calls- 131 1.5% decrease over last year

August 2023 Calls- 133

2024 Calls YTD 794 (Jan-August) 3.99% decrease from the same period last year

2023 Calls YTD 827 (Jan-August)

## Silverton Fire District Conflagration Deployments as of 9/5/2024

6/25-6/28 Darlene 3 Fire  
T419-Miller & Kuenzi  
IMT C402 AC Veit 6/25-6/29

7/15-7/17 Bodenhamer Fire Immediate Response  
B437 Peterson & Selfridge

7/19-7/22 Durkee Fire  
B437 Miller & Peterson

7/15-7/28 Falls Fire  
IMT C402 AC Veit  
IMT S434 Smith 7/14-7/28

7/12-7/16 Cow Valley Fire  
T419 Homutoff & Tarpley

7/16-7/25 Lone Rock Fire  
T419 Homutoff & Tarpley

8/5-8/9 Elk Lane Fire  
T419 Homutoff & Selfridge

8/9-current Lee Falls Fire IR Gaston  
B437 D. Brown & J. Marinos

\*8/11-8/14 Dixon Fire  
IMT C402 AC Veit

\*9/2-9/5 Copperfield Fire  
IMT C402 AC Veit

\*9/4-Present Rail Ridge Fire IR Dayville  
B437 Homutoff & Selfridge

\*new since last month's report

## 2024 CONFLAGRATIONS (Snap Shot)

	AMOUNT REQUESTED	PERSONNEL COST	MISC COST	EQUIPMENT COST
* <i>BODENHAMER IR</i>	\$ 6,188.57	\$ 4,113.57	\$ -	\$ 2,075.00
* <i>DURKEE</i>	\$ 42,228.77	\$ 31,150.33	\$ 123.44	\$ 10,955.00
<i>LEE FALLS</i>	\$ 4,602.44	\$ 2,951.44		\$ 1,651.00
<i>ELK LANE</i>	\$ 12,370.10	\$ 5,186.10		\$ 7,184.00
* <i>DARLENE 3</i>	\$ 24,357.55	\$ 14,823.20		\$ 9,534.35
* <i>FALLS</i>	\$ 94,182.35	\$ 64,427.00		\$ 29,755.35
* <i>COW VALLEY</i>	\$ 12,433.53	\$ 5,215.13		\$ 7,218.40
* <i>LONE ROCK</i>	\$ 34,520.07	\$ 15,725.41	\$ 162.66	\$ 18,632.00
<i>DIXON</i>	\$ 11,880.40	\$ 8,289.40		\$ 3,591.00
<b>TOTALS</b>	<b>\$ 242,763.78</b>	<b>\$ 151,881.58</b>	<b>\$ 286.10</b>	<b>\$ 90,596.10</b>

\* Received Reimbursement

\* Submitted Packet to OSFM



**Jefferson County Fire & EMS**

765 S 5<sup>th</sup> Street – PO Box 30

Madras OR 97741

Phone: 541.475.7274

Fax: 541.475.7411

[www.jcfd-1.org](http://www.jcfd-1.org)

August 21, 2024

Silverton RFPD  
819 Rail Way NE  
Silverton, OR 97381

Dear Chief Miles,

On behalf of the Jefferson County and Madras communities, I want to express our heartfelt gratitude to your department for the exceptional work performed during the Elk Lane fire that began on August 4th. The fire, which burned approximately 5,200 acres, posed a significant threat to our community. Without the dedicated efforts of your crews, the IMT teams, and the conflagration resources, we could have faced substantial property losses.

This fire was a historic moment for our fire department as it was our first conflagration to impact the cities of Madras and Metolius. Thanks to the tireless efforts of your crews and their supervisors, over 30 homes and millions of dollars in infrastructure were successfully protected. The aggressive and skilled response to this fire is a testament to the extensive training and dedication of your team.

The community was understandably anxious about the potential outcomes. However, by the time your resources left our area, there was a deep sense of respect for the fire service partnerships that have been developed through the OSFM conflagration program. The commitment and professionalism demonstrated by departments working outside their own communities have left a lasting positive impression.

We personally extend our thanks to your department for deploying these task forces to our area and for the exceptional work accomplished by your crews. We are proud to be part of the Oregon fire service and look forward to the opportunity to reciprocate the support should you ever need it.

Sincerely,

Jeffrey Blake  
Fire Chief  
Jefferson County Fire & EMS

Kim Stout  
Board Chair  
Jefferson County Fire & EMS

# POLICY 103: PUBLIC MEETINGS

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*Originated: September 3, 2003*

*Revised: March 14, 2023*

*Reviewed: April 9, 2024*

## 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, ~~705, 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 3<sup>rd</sup> 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.



## MEETINGS HELD BY ~~TELEPHONE~~ELECTRONIC MEANS

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

(a) Access and attend the meeting by telephone, video or other electronic or virtual means;

(b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and

(c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.~~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](http://www.silvertonfire.com)) as well as the following locations within the District:

Silverton Fire District (Station 1)  
819 Rail Way NE

Silverton Fire District (Station 8)  
490 3<sup>rd</sup> St.

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 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 ~~A~~agenda, including existing ~~b~~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.

## 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, the Secretary-Treasurer ~~any other member of the Board may~~ shall 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.

## 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 or presiding officer 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,~~ Any Board 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.

## 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 statutes [as described under](#) ~~ORS 192.660(++)~~.

### 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;
- 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.



## SILVERTON FIRE DISTRICT

\*\*\* MEMORANDUM \*\*\*

September 6, 2024

**TO: Board of Directors**

**FROM: Chief Miles**

**SUBJECT: SDAO Best Practice Discount**

To be eligible to receive the 2% Public Meeting Training credit on our 2025 insurance contributions for general, auto, and property liability coverage, **all board members must complete the Public Meetings Law training from SDAO prior to November 1, 2024.**

This online training requirement is just one of five (5) categories in which our district could be eligible to obtain credit!

**Important:** As of now, this training does NOT meet the requirement for public meetings law training outlined in HB 2805. The State of Oregon has not yet started approving trainings, but they plan to do so early next year. Once SDAO's training receives approval, participants who complete it after the approval date will be eligible for credit through the state.

To complete the training, log in to <https://silvertownfire-or.safepersonnel.com/login> and click on Extra Training. Once there, click on the Special Districts Insurance Services category and choose Public Meetings Law. You may also utilize the search bar and search for the training there.

Feel free to contact me if you have any questions or need additional assistance!



# SDIS Offers No-Cost Online Risk Management Training to Members

As part of SDIS's ongoing commitment to safety, compliance with regulatory requirements, and containing healthcare costs, SDIS has partnered with Vector Solutions (formerly SafePersonnel) to provide a series of free online risk management trainings.

SDAO members enrolled in the SDIS Property/Casualty program can complete safety and liability trainings through the Vector Solutions (formerly SafePersonnel) online training system at no charge.

S | D | I | S Special Districts  
Insurance Services

## Automated Features Make Administration Easy

- This extensive library of trainings is accessible to each district through a personalized website set up by Vector Solutions.
- Set up personalized training plans in minutes for groups of staff, new hires, or individuals.
- Keep everyone on track with email notifications and reminders of assignments.
- Track course completions in real-time.
- Receive compliance reports directly in your inbox.

To get started with Vector Training, scan the QR code or visit the URL to complete the implementation request form.



<https://forms.office.com/r/kXAfridFS3>



## Course Bundle

Members receive complimentary access to the following Vector Training courses.

### Athletics

- *Concussion Awareness: Athletics*

### Emergency Management

- *Active Shooter*
- *Emergency and Disaster Preparedness*
- *Safety Management: Emergency Action Plans*

### Employment Practices/Supervisory

- *Conducting Job Interviews*
- *Discrimination: Avoiding Discriminatory Practices*
- *Managing Difficult Behaviors*
- *Performance Evaluations*
- *Reasonable Suspicion for Drug and Alcohol Use in the Workplace*
- *Retaliation Liability*
- *Sensitivity Awareness*
- *Sexual Harassment: Policy and Prevention*
- *Termination: Practice and Procedure*

### Environmental

- *Accident Investigation*
- *Asbestos Awareness*
- *Back Injury and Lifting*
- *Compressed Gas Safety*
- *Confined Spaces*
- *Electrical Safety*
- *Eye and Face Protection*
- *Facility Emergencies*
- *Fall Protection*
- *Fire and Explosion Hazards*
- *Fire Extinguisher Safety*
- *General Ergonomics*
- *General Safety Orientation*

### Environmental, continued

- *Hand and Power Tool Safety Overview*
- *Hazard Communication: Right to Understand (GHS)*
- *Hearing Loss Prevention*
- *Heat Illness Prevention*
- *Indoor Air Quality Awareness*
- *Ladder Safety*
- *Lockout/Tagout: Energy Release*
- *Maintaining Forklift Safety*
- *Mercury Spills*
- *Office Ergonomics*
- *Personal Protective Equipment (PPE)*
- *Respirable Crystalline Silica Awareness*
- *Respiratory Protection*
- *Safety Data Sheets*
- *Scaffolding Safety*
- *Slips, Trips and Falls*
- *Water Damage Prevention*
- *Workplace Injury Prevention*

### Health

- *AED (Automated External Defibrillators)*
- *Bloodborne Pathogen Exposure Prevention*
- *Cardiopulmonary Resuscitation (CPR)*
- *Common Illness Prevention*
- *First Aid*
- *Health Emergencies: Breathing Emergencies, Choking, and the Heimlich Maneuver*
- *Health Emergencies: Diabetes Awareness*
- *Severe Bleeding Response: Wound Packing and Tourniquet Use*
- *Stress Management*

## **Human Resources**

- *ADA Compliance in the Workplace*
- *Customer Service Overview*
- *Discrimination Awareness in the Workplace*
- *Drug Free Workplace*
- *FACTA: Identity Theft and Consumer Protection*
- *Family Medical Leave Act (FMLA)*
- *General Ethics in the Workplace*
- *HIPAA Overview*
- *Sexual Harassment: Staff-to-Staff*
- *Title VI Overview*
- *Workplace Bullying: Awareness and Prevention - Updated*
- *Workplace Violence: Awareness and Prevention*

## **Diversity, Equity and Inclusion**

- *Diversity, Equity and Inclusion (DEI) Practices: Staff-to-Staff*
- *Diversity, Equity and Inclusion Awareness for Employees*
- *Diversity, Equity and Inclusion Awareness for Managers*
- *Diversity, Equity and Inclusion: Skills for Employees*
- *Diversity, Equity and Inclusion: Skills for Managers*

## **Information Technology**

- *Browser Security Basics*
- *Cybersecurity Overview*
- *Email and Messaging Safety*
- *Password Security Basics*
- *Protection Against Malware*

## **Cybersecurity Awareness for Business Leaders**

- *Creating a Cyber Security Culture*
- *Incident Preparedness and Management Planning*
- *Laws and Global Compliance Standards*
- *Safeguarding Against Social Engineer Attacks*

## **Cybersecurity Awareness for Employees**

- *Classifying and Safeguarding Data for Corporate and Personal Use*
- *End-User Best Practices*
- *Security Awareness Essentials*
- *Social Engineering*

## **Nutrition Services**

- *Food Safety and Kitchen Sanitation*

## **Security**

- *Copper Theft Awareness*
- *Travel Security*

## **Social and Behavioral**

- *Playground Supervision*

## **Transportation**

- *15-Passenger Van Safety*
- *City Driving*
- *Defensive Driving*
- *Distracted Driving*
- *Road Rage*
- *Winter Driving*

**Contact the Vector Solutions Implementation Team  
to Get Started Today!**

**Complete the Implementation Request Form**

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## SDAO Training Courses

In addition to the Vector Training courses, members receive complimentary access to the following SDAO courses delivered through the Vector Training system.

### SDAO Training Courses

- *Artificial Intelligence (AI) Opportunities and Risks for Special Districts (2024)*
- *A View from the Top: Harassment Claims Against Electives Officials Under SB 479*
- *Basic Budgeting and Finance Concepts*
- *Basic Strategic Planning, Roadmap for Your District's Future*
- *Board/Fire Academy: Board Chair Basics: How to Run an Effective Goard (2022) Analyzing Exposure to Risk*
- *Board/Fire Academy: Executive Director/ General Manager Performance Evaluation (2022)*
- *Board of Directors and Management Staff Training*
- *Board/Fire Academy: Board of Directors and Management Staff Training - Part One (2020)*
- *Board/Fire Academy: Diversity and Inclusion (2021)*
- *Board/Fire Academy: Risk Management - Back to Basics (2022)*
- *Cultural Diversity: What is it and Why Does it Matter?*
- *Cybersecurity How to Take Basic Steps and Use Resources (2024)*
- *Diversity and Inclusion*
- *Effective Performance Management and Discipline*
- *Employee Hiring and Management*
- *Eye of the Storm - Fundamentals of Protecting Your Organization*
- *Government Ethics*
- *How to Keep You and Your Board Out of Trouble and Out of the Press(2024)*
- *Intergovernmental Agreements What, How and When*
- *Managing a District with Few or No Employees (2024)*
- *Public Meetings Law*
- *Public Meetings Records and Retention Requirements (2024)*
- *Securing Your Greatness in the Eyes of the Public (2024)*
- *Special District Restructuring and Consolidation (2024)*
- *Successful Performance Management (2024)*
- *The Risk Management Process (2024)*
- *SDAO Academy: Beginning Steps When Medical Issues Arise (2021)*
- *SDAO Academy: Cybersecurity Trends and Best Practices (2022)*
- *SDAO Academy: Data Management and Security (2021)*
- *SDAO Academy: Drug and Alcohol Testing - Yes or No? (2020)*
- *SDAO Academy: Employee Leave: Protected, Discretionary, Paid, or Unpaid (2021)*
- *SDAO Academy: Employee Privacy/ Confidentiality and Use of Social Media (2022)*
- *SDAO Academy: Fake News: How to Plan for It, How to Combat It (2022)*
- *SDAO Academy: Fall Risk Management Training (2020)*
- *SDAO Academy: General Security Awareness Training (2021)*
- *SDAO Academy: Hot Topics in Risk Management (2022)*
- *SDAO Academy: Implementing Policies for Cybersecurity and Acceptable Use (2021)*

## SDAO Training Courses, Continued

- *SDAO Academy: Incident Response Preparedness (2021)*
- *SDAO Academy: It's Not Just Your Plan That Needs Updating - It's Your Process: Refocusing Strategic Planning (2022)*
- *SDAO Academy: Managing Your Employee from Hello to Good-Bye (2020)*
- *SDAO Academy: Preventative Electrical Maintenance (2021)*
- *SDAO Academy: Safety Committee Series: Accident Investigations (2022)*
- *SDAO Academy: Summer Regional Risk Management Training (2020)*
- *SDAO Academy: Summer Risk Management Regional Training (2021)*
- *SDAO Academy: Wage and Hour: A High-Level Overview (2021)*
- *SDAO Academy: Welcome to a Conversation about Human Resource Audits (2021)*
- *SDAO Academy: Working with Technology Service Providers (2021)*
- *SDAO Board Training*
- *SDAO Academy/Board/Fire Academy: Board Duties and Responsibilities (2022)*
- *SDAO Academy/Board/Fire Academy: Board of Director and Management Staff Training - Part One (2021)*
- *SDAO Academy/Board/Fire Academy: Board of Director and Management Staff Training - Part Two (2020)*
- *SDAO Academy/Board/Fire Academy: Board of Director and Management Staff Training - Part Three (2022)*
- *SDAO Academy/Board/Fire Academy: Budget and Finance 101 - An Overview for District Officials (2022)*
- *SDAO Academy/Board/Fire Academy: Disaster Preparedness and Building Resilient Systems (2022)*
- *SDAO Academy/Board/Fire Academy: Good Terminations Gone Bad (2022)*
- *SDAO Academy/Board/Fire Academy: Harassment and Discrimination in the Workplace - What's New? (2020)*
- *SDAO Academy/Board/Fire Academy: Public Meetings and Executive Sessions (2022)*
- *SDAO Academy/Board/Fire Academy: Public Records Overview and Update (2022)*
- *SDAO Academy/Board/Fire Academy: Threading the Needle: Evaluating ADA and Religious Accommodation Requests in the Age of COVID (2022)*
- *SDAO Child Abuse: Mandatory Reporting*
- *Uncovering Our Blind Spots*

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# Oregon Fire District Directors Association

Our Mission: To serve and strengthen through the provision and coordination of timely information, education, and legislation.

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## Fire Service Conference

# 2024 Oregon Fire Service Conference

## Planning is Underway!!

*Sunriver Resort – November 7-9, 2024*

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### ***Sessions will include: (subject to change)***

- Keynote Address by Oregon State Representative Charlie Conrad
  - Ethics and Board Policy
  - How to Prepare for an OSHA Inspection
  - How to Promote Your District Through Social Media
  - Contingency Plans: Disaster Preparedness and Succession Planning
  - Attorney Panel
  - Grant Writing
  - Board Member Duties & Responsibilities 201
  - Junior Firesetters: Developing Safety & Response System Partnerships
  - Dealing with Death in the Fire Service
  - Round Table Discussions
-