

SILVERTON FIRE DISTRICT REGULAR BOARD MEETING

August 13, 2024 at 7:00 P.M.

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

AGENDA

A copy of the board packet is available at www.silvertonfire.com. In accordance with House Bill 2560, the meeting will be held in person & electronically using the Zoom web conference platform. Please submit written comments to candace.cantu@silvertonfire.com by 5:00pm on Monday, August 12, 2024. Comments received will be shared with the Board of Directors and included in the record.

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

Meeting ID: 813 0844 0282

Passcode: 315674

I. ROLL CALL

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

II. CALL MEETING TO ORDER

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF MINUTES

a) Regular Board Meeting of July 9, 2024

V. OPEN FORUM

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

VI. OLD BUSINESS

a)

VII. FINANCE OFFICER'S REPORT

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

VIII. CHIEF'S REPORT

a) Chief Report
b) Asset Detail
c) Donation Recognition

IX. NEW BUSINESS

a) Open Forum
b) Adopt Revisions to Board Policies 101-106
c) Review Board Policies 201-207

X. ITEMS PENDING

a) Joint Board Meeting w/ City Council

XI. ADJOURNMENT

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SILVERTON FIRE DISTRICT

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

REGULAR BOARD MEETING 7:00 P.M. July 9, 2024
Silverton Fire District Station #8 (Scotts Mills)

I. **ROLL CALL:**

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

Dixon Bledsoe, Director
Ryan Bielenberg, Director

ABSENT:

Secretary-Treasurer Mengucci

IN ATTENDANCE:

Chief Miles, Office Administrator (OA) Cantu, FF Hughes, BC Terhaar, FF Isherwood

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. **ELECTION OF BOARD OFFICERS FOR FISCAL YEAR 2023-2024**

President Von Flue opened nominations for Board President. Vice President Palmer nominated Les Von Flue for Board President. Director Bledsoe seconded the nomination. Having no other nominations for President, nominations were closed and Les Von Flue was re-elected Board President by unanimous vote.

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

President Von Flue opened nominations for Board Vice President. Director Bledsoe nominated Stacy Palmer for Vice President. President Von Flue seconded the nomination. Having no other nominations for Vice President, nominations were closed. Stacy Palmer was elected Board Vice President by unanimous vote.

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

President Von Flue opened nominations for Board Secretary-Treasurer. Director Bledsoe nominated Rob Mengucci for Secretary-Treasurer. Director Bielenberg seconded the nomination. Having no other nominations for Secretary-Treasurer, nominations were closed. Rob Mengucci was elected Board Secretary-Treasurer by unanimous vote.

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

The following slate of officers elected to serve for the fiscal year 2024-2025:

Les Von Flue, President

Stacy Palmer, Vice-President

Robert Mengucci, Secretary-Treasurer

V. APPROVAL OF MINUTES:

a) Regular Board Meeting Minutes

Vice President Palmer made a motion to approve the minutes of the June 13, 2023 Board Meeting. Director Bledsoe seconded the motion. The motion carried unanimously.

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

VI. OPEN FORUM:

FF Isherwood inquired about the budget vs. expenditure total. Chief Miles provided clarification. FF Isherwood asked whether the Board provides response on reports. After seeking clarification, President Von Flue added Board Response under New Business.

VII. OLD BUSINESS:

- a) Policies 101-106 *(Out for review until 7/17/2024)*

VIII. FINANCE OFFICER'S REPORT:

a) Check Summary

b) Departmental Expense Report

c) Bank Account Balance Comparison

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

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

IX. CHIEF'S REPORT

a) Chief Report

Chief Miles briefly reviewed the Chief's Report with the Board, highlighting discussion with Metcom and Marion County regarding the radio project.

b) Annual Picnic

Chief Miles invited the Board to the District's Annual Picnic on July 31st beginning at 6pm at Station 1.

c) Picture Day, August 7, 2024

Chief Miles shared that picture day was scheduled at 6:00pm in the EOC on August 7th to capture all new volunteers or re-takes for current volunteers.

d) Civil Service Meeting, July 25, 2024

Chief Miles announced the Civil Service meeting on July 25th beginning at 9:00am in the EOC and encourage anyone to attend.

X. NEW BUSINESS:

a) Storage Canopy Purchase

Vice President Palmer made a motion to approve the purchase of a storage canopy from Carport Central in the amount of \$21,247.69 from Capital Fund 30. Director Bledsoe seconded the motion. The motion carried unanimously.

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

b) St. 8 Generator Surplus

Director Bledsoe made a motion to surplus out the non-operational generator. Director Bielenberg seconded the motion. The motion carried unanimously.

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

c) Board Response

The Board had brief discussion on whether data reports should continue quarterly or occur monthly. After OA Cantu gave a brief review of the website, specifically Communications under the Membership tab and the Homepage, the Board agreed that quarterly reporting was sufficient.

XI. ITEMS PENDING:

a) Joint Board Meeting w/ City Council

Chief Miles announced that the City was focused on moving into their new location but would be meeting with the City next week to come up with a joint meeting date.

XII. ADJOURNMENT:

With no further business to come before the Board, the meeting was adjourned at 7:46 p.m.

Approved this _____ day of _____, 2024.

President

Minutes recorded and prepared by Candace Cantu

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Accounts Payable

Checks by Date - Detail by Check Date

User: Candace
 Printed: 8/7/2024 8:26 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000854	6091910	AMAZON CAPITAL SERVICES	07/09/2024	
	14P6-71LF-YLTK	PRIME MEMBERSHIP FEE		499.00
	14P6-71LF-YLTK	SWIFFER DUSTERS		9.94
	14P6-71LF-YLTK	ENGLISH/SPANISH CPR TRAINER PACKS		462.00
	14P6-71LF-YLTK	HAND SOAP		4.88
	14P6-71LF-YLTK	SELF INKING STAMP		22.89
	14P6-71LF-YLTK	(4) REPLACEMENT BATTERY KNB-69L KEN		103.96
	14P6-71LF-YLTK	KEYBOARD/WIRELESS MOUSE		22.99
	14P6-71LF-YLTK	THERMAL LAMINATING POUCHES		20.91
	14P6-71LF-YLTK	POWER SUPPLY UNIT		29.90
	14P6-71LF-YLTK	OFFICE DESK		699.99
	14P6-71LF-YLTK	8.5X11 COPY PAPER		314.45
	14P6-71LF-YLTK	STEP STOOL FOR RECRUITMENT TRAILER		38.99
	14P6-71LF-YLTK	METALLIC SHARPIES		13.99
	14P6-71LF-YLTK	VACUUM FOR STATION 8		79.18
	14P6-71LF-YLTK	LOGITECH EXTENSION CABLES		376.52
	14P6-71LF-YLTK	OFFICE CHAIR		148.99
	14P6-71LF-YLTK	INK CARTRIDGES FOR ST8		450.80
	14P6-71LF-YLTK	SCISSORS		7.99
	14P6-71LF-YLTK	EMPLOYEE FILE FOLDERS		25.03
	14P6-71LF-YLTK	CONFLAGRATION MEALS FOR CONFLAG		69.99
	14P6-71LF-YLTK	AMAZON DISPLAY CABLE		9.99
	14P6-71LF-YLTK	VIEWSONIC COMPUTER SCREEN		169.99
	14P6-71LF-YLTK	EMPLOYEE FILE FOLDERS		21.10
Total for Check Number 1000854:				3,603.47
1000855	6091993	ANTHONY CORTES EMR RENEWAL REIMB.	07/09/2024	63.00
Total for Check Number 1000855:				63.00
1000856	6091912 24-019	BASS ROOTS TRAINING SOLUTIONS CHIEF EXAMINER SERVICES	07/09/2024	500.00
Total for Check Number 1000856:				500.00
1000857	096412 00167	CITY OF SCOTTS MILLS WATER USAGE AT STAT. 8 5/1-6/30	07/09/2024	193.35
Total for Check Number 1000857:				193.35
1000858	096998 5.05070.0 5.05071.0 5.05072.6	CITY OF SILVERTON WATER USAGE STAT 1 5/17-6/17 WATER USAGE STAT 1 MAINT BAY 5/17-6/1 WATER USAGE STAT 1 SPRINKLER 5/17-6/1	07/09/2024	347.75 57.47 126.67
Total for Check Number 1000858:				531.89
1000859	031205	CLEM J. BUTSCH INSURANCE	07/09/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	4454	INSTALLMENT ON VFIS ACCIDENT/SICKN		2,905.00
			Total for Check Number 1000859:	2,905.00
1000860	013528 28250	CRUISE MASTER ENGRAVING COMMAND BOARDS	07/09/2024	606.00
			Total for Check Number 1000860:	606.00
1000861	015880 L0057094193	DEPT. OF MOTOR VEHICLES (1) RECORD INQUIRY	07/09/2024	3.00
			Total for Check Number 1000861:	3.00
1000862	010185 1139 1139 1139 1139 1139 2055 2055 2055 2055 2055 2055 2055 2055 2675 2675 4845 7480	ELAN FINANCIAL SERVICES 5 CHANNEL PAGER EMR RECERT FOR GINNY MILLER EMR RECERT FOR DEB CONNERS EMR CERTIFICATION FOR MATT KAUFMA EMR RECERT FOR MARK CRAWFORD (5) ADDITIONAL ACTIVE911 LINES (2) PAIRS WILDLAND BOOTS (1) PAIRS WILDLAND BOOTS (2) PAIRS WILDLAND BOOTS (2) PAIRS WILDLAND BOOTS (2) CARHARDT JACKETS (1) PAIRS WILDLAND BOOTS (1) PAIRS WILDLAND BOOTS CALLCENTRIC POWER SUPPLY CORD PARTS FOR FREEZER REPAIR POWER SUPPLY CORD SUCTION UNIT	07/09/2024	391.00 23.00 23.00 45.00 23.00 159.90 303.98 151.99 303.98 303.98 279.98 175.99 151.99 19.80 42.09 104.78 40.45
			Total for Check Number 1000862:	2,543.91
1000863	026660 4040 4040	FLASHALERT NEWSWIRE 300 SUBSCRIBERS @ .20 EA 24-25 NEWS DISTRIBUTION	07/09/2024	60.00 180.00
			Total for Check Number 1000863:	240.00
1000864	6091972	GIOVANNI NEVES NEVES SPRING TERM REIMB.	07/09/2024	1,656.00
			Total for Check Number 1000864:	1,656.00
1000865	097300 253833 257397 259010 269898 270250 430761 431286 446456 464487 476518 476518 476829 585328 683456	HI-SCHOOL B407 FITTINGS HARDWARE FOR TRAILER ST 1 HARDWARE AND MATERIAL FOR MOUNT PUB ED TRAILER SUPPLIES HVAC FILTERS ST. 1 CHANSAW BAR OIL PINS FOR TRAILER LATCH/WILDLAND HC EXTENSION CORD FOR E485 POWER OUTI OFFICE PROJECT SUPPLIES SHOP SUPPLIES WEED KILLER FOR ST. 1/8 REPAIR SHORE CORD FOR E485 HOSE REPAIR PARTS/WASH RACK AND ST CONFLAG BAG SUPPLIES	07/09/2024	15.18 13.99 81.83 21.98 36.54 36.58 15.95 11.99 11.18 21.48 19.98 16.99 57.90 58.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000865:	419.98
1000866	6091825	MAX HUGHES FINGERPRINT REIMBURSEMENT	07/09/2024	58.75
			Total for Check Number 1000866:	58.75
1000867	6091967 1857296	MEDICAL AIR SERVICES ASSOCIATIO JULY COVERAGE	07/09/2024	840.00
			Total for Check Number 1000867:	840.00
1000868	070060 0188106M	NFPA NFPA 1 YEAR MEMBERSHIP	07/09/2024	225.00
			Total for Check Number 1000868:	225.00
1000869	6091861 37591	OREGON COMMERCIAL TIRE TIRES ON E416	07/09/2024	2,746.00
			Total for Check Number 1000869:	2,746.00
1000870	065870 1	PETRO CARD 318.7GAL @ 3.30/GAL	07/09/2024	1,054.58
			Total for Check Number 1000870:	1,054.58
1000871	092090 0456-003646418 0456-003646912	REPUBLIC SERVICES #456 STAT. 1 GARBAGE SERV. 6/1-6/30 STAT. 8 GARBAGE SERV. 6/1-6/30	07/09/2024	182.25 48.83
			Total for Check Number 1000871:	231.08
1000872	095500 1001678214	SAIF CORPORATION 4/1-7/1 WC QTR PREMIUM	07/09/2024	5,300.26
			Total for Check Number 1000872:	5,300.26
1000873	6091963 6295	SEVERSON COMPANIES INC DIAG. ON FREEZER	07/09/2024	345.00
			Total for Check Number 1000873:	345.00
1000874	096976 797969 798371 798429 798607 800190	SILVER CREEK AUTO PARTS, INC. PETROLATUM PRODUCTS CLOTHING FOR CPR MANNEKIN S423 FUEL CAP (2) RUBBER INSULATED CLAMP RECRUITMENT TRAILER SUPPLIES	07/09/2024	665.97 56.06 22.71 23.23 257.82
			Total for Check Number 1000874:	1,025.79
1000875	097200 13213	SILVERTON CHAMBER OF COMMERC 2024-2025 ANNUAL MEMBERSHIP	07/09/2024	175.00
			Total for Check Number 1000875:	175.00
1000876	201523 JUNE 2024	TOWNSHIP HEALTH DPC (1) FF PHYSICAL	07/09/2024	270.00
			Total for Check Number 1000876:	270.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000877	119000	WILCO	07/09/2024	
	715317	20V HEDGE TRIMMER		119.00
	715317	HITCH PINS FOR TRAILERS		15.96
	715317	(2) WASP SPRAY/FLAGGING TAPE		26.77
Total for Check Number 1000877:				161.73
1000878	034015	ZIPLY FIBER	07/09/2024	
	6/25-7/24 RL	503-001-0586-110204-5		27.30
	6/25-7/24 ST1	503-873-2805-070997-5		208.75
	6/25-7/24 ST3	503-873-3190-062193-5		72.72
	6/25-7/24 ST8	503-873-6215-090168-5		97.38
	6/25-7/24 ST9	503-873-5645-012395-5		72.72
	6/25-7/24 STA2	503-873-5097-071291-5		80.14
Total for Check Number 1000878:				559.01
1000879	010185	ELAN FINANCIAL SERVICES	07/09/2024	
		MICROSOFT SUBSCRIPTION		129.45
		ZOOM SUBSCRIPTION		159.90
		OVERPAYMENT CREDIT		-83.15
		BITWARDEN		60.00
Total for Check Number 1000879:				266.20
Total for 7/9/2024:				26,524.00
1000881	068535	911 SUPPLY INC	07/30/2024	
	INV-1-44758	(1) NAME TAPE & PATCH INSTALL		12.07
	INV-1-44784	(1) NAME TAPE & PATCH INSTALL		12.15
Total for Check Number 1000881:				24.22
1000882	6091909	BEST POTS, INC.	07/30/2024	
	A41989	REWired UV CONNECTION ST. 8		995.00
Total for Check Number 1000882:				995.00
1000883	010172	CARSON OIL COMPANY	07/30/2024	
	CP-00513069	FUEL FOR 4/1-4/15		744.26
	CP-00514997	FUEL FOR 4/16-4/30		851.49
	CP-00518196	FUEL FOR 5/1-5/15		1,162.85
	CP-00520169	FUEL FOR 5/15-5/30		673.00
Total for Check Number 1000883:				3,431.60
1000884	010025	CLIA LABORATORY PROGRAM	07/30/2024	
	38D2052016	CLIA LABORATORY USE 1/3/2025-1/2/2027		248.00
Total for Check Number 1000884:				248.00
1000885	6091975	COREY SELFRIDGE	07/30/2024	
		JUNE ASSOC. MTG NORTH BATTALION		49.33
Total for Check Number 1000885:				49.33
1000886	032005	G & G AUTO CARE SUPPLY, INC.	07/30/2024	
	297557	DETAILING SUPPLIES		16.41
Total for Check Number 1000886:				16.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000887	033975 9172421258	GRAINGER (3) DEGREASER, (12) BATH AND BOWL CL	07/30/2024	68.13
Total for Check Number 1000887:				68.13
1000888	037800 186	HOME PLACE SOUTH BAT. ASSOC. MTG	07/30/2024	180.15
Total for Check Number 1000888:				180.15
1000889	035075 1 1	HRA VEBA TRUST YA462 HRA/VEBA: JUL YA462 HRA/VEBA: JUL	07/30/2024 PR Batch 00003.07.2024 YA4 PR Batch 00003.07.2024 YA4	200.00 1,600.00
Total for Check Number 1000889:				1,800.00
1000890	6091967 1881145	MEDICAL AIR SERVICES ASSOCIATIO MASA AUGUST 2024 COVERAGE	07/30/2024	1,050.00
Total for Check Number 1000890:				1,050.00
1000891	072925 FY202425-0119	METCOM 9-1-1 MONTHLY PAYMENT JULY	07/30/2024	8,308.20
Total for Check Number 1000891:				8,308.20
1000892	098950 8730129	OREGON EMPLOYMENT DEPT. DANDENEAU UNEMPLOYMENT BENEFITS	07/30/2024	3.02
Total for Check Number 1000892:				3.02
1000893	6091868 46443	OREGON SEWER & DRAIN (1) PORTABLE UNIT SERVICE	07/30/2024	30.00
Total for Check Number 1000893:				30.00
1000894	081050 253072	PAUL'S SMALL MOTORS, INC B487 CHAINSAW NEW GAS LINE/FILTER	07/30/2024	32.74
Total for Check Number 1000894:				32.74
1000895	083200 0074320000 2603340000 3700411000 5974190000 8950420000	PORTLAND GENERAL ELECTRIC STAT. 8 ELECTRIC SERV. 6/6-7/8 STAT. 1 ELECTRIC SERV. 6/6-7/8 STAT. 3 ELECTRIC SERV. 6/6-7/8 STAT. 9 ELECTRIC SERV. 6/6-7/8 STAT. 2 ELECTRIC SERV. 6/6-7/8	07/30/2024	186.59 1,165.67 63.48 41.52 60.76
Total for Check Number 1000895:				1,518.02
1000896	6091891 787636	RICKMAR ENTERPRISES INC JULY PEST CONTROL SERVICE	07/30/2024	145.00
Total for Check Number 1000896:				145.00
1000897	094000 6240-30	ROTH'S FRESH MARKETS PALLET OF WATER	07/30/2024	292.57
Total for Check Number 1000897:				292.57
1000898	098720 03-0052823 03-0052823	SDIS LTD: EMPLOYER CONTRIB.: AUG MEDICAL: EMPLOYEE CONTRIB.: AUG	07/30/2024 PR Batch 00003.07.2024 LTD PR Batch 00003.07.2024 MEI	239.12 1,434.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	03-0052823	MEDICAL: EMPLOYER CONTRIB.: AUG	PR Batch 00003.07.2024 MEI	756.23
	03-0052823	MEDICAL: EMPLOYEE CONTRIB.: AUG	PR Batch 00003.07.2024 MEI	84.02
	03-0052823	MEDICAL: EMPLOYER CONTRIB.: AUG	PR Batch 00003.07.2024 MEI	12,912.53
	03-0052823	LTD: EMPLOYER CONTRIB.: AUG	PR Batch 00003.07.2024 LTC	29.89
Total for Check Number 1000898:				15,456.51
1000899	096976	SILVER CREEK AUTO PARTS, INC.	07/30/2024	
	802862	FLUID FILTERS FOR SHOP STOCK		217.97
	804114	FILTER STOCK FOR SHOP		81.62
	804958	FILTER FOR ST 1 GENERATOR		39.47
	805299	SUPER GLUE		9.58
	805323	BATTERY FOR B437		319.67
	805354	CORE DEPOSIT FOR BAT ON B437		-36.36
	805626	STARTER/CORE DEPOSIT T419		370.88
Total for Check Number 1000899:				1,002.83
1000900	6091994 SPRING 2024	STEFAN ZAHN SPRING TERM REIMB.	07/30/2024	1,656.00
Total for Check Number 1000900:				1,656.00
1000901	027039 930943-0001	SUN LIFE FINANCIAL 8/1-8/31 2024	07/30/2024	652.65
Total for Check Number 1000901:				652.65
1000902	6091995 7450	TURNER FIRE DISTRICT (2) SANTIAM WILDLAND FIELD DAY	07/30/2024	40.00
Total for Check Number 1000902:				40.00
1000903	091893 0005283721 0005283721 0005283721	USABLE LIFE LIFEMAP: EMPLOYEE CONTRIB. AUG AD&D/LIFE INS. EMPLOYER CONTIB AUG AD&D/LIFE INS. EMPLOYER CONTIB AUG	07/30/2024 PR Batch 00003.07.2024 LIFI PR Batch 00003.07.2024 AD& PR Batch 00003.07.2024 AD&	39.15 69.00 2.70
Total for Check Number 1000903:				110.85
1000904	112435 9968049112	VERIZON WIRELESS 405 IPAD SERV.: 6/2-7/1 423 IPAD SERV.: 6/2-7/1 R. SAVAGE CELL SERV.: 6/2-7/1 K. VEIT CELL SERV.: 6/2-7/1 415 IPAD SERV.: 6/2-7/1 D. BROWN CELL SERV.: 6/2-7/1 B. MILES CELL SERV.: 6/2-7/1 485 IPAD SERV.: 6/2-7/1 407 IPAD SERV.: 6/2-7/1 I. PETERSON CELL SERV.: 6/2-7/1 M. HUGHES CELL SERV.: 6/2-7/1 K. MILLER CELL SERV.: 6/2-7/1 C. CANTU CELL SERV.: 6/2-7/1 411 IPAD SERV.: 6/2-7/1 482 IPAD SERV.: 6/2-7/1 401 IPAD SERV.: 6/2-7/1	07/30/2024	40.81 40.81 42.62 42.62 40.81 42.62 42.62 40.81 40.81 42.62 42.62 42.62 42.62 40.81 40.81 42.62 42.62 40.81 40.81
Total for Check Number 1000904:				667.44
1000905	6091829 056639301-00109	WAVE 056639301-0008873 CONV. BOX 7/12-8/11	07/30/2024	102.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000905:	102.75
1000906	6091965 SO-100299	WHOLESALE ONLINE GROUP, CORP RED JUMPSUIT - TED	07/30/2024	325.92
			Total for Check Number 1000906:	325.92
1000907	119609 2407-591639	WITHERS LUMBER SUPPLIES FOR EMERGENCY PREPAREDNE	07/30/2024	142.83
			Total for Check Number 1000907:	142.83
			Total for 7/30/2024:	38,350.17
			Report Total (53 checks):	64,874.17

General Ledger

Expense vs Budget with Encumbrances

User: Candace

Printed: 8/7/2024 8:26:52 PM

Period 01 - 12

Fiscal Year 2025

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 747,453.00	\$ 56,611.63	\$ 690,841.37	92.43%
25-1-51002	EXTRA PERSONNEL	\$ -	\$ -	\$ -	0.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 35,000.00	\$ 5,329.60	\$ 29,670.40	84.77%
25-1-51004	SOCIAL SECURITY	\$ 70,492.00	\$ 10,948.39	\$ 59,543.61	84.47%
25-1-51005	GROUP HEALTH INSURANCE	\$ 202,346.00	\$ 18,463.76	\$ 183,882.24	90.88%
25-1-51006	GROUP LIFE INSURANCE	\$ 17,463.00	\$ 960.77	\$ 16,502.23	94.50%
25-1-51007	PERS	\$ 283,522.00	\$ 31,455.00	\$ 252,067.00	88.91%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 3.02	\$ 1,196.98	99.75%
25-1-51009	OVERTIME	\$ 75,000.00	\$ 45,618.10	\$ 29,381.90	39.18%
25-1-51010	VOLUNTEERS	\$ 85,000.00	\$ 40,881.20	\$ 44,118.80	51.90%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 21,600.00	\$ 1,600.00	\$ 20,000.00	92.59%
25-1-51013	DIRECTORS EXPENSES	\$ 500.00	\$ -	\$ 500.00	100.00%
PAYROLL RELATED EXP		\$ 1,539,576.00	\$ 211,871.47	\$ 1,327,704.53	86.24%
25-1-61001	OFFICE SUPPLIES	\$ 3,800.00	\$ 1,026.15	\$ 2,773.85	73.00%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 9,000.00	\$ 1,139.00	\$ 7,861.00	87.34%
25-1-61003	CONTRACT SERVICES	\$ 35,000.00	\$ 76.75	\$ 34,923.25	99.78%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 1,246.25	\$ 18,753.75	93.77%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61006	UTILITIES	\$ 48,000.00	\$ 2,577.09	\$ 45,422.91	94.63%
25-1-61007	ELECTION EXPENSES	\$ 4,500.00	\$ -	\$ 4,500.00	100.00%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 30,000.00	\$ 1,531.38	\$ 28,468.62	94.90%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.05	\$ 49.95	99.90%
25-1-61011	ANNUAL AUDIT	\$ 9,500.00	\$ -	\$ 9,500.00	100.00%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,500.00	\$ -	\$ 3,500.00	100.00%
25-1-61013	RECRUITING EXPENSE	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%
25-1-61015	TRAINING EXPENSE	\$ 75,000.00	\$ 4,087.75	\$ 70,912.25	94.55%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 128.15	\$ 3,371.85	96.34%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 40.45	\$ 6,959.55	99.42%
25-1-61019	INSURANCE	\$ 82,000.00	\$ -	\$ 82,000.00	100.00%
25-1-61020	CIVIL SERVICE	\$ 5,500.00	\$ -	\$ 5,500.00	100.00%
25-1-61021	TRAVEL EXPENSE	\$ 3,000.00	\$ -	\$ 3,000.00	100.00%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 8,000.00	\$ 453.79	\$ 7,546.21	94.33%
25-1-61023	UNIFORM ALLOWANCE	\$ 10,000.00	\$ 24.22	\$ 9,975.78	99.76%
25-1-61024	FUELS AND LUBRICANTS	\$ 40,000.00	\$ 5,152.15	\$ 34,847.85	87.12%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ -	\$ 650.00	100.00%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 103.96	\$ 6,396.04	98.40%
25-1-61027	COMPUTER MAINTENANCE	\$ 20,000.00	\$ 71.99	\$ 19,928.01	99.64%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ -	\$ 10,000.00	100.00%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%

Account Number	Description	Budget	End Bal	Available	% Available
25-1-61033	APPLIANCES	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
25-1-61037	ADMINISTRATION SERVICES	\$ 30,000.00	\$ 1,678.64	\$ 28,321.36	94.40%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 7,000.00	\$ 1,997.81	\$ 5,002.19	71.46%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 8,686.00	\$ 725.00	\$ 7,961.00	91.65%
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 99,700.00	\$ 8,308.20	\$ 91,391.80	91.67%
25-1-61055	MEDICAL MEMBERSHIPS	\$ -	\$ -	\$ -	0.00%
25-1-61056	HEALTH AND WELFARE	\$ 16,000.00	\$ 522.05	\$ 15,477.95	96.74%
25-1-61057	VEHICLE MAINTENANCE	\$ 45,000.00	\$ 4,152.65	\$ 40,847.35	90.77%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 1,000.00	\$ -	\$ 1,000.00	100.00%
25-1-61063	GRANT EXPENDITURES	\$ 136,000.00	\$ 60.97	\$ 135,939.03	99.96%
25-1-61064	EQUIPMENT TESTING	\$ 18,000.00	\$ -	\$ 18,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 4,500.00	\$ -	\$ 4,500.00	100.00%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ 128.40	\$ 1,371.60	91.44%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 270.00	\$ 14,730.00	98.20%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%
MATL SUPP & EXP		\$ 840,886.00	\$ 35,502.85	\$ 805,383.15	95.78%
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ 376.52	\$ 19,623.48	98.12%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 50,000.00	\$ -	\$ 50,000.00	100.00%
25-1-71003	MAJOR EQUIPMENT	\$ 10,500.00	\$ -	\$ 10,500.00	100.00%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 391.00	\$ 8,109.00	95.40%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-71015	HOSE REPLACEMENT	\$ 6,500.00	\$ -	\$ 6,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 25,000.00	\$ -	\$ 25,000.00	100.00%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ 518.06	\$ 11,481.94	95.68%
CAPITAL OUTLAY		\$ 137,500.00	\$ 1,285.58	\$ 136,214.42	99.07%
25-1-90001	CONTINGENCIES	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
CONTINGENCY		\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
25-5-92006	ENDING FUND BALANCE	\$ 825,000.00	\$ -	\$ 825,000.00	100.00%
UNAPPROPRIATED		\$ 825,000.00	\$ -	\$ 825,000.00	100.00%
25-1-91025	TRANSFER OUT (FUND 24)	\$ 15,100.00	\$ -	\$ 15,100.00	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 50,000.00	\$ -	\$ 50,000.00	100.00%
TRANSFER OUT		\$ 165,100.00	\$ -	\$ 165,100.00	100.00%
25-1-93001	LEASE PRINCIPAL	\$ -	\$ -	\$ -	0.00%
25-1-93002	LEASE INTEREST	\$ -	\$ -	\$ -	0.00%
DEBT SERVICE		\$ -	\$ -	\$ -	0.00%
Expense Total		\$ 3,608,062.00	\$ 248,659.90	\$ 3,359,402.10	93.11%

BANK ACCOUNT BALANCE COMPARISON

<u>May 31, 2023</u>		<u>May 31, 2024</u>	
Columbia Bank Checking	\$ 237,965.02	Columbia Bank Checking	\$ 161,102.29
Columbia Bank MM	\$ 282,522.57	Columbia Bank MM	\$ 262,595.31
Local Gov't Pool	\$ 2,211,815.39	Local Gov't Pool	\$ 2,715,214.65
Sub Total	\$ 2,732,302.98	Sub Total	\$ 3,138,912.25
<i>OPERATING BUDGET AHEAD \$406,609.27</i>			

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

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

Silverton Fire District Board of Directors Meeting Fire Chief Report

Submitted by: Bill Miles, Fire Chief

August 9, 2024

Current Projects:

- Consult with Silverton Building Official about fire code requirements on several upcoming building projects.
- Meet with DSFM Launius 8/8/2024 for some fire inspections and discussion on fire code issues.
- Research inspection records for above
- Fire Code research for City of Silverton for residential partition.
- Inspection Canterbury Faire Event will be last 2 weekends of July (July 19) Food booth and Event Inspections.
- Building Inspection with DSFM Launius regarding occupancy change of use.
- On-going work with ESO tech support training to configure Assets/Inventory, hydrants, Properties, and Inspections, modules.
- Review Fiscal Year 2024 Draft Audit report
- Consult with Woodburn IT about Network configuration

Meetings/Activities:

- North Chief's Meeting August 6, Hubbard Fire District.
- Special METCOM User Group meeting at METCOM-regarding sudden death of Director Mark Spross, User Group appointed John Thompson to be acting director at this time.
- Rotary Meeting (2nd and 4th Mondays at noon) July 8 & 22

Staffing/Volunteer Changes-Updates:

- Currently have 74 Volunteers and 9 career staff on the roster.
- Currently have 4 RV's (Resident Volunteers).

Trainings-Held/Attended:

- Attend Weekly EMS & Fire training.

Other Activities/Topics of Interest:

- Two visits to the new City Hall to install master keys in Knox boxes
- Test Knox key in power gate system at new City Hall

July Snapshot:

July 2024 Calls- 107 2.8% decrease over last year

July 2023 Calls- 110

2024 Calls YTD 667 (Jan-July) 5.3% increase from the same period last year

2023 Calls YTD 633 (Jan-July)

Silverton Fire District Conflagration Deployments as of 8/9/2024

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

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

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

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

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

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

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

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

Asset	dt	Property Description	Date in Service	Book Cost	Book Sec 179 Exp	Book Sat Value	Book Prior Depreciation	Book Current Depreciation	Book End Depreciation	Book Net Book Value	Book Method	Book Period
Group: Buildings & Improvements												
1		Pump Test Pit	1/1/1996	\$ 5,000.00	\$ -	\$ -	\$ 2,750.00	\$ 100.00	\$ 2,850.00	\$ 2,150.00	S/L	50.00
2		Fire Station 1 - Silvertown	7/5/1997	\$ 1,382,577.00	\$ -	\$ -	\$ 718,942.78	\$ 27,651.54	\$ 746,594.32	\$ 635,982.68	S/L	50.00
3		Training Tower	6/30/1998	\$ 203,506.00	\$ -	\$ -	\$ 101,752.84	\$ 4,070.12	\$ 105,822.96	\$ 97,683.04	S/L	50.00
4		Fire Station 8 - Scotts Mills	12/1/1995	\$ 419,620.00	\$ -	\$ -	\$ 230,787.80	\$ 8,392.40	\$ 239,180.20	\$ 180,439.80	S/L	50.00
5		Roof Repair - Station 8	7/31/1998	\$ 5,139.00	\$ -	\$ -	\$ 2,571.46	\$ 102.78	\$ 2,674.24	\$ 2,464.76	S/L	50.00
6		Fire Station 9 - Crooked Finger	4/17/1993	\$ 19,000.00	\$ -	\$ -	\$ 11,442.00	\$ 380.00	\$ 11,822.00	\$ 7,178.00	S/L	50.00
7		Fire Station 2 - Victor Point	4/17/1974	\$ 19,000.00	\$ -	\$ -	\$ 11,062.00	\$ 380.00	\$ 11,442.00	\$ 7,558.00	S/L	50.00
8		Fire Station 3 - Abiqua	1/30/1988	\$ 50,000.00	\$ -	\$ -	\$ 35,417.00	\$ 1,000.00	\$ 36,417.00	\$ 13,583.00	S/L	50.00
9		Station 1 Storage Building	7/1/2003	\$ 14,410.00	\$ -	\$ -	\$ 5,762.40	\$ 288.20	\$ 6,050.60	\$ 8,359.40	S/L	50.00
10		500 Gal Diesel Tank System	11/23/1999	\$ 7,287.00	\$ -	\$ -	\$ 3,438.18	\$ 145.74	\$ 3,583.92	\$ 3,703.08	S/L	50.00
11		Auto Transfer Switch Disc & Install	5/12/1999	\$ 9,136.00	\$ -	\$ -	\$ 4,716.04	\$ 182.72	\$ 4,898.76	\$ 4,237.24	S/L	50.00
12		New Floor Tile Station 1 Training Room	4/30/2010	\$ 9,880.00	\$ -	\$ -	\$ 4,280.31	\$ 329.33	\$ 4,609.64	\$ 5,270.36	S/L	30.00
13		Radiant Ceiling Heaters Station 8	5/10/2011	\$ 5,897.00	\$ -	\$ -	\$ 2,359.99	\$ 196.57	\$ 2,556.56	\$ 3,340.44	S/L	30.00
14		Seismic Upgrade Station 8	6/11/2012	\$ 143,813.00	\$ -	\$ -	\$ 34,514.82	\$ 2,876.26	\$ 37,391.08	\$ 106,421.92	S/L	50.00
15		Station 8 Septic System	11/13/2012	\$ 24,429.00	\$ -	\$ -	\$ 8,957.10	\$ 814.30	\$ 9,771.40	\$ 14,657.60	S/L	30.00
16		Station 8 Generator System	4/1/2013	\$ 11,000.00	\$ -	\$ -	\$ 4,033.69	\$ 366.67	\$ 4,400.36	\$ 6,599.64	S/L	30.00
17		Station 1 HVAC System Replace	6/30/2015	\$ 8,720.00	\$ -	\$ -	\$ 3,488.00	\$ 436.00	\$ 3,924.00	\$ 4,796.00	S/L	20.00
18		Station 1 Sprinkler Head Replacements	2/10/2016	\$ 11,108.00	\$ -	\$ -	\$ 2,591.89	\$ 370.27	\$ 2,962.16	\$ 8,145.84	S/L	30.00
64		Station 1 New Carpet	1/10/2017	\$ 27,700.00	\$ -	\$ -	\$ 11,080.02	\$ 1,846.67	\$ 12,926.69	\$ 14,773.31	S/L	15.00
65		Station 8 New Carpet	8/10/2016	\$ 6,297.00	\$ -	\$ -	\$ 2,518.80	\$ 419.80	\$ 2,938.60	\$ 3,358.40	S/L	15.00
66		Drill Tower Upgrades	5/9/2017	\$ 97,970.00	\$ -	\$ -	\$ 23,512.80	\$ 3,918.80	\$ 27,431.60	\$ 70,538.40	S/L	25.00
67		Station 2 Renovations	3/1/2017	\$ 233,624.00	\$ -	\$ -	\$ 28,034.88	\$ 4,672.48	\$ 32,707.36	\$ 200,916.64	S/L	50.00
68		Station 3 Renovations	3/1/2017	\$ 248,670.00	\$ -	\$ -	\$ 29,840.40	\$ 4,973.40	\$ 34,813.80	\$ 213,856.20	S/L	50.00
69		Station 9 Renovations	3/1/2017	\$ 209,946.00	\$ -	\$ -	\$ 25,193.52	\$ 4,198.92	\$ 29,392.44	\$ 180,553.56	S/L	50.00
83		Station 1 Renovations	6/30/2018	\$ 461,508.00	\$ -	\$ -	\$ 46,150.80	\$ 9,230.16	\$ 55,380.96	\$ 406,127.04	S/L	50.00
87		Station 3 Site Work	5/31/2019	\$ 13,784.00	\$ -	\$ -	\$ 1,125.69	\$ 275.68	\$ 1,401.37	\$ 12,382.63	S/L	50.00
88		Station 1 Floor Replacement	6/30/2019	\$ 8,493.00	\$ -	\$ -	\$ 1,132.40	\$ 283.10	\$ 1,415.50	\$ 7,077.50	S/L	30.00
89		Station 8 Floor Replacement	6/30/2019	\$ 5,476.00	\$ -	\$ -	\$ 730.12	\$ 182.53	\$ 912.65	\$ 4,563.35	S/L	30.00
90		Station 1 Kitchen Range	11/13/2018	\$ 9,798.00	\$ -	\$ -	\$ 1,524.13	\$ 326.60	\$ 1,850.73	\$ 7,947.27	S/L	30.00
91		Station 1 Renovation	8/1/2018	\$ 236,459.00	\$ -	\$ -	\$ 23,251.80	\$ 4,729.18	\$ 27,980.98	\$ 208,478.02	S/L	50.00
92		Station 1 Seismic Renovation Final	10/31/2018	\$ 40,235.00	\$ -	\$ -	\$ 3,755.27	\$ 804.70	\$ 4,559.97	\$ 35,675.03	S/L	50.00
93		Station 1 Turnouts Wall Rack	8/14/2018	\$ 6,160.00	\$ -	\$ -	\$ 1,514.33	\$ 308.00	\$ 1,822.33	\$ 4,337.67	S/L	20.00
96		Public Sewer System & Parking Lot	8/14/2019	\$ 336,105.00	\$ -	\$ -	\$ 26,328.23	\$ 6,722.10	\$ 33,050.33	\$ 303,054.67	S/L	50.00
104		Parking Lot Crack Seal	6/15/2021	\$ 21,233.00	\$ -	\$ -	\$ 2,949.02	\$ 1,415.53	\$ 4,364.55	\$ 16,868.45	S/L	15.00
109		Station Landscaping	7/31/2020	\$ 36,053.00	\$ -	\$ -	\$ 7,010.30	\$ 2,403.53	\$ 9,413.83	\$ 26,639.17	S/L	15.00
117		Station 1 Concrete Pad & Excavation	11/7/2022	\$ 38,622.00	\$ -	\$ -	\$ 514.96	\$ 772.44	\$ 1,287.40	\$ 37,334.60	S/L	50.00
118		Station 1 Skylight Improvements	11/14/2022	\$ 7,200.00	\$ -	\$ -	\$ 240.00	\$ 360.00	\$ 600.00	\$ 6,600.00	S/L	20.00
122		New Fire Alarm Panel Station 1 Shop	8/18/2023	\$ 5,058.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,058.00	S/L	20.00
123		New Station 8 Generator System	5/24/2024	\$ 8,578.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,578.00	S/L	20.00
Buildings & Improvements				\$ 4,397,491.00	\$ -	\$ -	\$ 1,421,242.08	\$ 95,559.85	\$ 1,516,801.93	\$ 2,880,689.07		
Group: CIP												
108		New B417 Brush Truck	6/30/2020	\$ 83,292.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,292.00	Memo	-
115		B417 Brush Repairs 20-21	6/30/2021	\$ 1,995.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,995.00	Memo	-
CIP				\$ 85,287.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,287.00		
Group: Equipment												
19		SCBA Testing Machine	9/22/1999	\$ 5,658.00	\$ -	\$ -	\$ 5,658.00	\$ -	\$ 5,658.00	\$ -	S/L	10.00
20		Breathing Air Compressor	10/29/1999	\$ 39,629.00	\$ -	\$ -	\$ 39,629.00	\$ -	\$ 39,629.00	\$ -	S/L	10.00
21		Thermal Imaging Camera E405	12/28/2006	\$ 9,035.00	\$ -	\$ -	\$ 9,035.00	\$ -	\$ 9,035.00	\$ -	S/L	10.00
22		Thermal Imaging Camera E415	4/28/2009	\$ 6,709.00	\$ -	\$ -	\$ 6,709.00	\$ -	\$ 6,709.00	\$ -	S/L	10.00
32		Ladder Truck L408	10/6/1997	\$ 422,965.00	\$ -	\$ -	\$ 363,041.81	\$ 14,098.83	\$ 377,140.64	\$ 45,824.36	S/L	30.00
35		Tanker/Tender T419	12/21/2001	\$ 134,811.00	\$ -	\$ -	\$ 101,110.90	\$ 4,493.70	\$ 105,604.60	\$ 29,206.40	S/L	30.00
36		Rescue Truck R484	6/9/2005	\$ 123,528.00	\$ -	\$ -	\$ 93,880.84	\$ 4,941.12	\$ 98,821.96	\$ 24,706.04	S/L	25.00
38		2005 Pickup Duty Rig	6/9/2005	\$ 28,856.00	\$ -	\$ -	\$ 28,856.00	\$ -	\$ 28,856.00	\$ -	S/L	10.00
39		Tanker/Tender T418	1/22/2007	\$ 125,000.00	\$ -	\$ -	\$ 68,897.69	\$ 4,166.67	\$ 73,064.36	\$ 51,935.64	S/L	30.00

Book Asset Detail 7/1/23-6/30/2024

Asset	dt	Property Description	Date in Service	Book Cost	Book Sec 179 Exp	Book Sat Value	Book Prior Depreciation	Book Current Depreciation	Book End Depreciation	Book Net Book Value	Book Method	Book Period
40		Tanker/Tender T428	1/22/2007	\$ 125,000.00	\$ -	\$ -	\$ 68,897.69	\$ 4,166.67	\$ 73,064.36	\$ 51,935.64	S/L	30.00
41		2005 Pickup Staff 412	6/14/2007	\$ 24,096.00	\$ -	\$ -	\$ 24,096.00	\$ -	\$ 24,096.00	\$ -	S/L	10.00
42		Brush Truck B437 2008	2/26/2008	\$ 67,510.00	\$ -	\$ -	\$ 40,504.80	\$ 2,700.40	\$ 43,205.20	\$ 24,304.80	S/L	25.00
43		Ford Expedition 2009 C401	6/30/2009	\$ 26,837.00	\$ -	\$ -	\$ 26,837.00	\$ -	\$ 26,837.00	\$ -	S/L	10.00
44		Ford Expedition 1998 C402	3/25/2008	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	S/L	10.00
45		Ford Expedition 2010 D411	4/9/2010	\$ 34,375.00	\$ -	\$ -	\$ 34,375.00	\$ -	\$ 34,375.00	\$ -	S/L	10.00
47		Hurst Rescue Tool	9/10/2009	\$ 5,495.00	\$ -	\$ -	\$ 4,761.31	\$ 366.33	\$ 5,127.64	\$ 367.36	S/L	15.00
48		Thermal Imaging Camera E435	6/24/2011	\$ 8,785.00	\$ -	\$ -	\$ 8,785.00	\$ -	\$ 8,785.00	\$ -	S/L	10.00
49		Thermal Imaging Camera E485	5/8/2012	\$ 8,785.00	\$ -	\$ -	\$ 8,785.00	\$ -	\$ 8,785.00	\$ -	S/L	10.00
50		Brush Truck B497 2013	6/28/2013	\$ 79,852.00	\$ -	\$ -	\$ 35,134.56	\$ 3,194.08	\$ 38,328.64	\$ 41,523.36	S/L	25.00
51		Recruiting Trailer	8/10/2012	\$ 6,842.00	\$ -	\$ -	\$ 6,842.00	\$ -	\$ 6,842.00	\$ -	S/L	10.00
52		KME Fire Engine 415	5/1/2014	\$ 398,000.00	\$ -	\$ -	\$ 143,280.00	\$ 15,920.00	\$ 159,200.00	\$ 238,800.00	S/L	25.00
53		Thermal Imaging Camera	5/1/2014	\$ 8,588.00	\$ -	\$ -	\$ 7,729.60	\$ 858.40	\$ 8,588.00	\$ -	S/L	10.00
54		New Engine Equipment	5/1/2014	\$ 62,412.00	\$ -	\$ -	\$ 22,467.36	\$ 2,496.48	\$ 24,963.84	\$ 37,448.16	S/L	25.00
55		Rescue Tool Power Unit Hurst ML	1/13/2015	\$ 5,400.00	\$ -	\$ -	\$ 2,880.00	\$ 360.00	\$ 3,240.00	\$ 2,160.00	S/L	15.00
56		Ford PU F150 FPO	4/13/2015	\$ 33,688.00	\$ -	\$ -	\$ 13,474.80	\$ 1,684.40	\$ 15,159.20	\$ 18,528.80	S/L	20.00
57		Ford PU F150 TO 421	4/13/2015	\$ 33,688.00	\$ -	\$ -	\$ 13,474.80	\$ 1,684.40	\$ 15,159.20	\$ 18,528.80	S/L	20.00
58		Forcible Entry Training Prop	4/13/2016	\$ 6,000.00	\$ -	\$ -	\$ 2,100.00	\$ 300.00	\$ 2,400.00	\$ 3,600.00	S/L	20.00
59		Ford Expedition 2016 C402	4/13/2016	\$ 34,059.00	\$ -	\$ -	\$ 11,920.65	\$ 1,702.95	\$ 13,623.60	\$ 20,435.40	S/L	20.00
71		2001 Chev Suburban	12/9/2017	\$ 5,000.00	\$ -	\$ -	\$ 2,791.67	\$ 500.00	\$ 3,291.67	\$ 1,708.33	S/L	10.00
72		E405 Edraulic Cutter S700E2	9/18/2014	\$ 9,064.00	\$ -	\$ -	\$ 2,605.90	\$ 453.20	\$ 3,059.10	\$ 6,004.90	S/L	20.00
73		E405 Edraulic Spreader SP310E2	9/18/2018	\$ 8,900.00	\$ -	\$ -	\$ 2,558.75	\$ 445.00	\$ 3,003.75	\$ 5,896.25	S/L	20.00
74		E485 Edraulic Combi Tool SC357P	9/18/2017	\$ 10,184.00	\$ -	\$ -	\$ 2,927.90	\$ 509.20	\$ 3,437.10	\$ 6,746.90	S/L	20.00
75		R404 Edraulic Combi Tool SC357P	9/18/2017	\$ 10,184.00	\$ -	\$ -	\$ 2,927.90	\$ 509.20	\$ 3,437.10	\$ 6,746.90	S/L	20.00
76		2017 KME Water Tender T489	7/17/2017	\$ 317,855.00	\$ -	\$ -	\$ 94,032.10	\$ 15,892.75	\$ 109,924.85	\$ 207,930.15	S/L	20.00
77		2017 KME Pumper E495	9/25/2017	\$ 323,017.00	\$ -	\$ -	\$ 92,867.39	\$ 16,150.85	\$ 109,018.24	\$ 213,998.76	S/L	20.00
78		2017 KME Pumper E435	9/25/2017	\$ 323,017.00	\$ -	\$ -	\$ 92,867.39	\$ 16,150.85	\$ 109,018.24	\$ 213,998.76	S/L	20.00
79		2017 KME Pumper E425	8/4/2017	\$ 323,017.00	\$ -	\$ -	\$ 95,559.20	\$ 16,150.85	\$ 111,710.05	\$ 211,306.95	S/L	20.00
80		2017 KME Rescue R404	7/24/2017	\$ 266,063.00	\$ -	\$ -	\$ 78,710.30	\$ 13,303.15	\$ 92,013.45	\$ 174,049.55	S/L	20.00
81		2017 KME Pumper E405	9/18/2017	\$ 471,368.00	\$ -	\$ -	\$ 135,518.30	\$ 23,568.40	\$ 159,086.70	\$ 312,281.30	S/L	20.00
82		2017 KME Pumper E485	8/15/2017	\$ 471,368.00	\$ -	\$ -	\$ 139,446.37	\$ 23,568.40	\$ 163,014.77	\$ 308,353.23	S/L	20.00
85		New Server	4/11/2019	\$ 6,050.00	\$ -	\$ -	\$ 2,571.25	\$ 605.00	\$ 3,176.25	\$ 2,873.75	S/L	10.00
86		B417 Pump System	6/30/2020	\$ 13,384.00	\$ -	\$ -	\$ 1,338.39	\$ 446.13	\$ 1,784.52	\$ 11,599.48	S/L	30.00
94		Rescue ATV	6/30/2019	\$ 20,998.00	\$ -	\$ -	\$ 2,799.72	\$ 699.93	\$ 3,499.65	\$ 17,498.35	S/L	30.00
95		Station 1 Electronic Sign	5/12/2020	\$ 20,409.00	\$ -	\$ -	\$ 3,231.43	\$ 1,020.45	\$ 4,251.88	\$ 16,157.12	S/L	20.00
97		E415 Wiring Harness Replacement	1/14/2020	\$ 12,020.00	\$ -	\$ -	\$ 1,402.34	\$ 400.67	\$ 1,803.01	\$ 10,216.99	S/L	30.00
98		Station 8 240 Gallon Diesel Tank System	10/31/2019	\$ 5,433.00	\$ -	\$ -	\$ 398.42	\$ 108.66	\$ 507.08	\$ 4,925.92	S/L	50.00
99		Station 8 Electronic Sign	6/30/2020	\$ 18,889.00	\$ -	\$ -	\$ 2,833.35	\$ 944.45	\$ 3,777.80	\$ 15,111.20	S/L	20.00
100		E405 Edraulic RAM Tool R421E	2/12/2020	\$ 7,939.00	\$ -	\$ -	\$ 1,356.25	\$ 396.95	\$ 1,753.20	\$ 6,185.80	S/L	20.00
101		E405 Edraulic Ram Tool R421E D	2/12/2020	\$ 7,003.00	\$ -	\$ -	\$ 1,196.35	\$ 350.15	\$ 1,546.50	\$ 5,456.50	S/L	20.00
102		E415 Edraulic Combi Tool SC358E	2/12/2020	\$ 11,743.00	\$ -	\$ -	\$ 2,006.10	\$ 587.15	\$ 2,593.25	\$ 9,149.75	S/L	20.00
103		R484 Edraulic Combi Tool SC358E	2/12/2020	\$ 10,740.00	\$ -	\$ -	\$ 1,834.75	\$ 537.00	\$ 2,371.75	\$ 8,368.25	S/L	20.00
105		Ford Expedition 2020 C401	6/15/2021	\$ 51,323.00	\$ -	\$ -	\$ 10,692.29	\$ 5,132.30	\$ 15,824.59	\$ 35,498.41	S/L	10.00
106		Ford F250 2020 C482	6/9/2021	\$ 90,292.00	\$ -	\$ -	\$ 18,810.83	\$ 9,029.20	\$ 27,840.03	\$ 62,451.97	S/L	10.00
107		Ford F250 2020 S423	6/15/2021	\$ 58,117.00	\$ -	\$ -	\$ 12,107.71	\$ 5,811.70	\$ 17,919.41	\$ 40,197.59	S/L	10.00
110		Telework Capability System VPN	12/31/2020	\$ 11,584.00	\$ -	\$ -	\$ 2,896.00	\$ 1,158.40	\$ 4,054.40	\$ 7,529.60	S/L	10.00
111		Phone System	1/28/1963	\$ 12,863.00	\$ -	\$ -	\$ 1,929.45	\$ 643.15	\$ 2,572.60	\$ 10,290.40	S/L	20.00
112		Generator	12/30/2020	\$ 50,623.00	\$ -	\$ -	\$ 5,062.30	\$ 2,024.92	\$ 7,087.22	\$ 43,535.78	S/L	25.00
113		Flir Temperature Scanner	12/30/2020	\$ 7,300.00	\$ -	\$ -	\$ 1,825.00	\$ 730.00	\$ 2,555.00	\$ 4,745.00	S/L	10.00
114		Flir Temperature Scanner	12/30/2020	\$ 7,300.00	\$ -	\$ -	\$ 1,825.00	\$ 730.00	\$ 2,555.00	\$ 4,745.00	S/L	10.00
116		AV System	5/13/2022	\$ 11,935.00	\$ -	\$ -	\$ 1,392.42	\$ 1,193.50	\$ 2,585.92	\$ 9,349.08	S/L	10.00
119		Station 1 Autopulse CPR Machine	1/6/2023	\$ 5,631.00	\$ -	\$ -	\$ 281.55	\$ 563.10	\$ 844.65	\$ 4,786.35	S/L	10.00
120		Station 8 Autopulse CPR Machine	1/6/2023	\$ 5,631.00	\$ -	\$ -	\$ 281.55	\$ 563.10	\$ 844.65	\$ 4,786.35	S/L	10.00
121		Air Conditioner Station 8	7/15/2022	\$ 6,818.00	\$ -	\$ -	\$ 681.80	\$ 681.80	\$ 1,363.60	\$ 5,454.40	S/L	10.00
Equipment				\$ 4,858,665.00	\$ -	\$ -	\$ 2,014,731.23	\$ 224,693.99	\$ 2,239,425.22	\$ 2,619,239.78		

Group: Land

62		Fire Station 1 Land	9/12/1995	\$ 278,269.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278,269.00	Land	-
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SILV2304 Silvertown Fire District
 93-6082304
 FYE: 6/30/2024

Book Asset Detail 7/1/23-6/30/2024

Asset	dt	Property Description	Date in Service	Book Cost	Book Sec 179 Exp	Book Sat Value	Book Prior Depreciation	Book Current Depreciation	Book End Depreciation	Book Net Book Value	Book Method	Book Period
63		Fire Station 8 Land	4/25/1985	\$ 57,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,000.00	Land	-
		Land		\$ 335,269.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,269.00		
Grand Total				\$ 9,676,712.00	\$ -	\$ -	\$ 3,435,973.31	\$ 320,253.84	\$ 3,756,227.15	\$ 5,920,484.85		



SILVERTON FIRE DISTRICT

***** MEMORANDUM *****

August 9, 2024

TO: Board of Directors

FROM: Chief Miles

SUBJECT: Donations

In special recognition the following donations have been made to the Silverton Fire District during the month of July. Unless otherwise specified, donations are receipted into miscellaneous revenue and will be allocated according to the budget in the subsequent fiscal year.

In Memory of Jerry Neff	\$550
Smoke Alarm Assistance	\$2000

POLICY 101: ADOPTING & REVISING POLICIES

Originated: January 10, 1989

Revised: August 13, 2024

Reviewed: April 9, 2024

PURPOSE

This policy outlines the process for the adoption, review, and revision of board policies.

BOARD GUIDELINES AND POLICIES

The Fire District Board shall be governed by a set of policies. The policies and accompanying 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 is the governing body which determines all questions of policy to be employed in the conduct of fire district business.

Board policies may 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.

In the event that a board policy is found to be in conflict with the state or federal law 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.

Proposals regarding adoption, changes, deletions, additions or repeal of district policies 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.

The District Board recognizes that all board policies are subject to review and change.

In order to provide consistency, stability and integrity to board policies, it is recognized that policy reviews and/or changes in policies, except in the case of emergency, shall occur annually. An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

Prior to adopting a new policy or revising an existing policy, the policy under consideration shall be indicated on the board agenda. The Board will consider all feedback received from the public, the Chief, staff, volunteers, and other board members prior to making a decision on adoption.

Prior to adoption of a new policy and subsequent revisions of existing policies, the original wording will be indicated with a "strikeout" while the proposed revised wording will be "underlined" for clarity. The document containing the revision(s) will be labeled as "Draft" and displayed for a period of thirty (30) days in a conspicuous location within the Administrative Office or district webpage.

Upon adoption of a new policy or revision(s) of existing policies all portions indicated with "strikeout" will be removed and the revised date will be added.

The Board shall provide 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 to update them in keeping with changes to 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.

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

Originated: December 11, 2001

Revised: August 13, 2024

Reviewed: April 9, 2024

PURPOSE

The purpose of this policy is to detail membership eligibility, onboarding, board compensation and expense reimbursements incurred by Directors.

MEMBERSHIP OF THE BOARD

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

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

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

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

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

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

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

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

DIRECTOR'S REIMBURSEMENT

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

If a board member is traveling for a District related activity, the member may expense lodging, food, beverage (excluding alcohol) and any incidental expenses that are necessary and business related. The

Silverton Fire District will not reimburse more than the IRS per diem rate set by General Services Administration (GSA).

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.

POLICY 103: PUBLIC MEETINGS

Originated: September 3, 2003

Revised: March 14, 2023

Reviewed: April 9, 2024

PURPOSE

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

APPLICATION

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

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

COMPLIANCE WITH LAW

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

LOCATION OF MEETING

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

REGULAR MEETING

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

MEETINGS HELD BY TELEPHONE

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

SPECIAL MEETINGS

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

EMERGENCY MEETINGS

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

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

NOTICE OF MEETINGS

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

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

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

Written notice shall also be sent to any persons which the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued or phone calls made to wire services and other media; and interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

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

INTERPRETERS FOR THE HEARING IMPAIRED

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

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

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

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

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

PREPARATION FOR BOARD MEETINGS

DISTRIBUTION OF MATERIALS TO BOARD MEMBERS

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

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

DISTRIBUTION OF AGENDA TO THE PUBLIC

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

BOARD MEETING AGENDA

MEETING AGENDA

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

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

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

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

CONDUCT OF BOARD MEETINGS

PRESIDING OFFICER

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

AUTHORITY TO CONDUCT MEETINGS

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

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

PUBLIC PARTICIPATION

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

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

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

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

RECORDING OF VOTES

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

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

QUORUM REQUISITES

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

VOTE EXPLANATIONS

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

CONFLICT OF INTEREST

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

ADJOURNMENT

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

EXECUTIVE SESSIONS

NOTICE

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

NO FINAL DECISIONS

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

PURPOSES

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

CONDUCT OF EXECUTIVE SESSION

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

MINUTES OF MEETING

WRITTEN MINUTES

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

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

MINUTES OF EXECUTIVE SESSIONS

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

DISCLOSURE OF EXECUTIVE SESSION MATTERS

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

RETENTION

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

AVAILABILITY TO THE PUBLIC

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

POLICY 104: PUBLIC RECORDS

Originated: September 9, 2003

Revised: October 8, 2019

Reviewed: April 9, 2024

PURPOSE

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

COMPLIANCE WITH OREGON LAW

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

POLICY

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

PUBLIC RECORDS DEFINED

Oregon Public Records law defines a public record as:

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

TYPES OF PUBLIC RECORDS

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

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

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

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

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

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

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

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

PUBLIC RECORDS EXEMPT FROM DISCLOSURE

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

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

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

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

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

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

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

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

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

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

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

COMPLIANCE

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

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

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and
- Include a detailed description of the record(s) requested to allow Silverton Fire District to search for and identify responsive records.
- Be dated and signed by the person requesting the public record.

Access: The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Fire Chief may reasonably

designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained.

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

FEES FOR PUBLIC RECORDS

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

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

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

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

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

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

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

AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS

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

ON-SITE REVIEW OF ORIGINAL RECORDS

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

UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS

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

PATIENT CONFIDENTIALITY

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

RELEASE OF PATIENT INFORMATION

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

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

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

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

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

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

Originated: October 14, 2014

Revised: March 14, 2023

Reviewed: April 9, 2024

PURPOSE

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

DUTIES AND RESPONSIBILITIES

MEETING THE NEEDS OF THE DISTRICT

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

FORMULATION AND INTERPRETATION OF DISTRICT POLICY

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

MANAGEMENT AND COMMUNICATION BETWEEN BOARD AND STAFF

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

BOARD MEETING CONDUCT

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

BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY

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

ETHICAL STANDARDS

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

BOARD MEMBER EDUCATION

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

DISCIPLINE

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

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

GOVERNANCE

COMMUNICATIONS

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

FINANCIAL

- Approve the annual budget.

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

POLICIES, OBJECTIVES, AND PLANS

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

MANAGEMENT

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

EMPLOYEE RELATIONS

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

CONTROL

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

BOARD OF DIRECTORS

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

PUBLIC ACCOUNTABILITY

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

POLICY 106: BOARD MEMBER ETHICS & CONFLICTS OF INTEREST

Originated: February 1, 2016

Revised:

Reviewed: April 9, 2024

PURPOSE

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

FINANCIAL GAIN

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

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

GIFTS

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

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

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

CONFLICT OF INTEREST

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

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

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.

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POLICY 201: PERSONNEL

Originated: January 10, 1989

Revised: January 9, 2024

Reviewed: November 8, 2022

PURPOSE

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

BOARD PERSONNEL GUIDELINES AND POLICIES

The Silverton Fire District shall comply with Federal Equal Employment Opportunity (EEO) guidelines. If any portion of this policy is found to be in direct conflict with any Federal or State law, or applicable Civil Service regulation, at the time a position is being filled, that portion of the policy shall be void.

The Chief/Administrator of the Silverton Fire District shall be responsible for:

- Determining the qualifications required for each position, with consideration given to federal and state laws, which include knowledge base, skill certification and physical ability.
- Administering the advertising for, interviewing and hiring of personnel for positions with firefighting duties, volunteer or otherwise, and other district employees as necessary to ensure the intentions of the Board of Directors are met. Vacancy announcements for exempt positions shall be advertised and posted on the official bulletin boards of the District and published externally to attract diverse, qualified candidates.
- Acting as personnel officer for the district, ensuring that during the hiring process, each new employee is made aware of district rules, regulations, and policies.
- Writing, maintaining, and updating a job description for each paid and volunteer position.
- Performing background investigations on each employee as needed. The investigations shall include but not be limited to driving records and reference checks.

The district may require from the applicant, as a precondition of employment, a certificate from a physician that attests to the applicant's physical ability to perform the tasks associated with the position as well as a district sponsored physical performance exam. The district may require the applicant to submit to the following as conditions of employment:

- Employment reference check and verification of education information
- Driving record check
- Pre-employment drug test if the position includes firefighting or EMT duties
- A criminal history background check
- A credit history check

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

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The district may keep a list of qualified applicants on file as per Civil Service Rules for exempt and non-exempt positions.

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

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POLICY 202: EXAMINATIONS FOR PERSONNEL

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

PURPOSE

To ensure that Fire District personnel are not placed in a position which might be a hazard to themselves or others, a physical examination prior to appointment to a position with the Fire District shall be required. This appointment shall be contingent upon the passing of the physical examination, and the individual shall be re-examined periodically to ensure their physical capabilities.

PROCEDURE

- Within one year of appointment to a position with the district, regardless of career or volunteer, the candidate shall submit himself/herself to a physician of personal choice for examination. This examination shall be for the purpose of determining the individual's fitness to participate in activities as prescribed by the district.
- If the individual does not have a physician of personal choice to administer the examination, the district's physician advisor shall be the administrator of the examination.
- All charges associated with the examination shall be borne by the district.
- All personnel, including those presently employed by the district at the time this policy was written, shall participate in an examination process based upon a three-year cycle as determined by the Fire Chief. If it is deemed necessary, this cycle may be shortened to guarantee the fitness of an individual.
- Personnel who are expected to perform emergency functions shall notify the Fire Chief when health conditions arise or are discovered that may limit their capability of performing those functions.

RECORDS

Medical records and certificates of fitness shall be maintained by the Fire Chief, and shall be considered confidential, unless otherwise authorized in writing by the individual being examined.

Reference: Oregon Occupational Safety and Health Code, Oregon Administrative Rules, Chapter 437, Division 151, FIRE FIGHTERS, effective as amended through September 1, 1988.

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POLICY 203: EMPLOYEE ASSISTANCE PROGRAM

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

POLICY STATEMENT

The District cares about the health and well-being of its employees both volunteer and career and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

The District shall provide initial assistance to those employees, both career and volunteer, who require the professional services of a certified counselor or registered psychologist. This may also include members of the employee's immediate family, if such assistance is deemed appropriate by the Fire Chief. Such assistance will ensure that the District's interests are protected, as well as showing the District's concern for the employee's welfare. Additional information can be located in the District's Member Handbook, Chapter IX. Benefits; Section E. Public Safety Employee Assistance Program (EAP).

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POLICY 204: HARASSMENT

Originated: November 21, 1989
Revised: December 10, 2019
Reviewed: November 8, 2022

PURPOSE

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

POLICY

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

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

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

DEFINITIONS

Verbal Harassment

Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law, whether made in general, directed to an individual or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments on appearance, including dress or physical features, sexual rumors, and race-oriented stories.

Physical Harassment

Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This includes pinching, patting, grabbing, inappropriate behavior in or near Silverton Fire District facilities or facilities where Silverton Fire District events are being conducted, or making explicit or implied threats or promises in return for submission to physical acts.

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Visual Forms of Harassment

Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This applies to posted material and/or material maintained in or on Silverton Fire Districts equipment or personal property in the workplace.

Sexual Harassment

For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under Oregon Law sexual assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

COMPLAINT PROCESS

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law.

If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended employee can initiate the complaint process as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.

Filing a Preliminary Complaint

Any applicant, contractor, vendor, customer, board member, supervisor, manager, volunteer, resident volunteer or employee who alleges to be a victim of discriminatory workplace harassment should contact the Fire Chief or designee, either verbally or in writing, within ten (10) calendar days or within four years of the alleged incident. In the event the complaint is against the Fire Chief, the complaint must be submitted to the Board President verbally or in writing within ten (10) calendar days or within four years of the alleged incident.

Review of Preliminary Complaint

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Fire Chief. If unable to reach the primary contact, the complaint can be directed to the Assistant Fire Chief. Upon notification of a harassment complaint, the Fire Chief or designee has ten (10) calendar days to conduct an initial investigation to make a preliminary determination as to whether there is merit to the complaint. If no merit is found, the Fire Chief or designee may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties. In the case of a complaint filed against the Fire Chief, the Board President will conduct the initial investigation to make a determination.

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Formal Complaint

If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, a formal written complaint can be filed by the complainant. This written complaint must document the event(s), associated date(s), potential witnesses, and must be signed and returned to the Fire Chief within five (5) days or within four years of the alleged incident. Upon receipt of the formal written complaint, the Fire Chief or designee will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the written complaint, and will be provided an opportunity to respond. The response shall be in writing, addressed to the Fire Chief and received by the Fire Chief, within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced. The same process will be observed by the Board President for any formal complaints made against the Fire Chief.

Review of Response and Findings

Upon receipt of the response, the Fire Chief may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s) and any other persons determined by the Fire Chief to possibly have relevant knowledge concerning the complaint. This may include other victims of similar conduct.

Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons including the complainant and the alleged harasser(s) within twenty (20) calendar days from the receipt of the response. Following receipt of a complaint or concern, management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Fire Chief.

The same process will be observed by the Board President for any formal complaints made against the Fire Chief.

External Complaint Options

The District encourages concerns or complaints are brought to the organization, however, this may not be the choice of the employee. Please reach out to the preferred choice to determine the appropriate timelines.

- Oregon Bureau of Labor and Industries - https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action - In these circumstances, a Notice of Claim must be provided in accordance with ORS 30.275.
- Employment Agreements - No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

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Additional Employee Support Services

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

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

DISCIPLINARY ACTION

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

RETALIATION

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

CONFIDENTIALITY

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

FALSE COMPLAINTS

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

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POLICY 205: HEALTH CARE BENEFITS FOR RETIREES

Originated: February 12, 1991

Revised: July 10, 2007

Reviewed: November 8, 2022

PURPOSE

To provide retiring Fire District Employees with continuing health care coverage till eligibility for Medicare, and contribute thereto based upon the date of hire and the years of service.

POLICY

District Staff employees working one-half time or more who retire from the District with date of hire “on or before January 01, 2001,” shall, upon retirement from the Silverton Fire District, be entitled to contribution by the District of 90% of the premium for that retiree under the District’s group health care policy until eligibility for Medicare.

District Staff employees with date of hire after January 01, 2001, and prior to July 01, 2007 shall be entitled upon retirement from the Silverton Fire District to a contribution by the District of 10% of the premium required for that retiree under the District’s group health care policy until eligibility for Medicare.

District Staff employees with a date of hire on or after July 01, 2007 shall not be entitled to retirement health care benefits under this policy.

As used in this policy:

“Date of hire” shall mean the date the employee first reports or reported for work with continuous service therefrom to retirement date without a break in service;

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

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

VOLUNTEERS

District volunteers are not entitled to retirement health care benefits under this policy.

NO VESTING OF RIGHTS

Nothing herein shall be construed to vest any rights in any District employee as this policy may be modified, changed or terminated at any time without prior notice to the affected employees or retirees.

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

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

PURPOSE

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

The Silverton Fire District ("Employer") has adopted the HRA VEBA plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest (collectively the "Plans"): the **Standard HRA Plan**, which shall be integrated with the Employer's or another qualified group health plan and to which the Employer shall remit contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted by applicable law from time to time; and the **Post-separation HRA Plan** to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer's or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer shall contribute to the Plans on behalf of all non-represented employees ("Group") defined as eligible to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form to become an eligible participant and become eligible for benefits under the Plans.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

Direct Employer Contribution. Eligibility is limited to full time, benefits eligible employees. Beginning with the July 1, 2021 payroll, the District shall contribute \$200 per month to each eligible employee's HRA VEBA account until such time as the employee is no longer eligible per the terms of the plan and/or the employer's written agreement.

The employer's HRA VEBA plan contribution methods and funding amounts will be reviewed annually, prior to the start of the next benefit year. The employer reserves the right to modify plan eligibility, contribution methods and contribution amounts in compliance with any applicable state or federal laws and other IRS guidance as it pertains to maintaining HRA plan compliance.

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POLICY 207: WHISTLEBLOWER PROTECTION

Originated: November 8, 2016

Revised:

Reviewed: November 8, 2022

PURPOSE

To provide reporting procedures should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659.224.

OVERVIEW

The employee may provide the information to in addition to his/her supervisor, another District manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine if fault exists and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed, for goods not delivered; and other fraudulent financial reporting. For any employee wishing for more information, additional details can be obtained from the Fire Chief.

The employee must exercise sound judgement to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, or to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Fire Chief or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is substantiated.

All allegations of illegal and dishonest activities will be promptly submitted to the Fire Chief or designee who is responsible for investigating and coordinating corrective action.