

PHILOMATH FIRE & RESCUE

April 10, 2023

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS>

[HRvQT09](#)

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. CALL TO ORDER/ROLL CALL

- II. CONSENT AGENDA
 - a. Minutes- March 13, 2023
 - b. Bills – March
 - c. Chief Vacation Hours

Staff recommended action: Move to approve Consent Agenda as presented.

- III. PUBLIC COMMENT

- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 - Identify Board Rep for May Volunteer Business Meeting
 2. Fire Chief Report – Ferguson
 3. Run Statistics- DC Saalsaa
 4. Board Secretary – Scott
 - Financial Reports
 - OSCU and Citizens Bank Credit Cards Update

- V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy
2. IAFF Local 4925 – President Moser

VI. OLD BUSINESS

1. Cyber Security – DC Saalsaa
2. Job Description Bundle- Final Reading- Ferguson
Staff recommended action: Move to approve Job Description Bundle as presented, archive recommended Job Descriptions and that Civil Service Commission will review this bundle every three years or as changes are needed.
3. Review Budget Calendar- Scott
4. Chief Check In- Phillips Report- *will delegate*
5. Chief COLA Proposal/Recommendation- Philips Report- *will delegate*
Staff recommended action: Move to approve 6.9% COLA increase to Chief salary, commensurate with other department COLA increases, effective July 2023.

VII. NEW BUSINESS

1. Polk County Ambulance Proposal- Ferguson
Staff recommended action: (three options)
-Move to approve the sale of 224 to Polk County for \$__.
-Move to approve the lease of 224 to Polk County for \$500 per month for six-month contract.
-Move to retain 224 at Philomath Fire & Rescue.
2. Hoskins Kings Valley Contract Update- Ferguson
Staff recommended action: Move to approved amended Kings Valley contract as presented.
3. Severance Event Reimbursement Payment Allocation- Scott
Staff recommended action: Move to keep the payment for Severance Event Reimbursement from SDIS in the amount of \$10,000 as carryover for next fiscal year (FY 23-24).

VIII. ACTION ITEMS

IX. NEXT MEETING – May 8, 2023

X. ADJOURNMENT

Refuse to use his/her position on the Board in any way whatsoever for personal gain or for personal prestige.

PHILOMATH FIRE & RESCUE

March 13, 2023

Location: Philomath Fire & Rescue

3:00 pm

Regular Session Board Meeting

- I. **CALL TO ORDER/ROLL CALL**- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Daphne Phillips at 15:02. Board members present included: Treasurer Ken Corbin, Vice President Rick Brand, and Doug Edmonds. Board members not present included Joe Brier. Philomath Fire & Rescue Staff in attendance included: Chief Chancy Ferguson, Administrative Assistant Ashley Scott and Deputy Chief Rich Saalsaa arrived later in the meeting. Guests included: Volunteer President Dan Eddy.

- II. **CONSENT AGENDA**
 - a. Minutes – February 13, 2023- Included in the Board Packet.
 - b. Minutes- February 23, 2023 Special Session- Included in the Board Packet.
 - c. Minutes- March 10, 2023 Executive Session- Cancelled. No Minutes to review.
 - d. Bills – February- Included in the Board Packet.
 - e. Chief Vacation Hours- Included in the Board Packet. Chief has time off scheduled in the future.

Daphne Phillips moved to approve Consent Agenda as presented. Doug Edmonds seconded, there was no discussion and approved 4-0.

- III. **PUBLIC COMMENT**- None.

- IV. **STAFF REPORTS**
 1. Board Report
 - Review Board Calendar- Included in the Board Packet. Doug Edmonds will attend the April Volunteer Association Meeting.
 2. Fire Chief Report – Ferguson- Included in the Board Packet. All items on Chief's report were discussed in addition to: Severance Event check estimated to be delivered 3/21/23, SAFER Grant application to be submitted very soon, Bi-Annual DPSST Audit went very well, Engine 232 check for \$300,000 received, Samaritan Awards- Captain Loudon received an award for our district.

3. Run Statistics- DC Saalsaa- Included in the Board Packet. Discussed by Chief Ferguson.
4. Board Secretary – Scott
 - Revenue/Expense Report- Included in the Board Packet- duplicate transaction noted for the board, exciting deposits discussed.
 - New Financial Report Options- Included in the Board Packet. Board decided to include all reports for future review. Will decide which they prefer to see quarterly and monthly. The board would like to see all of these for the next few months to see which will be more effective for their review. Chief Ferguson also discussed staff finding actual numbers that we have for with this budget year due to shortfalls in revenue.
 - OSCU and Citizens Bank Credit Cards Update- waiting for the minutes to be signed to officially authorize Scott's ability to research OSCU.
 - Petty Cash Update- already deposited, no longer have Petty Cash.
 - May Election Reminder for Board Members- Included in the Board Packet.
 - i. March 16th- Filing Deadline- Positions 1, 4 & 5 Incumbents are running again.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Association business discussed and included in Board Packet. Addition items included: volunteer moral increasing steadily, appreciating the Board inclusion, working with Chief to dial in requirements for volunteers, activities, and volunteer training opportunities.
2. IAFF Local 4925 – President Moser- No report submitted, no Union representative in attendance.

VI. OLD BUSINESS

1. Cyber Security – DC Saalsaa- Included in the Board Packet. President Daphne Phillips appointed Doug Edmonds to schedule with Deputy Chief Saalsaa to coordinate Executive Session scheduling in the future to discuss matters involving Cyber Security.
2. Job Description Bundle- Second Reading- Ferguson- Included in the Board Packet. Discussion included: adding a revision date moving forward.
 - a. Ken Corbin moved accept the Job Description Bundle to schedule for Final Reading at the next meeting. Doug Edmonds seconded, there was no discussion and approved 4-0.
3. Vision & Value Statements- Second Reading- Included in the Board Packet. Discussion included: Board appreciated the level of collaboration involved.
 - a. Ken Corbin moved to accept Vision & Value Statements as written. Rick Brand seconded, there was no discussion and approved 4-0.

4. Review Budget Calendar- Set Budget Meeting Time- Scott- Included in the Board Packet. Consensus was reached for the Budget Meeting time set for April 20th at 6:30 pm.
5. Contractor Trailer and 232 Payments Allocation- Ferguson/Scott- discussion with Department of Revenue and Auditor recommendations.
 - a. For Contractor Trailer- Daphne Phillips moved to keep the payment for the Contractor Trailer in the amount of \$8,500 to be used as Miscellaneous Income for this fiscal year (FY 22-23). Doug Edmonds seconded, there was no discussion and approved 4-0.
 - b. Doug Edmonds moved to keep the payment for 232 in the amount of \$300,000 as carryover for next fiscal year (FY 23-24). Daphne Phillips seconded, there was no discussion and approved 4-0.

VII. NEW BUSINESS

1. Appoint Budget Committee- Scott
Doug Edmonds moved to appoint following District Residents for the 2023-2024 Budget Committee: Van Hunsaker, Anton Grube, Jerry Wolcott, Greg Phelps, and Sandi Hering. Daphne Phillips second, there was no discussion and approved 4-0.
2. Wage, Benefits, COLA recommendations- Chief Ferguson-
 - a. Doug Edmonds moved to accept wage, benefits, and COLA recommendations as presented for the Deputy Chief and Office Administration for 6.9%. Daphne Phillips seconded, there was minimal discussion and approved 4-0.
3. Chief Check In- Phillips
Doug Edmonds moved to appoint Daphne Phillips to discuss COLA, wage and benefits with the Chief and bring back a report to the Board at the next meeting. Ken Corbin seconded, there was no discussion and approved 4-0.
4. Identify Board Rep for next Volunteer Business Meeting- Scott- Doug Edmonds will be attending the April Meeting. In July, we will appoint for the upcoming year.
5. Board Member Recruiting- Phillips- Included in the Board Packet. Currently, filled. Over the next year, keep finding people that may want to be involved.
6. Board Member Orientation and Mentoring- Phillips- Nothing to report currently.
7. Emails to Board Members- Ferguson- Consensus was to they do not want staff emails and to follow staff recommendations. They do want media releases.

VIII. ACTION ITEMS

- Daphne Phillips to conduct Quarterly Chief Check In and discuss COLA, wage, and benefits.
- Cyber Security Executive Session to be scheduled by Doug Edmonds.

IX. NEXT MEETING – April 10, 2023

X. ADJOURNMENT - 16:25

Board President- Daphne Phillips

Philomath Fire and Rescue Transaction by Account March 2023

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6217 · Supplies - EMR Classes					
Bill	03/10/2023	OSCU 402518-73	AED Training Pads	113.00	113.00
Bill	03/14/2023	Stephanie Vallancey Martinson	3/11/23 EMR Lab Instructor 8 hours at ...	200.00	313.00
Bill	03/27/2023	Andrew Licon	Instructor for EMR 3/25/23- 9 hours at ...	225.00	538.00
Total 6217 · Supplies - EMR Classes				538.00	538.00
6216 · Supplies - FA/CPR Education					
Bill	03/01/2023	OSCU 402518-73	Biannual Alignment Dues (1)	250.00	250.00
Bill	03/01/2023	Cheri Damitio	4 hour Instruction at \$25 per hour	100.00	350.00
Bill	03/13/2023	Cheri Damitio	3/13/23 Knife River Training in Albany ...	206.25	556.25
Bill	03/18/2023	Cheri Damitio	3/18/23 Instructor 6.5 hours at \$25 per ...	162.50	718.75
Bill	03/20/2023	OSCU 402518-73	10 HS FA/CPR Cards	200.00	918.75
Bill	03/22/2023	Cheri Damitio	HS FA/CPR Class at Knife River 9.75 h...	243.75	1,162.50
Total 6216 · Supplies - FA/CPR Education				1,162.50	1,162.50
6091 · Tuition Reimbursement					
Bill	03/22/2023	Stephanie Vallancey Martinson	Spring 2023 Tuition Reimbursement	2,800.00	2,800.00
Bill	03/23/2023	Cassidy Worthington-Lundgren	Spring 2023 Tuition Reimbursement	2,800.00	5,600.00
Bill	03/30/2023	Ryan Phan	Spring 2023 Tuition Reimbursement	2,284.88	7,884.88
Total 6091 · Tuition Reimbursement				7,884.88	7,884.88
6001 · Contracted Professional Service					
Bill	03/06/2023	Security Alarm Corp	Fire Alarm monitoring	167.72	167.72
Bill	03/15/2023	Riverstrong	March Cybersecurity	2,145.00	2,312.72
Total 6001 · Contracted Professional Service				2,312.72	2,312.72
6010 · Office Supplies					
Bill	03/23/2023	OSCU 402518-70	Printer Ink for Library	45.89	45.89
Bill	03/23/2023	OSCU 402518-73	Software to play DVD's 201 Upstairs Tr...	43.49	89.38
Bill	03/31/2023	OSCU 402518-70	Covers for Budget Documents	66.40	155.78
Total 6010 · Office Supplies				155.78	155.78
6011 · Postage/Shipping					
Bill	03/24/2023	OSCU 402518-70	Shipping for Informer	17.03	17.03
Bill	03/31/2023	OSCU 402518-70	Stamps	126.00	143.03
Total 6011 · Postage/Shipping				143.03	143.03
6042 · Marketing Program New Recruits					
Credit	03/03/2023	OSCU 402518-70	Refund of Cancelled Career Fair Booth	-50.00	-50.00
Total 6042 · Marketing Program New Recruits				-50.00	-50.00

Philomath Fire and Rescue Transaction by Account March 2023

Type	Date	Name	Memo	Amount	Balance
6050 · Utilities					
Bill	03/03/2023	City of Philomath	Water	231.90	231.90
Bill	03/03/2023	City of Philomath	Water	15.20	247.10
Bill	03/16/2023	Consumers Power Inc.	Daisy Dr Fire Pump	42.01	289.11
Bill	03/16/2023	Consumers Power Inc.	Preist Road Pump	65.24	354.35
Bill	03/16/2023	Consumers Power Inc.	202 Power	150.48	504.83
Bill	03/16/2023	NW Natural	Gas Bill	655.25	1,160.08
Bill	03/23/2023	Pacific Power	Power	633.59	1,793.67
Bill	03/31/2023	Culligan	Water	109.15	1,902.82
Total 6050 · Utilities				1,902.82	1,902.82
6060 · Telephone, Pagers, Internet					
Bill	03/01/2023	Alyrica	201 Internet	592.86	592.86
Bill	03/01/2023	Pioneer Telephone Cooperative	202 Phone Service	140.49	733.35
Bill	03/03/2023	OSCU 402518-73	DE Laptop Battery Replacement	35.24	768.59
Check	03/06/2023	Comcast		14.77	783.36
Bill	03/11/2023	Century Link	Phone Service	126.75	910.11
Check	03/28/2023	Verizon	Feb-March Verizon Bill	334.20	1,244.31
Total 6060 · Telephone, Pagers, Internet				1,244.31	1,244.31
6070 · Travel					
Bill	03/16/2023	OSCU 402518-70	FFA Convention Stuff for Booth and tw...	59.02	59.02
Bill	03/17/2023	OSCU 402518-70	FFA Convention Friday Night Dinner	27.00	86.02
Bill	03/17/2023	OSCU 402518-70	FFA Convention Lodging	478.68	564.70
Total 6070 · Travel				564.70	564.70
6100 · Equipment Maintenance Agreement					
Gener...	03/01/2023	De Lage Landen Financial Servi...	Reverse of GJE PR 0124 -- For CHK E...	-152.50	-152.50
Gener...	03/01/2023	De Lage Landen Financial Servi...	Reverse of GJE PR 0124 -- For CHK E...	-152.50	-305.00
Check	03/15/2023	De Lage Landen Financial Servi...	Printer Lease Agreement	152.50	-152.50
Bill	03/31/2023	Ultrex	Printer Maintenance Agmnt	57.11	-95.39
Total 6100 · Equipment Maintenance Agreement				-95.39	-95.39
6130 · Gas & Oil					
Bill	03/16/2023	Carson Oil	March Fuel and Oil	561.12	561.12
Bill	03/19/2023	OSCU 402518-70	Fuel for 291 to get back from Bend	41.51	602.63
Bill	03/31/2023	Carson Oil		474.25	1,076.88
Total 6130 · Gas & Oil				1,076.88	1,076.88
6150 · Radio Maintenance					
Bill	03/28/2023	My-Comm, Inc	Tested Informer	85.50	85.50
Total 6150 · Radio Maintenance				85.50	85.50

Philomath Fire and Rescue
Transaction by Account
March 2023

Type	Date	Name	Memo	Amount	Balance
6160 · Equipment Maintenance					
Bill	03/06/2023	Annas Consultants Inc.	Atmospheric Quality Assessment/ Brea...	400.00	400.00
Bill	03/17/2023	Willamette Saw	Bar Cover	20.00	420.00
Total 6160 · Equipment Maintenance				420.00	420.00
6161 · Vehicle Maintenance					
Bill	03/08/2023	Hughes Fire Equipment, Inc.	265 PM for Pumper	660.19	660.19
Bill	03/17/2023	MPTV, Inc.	Fuses	4.29	664.48
Bill	03/24/2023	TWGW, Inc. dba Philomath Napa	Wiper Blades for 231	68.97	733.45
Bill	03/30/2023	Hughes Fire Equipment, Inc.	233 PM and Inspections	3,488.97	4,222.42
Bill	03/30/2023	Hughes Fire Equipment, Inc.	244 Inspection	300.91	4,523.33
Bill	03/30/2023	Hughes Fire Equipment, Inc.	244 PM and Repairs	552.57	5,075.90
Bill	03/30/2023	Hughes Fire Equipment, Inc.	231 PM, Inspection and Repairs	2,255.99	7,331.89
Bill	03/30/2023	Hughes Fire Equipment, Inc.	Performed Inspections and Repairs	1,050.96	8,382.85
Total 6161 · Vehicle Maintenance				8,382.85	8,382.85
6170 · Building Maint and Improvements					
Bill	03/24/2023	MPTV, Inc.	Residence Kitchen	165.00	165.00
Total 6170 · Building Maint and Improvements				165.00	165.00
6180 · Grounds Maintenance					
Bill	03/21/2023	Shonnard's	Backflow Test	56.00	56.00
Total 6180 · Grounds Maintenance				56.00	56.00
6190 · Small Tools & Equipment					
Bill	03/24/2023	Willamette Saw	New Chain	100.95	100.95
Total 6190 · Small Tools & Equipment				100.95	100.95
6200 · Supplies - Department					
Bill	03/07/2023	Bimart Corporation	Cleaning Supplies	48.86	48.86
Bill	03/08/2023	OSCU 402518-70	Paper Towels for Dispensers	108.29	157.15
Bill	03/09/2023	OSCU 402518-70	Propane Tank Rental	1.00	158.15
Bill	03/10/2023	OSCU 402518-70	Batteries (C, 9V, AA and D)	85.15	243.30
Bill	03/10/2023	OSCU 402518-70	CR123A Batteries	24.53	267.83
Bill	03/10/2023	OSCU 402518-70	AA Batteries	26.99	294.82
Bill	03/13/2023	OSCU 402518-70	AAA Batteries	13.48	308.30
Bill	03/20/2023	OSCU 402518-70	Toilet Paper	52.49	360.79
Bill	03/23/2023	OSCU 402518-70	Candy	35.14	395.93
Bill	03/27/2023	OSCU 402518-71	Food for Officer's Meeting	17.56	413.49
Total 6200 · Supplies - Department				413.49	413.49

Philomath Fire and Rescue
Transaction by Account
March 2023

Type	Date	Name	Memo	Amount	Balance
6210 · Supplies - Medical					
Bill	03/02/2023	Life Assist, Inc.	Test Strips and Sodium Chloride	234.88	234.88
Bill	03/08/2023	Industrial Welding Supply, Inc	Oxygen	20.00	254.88
Bill	03/16/2023	Life Assist, Inc.	Sharps Container and Glucose	150.47	405.35
Bill	03/20/2023	Life Assist, Inc.	MegaMover	286.00	691.35
Total 6210 · Supplies - Medical				691.35	691.35
6250 · Uniforms					
Bill	03/22/2023	Shirt Circuit	Quarter Zip Sweatshirts	534.60	534.60
Total 6250 · Uniforms				534.60	534.60
6270 · Volunteer - Activities					
Bill	03/07/2023	Amy Wilkerson	March Business Meeting Dinner	87.54	87.54
Bill	03/07/2023	Andy Louden`	March Business Meeting Salad Dressing	5.95	93.49
Bill	03/23/2023	Paula Anderson.	\$25 Gift Cards for Volunteer Business ...	175.00	268.49
Total 6270 · Volunteer - Activities				268.49	268.49
6300 · Volunteer - Length of Service					
Bill	03/28/2023	Oregon Fire District Directors As...	LOSAP Payment for 2023	11,000.00	11,000.00
Total 6300 · Volunteer - Length of Service				11,000.00	11,000.00
6310 · Physical & Immunizations					
Bill	03/01/2023	Occupational Medicine Dept.	Physicals for: Vallancey, Tyra, Schell, ...	3,986.00	3,986.00
Total 6310 · Physical & Immunizations				3,986.00	3,986.00
Total 6000 · Materials and Services				42,944.46	42,944.46
Total Expense				42,944.46	42,944.46
Net Ordinary Income				-42,944.46	-42,944.46
Net Income				-42,944.46	-42,944.46

Chancy Ferguson Vacation Usage
September 12, 2022 through June 30, 2023

Beginning Balance as of September 1, 2022	219.5	121.69
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	Sick Leave	Vacation
July		

August		

September		
accrual	8	8
taken	0	0
balance	227.5	129.69

October		
accrual	8	10
taken	0	0
balance	235.5	139.69

	Sick Leave	Vacation
November		
accrual	8	10
taken	0	0
balance	243.5	149.69

December		
accrual	8	10
taken	0	0
balance	251.5	159.69

January		
accrual	8	10
taken	0	0
balance	259.5	169.69

February		
accrual	8	10
taken	0	0
balance	267.5	179.69

	Sick Leave	Vacation
March		
accrual	8	10
taken	0	16
balance	275.5	173.69

April		
accrual	8	10
taken		
balance	283.5	183.69

May		
accrual	8	10
taken		
balance	291.5	193.69

June		
accrual	8	10
taken		
balance	299.5	203.69

Philomath Fire & Rescue Annual Board Calendar

January	February	March	April	May	June
Audit Presentation	Appoint Budget Officer	Appoint Budget Committee	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Civil Service Appointment
Board Member Elections Coming	Set Budget Calendar	Wage, Benefits, COLA Recommendations- Motion to Accept	Budget Committee Meeting		Budget Adoption
	SDAO Conference	Chief Check In			
		Decide Board Member attending Volunteer Business Meeting			
July	August	September	October	November	December
Election of Board Officers			Open House	OFDDA & OFCA Conferences	
				Insurance Presentation	
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		



Philomath Fire & Rescue

1035 Main Street
P.O. Box 247
Philomath, OR 97370
541.360.0030

PHILOMATH FIRE & RESCUE

CHIEF'S REPORT

April 4, 2023

Department Business:

A new Automatic Aid Agreement has been created between Philomath Fire and Rescue and both Blodgett Fire Department, and Kings Valley Fire Department. These agreements were mutually developed and will lessen our responses within those Districts. We will now respond to calls that require a higher level of care, have a need for increased manpower, or require specialized equipment.

We received a \$10,000.00 Grant from OSFM Wildland/Public Education grant. We are currently seeking projects that would meet the grant funding requirements.

The department was unsuccessful in receiving the Oregon State Fire Marshall Wildland Readiness Grant for a water tender. (Grant application had been submitted by Chief Miller prior to his departure).

South West Polk Fire District has approached the department about the purchase or lease of 224 (Ambulance) after they have had a catastrophic failure of 3 of their current medic units. See further in new business.

Personnel:

We have One RV prospect from the EMR class being currently held. Ashley was hugely successful during her recruitment trip to the State FFA convention. She Received over 100 requests for information from interested students.

Firefighter Converse completed His EMT basic training, and AIC Schell has started the EMT I class.

Union Communications:

The Union has requested that we post the Training Captain position as soon as possible. We will create the Job announcement as soon as the Job descriptions are completed.



Philomath Fire & Rescue

1035 Main Street
P.O. Box 247
Philomath, OR 97370
541.360.0030

Training Activities:

The department completed the yearly hazardous materials refresher training.

EMTs are all working through recertifications.

EMT's require 24 hours of CE.

EMT A and EMT I require 36 hours of CE.

Paramedic requires 48 hours of CE.

Apparatus/Equipment:

All apparatus is in good working order with no reported issues.

Building Update:

No report

Community Involvement/Meetings:

- Benton County Fire Defense Board Meeting
- Chamber of Commerce breakfast meeting
- Community Services Consortium Fire Department Tour
- Wings Fire department tour

Major Incidents:

No Report.

Respectfully submitted,

Chief Ferguson

**Report to the Board of Directors
10 April 2023
DC Rich Saalsaa**

Statistics for March 2023

Total calls: 79

Fire calls: 10 (13%)

EMS Calls: 69 (87%)

Yearly calls as of 31 Mar 2022: 232 – Last year at this time: 178

Significant calls:

3/17 MVC rollover with two juveniles (transported and cited for DUII)

3/21 MVC School bus vs vehicle at the Y. Fortunately, non-injury.

Breakdown of calls for the year by area (as of 5 Mar 23):

Station 201 RURAL	60
Station 201 W. City	62
Station 201 E. City	46
Station 202	11
Station 203	19
Adair	0
Alsea	2
Blodgett	10
CFD	7
Conflagration	0
Kings Valley	11
Lincoln Co	2
Marys Peak	1
Misc Mutual Aid	0
Monroe	1
Total	232

Philomath Fire and Rescue
A/P Aging Detail
As of March 31, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	03/23/2023	WM 2...	OSCU 402518-70	04/02/2023		35.14
Bill	03/23/2023	AMZ 4...	OSCU 402518-70	04/02/2023		45.89
Bill	03/23/2023	Cyberl...	OSCU 402518-73	04/02/2023		43.49
Bill	03/23/2023	20184...	Pacific Power	04/02/2023		633.59
Bill	03/24/2023	B3430...	MPTV, Inc.	04/03/2023		165.00
Bill	03/24/2023	UPS 8...	OSCU 402518-70	04/03/2023		17.03
Bill	03/20/2023	AMZ 4...	OSCU 402518-70	04/06/2023		52.49
Bill	03/27/2023	SW 42...	OSCU 402518-71	04/06/2023		17.56
Bill	03/28/2023	168754	My-Comm, Inc	04/07/2023		85.50
Bill	03/30/2023	Spring...	Ryan Phan	04/09/2023		2,284.88
Bill	03/30/2023	590059	Hughes Fire Equipm...	04/09/2023		3,488.97
Bill	03/30/2023	590052	Hughes Fire Equipm...	04/09/2023		300.91
Bill	03/30/2023	590056	Hughes Fire Equipm...	04/09/2023		552.57
Bill	03/30/2023	590055	Hughes Fire Equipm...	04/09/2023		2,255.99
Bill	03/30/2023	590054	Hughes Fire Equipm...	04/09/2023		1,050.96
Bill	03/31/2023	AMZ 4...	OSCU 402518-70	04/10/2023		66.40
Bill	03/31/2023	445797	Carson Oil	04/10/2023		474.25
Bill	03/31/2023	USPS ...	OSCU 402518-70	04/10/2023		126.00
Bill	03/31/2023	15248...	Culligan	04/20/2023		109.15
Total Current						11,805.77
1 - 30						
Cre...	03/03/2023	OSU 1...	OSCU 402518-70			-50.00
Bill	02/28/2023	Image...	OSCU 402518-73	03/10/2023	21	225.80
Bill	02/28/2023	Town...	OSCU 402518-71	03/10/2023	21	7.03
Bill	03/01/2023	Sam0...	OSCU 402518-73	03/11/2023	20	250.00
Bill	03/03/2023	AMZ 8...	OSCU 402518-73	03/13/2023	18	35.24
Bill	03/06/2023	AMZ 2...	OSCU 402518-70	03/16/2023	15	148.58
Bill	03/08/2023	AMZ1...	OSCU 402518-70	03/18/2023	13	108.29
Bill	03/09/2023	CoE54...	OSCU 402518-70	03/19/2023	12	1.00
Bill	03/10/2023	AMZ 5...	OSCU 402518-70	03/20/2023	11	85.15
Bill	03/10/2023	AMZ7...	OSCU 402518-70	03/20/2023	11	24.53
Bill	03/10/2023	AMZ 5...	OSCU 402518-70	03/20/2023	11	26.99
Bill	03/10/2023	AED 6...	OSCU 402518-73	03/20/2023	11	113.00
Bill	03/13/2023	AMZ 2...	OSCU 402518-70	03/23/2023	8	13.48
Bill	03/16/2023	Alber ...	OSCU 402518-70	03/26/2023	5	59.02
Bill	03/17/2023	B3418...	MPTV, Inc.	03/27/2023	4	4.29
Bill	03/17/2023	OG 03...	OSCU 402518-70	03/27/2023	4	27.00
Bill	03/17/2023	HIE 35...	OSCU 402518-70	03/27/2023	4	478.68
Bill	03/19/2023	Truax ...	OSCU 402518-70	03/29/2023	2	41.51
Bill	03/20/2023	SAM 0...	OSCU 402518-73	03/30/2023	1	200.00
Total 1 - 30						1,799.59
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Cre...	12/21/2016	23865	Rexel USA, Inc. dba ...			-26.51
Cre...	04/30/2018	023865	Platt Electric Supply			-10.97
Ge...	06/30/2019	GF19.2	Adjustment			-189.30
Cre...	11/19/2019	13477-2	Corvallis Sewing & V...			-39.05
Cre...	12/16/2020	44623...	Republic Services			-114.40
Cre...	10/05/2021	2109...	Spaeth Lumber Co., ...			-5.30
Bill ...	05/09/2022	33080	Oregon Volunteer Fi...			-250.00
Total > 90						-635.53
TOTAL						12,969.83

Philomath Fire and Rescue A/R Aging Detail As of March 31, 2023

Type	Date	Num	Name	Terms	Due Date	Class	Aging	Open Balance
Current								
Invoice	03/06/2023	2015-224	Adair Fire Department	Net 30	04/05/2023	General F...		2,250.00
Invoice	03/15/2023	2015-226	Knife River	Net 30	04/14/2023	General F...		635.00
Invoice	03/20/2023	2015-227	Kings Valley Charter...	Net 30	04/19/2023	General F...		135.00
Invoice	03/20/2023	2015-228	CARDV	Net 30	04/19/2023	General F...		165.00
Total Current								3,185.00
1 - 30								
Invoice	02/07/2023	2015-220	ODF	Net 30	03/09/2023	General F...	22	360.00
Invoice	02/16/2023	2015-222	Alsea Fire Department	Net 30	03/18/2023	General F...	13	405.00
Total 1 - 30								765.00
31 - 60								
Total 31 - 60								
61 - 90								
Deposit	01/03/2023		LexusNexis			General F...		-25.00
Total 61 - 90								-25.00
> 90								
General Journal	06/30/2019	ER19	Adjustment`			General F...		47,131.32
General Journal	06/30/2021	AJE2102	Adjustment`			General F...		-47,131.00
General Journal	06/30/2021	AJE2103	Adjustment`			General F...		29,146.00
General Journal	06/30/2021	AJE2103.2	Adjustment`			General F...		8,637.00
General Journal	06/30/2021	AJE2105	Adjustment`			General F...		-1,197.57
Invoice	06/01/2022	2015-197	Metropolitan Reporti...		06/01/2022	General F...	303	25.00
Invoice	11/21/2022	2015-211	Benton County Mus...		11/21/2022	General F...	130	440.00
Total > 90								37,050.75
TOTAL								40,975.75

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04/04/23

Accrual Basis

Philomath Fire and Rescue Balance Sheet by Class As of March 31, 2023

	GO Bond 201...	GO Bond 201...	General Fund	Building Rese...	Equipment Re...	Vehicle Reser...	Unclassified	TOTAL
ASSETS								
Current Assets								
Checking/Savings								
1015 · Citizens Bank Checking	0.00	-223,093.70	628,431.27	-231,122.00	-48,241.00	227,879.51	75,385.00	429,239.08
1000 · Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	0.00	-2.78
1050 · Local Government Investment Poo	5,716.06	668,051.19	294,965.23	397,393.68	245,411.64	-31,642.00	-75,000.00	1,504,895.80
1060 · OSU - Savings Account	0.00	0.00	11,085.67	0.00	0.00	0.00	327.72	11,413.39
Total Checking/Savings	5,716.06	444,957.49	934,479.39	166,271.68	197,170.64	196,237.51	712.72	1,945,545.49
Accounts Receivable								
11000 · Accounts Receivable	0.00	0.00	40,975.75	0.00	0.00	0.00	0.00	40,975.75
Total Accounts Receivable	0.00	0.00	40,975.75	0.00	0.00	0.00	0.00	40,975.75
Other Current Assets								
1250 · Prepaid Assets	0.00	0.00	21,146.55	0.00	0.00	0.00	0.00	21,146.55
12100 · Inventory Asset	0.00	0.00	3,661.29	0.00	0.00	0.00	0.00	3,661.29
Total Other Current Assets	0.00	0.00	24,807.84	0.00	0.00	0.00	0.00	24,807.84
Total Current Assets	5,716.06	444,957.49	1,000,262.98	166,271.68	197,170.64	196,237.51	712.72	2,011,329.08
TOTAL ASSETS	5,716.06	444,957.49	1,000,262.98	166,271.68	197,170.64	196,237.51	712.72	2,011,329.08
LIABILITIES & EQUITY								
Liabilities								
Current Liabilities								
Accounts Payable								
2010 · Accounts Payable	0.00	0.00	13,219.83	0.00	0.00	0.00	-250.00	12,969.83
Total Accounts Payable	0.00	0.00	13,219.83	0.00	0.00	0.00	-250.00	12,969.83
Other Current Liabilities								
2070 · Deferred Taxes	0.00	0.00	20,331.45	0.00	0.00	0.00	0.00	20,331.45
2400 · Payroll Liabilities								
2133 · OR- Paid Fam Med Leave	0.00	0.00	753.18	0.00	0.00	0.00	0.00	753.18
2132 · Oregon Transit Tax Withholding	0.00	0.00	625.55	0.00	0.00	0.00	0.00	625.55
2100 · Wages Payable	0.00	0.00	28,662.99	0.00	0.00	0.00	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	0.00	3,932.00	0.00	0.00	0.00	0.00	3,932.00
2120 · FICA Payable	0.00	0.00	4,908.81	0.00	0.00	0.00	0.00	4,908.81
2125 · Medicare Payable	0.00	0.00	1,160.44	0.00	0.00	0.00	0.00	1,160.44
2130 · State Income Tax Payable	0.00	0.00	2,139.08	0.00	0.00	0.00	0.00	2,139.08
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	76.92	0.00	0.00	0.00	0.00	76.92
2140 · PERS Payable	0.00	0.00	13,008.66	0.00	0.00	0.00	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-2,184.61	0.00	0.00	0.00	0.00	-2,184.61
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	1,163.58	0.00	0.00	0.00	0.00	1,163.58

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04/04/23

Accrual Basis

Philomath Fire and Rescue Balance Sheet by Class

As of March 31, 2023

	<u>GO Bond 201...</u>	<u>GO Bond 201...</u>	<u>General Fund</u>	<u>Building Rese...</u>	<u>Equipment Re...</u>	<u>Vehicle Reser...</u>	<u>Unclassified</u>	<u>TOTAL</u>
2230 · Flexible Spending Account	0.00	0.00	1,474.33	0.00	0.00	0.00	0.00	1,474.33
2232 · Union Dues	0.00	0.00	692.64	0.00	0.00	0.00	0.00	692.64
Total 2400 · Payroll Liabilities	<u>0.00</u>	<u>0.00</u>	<u>56,463.57</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>56,463.57</u>
Total Other Current Liabilities	<u>0.00</u>	<u>0.00</u>	<u>76,795.02</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>76,795.02</u>
Total Current Liabilities	<u>0.00</u>	<u>0.00</u>	<u>90,014.85</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-250.00</u>	<u>89,764.85</u>
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>90,014.85</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-250.00</u>	<u>89,764.85</u>
Equity								
3010 · Fund Balance	0.00	-125,338.17	-845,174.57	-1,029,007.62	-672,916.10	-335,582.41	0.00	-3,008,018.87
3200 · Unallocated Fund Balance	-299,453.00	123,643.59	1,149,411.03	1,030,551.60	674,169.54	336,019.92	327.72	3,014,670.40
Net Income	-221.94	448,723.56	934,693.68	164,727.70	66,202.20	300,000.00	787.50	1,914,912.70
Total Equity	<u>-299,674.94</u>	<u>447,028.98</u>	<u>1,238,930.14</u>	<u>166,271.68</u>	<u>67,455.64</u>	<u>300,437.51</u>	<u>1,115.22</u>	<u>1,921,564.23</u>
TOTAL LIABILITIES & EQUITY	<u>-299,674.94</u>	<u>447,028.98</u>	<u>1,328,944.99</u>	<u>166,271.68</u>	<u>67,455.64</u>	<u>300,437.51</u>	<u>865.22</u>	<u>2,011,329.08</u>
UNBALANCED CLASSES	305,391.00	-2,071.49	-328,682.01	0.00	129,715.00	-104,200.00	-152.50	-0.00

Philomath Fire and Rescue

4/4/2023 10:25 AM

Register: 1015 · Citizens Bank Checking

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2023	33628	Philomath Fire Distri...	2400 · Payroll Liabiliti...		301.30			409,505.26
03/01/2023	33629	Medline Industries, I...	2010 · Accounts Payable		136.70			409,368.56
03/01/2023	33630	Pacific Power	2010 · Accounts Payable		699.94			408,668.62
03/01/2023	33631	OSCU 402518-70	2010 · Accounts Payable		1,656.04			407,012.58
03/01/2023	33632	OSCU 402518-71	2010 · Accounts Payable		714.58			406,298.00
03/01/2023	33633	OSCU 402518-73	2010 · Accounts Payable		1,553.87			404,744.13
03/01/2023	33634	Alyrica	2010 · Accounts Payable		592.86			404,151.27
03/01/2023	33635	Carson Oil	2010 · Accounts Payable		447.88			403,703.39
03/01/2023	33636	Culligan	2010 · Accounts Payable		136.55			403,566.84
03/01/2023	33637	Hughes Fire Equipm...	2010 · Accounts Payable		159.99			403,406.85
03/01/2023	PR 0124R	De Lage Landen Fin...	6000 · Materials and S...	Reverse of GJE...		X	152.50	403,559.35
03/01/2023	PR 0124R	De Lage Landen Fin...	6000 · Materials and S...	Reverse of GJE...			152.50	403,711.85
03/01/2023	PR 0223		5000 · Personnel Expe...	Converse	3,506.07			400,205.78
03/01/2023	PR 0223		5000 · Personnel Expe...	Ferguson	5,537.60			394,668.18
03/01/2023	PR 0223		5000 · Personnel Expe...	Moser	4,637.10			390,031.08
03/01/2023	PR 0223		5000 · Personnel Expe...	Saalsaa	5,343.08			384,688.00
03/01/2023	PR 0223		5000 · Personnel Expe...	Schell	3,842.90			380,845.10
03/01/2023	PR 0223		5000 · Personnel Expe...	Scott	3,113.56			377,731.54
03/01/2023	PR 0223		5000 · Personnel Expe...	Taylor	3,870.64			373,860.90
03/01/2023	PR 0223		5000 · Personnel Expe...	Rodriguez				373,860.90
03/02/2023	EFT	AsiFlex	2400 · Payroll Liabiliti...		430.00	X		373,430.90
03/03/2023			4050 · Public Educatio...	Deposit			45.00	373,475.90
03/03/2023	33638	City of Philomath	2010 · Accounts Payable		247.10			373,228.80
03/03/2023	33639	Life Assist, Inc.	2010 · Accounts Payable		234.88			372,993.92
03/03/2023	33640	MPTV, Inc.	2010 · Accounts Payable		59.24			372,934.68
03/03/2023	33641	Pioneer Telephone C...	2010 · Accounts Payable		140.49			372,794.19
03/06/2023			4900 · Miscellaneous I...	Deposit			3,761.00	376,555.19
03/06/2023	EFT	Comcast	6000 · Materials and S...		14.77			376,540.42
03/06/2023	33642	Security Alarm Corp	2010 · Accounts Payable		167.72			376,372.70
03/07/2023	EFT	Colonial Life	-split-		153.40			376,219.30
03/13/2023			1050 · Local Governm...	Deposit for Bills			75,000.00	451,219.30
03/15/2023	EFT	De Lage Landen Fin...	6000 · Materials and S...		152.50			451,066.80
03/15/2023	33653	Cheri Damitio	2010 · Accounts Payable		206.25			450,860.55
03/15/2023	33654	Hughes Fire Equipm...	2010 · Accounts Payable		660.19			450,200.36
03/15/2023	33655	Industrial Welding S...	2010 · Accounts Payable		20.00			450,180.36
03/15/2023	33656	Riverstrong	2010 · Accounts Payable		2,145.00			448,035.36
03/15/2023	33657	Stephanie Vallancey ...	2010 · Accounts Payable		200.00			447,835.36
03/16/2023			4900 · Miscellaneous I...	Deposit			10,000.00	457,835.36
03/16/2023		Linn County Sheriff...	11000 · Accounts Rece...				45.00	457,880.36
03/16/2023	33658	Consumers Power Inc.	2010 · Accounts Payable		257.73			457,622.63

Philomath Fire and Rescue

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Register: 1015 · Citizens Bank Checking

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/21/2023	33673	Oregon Fire District ...	2010 · Accounts Payable		11,000.00			446,622.63
03/21/2023	33674	Shonnard's	2010 · Accounts Payable		56.00			446,566.63
03/21/2023	33675	Ultrex	2010 · Accounts Payable		57.11			446,509.52
03/22/2023	33659	Carson Oil	2010 · Accounts Payable		561.12			445,948.40
03/22/2023	33660	Century Link	2010 · Accounts Payable		126.75			445,821.65
03/22/2023	33661	Cheri Damitio	2010 · Accounts Payable		406.25			445,415.40
03/22/2023	33662	CIS Trust	2010 · Accounts Payable		10,410.88			435,004.52
03/22/2023	33663	Life Assist, Inc.	2010 · Accounts Payable		436.47			434,568.05
03/22/2023	33664	NW Natural	2010 · Accounts Payable		655.25			433,912.80
03/22/2023	33665	Stephanie Vallancey ...	2010 · Accounts Payable		2,800.00			431,112.80
03/22/2023	33666	Willamette Saw	2010 · Accounts Payable		20.00			431,092.80
03/28/2023	EFT	Verizon	6000 · Materials and S...		334.20			430,758.60
03/28/2023	33667	Andrew Licon	2010 · Accounts Payable		225.00			430,533.60
03/28/2023	33668	Cassidy Worthington...	2010 · Accounts Payable		2,800.00			427,733.60
03/28/2023	33669	Paula Anderson.	2010 · Accounts Payable		175.00			427,558.60
03/28/2023	33670	Shirt Circuit	2010 · Accounts Payable		534.60			427,024.00
03/28/2023	33671	TWGW, Inc. dba Phi...	2010 · Accounts Payable		68.97			426,955.03
03/28/2023	33672	Willamette Saw	2010 · Accounts Payable		100.95			426,854.08
03/30/2023		Hoskins-Kings Valley	11000 · Accounts Rece...				795.00	427,649.08
03/30/2023		Tangent Rural Fire D...	11000 · Accounts Rece...				1,590.00	429,239.08

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	-1,187.60			
4042 · Bond Income - Prop Tax Interest	1,538.59			
4041 · Bond Income - Delinquent Taxes	3,462.08			
4060 · Conflagration Income	86,967.84	86,967.84	0.00	100.0%
4050 · Public Education Income	15,185.00	8,000.00	7,185.00	189.8%
4040 · Bond Income	399,123.75	0.00	399,123.75	100.0%
4000 · Carryover Fund Balance	805,481.68	699,146.00	106,335.68	115.2%
4010 · Delinquent Property Taxes	11,468.27	16,000.00	-4,531.73	71.7%
4020 · Current Property Taxes	1,373,868.61	1,482,923.00	-109,054.39	92.6%
4025 · Interest - Property Tax	3,734.83	2,000.00	1,734.83	186.7%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	45.80	0.00	45.80	100.0%
4030 · Investments - LGIP	16,548.44	0.00	16,548.44	100.0%
4026 · Interest Income - Other	2,462.38	3,550.00	-1,087.62	69.4%
Total 4026 · Interest Income	19,056.62	3,550.00	15,506.62	536.8%
4900 · Miscellaneous Income	326,757.70	19,795.00	306,962.70	1,650.7%
Total Income	3,045,457.37	2,318,381.84	727,075.53	131.4%
Gross Profit	3,045,457.37	2,318,381.84	727,075.53	131.4%
Expense				
9010 · Transfers	0.00	29,960.00	-29,960.00	0.0%
9000 · Unappropriated Ending Fund Bal	0.00	626,894.00	-626,894.00	0.0%
5000 · Personnel Expenses				
5131 · Non-Union Overtime Wages	37.08	1,000.00	-962.92	3.7%
5422 · Oregon Transit Tax	0.00	100.00	-100.00	0.0%
5136 · Conflagration Wages	36,803.30	36,803.30	0.00	100.0%
5100 · Fire Chief Wages	108,713.04	138,000.00	-29,286.96	78.8%
5105 · Deputy Chief Wages	60,101.25	87,500.00	-27,398.75	68.7%
5110 · Admin Asst Wages	42,034.80	59,425.36	-17,390.56	70.7%
5120 · Fire & Life Safety Officer Wage	25,774.64	25,774.64	0.00	100.0%
5125 · Firefighter Wages	171,420.63	260,000.00	-88,579.37	65.9%
5130 · Overtime Wages	36,927.35	71,170.00	-34,242.65	51.9%
5135 · Extra Hire	16,672.30	8,000.00	8,672.30	208.4%
5405 · Employers FICA	27,902.89	49,000.00	-21,097.11	56.9%
5410 · Employers Medicare	6,525.66	10,000.00	-3,474.34	65.3%
5420 · Workes Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	38,297.41	30,000.00	8,297.41	127.7%
5430 · PERS - Employe	81,820.10	190,000.00	-108,179.90	43.1%
5431 · PERS - Pickup 6%	20,228.06	39,000.00	-18,771.94	51.9%
5440 · Health Insurance	88,801.03	144,000.00	-55,198.97	61.7%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
Total 5000 · Personnel Expenses	762,059.54	1,160,273.30	-398,213.76	65.7%
6000 · Materials and Services				
6205 · Supplies - Residences	445.20	3,000.00	-2,554.80	14.8%
6901 · Cost of Goods Sold	7.10	1,000.00	-992.90	0.7%
6217 · Supplies - EMR Classes	2,735.65	1,600.00	1,135.65	171.0%
6216 · Supplies - FA/CPR Education	8,159.28	6,000.00	2,159.28	136.0%
6091 · Tuition Reimbursement	31,583.58	68,000.00	-36,416.42	46.4%
6101 · Equip. Maint. Agreements - EMS	510.00	600.00	-90.00	85.0%
6001 · Contracted Professional Service	54,365.94	65,450.00	-11,084.06	83.1%
6010 · Office Supplies	3,245.40	9,800.00	-6,554.60	33.1%
6011 · Postage/Shipping	753.20	3,500.00	-2,746.80	21.5%
6020 · Insurance and Bond	45,924.00	43,450.00	2,474.00	105.7%
6030 · Dues and Fees	11,078.55	17,085.00	-6,006.45	64.8%
6040 · Publications and Elections	645.60	4,900.00	-4,254.40	13.2%
6042 · Marketing Program New Recruits	647.65			
6050 · Utilities	22,309.92	30,855.00	-8,545.08	72.3%
6060 · Telephone, Pagers, Internet	14,455.81	21,600.00	-7,144.19	66.9%
6070 · Travel	3,110.32	9,100.00	-5,989.68	34.2%
6080 · Conference	4,369.63	6,500.00	-2,130.37	67.2%
6090 · Education/Training	2,457.30	24,550.00	-22,092.70	10.0%
6100 · Equipment Maintenance Agreement	1,727.74	4,000.00	-2,272.26	43.2%
6110 · Equipment Rentals	0.00	150.00	-150.00	0.0%
6130 · Gas & Oil	18,386.46	25,000.00	-6,613.54	73.5%
6150 · Radio Maintenance	94.00	8,300.00	-8,206.00	1.1%
6160 · Equipment Maintenance	7,807.10	12,350.00	-4,542.90	63.2%
6161 · Vehicle Maintenance	29,103.50	41,500.00	-12,396.50	70.1%
6170 · Building Maint and Improvements	11,337.47	17,300.00	-5,962.53	65.5%
6180 · Grounds Maintenance	226.67	3,500.00	-3,273.33	6.5%
6190 · Small Tools & Equipment	447.39	400.00	47.39	111.8%

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
6200 · Supplies - Department	3,728.42	6,500.00	-2,771.58	57.4%
6210 · Supplies - Medical	9,065.63	16,800.00	-7,734.37	54.0%
6215 · Supplies - Prevention	809.34	2,750.00	-1,940.66	29.4%
6220 · Supplies - Suppression	971.65	6,800.00	-5,828.35	14.3%
6230 · Hazardous Materials	0.00	400.00	-400.00	0.0%
6240 · Supplies - Consumables	0.00	1,000.00	-1,000.00	0.0%
6250 · Uniforms	15,877.74	37,100.00	-21,222.26	42.8%
6270 · Volunteer - Activities	4,354.75	12,000.00	-7,645.25	36.3%
6280 · Volunteer Incentive Program	0.00	5,000.00	-5,000.00	0.0%
6300 · Volunteer - Length of Service	11,000.00	11,000.00	0.00	100.0%
6310 · Physical & Immunizations	7,560.50	23,500.00	-15,939.50	32.2%
6320 · Community Involvement	717.99	4,500.00	-3,782.01	16.0%
6900 · Miscellaneous Expense	1,312.73	2,250.00	-937.27	58.3%
Total 6000 · Materials and Services	331,333.21	559,090.00	-227,756.79	59.3%
7000 · Capital Outlay				
7130 · Capital Outlay - Bond				
7130 · Capital Outlay - Bond - Other	18,093.92			
Total 7130 · Capital Outlay - Bond	18,093.92	0.00	18,093.92	100.0%
7110 · Capital Outlay - Building	19,058.00	0.00	19,058.00	100.0%
Total 7000 · Capital Outlay	37,151.92	0.00	37,151.92	100.0%
Total Expense	1,130,544.67	2,376,217.30	-1,245,672.63	47.6%
Net Ordinary Income	1,914,912.70	-57,835.46	1,972,748.16	-3,311.0%
Net Income	1,914,912.70	-57,835.46	1,972,748.16	-3,311.0%

**Philomath Fire and Rescue
Profit & Loss by Class
July 2022 through March 2023**

	<u>GO Bond 2...</u>	<u>GO Bond 2...</u>	<u>General Fund</u>	<u>Building Re...</u>	<u>Equipment ...</u>	<u>Vehicle Res...</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense								
Income								
4043 · Bond Income - Bank Interest	0.00	-1,187.60	0.00	0.00	0.00	0.00	0.00	-1,187.60
4042 · Bond Income - Prop Tax Interest	-221.94	1,760.53	0.00	0.00	0.00	0.00	0.00	1,538.59
4041 · Bond Income - Delinquent Taxes	0.00	3,462.08	0.00	0.00	0.00	0.00	0.00	3,462.08
4060 · Conflagration Income	0.00	0.00	86,967.84	0.00	0.00	0.00	0.00	86,967.84
4050 · Public Education Income	0.00	0.00	14,550.00	0.00	0.00	0.00	635.00	15,185.00
4040 · Bond Income	0.00	399,123.75	0.00	0.00	0.00	0.00	0.00	399,123.75
4000 · Carryover Fund Balance	0.00	63,412.88	492,929.81	183,175.01	65,963.98	0.00	0.00	805,481.68
4010 · Delinquent Property Taxes	0.00	0.00	11,468.27	0.00	0.00	0.00	0.00	11,468.27
4020 · Current Property Taxes	0.00	0.00	1,373,868.61	0.00	0.00	0.00	0.00	1,373,868.61
4025 · Interest - Property Tax	0.00	0.00	3,734.83	0.00	0.00	0.00	0.00	3,734.83
4026 · Interest Income								
4027 · Interest - Citizens Bank & OSU	0.00	0.00	45.80	0.00	0.00	0.00	0.00	45.80
4030 · Investments - LGIP	0.00	245.84	15,453.69	610.69	238.22	0.00	0.00	16,548.44
4026 · Interest Income - Other	0.00	0.00	2,462.38	0.00	0.00	0.00	0.00	2,462.38
Total 4026 · Interest Income	0.00	245.84	17,961.87	610.69	238.22	0.00	0.00	19,056.62
4900 · Miscellaneous Income	0.00	0.00	26,757.70	0.00	0.00	300,000.00	0.00	326,757.70
Total Income	-221.94	466,817.48	2,028,238.93	183,785.70	66,202.20	300,000.00	635.00	3,045,457.37
Gross Profit	-221.94	466,817.48	2,028,238.93	183,785.70	66,202.20	300,000.00	635.00	3,045,457.37
Expense								
5000 · Personnel Expenses								
5131 · Non-Union Overtime Wages	0.00	0.00	37.08	0.00	0.00	0.00	0.00	37.08
5136 · Conflagration Wages	0.00	0.00	36,803.30	0.00	0.00	0.00	0.00	36,803.30
5100 · Fire Chief Wages	0.00	0.00	108,713.04	0.00	0.00	0.00	0.00	108,713.04
5105 · Deputy Chief Wages	0.00	0.00	60,101.25	0.00	0.00	0.00	0.00	60,101.25
5110 · Admin Asst Wages	0.00	0.00	42,034.80	0.00	0.00	0.00	0.00	42,034.80
5120 · Fire & Life Safety Officer Wage	0.00	0.00	25,774.64	0.00	0.00	0.00	0.00	25,774.64
5125 · Firefighter Wages	0.00	0.00	171,420.63	0.00	0.00	0.00	0.00	171,420.63
5130 · Overtime Wages	0.00	0.00	36,927.35	0.00	0.00	0.00	0.00	36,927.35
5135 · Extra Hire	0.00	0.00	16,672.30	0.00	0.00	0.00	0.00	16,672.30
5405 · Employers FICA	0.00	0.00	27,902.89	0.00	0.00	0.00	0.00	27,902.89
5410 · Employers Medicare	0.00	0.00	6,525.66	0.00	0.00	0.00	0.00	6,525.66
5421 · Workers Compensation	0.00	0.00	38,297.41	0.00	0.00	0.00	0.00	38,297.41
5430 · PERS - Employe	0.00	0.00	81,820.10	0.00	0.00	0.00	0.00	81,820.10
5431 · PERS - Pickup 6%	0.00	0.00	20,228.06	0.00	0.00	0.00	0.00	20,228.06
5440 · Health Insurance	0.00	0.00	88,801.03	0.00	0.00	0.00	0.00	88,801.03
Total 5000 · Personnel Expenses	0.00	0.00	762,059.54	0.00	0.00	0.00	0.00	762,059.54

10:15 AM

04/04/23

Accrual Basis

**Philomath Fire and Rescue
Profit & Loss by Class
July 2022 through March 2023**

	<u>GO Bond 2...</u>	<u>GO Bond 2...</u>	<u>General Fund</u>	<u>Building Re...</u>	<u>Equipment ...</u>	<u>Vehicle Res...</u>	<u>Unclassified</u>	<u>TOTAL</u>
6000 · Materials and Services								
6205 · Supplies - Residences								
6205-3 · Supplies - Residence - 203	0.00	0.00	11.94	0.00	0.00	0.00	0.00	11.94
6205-1 · Supplies - Residence - 201	0.00	0.00	433.26	0.00	0.00	0.00	0.00	433.26
Total 6205 · Supplies - Residences	0.00	0.00	445.20	0.00	0.00	0.00	0.00	445.20
6901 · Cost of Goods Sold	0.00	0.00	7.10	0.00	0.00	0.00	0.00	7.10
6217 · Supplies - EMR Classes	0.00	0.00	2,735.65	0.00	0.00	0.00	0.00	2,735.65
6216 · Supplies - FA/CPR Education	0.00	0.00	8,159.28	0.00	0.00	0.00	0.00	8,159.28
6091 · Tuition Reimbursement	0.00	0.00	31,583.58	0.00	0.00	0.00	0.00	31,583.58
6101 · Equip. Maint. Agreements - EMS	0.00	0.00	510.00	0.00	0.00	0.00	0.00	510.00
6001 · Contracted Professional Service	0.00	0.00	54,365.94	0.00	0.00	0.00	0.00	54,365.94
6010 · Office Supplies	0.00	0.00	3,245.40	0.00	0.00	0.00	0.00	3,245.40
6011 · Postage/Shipping	0.00	0.00	753.20	0.00	0.00	0.00	0.00	753.20
6020 · Insurance and Bond	0.00	0.00	45,924.00	0.00	0.00	0.00	0.00	45,924.00
6030 · Dues and Fees	0.00	0.00	11,078.55	0.00	0.00	0.00	0.00	11,078.55
6040 · Publications and Elections	0.00	0.00	645.60	0.00	0.00	0.00	0.00	645.60
6042 · Marketing Program New Recruits	0.00	0.00	647.65	0.00	0.00	0.00	0.00	647.65
6050 · Utilities	0.00	0.00	22,309.92	0.00	0.00	0.00	0.00	22,309.92
6060 · Telephone, Pagers, Internet	0.00	0.00	14,455.81	0.00	0.00	0.00	0.00	14,455.81
6070 · Travel	0.00	0.00	3,110.32	0.00	0.00	0.00	0.00	3,110.32
6080 · Conference	0.00	0.00	4,369.63	0.00	0.00	0.00	0.00	4,369.63
6090 · Education/Training	0.00	0.00	2,457.30	0.00	0.00	0.00	0.00	2,457.30
6100 · Equipment Maintenance Agreement	0.00	0.00	1,880.24	0.00	0.00	0.00	-152.50	1,727.74
6130 · Gas & Oil	0.00	0.00	18,386.46	0.00	0.00	0.00	0.00	18,386.46
6150 · Radio Maintenance	0.00	0.00	94.00	0.00	0.00	0.00	0.00	94.00
6160 · Equipment Maintenance	0.00	0.00	7,807.10	0.00	0.00	0.00	0.00	7,807.10
6161 · Vehicle Maintenance	0.00	0.00	29,103.50	0.00	0.00	0.00	0.00	29,103.50
6170 · Building Maint and Improvements	0.00	0.00	11,337.47	0.00	0.00	0.00	0.00	11,337.47
6180 · Grounds Maintenance	0.00	0.00	226.67	0.00	0.00	0.00	0.00	226.67
6190 · Small Tools & Equipment	0.00	0.00	447.39	0.00	0.00	0.00	0.00	447.39
6200 · Supplies - Department	0.00	0.00	3,728.42	0.00	0.00	0.00	0.00	3,728.42
6210 · Supplies - Medical	0.00	0.00	9,065.63	0.00	0.00	0.00	0.00	9,065.63
6215 · Supplies - Prevention	0.00	0.00	809.34	0.00	0.00	0.00	0.00	809.34
6220 · Supplies - Suppression	0.00	0.00	971.65	0.00	0.00	0.00	0.00	971.65
6250 · Uniforms	0.00	0.00	15,877.74	0.00	0.00	0.00	0.00	15,877.74
6270 · Volunteer - Activities	0.00	0.00	4,354.75	0.00	0.00	0.00	0.00	4,354.75
6300 · Volunteer - Length of Service	0.00	0.00	11,000.00	0.00	0.00	0.00	0.00	11,000.00
6310 · Physical & Immunizations	0.00	0.00	7,560.50	0.00	0.00	0.00	0.00	7,560.50
6320 · Community Involvement	0.00	0.00	717.99	0.00	0.00	0.00	0.00	717.99
6900 · Miscellaneous Expense	0.00	0.00	1,312.73	0.00	0.00	0.00	0.00	1,312.73
Total 6000 · Materials and Services	0.00	0.00	331,485.71	0.00	0.00	0.00	-152.50	331,333.21
7000 · Capital Outlay								
7130 · Capital Outlay - Bond	0.00	18,093.92	0.00	0.00	0.00	0.00	0.00	18,093.92

10:15 AM

04/04/23

Accrual Basis

Philomath Fire and Rescue
Profit & Loss by Class
July 2022 through March 2023

	<u>GO Bond 2...</u>	<u>GO Bond 2...</u>	<u>General Fund</u>	<u>Building Re...</u>	<u>Equipment ...</u>	<u>Vehicle Res...</u>	<u>Unclassified</u>	<u>TOTAL</u>
7110 · Capital Outlay - Building	0.00	0.00	0.00	19,058.00	0.00	0.00	0.00	19,058.00
Total 7000 · Capital Outlay	0.00	18,093.92	0.00	19,058.00	0.00	0.00	0.00	37,151.92
Total Expense	0.00	18,093.92	1,093,545.25	19,058.00	0.00	0.00	-152.50	1,130,544.67
Net Ordinary Income	-221.94	448,723.56	934,693.68	164,727.70	66,202.20	300,000.00	787.50	1,914,912.70
Net Income	<u>-221.94</u>	<u>448,723.56</u>	<u>934,693.68</u>	<u>164,727.70</u>	<u>66,202.20</u>	<u>300,000.00</u>	<u>787.50</u>	<u>1,914,912.70</u>

Cyber Security project

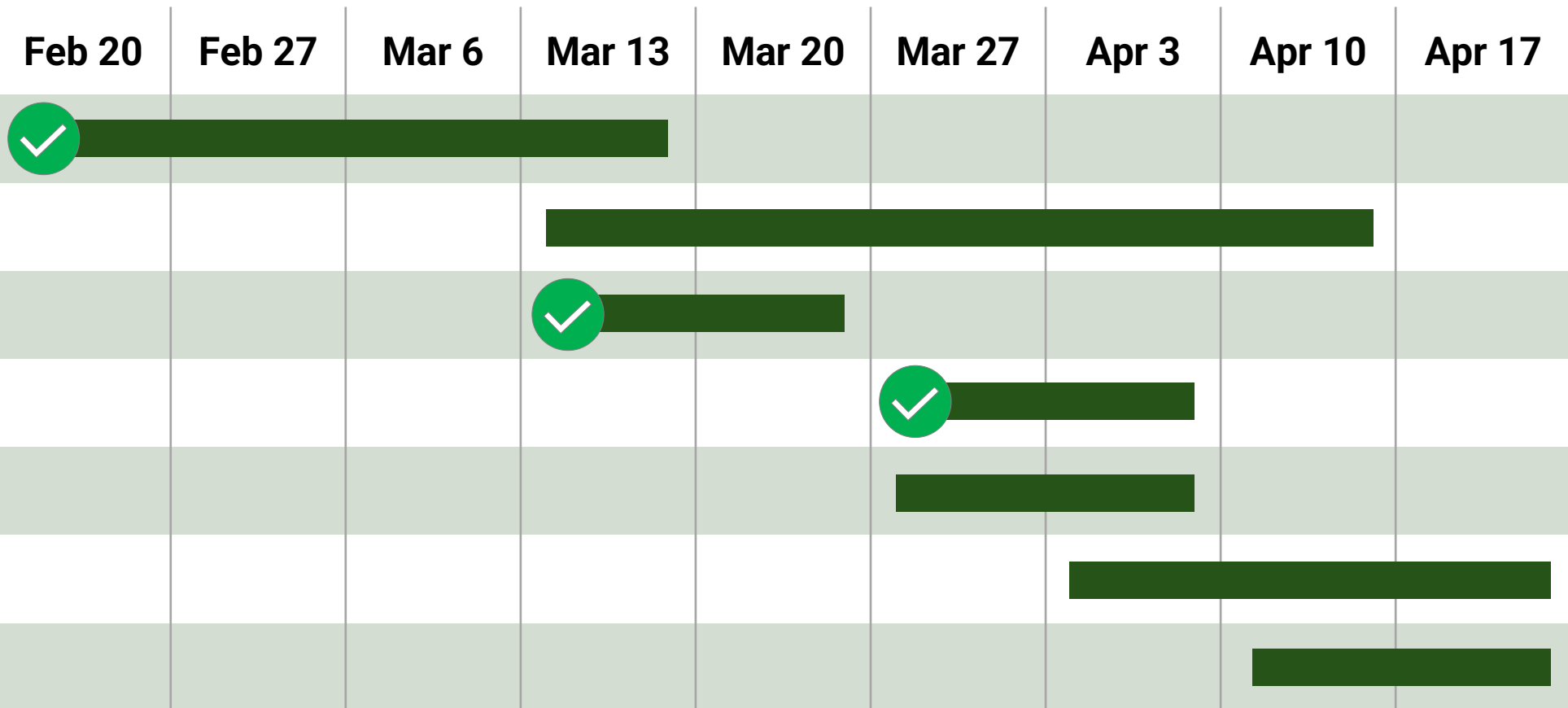
We have our budgeting information for next fiscal year. All devices are now fully managed by Riverstrong. Mandatory Security training will be rolling out in the next couple of weeks. This will set up for user access and multi-factor authentication (MFA, an application on your phone that grants access to our computers and accounts). This is more efficient than issued RIF cards given the fluid nature of our volunteer participation. Ashley and Rich are now operating under MFA. Once training is complete, people will be issued access. RVs will be given philomathfire.com email addresses and Office 365 licenses. We will be complete with the implementation process by the end of May or early June.

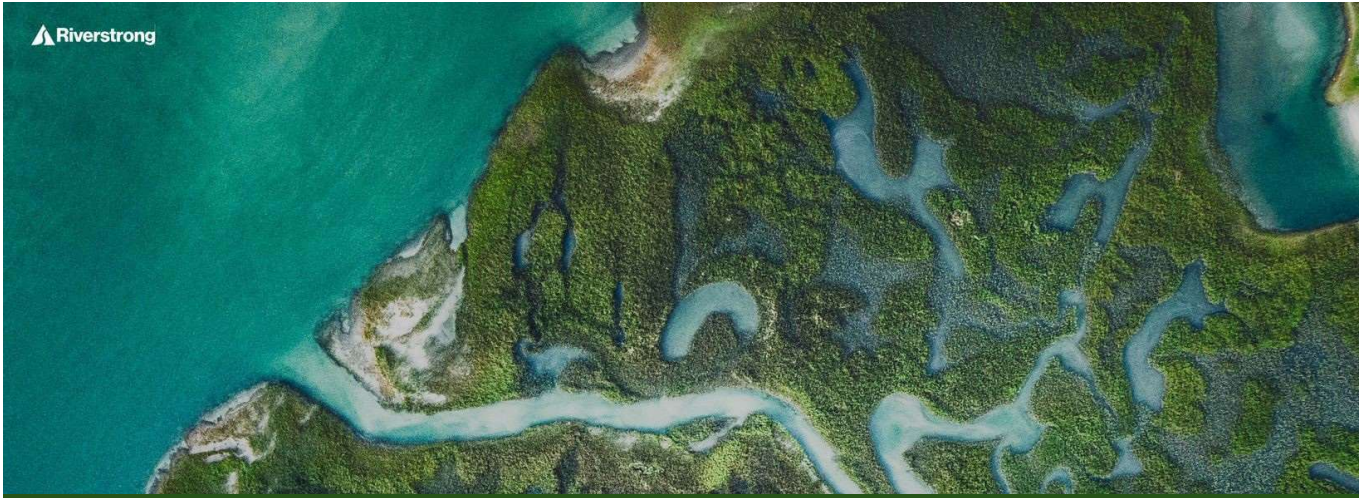
Respectfully submitted,

DC Rich Saalsaa

PHILOMATH FIRE & RESCUE MANAGED SERVICES PHASE 2/3

Infrastructure & Security Tools | Q1-Q2 2023





Executive Report



Hook Security, Inc

Test: Philomath Fire & Rescue Baseline Test #1
Start: 2023-03-15 08:11:00
End: 2023-04-03 13:30:02

Report Date: 04/03/2023 4:31 pm EDT

The information transmitted in this document is intended only for the addressee and may contain confidential and/or privileged material. Any interception, review, retransmission, dissemination or other use of or taking of any action upon this information by person or entities other than the intended recipient is prohibited by law and may subject them to criminal or civil liability.

Philomath Fire & Rescue Baseline Test #1 Test Summary

Date Started: Mar 15, 2023 08:11 am PDT
Date Ended: Apr 03, 2023 01:30 pm PDT
Date Created: Mar 13, 2023 06:34 pm PDT
Authorized By: Pre-Authorized
Group: Philomath Fire & Rescue
Targets: 17
Failed: 0 (0%)

Net Reporter Score

NRS: 0



Total Targets Tested	17
Reported Only	0
Failed Only	0
Reported & Failed	0
No Response	17

Phishing



This is how many test emails were delivered.

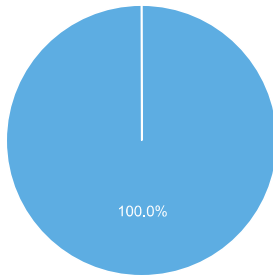
This is how many test emails were opened.

This is how many test emails had a click.

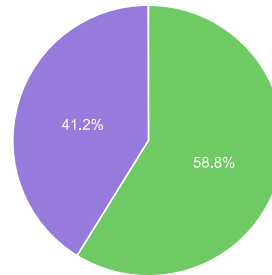
This is how many test emails had something worse than a click.

This is how many test emails had training pages viewed.

This is how many test emails were reported.

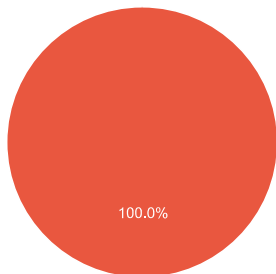


Pass vs. Fail
Total Messages: 17
 ● Unsent: 0 (0.0%)
 ● Error: 0 (0.0%)
 ● Bounced: 0 (0.0%)
 ● Passed: 17 (100.0%)
 ● Failed: 0 (0.0%)



Most Severe Actions
 ● No Action: 10 (58.8%)
 ● Email Opened: 7 (41.2%)

Metric Group	Metric	Count	Scheduled %	Total Opps	Engage %	Metric Description
Outbound	Emails Scheduled	17	100.00%	17	100.00%	The # of emails scheduled through a Test.
Outbound	Emails Sent	17	100.00%	17	100.00%	The # of emails sent.
Outbound	Undeliverable (Error)	0	0.00%	17	0.00%	The # of emails that encountered an error while sending.
Outbound	Undeliverable (Bounced)	0	0.00%	17	0.00%	The # of emails that were undeliverable because we received a "bounce" or Non-Delivery Report/Receipt.
Outbound	Unsent Emails	0	0.00%	17	0.00%	The # of emails that were never sent.
Outbound	Potential Deliveries	17	100.00%	17	100.00%	The # of emails that were sent and not rejected by the recipient's mail server.
Target Response	Opened Email	7	41.18%	17	41.18%	The # of emails that were opened.
Target Response	Clicked Link in Email	0	0.00%	17	0.00%	The # of emails in which the target clicked a link in the phishing email.
Target Response	Data Extended	0	0.00%	17	0.00%	The # of emails in which a target interacted with a landing page (e.g., clicked a link, downloaded a file), replied to the email, or opened an attachment.
Target Response	Received Training	0	0.00%	17	0.00%	The # of emails in which a target viewed a training page.
Target Response	Reported Phishing	0	0.00%	17	0.00%	The # of emails in which a target reported the email as phishing.



Received Training (All Targets)
17 Unique Messages
 ● Received Training: 0 (0.0%)
 ● No Training: 17 (100.0%)

No Targets Failed

Phishing Term Appendix

Auto-Reply is an action tracked when a phishing email has been replied to from an auto-responder set up for the target. The system looks for key phrases to help discern if user legitimately replied to a phishing email or not.

Clicked Link in Email means that the primary Hook Link was clicked in the phishing email and the user was taken to the landing page. This action, along with Viewed Landing Page, makes up reported Clicks.

Data Extended is any action beyond Clicking Link in Email in severity (e.g., Performed Action, Download Started, Replied, etc.).

Delivered is how many emails have left our server. This does not confirm that the emails have reached the inbox of the target.

Email Opened means that the email was opened by either the target, security software, or email client.

False Positive is an action that may have not been committed by the target. Security software can open and navigate links in an email and would trigger the same actions in the system as a user. Once these possible false positives are identified the IP addresses being used by the software can be filtered out and no longer count against the target.

Hook Link is the URL link in the phishing email that leads to the Landing Page or Training Page.

No Action means that the target did not perform any actions on the phishing email (e.g., Opening the email, Clicking Hook Link).

Performed Action is the generic term for completing the Phishing Hook action on a template.

Phish Time is how long it took for the phishing action to occur after it was sent.

Received Training is how many targets have viewed the training page attached to a phishing campaign.

Replied is an action tracked when a phishing email has been replied to from a target. The system determines this reply was authentic from a user and didn't match as an automated response.

Targets are the users/email address that you are testing.

Target Email is one email sent to one Target during a Test (phishing campaign).

Test is a single phishing campaign sent to single Group of Targets.

Unique/Normalized is a flattening filter placed on the data so that each target is only counted once per category/action type. For example, a user may have opened the email three times but will only be counted once for opening the email. That same user then may have clicked on the link in the email twice but will only be counted once for clicking.

Viewed Landing Page means that the Landing Page was refreshed or navigated to by means other than a click from the phishing email. This action, along with Clicked Link in Email, makes up reported Clicks.

Worst Action is the most severe action that the target committed during the test. So, if a target opened the email, clicked on a link, attempted a download, and then opened the email again, their worst action would be attempted a download since it was the most severe action they did.

ORGANIZATIONAL MANUAL

FIRE CHIEF

Exempt, Non-Represented



Section P
PERSONNEL
Procedure P-1

NATURE OF WORK

The Fire Chief is the executive officer of Philomath Fire and Rescue (The “District”) and is responsible for planning, organizing, administering, and directing the operations of the District and the work of others, in compliance with local, State, and Federal laws. The Fire Chief is the recognized leader of the District who inspires each member to achieve the District’s mission, values and vision. The Fire Chief integrates organizational, procedural, policy, and fiscal management within the District, makes decisions, deals with personnel matters and community issues, and works closely with the public, news media, and administrators of other public agencies.

REPORTING RELATIONSHIPS

The Fire Chief reports directly to the elected Board of Directors and serves at their discretion. The Board holds the Fire Chief accountable for all District programs and services. The Fire Chief is accountable for articulating all aspects of proposed policy, and organizational and fiscal matters to the Board, along with the rationale for such choices where changes in District policy may occur. All other reporting relationships are as detailed within the current Philomath Fire and Rescue organizational chart.

JOB DUTIES

The Fire Chief exercises oversight responsibility for all District programs. Duties and responsibilities include, but are not limited to:

I. Incident Command, Mutual Aid and Fire Code Responsibilities:

- Supervises the activities of all District volunteers and staff.
- Maintains command and control of the fire-fighting resources of the District in the handling of emergency and non-emergency incidents. These incidents include but are not limited to fire suppression activities, hazardous materials, emergency medical service responses, and community disaster scenes.
- Responds to emergencies and assumes a leadership role in the incident command system as appropriate, including establishing strategic goals and tactical objectives at incident scenes. The Fire Chief’s role at emergency scenes is that of an incident scene manager; however, if the situation requires, the Fire Chief may perform fire responder duties as a firefighter or an EMT.
- Ensures that all activities are performed with safety as the highest priority.
- Has oversight of fire and life safety inspections, IFC code compliance, public education, and pre-fire programs, and instructs subordinates in fire protection

ORGANIZATIONAL MANUAL

technology.

- Acts as the Fire Marshal on fire investigations, plan reviews, and field inspections.
- Establishes and maintains cooperative relationships with neighboring fire agencies to ensure coordinated efforts on mutual-aid incidents.
- Determines and recommends to the Board of Directors the personnel, equipment, and facility needs of the District, and is responsible for vehicle, equipment, and facility maintenance.
- Is responsible for the maintenance of all fire department records including written reports as required by the Board of Directors and governmental regulatory agencies.

II. Personnel Management:

- Administers the goals and objectives of the District as set forth by the Board of Directors, and assists the Board in developing policies, procedures, and programs necessary to obtain those goals and objectives.
- Ensures that District policies are clearly understood and communicated to the membership of the District.
- Has a thorough knowledge of personnel management practices and is responsible for the development and enforcement of operational guidelines and personnel policies.
- Oversees the work of others and actively recruits, trains, and supervises all personnel.
- Oversees annual performance evaluations of paid staff in accordance with District policy, and conducts performance evaluations of administrative staff.
- Oversees all internal investigations, grievances, and disciplinary proceedings.
- Selects and appoints all volunteers and volunteer officers with input from volunteers and staff
- Helps staff and volunteers establish career goals, when requested.
- Interviews and selects candidates for paid employment. All promotions, disciplinary actions and terminations will be enforced in accordance with the District's personnel policy.
- Assigns work schedules and makes staff assignments as needed, based upon the operational requirements of the District.
- Ensures that inquiries or complaints are handled in a timely and professional manner, consistent with District policies.

III. Fiscal Responsibilities:

- Oversees the development and presentation of an annual operating budget to the Budget Committee and is responsible for multi-year financial planning with District personnel input.
- Ensures that the financial dealings of the District are in compliance with the Financial Plan C-8
- Responsible to operate within the approved budget in a cost-effective manner and stays informed about the status of financial audits and related compliance requirements.
- Accountable for the District's adherence to State laws and regulations governing

ORGANIZATIONAL MANUAL

acquisitions and construction projects. Manages capital-improvement projects and ensures that projects are within budget parameters established by the Board of Directors.

IV. Communication and Public Involvement:

- Responsible to the Board of Directors and reports to the Board regularly on all matters concerning District operations.
- Attends all Board meetings and is responsible for maintaining a line of communication between the Board of Directors and the District. Ensures that Board meetings comply with State guidelines and regulations.
- Works with local, State, and Federal fire-protection officials, law enforcement officials, and other government agencies as necessary.
- Works with the public, represents the District at meetings, hearings and community events, and reflects the professional image and values of the District.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

The Fire Chief must have in-depth understanding and experience in modern techniques, methods and practices relating to fire suppression, fire prevention, emergency medical services, training, communications, administration, and related District programs and services.

Required Experience:

- 10 years of progressive experience as an officer in the fire service
- A minimum of 5 years experience as Battalion Chief, or equivalent, or higher ranking officer in a fire department providing EMS services
- Excellent oral and written communication skills
- Basic computer skills, including use of word processing, spreadsheets and presentation software
- Experience in developing and preparing plans, policies, and procedures
- Expertise in personnel rules and regulations pertaining to public sector employees and emergency responders
- In-depth knowledge of laws and regulations governing fire districts
- Ability to present policy issues and choices for decision-makers
- Ability to prioritize and integrate services with fiscal responsibility
- Ability to obtain a valid Oregon State Driver's License
- Experience in fire-prevention activities, including fire-code enforcement and plan review
- Knowledge of fire-investigation techniques and methods
- Experience in and knowledge of the financial budgeting and accounting practices of public agencies
- Knowledge of external funding opportunities that would benefit the District and have the ability to seek out and apply for pertinent grants from governmental agencies and/or private foundations

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- Able to continue his/her education to keep abreast of changes in technology, methods, and practices. Attendance at institutions of higher learning and the National Fire Academy is encouraged

Minimum Required Training and Certification:

Associates of Applied Science (AAS) Degree in Fire Sciences, Fire Service Administration, or a related field

- EMT Basic
- NFPA Fire Officer I
- NFPA Instructor I
- Working knowledge of fire code enforcement policies and procedures ICS-100, 200, 300, 400, 700, 800

Preferred Training and Certification:

- Bachelor's Degree or NFA EFO Certification
- IFC Code Certification
- Working knowledge of fire issues in wildland-urban interfaces and experience working in that context

Required Residency and Response Time:

Primary residence in the District and ability to commute to the District's Main Station within 10 minutes from that residence. Up to one year to meet this requirement when initially employed.

ORGANIZATIONAL MANUAL

DEPUTY CHIEF

Exempt, Non-Represented



Section P
PERSONNEL
Procedure P-2

Position Summary:

Under the authority of the Fire Chief, the Deputy Chief acts as the Fire Marshal for the District. Responsibilities include planning, coordination, and implementation of a comprehensive program for fire prevention, community risk reduction, pre-fire planning, access and water supply, and liaison with City and County Planners for plan review. The Deputy Chief is responsible for the direct management of all resident volunteers and paid firefighters. The Deputy Chief has the responsibility to effectively recommend hiring, transfer, suspension, promotion, discharge, or discipline for these employees and is responsible for conducting annual employee evaluations.

This position is both a supervisory and a confidential position and, as such, is not part of the bargaining unit. The Deputy Chief will provide advice and guidance to the Fire Chief regarding labor matters, staffing, personnel matters, and budget recommendations. The Deputy Chief may be asked to prepare confidential materials and attend confidential meetings. The Deputy Chief performs other duties assigned by the Fire Chief. In the absence of the Fire Chief, the Deputy Chief will oversee the operations of the District.

Supervision Received:

The Deputy Chief reports directly to the Fire Chief. In the extended absence or incapacitation of the Fire Chief, the Deputy Chief would report directly to the Board of Directors.

Supervision Exercised:

The Deputy Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- Recommend the hiring, transfer, suspension, promotion, discharge, or discipline for assigned employees.
- Be assigned a crew by the Fire Chief to perform apparatus checks in the absence of sufficient officers.
- Attempt to resolve major and minor issues brought to their attention.

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- Keep the Fire Chief advised on all personnel issues brought to their attention, recommend actions that need to be taken, or the disposition of actions.
- Serve in a supervisory capacity for all paid Captains and Lieutenants.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Essential Job Duties:

The Deputy Chief's duties include, but are not limited to the following:

- A. Functions as a member of the District's emergency response team in emergency medical, fire suppression, rescue, and hazardous-material remediation.
- B. Analyze the District's fire trends and makes recommendations on methods to improve the District's level of protection.
- C. Ensure the District's Fire Suppression, Fire Inspection, and Plans Review records are accurately maintained, documented, and when necessary reported / forwarded to the appropriate agencies.
- D. Review laws, ordinances, resolutions, and regulations related to fire prevention, fire access and fire response routes within the District, and make recommendations for changes as required.
- E. Make the necessary changes in the District map books to keep them current.
- F. Participate in the overall District budget process and prepare and submit to the Fire Chief the Fire Prevention, Fire Suppression, and Communication Program Budget.
- G. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
- H. Demonstrate computer skills and use software provided by the District.
- I. District Community Risk Reduction Program:
 1. Coordinates the District's Business Inspection program.
 2. Liaises with City, County, State, and Federal partners with CWPP, NHMP, Disaster, and other planning projects.
 3. Creates pre-incident surveys on new target hazards, and updates existing pre-incident surveys as changes occur.
 4. Administers the District's Fire Prevention Program.
 5. Administers the AHA Training Site, courses, and instructor cadre.
 6. Administers the District Safety Committee.
- J. Oversee routine facility and equipment maintenance:
 1. Manages testing and restoration of fire hose and pumps.
 2. Manages service of equipment and apparatus.
 3. Manages maintenance of tools and supplies for routine mechanical work.

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Knowledge, Skills, and Ability to:

The Deputy Chief will:

1. Be able to function as part of the District administrative team.
2. Enforce policies of the District and maintain discipline of personnel.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other fire protection agencies to reflect a professional image of the District.
4. Attend District training sessions as required.
5. Cooperate with local, state and federal public agency officials.
6. Assist the Fire Chief in a confidential manner by providing advice, guidance, and information on labor and operational matters.
7. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District.
8. Possess the ability to accurately follow instructions and to complete tasks with a minimum of direction and supervision.
9. Possess ability to communicate effectively both verbally and in writing.
10. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
11. Have an in-depth knowledge of the fire suppression resources of the Fire District and the surrounding fire service agencies with a general knowledge of the geography of the District.
12. Act as a Duty Officer (DO) on a rotation basis.

The Deputy Chief is encouraged to participate in the activities and functions of the Philomath Volunteer Fire Department Association.

Required Certifications:

As a condition of employment, the following certifications, licenses, or training must be maintained. The Deputy Chief will also possess computer skills proficient with the needs of the position.

Required Qualifications:

- Minimum three years as Fire Captain or equivalent management-level experience
- NFPA Fire Officer II
- NFPA Fire Instructor II
- NFPA Apparatus Operator
- NFPA Aerial Operator
- OHA Emergency Medical Technician
- NFPA Hazardous Materials Incident Commander
- NFPA Incident Safety Officer
- NFPA Public Fire & Life Safety Educator

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- NFPA Fire Inspector
- Maintain a valid Oregon Driver's License

Preferred Certifications:

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NWCG Wildland Single Resource Engine Boss
- NWCG Strike Team / Task Force Leader
- NFPA Fire Investigator

At the direction of the Fire Chief the Deputy Chief will attend training and seminars to increase their abilities in the performance of assigned duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

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Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours. Occasional evening and weekend hours required.

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

ORGANIZATIONAL MANUAL



VOLUNTEER ASSISTANT CHIEF

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-3V

Position Summary:

Under the general direction of the Fire Chief, the Volunteer Assistant Chief manages the Fire District. The Volunteer Assistant Chief is responsible for the direct management of all volunteers. The Volunteer Assistant Chief has the responsibility to effectively recommend hiring, transfer, suspension, promotion, discharge or discipline of the volunteers.

This position is both a supervisory and a confidential position and as such is not part of the bargaining unit. The Volunteer Assistant Chief will provide advice and guidance to the Fire Chief regarding staffing, personnel matters, and budget recommendations. The Volunteer Assistant Chief may be asked to prepare confidential materials and attend confidential meetings. In the absence of the Fire Chief and Deputy Fire Chief, the Volunteer Assistant Chief may oversee operations of the volunteers of the District.

Supervision Received:

The Volunteer Assistant Chief will follow the chain of command at all times, except for certain protected activities described in the personnel policies, and reports directly to the Fire Chief.

Supervision Exercised:

The Volunteer Assistant Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- Provide input to the Fire Chief during the selection process and probationary period of personnel.
- Will have a thorough understanding of the District's personnel policies and procedures and ensure that crews are acting in accordance with District expectations.
- Be assigned a crew by the Fire Chief to perform apparatus checks in the absence of sufficient Captains.
- Be the first step in the chain of command for Volunteer Captains.

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- Attempt to resolve major and minor issues brought to their attention. Issues where the Volunteer Assistant Chief is personally involved will be referred to the Fire Chief.
- Keep the Fire Chief advised on all personnel issues brought to their attention, recommended actions that need to be taken, or the disposition of actions.
- Assist with training of personnel at regular and specialized training sessions.
- Serve in a supervisory capacity for all volunteer personnel at any point in the chain of command at their discretion.

Essential Job Duties:

Respond to the incident scene in a duty vehicle, from a station to the incident scene, or to a station for response or standby during their duty week.

- Possess an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods.
- Act as a liaison with agencies and organizations at the direction of the Fire Chief.
- May serve on a committee to evaluate capital purchases.
- Able to determine the initial actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Supervise the exercise of safety and use of personal protective equipment by others at emergency scenes.
- Direct the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Transmit orders and other information to personnel at emergency scenes.
- Assume command of emergency incidents when a firefighter is in command.
- Observe and evaluate scene safety and operational effectiveness when a Lieutenant or Captain is in command. The Volunteer Assistant Chief will assume command from a Lieutenant or Captain, as they deem necessary.
- Serve a duty week on a rotating basis with all officers above the level of Lieutenant; during this time the Volunteer Assistant Chief may respond directly to the incident scene and establish Incident Command. It is the Volunteer Assistant Chief's responsibility to find another officer to cover their duty should they be unable to respond or leave District during their duty week.

This list of complexity of duties is not intended to be exhaustive. Additional related duties, as necessary, may be added by the Fire Chief.

Contact With Others:

The Volunteer Assistant Chief will:

- Lead by example, complete reports in a timely manner, participate in volunteer firefighter activities, attend drills according to volunteer guidelines, etc.

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- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- Reflect a professional image of Philomath Fire & Rescue.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and effectively lead personnel.
- Exhibit qualities and actions worthy of respect and emulation by others.

Knowledge, Skills, and Ability to:

- Knowledge of the District including the rules, regulations, procedures, and Operational Guidelines governing the District.
- Knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Able to participate in training programs and be skilled in training others in the performance of specific tasks.
- Able to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- Knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Possess computer skills commensurate with the needs of the position.

Required Qualifications:

As a condition of employment, the following certifications, licenses, or training must be maintained. This list is not intended to be all-inclusive. Additional training may be added as necessary.

- Good standing within the Fire District.
- Minimum three years as Fire Captain or equivalent management-level experience
- Fire Officer I
- Fire Instructor II
- Apparatus Operator
- Aerial Operator
- Oregon Emergency Medical Technician
- Hazardous Materials Incident Commander
- Incident Safety Officer
- NWCG Engine Boss
- Maintain a valid Oregon Driver's License

Preferred Qualifications:

- Fire Officer II
- Mobile Water Supply Officer
- NWCG Strike Team Leader
- Oregon Advanced EMT or Paramedic

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At the direction of the Fire Chief, the Volunteer Assistant Chief will attend training and seminars to increase their abilities in the performance of assigned duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. In the case of multiple applicants, the competitive process will be followed for selection of the appropriate candidate. Final selection will be made contingent upon passing a drug screening and background check.

This job description does not constitute an employment agreement between the District and the individual and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

ORGANIZATIONAL MANUAL

STAFF CAPTAIN

Non-exempt, Represented
Bargaining Unit: Philomath Professional Firefighters IAFF 4925



Section
PERSONNEL
Procedure P-4

Position Summary:

Under the general direction of the Deputy Fire Chief, the Staff Captain will be responsible for the management of the Training Program for Fire and EMS personnel. The Staff Captain is responsible for the planning, organizing, direction and control of all public education and outreach activities. The role of Staff Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of an apparatus or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Staff Captain performs other duties as may be required by the Deputy Fire Chief. Should there be conflict between this Job Description and the CBA for represented personnel, the CBA will supersede.

Supervision Received:

The Staff Captain will always follow the chain of command, except for certain protected activities described in the personnel policies and reports to the Deputy Chief. In the absence of the Deputy Chief, the Staff Captain will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Staff Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Staff Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

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- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and coaching to others at all times.

The Staff Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Staff Captains will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Staff Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (volunteers).

Essential Job Duties:

- A. Functions as a member of the District's emergency response team.
 1. EMT
 2. Fire Suppression
 3. Hazardous Materials
 4. Rescue
- B. District Outreach Program:
 1. Exercises independent judgment in the administration of the life safety and outreach programs.
 2. Coordinates District Outreach programs, including First Aid/CPR community training, standby at community events, K-5 curriculum, and specific outreach activities (i.e. Open House).
 3. Plans, implements, and coordinates community outreach and public education activities.
- C. District Fire Training and Recertification Program Coordinator:
 1. Supervises the training of personnel at scheduled drills and events.
 2. Act as Safety Officer, ensuring the safety of District personnel and proper use of personal protective equipment during training sessions.
 3. Coordinate the development of a District training program of enough content to meet or exceed NFPA, DPSST, and District standards.
 4. Assure that District's training records are accurately maintained, documented, and reported to the appropriate agencies for certification.
 5. Possess knowledge of standards and regulations as they apply to emergency services including NFPA, OSHA, OARs, and ORSs.
- D. District Medical Training and Recertification Program Coordinator:
 1. Conducts or causes to be conducted the training of personnel in emergency medical procedures at the Emergency Medical Responder and EMT level.
 2. Administers an emergency medical training program of sufficient content to meet or exceed OHA, Supervising Physician, and District Standards.

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3. Assure that District's medical training records are accurately maintained, documented, and reported to the appropriate agencies for EMS certification and re-certification.
 4. Possess knowledge of standards and regulations as they apply to emergency medical services including, OHA, OSHA, OARs, and ORSs.
 5. Serve as the District's Infection Control Officer.
 6. Participate with the EMS Coordinator committee and liaise with the Medical Supervisor.
- E. Administrative Functions:**
1. Participate in the overall District budget process and prepare and submit to the Fire Chief the training budget.
 2. Maintain the schedules for all staff members including coverage.
 3. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
 4. Optionally, act as a Duty Officer (DO) as may be asked by the Deputy Fire Chief or Fire Chief. DO qualifies as authorized work time on response to incidents.
 5. Can act as a shift officer when staffing needs require coverage.

Contact with Others:

The Staff Captain shall:

1. Be responsible to the Deputy Fire Chief or delegated authority.
2. Shall attend other meetings as directed by the Deputy Fire Chief.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other agencies to reflect a professional image of the District.
4. Act as the District's representative at City, County and regional levels as required by the Deputy Fire Chief.
5. Act as liaison with the Linn/Benton Fire Training Council.

The Staff Captain is encouraged, but not required, to participate in activities and functions of the Philomath Volunteer Fire Department Inc.

Knowledge Skills and Ability to:

The Staff Captain shall:

1. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations and functional operations of the District.
2. Possess the ability to accurately follow instructions issued and to complete tasks with an appropriate amount of direction and supervision.
3. Possess knowledge of regulations as they apply to the provision of EMS including, OSHA, OARs, ORSs, and the Oregon Health Authority.
4. Have a complete knowledge of the geography of the District.
5. Possess ability to communicate effectively both verbally and in writing.
6. Have the physical stamina necessary to perform duties as required by this position.

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7. Attend District training sessions as required in District policy.
8. Adhere to the District Policy for Employees.

Required Certifications:

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- NFPA Fire Officer I
- NFPA Mobile Water Supply
- NWCG Engine Boss

Preferred Certifications:

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NFPA Fire Officer II (incentive)
- NFPA Instructor II (incentive)
- NFPA Public Fire & Life Safety Educator (incentive)
- ICS 300 & 400
- American Heart Association Heartsaver/BLS Instructor
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of

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this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

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VOLUNTEER STAFF CAPTAIN

Non-Compensated, Non-Represented

Section
PERSONNEL
Procedure P-4V

Job Summary:

Under the general direction of the Deputy Fire Chief, the Staff Captain will be responsible for the management of the Training Program for Fire and EMS personnel. The Staff Captain is responsible for the planning, organizing, direction and control of all Public Education and outreach activities. The role of Staff Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of an apparatus or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Staff Captain performs other duties as may be required by the Deputy Fire Chief.

Supervision Received:

The Staff Captain will always follow the Chain of Command, except for certain protected activities described in the Personnel Policies and reports to the Deputy Chief. In the absence of the Deputy Chief, the Lieutenant will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Staff Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Staff Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

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- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and coaching to others at all times.

The Staff Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Staff Captains will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Staff Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (volunteers).

Essential Job Duties:

- A. Functions as a member of the District's emergency response team.
 1. EMT
 2. Fire Suppression
 3. Hazardous Materials
 4. Rescue
- B. District Outreach Program:
 1. Exercises independent judgment in the administration of the life safety and outreach programs.
 2. Coordinates District Outreach programs, including First Aid/CPR community training, standby at community events, K-5 curriculum, and specific outreach activities (i.e.-Open House).
 3. Plans, implements, and coordinates community outreach and public education activities.
- C. District Fire Training and Recertification Program Coordinator:
 1. Supervises the training of personnel at scheduled drills and events.
 2. Act as Safety Officer, ensuring the safety of District personnel and proper use of personal protective equipment during training sessions.
 3. Coordinate the development of a District training program of enough content to meet or exceed NFPA, DPSST, and District standards.
 4. Assure that District's training records are accurately maintained, documented, and reported to the appropriate agencies for certification.
 5. Possess knowledge of standards and regulations as they apply to emergency services including NFPA, OSHA, OAR's, and ORS's.
- D. District Medical Training and Recertification Program Coordinator:
 1. Conducts or causes to be conducted the training of personnel in emergency medical procedures at the Emergency Medical Responder and EMT level.
 2. Administers an emergency medical training program of sufficient content to meet or exceed OHA, Supervising Physician, and District Standards.

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3. Assure that District's medical training records are accurately maintained, documented, and reported to the appropriate agencies for EMS certification and re-certification.
 4. Possess knowledge of standards and regulations as they apply to emergency medical services including, OHA, OSHA, OARs, and ORSs.
 5. Serve as the District's Infection Control Officer.
 6. Participate with the EMS Coordinator committee and liaise with the Medical Supervisor.
- E. Administrative Functions:**
1. Participate in the overall District budget process and prepare and submit to the Fire Chief the training budget.
 2. Maintain the schedules for all staff members including coverage.
 3. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
 4. Optionally, act as a Duty Officer (DO) as may be asked by the Deputy Fire Chief or Fire Chief. DO qualifies as authorized work time on response to incidents.
 5. Can act as a shift officer when staffing needs require coverage.

Contact with Others:

The Staff Captain shall:

1. Be responsible to the Deputy Fire Chief or delegated authority.
2. Shall attend other meetings as directed by the Deputy Fire Chief.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other agencies to reflect a professional image of the District.
4. Act as the District's representative at City, County and regional levels as required by the Deputy Fire Chief.
5. Act as liaison with the Linn/Benton Fire Training Council.

The Staff Captain is encouraged, but not required, to participate in activities and functions of the Philomath Volunteer Fire Department Inc.

Knowledge Skills and Ability to:

The Staff Captain shall:

1. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations and functional operations of the District.
2. Possess the ability to accurately follow instructions issued and to complete tasks with an appropriate amount of direction and supervision.
3. Possess knowledge of regulations as they apply to the provision of EMS including, OSHA, OARs, ORSs, and the Oregon Health Authority.
4. Have a complete knowledge of the geography of the District.
5. Possess ability to communicate effectively both verbally and in writing.
6. Have the physical stamina necessary to perform duties as required by this position.

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7. Attend District training sessions as required in District Policy.
8. Adhere to the District Policy for Employees.

Required Certifications:

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- NFPA Fire Officer I
- NFPA Mobile Water Supply
- NWCG Engine Boss

Preferred Certifications:

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NFPA Fire Officer II (incentive)
- NFPA Instructor II (incentive)
- NFPA Public Fire & Life Safety Educator (incentive)
- ICS 300 & 400
- American Heart Association Heartsaver/BLS Instructor
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of

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this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

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OPERATIONS CAPTAIN

Non-exempt, Represented
Bargaining Unit: Philomath Professional Firefighters IAFF 4925

Section P
PERSONNEL
Procedure P-5

Position Summary:

The role of Operations Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of a station or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Operations Captain will provide input in the selection process and probationary period of new hires and during the probationary period of newly promoted officers. The Operations Captain may request or be assigned additional, specialized duties from the Deputy Fire Chief. Should there be conflict between this Job Description and the CBA for represented personnel, the CBA will supersede.

Supervision Received:

The Operations Captain will always follow the chain of command. In the absence of the Deputy Chief, the Operations Captain will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Operations Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Operations Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.
- Assist with the training of personnel at regular and specialized training sessions.

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- Provide communication, direction, guidance, and coaching to others at all times.

The Operations Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Operations Captains will advise the Deputy Chief or Assistant Chief (non-compensated staff) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Operations Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (Non-compensated staff).

Essential Job Duties:

- Possess an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods. Determine actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary. Direct response routes to be used by responding units and determines the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Establish a position to observe and evaluate scene safety and operational effectiveness when a Lieutenant is in command. Operations Captains shall assume command from a Lieutenant or Firefighter as they deem necessary.
- May serve as a Duty Officer; Operations Captains respond directly to the incident scene and establish Incident Command. During this assignment, may take a department vehicle home for response purposes.
- Provides input for Lieutenant Evaluations.
- Assist the Deputy Chief by conducting business inspections and pre-fire surveys.
- Other duties as assigned by the Deputy Fire Chief or Assistant Fire Chief (volunteers).

This list of duties is not intended to be exhaustive; additional related duties, as necessary, may be added by the Fire Chief.

Contact with others:

An Operations Captain shall:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Deputy Fire Chief.
2. Act as a liaison with agencies and organizations at the direction of the Deputy Fire Chief.
3. At all times reflect a professional image of Philomath Fire & Rescue.

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Knowledge, Skills, and Abilities:

- Meet all requirements of a Fire Lieutenant P-6.
- Remain in good standing within the department.
- Meet a minimum of three years' fire service experience.
- Complete a mentoring / probationary period, including Acting In Capacity, the length of which will be determined by the Fire Chief on an individual basis.
- Maintain an Oregon Driver's License that meets District requirements.
- Exhibit a thorough knowledge of the fire district including the rules, regulations, procedures, and Operational Guidelines governing the district.
- Exhibit a working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Should participate in the training programs and be skilled in training others in the performance of specific tasks.
- Must possess the ability to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- Exhibit an in-depth knowledge of the fire suppression resources of the district and surrounding fire service agencies.

Required Certifications:

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- Fire Officer I
- NWCG Engine Boss
- NFPA Mobile Water Supply
- Minimum of six (6) years prior fire service experience

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

Preferred Certifications:

- OHA Advanced EMS Certification (Advanced, Intermediate, or Paramedic)
- Fire Officer II
- Instructor II
- ICS 300 & 400
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent

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and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

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VOLUNTEER OPERATIONS CAPTAIN

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-5V

Position Summary:

The role of Operations Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of a station or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Operations Captain will provide input in the selection process and probationary period of new hires and during the probationary period of newly promoted officers. The Operations Captain may request or be assigned additional, specialized duties from the Deputy Fire Chief.

Supervision Received:

The Operations Captain will always follow the Chain of Command. In the absence of the Assistant Chief or Deputy Chief, the Operations Captain will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Operations Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Operations Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

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- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and coaching to others at all times.

The Operations Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Operations Captains will advise the Deputy Chief or Assistant Chief (non-compensated staff) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Operations Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (Non-compensated staff).

Essential Job Duties:

- Possess an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods. Determine actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary. Direct response routes to be used by responding units and determines the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Establish a position to observe and evaluate scene safety and operational effectiveness when a Lieutenant is in command. Operations Captains shall assume command from a Lieutenant or Firefighter as they deem necessary.
- May serve as a Duty Officer; Operations Captains respond directly to the incident scene and establish Incident Command. During this assignment, may take a department vehicle home for response purposes.
- Provides input for Lieutenant Evaluations.
- Assist the Deputy Chief by conducting business inspections and pre-fire surveys.
- Other duties as assigned by the Deputy Fire Chief or Assistant Fire Chief (volunteers).

This list of duties is not intended to be exhaustive; additional related duties, as necessary, may be added by the Fire Chief.

Contact with others:

A Operations Captain shall:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Deputy Fire Chief.
2. Act as a liaison with agencies and organizations at the direction of the Deputy Fire Chief.
3. At all times reflect a professional image of Philomath Fire & Rescue.

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Knowledge, Skills, and Ability to:

- Meet all requirements of a Fire Lieutenant P-6.
- Remain in good standing within the department.
- Meet a minimum of three years' fire service experience.
- Complete a mentoring / probationary period, including Acting In Capacity, the length of which will be determined by the Fire Chief on an individual basis.
- Maintain an Oregon Drivers License that meets District requirements.
- Exhibit a thorough knowledge of the fire district including the rules, regulations, procedures, and Operational Guidelines governing the district.
- Exhibit a working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Should participate in the training programs and be skilled in training others in the performance of specific tasks.
- Must possess the ability to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- Exhibit an in-depth knowledge of the fire suppression resources of the district and surrounding fire service agencies.

Required Certifications:

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- Fire Officer I
- NWCG Engine Boss
- NFPA Mobile Water Supply
- Minimum of six (6) years prior fire service experience

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

Preferred Certifications:

- OHA Advanced EMS Certification (Advanced, Intermediate, or Paramedic)
- Fire Officer II
- Instructor II
- ICS 300 & 400
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

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LIEUTENANT

Non-exempt, Represented
Bargaining Unit: Philomath Professional Firefighters IAFF 4925

Section P
PERSONNEL
Procedure P-6

Position Summary:

Performs duties, positions, or functions at incident scenes assigned to them by the Incident Commander. In the absence of the Fire Chief, the Assistant Chief, Deputy Chief, or a Captain, Lieutenants may perform duties at incident scenes as the Incident Commander. Lieutenants may remain in the position of Incident Commander at the discretion of the highest-ranking officer on scene. Lieutenants assist in emergency medical, motor vehicle accidents, and hazardous materials and fire suppression activities, providing supervision to those personnel assigned. Should there be conflict between this Job Description and the CBA for represented personnel, the CBA will supersede.

Supervision Received:

The Lieutenant will always follow the chain of command, except for certain protected activities described in the personnel policies and reports to the Deputy Chief. In the absence of the Deputy Chief, the Lieutenant will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Lieutenant will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

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- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and always coaching to others.

The Lieutenant is the first step in the chain of command for Firefighters. As such, they should attempt to resolve minor issues at the lowest possible level. Lieutenant will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Lieutenant should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (volunteers).

Essential Job Duties:

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9) or Volunteer Firefighter (Procedure P-9V).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, practices, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Assume command of emergency incidents when a Firefighter is in command.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the District as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and trainings.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Assist the Staff Captain by conducting business inspections and pre-fire surveys.
- Respond to Automatic or Mutual Aid outside the boundaries of the District.
- Other duties as assigned by the Deputy Chief, Fire Chief or designee.

Contact with Others:

Lieutenants will:

1. Work with the general public, fire protection agencies, local, State, Federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

ORGANIZATIONAL MANUAL

3. Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

Knowledge, Skills, and Abilities:

The position of Lieutenant requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Thorough knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Physical stamina is necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of four (4) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- EMS Certification
- NWCG Firefighter Type I
- NFPA Pumper Operator
- NFPA Aerial Operator
- Incident Safety Officer
- NFPA Instructor I
- Haz Mat Incident Commander
- Traffic Incident Management Responder training
- Have successfully passed the Lieutenant examination with a minimum score of 70% in each section.

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Deputy Chief or Fire Chief with input from the Officers.

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Preferred Certifications:

- NFPA Mobile Water Supply
- NFPA Fire Officer I
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer
- One (1) year with Philomath Fire & Rescue

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and

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confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

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VOLUNTEER LIEUTENANT

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-6V

Position Summary:

Performs duties, positions, or functions at incident scenes assigned to them by the Incident Commander. In the absence of the Fire Chief, the Assistant Chief, Deputy Chief, or a Captain, Lieutenants may perform duties at incident scenes as the Incident Commander. Lieutenants may remain in the position of Incident Commander at the discretion of the highest-ranking officer on scene. Lieutenants assist in emergency medical, motor vehicle accidents, and hazardous materials and fire suppression activities, providing supervision to those personnel assigned.

Supervision Received:

The Lieutenant will always follow the chain of command, except for certain protected activities described in the personnel policies and reports to the Assistant Chief or Deputy Chief. In the absence of the Deputy Chief, the Lieutenant will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Lieutenant will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

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- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and always coaching to others.

The Lieutenant is the first step in the chain of command for Firefighters. As such, they should attempt to resolve minor issues at the lowest possible level. Lieutenant will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Lieutenant should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Volunteer Assistant Chief.

Essential Job Duties:

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9) or Volunteer Firefighter (Procedure P-9V).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, practices, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Assume command of emergency incidents when a Firefighter is in command.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the District as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and trainings.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Assist the Staff Captain by conducting business inspections and pre-fire surveys.
- Respond to Automatic or Mutual Aid outside the boundaries of the District.
- Other duties as assigned by the Deputy Chief, Fire Chief or designee.

Contact with Others:

Lieutenants will:

1. Work with the general public, fire protection agencies, local, State, Federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

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3. Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

Knowledge, Skills, and Abilities:

The position of Lieutenant requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Thorough knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Physical stamina is necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of four (4) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- EMS Certification
- NWCG Firefighter Type I
- NFPA Pumper Operator
- NFPA Aerial Operator
- Incident Safety Officer
- NFPA Instructor I
- Haz Mat Incident Commander
- Traffic Incident Management Responder training
- Have successfully passed the Lieutenant examination with a minimum score of 70% in each section.

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Deputy Chief or Fire Chief with input from the Officers.

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Preferred Certifications:

- NFPA Mobile Water Supply
- NFPA Fire Officer I
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer
- One (1) year with Philomath Fire & Rescue

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.



SENIOR FIREFIGHTER

Non-exempt, Represented
Bargaining Unit: Philomath Professional Firefighters IAFF 4925

Section P
PERSONNEL
Procedure P-7

Position Summary:

The Senior Firefighter may act in the capacity of a Lieutenant in the absence of Senior Officers. The Senior firefighter may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. Senior Firefighters assist in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities. Senior Firefighters may provide supervision to those personnel assigned in the absence of an officer.

Supervision Received:

The Senior Firefighter will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Senior Firefighter shall report directly to the Deputy Chief.

Complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Senior Firefighter will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Senior Firefighter in the absence of a Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the district.
- Assist with the training of personnel at regular and specialized training sessions. Provide communication, direction, guidance, and always coaching to others.

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required in the absence of a Lieutenant.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions. Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the district as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and training.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Response to Automatic or Mutual Aid outside the boundaries of the District In the compacity of in the absence of Lieutenant.
- Other duties as assigned by the Fire Chief, Deputy Chief or designee.

Contact with Others:

Senior Firefighters will:

- Work with the public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.)

Knowledge, Skills, and Abilities:

The position of Senior Firefighter requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.

- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of 3 years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- OHA EMT
- NWCG Firefighter Type I
- NFPA Pumper Operator
- Incident Safety Officer
- Traffic Incident Management Responder training
- NIMS 200 & 800

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

Preferred Certifications:

- NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- NFPA Instructor I
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

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VOLUNTEER SENIOR FIREFIGHTER

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-7V

Position Summary:

The Volunteer Senior Firefighter may act in the capacity of a Lieutenant in the absence of Senior Officers. The Volunteer Senior Firefighter may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. Senior Firefighters assist in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities. A Volunteer Senior Firefighter may provide supervision to those personnel assigned in the absence of an officer.

Supervision Received:

The Volunteer Senior Firefighter will always follow the Chain of Command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Senior Firefighter shall report directly to the Assistant Chief or Deputy Chief.

Complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Volunteer Senior Firefighter will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Senior Firefighter in the absence of a Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the district.
- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and always coaching to others.

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The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required in the absence of a Lieutenant.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions. Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the district as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and training.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Response to Automatic or Mutual Aid outside the boundaries of the District In the compacity of in the absence of Lieutenant.
- Other duties as assigned by the Fire Chief, Deputy Chief or designee.

Contact with Others:

A Volunteer Senior Firefighter will:

- Work with the public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.)

Knowledge, Skills, and Abilities:

The position of Volunteer Senior Firefighter requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.

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- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of three (3) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- OHA First Responder
- NWCG Firefighter Type I
- NFPA Pumper Operator
- Incident Safety Officer
- Traffic Incident Management Responder training
- NIMS 200 & 800

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

Preferred Certifications:

- NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- NFPA Instructor I
- NWCG Engine Boss
- OHA EMT or higher
- Fire Inspections for the Company Officer

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical demands of this voluntary position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant

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movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this voluntary position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

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This job description does not constitute an employment agreement between the District and the volunteer and at any point in time, the volunteer or duties can be altered, or terminated.

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ENGINEER

Non-exempt, Represented

Bargaining Unit: Philomath Professional Firefighters IAFF 4925



Section P
PERSONNEL
Procedure P-8

Position Summary:

The Engineer assists in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities. An Engineer has direct control of, and is responsible for, apparatus and equipment assigned.

The Engineer may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. An Engineer is expected to maintain all required training and certifications required of this position.

Supervision Received:

The Engineer will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Engineer shall report directly to the Deputy Chief.

Complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Primary operator for apparatus and specialized technical equipment required of the position.
- Conducts apparatus and equipment checks to ensure all apparatus and equipment are operational.
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions. Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Response to Automatic or Mutual Aid outside the boundaries of the District In the compacity of an apparatus operator.

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- Possess a thorough knowledge of district geography.
- Other duties as assigned by the Deputy Chief or designee.

Contact with Others:

The Engineer will:

- Work with the public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief or their designee.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Lead by example (i.e., completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

Knowledge, Skills, and Abilities:

The position of Engineer requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of two (2) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter I
- OHA EMT
- NWCG Firefighter Type II
- NFPA Pumper Operator NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- Traffic Incident Management Responder training

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Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief or their designee with input from the Officers.

Preferred Certifications:

- NFPA Instructor I
- Safety Officer
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours; overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief or their designee.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

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VOLUNTEER EMS RESPONDER

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-11V

Position Summary:

The role of the EMS Responder centers on performing duties involved medical emergencies. Duties include emergency response, training, vehicle checks/maintenance, daily assignments and medical standby activities. May be required to perform other duties as required or directed.

Supervision Received:

The EMS Responder will always follow the Chain of Command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Volunteer EMS Responder shall report directly to the Volunteer Assistant Chief or Deputy Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Essential Job Duties:

An EMS Responder must:

- Perform rescue duties while in adverse environments. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform basic building care and maintenance.

The EMS Responder is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates.

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Contact with Others:

An EMS responder will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.

Knowledge, Skills, and Abilities:

This position requires the following knowledge, skills, and abilities to:

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines, and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

Required Certifications:

- Certified by DPSST at the Hazardous Materials Awareness Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- Pass a department background check
- EMT Certification or higher
- AHA BLS CPR Certification

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- Minimum 18 years of age
- High school Diploma/GED or equivalent

Preferred Certifications:

- NFPA Driver/Operator
- Certification as advanced EMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

Training/Education:

At the direction of the Fire Chief the EMS Responder will attend training, seminars, conferences, and classes to increase their abilities in the performance of assigned duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

ORGANIZATIONAL MANUAL



VOLUNTEER ENGINEER

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-8V

Position Summary:

A Volunteer Engineer needs to have taken the necessary classes, received the necessary certifications, and proven their competence in the operation of all the district's fire apparatus. The Volunteer Engineer has direct control of, and is responsible for, apparatus and equipment assigned.

The Volunteer Engineer may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. The Volunteer Engineer assists in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities.

Supervision Received:

The Volunteer Engineer will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Volunteer Engineer shall report directly to the Assistant Chief or Deputy Chief in their absence.

The list of essential duties for this volunteer position is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this volunteer position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Be the primary operator for apparatus and specialized technical equipment
- Conduct apparatus and equipment checks to ensure all apparatus and equipment are operational.
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions. Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Respond to Automatic or Mutual Aid outside the boundaries of the District In the compacity of an apparatus operator.

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- Possess a thorough knowledge of district geography.
- Other duties as assigned by the Assistant Chief, Deputy Chief, or designee.

Contact with Others:

The Volunteer Engineer will:

- Work with the public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief or their designee.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Lead by example (i.e., completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

Knowledge, Skills, and Abilities:

The position of Volunteer Engineer requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of 2 years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter I
- NWCG Firefighter Type II
- NFPA Pumper Operator NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- Traffic Incident Management Responder training

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Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief or their designee with input from the Officers.

Preferred Certifications:

- NFPA Instructor I
- Safety Officer
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer

Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this voluntary position.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this voluntary position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this voluntary position include use of an SCBA and mask which is worn close to the face. This voluntary position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands

Work involves multiple tasks that change frequently and require sound mental organization. A volunteer working in this position will be frequently interrupted to respond to team members and the emergency needs of members of the public. Individuals in this voluntary position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the duties and responsibilities of this voluntary job. Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from

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mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief or their designee.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the volunteer and at any point in time, the volunteer or duties can be altered, or terminated.

ORGANIZATIONAL MANUAL

FIREFIGHTER

Non-exempt, Represented

Bargaining Unit: Philomath Professional Firefighters IAFF 4925



Section P
PERSONNEL
Procedure P-9

Position Summary:

The role of the Firefighter centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

Supervision Received:

The Firefighter will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Deputy Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Essential Job Duties:

A Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all properties.
- Perform basic building care and maintenance.

The Firefighter is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates.

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Contact with Others:

A Firefighter will be expected to:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

Knowledge, Skills, and Abilities:

This position requires the following knowledge, skills, and abilities to:

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

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Required Certifications:

- NFPA Firefighter I
- NFPA Driver/Operator
- Certified by DPSST at the Hazardous Materials Operations Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- EMT Certification or higher
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent
- Pass a department background check

Preferred Certifications:

- NFPA Firefighter II
- NFPA Pumper Operator
- NFPA Mobile Water Supply Apparatus Operator
- NFPA Aerial Operator
- Certification as an OHA AEMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

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Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

ORGANIZATIONAL MANUAL



FIREFIGHTER (Part Time)

Non-exempt, Non-Represented

Section P
PERSONNEL
Procedure P-9P

Position Summary:

The role of the Firefighter centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

Supervision Received:

The Firefighter will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Deputy Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Essential Job Duties:

A Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all properties.
- Perform basic building care and maintenance.

The Firefighter is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates.

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Contact with Others:

A Firefighter will be expected to:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

Knowledge, Skills, and Abilities:

This position requires the following knowledge, skills, and abilities to:

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

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Required Certifications:

- NFPA Firefighter I
- NFPA Driver/Operator
- Certified by DPSST at the Hazardous Materials Operations Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- EMT Certification or higher
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent
- Pass a department background check

Preferred Certifications:

- NFPA Firefighter II
- NFPA Pumper Operator
- NFPA Mobile Water Supply Apparatus Operator
- NFPA Aerial Operator
- Certification as an OHA AEMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

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Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Evening, weekend, and holiday hours required.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

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VOLUNTEER FIREFIGHTER

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-9V



Position Summary:

The role of the Volunteer Firefighter centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

Supervision Received:

The Volunteer Firefighter will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Assistant Chief or Deputy Chief.

Essential Job Duties:

A Volunteer Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all Properties .
- Perform basic building care and maintenance.

The Firefighter is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates. It is expected that a Volunteer Firefighter will maintain all required certifications, accreditations, and licenses to be successful in meeting the operational needs of the district.

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Contact with Others:

A Volunteer Firefighter will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.

Knowledge, Skills, and Abilities:

This position requires the following knowledge, skills, and abilities to:

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

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Minimum Requirements:

- NFPA Firefighter I
- NFPA Driver/Operator
- Certified by DPSST at the Hazardous Materials Operations Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- OHA First Responder Certification or higher
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent
- Pass a department background check

Desired Qualifications:

- NFPA Firefighter II
- NFPA Pumper Operator
- NFPA Mobile Water Supply Apparatus Operator
- NFPA Aerial Operator
- Certification as an OHA EMT or higher

Training/Education:

At the direction of the Fire Chief the Volunteer Firefighter will attend training, seminars, conferences, and classes to increase their abilities in the performance of assigned duties.

Physical Demands:

The physical demands described here are representative of those that must be met by a Volunteer Firefighter to successfully perform the essential functions of this job.

The physical demands of this voluntary position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

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Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the volunteer and at any point in time, the volunteer or duties can be altered, or terminated.

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VOLUNTEER FIREFIGHTER (Entry Level)

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-10V

Position Summary:

The role of a Volunteer Firefighter (Entry Level) centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, Building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

Supervision Received:

The Volunteer Firefighter (Entry Level) will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Assistant or Deputy Chief.

Essential Job Duties:

A Volunteer Firefighter (Entry level) Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all properties.
- Perform basic building care and maintenance.

The Volunteer Firefighter (Entry Level) is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates. Must be able to maintain required certifications, accreditations, and licensure commensurate with this volunteer position.

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Contact with Others:

A Volunteer Firefighter (Entry Level) will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.

Knowledge, Skills, and Abilities:

This position requires the following knowledge, skills, and abilities to:

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

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Required Certifications:

- NFPA Firefighter I Academy
- Certified by DPSST at the Hazardous Materials Awareness Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent

Desired Certifications:

- NFPA Firefighter I Certification
- NFPA Driver/Operator
- Certification as an OHA First Responder or higher

Training/Education:

At the direction of the Fire Chief the Entry Level Firefighter will attend training, seminars, conferences, and classes to increase their abilities in the performance of assigned duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an Volunteer Firefighter (Entry Level) to successfully perform the essential functions of this job.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this volunteer position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to

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be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement. And to continue in the voluntary role, the incumbent needs to meet the essential criteria of this position.

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VOLUNTEER EMS RESPONDER

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-11V

Position Summary:

The role of the EMS Responder centers on performing duties involved medical emergencies. Duties include emergency response, training, vehicle checks/maintenance, daily assignments and medical standby activities. May be required to perform other duties as required or directed.

Supervision Received:

The EMS Responder will always follow the Chain of Command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Volunteer EMS Responder shall report directly to the Volunteer Assistant Chief or Deputy Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Essential Job Duties:

An EMS Responder must:

- Perform rescue duties while in adverse environments. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform basic building care and maintenance.

The EMS Responder is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates.

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Contact with Others:

An EMS responder will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.

Knowledge, Skills, and Abilities:

This position requires the following knowledge, skills, and abilities to:

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines, and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

Required Certifications:

- Certified by DPSST at the Hazardous Materials Awareness Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- Pass a department background check
- EMT Certification or higher
- AHA BLS CPR Certification

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- Minimum 18 years of age
- High school Diploma/GED or equivalent

Preferred Certifications:

- NFPA Driver/Operator
- Certification as advanced EMT or higher

Maintenance of all required certifications, accreditations, and licenses are to be considered a condition of employment.

Training/Education:

At the direction of the Fire Chief the EMS Responder will attend training, seminars, conferences, and classes to increase their abilities in the performance of assigned duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

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SUPPORT VOLUNTEER

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-12V

Purpose:

The Support Volunteer Program is designed to allow volunteers the ability to participate in District activities in a way that supports the operations of the District and the Volunteer Association. The position of Support Volunteer does not include response to an emergency scene.

Participation:

Support Volunteers are required to participate in District and Volunteer activities, with a documented 8 hours of participation per quarter. Support Volunteers are encouraged to wear District-issued attire when participating in community events or activities where interaction with members of the public is anticipated.

Volunteer Job Duties:

Support Volunteers will manage the coordination of dinners for the Volunteer Association Business meeting, live fire or other training events, and incident support when called upon to provide food and drink to fire personnel on larger incidents (either on-site or at the station). They are also encouraged to participate and coordinate social events under the direction of the Volunteer Association. Duties may be performed at one of the District Stations, within the District boundaries, or beyond the District boundaries if working on behalf of the Volunteer Association. Support Volunteers may also assist the Administration staff with maintenance of station and grounds, vehicles, and other professional tasks such as grant writing, website maintenance, etc. Will report to duty lieutenant.

Personal Conduct:

Support Volunteers are subject to the Volunteer Personal Conduct policy, Section 9.2 of the Personnel Policies for Volunteers.

Requirements:

Support Volunteers shall maintain a driving record that meets the District's driving-record requirements. Support Volunteers are required to maintain a current and valid Oregon driver's license. Support Volunteers must notify the Fire Chief of any change in their driver's license status, and of all traffic violations. Failure to report a traffic violation or change in license status to the Fire Chief will be viewed as a violation of District's policy.

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Support Volunteers must obtain First Aid/CPR Heartsaver certification within 60 days of their application acceptance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Extensive reading, writing and computer monitor work is required.

Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

Mental/Cognitive Demands

Work involves multiple tasks that change frequently and requires sound mental organization. The position of Support Volunteer does not include responding to an emergency scene.

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OFFICE ADMINISTRATOR

Non-exempt, Non-Represented

Section P
PERSONNEL
Procedure P-13

Position Summary:

Under the general direction of the Fire Chief, the Office Administrator provides complex administrative support involving sensitive and confidential material to the Fire Chief, administrative team, and Board of Directors. The Office Administrator also provides oversight for all financial and clerical functions of the District. This position requires the exercise of initiative, independent judgment, and discretion in screening calls, visitors, and mail, answering and disposing of requests for information, and public relations activities. The Office Administrator is a classified position and is subject to the rules and regulations of the Philomath Fire & Rescue Civil Service Commission.

Supervision Received:

The Office Administrator works under the general direction of the Fire Chief and Board of Directors.

Supervision Exercised:

The Office Administrator exercises supervision over other clerical personnel as directed by the Fire Chief.

Essential Job Functions:

The examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The essential job duties will include other responsibilities as assigned and required.

General Office Support: 30% of time

1. Provide administrative support to the Fire Chief, staff, Board of Directors, and Volunteer Association, including the coordination and preparation of meetings, maintain information using appropriate software applications, prepare meeting minutes, and draft reports and other documents.
2. Respond to incoming phone calls and public inquiries, provide information regarding District policies and procedures relating to assigned responsibilities and/or direct inquiries to appropriate staff.
3. Maintain and order office supplies.

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4. Coordinate and organize resources and supplies for District events, trainings, and large incidents.
5. Develop and maintain community outreach through District website, social media, and newsletter.
6. Conduct research on behalf of District and personnel as needed, provide clerical support on various District projects.
7. Maintain District filing system and records, may develop and implement new filing systems or modify systems as appropriate. Maintain District contracts and policies.

Financial: 30% of time

1. Process accounts receivable/accounts payable using QuickBooks.
2. Process monthly payroll, prepare quarterly reports for Civil Service Commission. Maintain payroll records and personnel files. Coordinate the payment of payroll taxes, quarterly reports and other personnel pay documentation.
3. Produce monthly financial reports for the Board, staff, and Volunteer Association consisting of balance sheets and budget-to-actual profit/loss statements.
4. Reconcile LGIP, credit, and checking accounts.
5. Report and oversee the administration of the Volunteer Association Length of Service Awards program.
6. Continually monitor District funds to prevent over-expenditures; write resolutions and coordinate supplemental budgets when necessary.

Board of Directors: 20% of time

1. Attend all Board of Director meetings, prepare agenda and board packets and act as board clerk preparing and distributing public notices, minutes, correspondence, and resolutions.
2. Maintain records for Board of Directors to include agendas, minutes, correspondence, resolutions, committees, budgets, audits, policies, financials, and elections.
3. Serve as confidential employee to the Board in all personnel matters.
4. Continue awareness and education of Oregon Public Meeting laws and Oregon Public Contracting laws.

Budget: 10% of time

1. Coordinate and participate in the development, preparation, and administration of the annual District budget, review and provide periodic reports on budget status, monitor expenditures, recommend mid-year adjustments.
2. Produce budget documents including county and state required postings, submissions and certifications.

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3. Maintain knowledge of all Oregon Public Budgeting laws.
4. Enter and track changes to annual budget in QuickBooks.

Human Resources: 10% of time

1. Provide feedback to the Fire Chief, as requested, regarding the performance of District personnel, recommend disciplinary action, respond to grievances, and recommend hiring and termination decisions.
2. Develop, plan, and implement administrative goals and objectives. May research, develop, write, execute and administer administrative procedures, policies, and guidelines.
3. Receive personnel information, review for accuracy and completeness, provide administrative support for hiring processes and contract negotiations; maintain confidentiality in all personnel related matters.
4. Oversee the preparation and flow of documents relating to personnel matters, provide assistance to administrative team in succession planning, career development, recruitment, and selection activities and processes. Maintain I-9 and W-4 records.
5. Administer HR benefits and all employee benefits programs including health, dental, life and disability insurance, flexible spending account, PERS retirement, and deferred compensation plans.
6. Serve as a confidential employee to the Fire Chief in personnel matters.

Audit: < 5% of time

1. Collect and prepare all documents for annual audit review; review draft audit and distribute annual audit report to Fire Chief and Board of Directors.
2. Act as District liaison to audit personnel.
3. Maintain and expand best practices for audit preparation and District financial transparency.

Other: < 5% of time

1. Conduct staffing, procedural, organizational, purchasing, and budgetary evaluations and recommend modifications to increase effectiveness and efficiency, develop and modify effective District tools and policies.
2. Maintain professional proficiency by attending training conferences and meetings, meet with peers in Fire Service roles.
3. Receive and process requests and prompts from members of the public, encourage fire safety and community education; maintain professional and courteous relationships with all members of the District and community.
4. The Office Administrator is encouraged to participate in the activities of the Philomath Fire and Rescue Volunteer Association.

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Contact with Others:

The Office Administrator will:

1. Be a responsible and professional representative of the Fire District at all times, with the awareness that their actions should not cause distress or embarrassment for the Fire Chief, their designated replacement, Board of Directors, or the District.
2. Cooperate with local, state and federal public agency officials and maintain professional relationships with the same.
Work with the general public, District personnel and other fire protection agencies in a courteous and cooperative manner.
3. Interact frequently with peers and members of the public via phone, email, social media, and in person to convey information relating to Fire District activities, events, policies, as well as answer inquiries, and discuss aspects of fire safety, or direct to appropriate resource.

Qualifications:

Necessary Qualifications

- Minimum of five years of increasingly responsible experience in office administration, accounting, payroll, budget, computer applications, and public contact.
- Graduation from high school or GED supplemented by additional training.

Preferred Qualifications – maximum 8% incentive cap

- Associate degree in Business Administration, Accounting, Human Resources or related field, or a business college degree with specialized course work in general office practices. (4% incentive)
- Bachelor degree in Business Administration, Accounting, Human Resources or related field, or a business college degree with specialized course work in general office practices. (6% incentive)
- Proficiency with QuickBooks or comparable system.
- Any combination of experience/training that demonstrates advanced knowledge, skills, and abilities relating to the above duties.
- Public Information Officer certification (4% incentive)
- OFSOA, SDAO or LOC certification. (2% incentive)

Licenses or Certifications

As a condition of employment, the following certifications or licenses must be maintained. This list is not intended to be all-inclusive. Additional training or certification that is required by the District will be added to this list as it is completed.

- Oregon driver license (must meet District's driving standards)
- Notary Public (within 30 days of hiring)
- First Aid/CPR

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At the direction of the Fire Chief, the Office Administrator will attend trainings and seminars to increase ability in the performance of assigned duties.

Proficient Knowledge of:

- Principles and practices of payroll and accounting
- Best practices for record keeping procedures
- Administrative office practices and procedures including word processing spreadsheets, desktop, and online programs and applications
- Principles and practices of budgeting process, personnel policies, and collective bargaining agreements
- Principles and practices of customer service and public relations

Proficient Skills in:

- Use of office equipment and computers
- Planning and organizing work to meet project and work requirements
- Problem solving and decision making, using initiative and sound judgment
- Composing, drafting, and editing business correspondence and reports
- Communicating effectively with others both internally and externally
- Answering multiple phone lines
- Dealing professionally and appropriately with others
- Interpreting and enforcing policies and procedures

Ability to:

- Maintain confidentiality
- Effectively communicate in English, both orally and in writing, as well as understand and carry out oral and written directives
- Organize, file, and maintain accurate records
- Prepare complex reports and correspondence, often under tight or changing timeframes, with multiple interruptions
- Make decisions commensurate with position responsibilities and in accordance with district policies
- Use tact, judgement, and courtesy dealing with the public and personnel
- Multi-task and maintain composure in stressful situations
- Work in a safe manner

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping,

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hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Work involves multiple tasks that change frequently and requires sound mental organization. Extensive reading, writing and computer monitor work is required. The work of this position is frequently interrupted to respond to the needs of peers and members of the public.

Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an open office setting located within the Fire Administrative Office, near electronic equipment. Noise levels of the work environment can vary from mild to moderate, commensurate with the noise of emergency service preparedness and response. Normal work hours are forty business hours per week, overtime hours after 40 hours per week. Work is expected to be performed in the allotted 40 hours per week, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

On occasion this position may be required to spend time outside the office for attendance at meetings, seminars, and District functions, including overnight travel and out-of-area stays.

Selection Guidelines

The selection process for this position will consist of a formal application, review of education and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

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ADMINISTRATIVE ASSISTANT

Non-exempt, Non-Represented



Section P
PERSONNEL
Procedure P-14

Position Summary:

Under the general direction of the Fire Chief, the Administrative Assistant provides administrative support to the Fire Chief, Board of Directors, and District personnel. The Administrative Assistant coordinates District payroll, accounts receivable/payable, filing, creating and updating District forms, and documents, preparing for monthly, quarterly, and annual meetings. Generates Board of Directors meeting minutes and agendas, update policies, and general bookkeeping.

Essential Job Duties:

The Administrative Assistant is responsible for clerical functions and financial accounting for the District in accordance with the District financial policy.

- A. Assist the Staff in clerical functions
- B. Prepares the monthly budget reports, along with coordinating the annual audit
- C. Prepares the monthly accounts payable and receivable for approval.
- D. Files all necessary forms in a timely manner, such as city, county, state or federal government. Also, posts agendas and proper meeting notifications in a timely manner
- E. Serves as a confidential employee to the Fire Chief in personnel matters. In the absence of an Office Administrator: serve as confidential employee to the Board in all personnel matters.
- F. Maintains records for the District:
 - Financial
 - Personnel
 - Board Meetings
 - Board Resolutions and Ordinances
 - Civil Service Commission minutes and documents
- G. Responsible for the District payroll, accounts receivable/payable, filing and record retention
- H. Maintains District website and social media presence
- I. Maintains a general ledger and fixed assets accounting system for the District, and performs other duties as required to maintain an effective and efficient office
- J. Functions as part of the District Administrative Team

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- K. Coordinate Administrative Team and Board of Directors meeting preparations
- L. The Administrative Assistant records tax funds received and invests District monies as directed by the Board of Directors; makes bank deposits and reconciles monthly bank balances; issue warrants for funds drawn against the District's deposits
- M. Maintains records of all personnel injuries occurring within the District; maintains current personnel roster and forwards necessary reports to the District's workers compensation carrier
- N. The Administrative Assistant makes suggestions and recommendations relative to cost effective measures that may be instituted and utilized; performs other duties relative to office clerical functions

Contact with Others:

The Administrative Assistant will:

1. Be responsible to the Fire Chief or their designee.
2. Attend Fire Board meetings to record minutes and provide information on District finances.
3. Attend Civil Service Commission meetings to record minutes and provide assistance/information for their needs.
4. Cooperate with local, state, and federal public agency officials.
5. Work with the general public, District personnel and other fire protection agencies in a courteous and cooperative manner.

Minimum Requirements

The Administrative Assistant needs to possess advanced computer skills to oversee the needs of a busy office setting. The incumbent will be required to use and be familiar with standard office equipment such as, but not limited to, multi-line phones, computer, printer, typing, and Microsoft Suite.

High school graduate or GED with a minimum of two years' experience working in a professional office.

As a condition of employment, the following certifications or licenses must be maintained by the appropriate certifying or licensing agencies. This list is not intended to be all-inclusive. Additional training or certification that is required by the District will be added to this list as it is completed.

- Oregon driver license (must meet District's driving standards) or state issued identification document
- Notary Public (within 30 days of hiring)
- First Aid/CPR (within 90 days of hiring)

At the direction of the Fire Chief, the Administrative Assistant shall attend training and seminars to increase his / her abilities in the performance of assigned duties.

ORGANIZATIONAL MANUAL

Preferred Qualifications

- Two or more years in accounting or bookkeeping.

Knowledge, Skills, and Abilities:

The Administrative Assistant will:

1. Be expected to develop a thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District.
2. Work independently to complete tasks with a minimum of direction and supervision.
3. Become knowledgeable about public budgeting practices and manage the District's cash flow.
4. Develop a general knowledge of the geography of the District coupled with a basic understanding of fire insurance rates and classifications.
5. Possess a general understanding of regulations as they apply to office operations including OSHA, OARs, ORSs, and the Government Standards and Practices Laws.
6. Be organized and maintain office space and documents in an organized fashion.
7. Act in a courteous and cooperative manner with the general public and District personnel, communicating clearly and courteously, both verbally and in writing.
8. Learn practices associated with bookkeeping techniques and accounting systems. Have the ability to perform these duties using District provided software and equipment, common to office settings.
9. Have the skills and ability to manage all phases of payroll and accompanying accounting work within designated timeframes.
10. Manage office supplies and purchases in a proactive manor, with the approval of the Fire Chief.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Extensive reading, writing and computer monitor work is required.

ORGANIZATIONAL MANUAL

Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

Mental/Cognitive Demands

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to the needs of peers and members of the public.

Work Environment

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an open office setting located within the Fire Administrative Office, near electronic equipment. Noise levels of the work environment can vary from mild to moderate, commensurate with the noise of emergency service preparedness and response. Normal work hours are 40 business hours per week, overtime hours after 40 hours per week. Work is expected to be performed in the allotted 40 hours per week, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

On occasion this position may be required to spend time outside the office for attendance at meetings, seminars, and District functions, including overnight travel and out-of-area stays.

Selection Guidelines

The selection process for this position will consist of a formal application, review of education and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

Chief's Recommendation of Job Descriptions to be Archived:

P-5 Captain

P-7 PumperOperator

P-11 Driver

P-12 Tender Operator

P-21 Fire Life Safety Lt

P-23 Siren

PHILOMATH FIRE & RESCUE

Philomath, Oregon

BUDGET CALENDAR FOR FISCAL YEAR 2023- 2024

Monday, February 13, 2023	Appoint Budget Officer.
Monday, March 13, 2023	Appoint Budget Committee.
Friday, March 10, 2023	Department draft budgets due. (Was April)
Monday, March 27, 2023	Publication of public notice of Budget Committee Meeting. Newspaper publication and online posting.
Thursday, March 30, 2023	Final Draft Budget for production.
Thursday, April 20, 2023	Budget Committee Meeting: Present proposed budget and budget message.
Tuesday, April 25, 2023	Publication of financial summary and Notice of Budget hearing. Newspaper publication and online posting.
Monday, May 8, 2023	Regular Board Meeting & Public Hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations.
Monday, June 12, 2023	Regular Board Meeting & Public Hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations. (If needed)

AGREEMENT to LOAN

2016 Ford Ambulance

License Plate: E272599

VIN: 1FDRF3HT8GEB87440

BETWEEN PHILOMATH FIRE DISTRICT AND SW POLK FIRE DISTRICT

THIS AGREEMENT, made and entered into as of the ____ day of April 2023, by and between the following parties:

Philomath Fire & Rescue (PF&R)
Chancy Ferguson, Fire Chief
1035 Main Street/ PO Box 247
Philomath OR 97370
(541) 360-0030

SW Polk Fire District (SW Polk)
Fred Hertel, Fire Chief
15455 Salt Creek Road
Dallas, OR 97338
(503) 925-4275

RECITALS:

1. Both agencies are operating a fire district.
2. SW Polk would like to borrow the PF&R's 2016 Ford ambulance, for use while one of their ambulances is out-of-service. SW Polk wishes to borrow the vehicle beginning April 1, 2023, for a period of 180 days.
3. PF&R would like to accommodate SW Polk's request to borrow the ambulance.

PF&R AND SW POLK, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS CONTAINED HEREIN, AGREE AS FOLLOWS:

1. PF&R consents to loaning their 2016 ambulance (hereinafter referred to as *vehicle*) to SW Polk subject to the terms and conditions hereafter set forth beginning April 1, 2023.
2. SW Polk shall carry and pay for all insurance on the vehicle during the time they have the vehicle in their possession or on loan from PF&R.

3. SW Polk will transport the vehicle to and from PF&R.
4. SW Polk will be allowed to place decaling and other identifying markings on the vehicle at their own expense. All decaling and markings shall be removed, at SW Polk's expense prior to returning the vehicle. Any damage due to decaling and marking install or removal shall be at the expense of SW Polk.
5. It is understood that those items currently contained within the vehicle are and will remain the property of the PF&R, see attached inventory list. Upon return of the vehicle to PF&R from SW Polk, another inventory will be completed by PF&R and any items that are on the attached list, but not within the vehicle upon its return will either be replaced by SW Polk or an inventory list with prices provided to SW Polk for payment to PF&R. The option shall be at the discretion of the PF&R and any replacement or payment shall be completed within 30 days of the receipt of the inventory list from PF&R.
6. In normal use of the vehicle, SW Polk will perform minor regular maintenance such as oil changes. PF&R will be responsible for repair and major regular maintenance costs exceeding five hundred dollars (\$500.00).
7. If damage/repair and maintenance is not a result of the normal wear and tear of the medic unit, then the cost will be the responsibility of SW Polk.
8. PF&R shall charge SW Polk an amount of five hundred dollars (\$500.00) per month for the loan of the vehicle. Loaned time of less than a month shall be paid at seventeen dollars (\$17) per day.
9. In the event the PF&R has a need for the vehicle, SW Polk shall return the vehicle to PF&R 30 days upon request.
10. If the term of the loan exceeds 90 days, the parties may agree on a pro-rata sharing of maintenance costs.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

PHILOMATH FIRE & RESCUE

SW POLK FIRE DISTRICT

Chancy Ferguson, Fire Chief **Date**

Fred Hertel, Fire Chief **Date**

Ambulance Inventory List

PHILOMATH FIRE & RESCUE/HOSKINS-KINGS VALLEY RFPD
INTERGOVERNMENTAL AGREEMENT FOR TRAINING

Philomath Fire & Rescue, a special district of the State of Oregon, and Hoskins-Kings Valley RFPD, jointly referred to as PARTIES, mutually agree to the following:

All notifications necessary under this contract shall be addressed to:

Philomath Fire & Rescue

Attn: Fire Chief

P.O. Box 247

Philomath, OR 97370

541-360-0030

Hoskins-Kings Valley RFPD

Attn: Fire Chief

P.O. Box 116

Philomath, OR 97370

541-929-2111

1. TERM: The PARTIES agree that this intergovernmental agreement is entered into pursuant to ORS 190.020 and 190.080. It is the intent of the PARTIES that this agreement be effective retroactively to 1 July 2022 and that it continues until June 30, 2023. By signing this agreement, both PARTIES agree that all former intergovernmental agreements that were signed by both PARTIES are now null and void.
2. SCOPE: The PARTIES are entering into this Intergovernmental Agreement for the purpose of providing improved service to the residents of Benton County through service delivery training and mutual collaboration.
3. Philomath Fire & Rescue agrees to:
 - 3.1. Extend to HKVRFPD invitation to participate in any Fire Training at Philomath Fire & Rescue
 - 3.2. Extend to HKVRFPD invitation to participate in any EMS Training at Philomath Fire & Rescue
4. Hoskins-Kings Valley RFPD agrees to:
 - 4.1. Pay a contract rate of \$10,000 per annum for training of HKVRFPD personnel.
 - 4.2. Work towards improving firefighting abilities and response standards set forth by National Fire Protection Association 1001.
5. PARTIES agree to:
 - 5.1. Provide their own personnel, insurance, personal protective equipment, apparatus, and uniforms.
 - 5.2. That the continued failure by either PARTY to meet the requirements established herein shall be just cause for termination of this Agreement and any remaining funds will be refunded.
 - 5.3. Both Board of Directors will review this agreement annually and recommend amendments to the Fire Chiefs.
6. DISPUTE RESOLUTION: Any dispute between the PARTIES arising from the terms or implementation of the Agreement, or any claim by any PARTY for the breach or enforcement of the Agreement, shall be submitted in writing to both fire boards for resolution. Both boards shall meet in good faith to

resolve the dispute before pursuing mediation or arbitration. If the dispute cannot be resolved internally, then mediation can be considered. If mediation is unsuccessful, then the case can be taken to binding arbitration. In the event of demand for arbitration, the PARTIES shall agree upon arbitration or, if no agreement is reached within ten days of the demand, each PARTY shall select an arbitrator and the two arbitrators shall select a third. If the issue involves a technical decision, the third arbitrator shall have suitable technical qualification to provide a well-informed decision with the cost of the third arbitrator. The arbitrators, by majority vote, shall have full authority to establish procedures, rule on evidence and objections and render an enforceable decision, and shall be subject to the terms of ORS 36.325.

- 7. ANNUAL BOARD RENEWAL: Any PARTY may withdraw from the Agency upon providing written notice to the designated Chair of the Board not later than May 30 of any year for withdrawal effective July 1 of the following calendar year; and This IGA may be dissolved upon mutual agreement of all PARTIES. No amendment may be made of this section lengthening the time required for notice of intent to withdraw except upon unanimous approval of both PARTIES.

Dated this _____ day of _____, 2023

Philomath Fire & Rescue

Hoskins-Kings Valley Rural Fire Protection District

Chancy Ferguson, Fire Chief

Adam Ryan, Fire Chief

Approved as to Form:

Approved as to Form:

Board President, Philomath Fire & Rescue

Board President, HKV RFPD

Cyber Security project

We have our budgeting information for the next fiscal year. I have attached the overall planning update here, showing progress. Here are the individual results:

EDR & Phishing Testing

- Phishing test results from March 2023 are attached.

Azure AD Configuration & MFA

- Planning to roll out Multi-factor Authentication (MFA) to the rest of the staff after 4/13/2023. Rich and Ashley are currently operating with MFA.

Cisco Umbrella

- The following content categories are currently being filtered on by Umbrella: Adult, Alcohol, Non-Sexual Nudity, Cannabis, Child Abuse Content, Peer File Transfer, Dating, Pornography, DoH & DoT, Extreme, Filter Avoidance, Gambling, Games, Hacking, Hate Speech, Social Networking, Illegal Activities, Illegal Downloads, Illegal Drugs, Terrorism and Violent Extremism, Lingerie and Swimsuits, Weapons.

Security Awareness Training

- All personnel have been enrolled in the annual security awareness training via Hook Security.

Vulnerability Scanning

- 21/25 devices are live with Vulnerability Scanning.
- Two devices are pending: BOARD3LT and S203DT. Rich to verify that these get online.
- Two devices are throwing errors, MAPPING-PC and MUSEUM. Riverstrong investigating.

Intune

- After MFA is implemented, Riverstrong will meet with Rich for a discovery call on needs and next steps.

Respectfully submitted,

DC Rich Saalsaa