

# SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.  
REGULAR BOARD MEETING, SEPTEMBER 14, 2021 at 7:00 P.M.  
Silverton Station # 1 Video Conference

- I. **ROLL CALL:**  
Les Von Flue, President  
Stacy Palmer, Vice-President  
Rob Mengucci, Secretary-Treasurer  
Dixon Bledsoe, Director  
Ryan Bielenberg, Director
- II. **CALL MEETING TO ORDER:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **APPROVAL OF MINUTES OF:**
  - a) Regular Board Meeting of August 10, 2021
  - b) Board Work Session of September 8, 2021
- V. **OPEN FORUM**
  - a) Association Announcements
  - b) Staff Announcements
- VI. **OLD BUSINESS:**
  - a)
- VII. **FINANCE OFFICER'S REPORT:**
  - a) Check Summary
  - b) Departmental Expense Report
  - c) Bank Account Balance Comparison
- VIII. **CHIEF'S REPORT:**
  - a) Board Handbook Section 100 Review
  - b) Board Meetings: In-person vs. Zoom
  - c) Operational Guidelines (Due 10/12/21)
  - d) Training Report (Due 10/12/21)
  - e) Call Response Data (Due 10/12/21)
  - f) Recruiting/Retention Report (Due 10/12/21)
  - g) Fire Prevention Report (Due 10/12/21)
- IX. **NEW BUSINESS:**
  - a) Strategic Plan Discussion & Consultant Agreement
  - b)
- X. **ITEMS PENDING:**
- XI. **GOOD OF THE ORDER:**
- XII. **ADJOURNMENT:**

**THIS PAGE INTENTIONALLY BLANK**

# SILVERTON FIRE DISTRICT

## MINUTES

***DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION***

REGULAR BOARD MEETING 7:00 P.M. August 10, 2021  
Silverton Fire District Station #1 (Silverton)

### **I. ROLL CALL:**

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

Ryan Bielenberg, Director  
Dixon Bledsoe, Director

### **ABSENT:**

*All Directors present.*

### **IN ATTENDANCE:**

Chief Miles, Assistant Chief Grambusch, Maint. FF Peterson, Lt. Dan Brown, Tracy Grambusch

### **II. CALL MEETING TO ORDER:**

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

### **III. PLEDGE OF ALLEGIANCE**

### **IV. APPROVAL OF MINUTES OF:**

#### **a) Regular Board Meeting Minutes**

Vice President Palmer made a motion to approve the minutes of the July 13, 2021 board meeting. Director Bledsoe seconded the motion. The motion carried unanimously.

### **V. OPEN FORUM:**

#### **a) Association Announcements**

*No reports were provided during association announcements.*

#### **b) Staff Announcements**

*No reports were provided during staff announcements.*

### **VI. OLD BUSINESS:**

*No discussion of old business at this meeting.*

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

#### **a) Check Summary**

#### **b) Departmental Expense Report**

**c) Bank Account Balance Comparison**

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

**X. CHIEF'S REPORT**

**a) Audit**

Chief Miles reported that Accuity, LLC completed field work on Friday, August 6<sup>th</sup>. Chief Miles stated that Accuity commended Office Administrator Cantu for her organization which led to an efficient audit. President Von Flue inquired whether other Directors would like to have a formal presentation by Accuity. After discussion, the Board requested a presentation of the final audit during a future meeting.

**b) Conflagrations**

Chief Miles provided a brief synopsis of the conflagrations the District has deployed equipment and personnel on since the July Board meeting. Director Bielenberg inquired whether the District had a budget for air support to address wildfires locally. Chief Miles responded that the District can directly request resources through the conflagration liaison and the Oregon Department of Forestry.

**c) Strategic Plan/Standard of Cover Study**

Chief Miles confirmed that consultant Steve Abel would be at the Board Work Session on September 8<sup>th</sup>, at noon.

**d) Operational Guidelines**

AC Grambusch reported that he was able to submit a number of operational guidelines to the membership for review.

**e) Training Report**

AC Grambusch briefly reviewed training and call response reports with the board.

**f) Call Response Data**

AC Grambusch reported there was a 50% call increase in fire response. Vice President Palmer inquired about the increase. AC Grambusch stated that although the District addresses fire prevention, in most cases, calls were in response to out of control burn piles due to the severity of Oregon's drought.

**g) Fire Prevention Report**

Chief Miles reported that FF Hughes completed fire safety inspections on booths during Homer Davenport Days in the last week.

**h) Housing Development**

Chief Miles reported that public road improvements would begin next month in conjunction with the new housing development on Rail Way and he would be in conversation with the developer regarding access for emergency services.

**XI. NEW BUSINESS:**

**a) Board Workshop Date**

The board workshop was scheduled for September 8, 2021 beginning at 12 noon at Station 1.

**b) Add/Remove Signers on Bank Accounts**

Chief Miles will be taking signed minutes and authorization letter to Columbia Bank tomorrow.

Board members will be able to go into the bank thereafter to update their information and sign signature cards.

**XII. ITEMS PENDING:**

**a) District Photos**

Chief Miles shared that District photos were scheduled for September 22<sup>nd</sup> at 6pm at Station 1.

**XIII. GOOD OF THE ORDER:**

**XIII. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 7:36 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

President

Minutes recorded and prepared by Bill Miles

**THIS PAGE INTENTIONALLY BLANK**

# SILVERTON FIRE DISTRICT BOARD WORK SESSION MINUTES

September 8, 2021, 12:00 p.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  
September 14, 2021 Regular Board of Directors Meeting*

## **ROLL CALL:**

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

Dixon Bledsoe, Director  
Ryan Bielenberg, Director

## **ABSENT:**

*All directors were present*

## **IN ATTENDANCE:**

Chief Miles, Office Manager Cantu, AC Grambusch, Lt. Veit, Maintenance FF Peterson, FF Hughes, FF Tarpley, FF Tootle, FF Mueller, Mr. Steve Abel

## **CALL TO ORDER & PLEDGE OF ALLEGIANCE:**

The meeting was called to order by President Von Flue at 12:15 p.m.

## **DISCUSSION:**

### **3.1 Board Policy Manual – Review Schedule**

Office Administrator Cantu requested guidance on how the board would like to review policies. After discussion the Board requested that policies are reviewed by section each month.

### **3.2 Strategic Plan Presentation & Discussion**

Chief Miles introduced Steve Abel who gave a brief introduction of his experience and previous projects. Mr. Abel gave a presentation on Strategic Planning and its components to the Board. Mr. Abel discussed in depth the requirements needed in order to create a successful and unique Strategic Plan. Mr. Abel answered various questions from the Board and after consideration; a consensus was reached to reach a decision at the next board meeting. Director Bielenberg

requested District call response and demographics. After discussion and clarification, AC Grambusch stated he would provide additional reports to the board for review.

**IV Adjournment:**

The meeting was adjourned at 1:57 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
President

Minutes recorded and prepared by Candace Cantu

DRAFT



# Accounts Payable

## Checks by Date - Detail by Check Date

User: candace  
 Printed: 9/9/2021 5:06 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
35846	068535	911 SUPPLY INC	08/11/2021	
	113800	NAME TAPE & PATCH INSTALL		24.00
	113801	NAME TAPE & PATCH INSTALL		28.85
	113802	NAME TAPE & PATCH INSTALL		24.00
	113803	NAME TAPE & PATCH INSTALL		24.00
	113804	NAME TAPE & PATCH INSTALL		24.00
	113805	NAME TAPE & PATCH INSTALL		24.00
	113806	NAME TAPE & PATCH INSTALL		24.00
	113807	NAME TAPE & PATCH INSTALL		24.00
	113808	NAME TAPE & PATCH INSTALL		24.00
Total for Check Number 35846:				220.85
35847	001098 10779	ADVANCE DESIGN SYSTEMS, INC. IT SUPPORT VPN ST 8	08/11/2021	1,355.00
Total for Check Number 35847:				1,355.00
35848	6091910	AMAZON CAPITAL SERVICES	08/11/2021	
	17D6D1H4Y9HN	LIGHTERS		7.95
	17D6D1H4Y9HN	(2) CAMPING STOVE		216.63
	17D6D1H4Y9HN	(6) BACKPACK STOVE		102.00
	17D6D1H4Y9HN	GYM BAGS		153.12
	17D6D1H4Y9HN	DUFFLE BAG		51.04
	17D6D1H4Y9HN	FLASHLIGHT		29.98
	17D6D1H4Y9HN	LUMENS W/ CHARGER		174.00
	17D6D1H4Y9HN	419 RADIO CHARGER		32.99
	17D6D1H4Y9HN	POCKET FOLDERS		27.07
	17D6D1H4Y9HN	RULERS		5.29
	17D6D1H4Y9HN	STENO BOOK		15.99
	17D6D1H4Y9HN	WRITING PADS		18.48
	17D6D1H4Y9HN	POCKET FOLDERS		19.73
	17D6D1H4Y9HN	BULK INFLATABLE BALLS		11.99
	17D6D1H4Y9HN	SPRINKLER		16.49
	17D6D1H4Y9HN	INFLATABLE SPRINKLER		9.95
	17D6D1H4Y9HN	SPRINKLER		15.95
	17D6D1H4Y9HN	WATER BLASTERS		14.99
	17D6D1H4Y9HN	SOAKERS		19.95
	17D6D1H4Y9HN	(2) EYE GLASS KITS		15.98
	17D6D1H4Y9HN	USB CHARGERS		11.95
	17D6D1H4Y9HN	MOLESKINS		14.98
	17D6D1H4Y9HN	IPHONE CHARGER		10.19
	17D6D1H4Y9HN	SWABS		7.99
	17D6D1H4Y9HN	SUNSCREEN		9.81
	17D6D1H4Y9HN	INSECT REPELENT		16.94
Total for Check Number 35848:				1,031.43
35849	010185 1139	CARDMEMBER SERVICE ANTENNAS FOR RADIOS	08/11/2021	136.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1139	HOSE		56.57
	1139	CABINET KEY		5.24
	2503	DEF FUEL		10.44
	2503	ZOOM SUBSCRIPT.		14.99
	2503	I NEW SUBSCRIPT.		14.00
	2503	75 SUBSCRIPT @ 12.50 EA		937.50
	2675	CALLCENTRIC PHONE SYS.		50.85
	4845	JET KIT		11.81
	8105	PLATES/UTENSILS		99.61
	8105	COPIER LEASE 6/1-7/30		358.02
	8105	COPY PAPER		155.64
	8105	CUPS		89.99
	8105	SYMPATHY FLOWERS		71.20
	8105	ZOOM SUBSCRIPT.		14.99
	8105	QTRLY 941		6.45
	8105	ONLINE INVITE DOWNLOAD		7.99
	9000	BOOTS		199.95
				<hr/>
				Total for Check Number 35849:
				2,241.49
35850	010172	CARSON OIL COMPANY	08/11/2021	
	CP00326044	FUEL FOR 432		91.74
	CP00326044	FUEL FOR 419		298.54
	CP00326044	FUEL FOR 401		51.92
	CP00326044	FUEL FOR 402		333.37
	CP00326044	FUEL FOR 423		31.34
	CP00326044	FUEL FOR 437		66.16
	CP00326044	FUEL FOR 412		103.62
	CP00326044	FUEL FOR 413		34.07
	CP00326044	FUEL FOR 411		75.54
	CP00326044	FUEL FOR 434		110.36
	CP00326044	FUEL FOR 482		208.64
	CP00326044	FUEL FOR 419		154.02
	CP00326044	FUEL FOR 411		219.34
				<hr/>
				Total for Check Number 35850:
				1,778.66
35851	096998	CITY OF SILVERTON	08/11/2021	
	5.05070.0	WATER USAGE AT STAT. 1 7/16		52.13
	5.05071.0	WATER USAGE STAT. 1 MAINT BAY 7/16		267.82
	5.05072.6	WATER USE: STAT. 1 SPRINKLERS 7/16		396.92
				<hr/>
				Total for Check Number 35851:
				716.87
35852	013528	CRUISE MASTER PRISMS, INC.	08/11/2021	
	25698	VOLUNTEER AWARDS		1,302.80
				<hr/>
				Total for Check Number 35852:
				1,302.80
35853	098952	DAS PROPERTY DISTRIBUTION CENT	08/11/2021	
	ARK46236	N95 MASKS		100.00
				<hr/>
				Total for Check Number 35853:
				100.00
35854	015500	DE LAGE LANDEN	08/11/2021	
	73340205	COPIER LEASE PAYMENT 8/15-9/14		231.00
				<hr/>
				Total for Check Number 35854:
				231.00
35855	033975	GRAINGER	08/11/2021	
	9007713366	FIRE EXT. BRACKET		95.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35855:	95.36
35856	097300	HI-SCHOOL PHARMACY #1178	08/11/2021	
	SILFIRED	LIFE VESTS		71.14
	SILFIRED	BOOT POLISH		8.96
	SILFIRED	PEST CONTROL		22.74
	SILFIRED	BRACKET FOR VESTS		5.94
	SILFIRED	HOSE COUPLER		7.59
	SILFIRED	BULB, WIRE		43.97
	SILFIRED	BULBS		27.98
			Total for Check Number 35856:	188.32
35857	6091912 SFD21003	KEITH ALLEN SMITH TRAINING: TARGET SOLUTIONS	08/11/2021	100.00
			Total for Check Number 35857:	100.00
35858	6091891 479867	KILLERS PEST CONTROL SALEM PEST CONTROL SERVICE	08/11/2021	145.00
			Total for Check Number 35858:	145.00
35859	056430 3600733	LANDMARK FORD TAIL LIGHT 482	08/11/2021	283.46
			Total for Check Number 35859:	283.46
35860	058000 1701038390 23000458290	LES SCHWAB TIRE CENTER TIRES/ALIGNMENT 437 TIRES/ALIGNMENT 437	08/11/2021	1,969.40 1,038.56
			Total for Check Number 35860:	3,007.96
35861	058540 1	LIFE FLIGHT NETWORK, LLC 21-22 RENEWAL 63 @ \$59 EA	08/11/2021	3,717.00
			Total for Check Number 35861:	3,717.00
35862	6091914 2108042021	LOCO ONO BBQ & CATERING, LLC ANNUAL PICNIC	08/11/2021	2,730.00
			Total for Check Number 35862:	2,730.00
35863	072925 2021221044 2021221057	METCOM 9-1-1 DISPATCH SERV. FEE FOR AUG CREW FORCE	08/11/2021	7,441.43 386.86
			Total for Check Number 35863:	7,828.29
35864	095050 1534 1535 1535	SCHURTER TRUCKING AIR LINE CAT TAX REAR BRAKES/ROTORS	08/11/2021	290.00 8.86 1,264.00
			Total for Check Number 35864:	1,562.86
35865	096976 21570 21570 21570	SILVER CREEK AUTO PARTS, INC. PUMP COOLER LINE 485 OIL/AIR FILTERS 401,411,437 OIL/FUEL FILTERS 437	08/11/2021	43.75 225.31 121.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	21570	ADAPTER 419		4.34
	21570	OIL FILTER 437		25.65
	21570	FUEL FILTER 437		15.23
	21570	WINDSHIELD NOZZLE 437		16.03
	21570	BATTERY 411		155.50
	21570	ANTI FREEZE 411		9.08
	21570	PARTS 423		24.97
			Total for Check Number 35865:	641.71
35866	077200 02257	TRUE NORTH EMER EQ PUMPER REPAIR 485	08/11/2021	1,363.94
			Total for Check Number 35866:	1,363.94
35867	119000 682696 682714	WILCO LANDSCAPE WEED/FEED FIELD FLAGS	08/11/2021	44.99 14.99
			Total for Check Number 35867:	59.98
35868	230918 10117	WIRE WORKS LLC EMERGENCY LIGHTS 415	08/11/2021	355.41
			Total for Check Number 35868:	355.41
35869	034015 7/25-8/24 RL 7/25-8/24 ST1 7/25-8/24 ST3 7/25-8/24 ST8 7/25-8/24 ST9 7/25-8/24 STA2	ZIPLY FIBER 503-001-0586-110204-5 503-873-2805-070997-5 503-873-3190-062193-5 503-873-6215-090168-5 503-873-5645-012395-5 503-873-5097-071291-5	08/11/2021	25.61 173.78 57.75 80.89 57.75 64.38
			Total for Check Number 35869:	460.16
			Total for 8/11/2021:	31,517.55
35870	6091838 7963	ACCUITY, LLC 20-21 AUDIT PROGRESS BILL	08/30/2021	4,000.00
			Total for Check Number 35870:	4,000.00
35871	005135 P42790072	BATTERIES + BULBS (2) 6V BATTERIES FOR B497	08/30/2021	66.00
			Total for Check Number 35871:	66.00
35872	010172 CP00329194 CP00329194 CP00329194 CP00329194 CP00329194 CP00329194 CP00329194 CP00329194 CP00329194 CP00329194 IN615588	CARSON OIL COMPANY FUEL FOR 411 FUEL FOR 421 FUEL FOR 412 FUEL FOR 411 FUEL FOR 414 FUEL FOR 434 FUEL FOR 482 FUEL FOR 401 FUEL FOR 423 FUEL FOR 413 BULK DIESEL 154.10 GAL @ 3.2013EA	08/30/2021	211.90 90.32 105.14 215.96 22.80 92.10 99.85 96.61 81.16 23.84 493.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35872:	1,533.01
35873	013528 25726	CRUISE MASTER PRISMS, INC. LIFE MEMBER PLAQUE	08/30/2021	101.20
			Total for Check Number 35873:	101.20
35874	032005 267049 267051	G & G AUTO CARE SUPPLY, INC. VEHICLE SHAMPOO/WAX POLE W/TREADED TOP	08/30/2021	93.62 42.68
			Total for Check Number 35874:	136.30
35875	033975 9013577037 9027446609	GRAINGER PAPER TOWELS/TISSUE PAPER BATTERIES FOR STOCK	08/30/2021	195.64 134.62
			Total for Check Number 35875:	330.26
35876	035075 1	HRA VEBA TRUST YA462 HRA/VEBA: AUG	08/30/2021 PR Batch 00001.08.2021 YA4	1,200.00
			Total for Check Number 35876:	1,200.00
35877	6091828 1	KATIE TOLMACHOFF MEAL REIMB. FOR MECHANIC CREW	08/30/2021	139.00
			Total for Check Number 35877:	139.00
35878	6091912 SFD21-004	KEITH ALLEN SMITH TRAINING: AUG 1-15	08/30/2021	325.00
			Total for Check Number 35878:	325.00
35879	058000 23000461618	LES SCHWAB TIRE CENTER 2 TIRES/BALANCE B437	08/30/2021	626.60
			Total for Check Number 35879:	626.60
35880	091893 IN0686713 IN0686713	LIFEMAP ASSURANCE CO. AD&D/LIFE INS. EMPLOYER CONTIB: SEP LIFEMAP: EMPLOYEE CONTRIB.: SEP	08/30/2021 PR Batch 00001.08.2021 AD& PR Batch 00001.08.2021 LIF	53.10 46.25
			Total for Check Number 35880:	99.35
35881	098725 60005	LOCAL GOVERNMENT LAW GROUP P. LEGAL SERVICES: JUL	08/30/2021	514.50
			Total for Check Number 35881:	514.50
35882	065870 A418194	MARC NELSON OIL PRODUCTS BULK DIESEL 245 GAL @ 3.13904EA	08/30/2021	769.07
			Total for Check Number 35882:	769.07
35883	065866 97308	MARION COUNTY TREASURY DEPT. MAY 2021 (3) DIRECTOR ELECTION	08/30/2021	6,625.07
			Total for Check Number 35883:	6,625.07
35884	072925 2021221075	METCOM 9-1-1 DISPATCH SERV. FEE FOR SEP	08/30/2021	7,441.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35884:	7,441.43
35885	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES 7/7-8/6	08/30/2021	30.59
			Total for Check Number 35885:	30.59
35886	6091896 5016403120	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 9/1-9/30	08/30/2021	179.01
			Total for Check Number 35886:	179.01
35887	083200 0074320000 2603340000 3700411000 5974190000 8950420000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 7/9-8/9 STAT. 1 ELECTRIC SERV. 7/9-8/9 STAT. 3 ELECTRIC SERV. 7/9-8/9 STAT. 9 ELECTRIC SERV. 7/9-8/9 STAT. 2 ELECTRIC SERV. 7/7-8/5	08/30/2021	164.10 1,392.27 49.07 34.09 42.41
			Total for Check Number 35887:	1,681.94
35888	012100 97498	RADIO COMMUNICATIONS SERVICE, PORTABLE REPAIR	08/30/2021	125.00
			Total for Check Number 35888:	125.00
35889	092090 0456003171531 0456003172670	REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. 7/1-7/31 STAT. 8 GARBAGE SERV. 7/1-7/31	08/30/2021	182.25 30.14
			Total for Check Number 35889:	212.39
35890	098720 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823	SDIS MEDICAL: EMPLOYEE CONTRIB.: SEP MEDICAL: EMPLOYER CONTRIB.: SEP LTD: EMPLOYER CONTRIB.: SEP COBRA PREMIUM C. MILES: SEP COBRA PREMIUM G. JENSEN: SEP COBRA PREMIUM C. MILES: SEP COBRA PREMIUM G. JENSEN: SEP MEDICAL: EMPLOYEE CONTRIB.: SEP	08/30/2021 PR Batch 00001.08.2021 MEI PR Batch 00001.08.2021 MEI PR Batch 00001.08.2021 LTD	950.76 8,556.84 178.14 756.43 1,398.75 2.24 4.48 44.04
			Total for Check Number 35890:	11,891.68
35891	027039 930943	SUN LIFE FINANCIAL 930943 LIFE INS. PREMIUM: SEP	08/30/2021	402.99
			Total for Check Number 35891:	402.99
35892	112435 9885355918 9885355918 9885355918 9885355918 9885355918 9885355918 9885355918 9885355918 9885355918 9885355918 9885355918 9885355918 9885355918	VERIZON WIRELESS E. GRAMBUSCH CELL SERV.: 8/2-9/1 K. VEIT CELL SERV.: 8/2-9/1 VACANT CELL SERV.: 8/2-9/1 M. HUGHES CELL SERV.: 8/2-9/1 C. CANTU CELL SERV.: 8/2-9/1 B. MILES CELL SERV.: 8/2-9/1 I. PETERSON CELL SERV.: 8/2-9/1 STA. 8 IPAD SERV.: 8/2-9/1 AC IPAD SERV.: 8/2-9/1 CHIEF IPAD SERV.: 8/2-9/1 STA. 1 IPAD SERV.: 8/2-9/1	08/30/2021	44.28 44.28 44.28 44.28 44.28 44.28 44.28 40.01 40.01 40.01 40.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35892:	470.00
35893	010700	VOYA-OSGP	08/30/2021	
	1	OSGP CONTRIB FOR: 2427		2,166.00
	2	OSGP CONTRIB FOR: 2738		200.00
	3	OSGP CONTRIB FOR: 8807		100.00
	4	OSGP CONTRIB FOR: 1314		2,166.50
			Total for Check Number 35893:	4,632.50
35894	6091829 8/12-9/11	WAVE 056639301-0008873 CONV. BOX	08/30/2021	
				58.53
			Total for Check Number 35894:	58.53
			Total for 8/30/2021:	43,591.42
			Report Total (49 checks):	75,108.97

# General Ledger

## Expense vs Budget with Encumbrances

User: candace

Printed: 09/09/21 17:06:20

Period 01 - 02

Fiscal Year 2022

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 550,000.00	\$ 77,332.82	\$ 472,667.18	85.94%
25-1-51002	EXTRA PERSONNEL	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 26,000.00	\$ 19,492.84	\$ 6,507.16	25.03%
25-1-51004	SOCIAL SECURITY	\$ 52,000.00	\$ 14,270.71	\$ 37,729.29	72.56%
25-1-51005	GROUP HEALTH INSURANCE	\$ 175,000.00	\$ 17,113.68	\$ 157,886.32	90.22%
25-1-51006	GROUP LIFE INSURANCE	\$ 16,000.00	\$ 1,268.46	\$ 14,731.54	92.07%
25-1-51007	PERS	\$ 172,000.00	\$ 29,638.21	\$ 142,361.79	82.77%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-51009	OVERTIME	\$ 35,000.00	\$ 25,659.23	\$ 9,340.77	26.69%
25-1-51010	VOLUNTEERS	\$ 70,000.00	\$ 83,551.68	\$ (13,551.68)	-19.36%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 19,200.00	\$ 2,400.00	\$ 16,800.00	87.50%
25-1-51013	DIRECTORS EXPENSES	\$ 600.00	\$ -	\$ 600.00	100.00%
<b>PAYROLL RELATED EXP</b>		<b>\$ 1,118,500.00</b>	<b>\$ 270,727.63</b>	<b>\$ 847,772.37</b>	<b>75.80%</b>
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 370.93	\$ 3,129.07	89.40%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 9,000.00	\$ 915.00	\$ 8,085.00	89.83%
25-1-61003	CONTRACT SERVICES	\$ 18,000.00	\$ 2,152.66	\$ 15,847.34	88.04%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 1,990.40	\$ 18,009.60	90.05%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,000.00	\$ 6.45	\$ 1,993.55	99.68%
25-1-61006	UTILITIES	\$ 36,000.00	\$ 5,400.39	\$ 30,599.61	85.00%
25-1-61007	ELECTION EXPENSES	\$ 5,200.00	\$ 6,711.40	\$ (1,511.40)	-29.07%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 16,000.00	\$ 2,480.94	\$ 13,519.06	84.49%
25-1-61009	LGIP FEES	\$ 100.00	\$ -	\$ 100.00	100.00%
25-1-61011	ANNUAL AUDIT	\$ 8,200.00	\$ 5,000.00	\$ 3,200.00	39.02%
25-1-61012	EMPLOYEE RECOGNITION	\$ 2,500.00	\$ 1,404.00	\$ 1,096.00	43.84%
25-1-61013	RECRUITING EXPENSE	\$ 1,500.00	\$ 670.00	\$ 830.00	55.33%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%
25-1-61015	TRAINING EXPENSE	\$ 30,000.00	\$ 1,255.87	\$ 28,744.13	95.81%
25-1-61016	CONFERENCE EXPENSE	\$ 6,000.00	\$ -	\$ 6,000.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,000.00	\$ 134.62	\$ 2,865.38	95.51%
25-1-61018	EMS SUPPLIES	\$ 5,000.00	\$ 122.75	\$ 4,877.25	97.55%
25-1-61019	INSURANCE	\$ 70,000.00	\$ -	\$ 70,000.00	100.00%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 6,500.00	\$ 66.00	\$ 6,434.00	98.98%
25-1-61023	UNIFORM ALLOWANCE	\$ 7,500.00	\$ 220.85	\$ 7,279.15	97.06%
25-1-61024	FUELS AND LUBRICANTS	\$ 28,000.00	\$ 6,423.23	\$ 21,576.77	77.06%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ -	\$ 650.00	100.00%
25-1-61026	RADIO MAINTENANCE	\$ 7,500.00	\$ 261.25	\$ 7,238.75	96.52%
25-1-61027	COMPUTER MAINTENANCE	\$ 10,000.00	\$ 1,355.00	\$ 8,645.00	86.45%
25-1-61031	LEGAL SERVICES	\$ 20,000.00	\$ 588.00	\$ 19,412.00	97.06%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-61033	APPLIANCES	\$ 4,500.00	\$ -	\$ 4,500.00	100.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 40,000.00	\$ 453.45	\$ 39,546.55	98.87%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,000.00	\$ 480.00	\$ 5,520.00	92.00%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 8,500.00	\$ 23.93	\$ 8,476.07	99.72%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 89,300.00	\$ 23,130.15	\$ 66,169.85	74.10%



Account Number	Description	Budget	End Bal	Available	% Available
25-1-61055	MEDICAL MEMBERSHIPS	\$ 7,500.00	\$ 3,717.00	\$ 3,783.00	50.44%
25-1-61056	HEALTH AND WELFARE	\$ 10,000.00	\$ 2,890.52	\$ 7,109.48	71.09%
25-1-61057	VEHICLE MAINTENANCE	\$ 35,000.00	\$ 8,552.14	\$ 26,447.86	75.57%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 400.00	\$ -	\$ 400.00	100.00%
25-1-61063	GRANT EXPENDITURES	\$ 165,000.00	\$ -	\$ 165,000.00	100.00%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 2,500.00	\$ 17.18	\$ 2,482.82	99.31%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,200.00	\$ 1,509.62	\$ (309.62)	-25.80%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 95.36	\$ 1,404.64	93.64%
25-1-61094	HEALTH/MEDICAL	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%
	<b>MATL SUPP &amp; EXP</b>	<b>\$ 728,750.00</b>	<b>\$ 78,399.09</b>	<b>\$ 650,350.91</b>	<b>89.24%</b>
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 26,000.00	\$ -	\$ 26,000.00	100.00%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 30,000.00	\$ -	\$ 30,000.00	100.00%
25-1-71003	MAJOR EQUIPMENT	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ -	\$ 8,500.00	100.00%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 8,000.00	\$ -	\$ 8,000.00	100.00%
25-1-71015	HOSE REPLACEMENT	\$ 7,500.00	\$ -	\$ 7,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 20,000.00	\$ -	\$ 20,000.00	100.00%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
	<b>CAPITAL OUTLAY</b>	<b>\$ 124,000.00</b>	<b>\$ -</b>	<b>\$ 124,000.00</b>	<b>100.00%</b>
25-1-90001	CONTINGENCIES	\$ 125,000.00	\$ -	\$ 125,000.00	100.00%
	<b>CONTINGENCY</b>	<b>\$ 125,000.00</b>	<b>\$ -</b>	<b>\$ 125,000.00</b>	<b>100.00%</b>
25-5-92006	ENDING FUND BALANCE	\$ 700,000.00	\$ -	\$ 700,000.00	100.00%
	<b>UNAPPROPRIATED</b>	<b>\$ 700,000.00</b>	<b>\$ -</b>	<b>\$ 700,000.00</b>	<b>100.00%</b>
25-1-91025	TRANSFER OUT (FUND 24)	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 110,000.00	\$ -	\$ 110,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 46,000.00	\$ -	\$ 46,000.00	100.00%
	<b>TRANSFER OUT</b>	<b>\$ 170,000.00</b>	<b>\$ -</b>	<b>\$ 170,000.00</b>	<b>100.00%</b>
25-1-93001	LEASE PRINCIPAL	\$ 50,825.00	\$ -	\$ 50,825.00	100.00%
25-1-93002	LEASE INTEREST	\$ 2,652.00	\$ -	\$ 2,652.00	100.00%
	<b>DEBT SERVICE</b>	<b>\$ 53,477.00</b>	<b>\$ -</b>	<b>\$ 53,477.00</b>	<b>100.00%</b>
<b>Expense Total</b>		<b>\$ 3,019,727.00</b>	<b>\$ 349,126.72</b>	<b>\$ 2,670,600.28</b>	<b>88.44%</b>

## BANK ACCOUNT BALANCE COMPARISON

<u>June 30, 2020</u>		<u>June 30, 2021</u>	
Columbia Bank Checking	\$ 550,888.46	Columbia Bank Checking	\$ 161,609.77
Columbia Bank MM	\$ 94,851.10	Columbia Bank MM	\$ 247,640.10
Local Gov't Pool	\$ 1,317,272.13	Local Gov't Pool	\$ 1,972,297.80
<b>Sub Total</b>	<b>\$ 1,963,011.69</b>	<b>Sub Total</b>	<b>\$ 2,381,547.67</b>
<b><i>OPERATING BUDGET AHEAD \$418,535.98</i></b>			
2015 Bond	\$ 113,576.68	2015 Bond	\$ 30,669.52
<b>Grand Total</b>	<b>\$ 2,076,588.37</b>	<b>Grand Total</b>	<b>\$ 2,412,217.19</b>
<b>OVERALL AHEAD \$335,628.82</b>			

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

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

# **SILVERTON FIRE DISTRICT**

  

# **BOARD POLICY MANUAL**



January 2021

# TABLE OF CONTENTS

101	<i>ADOPTING &amp; REVISING POLICIES</i> .....	1
102	<i>MEMBERSHIP OF THE FIRE DISTRICT BOARD OF DIRECTORS &amp; THE BOARD RULES</i> .....	3
103	<i>PUBLIC MEETINGS</i> .....	5
104	<i>PUBLIC RECORDS</i> .....	13
105	<i>DUTIES, RESPONSIBILITIES &amp; GOVERNANCE OF THE BOARD</i> .....	19
106	<i>BOARD MEMBER ETHICS &amp; CONFLICTS OF INTEREST</i> .....	24
201	<i>PERSONNEL POLICY</i> .....	27
202	<i>PHYSICAL EXAMINATIONS FOR PERSONNEL</i> .....	29
203	<i>EMPLOYEE ASSISTANCE PROGRAM</i> .....	31
204	<i>HARASSMENT POLICY</i> .....	32
205	<i>HEALTH CARE BENEFITS FOR RETIREES</i> .....	37
206	<i>EMPLOYEE HRA VEBA MEDICAL EXPENSE PLAN</i> .....	39
207	<i>WHISTLEBLOWER PROTECTION</i> .....	40
301	<i>FIXED ASSETS &amp; INVENTORY CONTROL</i> .....	41
302	<i>PURCHASING</i> .....	43
303	<i>REIMBURSEMENT FOR DISTRICT SERVICES</i> .....	45
304	<i>PUBLIC CONTRACTING</i> .....	47

## **TABLE OF CONTENTS** (cont'd)

<i>305</i>	<i>INTERNAL FINANCIAL CONTROLS</i> .....	<i>56</i>
<i>401</i>	<i>COMMUNICABLE DISEASE</i> .....	<i>Rescinded</i>
<i>403</i>	<i>SUBSTANCE ABUSE</i> .....	<i>Rescinded</i>
<i>501</i>	<i>LAW ENFORCEMENT LIAISON</i> .....	<i>Rescinded</i>
<i>502</i>	<i>LOSS PREVENTION &amp; SAFETY</i> .....	<i>58</i>
<i>503</i>	<i>HAZARD COMMUNICATION</i> .....	<i>Rescinded</i>
<i>504</i>	<i>FIRE COMPANY WARNING LIGHTS</i> .....	<i>Rescinded</i>
<i>505</i>	<i>COURT ORDERED COMMUNITY SERVICE</i> .....	<i>60</i>
<i>506</i>	<i>HAZARDOUS ENERGY LOCK-OUT &amp; TAG-OUT</i> .....	<i>Rescinded</i>
<i>507</i>	<i>RESPIRATORY PROTECTION PROGRAM</i> .....	<i>Rescinded</i>

# Silverton Fire District

## Board Policy # 101

### ADOPTING & REVISING POLICIES

---

*Date Originated: January 10, 1989*  
*Revised: November 10, 2015*  
*Reviewed: November 10, 2020*

#### BOARD GUIDELINES AND POLICIES

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

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

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

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

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

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

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

## **POLICY ADOPTION, CHANGES AND REVIEW**

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

It will be the policy of the District Board to recognize that all Board policies shall remain flexible and be subject to review and change. Such review will take place at least once a year at a regularly scheduled Board meeting on a date or dates selected by the Board and will appear as an agenda item.

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

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

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

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

After a policy is adopted and is later revised, the existing wording will be viewed as a "strikeout" with the draft revised wording to be "underlined" for clarification. The revised document presented will be marked as "Draft". When the revision is adopted, all portions in "strikeout" will be removed from the document and the revised date will be added.

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

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

**Silverton Fire District**  
Board Policy # 102

**MEMBERSHIP OF THE FIRE DISTRICT  
BOARD OF DIRECTORS & THE BOARD RULES**

---

*Date Originated: December 11, 2001*  
*Revised: October 8, 2019*  
*Reviewed: November 10, 2020*

**MEMBERSHIP OF THE BOARD**

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

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

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

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

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

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

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

1. Fire Board Polices;
2. Operations Guides;
3. District Territory and Boundaries Map;
4. District Employee & Volunteer Handbook

**DIRECTOR'S REIMBURSEMENT**

It will be a policy of the Board that Directors shall receive compensation for services as a member of the Board plus reimbursement for reasonable expenses actually incurred on



Fire District business when presented for reimbursement and supported by appropriate documentation in accordance with generally accepted accounting procedures. Expenses incurred for lodging shall be covered at the actual cost of lodging for single or dual occupancy.

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

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

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

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

## **VACANCIES ON THE BOARD**

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

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

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

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

**Silverton Fire District**  
**Board Policy # 103**

**PUBLIC MEETINGS**

---

*Date Originated: September 3, 2003*  
*Revised: November 10, 2020*  
*Reviewed:*

**NOTICE AND LOCATION OF MEETINGS**

**A. 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.

**B. COMPLIANCE WITH LAW**

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

**C. 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.

**D. 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.

**E. MEETINGS HELD BY TELEPHONE**

Meetings held by telephone or other electronic communication are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192,670(1). Notice and opportunity for public access shall be provided when meetings are conducted by meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2). The media shall be provided access to a listening location whenever executive sessions are conducted electronically, unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(3).

**F. 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.

**G. 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.

**H. 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, OR 97381

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

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

#### **I. 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:

1. 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.
2. If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
3. The requirement for an interpreter does not apply to emergency meetings.
4. 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**

#### **A. DISTRIBUTION OF MATERIALS TO BOARD MEMBERS**

The agenda and financial report shall be given to each member of the Board of

Directors at least four (4) days prior to any regularly scheduled board meeting.

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

**B. 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**

**A. 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
- Good of the Order
- Adjournment

**CONDUCT OF BOARD MEETINGS**

**A. PRESIDING OFFICER**

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

**B. 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.

**C. PUBLIC PARTICIPATION**

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

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

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

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

**D. 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.

**E. QUORUM REQUISITES**

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

**F. 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.

**G. CONFLICT OF INTEREST**

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

**H. ADJOURNMENT**

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

**EXECUTIVE SESSIONS**

**A. 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.

**B. 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.

**C. PURPOSES**

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

**D. 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**

### **A. 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:

1. All members of the Board present.
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document discussed at the meeting.

### **B. 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).

### **C. 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).

### **D. 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.

**E. 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

## Board Policy # 104

### PUBLIC RECORDS

---

*Date Originated: September 9, 2003*  
*Revised: October 8, 2019*  
*Reviewed: November 10, 2020*

#### PUBLIC RECORDS

**A. PURPOSE**

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

**B. POLICY**

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

**C. PUBLIC RECORDS**

Oregon Public Records law defines a public record as:

*“any writing containing information relating to the conduct of the public’s business, including but not limited to court records, mortgages, and deed records, prepared,*

*owned, used or retained by a public body regardless of physical form or characteristics.” ORS 192.410(4).*

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

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

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

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

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

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

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

Original minutes and records in any form of executive sessions will not be viewed, reviewed, or released without a written request and subsequent written authorization from the Board of Directors and Fire Chief upon advice from the district’s attorney. Any and all cost incurred by the district to produce the

requested documentation will be paid by the requesting party for actual costs of producing the records.

**D. PUBLIC RECORDS EXEMPT FROM DISCLOSURE**

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

1. Personal Safety Exemption - ORS 192.445(1): If an individual requests in writing that a public body not disclose the phone number or address of the individual, the public body is prohibited from disclosing the information if the safety of the individual or family member would be in danger.
2. Public Records Relating to Pending Litigation - ORS 192.501(1): If a public body is involved in litigation, or if litigation is reasonably likely in the future, the public records relating to the litigation are exempt from disclosure.
3. Archeological Sites or Objects - ORS 192.501(11): Information concerning the location of archeological sites or objects are exempt from disclosure, unless requested by the governing body of an affected Indian tribe.
4. Personal Discipline Actions - ORS 192.501(12): Public records of a discipline action or materials or documents supporting that action are exempt from disclosure.
5. Threatened or Endangered Species - ORS 192.501(13): Certain information regarding the habitat, location or population of any threatened or endangered species is exempt from disclosure.
6. Personal Privacy Exemption - ORS 192.502(2): Information of a personal nature, such as that kept in a medical or personal file, is exempt from disclosure if disclosure would be an unreasonable invasion of privacy, unless disclosure is in the public interest by clear and convincing evidence. Personal information includes home address, phone number, weight and age.
7. Public Employees Addresses, Dates of Birth and Telephone Numbers - ORS 192.502(3): The addresses, dates of birth and phone numbers of public employees and volunteers which are maintained by the public body in personnel files are exempt from disclosure.
8. Confidential Information Submitted by Citizens - ORS 192.502(4): Information submitted to a public body in confidence and not required to be submitted, where the information should reasonably be considered confidential, and the public body has in good faith obliged itself to keep the information confidential, is exempt from disclosure.
9. Records Deemed Confidential or Privileged under federal and state laws or

regulations - ORS 192.502(8) & (9): Communications that are subject to

attorney/client privilege, such as communications between District legal counsel and a District staff member are exempt from disclosure.

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

#### **E. COMPLIANCE**

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

1. Specificity of Request: A request for public records that are in the custody of the Silverton Fire District may be made by submitting a written request to the Fire Chief or his/her designee. The request may be submitted in person, by mail, by fax or by email to the Office Administrator who will coordinate requests received by the public. The request must:
  - Include name and address of the person requesting the public record;
  - Include telephone number or other contact information for the person requesting the public record; and
  - Include a detailed description of the record(s) requested to allow Silverton Fire District to search for and identify responsive records.
  - Be dated and signed by the person requesting the public record.
2. Access: The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Fire Chief may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained.
3. Certified Copies: Certified copies of non-exempt public records shall be furnished upon request and receipt of payment therefore.

#### **F. FEES FOR PUBLIC RECORDS**

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

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

2. Copies of Sound Recordings: Copies of sound recordings of meetings shall be imposed such as are necessary to reimburse the District for its actual costs of producing the records per copy.
3. Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
4. Research Fees: If a request for records requires district personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$20.00 per hour and additional charges shall be in ¼ hour increments. The district shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
5. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
6. Reduced Fee or Free Copies: Whenever the Fire Chief determines that furnishing copies of public records in the District's possession at a reduced fee or without costs would be in the public interest, the Fire Chief may so authorize ORS 192.440(4).

**G. AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS**

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

**H. ON-SITE REVIEW OF ORIGINAL RECORDS**

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

**I. UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS**

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

**J. PATIENT CONFIDENTIALITY**

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

**K. RELEASE OF PATIENT INFORMATION**

1. The pre-hospital care report is considered privileged information and shall be treated as such. Access to same, upon completion, will be restricted to authorized staff only (treating medic personnel, EMS Officer, Training Officer, billing staff, supervising physician).
2. PHCR or detailed information concerning patient medical history shall not be copied except as required for CONFIDENTIAL quality improvement review EXCEPT that:
  - a. Copies may be provided to: upon receipt of a release form (see attached Patient Release of Information) to;
    - *The patient (with identification)*
    - *The patient's legal representative, upon written request/release signed by the patient*
    - *The patient's legal guardian (with proof of guardianship and identification) or a written request from the legal guardian, along with proof of legal guardianship*
    - *Person providing a subpoena for the record*
3. The District will cooperate within the above limits as much as possible to assist law enforcement investigative efforts; however, law enforcement agencies shall not be exempt from obtaining a subpoena for copies of the records. Law enforcement personnel may be given patient name, age, DOB, address, and relevant information verbally from the PHCR.

# Silverton Fire District

## Board Policy # 105

### DUTIES, RESPONSIBILITIES & GOVERNANCE OF THE BOARD

---

*Date Originated: October 14, 2014*

*Revised: March 8, 2016*

*Reviewed: November 10, 2020*

#### DUTIES AND RESPONSIBILITIES

**A. MEETING THE NEEDS OF THE DISTRICT**

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

**B. FORMULATION AND INTERPRETATION OF DISTRICT POLICY**

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

**C. MANAGEMENT AND COMMUNICATION BETWEEN BOARD AND STAFF**

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

**D. BOARD MEETING CONDUCT**

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



discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

**E. BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY**

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

**F. ETHICAL STANDARDS**

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

**G. BOARD MEMBER EDUCATION**

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

**H. DISCIPLINE**

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

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

## **GOVERNANCE**

**A. COMMUNICATIONS**

- Develop regular channels of communication with Board members and staff.
- Encourage participation of staff members on appropriate committees.

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

**B. FINANCIAL**

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

**C. POLICIES, OBJECTIVES, AND PLANS**

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

**D. MANAGEMENT**

- Select the District President and other Board officers.
- Hire the Fire Chief.
- Define the duties and responsibilities for the President, Fire Chief, Officers, and major committee chairpersons.

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

**E. EMPLOYEE RELATIONS**

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

**F. CONTROL**

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

**G. BOARD OF DIRECTORS**

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

- Discussions on matters of overall policy outside of regular Board meetings can violate the open meetings law.

**H. PUBLIC ACCOUNTABILITY**

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

**Silverton Fire District**  
Board Policy # 106

**BOARD MEMBER ETHICS & CONFLICTS OF INTEREST**

---

*Date Originated: February 1, 2016*

*Revised:*

*Reviewed: November 10, 2020*

**A. PURPOSE**

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

**B. FINANCIAL GAIN**

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

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

**C. GIFTS**

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

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

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

may accept unlimited gifts from specified relatives.

**D. CONFLICT OF INTEREST**

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

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

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

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

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

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

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

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

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

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

If a public official is met with an actual conflict of interest and the public official's vote is necessary to meet the minimum number of votes required for official action,

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