

SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, November 9, 2021 at 7:00 P.M.
Silverton Station # 1 Video Conference

Join Zoom Meeting:

<https://us02web.zoom.us/j/85872008620?pwd=ZUM4M0dPbUJzZXNDdkF6MHo5TmhJZz09>

Meeting ID: 858 7200 8620

Passcode: 875024

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

I. ROLL CALL:

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

Ryan Bielenberg, Director
Dixon Bledsoe, Director

II. CALL MEETING TO ORDER:

III. PLEDGE OF ALLEGIANCE:

IV. APPROVAL OF MINUTES OF:

a) Regular Board Meeting of October 12, 2021

V. OPEN FORUM

a) Association Announcements
b) Staff Announcements

VI. OLD BUSINESS:

a)
b)

VII. FINANCE OFFICER'S REPORT:

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

VIII. CHIEF'S REPORT:

a) Strategic Plan Update
b) Operational Guidelines (1/11/22)
c) Training Report (1/11/22)
d) Call Response Data (1/11/22)
e) Recruiting/Retention Report (1/11/22)
f) Fire Prevention Report (1/11/22)

IX. NEW BUSINESS:

a) Board Handbook Section 300 Review
b) Board Policy-Information Security Review

**SILVERTON FIRE DISTRICT
AGENDA**

**AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.
REGULAR BOARD MEETING, November 9, 2021 at 7:00 P.M.
Silverton Station # 1 Video Conference**

- X. **ITEMS PENDING:**
 - a)

- XI. **GOOD OF THE ORDER:**

- XII. **ADJOURNMENT:**

SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. October 12, 2021
Silverton Fire District Station #1 (Silverton)

I. ROLL CALL:

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

Ryan Bielenberg, Director-*via phone*
Dixon Bledsoe, Director

ABSENT:

All Directors present.

IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, FF Hughes, Lt. Veit, AC Grambusch, Maintenance FF Peterson, FF Veit, BC Terhaar, Lt. Brown

II. CALL MEETING TO ORDER:

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

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF MINUTES OF:

a) Regular Board Meeting Minutes

Director Dixon made a motion to approve the minutes of the September 14, 2021 board meeting. Vice President Palmer seconded the motion. The motion carried unanimously.

V. OPEN FORUM:

a) Association Announcements

Lt. Brown reported that the Scotts Mills FF Association would have its Annual Chicken Dinner on October 16th beginning at 4:30. Lt. Brown notified the Board of the upcoming Spaghetti Feed the Silverton FF Association was having on November 6th.

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**

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

X. CHIEF'S REPORT

a) Conflagrations

Chief Miles reviewed conflagration reimbursements with the Board. Chief Miles reported that all packets had been submitted to the Oregon State Fire Marshal's Office and once all reimbursements were received the District would have approximately \$104,833 to appropriate.

b) Scotts Mills Association Dinner

Chief Miles invited the Board to the Annual Chicken Dinner in Scotts Mills on October 16th.

c) Strategic Plan

Chief Miles reported that he, along with Director Bielenberg and Director Mengucci met with Steve Abel on September 28th to discuss scope and next steps in the Strategic Plan process. Chief Miles stated that once survey questions were approved, they would be sent by Mr. Abel to Directors, Citizens, Volunteers, and Staff around November 7th with a return date of December 10th. Vice President Palmer inquired if the survey would be anonymous. Chief Miles replied that all survey results would go to Mr. Abel who would then compile the results and review them with the planning committee after the new year. President Von Flue stated that any survey question recommendations be made to the Chief prior to Friday, after which Mr. Abel could proceed with the survey questions.

d) Operational Guidelines Report

AC Grambusch reported that two guidelines had been revised and was currently working on temperature and pollution guidelines required by OSHA. AC Grambusch expressed his appreciation with FF Smith who assisted him with the temperature guidelines.

e) Training Report

AC Grambusch reported that the District is hoping to see an increase in training participation after the summer break however COVID and mask use during outside evolutions created some difficulty. AC Grambusch reported that the District received an OSHA complaint stating the District was not enforcing the use of masks during calls and drills. AC Grambusch commented that the wording of the complaint eluded that it was made by a member of the District and felt disappointed that the complaint was not reported to administration first prior to OSHA. President Von Flue stated that the District had a Whistleblower policy that prevented any discrimination or harassment towards an individual who reports wrong doing. AC Grambusch replied that an email was shared with the membership detailing the complaint which also reminded everyone that harassment of any nature would not be tolerated.

f) Call Response Data

AC Grambusch reported that calls were up 21% in the last quarter.

g) Recruiting/Retention Report

Lt. Veit reported that the District had approximately 14 recruits that would start the Academy in 2022, however additional interviews were still occurring. Lt. Veit expressed his appreciation with the volunteers who agreed to be a part of the interview panel. Lt. Veit stated that recruitment banners had been placed at all stations and advertisements were posted on the

District social media page.

h) Fire Prevention Report

FF Hughes reported that October was Fire Prevention Month, the focus on smoke detectors and the meaning behind the beeps. FF Hughes stated that the Districts assists with a lot of smoke detectors and take the opportunity to educate the homeowner, provide flyers, and schedule a 6-month follow-up. FF Hughes stated that along with Chief Miles and the City of Silverton, a number of fire alarm testing/inspections were accomplished. FF Hughes reported inspections were scheduled or in process with child care facilities around Silverton.

i) Volunteer FF Passing

Chief Miles reported the passing of longtime volunteer Harry Klopfenstein who had served over 33 years with the Silverton Fire District. Chief Miles shared that a procession of apparatus by emergency services, farmers, truckers and friends to honor and support Harry's family. Chief Miles stated that the District hosted a Celebration of Life in Harry's memory and appreciated the assistance of staff and volunteers who contributed to the event. Chief Miles also recognized and expressed appreciation to Julie Brown and relatives from the Drakes Crossing Fire District who cooked for the event.

j) Mt. Angel Commercial Fire

Chief Miles reported that the Silverton Fire District responded with 21 members and 13 apparatus to the 4-alarm commercial fire that took place in Mt. Angel. Chief Miles stated that some apparatus sustained significant heat damage and would be submitted as a claim to insurance. Chief Miles expressed his appreciation with Stayton Fire and Sublimity Fire for covering Silverton and Mt. Angel during the fire.

XI. NEW BUSINESS:

a) OFDDA Directors Training

Chief Miles reminded the Board of the upcoming Directors training through OFDDA. Any interest to attend, please notify Office Administrator Cantu by October 18th.

b) Board Policy-Information Security Review

Chief Miles reported that the District currently qualified for an 8% discount through SDAO. Chief Miles stated that a policy addressing information security qualified for an additional 2%, however the policy still needed revisions after language suggestions from Directors. Chief Miles clarified that the District currently does a verified data back up each night on a remote server. Chief Miles stated that IT spot tests files monthly, not quarterly, and would be re-written to reflect accurately in the policy. Chief Miles addressed concerns shared by Secretary Treasurer Mengucci regarding password access and came to a resolution that all passwords would be generated directly from IT to members to ensure security. President Von Flue requested that the Board discuss whether each Director should have their own laptop during an upcoming board work session.

c) Board Handbook Section 200 Review

Director Palmer inquired whether staff evaluations were addressed somewhere in the handbook. AC Grambusch replied that evaluations were addressed in the staff handbook. Director Palmer inquired how frequently physical examinations were done and if they were being done. Chief Miles replied that physicals were consistently challenging for a number of reasons; accessibility, location, member interest. After additional discussion the Board requested a written operational guideline addressing physical examinations.

d) Chief Evaluation

Vice President Palmer stated that due to the similarity of questions on the survey by Mr. Abel,

the Chiefs review would proceed once the results were back from the survey and discussed during a board workshop during executive session.

XII. ITEMS PENDING:

a) Board Meeting

After discussion, the Board determined that board meetings would be held in person as well as Zoom.

XIII. GOOD OF THE ORDER:

President Von Flue suggested that the reader board at Station 1 be moved.

XIII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 8:05 p.m.

Approved this _____ day of _____, 2021.

President

Minutes recorded and prepared by Candace Cantu

Accounts Payable

Checks by Date - Detail by Check Date

User: candace
 Printed: 11/5/2021 1:21 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
35938	6091838 8076	ACCUITY, LLC AUDIT BILL FINAL	10/13/2021	2,500.00
Total for Check Number 35938:				2,500.00
35939	6091910	AMAZON CAPITAL SERVICES	10/13/2021	
	1F1L64HN6L79	CANDY BAGS GOBLIN WALK		9.95
	1F1L64HN6L79	SAW BLADES		37.34
	1F1L64HN6L79	CANDY GOBLIN WALK		28.95
	1F1L64HN6L79	SAW BLADES		47.90
	1F1L64HN6L79	PARALLEL KIT FOR 405 GENERATOR		143.95
	1F1L64HN6L79	RADIATOR PRESSURE TESTER		78.99
	1F1L64HN6L79	FLAG		49.95
	1F1L64HN6L79	PROMOTION CREDIT		-38.07
	1F1L64HN6L79	S&H		48.06
	1F1L64HN6L79	ASSORTD CANDY GOBLIN WALK		35.49
Total for Check Number 35939:				442.51
35940	007150 84234848	BOUND TREE MEDICAL, LLC CATHETER, AIRWAY	10/13/2021	101.54
Total for Check Number 35940:				101.54
35941	010185	CARDMEMBER SERVICE	10/13/2021	
	1139	MEAL FOR INTERVIEW PANEL		59.48
	1139	HARDWARE FOR FLAG HANGING		16.58
	2503	MOURNING BADGES		26.97
	2503	(COVID) ZOOM SUBSCRIPTION		14.99
	2675	CALLCENTRIC PHONE SYS.		55.31
	4845	WEATHER STRIP FOR ASSOC. BLDG		32.50
	8105	LUNCH BOARD WORK SESSION		124.98
	8105	CALCULATOR		46.78
	8105	POSTAGE ENVELOPES WINDOW		1,049.60
	8105	SYMPATHY FLOWERS		82.95
	8105	FOLDERS, LABELS, PENS		105.42
	8105	(COVID) ZOOM SUBSCRIPTION		14.99
	8105	POSTAGE ENVELOPES NO WINDOW		1,042.25
	8105	PENCILS		1.72
Total for Check Number 35941:				2,674.52
35942	010172	CARSON OIL COMPANY	10/13/2021	
	CP00337009	FUEL FOR 412		95.32
	CP00337009	FUEL FOR 482		110.01
	CP00337009	FUEL FOR 432		87.43
	CP00337009	FUEL FOR 401		45.96
	CP00337009	FUEL FOR 423		69.77
	CP00337009	FUEL FOR 413		20.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35942:	429.24
35943	096998	CITY OF SILVERTON	10/13/2021	
	5.05070.0	WATER USAGE AT STAT. 1 9/20		277.60
	5.05071.0	WATER USAGE STAT. 1 MAINT BAY 9/20		52.13
	5.05072.6	WATER USE: STAT. 1 SPRINKLERS 9/20		110.41
			Total for Check Number 35943:	440.14
35944	6091905 42783	CORPORATE SECURITY SERVICES INC (1) PRE-EMPLOY BACKGRND CK	10/13/2021	61.50
			Total for Check Number 35944:	61.50
35945	015500 73991323	DE LAGE LANDEN COPIER LEASE PAYMENT 10/15-11/14	10/13/2021	231.00
			Total for Check Number 35945:	231.00
35946	035035 23957	HM DOORS DOOR WIRE REPAIR ST. 2	10/13/2021	395.00
			Total for Check Number 35946:	395.00
35947	6091912 SFD21006 SFD21007	BRASS ROOTS TRAINING SOLUTIONS TRAINING: 9/1-9/15 TRAINING: 9/15-9/30	10/13/2021	275.00 300.00
			Total for Check Number 35947:	575.00
35948	120185 1	MARK ZEITZER QTRLY PAYMENT JUL-SEP 2021	10/13/2021	125.00
			Total for Check Number 35948:	125.00
35949	072925 2021221119	METCOM 9-1-1 DISPATCH SERV. FEE FOR NOV	10/13/2021	7,441.43
			Total for Check Number 35949:	7,441.43
35950	073800 2980399	NW NATURAL STAT. 1 SERVICE DATES9/3-10/5	10/13/2021	40.34
			Total for Check Number 35950:	40.34
35951	6091861 26493	OREGON COMMERCIAL TIRE 485 STEM FLAT REPAIR	10/13/2021	149.00
			Total for Check Number 35951:	149.00
35952	083200 0074320000 2603340000 3700411000 5974190000 8950420000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 9/8-10/7 STAT. 1 ELECTRIC SERV. 9/8-10/7 STAT. 3 ELECTRIC SERV. 9/8-10/7 STAT. 9 ELECTRIC SERV. 9/8-10/7 STAT. 2 ELECTRIC SERV. 9/3-10/5	10/13/2021	154.51 1,090.93 50.50 37.70 32.42
			Total for Check Number 35952:	1,366.06
35953	092090 0456003199967 0456003201097	REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. 9/1-9/30 STAT. 8 GARBAGE SERV. 9/1-9/30	10/13/2021	182.25 30.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35953:	212.39
35954	094000	ROTH'S FRESH MARKETS	10/13/2021	
	127850	GROCERY FOR BOARD WORK SESSION		42.60
	782950	GROCERY FOR SILVERTON FF ASSOC. DIN		128.51
			Total for Check Number 35954:	171.11
35955	190401	SDAO	10/13/2021	
	1	21-22 MEMBERSHIP DUES		2,749.63
			Total for Check Number 35955:	2,749.63
35956	016515	AUDITS DIVISION SECRETARY OF ST/	10/13/2021	
	1	20-21 AUDIT FILING FEE		250.00
			Total for Check Number 35956:	250.00
35957	096976	SILVER CREEK AUTO PARTS, INC.	10/13/2021	
	21570	ALTERNATOR 432		121.71
	21570	DRY LUBE 485		7.77
	21570	BATTERY 432		236.91
	21570	WD40		20.27
	21570	COUPLING 485		11.43
	21570	SILICONE, CARB CLEANER		31.36
	21570	PLUMBING PRIMER B437		2.99
	21570	FILL STATION SCBA CYLINDERS		36.91
	21570	HEX KEY SET		23.22
	21570	LAMP KIT 425		58.44
	21570	AIR VALVE 485		29.78
			Total for Check Number 35957:	580.79
35958	211619	UPS	10/13/2021	
	000016A6X1251	SHIPPING ON OIL SAMPLE		11.14
			Total for Check Number 35958:	11.14
35959	112435	VERIZON WIRELESS	10/13/2021	
	9889711044	E. GRAMBUSCH CELL SERV.: 10/2-11/1		44.17
	9889711044	K. VEIT CELL SERV.: 10/2-11/1		44.17
	9889711044	VACANT CELL SERV.: 10/2-11/1		44.17
	9889711044	C. CANTU CELL SERV.: 10/2-11/1		44.17
	9889711044	B. MILES CELL SERV.: 10/2-11/1		44.17
	9889711044	I. PETERSON CELL SERV.: 10/2-11/1		44.17
	9889711044	STA. 1 IPAD SERV.: 10/2-11/1		40.01
	9889711044	CHIEF IPAD SERV.: 10/2-11/1		40.01
	9889711044	AC IPAD SERV.: 10/2-11/1		40.01
	9889711044	STA. 8 IPAD SERV.: 10/2-11/1		40.01
	9889711044	M. HUGHES CELL SERV.: 10/2-11/1		44.17
			Total for Check Number 35959:	469.23
35960	034015	ZIPLY FIBER	10/13/2021	
	9/25-10/24 RL	503-001-0586-110204-5		25.61
	9/25-10/24 ST1	503-873-2805-070997-5		182.00
	9/25-10/24 ST3	503-873-3190-062193-5		57.75
	9/25-10/24 ST8	503-873-6215-090168-5		80.89
	9/25-10/24 ST9	503-873-5645-012395-5		57.75
	9/25-10/24 STA2	503-873-5097-071291-5		64.38

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35960:	468.38
			Total for 10/13/2021:	21,884.95
35961	007150 84233488	BOUND TREE MEDICAL, LLC EMS SUPPLY RESTOCK	10/28/2021	754.47
			Total for Check Number 35961:	754.47
35962	6091912 21-008	BRASS ROOTS TRAINING SOLUTIONS TRAINING: 10/1-10/15	10/28/2021	200.00
			Total for Check Number 35962:	200.00
35963	010172 CP00340778 CP00340778 CP00340778 CP00340778 CP00340778 CP00340778 CP00340778	CARSON OIL COMPANY FUEL FOR 401 FUEL FOR 434 FUEL FOR 482 FUEL FOR 421 FUEL FOR 423 FUEL FOR 412 FUEL FOR 402	10/28/2021	55.24 51.54 121.02 91.90 123.62 100.86 61.75
			Total for Check Number 35963:	605.93
35964	900067 1	DAN BROWN DEGREASER	10/28/2021	17.98
			Total for Check Number 35964:	17.98
35965	6091816 4104	DANIEL EARL WILGUS STA 1 FURNACE BLOWER	10/28/2021	668.00
			Total for Check Number 35965:	668.00
35966	6091897 1	EAST PORTLAND AUTO BODY, INC. E425 BODY REPAIR	10/28/2021	375.00
			Total for Check Number 35966:	375.00
35967	035075 1	HRA VEBA TRUST YA462 HRA/VEBA: OCT	10/28/2021 PR Batch 00003.10.2021 YA4	1,200.00
			Total for Check Number 35967:	1,200.00
35968	091893 0703213 0703213	LIFEMAP ASSURANCE CO. AD&D/LIFE INS. EMPLOYER CONTIB: NOV LIFEMAP: EMPLOYEE CONTRIB.: NOV	10/28/2021 PR Batch 00003.10.2021 AD& PR Batch 00003.10.2021 LIF	53.10 46.25
			Total for Check Number 35968:	99.35
35969	065870 A422967	MARC NELSON OIL PRODUCTS BULK DIESEL 347.10 @ 2.26904 EA	10/28/2021	787.59
			Total for Check Number 35969:	787.59
35970	6091901 701664	PACIFIC OFFICE AUTOMATION (SALE DOCUMENT PRINTS 9/7-10/7	10/28/2021	42.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 35970:	42.36
35971	6091896 5017298345	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 11/1-11/30	10/28/2021	179.01
			Total for Check Number 35971:	179.01
35972	6091854 1	PORTRAIT MASTERS DISTRICT PHOTOS	10/28/2021	160.00
			Total for Check Number 35972:	160.00
35973	097875 3277023	ROTARY CLUB OF SILVERTON QTR 2 DUES & FEES FOR B. MILES	10/28/2021	62.00
			Total for Check Number 35973:	62.00
35974	098720 03-0052823 03-0052823 03-0052823 03-0052823 03-0052823	SDIS COBRA PREMIUM G. JENSEN: NOV MEDICAL: EMPLOYEE CONTRIB.: NOV MEDICAL: EMPLOYER CONTRIB.: NOV LTD: EMPLOYER CONTRIB.: NOV COBRA PREMIUM C. MILES: NOV	10/28/2021 PR Batch 00003.10.2021 MEI PR Batch 00003.10.2021 MEI PR Batch 00003.10.2021 LITE	1,398.75 1,042.28 9,380.46 178.14 756.43
			Total for Check Number 35974:	12,756.06
35975	027039 930943	SUN LIFE FINANCIAL 930943 LIFE INS. PREMIUM: NOV	10/28/2021	402.99
			Total for Check Number 35975:	402.99
35976	010700 1 2 3 4	VOYA-OSGP OSGP CONTRIB FOR: 8807 OSGP CONTRIB FOR: 2738 OSGP CONTRIB FOR: 2427 OSGP CONTRIB FOR: 1314	10/28/2021	100.00 200.00 2,166.00 2,166.50
			Total for Check Number 35976:	4,632.50
35977	6091829 10/12-11/11	WAVE 056639301-0008873 CONV. BOX	10/28/2021	58.53
			Total for Check Number 35977:	58.53
			Total for 10/28/2021:	23,001.77
11063	6091916	IAN PETERSON OCT P/R	10/29/2021	3,746.72
			Total for Check Number 11063:	3,746.72
11064	6091917	KEITH VEIT OCT P/R	10/29/2021	3,450.41
			Total for Check Number 11064:	3,450.41
			Total for 10/29/2021:	7,197.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Report Total (42 checks):				52,083.85

General Ledger

Expense vs Budget with Encumbrances

User: candace

Printed: 11/05/21 13:21:28

Period 01 - 04

Fiscal Year 2022

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 550,000.00	\$ 155,046.64	\$ 394,953.36	71.81%
25-1-51002	EXTRA PERSONNEL	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 26,000.00	\$ 19,520.61	\$ 6,479.39	24.92%
25-1-51004	SOCIAL SECURITY	\$ 52,000.00	\$ 22,696.51	\$ 29,303.49	56.35%
25-1-51005	GROUP HEALTH INSURANCE	\$ 175,000.00	\$ 35,874.60	\$ 139,125.40	79.50%
25-1-51006	GROUP LIFE INSURANCE	\$ 16,000.00	\$ 2,536.92	\$ 13,463.08	84.14%
25-1-51007	PERS	\$ 172,000.00	\$ 54,010.97	\$ 117,989.03	68.60%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-51009	OVERTIME	\$ 35,000.00	\$ 36,552.85	\$ (1,552.85)	-4.44%
25-1-51010	VOLUNTEERS	\$ 70,000.00	\$ 105,083.93	\$ (35,083.93)	-50.12%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 19,200.00	\$ 4,800.00	\$ 14,400.00	75.00%
25-1-51013	DIRECTORS EXPENSES	\$ 600.00	\$ -	\$ 600.00	100.00%
PAYROLL RELATED EXP		\$ 1,118,500.00	\$ 436,123.03	\$ 682,376.97	61.01%
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 524.85	\$ 2,975.15	85.00%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 9,000.00	\$ 3,889.63	\$ 5,110.37	56.78%
25-1-61003	CONTRACT SERVICES	\$ 18,000.00	\$ 3,232.31	\$ 14,767.69	82.04%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 3,866.04	\$ 16,133.96	80.67%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,000.00	\$ 2,122.48	\$ (122.48)	-6.12%
25-1-61006	UTILITIES	\$ 36,000.00	\$ 10,554.68	\$ 25,445.32	70.68%
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	\$ 3,833.95	\$ 12,166.05	76.04%
25-1-61009	LGIP FEES	\$ 100.00	\$ 0.10	\$ 99.90	99.90%
25-1-61011	ANNUAL AUDIT	\$ 8,200.00	\$ 7,750.00	\$ 450.00	5.49%
25-1-61012	EMPLOYEE RECOGNITION	\$ 2,500.00	\$ 1,424.00	\$ 1,076.00	43.04%
25-1-61013	RECRUITING EXPENSE	\$ 1,500.00	\$ 670.00	\$ 830.00	55.33%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 37.34	\$ 1,962.66	98.13%
25-1-61015	TRAINING EXPENSE	\$ 30,000.00	\$ 3,775.83	\$ 26,224.17	87.41%
25-1-61016	CONFERENCE EXPENSE	\$ 6,000.00	\$ -	\$ 6,000.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,000.00	\$ 437.35	\$ 2,562.65	85.42%
25-1-61018	EMS SUPPLIES	\$ 5,000.00	\$ 1,264.30	\$ 3,735.70	74.71%
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	\$ 209.95	\$ 6,290.05	96.77%
25-1-61023	UNIFORM ALLOWANCE	\$ 7,500.00	\$ 315.81	\$ 7,184.19	95.79%
25-1-61024	FUELS AND LUBRICANTS	\$ 28,000.00	\$ 10,335.25	\$ 17,664.75	63.09%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ 247.95	\$ 402.05	61.85%
25-1-61026	RADIO MAINTENANCE	\$ 7,500.00	\$ 624.91	\$ 6,875.09	91.67%
25-1-61027	COMPUTER MAINTENANCE	\$ 10,000.00	\$ 1,835.00	\$ 8,165.00	81.65%
25-1-61031	LEGAL SERVICES	\$ 20,000.00	\$ 588.00	\$ 19,412.00	97.06%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,200.00	\$ -	\$ 1,200.00	100.00%
25-1-61033	APPLIANCES	\$ 4,500.00	\$ -	\$ 4,500.00	100.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 40,000.00	\$ 822.25	\$ 39,177.75	97.94%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,000.00	\$ 1,227.93	\$ 4,772.07	79.53%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 8,500.00	\$ 287.54	\$ 8,212.46	96.62%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 89,300.00	\$ 38,013.01	\$ 51,286.99	57.43%

Account Number	Description	Budget	End Bal	Available	% Available
25-1-61055	MEDICAL MEMBERSHIPS	\$ 7,500.00	\$ 3,717.00	\$ 3,783.00	50.44%
25-1-61056	HEALTH AND WELFARE	\$ 10,000.00	\$ 3,705.14	\$ 6,294.86	62.95%
25-1-61057	VEHICLE MAINTENANCE	\$ 35,000.00	\$ 14,003.84	\$ 20,996.16	59.99%
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	\$ 237.99	\$ 2,262.01	90.48%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,200.00	\$ 1,873.93	\$ (673.93)	-56.16%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ 133.34	\$ 1,366.66	91.11%
25-1-61094	HEALTH/MEDICAL	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%
	MATL SUPP & EXP	\$ 728,750.00	\$ 128,273.10	\$ 600,476.90	82.40%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 26,000.00	\$ -	\$ 26,000.00	100.00%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 30,000.00	\$ 421.29	\$ 29,578.71	98.60%
25-1-71003	MAJOR EQUIPMENT	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ -	\$ 8,500.00	100.00%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 8,000.00	\$ -	\$ 8,000.00	100.00%
25-1-71015	HOSE REPLACEMENT	\$ 7,500.00	\$ -	\$ 7,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 20,000.00	\$ -	\$ 20,000.00	100.00%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
	CAPITAL OUTLAY	\$ 124,000.00	\$ 421.29	\$ 123,578.71	99.66%
25-1-90001	CONTINGENCIES	\$ 125,000.00	\$ -	\$ 125,000.00	100.00%
	CONTINGENCY	\$ 125,000.00	\$ -	\$ 125,000.00	100.00%
25-5-92006	ENDING FUND BALANCE	\$ 700,000.00	\$ -	\$ 700,000.00	100.00%
	UNAPPROPRIATED	\$ 700,000.00	\$ -	\$ 700,000.00	100.00%
25-1-91025	TRANSFER OUT (FUND 24)	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 110,000.00	\$ -	\$ 110,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 46,000.00	\$ -	\$ 46,000.00	100.00%
	TRANSFER OUT	\$ 170,000.00	\$ -	\$ 170,000.00	100.00%
25-1-93001	LEASE PRINCIPAL	\$ 50,825.00	\$ -	\$ 50,825.00	100.00%
25-1-93002	LEASE INTEREST	\$ 2,652.00	\$ -	\$ 2,652.00	100.00%
	DEBT SERVICE	\$ 53,477.00	\$ -	\$ 53,477.00	100.00%
Expense Total		\$ 3,019,727.00	\$ 564,817.42	\$ 2,454,909.58	81.30%

BANK ACCOUNT BALANCE COMPARISON

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

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

<u>October 31, 2020</u>		<u>October 31, 2021</u>	
Columbia Bank Checking	\$ 159,470.41	Columbia Bank Checking	\$ 226,882.35
Columbia Bank MM	\$ 134,438.54	Columbia Bank MM	\$ 160,539.50
Local Gov't Pool	\$ 945,049.35	Local Gov't Pool	\$ 1,503,746.98
Sub Total	\$ 1,238,958.30	Sub Total	\$ 1,891,168.83
<i>OPERATING BUDGET AHEAD \$652,210.53</i>			
2015 Bond	\$ 113,629.69	2015 Bond	\$ 89,046.26
Grand Total	\$ 1,352,587.99	Grand Total	\$ 1,980,215.09
OVERALL AHEAD \$627,627.10			

Silverton Fire District
Board Policy # 301

FIXED ASSETS & INVENTORY CONTROL

Date Originated: December 11, 1984
Revised: November 14, 2017
Reviewed: November 10, 2020

PURPOSE

The purpose of the fixed asset and inventory control policy is to provide control and accountability over property owned by the Fire District if said property meets or exceeds the monetary and/or useful life threshold.

~~Where the Board of Directors of the Silverton Fire District, acting on the request of the audit accounting firm, hereby adopts the following policy regarding those items identified as fixed assets of the District.~~

PROPERTY MONETARY AND USEFUL LIFE

All items, either owned by the District, or loaned or furnished to the District, having an individual unit value of \$5000.00 or more and/or a useful life of 10 years or more are to be covered by this policy as Fixed Assets. Such assets shall be categorized as indicated below:

TEN (10) YEARS: Staff Vehicles, Misc. Equipment

TWENTY FIVE (25) YEARS: Brush, Rescue, Engine

THIRTY (30) YEARS: Ladder, Tenders

FIFTY (50) YEARS: All stations and buildings

Other items which have a useful life of 10 years or more and have an individual unit value of less than \$5000.00 may be grouped by like item, and the group may be accounted for as inventory.

PROPERTY IDENTIFICATION

A District identification number shall be assigned and if possible, affixed or engraved, to each item. If an item or group of items cannot be effectively tagged, because of size, material, incompatibility, etc., then a number shall be assigned to those items without affixing an identification tag or engraving.

When a property item or group of items is received by the District, before the item(s) is placed in

service, the following will occur: proper identification number shall be assigned, the item(s) tagged or engraved, the item(s) recorded by location, classification, description, acquisition cost, replacement cost and date. This information will be known as the Fixed Asset and Inventory Control. The item(s) will then be entered into the fixed asset and inventory control and placed into service.

PROPERTY ACCOUNTABILITY

Accountability shall be maintained by records kept by the Fire Chief or his/her designee. The records shall be verified at least once each budget year by physical inventory of all property in the District's possession. This inventory shall be completed by June 30th of each year. Each year the Fire Chief shall report the status of the District fixed assets to the Board of Directors in writing during the report of the annual independent audit. This report shall include all new additions, any deletions and any missing items.

If any items are found to be missing during the yearly inventory, the Fire Chief shall be notified of the loss in writing and shall undertake appropriate action to determine the location or disposition of the item.

If any item of property is disposed of, the Fire Chief shall be notified and provide the following information for the inventory accounting system:

- a) ——— Disposition of the property and reason,
- b) ——— Date disposed of
- c) ——— Dollar amount of revenue from the disposal action.

If any property items are located which are not tagged or properly inventoried, these items shall be tagged immediately and the appropriate entries made in the fixed asset program.

Silverton Fire District

Board Policy # 302

PURCHASING

Date Originated: December 15, 1987

Revised: November 11, 2003

Reviewed: November 10, 2020

PURPOSE

In order for the District to continue to provide a high level of service to our taxpayers, it is imperative that we continually strive for lower costs in every area of our operation.

Purchasing is an important activity where it is mandatory that the responsibility for buying materials and services be assigned to staff skilled in negotiating, cost reduction and other purchasing techniques.

SCOPE

This policy applies to all purchase and purchase-related documents prepared or processed within the District.

RESPONSIBILITIES

A.—The Fire Chief has the responsibility for the procurement of all goods and services, the processing and sale of goods and services, and to either provide the services for such procurement and processing or give functional directions to others delegated the authority to perform such services.

B.—Only those persons delegated by the Chief are authorized to commit the District for materials, equipment, supplies and services.

C.—Purchasing personnel are to seek to obtain and purchase all goods at the lowest possible total end-use cost, considering the guidelines of prices, service, quality and delivery.

BIDS/REQUEST FOR PROPOSAL (RFP)

The District reserves the right to reject any and all bids/RFP, waive informalities and to contract as the best interests of the District may require. In all cases State purchasing Law must be followed.

When requesting bids/RFP, a minimum of three suppliers is acceptable, providing the purchaser

is familiar with the market and prices of the material in question. In the case of proprietary items, more than one price is often not possible and should be so noted.

APPROVAL REQUIREMENTS

At the request of the Board of Directors of the District, all designated purchasing personnel shall obtain Board approval prior to committing the District to Capital Outlay purchases in excess of \$2,500. In situations where Board action is not possible at a regular session, the purchaser shall poll as many of the Board as is possible for permission to make the purchase, and so note this action at the next regular Board session. The Fire Chief is authorized to make all purchases as approved in the budget.

Silverton Fire District
Board Policy # 303

REIMBURSEMENT FOR DISTRICT SERVICES

Date Originated: June 14, 1988
Revised: November 11, 2003
Reviewed: November 10, 2020

PURPOSE

In order for the District to request cost recovery for services rendered under ORS 478.310.

SCOPE

The Silverton Fire District may be requested to provide firefighting or other public safety services outside the limits of the District, or within an area of the District where no taxes or assessments are levied by the District. These services may include, but are not limited to, the following:

- A. Incidents involving an aircraft crash;
- B. Incidents on roadways, waterways or railroad right-of-ways against which no taxes or assessments for fire protection are levied by the District;
- C. Incidents in areas of close proximity to the District for which no service is provided by any other fire protection district.

Costs incurred in providing such services may be recovered from the responsible party in accordance with applicable State laws (ORS 478.310).

The "Responsible Party" is the person(s), party or property receiving the direct fire or safety services as a result of the incident.

The District, when responding apparatus, equipment and/or Staff pursuant to paragraph I of this policy, shall be paid the reasonable charge for the service, including repairs and depreciation, as well as the hourly equipment and Staff charge used in accordance with a State Fire Service Mobilization Plan.

COST RECOVERY AND RELATED CHARGES

Cost Recovery for service may be waived if the responsible party is, at the time of the incident, a resident of the District, or owner of taxable real property within the District that is currently being taxed.

Charges assessed pursuant to paragraph I shall be separate of any charges for services provided by any ambulance service involved in the same incident.

No charges shall be submitted for Mutual Aid or Automatic Aid provided to another District, City or Fire Department, or to the Oregon Department of Forestry, pursuant to the agreements where the District has agreed not to make charges for such services, or where the District has agreed cost recovery to another or different charge for such services.

RELATED INFORMATION

The District shall make every possible attempt to gather pertinent information regarding each incident for timely cost recovery purposes. All information shall be considered confidential under Policy # 104.

Silverton Fire District
Board Policy # 304

PUBLIC CONTRACTING

Date Originated: July 12, 2005
Revised:
Reviewed: November 10, 2020

PURPOSE

It is the policy of the Silverton Fire District in adopting the Public Contracting Regulations to utilize public contracting practices and methods that maximize the efficient use of public resources and the purchasing power of public funds by promoting impartial and open competition. The District will use clear and complete solicitation methods denoting contract specifications and requirements. These practices and methods will be in full compliance of the contracting authorities described in ORS Chapters 279A, 2798, and 279C.

DEFINITIONS

~~A.~~ **"Formal competitive selection procedure";** ~~means~~ procedures for public contracting as required by ORS 2798 .050(1) (competitive sealed bids or competitive sealed proposals for goods and services), or ORS 279C.335(1) (competitive bids for public improvements) or, for personal service contracts, the same formal procedures required for the selection of goods and services pursuant to ORS 2798.060 (competitive sealed proposals).

~~B.~~ **"Formal competitive selections process";** ~~means~~ the process of using formal competitive selection procedures for the procurement of goods and services or for public improvements contracts.

~~C.~~ **"Personal service contracts";** include contracts for services that require specialized technical, artistic, creative, professional or communication skills or talent, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the service depends on attributes that are unique to the service provider, other than contracts for an architect, engineer, land surveyor or provider of related services as defined in ORS279C.100.

LOCAL CONTRACT REVIEW BOARD

The Silverton Fire District Board of Directors are designated as the Local Contract Review Board under the Oregon Public Contracting Code. The Local Contract Review Board may delegate its powers and responsibilities consistent with the Oregon Public Contracting Code, the Model Rules, and through Resolution.

CONTRACTING AGENCY

The Fire Chief or his/her designee is designated as the Board of Director's "Contracting Agency" for purposes of contracting powers and duties assigned to the Silverton Fire District.

MODEL RULES

Except as modified herein, or by subsequent resolution, the Model Rules, Divisions 46, 47, 48 and 49, adopted by the Attorney General under ORS279A, 2798, and 279C, as they now exist, and as they may be amended in the future, are hereby adopted as the Silverton Fire Districts public contracting rules. Words and phrases used by these rules that are defined in ORS sub-chapters 279A, 2798, and 279C and in the Model Rules, has the same meaning as defined in ORS sub-chapters 279A, 2798, and 279C and the Model Rules.

PUBLIC CONTRACTING AUTHORITY

The Fire Chief or his/her designee has the contracting authority and responsibilities as follows:

A. The Fire Chief or his/her designee is authorized to:

1. Enter into agency contracts not to exceed \$25,000 without additional authorization of the Local Contract Review Board. Contracts exceeding \$25,000 for public improvements identified and that has been approved by the Board through the budgetary process, will be deemed to be approved by the Local Contract Review Board.

2. Recommend that the Local Contract Review Board approve or disapprove contract awards in excess of \$25,000 or to change orders or amendments to contracts of more than \$25,000.

3. Adopt forms, computer software, procedures, and administrative policies for all purchases consistent with this policy.

B. All contracting will conform to approved purchasing procedures adopted by the Board of Director's / Local Contract Review Board.

C. The Fire District will plan purchase requirements sufficiently in advance so that orders that apply can be placed in economical quantities.

D. The Fire Chief or his/her designee will process requisition forms and negotiate purchases on the most favorable terms in accordance with adopted resolutions, state laws (including the Oregon Public Contracting Code), policies and procedures.

FORMAL COMPETITIVE SELECTION PROCEDURES-EXEMPTIONS

All public contracts will be based upon formal competitive selection requirements of ORS 2798/050(1) or ORS 279C.335(1), except as expressly provided in this subsection, or by subsequent resolution. The following classes of public contracts are hereby exempted from the formal competitive selection or requirements of ORS 2798.050(1) and ORS 279C.335(1):

- A. Any contract exempted by the State of Oregon Public Contracting Code or Model Rules,
- B. Any contract expressly exempted from formal competitive selection procedures adopted by ordinance or resolution of the Local Contract Review Board pursuant to ORS 279B.085,
- C. Purchases through federal programs pursuant to ORS 279A.180,
- D. In the event of an emergency involving an immediate hazard to the public health, safety or welfare, the Fire Chief or his/her designee may secure necessary goods and/or services without a formal competitive selection process, provided that the Local Contract Review Board, at a regularly scheduled meeting within 30 days of the procurement, is furnished with a full report of the circumstances and costs of the materials and/or services secured;
- E. Contracts for goods or services, or a class of goods or services which are available from only one source. To the extent reasonably practical, the Fire Chief or his/her designee with the sole source to obtain contract terms advantageous to the Fire District. Sole source contracts for goods or services, or classes or goods or services, which are available from only one source which exceeds \$5,000, but do not exceed \$25,000, must be approved by the Fire Chief or his/her designee. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source, which exceeds \$25,000 must be approved by the Local Contract Review Board. The determination of a sole source must be based on written findings that may include:
 - 1. That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
 - 2. That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
 - 3. That the goods or services are for use in a pilot or experimental project;
 - 4. Other findings that support the conclusion that the goods or services are available from only one source,

5.o Sole source contracts for goods or services, or classes of goods or services, which are available from only one source which exceeds \$5,000, but do not exceed \$25,000, must be approved by the Fire Chief or his/her designee. Sole source contracts for goods or services, or classes of goods or services, which are available from only one source which exceeds \$25,000 must be approved by the Local Contract Review Board.

F. Contracts for products, services or supplies if the value of the contract does not exceed \$5,000. Any procurement of goods or services not exceeding \$5,000 per item may be awarded in any manner deemed practical or convenient by the Fire Chief or his/her designee, including by direct selection or award. A contract awarded under this section may be amended to exceed \$5,000 only upon approval of the Board and in no case may exceed \$6,000. A procurement may not be artificially divided or fragmented so as to constitute a small procurement under this selection;

G. Contracts of the purchase of copyrighted materials where there is only one supplier available within a reasonable purchase area for such goods,

H. Contracts for the purchase of advertising, including that intended for the purpose of giving public or legal notice.

I. Contracts for the procurement of banking services,

J. Contracts for the purchase of services, equipment or supplies for maintenance, repair or conversion of existing equipment if required for efficient utilization of such equipment,

K. Contracts for the purpose of investment of public funds for the borrowing of funds,

L. Contracts for the purchase of goods or services, where the rate or price for the goods or services being purchased is established by federal, state or local regulating authority,

M. Contracts that do not to exceed \$25,000 for the purchase of goods, materials, supplies and services. For contracts for the purchase of goods, materials, supplies and services that are more than \$5,000, but that does not exceed \$25,000, a minimum of three competitive written quotes will be obtained. The Fire Chief or his/her designee will keep a written record of the source and amount of quotes received. If three quotes are not available, a lesser number will suffice, provided that a written record is made of the effort to obtain the quotes.

N. Contracts not to exceed \$25,000 for public improvements, including contracts for services of architects, engineers, land surveyors and related services, if the following conditions are met:

1.o The contract is for a single project and is not a component of or related to any other project;

~~2.~~o When the amount of the public improvement contract is more than \$5,000, but does not exceed \$25,000, a minimum of three competitive written quotes will be obtained. The Fire Chief or his/her designee will keep a written record of the source and amount of quotes received. If three quotes are not available, a lesser number will suffice, provided that a written record is made of the effort to obtain the quotes;

~~3.~~o The Fire Chief or his/her designee will award the contract to the prospective contractor whose quote will best serve the interests of the Agency, taking into account price and other applicable factors, such as experience, specific expertise, availability, project understanding, contractor capacity and contractor responsibility. If the contract is not awarded on basis of lowest price, the Fire Chief or his/her designee will make a written finding of the basis for the award.

EXCEPTIONS FOR CONTRACTS PROVIDED BY STATUTE

The following types of contracts are not required to be competitively bid under ORS 279A.025:

~~A.~~o Contracts for purchase of real estate (ORS 273 and 276),

~~B.~~o Contracts made with other contracting agencies or federal government (ORS 279A.200-279A.225 and OAR 137.046.0400),

~~C.~~o Contracts made with qualified nonprofit agencies providing employment opportunities to the disabled,

~~D.~~o Grants,

~~E.~~o Contracts between Fire Districts/Departments for fire protection equipment if the following requirements are met:

~~1.~~o Recipient make a written request for the equipment,

~~2.~~o Equipment is surplus,

~~3.~~o Total fair market value received does not exceed \$50,000 per year,

~~o~~ Transfer holds a public hearing, with 14 days written notice published in a newspaper of general circulation,

~~o~~ Transfer is in writing in the public interest.

~~4.~~o

~~o~~ Transfer is in writing in the public interest.

F. Contracts between \$5,000 and \$75,000 for a single project if the results would be a cost savings to the District (OAR 125-301-0012).

NOTICE OF PUBLIC CONTRACTS

Notice of public improvement contracts or contracts for the purchase of goods or services with cost of more than \$25,000 will be published in a general local publication and may be published electronically where the Fire Chief or his/her designee finds that such publication is likely to be cost effective as provided in ORS 279C.360

DISPOSAL OF SURPLUS PROPERTY

The Fire Chief or his/her designee will have the authority to dispose of surplus property owned by the Fire District by any means determined to be in the best interests of the Agency, including but not limited to, transfer to other departments, government agencies, nonprofit organizations, sale, trade, auction, or destruction, provided however, that disposal of personal property having residual value of more than \$5,000 will be subject to authorization by the Local Contract Review Board.

PERSONAL SERVICE CONTRACTS

Personal service contracts will be used to retain the services of independent contractors (other than contracts for an architect, engineer, land surveyor or provider of related services as defined in ORS 279C.100). Nothing in this section will apply to the employment of regular Agency employees.

PROCEDURES FOR PERSONAL SERVICES CONTRACTS

Personal service contracts are subject to the rules established by this section:

A. Unless otherwise approved by the Fire Chief or his/her designee, all personal service contracts will require the contractor to defend, indemnify, and hold harmless the Fire District, its officers, agents and employees against and from any and all claims or demands for damages of any kind arising out of or connected in any way with the contractor's performance there under and will include a waiver of contractors' right to ORS 30.285 and ORS 30.287 indemnification and defense.

B. Unless otherwise approved by the Fire Chief or his/her designee, personal service contracts will contain a provision requiring the person or entity providing the service to obtain and maintain liability insurance coverage in at least the amount of the Fire Districts tort liability limits, naming the Fire District as an additional named insured, during the life of the contract.

- C. All personal service contracts will contain all contract provisions mandated by state law. These provisions may be incorporated in the personal service contract by reference unless otherwise provided by law.
- D. The formal competitive selection procedures described in this section may be waived by the Fire Chief or his/her designee when an emergency exists that could not have been reasonably foreseen and requires prompt execution of a contract to remedy the situation that there is not sufficient time to permit utilization of the formal competitive selection procedures
- E. Personal service contract proposals may be modified or withdrawn at any time prior to the conclusion of discussions with an offerer
- F. For personal service contracts that are anticipated to cost \$5,000 or less, such contracts must be memorialized by a formal purchase order.
- G. For personal service contracts that are anticipated to exceed \$5,000, but not exceed \$25,000, at least three competitive written quotes from prospective contractors who will appear to have at least minimum qualifications for the proposed assignment, will be solicited. Each solicited contractor will be notified in reasonable detail of the proposed assignment. Any or all interested prospective contractors may be interviewed for the assignment by the Fire Chief or his/her designee or by an interview committee.
- H. For personal service contracts that are anticipated to cost in excess of \$25,000, the Fire Chief or his/her designee will make the following determinations:
 - 1. That the services to be acquired are personal services;
 - 2. That a reasonable inquiry has been conducted as to the availability of Fire District personnel and resources to perform the services required under the proposed contract.
 - 3. All personal service contracts exceeding \$25,000 will be based upon formal competitive selection procedures, except as expressly provide in this subsection, or by subsequent resolution. For personal service contracts that are anticipated to cost in excess of \$25,000 per year, the Fire Chief or his/her designee will follow the formal competitive selection procedures for formal competitive sealed proposals as found in the Model Rules, OAR 1377-047- 0260.

PERSONAL SERVICES CONTRACTS, EXEMPTIONS FROM FORMAL COMPETITIVE SELECTION PROCEDURES

Contracts for personal services are exempt from formal competitive selection procedures if any of the following conditions exist:

- A. The contract amount is anticipated to be \$25,000 or less.
- B. Contract amendments, which in the aggregate change the original contract price or alters the work to be performed, may be made with the contractor if such change or alternation is less than twenty-five percent (25%) of the initial contract, and are subject to the following conditions:
 - 1. The original contract imposes binding obligation on the parties covering the terms and conditions regarding changes in the work; or
 - 2. The amended contract does not substantially alter the scope or nature of the project.
- C. The Fire Chief or his/her designee finds that there is only one person or entity within a reasonable area that can provide services of the type and quality required.
- D. The contract for service is subject to selection procedures established by the State or Federal Government.
- E. The contract is for ~~non-routing~~ ~~non-repetitive~~ type legal services provided by attorneys outside of the normal Agency legal representation.

PERSON SERVICES CONTRACTS-SCREENING CRITERIA

The following criteria will be considered in the evaluation and selection of a personal service contractor for personal service contracts:

- A. Specialized experience in the type of work to be performed.
- B. Capacity and capability to perform the work, including any specialized services within the time limitations for the work.
- C. Educational and professional records, including past records of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, ability to meet schedules, and contract administration, where applicable.
- D. Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of designing or techniques peculiar to it, where applicable.
- E. Cost of the services.
- F. Any other factors relevantly to the particular contract.

PERSONAL SERVICES CONTRACTS-SELECTION PROCESS

The following rules will be followed in selecting a contractor for personal services:

- Personal service contracts less than \$5,000 may be awarded in any manner deemed practical including by direct selection or award by the Fire Chief or his/her designee. A personal service contract awarded under this section may be amended to exceed \$5,000 only upon approval of the Fire Chief or his/her designee and in no case may exceed \$6,000. A personal service contract may not be artificially divided or fragmented
- ~~A. Personal service contracts less than \$5,000 may be awarded in any manner deemed practical including by direct selection or award by the Fire Chief or his/her designee. A personal service contract awarded under this section may be amended to exceed \$5,000 only upon approval of the Fire Chief or his/her designee and in no case may exceed \$6,000. A personal service contract may not be artificially divided or fragmented.~~
- B. For personal service contracts that exceed \$5,000, but do not exceed \$25,000, the Fire Chief or his/her designee will award the contract to the offeror whose quote or proposal will best serve the interest of the Fire District, taking into account the relevant criteria found in this resolution. The Fire Chief or his/her designee will make written findings justifying the basis for the award.
- C. For personal service contracts that will cost \$25,000 or more, the Fire Chief or his/her designee will award the contract based upon the formal competitive selection processes found in the Model Rules. The Fire Chief or his/her designee will make written findings justifying the basis of the award.
- D. The Fire Chief or his/her designee conducting the selection of a personal service contract will negotiate a contract with the best-qualified offeror for the required services at a compensation determined in writing to be fair and reasonable.

DECLARATION OF EMERGENCY

This resolution being necessary for the immediate preservation of the public peace, health and safety for the reason that the Oregon Public Contracting code is effective on March 1, 2005, and this resolution is needed to implement its provisions, an emergency is declared to exist and this resolution will take effect immediately upon passage and approval of the Board of Directors.

Silverton Fire District

Board Policy # 305

INTERNAL FINANCIAL CONTROLS

Date Originated: February 12, 2008

Revised:

Reviewed: November 10, 2020

PURPOSE

Internal Financial Controls are absolutely necessary for maintaining a secure and reliable accounting system. Internal Financial Controls, when strictly followed, can protect the financial integrity of the District records and protect against mismanagement of District funds.

AUTHORIZATION

Each of the five (5) members of the Board of Directors shall be authorized signers to allocate District funds. The Board of Directors shall also elect by positive vote exempt District staff employee(s) as an authorized signer(s) to allocate District funds. The District will not at any time allow any District employee who prepares District funds for disbursement to be an authorized signer of funds.

MULTIPLE SIGNATURES

A minimum of two authorized signatures will be required to sign all District checks. The common practice for signing District checks shall be one Board member and one staff employee. Upon rare occasions it may be necessary for authorized staff signers to distribute District funds without a Directors signature for timely payment of invoices. If this takes place a Director will be notified as soon as possible.

VERIFICATION OF RECEIPTS

No invoices shall be paid without written proof that the goods or services stated on the invoice have been received by the District. If no written proof exists, the District shall request written proof from the issuer of the invoice.

ACCOUNTS PAYABLE (AP)

The District office manager will manage and maintain accounts payable (AP) to take advantage of any discounts available and pay them in a timely manner. The AP will be reviewed by at least one exempt District staff employee and one Director. All precautions must be taken to ensure proper management of District funds and audit security controls.

DEPOSITS

All deposits of funds should be reviewed by an employee other ~~then~~than the depositor of funds to ensure that funds are placed in the proper District accounts.

PETTY CASH/CASH TRANSACTIONS

During office hours, petty cash funds will be kept in the District safe until needed. It will be monitored always while in use and will not be left unattended. Petty cash ~~funds,~~funds require full documentation including the purpose of the expenditure and who was present during the transaction. All cash transactions, if possible, should always involve more than one individual to ensure that cash is properly recorded and deposited.

CHECK STOCK

All general, payroll and other checks will be locked in the District safe. This includes both signed and un-signed checks. Checks or cash will be secure at all times.

BANK STATEMENT

Bank Statements received will be reviewed by least one exempt District staff employee before reconciliation of accounts by the District Office Manager.

REVIEW OF FUNDS AND EXPENDITURES

The District Board of Directors shall at a minimum, at the regular monthly meeting, review the Districts funds and expenditures.

Silverton Fire District
Board Policy # 306

INFORMATION SECURITY POLICY

Date Originated: September 14, 2021
Revised:
Reviewed:

INTRODUCTION
PURPOSE

The purpose of this policy is to clearly communicate the ~~organizations~~ **Fire District's** security objectives and guidelines to minimize the risk of internal and external threats. Silverton Fire District seeks to ensure that appropriate measures are implemented to protect ~~customer and~~ employee **and citizen** personal and sensitive information **as well as organizational information that are considered sensitive in nature**. This Information Security Policy is designed to establish a foundation for an organizational culture of security.

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

COMPLIANCE

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

PRIVILEGED ACCESS

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

DATA BACKUP & RECOVERY

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

MULTI-FACTOR AUTHENTICATION

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

DRAFT

ENDPOINT PROTECTION

All [Fire Districtorganization](#) servers and workstations will utilize an endpoint protection tool to protect systems against malware and viruses.

FIREWALL WITH SECURITY SERVICES

The [Fire Districtorganization](#) will protect the corporate network from the Internet through the use of a firewall with Intrusion Prevention System (IPS) capability.

EMAIL SECURITY

The [Fire Districtorganization](#) will protect their email system by utilizing antivirus, antispam and anti-phishing technologies. The [Fire Districtorganization](#) will also not utilize email to send or receive sensitive information.

WIRELESS

The [Fire Districtorganization](#)'s wireless will be setup utilizing two separate SSID's one for [Fire Districtorganizationally](#) owned devices and another for personal/ guest devices. The password for the corporate SSID will not be shared with end-users and only known by key personnel.

PASSWORD MANAGEMENT

The [Fire Districtorganization](#) will utilize the following password configuration:

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

•
— Password complexity: On

•
—

In addition, the [Fire Districtorganization](#) will educate users on creating/ utilizing secure passwords for systems/ services that can't be controlled by the [Fire Districtorganization](#).

[Access to password information is only available to/through the System Administrator\(s\).](#)

EMAIL PHISHING EXERCISES

The [Fire Districtorganization](#) will perform simulated phishing exercises used to test and educate users.

SECURITY AWARENESS TRAINING

The [Fire District organization](#)'s personnel are required to participate in security training in the following instances:

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

ACCEPTABLE USE POLICY AGREEMENT

The [Fire District organization](#) will require all users sign an acceptable use [policy agreement \(appendix A\)](#) before accessing [Fire District organizational](#) resources. This [policy agreement](#) governs the use of the [company-District](#) resources and covers a wide range of issues surrounding the rights, responsibilities and privileges — as well as sanctions — connected [associated](#) with computer use. See [Operational Guideline 1.1.16](#) for a copy of current [Acceptable Use Policy](#)

ASSET MANAGEMENT

An inventory of all the [Fire District organization](#)'s hardware and software will be maintained that documents the following:

- [Employee Member](#) in possession of the hardware or software
- Location of hardware or software
- Date of purchase
- Serial number
- Type of device and description

PATCH MANAGEMENT

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

SECURING REMOTE WORKERS

The [Fire District organization](#) requires all remote users to utilize company owned devices when working remotely. Those devices will be setup with a secure VPN.

MOBILE DEVICE MANAGEMENT (MDM)

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

STANDARD CONFIGURATION

| The Fire District organization will utilize a standard configuration for all endpoints, servers, network devices, mobile devices, and printers. Any changes to the standard configurations will be reviewed and approved by leadership the Fire Chief or his/her designee.

DRAFT

VULNERABILITY SCANNING

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

INCIDENT RESPONSE

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

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

AUDITING AND LOGGING

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

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