

SILVERTON FIRE DISTRICT AGENDA

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

REGULAR BOARD MEETING,
October 11, 2022 at 7:00 P.M.

Silverton Station # 8, 490 3rd St, Scotts Mills, OR 97375

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) Board Work Session, September 12, 2022
- b) Regular Board Meeting of September 13, 2022

V. OPEN FORUM

- a) Association Announcements
- b) Staff Announcements

VI. OLD BUSINESS:

- a)

VII. FINANCE OFFICER'S REPORT:

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

VIII. CHIEF'S REPORT:

- a) Silverton Fire District's New Website
- b) Quarterly Newsletter
- c) Strategic Plan Posters
- d) Board Manual Binder Distribution
- e) Final Audit Document
- f) EMS Supply Recovery
- g) Board Check Signing Response

SILVERTON FIRE DISTRICT AGENDA

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

REGULAR BOARD MEETING,
October 11, 2022 at 7:00 P.M.

Silverton Station # 8, 490 3rd St, Scotts Mills, OR 97375

- h) Hiring Announcement
- i) Schedule Board Work Session
- j) Standard of Cover Study (TBD)
- k) Operational Guidelines
- l) Training Report
- m) Call Response Data
- n) Recruiting/Retention Report
- o) Fire Prevention Report

IX. NEW BUSINESS:

- a) Review Board Policies 200 - 207

Policy 204 & 207 are required by law and currently align with legal guidelines.

X. ITEMS PENDING:

- a)

XI. GOOD OF THE ORDER:

XII. ADJOURNMENT:

SILVERTON FIRE DISTRICT BOARD WORK SESSION MINUTES

September 12, 2022, 10:30 a.m.
Silverton Station # 1

*No formal action will take place during this workshop.
A subject summary and action, if any, shall be presented during the
October 11, 2022 Regular Board of Directors Meeting*

ROLL CALL:

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

Dixon Bledsoe, Director
Bob Van Epps, Director

ABSENT:

All directors were present

IN ATTENDANCE:

Chief Miles, Office Manager Cantu

CALL TO ORDER & PLEDGE OF ALLEGIANCE:

The meeting was called to order by President Von Flue at 10:30 a.m.

DISCUSSION:

3.1 SDAO Best Practice Training

The Board watched Boardroom Dancing online as part of SDAO's Best Practice training discount.

Adjournment:

The meeting was adjourned at 11:54 A.M.

Approved this _____ day of _____, 2022.

President

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SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. September 13, 2022
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

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

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

ABSENT:

Dixon Bledsoe, Director

IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, Lt. Veit, FF Miller, FF Peterson, FF Hughes, Lt. Brown, BC Terhaar, FF Tegen, Brandon Hamilton

II. CALL MEETING TO ORDER:

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

III. PLEDGE OF ALLEGIANCE

Due to time constraints, President Von Flue did not observe the pledge of allegiance.

IV. APPROVAL OF MINUTES OF:

a) Regular Board Meeting Minutes

Vice President Palmer made a motion to approve the minutes of the August 9, 2022 board meeting. Director Mengucci seconded the motion. The motion carried unanimously.
(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye)

V. OPEN FORUM:

a) Association Announcements

No announcements provided during association announcements.

b) Staff Announcements

FF Peterson expressed sincere gratitude to the Volunteers for their response and availability to the public over the weekend in response to fire weather. Appreciation was also voiced by FF Peterson toward the spouses of the volunteers who fed the crews.

VI. OLD BUSINESS:

a) Check Signing

Secretary Treasurer Mengucci stated that the Board was to be notified of any checks written over \$10,000 but had observed that he had signed a number of checks over \$10,000 without

prior notification and requested review of the policy. President Von Flue replied that he did not have the policy language directly in front of him and requested that Chief Miles have a response at the next board meeting that addressed the concern and if the amount should be increased. Secretary Treasurer Mengucci agreed that the amount should be considered for increase to account for inflation.

VII. FINANCE OFFICER'S REPORT:

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

Secretary Treasurer Mengucci observed expenditures for EMS supplies from Amazon and Bound Tree and wanted to confirm that the District was recovering some of those medical supplies from Woodburn Ambulance. Chief Miles replied that the District did not have a recovery program with Woodburn Ambulance, but did get certain supplies from Woodburn Ambulance by mutual agreement. FF Miller responded that the expenditures in question were antimicrobial wipes, aspirin, and narcan which could only be purchased by the case, which is atypical for reimbursement. President Von Flue inquired whether a system needed to be considered for recovery. Chief Miles replied that it could be explored. President Von Flue requested a review of the process to ensure that Woodburn Ambulance and Silverton Fire District were receiving equal consideration for supplies used. Secretary Treasurer Mengucci concurred with President Von Flue.

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

VIII. CHIEF'S REPORT

- a) Audit**

Chief Miles reported that the letter from Accuity, LLC was official notification to the Board that there were no findings to report after the audit was completed and that a board presentation would be scheduled before December.

- b) Conflagration**

Chief Miles reported that all Marion County Task Force teams had returned and only FF Smith remained at the Double Creek Fire as part of OSFM's incident management team. Chief Miles reported that a total of six members and two apparatus responded on the Rum Creek and Double Creek fires and was really proud of the guys for their response and contributions. Chief Miles reported that task force teams were created locally with the OSFM staffing grant in response to the weather event Friday and Saturday. Chief Miles stated that six apparatus and eight members worked shifts over the weekend to spot check around Silverton and Scotts Mills and respond accordingly. Chief Miles shared that three crews responded from Silverton as auto aide to the Vitae Springs fire in Salem, which caused additional volunteers to cover the gap. Vice President Palmer shared her appreciation for the email communicating coverage and the District's response to the weather event.

- c) Website**

Chief Miles reported that the District was working on a new website slated to go "live" October 10th. Chief Miles stated that the improved website was created to enhance transparency and communication with the public and the District as a whole. Chief Miles stated that the website would be in compliance with Goal 2, Objective A of the Strategic Plan.

d) Newsletter

Chief Miles stated that the District would be publishing a quarterly newsletter to be distributed to all members. Chief Miles stated that the intent was to also have an Annual Newsletter that would be distributed to the public. Both newsletters would be available on the website and distributed accordingly. Chief Miles stated that the newsletter was another tool to improve communications with District members and would be in compliance with Goal 2, Objective C.

IX. NEW BUSINESS:

a) Resolution 22-357 Adopting the Strategic Plan

Vice President Palmer moved to accept Resolution 22-357 adopting the Strategic Plan. Director Bielenberg seconded the motion. Resolution 22-357 passed unanimously.
(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bielenberg: Aye)

X. ITEMS PENDING:

No discussion of pending items at this meeting.

XI. GOOD OF THE ORDER:

Secretary Treasurer Mengucci recommended that all Board members sign up and complete the SDAO Leadership Academy in order to achieve the Bronze, Silver, or Gold level certification. Secretary Treasurer Mengucci recommended that Office Administrator Cantu assign a module each month in order to assist with the certification levels. President Von Flue suggested that, although not required, it may be a good idea to receive additional training. After discussion, the Board agreed on the recommendation presented by Secretary Treasurer Mengucci.

FF Peterson congratulated FF Miller on the birth of their new baby.

XII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:27 p.m.

Approved this _____ day of _____, 2022.

President

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Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 10/5/2022 10:23 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
199741	068535	911 SUPPLY INC	09/13/2022	
	24117	6/7 JACKET UPDATES		34.00
	24118	COG SHIRTS		16.00
	24119	UNIFORM EXP/CRAWFORD		127.98
Total for Check Number 199741:				177.98
199742	001098	ADVANCE DESIGN SYSTEMS, INC.	09/13/2022	
	10947	IT SUPPORT AUGUST 2022		970.00
Total for Check Number 199742:				970.00
199743	6091910	AMAZON CAPITAL SERVICES	09/13/2022	
	11JX-LLJG-HX4D	PAINT MARKER PENS		15.58
	11JX-LLJG-HX4D	2 MEM FOAM MATT'S FOR RV'S		287.98
	11JX-LLJG-HX4D	2 TRAFFIC WANDS		46.54
	11JX-LLJG-HX4D	BAGS OF PARADE CANDY HOMER DAYS/S		46.07
	11JX-LLJG-HX4D	COMPUTER SERVER		209.00
	11JX-LLJG-HX4D	DUAL FUEL GENERATOR TO REPLACE ST		999.00
	11JX-LLJG-HX4D	COLORED COPY PAPER		39.57
	11JX-LLJG-HX4D	STANDARD STAPLES		5.69
	11JX-LLJG-HX4D	2 CASES COPY PAPER		97.98
	11JX-LLJG-HX4D	GLASS DECANTER FOR COFFEE		22.99
	11JX-LLJG-HX4D	11X17 COPY PAPER		69.98
	11JX-LLJG-HX4D	E495 REPLACEMENT SOLENOID		24.79
	11JX-LLJG-HX4D	ASPIRIN FOR EMS KITS		13.02
	11JX-LLJG-HX4D	PHONE CASE		24.98
	11JX-LLJG-HX4D	CASE OF SANI-CLOTH WIPES		62.00
	11JX-LLJG-HX4D	SHIPPING LABELS		18.17
	11JX-LLJG-HX4D	LAPTOP STAND		27.91
	11JX-LLJG-HX4D	REPLACEMENT GROUND LIGHTS T419		52.00
	11JX-LLJG-HX4D	RUBBER WHEEL CHOCKS T418		29.99
	11JX-LLJG-HX4D	SELF-INKING DATE STAMPS		31.90
	19MW-FCTS-VWK1	REP METAL CAN / ST 3 THEFT (SHIPPING -		5.99
Total for Check Number 199743:				2,131.13
199744	6091912	BASS ROOTS TRAINING SOLUTIONS	09/13/2022	
	SFD 22=-08	TRAINING: AUGUST 2022		2,325.00
Total for Check Number 199744:				2,325.00
199745	010185	CARDMEMBER SERVICE	09/13/2022	
	1139	DISPLAY SUPPLIES		17.98
	1139	DISPLAY SUPPLIES		13.38
	1139	WATERPROOF CASES		125.97
	1139	REHAB/ROTH'S PALLET WATER		319.70
	2503	DPSST FINGERPRINTING		231.25
	2503	DPSST FINGERPRINTING		46.25
	2503	MCKINNEY FIRE - FOOD EXP		27.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2503	MCKINNEY FIRE - WALMART, VEH MAINT		14.99
	2503	MCKINNEY FIRE - FUEL		5.18
	2503	ZOOM SUB/TRAIN'G		14.99
	2503	MCKINNEY FIRE - WALMART, SHOP TOWE		8.56
	2675	MICROSOFT OFFICE 2010 PRO		59.00
	2675	CALLCENTRIC/JULY		20.00
	2675	CALLCENTRIC/JULY		19.80
	2675	PSWD PROTECT		60.00
	3400	HOMER PARADE SUPPLIES		116.76
	4845	PRIMER SUPPLIES E495		4.99
	4845	PICNIC CLEAN UP/MC PUB WKS		53.00
	7480	FUEL E425		75.86
	8105	ZOOM/CANTU		14.99
	8105	ROTH'S MKT - REHAB		19.17
	8105	CHALLENGE COINS		549.00
	8105	REHAB ITEMS/COSTCO		183.10
	8105	KITCHEN SUPPLIES		241.94
	8105	FILE CABINET		266.99
	8105	KITCHEN SUPPLIES/COSTCO		54.97
	9000	HAIX BOOTS/HULETT		374.95
			Total for Check Number 199745:	2,940.74
199746	010172	CARSON OIL COMPANY	09/13/2022	
	CP-00404349	FUEL FOR T419		184.18
	CP-00404349	FUEL FOR C402		69.66
	CP-00404349	FUEL FOR B437		119.70
	CP-00404349	FUEL FOR S413		13.47
	CP-00404349	FUEL FOR S434		54.03
	CP-00404349	FUEL FOR C482		149.60
	CP-00404349	FUEL FOR C401		68.67
	CP-00404349	FUEL FOR 421		146.34
	CP-00404349	FUEL FOR S423		80.80
	CP-00404349	FUEL FOR 412		116.26
	CP-00404349	FUEL FOR S413		67.42
	CP-00404349	FUEL FOR D411		64.79
	CP-00404349	FUEL FOR S434		40.93
	IN-0756808	ST 8 FUEL 167.90 @ 4.6401		779.08
			Total for Check Number 199746:	1,954.93
199747	096412	CITY OF SCOTTS MILLS	09/13/2022	
	00167	WATER USAGE AT STAT. 8 JUL 1-AUG 31		220.49
			Total for Check Number 199747:	220.49
199748	096998	CITY OF SILVERTON	09/13/2022	
	5.05070.0	WATER USAGE AT STAT. 1 THRU 8/16/22		263.84
	5.05071.0	WATER USAGE STAT. 1 MAINT BAY THRU :		54.74
	5.05072.6	WATER USE: STAT. 1 SPRINKLERS THRU 8/		116.11
			Total for Check Number 199748:	434.69
199749	015880	DEPT. OF MOTOR VEHICLES	09/13/2022	
	144842502	(AUG 31 2022) DMV REPORT FEE		3.00
			Total for Check Number 199749:	3.00
199750	900110	EDWARD GRAMBUSCH	09/13/2022	
	DOUBLE CREEK	CONFLAG DINNER DOUBLE CREEK		9.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 199750:	9.28
199751	033975 9414444274 9421773483	GRAINGER SCBA BATTERY STOCK CLEANING SUPPLIES FOR ST 1	09/13/2022	68.10 267.00
			Total for Check Number 199751:	335.10
199752	097300 1-197657 I 1-202399 I 1-205162 I 1-208940 I 1-210361 I 13-545448 I 2-870872 I 2-878492 I 2-879052 I 3-105452 I	HI-SCHOOL OUTLET FOR BH FAN E435 RIG WASHING SUPPLIES POP UP TRASH CANS FOR SUPPORT PARTS FOR HOT WATER LINE REPAIR ST 1 OUTLET HARDWARE E495 HRDWR FOR READY RACKS ST 3 HARDWARE - SHOP REP PLUG FOR EXT CORD - SHOP PARTS FOR HOT WATER LINE REPAIR ST 1 PARTS FOR HOT WATER LINE REPAIR ST 1	09/13/2022	4.99 60.91 30.98 24.66 22.27 31.69 4.80 12.99 9.59 9.59
			Total for Check Number 199752:	212.47
199753	6091891 586163	KILLERS PEST CONTROL SALEM PEST CONTROL SERVICE MONTH OF AUG	09/13/2022	145.00
			Total for Check Number 199753:	145.00
199754	072925 FY202223-1060	METCOM 9-1-1 DISPATCH SERV. FEE FOR SEPT 2022	09/13/2022	7,581.30
			Total for Check Number 199754:	7,581.30
199755	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 8/05 - 9/06	09/13/2022	39.90
			Total for Check Number 199755:	39.90
199756	6091892 U020E408 U020E409	PACER PROPANE PROPANE STA. 8 PROPANE STA. EAST VIEW	09/13/2022	339.38 338.14
			Total for Check Number 199756:	677.52
199757	6091843 836171L	PETERSON TRUCKS INC. E495 VALVE AIR FOR SEAT	09/13/2022	53.06
			Total for Check Number 199757:	53.06
199758	065870 0218776-IN	PETRO CARD BULK FUEL ST. 1 323.3 @ 4.6460	09/13/2022	1,503.03
			Total for Check Number 199758:	1,503.03
199759	092090 0456-003348189 0456-003348735	REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. 08/01-08/31 STAT. 8 GARBAGE SERV. 08/01-08/31	09/13/2022	182.25 43.22
			Total for Check Number 199759:	225.47
199760	6091911 SUMMER 22 TERM	RYAN BREITBACH TUITION REIMB.	09/13/2022	1,632.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 199760:	1,632.00
199761	095050 14738	SCHURTER TRUCKING E485 DEF TANK ABLY & FLUID	09/13/2022	543.08
			Total for Check Number 199761:	543.08
199762	096976 454595 689937 690800 691298 691329 692036 692921 693122 693721 694076 694153	SILVER CREEK AUTO PARTS, INC. SHOP SUPPLIES C482 CAR WASH TIRE DRESSING FOR PARADE - ALL VEH'S B487 BATTERY D411 & OLD C401 WInDOW REG & HEATER T428 & T418 AIR FILTERS BATTERY STOCK T419 RUNNING LIGHTS FOR TAILBOARD E495 AIR COUPLER FOR SHORE AIRLINE T419 RED LED LIGHTS FOR REAR TAILBO. T419 REFLECTOR FOR REAR TAILBOARD	09/13/2022	15.88 8.07 18.15 127.33 59.37 104.11 145.51 16.33 15.95 36.21 6.81
			Total for Check Number 199762:	553.72
199763	6091941 228014	SILVER FALLS YARD CARE, LLC BUSH/SHRUB TRIMMING @ ST. 1	09/13/2022	765.00
			Total for Check Number 199763:	765.00
199764	6091908 22-847	STANDARD ELECTRIC, INC EXTERIOR LIGHTING UPGRADES ST 8	09/13/2022	500.00
			Total for Check Number 199764:	500.00
199765	077200 A12367	TRUE NORTH EMER EQ ASY PRIMER AIR PUSH BUTTON E495	09/13/2022	389.70
			Total for Check Number 199765:	389.70
199766	112435 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198 9914828198	VERIZON WIRELESS E. GRAMBUSCH CELL SERV.: 9/02-10/01 K. VEIT CELL SERV.: 9/02-10/01 K. MILLER CELL SERV.: 9/02-10/01 M. HUGHES CELL SERV.: 9/02-10/01 C. CANTU CELL SERV.: 9/02-10/01 B. MILES CELL SERV.: 9/02-10/01 I. PETERSON CELL SERV.: 9/02-10/01 482 IPAD SERV.: 9/02-10/01 401 IPAD SERV.: 9/02-10/01 415 IPAD SERV.: 9/02-10/01 407 IPAD SERV.: 9/02-10/01 423 IPAD SERV.: 9/02-10/01 485 IPAD SERV.: 9/02-10/01 405 IPAD SERV.: 9/02-10/01 411 IPAD SERV.: 9/02-10/01	09/13/2022	41.73 41.73 41.73 41.73 41.73 41.73 41.73 40.01 40.01 40.01 40.01 40.01 40.01 40.01 40.01 40.01 40.01 40.01
			Total for Check Number 199766:	612.19
199767	6091932 SUMMER TERM	VOSS BURTON TUITION REIMB. SUMMER TERM	09/13/2022	1,632.00
			Total for Check Number 199767:	1,632.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
199768	034015	ZIPLY FIBER	09/13/2022	
	8/25-9/24 ST3	503-873-3190-062193-5		61.70
	8/25-9/24 RL	503-001-0586-110204-5		27.30
	8/25-9/24 ST1	503-873-2805-070997-5		194.39
	8/25-9/24 ST8	503-873-6215-090168-5		85.87
	8/25-9/24 ST9	503-873-5645-012395-5		61.70
	8/25-9/24 STA2	503-873-5097-071291-5		69.02
Total for Check Number 199768:				499.98
Total for 9/13/2022:				29,067.76
199772	068535	911 SUPPLY INC	09/28/2022	
	25701	NAME TAPES/C CANTU		30.00
	25702	COG JACKETS		85.00
Total for Check Number 199772:				115.00
199773	6091922	ALTERNATIVE POWER SYSTEMS, LLC	09/28/2022	
	i8086	GENERATOR MAINT FOR EASTVIEW REPE		362.05
Total for Check Number 199773:				362.05
199774	010172	CARSON OIL COMPANY	09/28/2022	
	CP-00407967	FUEL FOR U432		135.77
	CP-00407967	FUEL FOR T419		514.64
	CP-00407967	FUEL FOR C402		53.02
	CP-00407967	FUEL FOR S434		222.14
	CP-00407967	FUEL FOR C482		158.86
	CP-00407967	FUEL FOR C401		80.50
	CP-00407967	FUEL FOR 421		74.21
	CP-00407967	FUEL FOR S423		90.67
	CP-00407967	FUEL FOR 412		102.49
	CP-00407967	FUEL FOR D411		55.21
Total for Check Number 199774:				1,487.51
199775	013528	CRUISE MASTER ENGRAVING	09/28/2022	
	26628	PLAQUE ENGRAVING		18.00
Total for Check Number 199775:				18.00
199776	037800	HOME PLACE	09/28/2022	
	254	ASSOC MTG		157.10
Total for Check Number 199776:				157.10
199777	035075	HRA VEBA TRUST	09/28/2022	
	1	YA462 HRA/VEBA: SEP	PR Batch 00002.09.2022 YA4	1,600.00
Total for Check Number 199777:				1,600.00
199778	040250	ICC	09/28/2022	
	3342778	MEMBER # 5239747 MEMBER DUES		145.00
Total for Check Number 199778:				145.00
199779	6091891	KILLERS PEST CONTROL SALEM	09/28/2022	
	593544	PEST CONTROL SERVICE MONTH OF SEPT		145.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 199779:	145.00
199780	091893	LIFEMAP ASSURANCE CO.	09/28/2022	
	0789282	AD&D/LIFE INS. EMPLOYER CONTIB: OCT	PR Batch 00002.09.2022 AD&	67.10
	0789282	LIFEMAP: EMPLOYEE CONTRIB.: OCT	PR Batch 00002.09.2022 LIF	48.75
			Total for Check Number 199780:	115.85
199781	098725 64097	LOCAL GOVERNMENT LAW GROUP P. 8/15/22 PHONE CONSULTATION (BALANCE	09/28/2022	78.00
			Total for Check Number 199781:	78.00
199782	6091896 5021897461 600556	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 450-0027766-000 COPIER USAGE INVOICE CUST # 30A480	09/28/2022	179.01 365.81
			Total for Check Number 199782:	544.82
199783	083200 0074320000 2603340000 3700411000 5974190000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 8/8-9/8 STAT. 1 ELECTRIC SERV. 8/8-9/8 STAT. 3 ELECTRIC SERV. 8/8-9/8 STAT. 9 ELECTRIC SERV. 8/8-9/8	09/28/2022	176.64 1,254.31 53.56 35.66
			Total for Check Number 199783:	1,520.17
199784	012100 96058	RADIO COMMUNICATIONS SERVICE, REP CABLES FOR SETCOM HEADSETS E41	09/28/2022	79.00
			Total for Check Number 199784:	79.00
199785	090510 076965	RAPCO INDUSTRIES, INC. CUTTER MAINT FOR E485 & E405	09/28/2022	248.26
			Total for Check Number 199785:	248.26
199786	180125 10099 375	RAY DANDENEAU CONFLAG FOOD CONFLAG FOOD	09/28/2022	7.59 17.08
			Total for Check Number 199786:	24.67
199787	098720 03-0052823 03-0052823 03-0052823 03-0052823	SDIS COBRA PREMIUM C. MILES: OCT MEDICAL: EMPLOYEE CONTRIB.: OCT MEDICAL: EMPLOYER CONTRIB.: OCT LTD: EMPLOYER CONTRIB.: OCT	09/28/2022	756.43 1,492.26 13,430.22 235.76
			Total for Check Number 199787:	15,914.67
199788	027039 930943-0001	SUN LIFE FINANCIAL MEMBERSHIP LIFE INS 10/1-10/31	09/28/2022	602.38
			Total for Check Number 199788:	602.38
199789	077200 003368	TRUE NORTH EMER EQ REBUILD PUMP TO TANK VALVE PARTS &	09/28/2022	3,214.53
			Total for Check Number 199789:	3,214.53
199790	6091829	WAVE	09/28/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	9/12-10/11	056639301-0009711 CONV. BOX		80.64
			Total for Check Number 199790:	80.64
199791	230918 14484	WIRE WORKS LLC LIGHT MODULES - T419 & STOCK	09/28/2022	15.00
			Total for Check Number 199791:	15.00
199792	119613 EMAIL 9/13/22	WOODBURN AMBULANCE 59 MEMBERSHIPS @ \$35 EA	09/28/2022	2,065.00
			Total for Check Number 199792:	2,065.00
199793	232118 65506	WURDINGER MANUFACTURING & FA FUEL TANK PUMP SUCTION TUBE - ST. 1	09/28/2022	132.65
			Total for Check Number 199793:	132.65
199794	6091942 GEN36152	WYATT TEGEN REIMB FOR STATE SURPLUS FURN FOR RV	09/28/2022	40.00
			Total for Check Number 199794:	40.00
199795	120165 7679	ZEBRA PRINT STRATEGIC PLAN POSTERS	09/28/2022	130.00
			Total for Check Number 199795:	130.00
			Total for 9/28/2022:	28,835.30
			Report Total (52 checks):	57,903.06

General Ledger

Expense vs Budget with Encumbrances

User: Candace
 Printed: 10/05/22 10:22:15
 Period 01 - 03
 Fiscal Year 2023

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 702,000.00	\$ 156,034.11	\$ 545,965.89	77.77%
25-1-51002	EXTRA PERSONNEL	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 26,300.00	\$ 20,300.17	\$ 5,999.83	22.81%
25-1-51004	SOCIAL SECURITY	\$ 63,947.00	\$ 21,249.07	\$ 42,697.93	66.77%
25-1-51005	GROUP HEALTH INSURANCE	\$ 219,930.00	\$ 45,668.55	\$ 174,261.45	79.23%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,363.00	\$ 5,123.52	\$ 17,239.48	77.09%
25-1-51007	PERS	\$ 234,791.00	\$ 60,982.37	\$ 173,808.63	74.03%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-51009	OVERTIME	\$ 35,000.00	\$ 42,369.33	\$ (7,369.33)	-21.06%
25-1-51010	VOLUNTEERS	\$ 84,000.00	\$ 84,093.19	\$ (93.19)	-0.11%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 24,000.00	\$ 4,800.00	\$ 19,200.00	80.00%
25-1-51013	DIRECTORS EXPENSES	\$ 600.00	\$ -	\$ 600.00	100.00%
PAYROLL RELATED EXP		\$ 1,415,631.00	\$ 440,620.31	\$ 975,010.69	68.87%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 1,191.72	\$ 2,308.28	65.95%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 1,011.00	\$ 7,489.00	88.11%
25-1-61003	CONTRACT SERVICES	\$ 20,000.00	\$ 8,655.09	\$ 11,344.91	56.72%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 3,478.77	\$ 16,521.23	82.61%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 32.22	\$ 2,467.78	98.71%
25-1-61006	UTILITIES	\$ 40,000.00	\$ 7,982.96	\$ 32,017.04	80.04%
25-1-61007	ELECTION EXPENSES	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 20,000.00	\$ 6,939.68	\$ 13,060.32	65.30%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.10	\$ 49.90	99.80%
25-1-61011	ANNUAL AUDIT	\$ 9,000.00	\$ 5,500.00	\$ 3,500.00	38.89%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,000.00	\$ 1,233.00	\$ 1,767.00	58.90%
25-1-61013	RECRUITING EXPENSE	\$ 2,000.00	\$ 964.97	\$ 1,035.03	51.75%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%
25-1-61015	TRAINING EXPENSE	\$ 50,000.00	\$ 15,006.65	\$ 34,993.35	69.99%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 285.95	\$ 3,214.05	91.83%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 1,195.57	\$ 5,804.43	82.92%
25-1-61019	INSURANCE	\$ 68,000.00	\$ -	\$ 68,000.00	100.00%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 6,500.00	\$ 1,949.45	\$ 4,550.55	70.01%
25-1-61023	UNIFORM ALLOWANCE	\$ 8,000.00	\$ 1,584.80	\$ 6,415.20	80.19%
25-1-61024	FUELS AND LUBRICANTS	\$ 35,000.00	\$ 12,425.61	\$ 22,574.39	64.50%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ -	\$ 650.00	100.00%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 343.37	\$ 6,156.63	94.72%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ 970.00	\$ 14,030.00	93.53%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ 234.00	\$ 9,766.00	97.66%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 40,000.00	\$ 1,957.93	\$ 38,042.07	95.11%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 46.54	\$ 6,453.46	99.28%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 6,500.00	\$ 1,829.67	\$ 4,670.33	71.85%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 90,976.00	\$ 22,743.90	\$ 68,232.10	75.00%

Account Number	Description	Budget	End Bal	Available	% Available
25-1-61055	MEDICAL MEMBERSHIPS	\$ 5.00	\$ -	\$ 5.00	100.00%
25-1-61056	HEALTH AND WELFARE	\$ 12,000.00	\$ 3,509.73	\$ 8,490.27	70.75%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 12,529.57	\$ 27,470.43	68.68%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ 170.71	\$ 329.29	65.86%
25-1-61063	GRANT EXPENDITURES	\$ 320,000.00	\$ 12,412.26	\$ 292,911.14	91.53%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 3,000.00	\$ 68.10	\$ 2,931.90	97.73%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ 120.15	\$ 1,379.85	91.99%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%
	MATL SUPP & EXP	\$ 913,681.00	\$ 126,373.47	\$ 772,630.93	84.56%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ 6,729.00	\$ 13,271.00	66.36%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 45,000.00	\$ 484.00	\$ 42,423.00	94.27%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ 999.00	\$ 9,001.00	90.01%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ -	\$ 8,500.00	100.00%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 6,000.00	\$ 2,031.03	\$ 3,968.97	66.15%
25-1-71015	HOSE REPLACEMENT	\$ 7,500.00	\$ -	\$ 7,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 20,000.00	\$ 388.00	\$ 19,612.00	98.06%
25-1-71139	TRAINING EQUIPMENT	\$ 15,000.00	\$ 1,996.60	\$ 13,003.40	86.69%
	CAPITAL OUTLAY	\$ 132,000.00	\$ 12,627.63	\$ 117,279.37	88.85%
25-1-90001	CONTINGENCIES	\$ 106,788.00	\$ -	\$ 106,788.00	100.00%
	CONTINGENCY	\$ 106,788.00	\$ -	\$ 106,788.00	100.00%
25-5-92006	ENDING FUND BALANCE	\$ 700,000.00	\$ -	\$ 700,000.00	100.00%
	UNAPPROPRIATED	\$ 700,000.00	\$ -	\$ 700,000.00	100.00%
25-1-91025	TRANSFER OUT (FUND 24)	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 25,000.00	\$ -	\$ 25,000.00	100.00%
	TRANSFER OUT	\$ 139,000.00	\$ -	\$ 139,000.00	100.00%
25-1-93001	LEASE PRINCIPAL	\$ 52,135.00	\$ -	\$ 52,135.00	100.00%
25-1-93002	LEASE INTEREST	\$ 1,343.00	\$ -	\$ 1,343.00	100.00%
	DEBT SERVICE	\$ 53,478.00	\$ -	\$ 53,478.00	100.00%
Expense Total		\$ 3,460,578.00	\$ 579,621.41	\$ 2,864,186.99	82.77%

BANK ACCOUNT BALANCE COMPARISON

<u>July 31, 2021</u>		<u>July 31, 2022</u>	
Columbia Bank Checking	\$ 122,901.03	Columbia Bank Checking	\$ 139,785.84
Columbia Bank MM	\$ 155,331.24	Columbia Bank MM	\$ 267,659.17
Local Gov't Pool	\$ 1,981,584.28	Local Gov't Pool	\$ 2,148,201.56
Sub Total	\$ 2,259,816.55	Sub Total	\$ 2,555,646.57
<i>OPERATING BUDGET AHEAD \$295,830.02</i>			

<u>August 31, 2021</u>		<u>August 31, 2022</u>	
Columbia Bank Checking	\$ 167,860.96	Columbia Bank Checking	\$ 113,143.73
Columbia Bank MM	\$ 155,335.20	Columbia Bank MM	\$ 275,997.24
Local Gov't Pool	\$ 1,795,157.72	Local Gov't Pool	\$ 2,011,166.37
Sub Total	\$ 2,118,353.88	Sub Total	\$ 2,400,307.34
<i>OPERATING BUDGET AHEAD \$281,953.46</i>			

<u>September 30, 2021</u>		<u>September 30, 2022</u>	
Columbia Bank Checking	\$ 173,459.77	Columbia Bank Checking	\$ 344,575.24
Columbia Bank MM	\$ 157,792.96	Columbia Bank MM	\$ 280,839.37
Local Gov't Pool	\$ 1,650,432.33	Local Gov't Pool	\$ 1,587,115.49
Sub Total	\$ 1,981,685.06	Sub Total	\$ 2,212,530.10
<i>OPERATING BUDGET AHEAD \$230,845.04</i>			



October 6, 2022

TO: Board of Directors

FROM: Chief Miles

SUBJECT: Restock of Consumable EMS Supplies

At the last board meeting, Secretary Treasurer Mengucci had observed expenditures for EMS supplies from Amazon and Bound Tree and requested confirmation that the District was recovering those medical supplies from Woodburn Ambulance (WBA). President Von Flue requested a review of the process to ensure that WBA and Silverton Fire District were receiving equal consideration for supplies used.

Woodburn Ambulance Company owns the Ambulance Service Area (ASA) for the majority of Marion County. Because of this, area fire agencies do not have the capability to negotiate a more robust arrangement for cost recovery with WBA beyond the 1 for 1 replacement of consumable supplies.

The following information outlines the system for recovering consumable EMS supplies that District responders use on medical calls with WBA. Please note, the following process does not always apply when the District respond to calls with Molalla, MCFD#1, or Santiam ambulances.

Kyle recently met with WBA to review and affirm the supply recovery process.

- WBA will replace most consumable EMS supplies on a 1 for 1 basis. In most cases, our crews can restock from the ambulance on scene if there is time.
- The District has to purchase some medications and AED supplies due to the differences in required stock for Advance Life Support (ALS) verses Basic Life Support (BLS) treatment levels and equipment. The District continues to standardize equipment as much as possible for supply compatibility.
- The District has to provide its own gloves, cleaning & disinfecting supplies, hard equipment (such as AED's), oxygen regulators, kits, bags, etc.

WBA discontinued supplying oxygen cylinders and required fire agencies to purchase their own with the mutual understanding that WBA would refill those cylinders with oxygen. Once a past practice, oxygen cylinders cannot be swapped on scene and now requires drop off/ pick up coordination with WBA and our EMS Coordinator to refill those cylinders.

Certain items that are within 3 to 6 months of their expiration date can be replaced or exchanged by WBA. There is a collection bin at Station 1 that members can use to turn in supplies that are expired or close to being expired. However this does not address the supply chain issue over the last three years and many items received no longer have a 2-3 year life span previously observed. Instead, most items have a year or less shelf life. To turn those "newer" supply items in after 6 months and maybe get the replacement item that has a longer shelf life is hit or miss and not sustainable. The District has to maintain supply inventories in over 20 EMS kits and periodically needs to order large quantities to keep those kits stocked. Previously, our supply orders have been inconsistent which has caused placement of large orders to "catch up" stock. Overall, District expenditures on EMS supplies that qualify under the 1 for 1 replacement with WBA are minimal.



October 6, 2022

TO: Board of Directors
FROM: Chief Miles
SUBJECT: Check Signing Question

At the last Board meeting, Secretary Treasurer Mengucci stated that the Board was to be notified of any checks written over \$10,000 and that he had signed a number of checks over \$10,000 without prior notification and requested review of the policy. When contacted, Secretary Treasurer Mengucci was not able to provide further clarification or recall exactly where he had read this requirement.

After reviewing our Board policies, we did not find any information that required the Board to be notified of any checks written over \$10,000. A Board member is always the first to sign a check after it is prepared and vouchered. We found two board policies that relate to this process; Policy 304 Public Contracting and Policy 305 Internal Financial Controls.

Board Policy 304 Public Contracting has a section on Public Contracting Authority. This section authorizes the Fire Chief to enter into contracts, not to exceed \$25,000, without additional authorization of the Local Contract Review Board (The Board serves as LCRB). Contracts that exceed \$25,000 and are approved through the budgetary process are deemed approved by the LCRB. In Public Contracting Code, Small Procurements are defined as procurements of goods and routine services that are not personal services and the contract value does not exceed \$10,000. Employee compensation and contracts for employee benefit plans are exempt from public contracting code.

Board Policy 305 Internal Financial Controls addresses check signing authorization. All 5 Board members are authorized signers. The Chief and Assistant Chief are also authorized signers. Employee(s) who prepare checks are not allowed to be authorized check signers by board policy. By policy, two signatures are required. Normally, a Board member and the Chief or Assistant Chief sign checks. Checks are prepared with a voucher which is part of the audit trail and when a Board member signs the check they have the corresponding invoice to review. All Board members receive the monthly financial report that includes the Check Register/Summary.

Policy 305 has a provision for the Chief and Assistant Chief to sign checks without a Director signature, if a Director is not available. When this occurs, a Director will be notified as soon as possible.

Scotts Mills Firefighters Association



44TH ANNUAL CHICKEN DINNER

Funds support local
community

JOIN US!

OCT 15th
4:30-7:00pm

SCOTTS MILLS FIRE STATION
490 3RD ST
SCOTTS MILLS, OR 97375

PRICING

Seniors	\$12
Adults.....	\$14
Under 12	\$10

CHECK, DEBIT OR CREDIT CARD PREFERRED. LIMITED CASH ON HAND.

DRIVE-THRU ONLY

Silverton Fire District
Board Manual

POLICY 201: PERSONNEL

Originated: January 10, 1989

Revised: August 10, 2021

Reviewed: August 10, 2021

PURPOSE

This Board policy outlines the Board responsibilities as it pertains to the designation, definition and the funding 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.
- Acting as personnel officer for the district, ensuring that during the hiring process, each new employee is made aware of district rules and regulations as determined by the Board of Directors.
- 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, if the position requires driving
- Pre-employment drug test if the position includes firefighting or EMT duties.
- A criminal history background check
- A credit history check

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

Silverton Fire District
Board Manual

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

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

Silverton Fire District
Board Manual

POLICY 202: EXAMINATIONS FOR PERSONNEL

Originated: May 9, 1989
Revised: November 11, 2003
Reviewed: August 10, 2021

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 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.

Silverton Fire District
Board Manual

POLICY 203: EMPLOYEE ASSISTANCE PROGRAM

Originated: May 9, 1989
Revised: November 10, 2020
Reviewed: August 10, 2021

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).

Silverton Fire District

Board Manual

POLICY 204: HARASSMENT

Originated: November 21, 1989

Revised: December 10, 2019

Reviewed: August 10, 2021

PURPOSE

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

POLICY

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

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

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

DEFINITIONS

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.

Silverton Fire District

Board Manual

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.

Silverton Fire District

Board Manual

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
- 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.

Silverton Fire District

Board Manual

Additional Employee Support Services

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

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

DISCIPLINARY ACTION

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

RETALIATION

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

CONFIDENTIALITY

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

FALSE COMPLAINTS

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

Silverton Fire District
Board Manual

POLICY 205: HEALTH CARE BENEFITS FOR RETIREES

Originated: February 12, 1991

Revised: July 10, 2007

Reviewed: August 10, 2021

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.

Silverton Fire District
Board Manual

**POLICY 206: EMPLOYEE HRA VEBA MEDICAL EXPENSE
PLAN**

Originated: May 8, 2012
Revised: July 13, 2021
Reviewed: August 10, 2021

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.

Silverton Fire District
Board Manual

POLICY 207: WHISTLEBLOWER PROTECTION

Originated: November 8, 2016

Revised:

Reviewed: August 10, 2021

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.