

PHILOMATH FIRE & RESCUE

April 8, 2024

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 Vice President Daphne Phillips at 15:02. Board members present included: Treasurer Ken Corbin (at 15:05), Rick Brand, Joe Brier. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa (at 15:13) and Office Administrator Ashley Scott. Others in attendance included Roy Emery from SDAO, Volunteer Association President Dan Eddy and Councilor Christopher McMorran (at 15:20).

- II. SDAO Fire District Audit Discussion about Master Planning- Roy Emery
About Chief Emery:
He has 38 years of fire service experience. He started as a volunteer firefighter in the early 80's in Hermiston and Corvallis Oregon. He began his paid career in Corvallis and was promoted through the ranks, achieving the position of Fire Chief.
He has many fire service certifications and serves on multiple specialty teams. Also, he has a master's in public administration with a certificate of academic excellence.

Organization Assessment (SDAO Brochure included in the Board Packet) and discussed by Chief Emery. The process consists of Interviews, Inspections and receive a 15–20-page report that will breakdown the recommendations to help with Risk Management and Priority Planning. Not to exceed \$7,500 for assessment. Typically needs a few months to complete the entire assessment. Next steps: Board to contact Shanta Carter to create fee agreement and begin process if they choose to do so. Budgeted for the next fiscal year and completed policies prior to assessment are necessary. Chief Ferguson is hoping for a 360-style review of the organization.

- III. CONSENT AGENDA
 - a. Minutes- March 4, 2024 Work Session
 - b. Minutes- March 11, 2024 Regular and Executive Sessions
 - c. Bills – March
 - d. Chief Vacation Hours

Brand moved to approve Consent Agenda as presented. Seconded by Corbin. 4-0 Approved.

IV. PUBLIC COMMENT – None.

V. STAFF REPORTS

1. Board Report
 - Review Board Calendar
2. Fire Chief Report – Report included in the Board Packet and highlights discussed by Chief Ferguson. Received \$35,000 for Wildfire Staffing Grant, and \$7,500 from Benton Community Foundation for Rope Rescue Program.
3. Deputy Chief Reports- Report included in the Board Packet and highlights discussed by Deputy Chief Saalsaa.
4. Office Administrator Financial Report- Report included in the Board Packet and highlights discussed by Scott.

VI. REPRESENTATIVE REPORTS

1. Volunteer Association – Report included in the Board Packet and highlights discussed by President Eddy.
2. IAFF Local 4925 – No representative present or report submitted.
3. City Council Liaison- Councilor Christopher McMorran- Construction Update: Various Lane closures continue, updates to Police department, regarding Training Structure: encouraged us to connect us with legislature to acquire additional funding.

VII. OLD BUSINESS

1. Personnel Manual and Administrative Directives Review Update- discussed by Chief Ferguson.

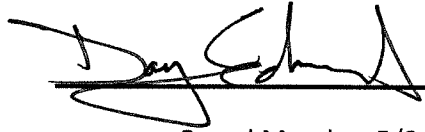
VIII. NEW BUSINESS

1. Budget Committee Meeting- April 18, 2024 -6:30 pm Consumer’s Power Conference Room.
2. Annual Board Self Appraisal- Board reviewed and completed document by Board. Items to be implemented or discussed by Board will be added to the May Agenda.

IX. ACTION ITEMS

X. NEXT MEETING – May 13, 2024

XI. ADJOURNMENT – 16:04.

A handwritten signature in black ink, appearing to read "Jay Edward", is written over a solid horizontal line.

Board Member 5/8/2024

PHILOMATH FIRE & RESCUE

April 8, 2024

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. SDAO Fire District Audit Discussion about Master Planning- Roy Emery
About Chief Emery:
He has 38 years of fire service experience. He started as a volunteer firefighter in the early 80's in Hermiston and Corvallis Oregon. He began my paid career in Corvallis and was promoted through the ranks, achieving the position of Fire Chief.
He has many fire service certifications and serves on multiple specialty teams. Also, he has a master's in public administration with a certificate of academic excellence.
- III. CONSENT AGENDA
 - a. Minutes- March 4, 2024 Work Session
 - b. Minutes- March 11, 2024 Regular and Executive Sessions
 - c. Bills – March
 - d. Chief Vacation Hours

Staff recommended action: Move to approve Consent Agenda as presented.
- IV. PUBLIC COMMENT
- V. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 2. Fire Chief Report – Chief Ferguson
 3. Deputy Chief Reports- Deputy Chief Saalsaa
 4. Office Administrator Financial Report- Scott

VI. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy
2. IAFF Local 4925 – President Moser
3. City Council Liaison- Councilor Christopher McMorran

VII. OLD BUSINESS

1. Personnel Manual and Administrative Directives Review Update- Ferguson

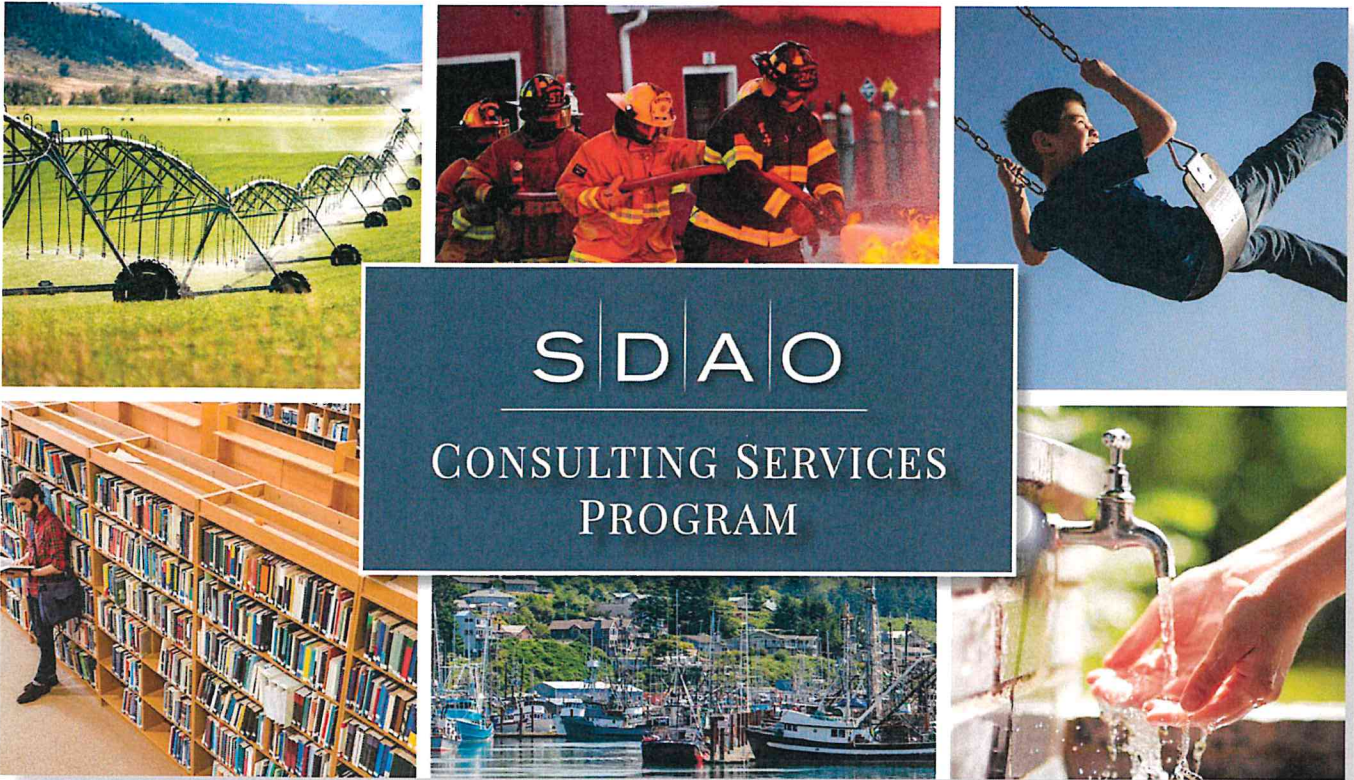
VIII. NEW BUSINESS

1. Budget Committee Meeting- April 18, 2024 -6:30 pm Consumer’s Power Conference Room.
2. Annual Board Self Appraisal

IX. ACTION ITEMS

- X. NEXT MEETING – May 13, 2024

XI. ADJOURNMENT



SDAO
CONSULTING SERVICES
PROGRAM

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

PROVIDING OUR DISTRICTS WITH EXPERT ADVICE AND
GUIDANCE FOR REDUCING RISK, IMPROVING SERVICES,
AND PLANNING FOR THE FUTURE.



CONSULTING SERVICES PROGRAM

ABOUT US

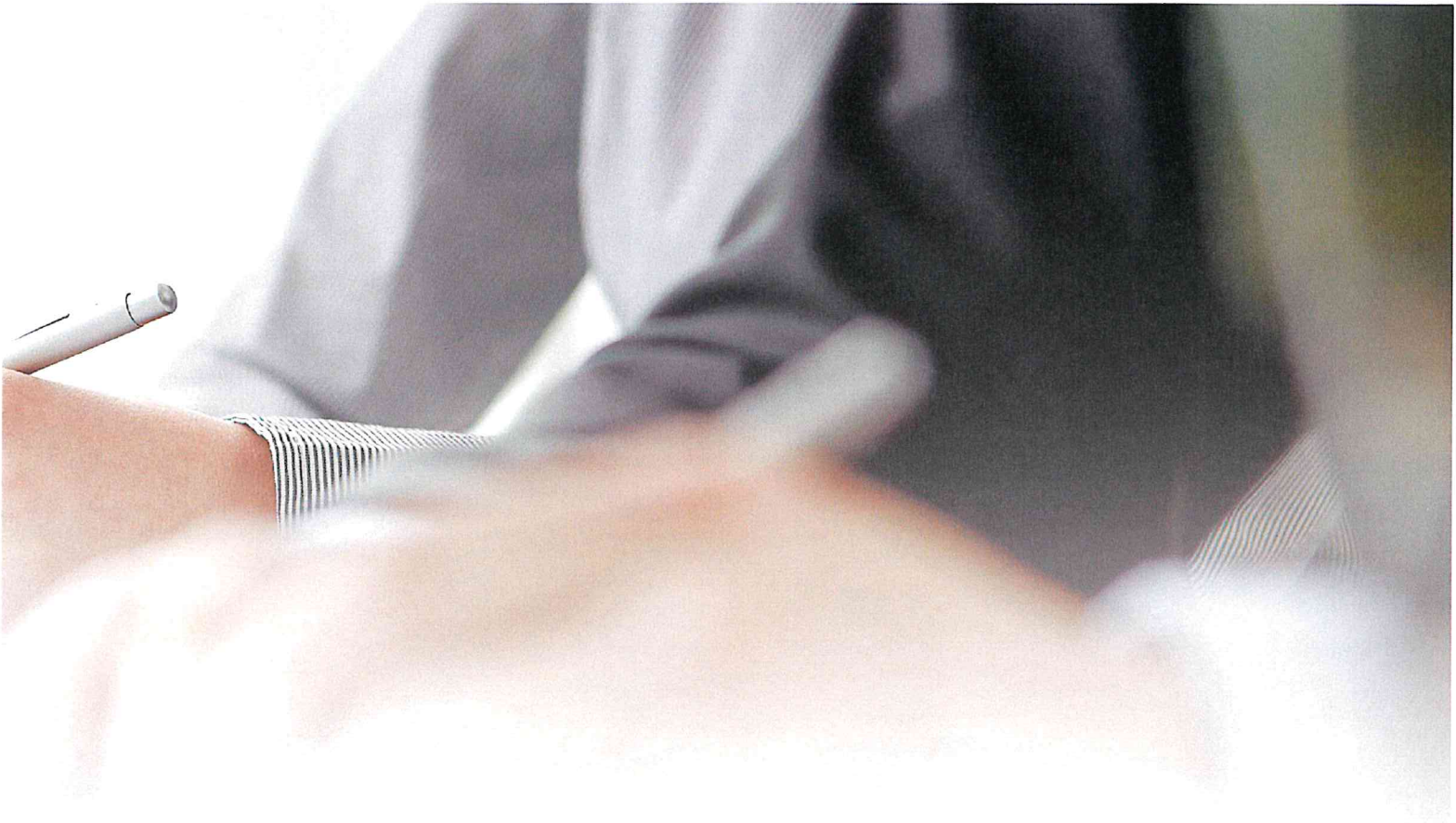
The SDAO Consulting Services Program was established in 2007 to assist districts with addressing complex issues as they work toward providing their patrons with cost-effective, highly desirable, and efficient public services. With a cadre of expert consultants at its fingertips, the Consulting Services Program can assist districts with board and organizational assessments, management recruitment, strategic planning, board and staff training, meeting and process facilitation, and overall best practices for your district.

MISSION

The mission of the program is to provide members with assistance in making sound management and policy decisions that are in alignment with best practices and state law. As a result, districts operate more proficiently, with less conflict and liability exposure, providing more resources for their specific service.

8 HOURS OF FREE CONSULTING SERVICES

Member districts are eligible for up to eight hours of free services provided by our consultants every year. After this time is exhausted, members will have the option of continuing at an hourly rate.



— VIRTUAL CONSULTATIONS AVAILABLE

For your convenience, we now offer virtual consultations. These virtual sessions are provided with the same level of professionalism and care as an in-person session but can be hosted through Microsoft Teams or GoToMeeting. Multiple individuals from your district staff or board can be in attendance from any location.

— HONEST AND EXPERT OPINIONS

Our consultants are committed to excellence and are here as a valuable resource to help your district succeed. We have a range of expertise and experience with almost all district types and sizes. Our consultants can assist with problem-solving almost any business challenge your district may have.

— ORGANIZATIONAL SERVICES

Your district's success and response to future challenges are built from the foundation of a well-run organization. Our consultants help organizations optimize their core performance by identifying what works, what needs to be fine-tuned, and planning for future requirements.

— FREE 8 HOURS PER YEAR

Did you know that your district's SDAO membership includes 8 FREE consulting hours each year? Receive helpful advice, address issues, or brainstorm project ideas with one of our experts. Don't miss out on this valuable and impactful benefit for your special district.

LOWER COSTS | OPTIMIZE PROCESSES | IMPROVE EFFICIENCIES

OUR SERVICES

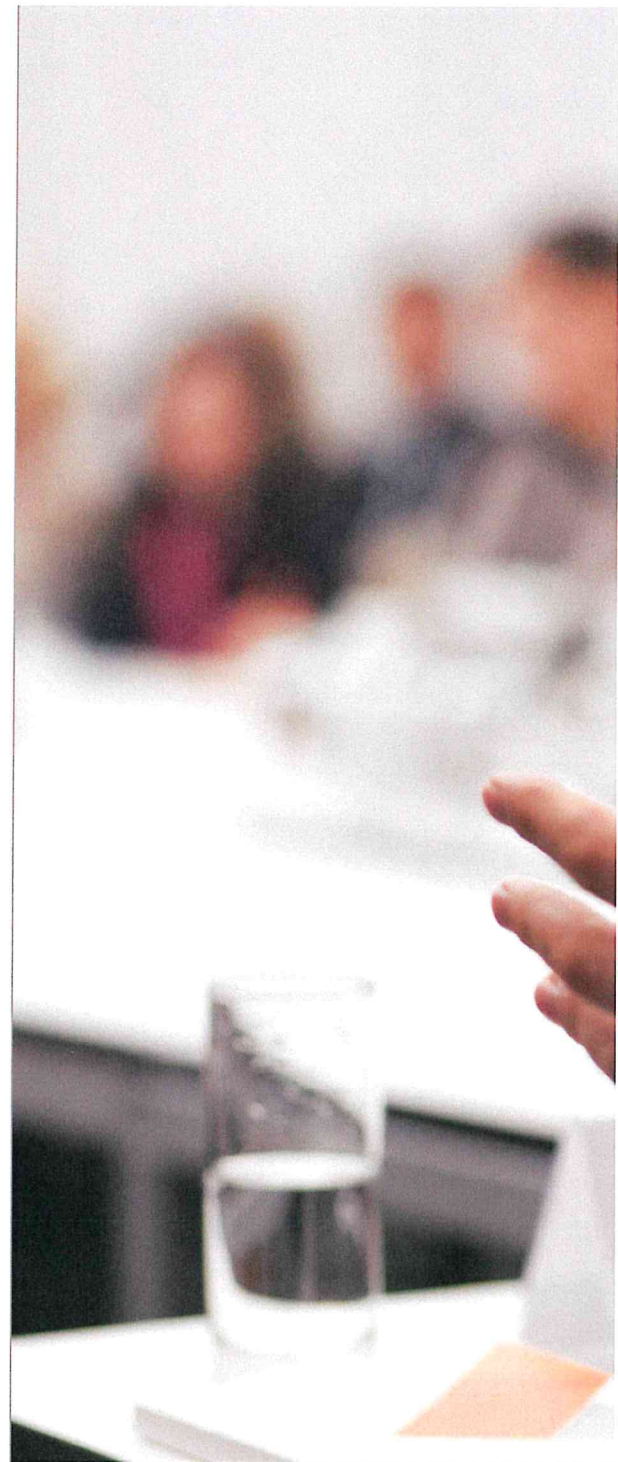
Our expert consultants collaborate with members to understand their individual needs in order to provide exceptional, effective, strategic and compliant best practices for their district.

DISTRICT MANAGER TRANSITION PLANNING

Every district will experience a change in leadership. Being prepared for that change, be it suddenly or planned, will impact the short and long-term future of the district. We have developed a guide to assist districts with planning for and implementing a process that will ultimately lead to a successful transition from one district manager to another.

MANAGEMENT RECRUITMENT

The program's management recruitment services are tailored to meet your district's needs at a substantially lower cost than national recruitment services. We do this through working hand-in-hand with district leaders to design and implement an inclusive recruitment process that best fits the needs of the district. The amount of assistance can range from SDAO outlining the recruitment process for the districts to implement to SDAO leading and facilitating the entire process.



300+

Districts have already trusted us





ORGANIZATIONAL ASSESSMENTS

Our team of consultants have the expertise to assist your district with assessing your overall operation. With a look from the outside, our consultants can provide you with guidance and recommendations that will set your district up for long-term success. Consultants assess organizational efficiencies and effectiveness; financial sustainability; personnel management; operating policies and procedures; staff and board training opportunities and involvement; and specific operational activities associated with the type of district being assessed. A written report is provided to the district that summarizes the consultant's findings and recommendations for improvements.

BOARD PRACTICES ASSESSMENT (BPA)

The Board Practices Assessment (BPA) shows district boards how they rate in six key areas of risk management. The BPA reveals how a board performs in such areas as communications, customer relations, personnel, operations, etc. Results of the BPA underscore the significant link between a board's performance and their district's risk management experience. Simply put, good board practices lead to sound risk management.

BOARD GOVERNANCE QUESTIONNAIRE

During times of crisis, all eyes look to the special district's board to figure out where things went wrong. Boards that strive to improve their governance practices are less likely to subject themselves to a calamity. A board's effectiveness is determined by its practices of good governance and understanding the principles of good governance is a necessity for board members in order to follow through on their duties and responsibilities. The Board Governance Questionnaire tool was designed to help boards decide whether they would benefit from participating in the BPA. Your district can use the Board Governance Questionnaire electronically and confidentially to determine how your board is faring. Once the questionnaire is completed by each board member, a summary will be sent to the board with a rating. Based on the rating, your board can decide whether to request the BPA.

WE HAVE A HIGHLY-QUALIFIED TEAM OF EXPERIENCED CONSULTANTS READY TO HELP YOUR SPECIAL DISTRICT.

BASIC PLANNING



150+

Board Practices
Assessments Completed

Consultants are available to assist districts with a wide range of planning projects. This service is focused on facilitating and outlining basic goals, objectives, and actions to assist the district with preparing for a preferred future or address management/operation issues. Implementation details and evaluating performance measures are generally left for the district to complete. Consultants can assist districts with developing strategic, business, capital equipment, training, and succession plans.

BOARD TRAININGS

Consultants are available to provide trainings for board members that identify key roles, responsibilities, and duties of board members in the areas of CEO/board relations, ethics, finances and budget management, public meeting requirements, and other issues associated with governing a special district.



CONSULTANT PROCUREMENT SUPPORT

SDAO Senior Consultants will assist districts in the procurement of other specialty consultants such as engineers, architects, planners, rate economists, accountants, auditors, and other specialists. Depending on the needs of the district, SDAO Senior Consultants can assist in identifying applicable state procurement requirements, prepare requests for proposals, propose evaluation criteria, administer the consultant procurement process, provide outreach to prospective consultants, coordinate the district's consultant selection, and coordinate contracting with the selected consultant. These services can be scaled to meet the unique needs of the district from offering limited guidance and suggestions, to providing full-service consultant procurement support.

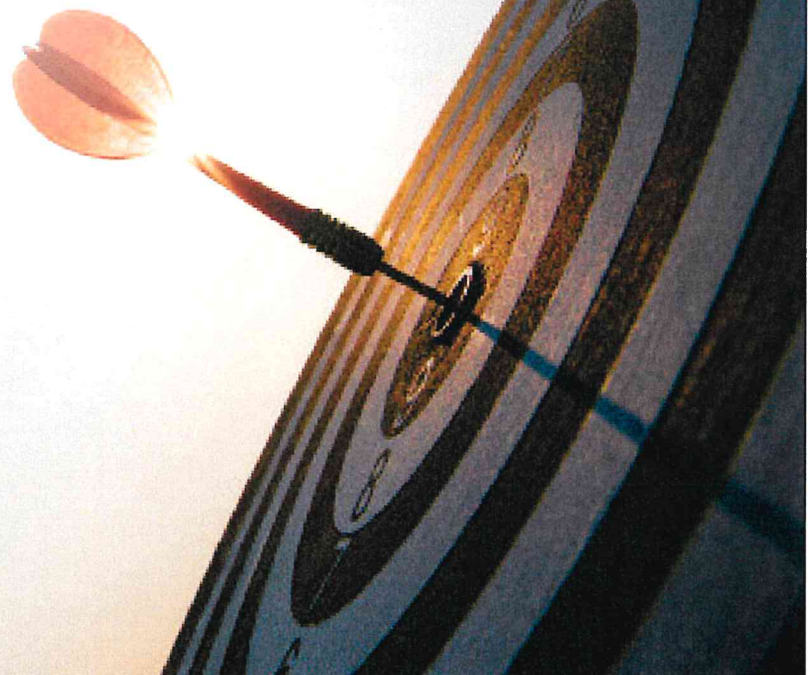
SPECIAL PROJECTS

Consultants are available to assist districts with special projects or problem solving when an issue has come to the surface. Through facilitation and interviewing, consultants can assist with addressing a variety of issues such as meeting and process facilitation, public outreach, board/manager relations, and reviewing, updating, and implementing policies and procedures.



11

Senior Consultants



TESTIMONIALS

RIVER ROAD PARK & RECREATION DISTRICT

This park and recreation district is based in Eugene. It provides classes, recreation programs, an aquatics center and a fitness center to local community members.

"As a member of Special Districts for the last four decades, we have employed several areas of service over the years. Recently, our district utilized SDAO's consulting services for management recruitment. The vacancy was for superintendent. The Board and senior staff made the decision to invest in the expertise of SDAO for such a critical hire. SDAO (Bob Keefer) facilitated the recruitment from the inception, resulting in acquiring a superior candidate. During recruitment, every phone conversation, email, video chat, and in-person interaction was performed with the utmost professionalism. We would not hesitate to enlist your consulting services in the future. Bob Keefer, Senior Consultant and Shanta Carter, Consulting Services Administrator, made the process seamless with exceptional results. Thank you, SDAO!"

*Board of Directors and Staff
River Road Park & Recreation District*



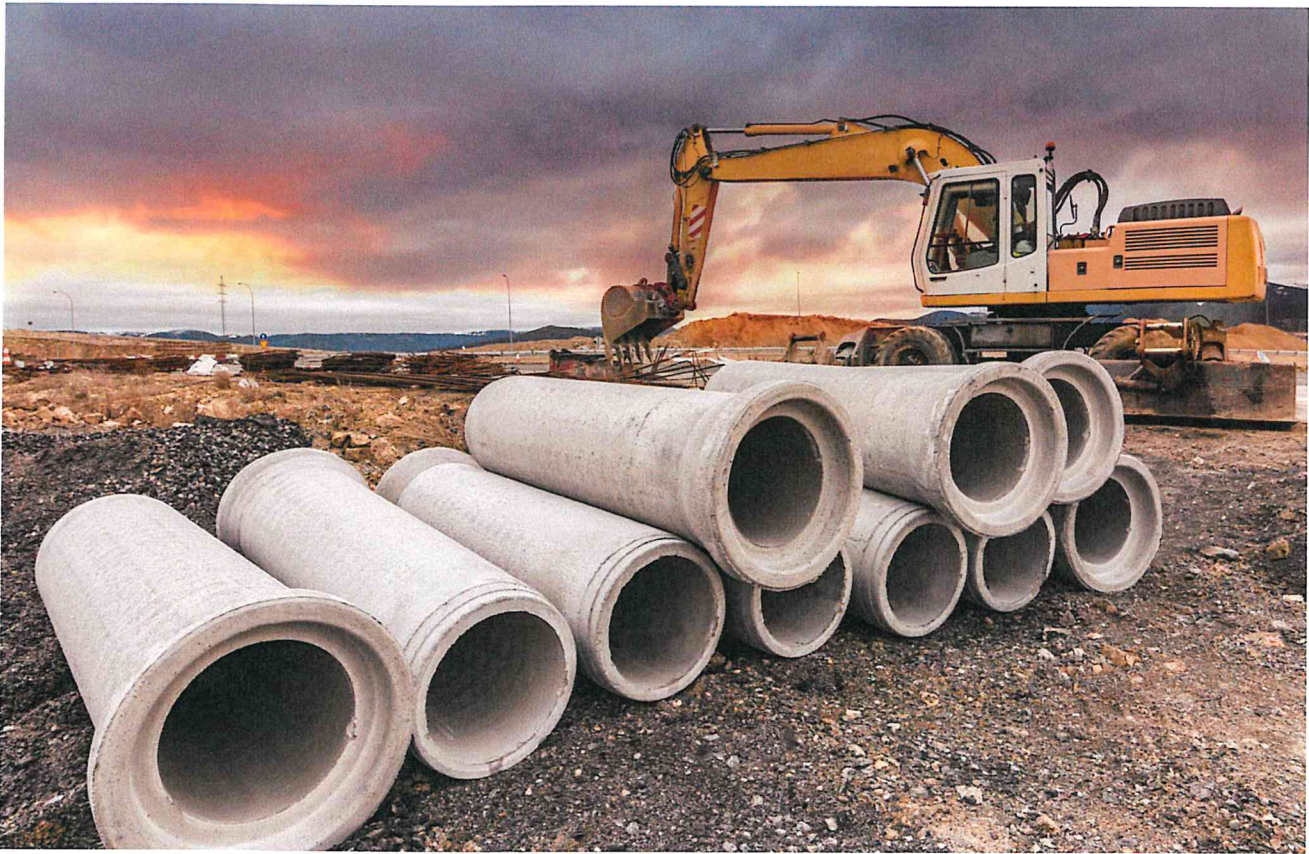
LYONS RURAL FIRE PROTECTION DISTRICT

LRFPD is located in Lyons, a community 25 miles east of Salem. It provides a 24/7 response to fire, rescue emergencies and EMS incidents. The primary fire response area is 37 square miles, which includes a small city area, agricultural farming lands, heavy timbered canyon areas, and timbered wilderness.

"The Lyons Rural Fire Protection District Board of Directors passed a motion to have SDAO come in to conduct an organizational review of the entire fire district. We had never done this process before. The SDAO team conducted a complete review of our department top to bottom. We were presented with and approved the final report. The board and staff have been using this report as a template to make positive changes, updates and create new opportunities for the fire district. Our goal is to provide the highest level of service to the patrons of our district. We believe following this roadmap we can up our game internally and externally to provide that higher level of service."

*Gary Rychard, Board President
Lyons Rural Fire Protection District*





SCAPPOOSE DRAINAGE IMPROVEMENT COMPANY

SDIC is located in Columbia County and is responsible for drainage and flood control for approximately 5,700 acres. The levee is roughly 10 miles long and serves around 900 landowners across 6,100 acres. Without SDIC's levee and drainage facilities, much of the housing, commercial uses, farming and recreation within its boundaries would not be possible.

"SDAO has helped us with our confidence in the process of making decisions on behalf of those we serve. Their special training service provided a tune-up of our knowledge of public meetings laws, record-keeping, board communications rules, conflicts of interest, liabilities, and other rights and responsibilities. Our consultant, George Dunkel, was very knowledgeable and supportive. He also provided each of us with a folder full of reference materials and resources. I recommend SDAO's services to all of us who serve on boards as volunteers. A training session may sound like just another meeting to attend, but I believe board education ultimately saves time and prevents headaches.

SDAO's Organizational Assessment was a HIGHLY worthwhile use of our time and resources. Our consultant was excellent. She got right to work – in just a few days after we set up our contract with

her, she had toured our facilities, attended one of our meetings, and interviewed a large number of our stakeholders. We were impressed by how quickly she understood our organization and the challenges we face. She was very professional and provided honest feedback in a supportive manner. During the time she spent with us, she was a real member of our team and always readily available. At the end, she delivered an excellent 47-page report that is succinct and easy to follow. Among other things, it outlines the major areas where improvements are needed and contains the helpful resources needed to make these improvements. We highly recommend the Organizational Assessment and plan to make use of the other services provided by SDAO for volunteer boards like ours."

*Karen Kessi, Board of Directors
Scappoose Drainage Improvement Company*

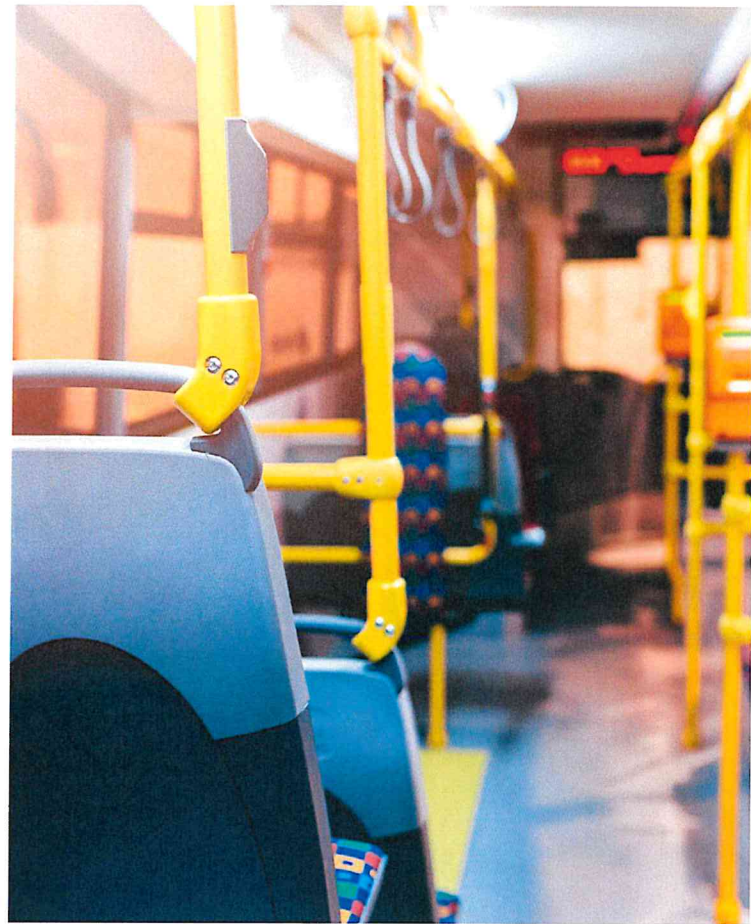
TESTIMONIALS

SUNSET EMPIRE TRANSPORTATION DISTRICT

Sunset Empire Transportation District (SETD) is based in Astoria and has been providing public transportation service in Clatsop County since 1993. SETD encompasses the entirety of Clatsop County, covering approximately 840 square miles and serving over 37,000 citizens.

"We've chosen SDAO Consulting Services because of the quality service they provide. We have used the service to help facilitate the development of a strategic plan and completion of the Board Practices Assessment. Both times, commissioners have commented on how they appreciate the services that SDAO provides. Having resources like the Consulting Services Program at our fingertips is indicative of the great value SDAO membership is for our district. Thank you, SDAO!"

*Jeff Hazen, Executive Director
Sunset Empire Transportation District*



HECETA WATER PUBLIC UTILITY DISTRICT

Heceta Water Public Utility District (HWPUD) was organized in 1966 to provide potable water to residents immediately north of Florence along the coast. HWPUD draws all of its domestic drinking water from Clear Lake. The district boundaries encompass about 11 square miles, and the district serves approximately 2200 homes within the area.

"On two occasions, the Heceta Water Public Utility District has participated in SDAO's Board Practices Assessment. The Board has enjoyed the experience because they feel that SDAO seriously cares about their performance as a board. The Consultant's Impressions and Recommendations section of the assessment provides needed guidance for the board, it is timely, and it directly relates to the input received by the consultant."

*Vickie Kennedy, Office Manager
Heceta Water Public Utility District*





TILLAMOOK FIRE DISTRICT

Tillamook Fire District is located in central Tillamook County on the Northern Oregon Coast. It provides fire protection and emergency services to approximately 11,000 residents that live within the district boundaries of the City of Tillamook and the surrounding rural areas.

“As a board member and senior staff member in emergency services, I have worked with consultants from SDAO Consulting Services Program multiple times and have found the services, best practices recommendations and technical assistance to be invaluable during daily activities and stressful times. The consultants understand our needs and limitations. They provide practical recommendations and facilitate a consensus of action between all those involved. It has been a pleasure to work with SDAO’s dedicated staff.”

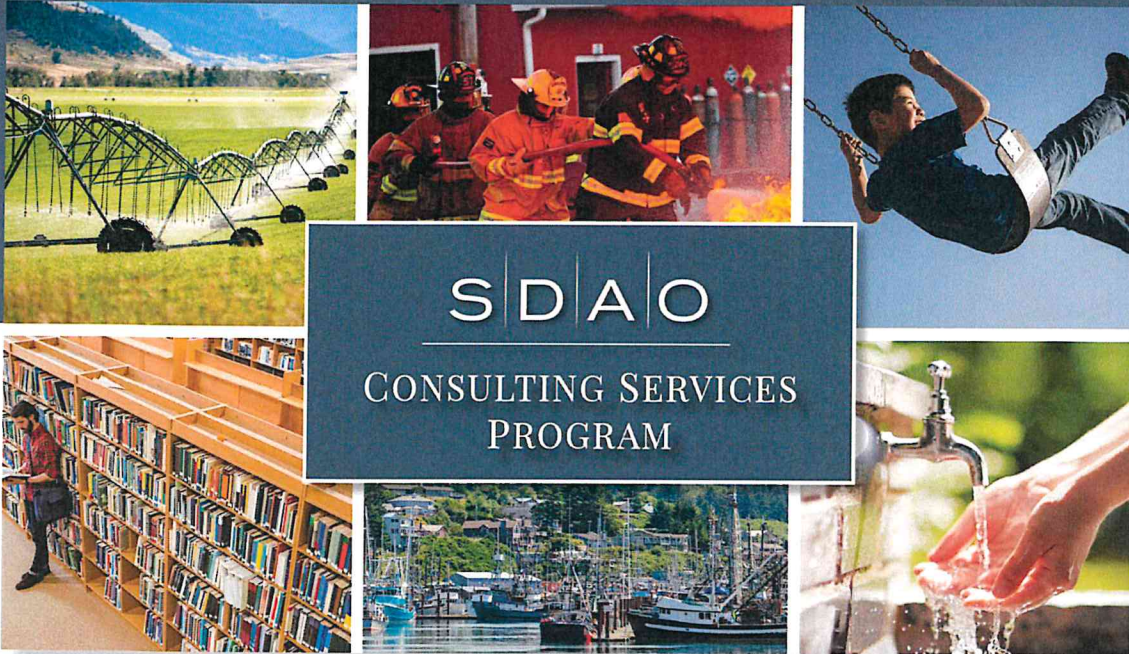
*Eric Swanson, Board Member
Tillamook Fire District*

CRYSTAL SPRINGS WATER DISTRICT & WY’EAST FIRE DISTRICT

Crystal Springs Water District was formed in 1963 and is located in Odell. It serves approximately 5,300 customers in over a 52 square mile area of Hood River County. Wy’East Fire District has stations located in Odell and Hood River.

“I have been involved with recent SDAO assessments for both a fire district and a water district. The assessments provide invaluable information to the Board and senior staff on how the district operates and functions. As a result, we have a clear picture of our current operations, a vision for the future, and recommended steps to fulfill that vision. SDAO consultants are extremely knowledgeable professionals who provide sound advice and guidance that will help your district excel.”

*Eric Cederstam, Board Member
Crystal Springs Water District & Wy’East Fire District*



CONTACT US

Shanta Carter, Consulting Services Manager

Email: sdaoconsultingservices@sdao.com

Toll Free: 800-305-1736 ext.251

Fax: 503-620-9817

www.sdao.com

PHILOMATH FIRE & RESCUE

March 4, 2024

Location: Philomath Fire & Rescue

3:00 pm

Work Session Board Meeting

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Work Session meeting was called to order by President Doug Edmonds at 15:05. Board members present included: Treasurer Ken Corbin (at 15:06), Rick Brand, and Joe Brier. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson and Lieutenant Lindsay Taylor.

- II. DISCUSSION- Master Plan- Discussed some main themes / vectors for the Master Plan. Master Plan general plan/needs for the future. Strategic plans select based on needs/budget/resources items from Master Plan to implement.
 - Training Facility
 - Funding resources
 - Some site visits to other facilities have been done
 - List of Needs / Wants
 - Site Plan
 - Levy Preparation
 - Adding 3 staff
 - Audit by Roy Emery and ??? of SDAO
 - Community Input
 - Staffing in 2024 Budget Year
 - Adding 2 staff
 - Community Outreach
 - Gather Inputs
 - CPR Program
 - Make Self – Supporting
 - Classes \$50-\$75/hr
 - Costs – Break Even (1-2 years)
 - \$25K to run / staff
 - Out Stations (202, 203)
 - Staffing
 - Long Term Use (3-5) years
 - Community Impact / Perception

- Insurance Rates
- Reserve Apparatus/Equipment
- 201 first on scene – last five years
- Future Station Locations
 - SE Philomath “Ellis” Property
 - Put the Idea out to city, need three acres in a new development
 - Heat Map
 - Population Growth Direction
 - Corvallis wants contract to cover ??????

Talked about External Operations Audit

- Email from Roy Emery March 4 12:30pm
 - 4 page memo of items for Audit
 - Invite Roy to April Board meeting

Talked about SAFER Grant Use

- Applying
 - Use for Fire Prevention

III. NEXT MEETING – March 11, 2024 Regular Session Meeting

IV. ADJOURNMENT- 16:04.

Doug Edmonds, Board President

PHILOMATH FIRE & RESCUE

March 11, 2024

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 Doug Edmonds at 15:00. Board members present included: Treasurer Ken Corbin, Rick Brand, Joe Brier, and Vice President Daphne Phillips via telephone. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa and Office Administrator Ashley Scott. Others in attendance included Councilor Christopher McMorran at 15:01.

- II. CONSENT AGENDA
 - a. Minutes- February 12, 2024 Work Session
 - b. Bills – February
 - c. Chief Vacation Hours

Brier moved to approve Consent Agenda as presented. Seconded by Corbin. 5-0 Approved.

- III. PUBLIC COMMENT - None

- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
Edmonds discussed Phillips leading April 8th meeting, Brand is back up. Roy Emery to come and discuss future planning with the Board. Remove Ken Jones discussion from future months.
 2. Fire Chief Report –Report included in the Board Packet and highlights discussed by Chief Ferguson. Goal for Resident Volunteer Program to proceed in a competitive way for applicants. Further explanation for rebuild of 263. Forestry engine will be added to the fleet officially next Fiscal Year.

3. Deputy Chief Reports- Report included in the Board Packet and highlights discussed by Deputy Chief Saalsaa. Normal February call volumes and continuing that trajectory.
4. Office Administrator Financial Report- Report included in the Board Packet and highlights discussed by Scott. Highlights included changes to financial reports for better usability and will research a duplicate entry.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – President Eddy- Report included in the Board Packet and highlights discussed by Scott.
2. IAFF Local 4925 – President Moser- No representative present or report submitted.
3. City Council Liaison- Councilor Christopher McMorran- Renovations for City Hall and the Library in the works, Water Reservoir update. Veteran’s Memorial Park is nearing completion. New staffing changes at the City of Philomath.

Board Entered into Executive Session approximately at 16:00.

Board Returned from Executive Session approximately at 16:45.

VI. OLD BUSINESS

1. Personnel Manual and Administrative Directives Review Update- Ferguson- Staff moving forward with wrapping up- Board requested to review again and to be given two weeks for that review.
2. Strategic Plan Review- Ferguson
Brand moved to approve Strategic Plan for 2024-2025 as presented. Seconded by Brier. 4-0 Approved.
3. Chief Review Process- Edmonds- Chief review process packet handed to Board Members and discussed with the Board. Will be added to the Board Packet. Additions to the Chief Review Process includes including a way for the Chief to report what they need from the Board. Quarterly check-in report to the Board. Adding Office Administrator to list for evaluation for Chief. Review updated process at the April Meeting.

VII. NEW BUSINESS

1. Wage, Benefits, and COLA Recommendations- Scott
Brier moved to keep COLA increases consistent between represented and non-represented employees. Seconded by Brand. Approved 5-0.
2. Approval of Final Chief Contract- Edmonds
Brand moved to approve Schedule A with 5.3% increase for the Final Chief Contract, deferring the rest of the contract for next month. Seconded by Corbin. Motion retracted based on discussion.

Brier moved to direct staff to budget for 5.3% COLA increase for the Fire Chief pending Board ratification of the Chief's contract. Seconded by Brand. Approved 5-0.

4. Board Secure File Storage Options- Scott
Consensus was given to keep the current location to rekey to match.
5. Master Plan Review- Ferguson- discussion led and thanked the board for a positive meeting.
6. Emergency Phones at Station 202 & 203- Ferguson
Board consensus was given to Chief to remove Emergency Phones at Station 202 & 203.
7. Riverstrong Resiliency Purchase- Ferguson & Saalsaa- Replacement of the end-of-life switch and Wi-Fi to new technology in the fire station. Maintaining both wired and wireless networks.
Edmonds moved to approve the purchase of new switches this fiscal year to increase greater resiliency in our Cybersecurity Program. Seconded by Brier. 5-0 Approved.
8. Board improvement task- will be working through Board Policies.

VIII. ACTION ITEMS-

- a. Edmonds- update Chief Review packet to present at the next meeting.
- b. Board- Review of the Contract in April.
- c. Chief to schedule Roy Emery for April or June Meeting.

IX. NEXT MEETING – April 8, 2024

X. ADJOURNMENT – 17:20.

Doug Edmonds, Board President

Philomath Fire and Rescue
Transaction by Account
March 2024

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6001 · Contracted Professional Service					
Check	03/12/2024	Riverstrong	March 2024 Payment	2,396.27	2,396.27
Bill	03/14/2024	Local Government Law Gr...	Attorney/Chief review of Mutual ...	432.00	2,828.27
Bill	03/31/2024	Koopman Consulting	Payroll Prep Fees	504.12	3,332.39
Total 6001 · Contracted Professional Service				3,332.39	3,332.39
6010 · Office Supplies					
Credi...	03/11/2024	Amazon	Flashlight Batteries	26.21	26.21
Credi...	03/20/2024	Amazon	Keyboard and Mouse for RS	44.99	71.20
Credi...	03/26/2024	Amazon	Front Desk Monitors	199.98	271.18
Credi...	03/27/2024	Amazon	Binders and File Folder for 2024...	43.62	314.80
Credi...	03/27/2024	Amazon	Chargers, HDMI Cables and We...	108.65	423.45
Credi...	03/27/2024	Amazon	Cable for Dell Dock	6.88	430.33
Credi...	03/28/2024	Amazon	Mouse Pads	59.95	490.28
Total 6010 · Office Supplies				490.28	490.28
6011 · Postage/Shipping					
Credi...	03/01/2024	The UPS Store #5088	263- Pump Parts Return	28.86	28.86
Total 6011 · Postage/Shipping				28.86	28.86
6030 · Dues and Fees					
Bill	03/15/2024	CIS Trust	GASB 75 Report	582.00	582.00
Total 6030 · Dues and Fees				582.00	582.00
6040 · Publications and Elections					
Credi...	03/25/2024	Column Software PBC	2024-2025 Budget Committee M...	226.72	226.72
Total 6040 · Publications and Elections				226.72	226.72
6050 · Utilities					
Check	03/01/2024	Consumer Power Inc	7924200- 202 Power	221.90	221.90
Check	03/01/2024	Consumer Power Inc	7924201- Priest Road Pump Sit...	72.12	294.02
Check	03/01/2024	Consumer Power Inc	7924204- Daisy Drive Pump Site...	47.78	341.80
Check	03/06/2024	NW Natural		450.00	791.80
Bill	03/06/2024	Culligan	Water	121.05	912.85
Check	03/08/2024	Pacific Power		718.30	1,631.15
Check	03/16/2024	City of Philomath	285301- Fire Line Water	15.20	1,646.35
Check	03/16/2024	City of Philomath	172201- 201 Water	224.50	1,870.85
Check	03/20/2024	Consumer Power Inc	7924202- 203	337.46	2,208.31
Check	03/20/2024	Consumer Power Inc	7924203- Muddy Creek Pump	77.78	2,286.09
Check	03/20/2024	Republic Services		297.42	2,583.51
Check	03/20/2024	Republic Services		35.50	2,619.01
Total 6050 · Utilities				2,619.01	2,619.01
6060 · Telephone, Pagers, Internet					
Bill	03/01/2024	Synergy Security Solutions	Quarterly Fire System	702.00	702.00
Credi...	03/02/2024	Alyrica	201 Phones	592.86	1,294.86
Check	03/04/2024	AT&T Mobility		120.06	1,414.92
Check	03/06/2024	Comcast		15.82	1,430.74
Check	03/15/2024	Pioneer Telephone Cooper...		210.90	1,641.64
Total 6060 · Telephone, Pagers, Internet				1,641.64	1,641.64
6080 · Conference					
Credi...	03/15/2024	Sunriver Resort	IMT Conference Hotel Stay for R...	278.04	278.04
Credi...	03/16/2024	Walmart	Candy	69.56	347.60
Credi...	03/18/2024	OSU Printing and Mailing ...	Stickers and RV Recruiting Mate...	907.26	1,254.86
Credi...	03/23/2024	Holiday Inn Express	FFA Convention Hotel for AS	470.13	1,724.99
Total 6080 · Conference				1,724.99	1,724.99

Philomath Fire and Rescue Transaction by Account March 2024

Type	Date	Name	Memo	Amount	Balance
6090 · Education/Training					
Credi...	03/01/2024	Costco	Food for Burn to Learn	346.71	346.71
Credi...	03/01/2024	Coyote Joe's	Lunches for D. Eddy & V. Bovbj...	42.24	388.95
Credi...	03/03/2024	Safeway	Burn to Learn Donuts	30.00	418.95
Credi...	03/04/2024	Burros & Fries	PIO Training Lunch	20.04	438.99
Credi...	03/05/2024	Jersey Mike's Subs	PIO Training Lunch	13.68	452.67
Credi...	03/06/2024	Eugene Airport	Airport Parking	64.00	516.67
Credi...	03/06/2024	Rodeway Inn & Suites	Willamette Leadership Conferen...	170.46	687.13
Bill	03/08/2024	Ashley Scott	PIO Training San Diego Hotel R...	615.15	1,302.28
Bill	03/08/2024	Ashley Scott	PIO Training Transportation	80.26	1,382.54
Bill	03/19/2024	Department of Public Safet...	Fingerprinting for J. Freeman	46.25	1,428.79
Credi...	03/22/2024	Fire Protection Publications	Pumping and Aerial Apparatus ...	92.00	1,520.79
Bill	03/26/2024	Spaeth Lumber Co., Inc	Burn House Lumber	13.87	1,534.66
Total 6090 · Education/Training				1,534.66	1,534.66
6100 · Equipment Maintenance Agreement					
Check	03/15/2024	De Lage Landen Financial ...		152.15	152.15
Bill	03/28/2024	Ultrex	Printer Maint Agreement Payment	69.42	221.57
Total 6100 · Equipment Maintenance Agreement				221.57	221.57
6130 · Gas & Oil					
Check	03/02/2024	Carson Oil		473.63	473.63
Check	03/15/2024	Carson Oil		576.10	1,049.73
Total 6130 · Gas & Oil				1,049.73	1,049.73
6160 · Equipment Maintenance					
Bill	03/20/2024	Annas Consultants Inc.	Co Monitor Sensor Replacement	3,609.00	3,609.00
Total 6160 · Equipment Maintenance				3,609.00	3,609.00
6161 · Vehicle Maintenance					
Bill	03/05/2024	Willamette Hose & Fittings	263- Plumbing	83.64	83.64
Bill	03/07/2024	Nick's Auto Repair	291- Brakes and Oil Change	785.00	868.64
Bill	03/11/2024	Willamette Hose & Fittings	263- Plumbing Parts	18.51	887.15
Bill	03/11/2024	Willamette Hose & Fittings	263- Pump Parts	4.92	892.07
Bill	03/11/2024	MPTV, Inc.	263- Pump Parts	4.48	896.55
Credi...	03/14/2024	Amazon	263- Parts	21.99	918.54
Credi...	03/14/2024	Fire Hose Direct	263- Pump Parts	105.46	1,024.00
Bill	03/14/2024	Willamette Hose & Fittings	263- Plumbing	6.08	1,030.08
Bill	03/15/2024	Oregon Department of For...	265- Admin Fee	175.00	1,205.08
Bill	03/15/2024	MPTV, Inc.	263- Fasteners	6.16	1,211.24
Bill	03/15/2024	Willamette Hose & Fittings	263- Plumbing	12.60	1,223.84
Bill	03/16/2024	MPTV, Inc.	263- Wiring and Plumbing	44.46	1,268.30
Credit	03/16/2024	Willamette Hose & Fittings	263- Plumbing	-8.92	1,259.38
Bill	03/17/2024	MPTV, Inc.	263- Plumbing	16.73	1,276.11
Bill	03/20/2024	MPTV, Inc.	263- Plumbing	4.07	1,280.18
Bill	03/21/2024	Willamette Hose & Fittings	263- Plumbing	68.95	1,349.13
Bill	03/21/2024	MPTV, Inc.	263- Plumbing	2.06	1,351.19
Bill	03/22/2024	MPTV, Inc.	263- Plumbing	47.53	1,398.72
Bill	03/22/2024	Willamette Hose & Fittings	263- Plumbing	29.19	1,427.91
Bill	03/25/2024	Chris Leonard	263- Plumbing Part Reimburse...	56.67	1,484.58
Bill	03/28/2024	MPTV, Inc.	263 Pump Part	10.18	1,494.76
Bill	03/29/2024	MPTV, Inc.	263- Pump	7.98	1,502.74
Total 6161 · Vehicle Maintenance				1,502.74	1,502.74
6170 · Building Maint and Improvements					
Bill	03/12/2024	Sema Roofing Experts LLC	Roof repairs to stop leaks in Bays	550.00	550.00
Bill	03/15/2024	MPTV, Inc.	Hooks	6.76	556.76
Total 6170 · Building Maint and Improvements				556.76	556.76
6180 · Grounds Maintenance					
Bill	03/26/2024	Shonnard's	Backflow Testing	56.00	56.00
Total 6180 · Grounds Maintenance				56.00	56.00

Philomath Fire and Rescue Transaction by Account March 2024

Type	Date	Name	Memo	Amount	Balance
6190 · Small Tools & Equipment					
Bill	03/12/2024	Willamette Hose & Fittings	Parts for Small Pressure Pump	23.93	23.93
Bill	03/15/2024	General Pacific, Inc.	Drone	1,585.00	1,608.93
Bill	03/15/2024	Willamette Hose & Fittings	Suction Line	168.56	1,777.49
Bill	03/15/2024	Willamette Hose & Fittings	Suction Hose for Portable Pump...	85.28	1,862.77
Credi...	03/21/2024	Fire Hose Direct	Portable Pump Parts	93.65	1,956.42
Bill	03/22/2024	Levi Schell	Reimburse Chainsaw Clutch Adj...	18.00	1,974.42
Total 6190 · Small Tools & Equipment				1,974.42	1,974.42
6200 · Supplies - Department					
Bill	03/05/2024	MPTV, Inc.	Lighters	13.44	13.44
Credi...	03/11/2024	Amazon	Microfiber Cloths and Paracord	19.98	33.42
Credi...	03/15/2024	Fire Department Coffee	Residence Coffee	79.79	113.21
Credi...	03/18/2024	Bimart Corporation	203- Salt for Filter System	59.94	173.15
Credi...	03/27/2024	Amazon	Car Wash Soap	14.30	187.45
Credi...	03/28/2024	McDonald's	Incident Food for HP Fire Move ...	70.35	257.80
Total 6200 · Supplies - Department				257.80	257.80
6210 · Supplies - Medical					
Bill	03/12/2024	Industrial Welding Supply, ...	Oxygen	20.50	20.50
Bill	03/21/2024	Life Assist, Inc.	Bandages, Test strips, and Glut...	154.04	174.54
Bill	03/22/2024	Medline Industries, Inc.	I-Gels	311.03	485.57
Bill	03/23/2024	Medline Industries, Inc.	I-Gels	142.50	628.07
Bill	03/26/2024	Industrial Welding Supply, ...	Medical Grade O2	31.00	659.07
Bill	03/28/2024	Medline Industries, Inc.	Adenosine	103.50	762.57
Bill	03/29/2024	Medline Industries, Inc.	Service Fee	6.59	769.16
Total 6210 · Supplies - Medical				769.16	769.16
6250 · Uniforms					
Credi...	03/05/2024	Haix	Laces and Insoles	112.95	112.95
Bill	03/08/2024	Oregon EMS Association	EMT & Paramedic Patches	120.64	233.59
Bill	03/19/2024	911 Supply	Blauer Pull Over	151.84	385.43
Bill	03/20/2024	SeaWestern	Chin Strap	42.15	427.58
Bill	03/24/2024	Cascade Badge & Emblem	Name Tags	175.25	602.83
Total 6250 · Uniforms				602.83	602.83
6270 · Volunteer - Activities					
Bill	03/07/2024	Amy Wilkerson	March 2024 Business Meeting F...	158.68	158.68
Bill	03/15/2024	Paula Anderson.	March 2024 Biz Meeting Prizes	180.95	339.63
Total 6270 · Volunteer - Activities				339.63	339.63
6310 · Physical & Immunizations					
Bill	03/01/2024	The Corvallis Clinic	Theurer Physical	682.00	682.00
Bill	03/15/2024	Philomath Pharmacy	Flu Shot	31.99	713.99
Total 6310 · Physical & Immunizations				713.99	713.99
6320 · Community Involvement					
Bill	03/28/2024	Ashley Scott	Breakfast for Chamber Greeters ...	14.52	14.52
Total 6320 · Community Involvement				14.52	14.52
6900 · Miscellaneous Expense					
Credi...	03/14/2024	Big Lots	Residence Chairs (Will be reimb...	1,348.90	1,348.90
Total 6900 · Miscellaneous Expense				1,348.90	1,348.90
Total 6000 · Materials and Services				25,197.60	25,197.60

3:35 PM
 04/01/24
 Accrual Basis

**Philomath Fire and Rescue
 Transaction by Account
 March 2024**

Type	Date	Name	Memo	Amount	Balance
7000 · Capital Outlay					
7110 · Capital Outlay - Building					
Bill	03/08/2024	Grant Creek Trucking LLC	203- Rock & Hauling for Generat...	1,040.00	1,040.00
Credi...	03/12/2024	City of Philomath	Building Demo Permit	59.00	1,099.00
Bill	03/14/2024	CoEnergy Propane	203- Propane Fill	2,123.27	3,222.27
Bill	03/25/2024	Butts Electric Inc.	203- Generator Start Up and Test	430.00	3,652.27
Total 7110 · Capital Outlay - Building				3,652.27	3,652.27
Total 7000 · Capital Outlay				3,652.27	3,652.27
Total Expense				28,849.87	28,849.87
Net Ordinary Income				-28,849.87	-28,849.87
Net Income				-28,849.87	-28,849.87

**Chancy Ferguson Vacation Usage
July 1, 2023 through June 30, 2024**

Beginning Balance as of July 1, 2023	299.5	203.69
---	-------	--------

	Sick Leave	Vacation
July		
accrual	8	10
taken	0	16
balance	307.5	197.69

August		
accrual	8	10
taken	0	28
balance	315.5	179.69

September		
accrual	8	10
taken	0	0
balance	323.5	189.69

October		
accrual	8	10
taken	0	0
balance	331.5	199.69

	Sick Leave	Vacation
November		
accrual	8	10
taken	0	24
balance	339.5	185.69

December		
accrual	8	10
taken	0	0
balance	347.5	195.69

January		
accrual	8	10
taken	0	0
balance	355.5	205.69

February		
accrual	8	10
taken	0	0
balance	363.5	215.69

	Sick Leave	Vacation
March		
accrual	8	10
taken	0	24
balance	371.5	201.69

April		
accrual		
taken		
balance		

May		
accrual		
taken		
balance		

June		
accrual		
taken		
balance		



Philomath Fire & Rescue

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

PHILOMATH FIRE & RESCUE

CHIEF'S REPORT

April 3, 2024

Department Business:

We spoke with SAFER about last year's application and was rated a "B+." 1500 Applications asking for \$2.8 billion. 177 funded for \$360 million. (Pre-Score 50%: we did extremely well and were very competitive. The peer review process was 50% of the total score: we did very well, they understood the benefits but wanted more detail in the narrative portion.) We have decided not to apply for this year's SAFER grant as it does not fit with our budgeting and staffing goals. This month we applied for 2 grants including a CIS Wellness grant to fund Gym Equipment and a National Volunteer Firefighter Council Wildfire Emergency Drinking Water grant.

Personnel:

Ashley attended the Oregon State FFA convention marketing for new RV candidates. We made contact with over 2,000 students during the event and gave out over 225 interest forms.



Union Communications:

Working with Union on Deputy Chief and Staff Captain Job Descriptions.



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Training Activities:

Proactive Behavioral Health Workshop attended virtually by Chief & Ashley.

Lots of Heart Saver CPR classes conducted by Staff.

EMR: 1 PF&R member completed EMR; 5 from mutual aid districts completed including 3 from Hoskins Kings Valley Fire District.

Fire Officer II: 2 PF&R members completed coursework.

Ashley completed a Public Information Officer Fundamentals for Public Safety Training.

Bovbjerg attended NW Leadership Conference.

Live fire exercise was attended by nearly everyone in the department attend and a company from Adair.

Upcoming courses scheduled

FF I academy Apr-Jun, 5 PF&R members enrolled

Driver/operator 14 April, 5 PF&R members enrolled

One member in PO class

One member in FFII class

Apparatus/Equipment:

- Annas Consulting completed replacement of CO2 Sensor in SCBA Air Compressor.
- The drone arrived. Firefighter Kearl is beginning the FAA training process and working with administration to create a drone operator job description and policy.
- Residence Chairs purchased by the Volunteer Association and the Union.
- 294 required new tires.
- 263 nearing completion (see attached report)

Building Update:

- Sema Roofing completed repairs on 201 roof above the bays that was leaking.





Philomath Fire & Rescue

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- Generator Project at 203 is completed.



- Manufactured Home Removed at 201 in preparation for building new training facility next fiscal year.

Community Involvement/Meetings:

- Chamber Greeters (April 3- PFR Hosted).
- Fire Defense Board Meeting.
- Lions Club Presentations by Chief & Deputy Chief.
- Chief and Ashley met with Attorney General Candidate Will Lathrop.



- Benton County Foundation Grant Celebration attended.
- Chief met with KEZI News to discuss Main Street Road construction.



Philomath Fire & Rescue

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Strategic Plan Update:

Updated Strategic Plan attached.

Progress continues with planning for 2024-2025 Strategic Plan.

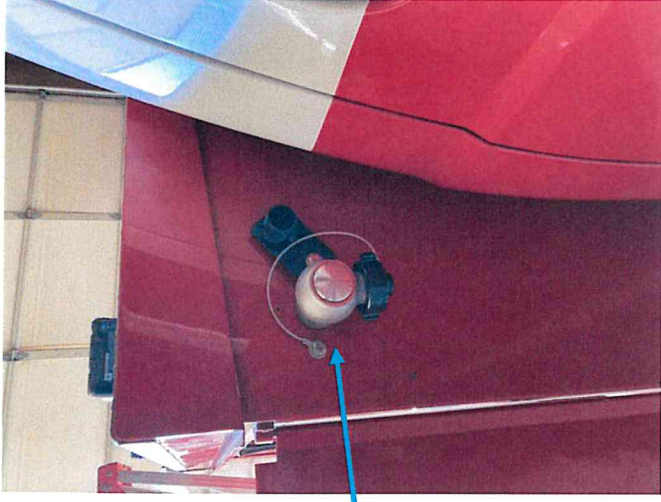
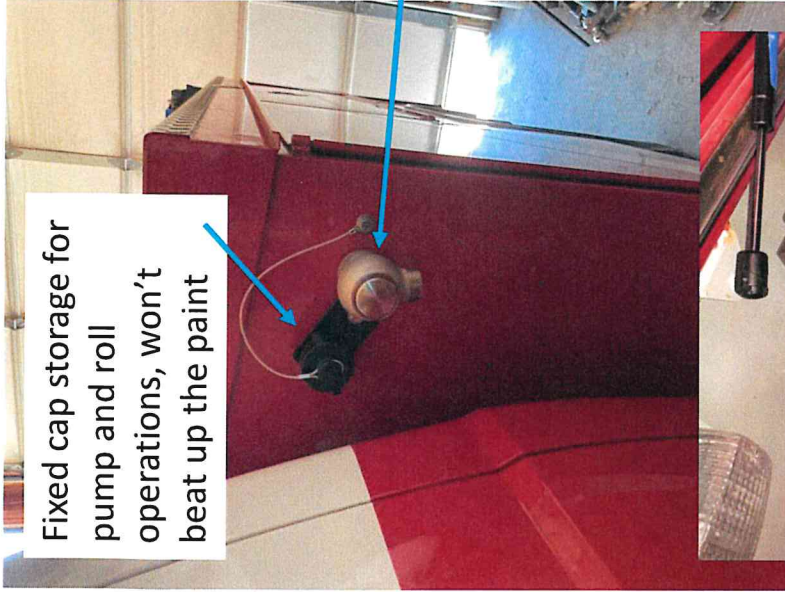
Respectfully submitted,

Chief Ferguson

263 Update

4/2/2024

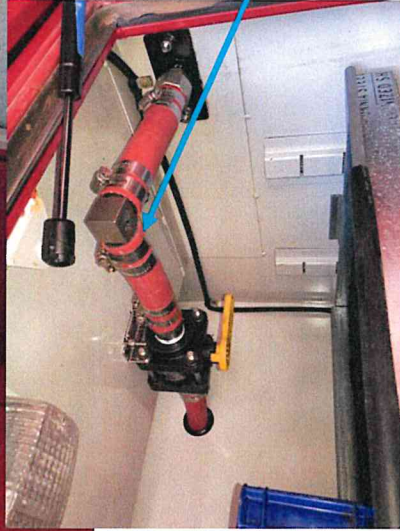
Fixed cap storage for pump and roll operations, won't beat up the paint



Front 1" discharge.
Swivel elbow
Drivers Passengers

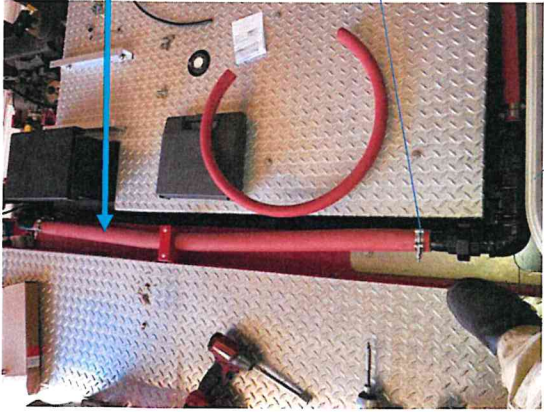


Front 1" discharge
control valve inside
compartments.
Double security. 200PSI
hose
Drivers Passengers

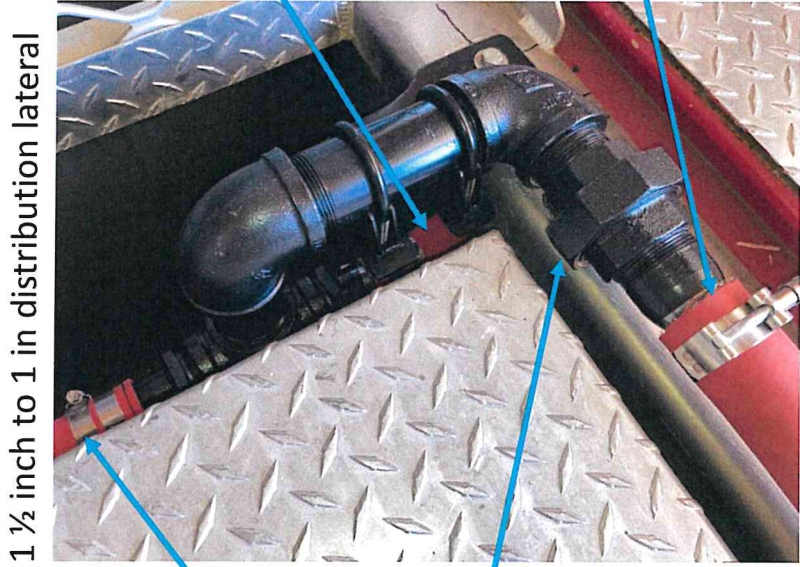


263 Update

4/2/2024



200 psi hose



1 1/2 inch to 1 inch distribution lateral

To 1" passengers side

Drain valve on bottom of lateral

1 1/2" from pump

To 1" drivers side

Use of unions throughout to allow for easy servicing

263 Update

4/2/2024

Front supply lateral
from primary pressure
manifold



Primary pressure
manifold

Front isolation valve

Rear
discharge
valves

263 Update

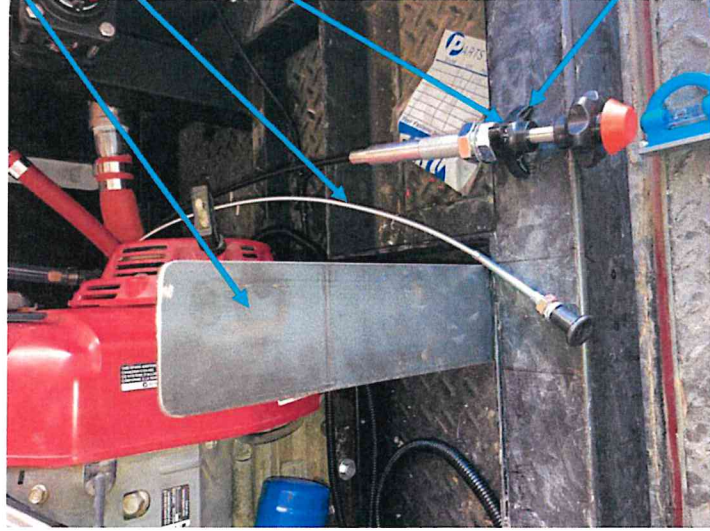
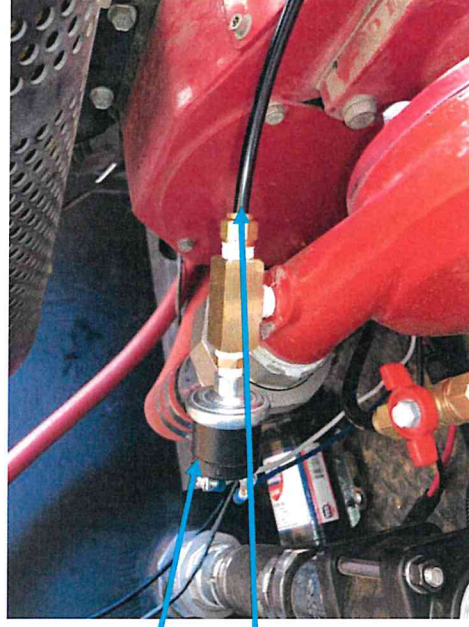
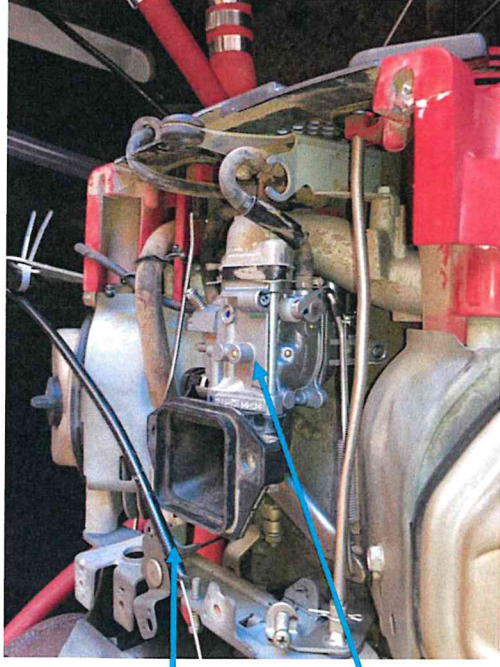
4/2/2024

Work in progress,
installation of remote
throttle and choke cables.
Acquisition of specific
cable control brackets for
Honda engine

Number one
problem for small
engines???
Carburetor issues.
We have a new
one!

Low pressure
cutoff switch and
pump output
pressure hose

Vernier Cable for
fine
throttle/pressure
control



263 Update

4/2/2024



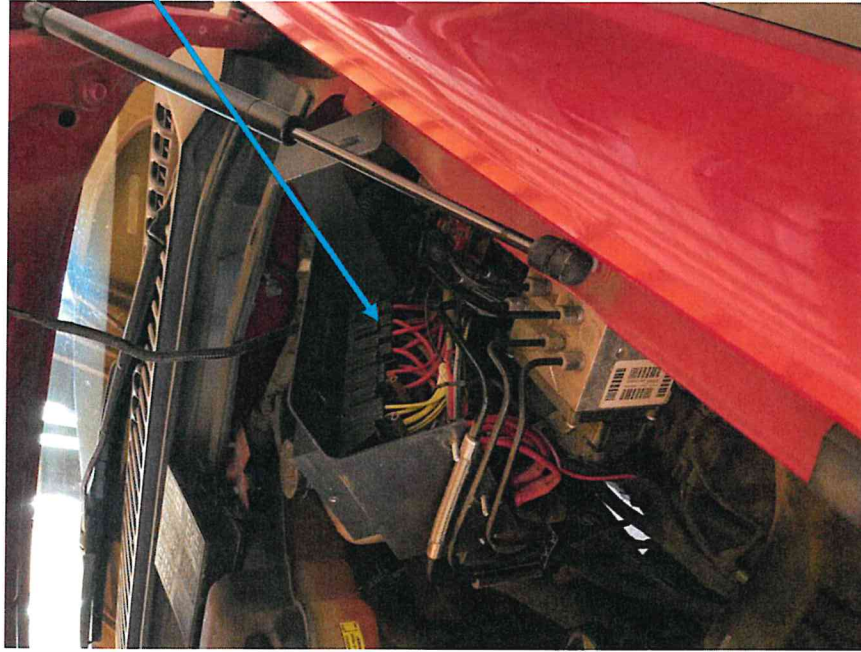
Water level site gauge, original window is no longer translucent



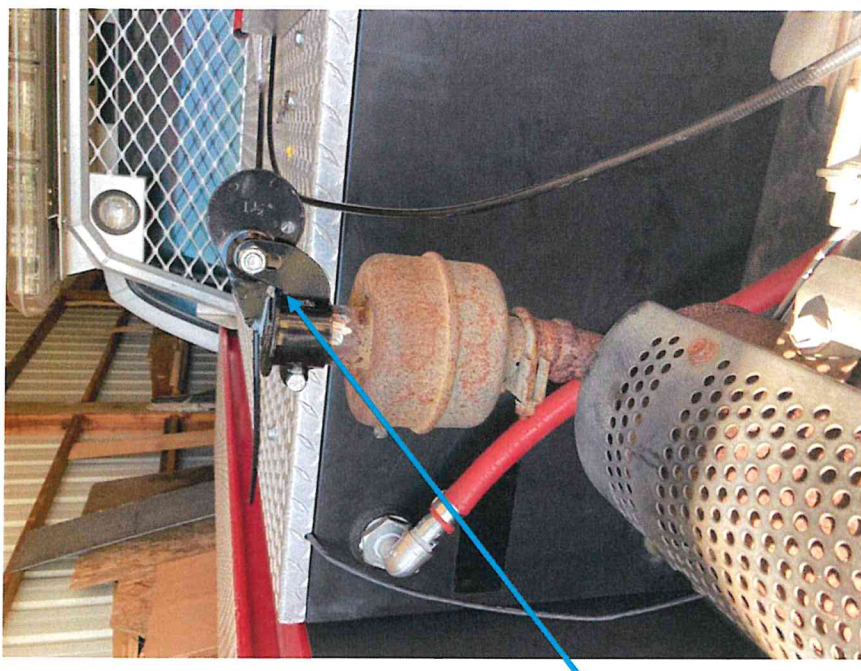
Pump panel in progress. Shows, relocated key start, switches, lights, wires, hoses, and gauges to be mounted

263 Update

4/2/2024



Started chasing down the factory wire harness issue that has a battery killing low current short when vehicle is off



New weather head for pump engine exhaust

263 Update

4/2/2024

Other work, no images

- The initial installation of the pump engine fuel tank needed polished up a bit.
- Tank is being modified now to add a cover to keep dirt and rain away from fuel cap
- Fuel line and fittings being modified
 - Isolating fuel valve install
 - Proper high reliability braided steel fuel line and fittings



Philomath Fire & Rescue
District Strategic Plan

Mission

The men and women of this department are dedicated to:

The preservation of property, through the extinguishment and prevention of fires; The protection and care of human life through education and treatment; The development of character through commitment and teamwork.

Vision

As our community grows, we are dedicated to providing prompt and professional emergency care, practiced rescue operations, safe fire services, and progressive risk reduction education. We strive to evolve and grow our thriving Philomath Fire and Rescue family through informed decisions, community engagement, fiscal responsibility, recruitment, and retention.

Value

“How we measure ourselves.”

As a team we value treating the community we serve with dignity, respect, and compassion.

We work to establish trust in the community through our professionalism and commitment to growing and learning.

- We honor our community through our integrity, safety, and service.
- We are dedicated to creating an environment that is inclusive, supportive, and encouraging.
- We persevere and adapt in both emergent and daily environments until a solution is identified.

Guiding Principles

The following guiding principles are considered for each of the Themes, Action Items and Goals of this Strategic Plan.

- Future Focus – Looking ahead one, two and three years.
- Effective Use of Resources
- People First – Responsible to the community members and personnel of the District
- Fiscal Integrity and Accountability – Responsible to the community and the constituents of the District
- Balanced – The needs of the various programs are well-balanced and cooperative, including multiple perspectives, and working towards and overall cohesion.

The District Strategic Plan contains the following themes:

- Department Operations
- Fiscal Responsibility
- Our People
- Our Community

Color Key for Strategic Plan Updates:

Unable to Proceed with Details

In Progress/Current Status

Completed

I. Theme: Department Operations

A. Objective: Emergency Response

GOAL 1: Provide 2 Paid Personnel (Lieutenant, Firefighter) 24 Hours Per Day

Action Item: Waiting for response from SAFER and OSFM Grants to improve Staffing.

Completed: Declined to Fund SAFER Grant Application, will reapply.

Completed Grant timeframe for OSFM Grant, District received \$30,000.

Timeline: September 2023

Responsibility: Fire Chief

Funding Source: Grants/ General Fund

GOAL 2: Prepare us for Community Disasters

Action Item 1: Install generator at Station 203

Completed: Installed and Tested.

Action Item 2: Install tank and pump on 263- return to service.

March 2024 Update: Nearing Completion

Timeline: March 2024

Responsibility: Captain Louden

Funding Source: Building and Land Reserves and General Fund

II. Theme: Fiscal Responsibility

A. Objective: Review and Update Organizational Documents

GOAL: Ensure the District Has Up to Date Documents

Action Item: Review and update Strategic Plan, Organizational Manual, SOG, Standard of Cover.

March 2024 Update: Civil Service Commission Rules- to be acknowledged by Board, Standard of Cover- Adopted by Board at October Meeting, continuing Organizational Manual Updates with HR Answers template and guidance, and policy review in progress.

Timeline: 2023-2024 Fiscal Year

Responsibility: Administrative Team

Funding Source: None

B. Objective: Capital Maintenance

GOAL 1: Ensure the District Has Reliable Apparatus and Equipment for Emergency Response

Action Item: Develop Apparatus/Equipment Replacement Plan

March 2024 Update: Apparatus Committee developing priority list.

Timeline: 2023-2024 Fiscal Year

Responsibility: Captain Louden

Funding Source: None

GOAL 2: Evaluate District Facilities for Repairs & Replacements

Action Item: Develop Timeline for Expected Building Construction/Large Repairs or Expansions

March 2024 Update: Developing priority list.

Timeline: 2023-2024 Fiscal Year

Responsibility: LT Schell

Funding Source: TBD

GOAL 3: Repair Hose Tower Roof at Station 201

Action Item: Replace hose tower roof at Station 201

August 2023 Update: 8/18/2023 Completed.

Timeline: Completed by Fall 2023

Responsibility: Captain Louden

Funding Source: Building and Land Reserves

C. Objective: Information Technology

GOAL: Protect the District's Digital Assets.

Action Item: Implement a robust Cybersecurity program.

March 2024 Update: Purchased new computers for District and obtained Board approval to move forward with district resilience updates.

Timeline: 2023-2024 Fiscal Year

Responsibility: Deputy Chief

Funding Source: General Fund

D. Objective: Savings/Reserves

GOAL: Develop Goals for Reserves Funding

Action Item: Establish Equipment Replacement Plan (SCBA Replacement, Heart Monitor Savings)

March 2024 Update: Budgeting beginning for 2024-2025

Timeline: 2023-2024 Fiscal Year

Responsibility: Fire Chief and Administrative Assistant

Funding Source: Future Budget Planning

III. Theme: Our People

A. Objective: Training

GOAL 1: Replace Training Facility at Station 201.

Action Item 1: Asbestos abatement.

September 2023 Update: Asbestos testing complete- no asbestos. Submitting Demolition Application to City of Philomath, Power disconnected.

Action Item 2: Form Committee to assess Training Facility needs and establish costs for 2024-2025 Fiscal Year.

March 2024 Update: Bid in progress.

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain

Funding Source: Building and Training Reserves

GOAL 2: Encourage training opportunities for all personnel.

Action Item 1: Additional funding for paid staff to attend two department drills per month.

July 2023 Update: 7/1/2023 Completed.

Action Item 2: Provide training opportunities to all department members.

March 2024 Update: Ongoing.

Timeline: 2023-2024 Fiscal Year

Responsibility: Staff Captain Bovbjerg

Funding Source: General Fund

B. Objective: Retention

GOAL: Ensure Resident Volunteer Retention Program stays competitive.

Action Item: Track tuition rates at OSU and reimbursement rates of neighboring districts to ensure our retention program is competitive.

March 2024 Update: Ongoing- updated for 2024-2025 Budget.

Timeline: Every Fiscal Year Prior to Budget Process

Responsibility: Administration

Funding Source: General Fund

IV. Theme: Our Community

B. Objective: Community Interaction and Input

GOAL: Seek public input through the Board of Directors-

Action Item: Coordinate public outreach to obtain insight and direction for future planning.

March 2024 Update: Moved to 2024-2025 Strategic Plan.

Timeline: 2023-2024 Fiscal Year

Responsibility: Board of Directors

Funding Source: General Fund

**Report to the Board of Directors
08 April 2024
DC Rich Saalsaa**

Statistics for March 2024

Total calls: 67

Fire calls: 10 (15%)

EMS Calls: 57 (85%)

Yearly calls as of 31 March 2024: 268 – Last year at this time: 236 (+14% YOY)

Significant calls:

3/12 Small Misc Fire (Corvallis) – our crews covered a small roadside fire on the corner of SW 53rd and Philomath Blvd while CFD was busy with a structural fire. We responded with a brush rig with three people and a duty officer (Chief Ferguson).

3/14 Car Fire (Lincoln Co) – Cancelled enroute; handled by Toledo Fire.

3/15 Structure Fire (Corvallis) – I included this one as it was early this morning. PFR responded this morning at 0255 hrs. for a 2nd alarm residential structure fire in Corvallis. We sent an engine with four personnel, and a duty officer (Chief Ferguson). Our crew arrived to help overhaul a fully involved garage fire at this location for approximately 90 minutes. Volunteers responded to Station 201 to cover any other calls in the District. More information can be obtained by contacting CFD.

3/16 Small Misc Fire – small grass fire off Hwy 34, likely caused by discarded smoking materials.

Breakdown of calls for the year by area (as of 31 March 24):

Station 201 RURAL	83
Station 201 W. City	77
Station 201 E. City	49
Station 202	8
Station 203	27
Adair	0
Alsea	2
Blodgett	2
CFD	9
Conflagration	0
Kings Valley	6
Lincoln Co	1
Marys Peak	0
Misc Mutual Aid	0
Monroe	3
Marys Peak	1
Total	268

Total calls we received aid from another agency: 0 (year to date 2).

Cyber Security project

Switches and Wi-Fi Access Point equipment ordered, and a survey was completed on the cabling needed for this project. Anticipate receiving this equipment by the end of the month.

Projects / Community Outreach

- 3/1 – AHA Instructor Course (2 students including 1 PFR)
- 3/3 – Burn to Learn on N 13th St
- 3/5 – Volunteer interview (1)
- 3/11 – DC Saalsaa participated in Benton County Building Official interviews
- 3/13 – BLS CPR Skills check at OSU Health (27 students)
- 3/13-3/15 – DC Saalsaa and Cpt Louden to OSFM/ODF Joint IMT meeting
- 3/16 – FA/CPR class for Community (8 students)
- 3/18 – FA/CPR class for Knife River (8 students)
- 3/20 – Chief and DC presentation to Lions Club
- 3/21 – DC Saalsaa Instructor monitoring at OSU (BLS)
- 3/29 – DC Saalsaa Instructor monitoring at PFR (BLS)
- 3/30 – Final EMR class (State Exam and Psychomotor testing)

Respectfully submitted,

D/C Rich Saalsaa

**Philomath Fire and Rescue
Profit & Loss by Class**
July 2023 through March 2024

	GD Bond 2016 - Capital Improvment	GD Bond 2016 - Debt Service	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
Ordinary Income/Expense							
4431 - Bond Income - Bank Interest	66.72	48.32	0.00	0.00	0.00	0.00	115.04
4441 - Bond Income - Prop Tax Interest	-7.63	377.42	0.00	0.00	0.00	0.00	369.79
4451 - Bond Income - Other Tax Interest	0.00	1.00	0.00	0.00	0.00	0.00	1.00
4461 - Contingency Income	0.00	0.00	94,272.83	0.00	0.00	0.00	94,272.83
4490 - Public Education Income	0.00	0.00	0.00	306,341.00	310,000.00	0.00	616,341.00
4500 - Bond Income	630.00	407,228.02	0.00	0.00	0.00	0.00	407,858.02
4510 - Delinquent Property Taxes	0.00	52.10	1,171,143.00	164.17	64.00	0.00	1,172,361.17
4520 - Other Income	0.00	0.00	1,420,234.67	0.00	0.00	0.00	1,420,234.67
4525 - Interest - Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4527 - Interest - Citizens Bank & OFU	0.00	0.00	30.33	0.00	0.00	0.00	30.33
4530 - Investments - LGP	0.00	0.00	57,795.50	0.00	0.00	0.00	57,795.50
Total 4500 - Interest Income	0.00	0.00	1,629,346.60	0.00	0.00	0.00	1,629,346.60
4633 - Grants Income	0.00	0.00	2,023.00	0.00	0.00	0.00	2,023.00
4640 - Miscellaneous Income	0.00	0.00	20,796.25	0.00	0.00	0.00	20,796.25
Total Income	5,977.25	474,833.35	3,796,955.31	470,989.00	96,647.00	0.00	4,169,402.35
Green Point							
5010 - Transfers	0.00	0.00	648,361.00	0.00	0.00	0.00	648,361.00
5017 - Grants (Other)	0.00	0.00	31,735.63	0.00	0.00	0.00	31,735.63
5104 - Configuration Wages	0.00	0.00	56,182.54	0.00	0.00	0.00	56,182.54
5106 - Deputy Chair Wages	0.00	0.00	74,812.22	0.00	0.00	0.00	74,812.22
5107 - Staff Captain Wages	0.00	0.00	4,366.00	0.00	0.00	0.00	4,366.00
5108 - Staff Captain Wages	0.00	0.00	19,972.81	0.00	0.00	0.00	19,972.81
5109 - Firefighter Wages	0.00	0.00	31,891.64	0.00	0.00	0.00	31,891.64
5400 - Employer's FICA	0.00	0.00	2,078.82	0.00	0.00	0.00	2,078.82
5411 - Workers Compensation	0.00	0.00	13,694.56	0.00	0.00	0.00	13,694.56
5412 - Health Insurance	0.00	0.00	102,464.34	0.00	0.00	0.00	102,464.34
5440 - Health Insurance	0.00	0.00	851,683.53	0.00	0.00	0.00	851,683.53
Total 5000 - Personnel Expenses	0.00	0.00	1,671,569	0.00	0.00	0.00	1,671,569
5500 - Materials and Services	0.00	0.00	100.00	0.00	0.00	0.00	100.00
6117-1 - EMR Education- Supplies	0.00	0.00	1,775.56	0.00	0.00	0.00	1,775.56
6117-2 - EMR Education-Instructors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6100 - EMR Education	0.00	0.00	1,775.56	0.00	0.00	0.00	1,775.56
6114-1 - FACER Education- Supplies	0.00	0.00	3,269.64	0.00	0.00	0.00	3,269.64
6114-2 - FACER Education-Instructors	0.00	0.00	562.50	0.00	0.00	0.00	562.50
6114-3 - FACER Education-Other	0.00	0.00	71.50	0.00	0.00	0.00	71.50
Total 6114 - FACER Education	0.00	0.00	3,843.64	0.00	0.00	0.00	3,843.64
6001 - Electric/Plumbing	0.00	0.00	61,471.98	0.00	0.00	0.00	61,471.98
6011 - Contracting Professional Services	0.00	0.00	10,311.46	0.00	0.00	0.00	10,311.46
6020 - Insurance and Bond	0.00	0.00	54,456.00	0.00	0.00	0.00	54,456.00
6040 - Publications and Elections	0.00	0.00	229.72	0.00	0.00	0.00	229.72
6050 - Utilities	0.00	0.00	50,370.00	0.00	0.00	0.00	50,370.00
6060 - Telephone, Pagers, Internet	0.00	0.00	79,899.72	0.00	0.00	0.00	79,899.72
6080 - Education/Training	0.00	0.00	12,349.12	0.00	0.00	0.00	12,349.12
6100 - System Maintenance	0.00	0.00	1,209.72	0.00	0.00	0.00	1,209.72
6110 - Program Maintenance	0.00	0.00	329.89	0.00	0.00	0.00	329.89
6120 - Equipment Maintenance	0.00	0.00	11,324.11	0.00	0.00	0.00	11,324.11
6130 - Building Major and Improvements	0.00	0.00	8,006.26	0.00	0.00	0.00	8,006.26
6140 - Fuel/Tools & Equipment	0.00	0.00	11,869.39	0.00	0.00	0.00	11,869.39
6150 - Supplies - Department	0.00	0.00	3,859.17	0.00	0.00	0.00	3,859.17
6160 - Supplies - Prevention	0.00	0.00	1,817.73	0.00	0.00	0.00	1,817.73
6170 - Hazardous Materials	0.00	0.00	1,042.23	0.00	0.00	0.00	1,042.23
6180 - Uniforms - Activities	0.00	0.00	7,069.39	0.00	0.00	0.00	7,069.39
6190 - Volunteer Incentive Program	0.00	0.00	2,489.47	0.00	0.00	0.00	2,489.47
6210 - Physical & Amusement	0.00	0.00	11,924.89	0.00	0.00	0.00	11,924.89
6260 - Miscellaneous Expense	0.00	0.00	2,527.25	0.00	0.00	0.00	2,527.25
Total 6000 - Materials and Services	0.00	0.00	350,733.64	0.00	0.00	0.00	350,733.64
7000 - Capital Outlay	0.00	14,357.42	0.00	0.00	0.00	0.00	14,357.42
7100 - Capital Outlay - Road	0.00	0.00	0.00	47,256.72	0.00	0.00	47,256.72
7110 - Capital Outlay - Building	0.00	14,357.42	0.00	0.00	0.00	0.00	14,357.42
Total Expense	5,977.25	469,174.53	3,843,643.34	47,256.72	96,647.00	0.00	4,169,402.34
Net Ordinary Income	2,887.28	469,174.53	814,811.94	431,832.28	86,647.00	0.00	2,189,622.24
Net Income							2,189,622.24

Philomath Fire and Rescue
Profit & Loss Budget vs. Actual
July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Bud...
Ordinary Income/Expense				
Income				
4043 · Bond Income - Bank Interest	-19.61	0.00	-19.61	100.0%
4042 · Bond Income - Prop Tax Interest	369.79	700.00	-330.21	52.8%
4041 · Bond Income - Delinquent Taxes	4,059.84	5,000.00	-940.16	81.2%
4060 · Conflagration Income	94,223.88	100,000.00	-5,776.12	94.2%
4500 · Transfers In	688,261.00	0.00	688,261.00	100.0%
4050 · Public Education Income	12,395.08	12,500.00	-104.92	99.2%
4040 · Bond Income	407,578.02	404,200.00	3,378.02	100.8%
4000 · Carryover Fund Balance	1,469,357.00	784,900.68	684,456.32	187.2%
4010 · Delinquent Property Taxes	13,756.17	16,000.00	-2,243.83	86.0%
4020 · Current Property Taxes	1,424,355.46	1,397,916.00	26,439.46	101.9%
4025 · Interest - Property Tax	1,154.67	3,000.00	-1,845.33	38.5%
4026 · Interest Income	52,829.80	0.00	52,829.80	100.0%
4035 · Grants Income	2,923.00	0.00	2,923.00	100.0%
4900 · Miscellaneous Income	26,786.25	10,000.00	16,786.25	267.9%
Total Income	<u>4,198,030.35</u>	<u>2,734,216.68</u>	<u>1,463,813.67</u>	<u>153.5%</u>
Gross Profit	4,198,030.35	2,734,216.68	1,463,813.67	153.5%
Expense				
9010 · Transfers	688,261.00	1,014,499.00	-326,238.00	67.8%
5000 · Personnel Expenses	892,689.53	1,189,106.04	-296,416.51	75.1%
6000 · Materials and Services	385,733.64	590,991.20	-205,257.56	65.3%
7000 · Capital Outlay	61,714.14	60,000.00	1,714.14	102.9%
Total Expense	<u>2,028,398.31</u>	<u>2,854,596.24</u>	<u>-826,197.93</u>	<u>71.1%</u>
Net Ordinary Income	<u>2,169,632.04</u>	<u>-120,379.56</u>	<u>2,290,011.60</u>	<u>-1,802.3%</u>
Net Income	<u><u>2,169,632.04</u></u>	<u><u>-120,379.56</u></u>	<u><u>2,290,011.60</u></u>	<u><u>-1,802.3%</u></u>

**Philomath Fire and Rescue
Balance Sheet by Class**

As of March 31, 2024

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04/01/24
Accrual Basis

	GO Bond 2016 - Capital Improv...	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
1015 - Citizens Bank Checking	0.00	-236,592.87	762,465.28	-277,346.97	-49,796.00	-72,120.49	126,608.95
1000 - Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	0.00
1050 - Local Government Investment Pool	-299,615.85	712,486.29	394,852.03	703,654.68	147,698.64	422,558.00	2,081,631.79
Total Checking/Savings	-299,615.85	475,893.42	1,157,314.53	426,307.71	97,900.64	350,437.51	2,208,237.96
Accounts Receivable							
11000 - Accounts Receivable	0.00	0.00	39,239.32	0.00	0.00	0.00	39,239.32
Total Accounts Receivable	0.00	0.00	39,239.32	0.00	0.00	0.00	39,239.32
Other Current Assets							
1250 - Prepaid Assets	0.00	0.00	21,146.55	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	3,661.29
Total Other Current Assets	0.00	0.00	24,807.84	0.00	0.00	0.00	24,807.84
Total Current Assets	-299,615.85	475,893.42	1,221,361.69	426,307.71	97,900.64	350,437.51	2,272,285.12
TOTAL ASSETS	-299,615.85	475,893.42	1,221,361.69	426,307.71	97,900.64	350,437.51	2,272,285.12
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable	0.00	0.00	-25,246.77	430.00	0.00	0.00	-24,816.77
2010 - Accounts Payable	0.00	0.00	-25,246.77	430.00	0.00	0.00	-24,816.77
Total Accounts Payable	0.00	0.00	-25,246.77	430.00	0.00	0.00	-24,816.77
Credit Cards							
US Bank OneCard- Viktor	0.00	0.00	572.81	0.00	0.00	0.00	572.81
US Bank One Card- Chancy	0.00	0.00	93.65	59.00	0.00	0.00	152.65
US Bank One Card- Rich	0.00	0.00	782.78	0.00	0.00	0.00	782.78
US Bank One Card- Ashley	0.00	0.00	3,144.30	642.75	0.00	0.00	3,787.05
Total Credit Cards	0.00	0.00	4,593.54	701.75	0.00	0.00	5,295.29
Other Current Liabilities							
2070 - Deferred Taxes	0.00	6,530.03	22,142.96	0.00	0.00	0.00	28,672.99
2400 - Payroll Liabilities							
2133 - Paid Leave Oregon Withholding	0.00	0.00	4,773.13	0.00	0.00	0.00	4,773.13
2132 - Oregon Transit Tax Withholding	0.00	0.00	1,086.25	0.00	0.00	0.00	1,086.25
2100 - Wages Payable	0.00	0.00	32,239.54	0.00	0.00	0.00	32,239.54
2110 - Federal Income Tax Payable	0.00	0.00	4,892.00	0.00	0.00	0.00	4,892.00
2120 - FICA Payable	0.00	0.00	2,995.87	0.00	0.00	0.00	2,995.87
2125 - Medicare Payable	0.00	0.00	712.87	0.00	0.00	0.00	712.87
2130 - State Income Tax Payable	0.00	0.00	-2,079.74	0.00	0.00	0.00	-2,079.74
2131 - Works Benefit Fund Payable(W...	0.00	0.00	289.72	0.00	0.00	0.00	289.72
2140 - PERS Payable	0.00	0.00	11,406.52	0.00	0.00	0.00	11,406.52
2145 - OR Saving Growth 457 Payable	0.00	0.00	150.00	0.00	0.00	0.00	150.00
2160 - Health Insurance Prem. Payable	0.00	0.00	-158.60	0.00	0.00	0.00	-158.60
2210 - Health Ins Prem Ded Pre Tax	0.00	0.00	6,117.79	0.00	0.00	0.00	6,117.79
2230 - Flexible Spending Account	0.00	0.00	925.00	0.00	0.00	0.00	925.00
2232 - Union Dues	0.00	0.00	1,035.05	0.00	0.00	0.00	1,035.05
Total 2400 - Payroll Liabilities	0.00	0.00	66,385.40	0.00	0.00	0.00	66,385.40
Total Other Current Liabilities	0.00	6,530.03	88,528.36	0.00	0.00	0.00	95,058.39
Total Current Liabilities	0.00	6,530.03	67,875.13	1,131.75	0.00	0.00	75,536.91
Total Liabilities	0.00	6,530.03	67,875.13	1,131.75	0.00	0.00	75,536.91
Equity							
3010 - Fund Balance	-5,938.00	-190,215.66	-2,058,216.22	-1,193,735.62	-737,563.10	-335,582.41	-4,521,253.01
3200 - Unallocated Fund Balance	-299,674.94	199,104.52	2,378,823.64	1,195,279.30	738,816.74	336,019.92	4,546,369.18
Net Income	5,997.09	460,474.53	832,881.14	425,632.28	96,647.00	350,000.00	2,169,632.04
Total Equity	-299,615.85	469,363.39	1,153,486.56	425,175.96	97,900.64	350,437.51	2,196,748.21
TOTAL LIABILITIES & EQUITY	-299,615.85	475,893.42	1,221,361.69	426,307.71	97,900.64	350,437.51	2,272,285.12

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Philomath Fire and Rescue
Check Detail
March 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	03/01/2024	Consumer Power I...		1015 · Citizens Ba...		-341.80
				6050 · Utilities		-221.90	221.90
				6050 · Utilities		-72.12	72.12
				6050 · Utilities		-47.78	47.78
TOTAL						-341.80	341.80
Check	EFT	03/02/2024	Carson Oil		1015 · Citizens Ba...		-473.63
				6130 · Gas & Oil		-473.63	473.63
TOTAL						-473.63	473.63
Check	EFT	03/04/2024	AT&T Mobility		1015 · Citizens Ba...		-120.06
				6060 · Telephone, ...		-120.06	120.06
TOTAL						-120.06	120.06
Check	EFT	03/05/2024	AsiFlex		1015 · Citizens Ba...		-450.00
				2230 · Flexible Spe...		-450.00	450.00
TOTAL						-450.00	450.00
Check	EFT	03/05/2024	EFTPS		1015 · Citizens Ba...		-13,134.34
				2110 · Federal Inco...		-5,320.00	5,320.00
				2120 · FICA Payable		-3,166.61	3,166.61
				2125 · Medicare Pa...		-740.56	740.56
				5405 · Employers F...		-3,166.61	3,166.61
				5410 · Employers ...		-740.56	740.56
TOTAL						-13,134.34	13,134.34
Check	EFT	03/05/2024	Oregon Departme...		1015 · Citizens Ba...		-3,480.00
				2130 · State Incom...		-3,480.00	3,480.00
TOTAL						-3,480.00	3,480.00
Check	EFT	03/06/2024	NW Natural		1015 · Citizens Ba...		-450.00
				6050 · Utilities		-450.00	450.00
TOTAL						-450.00	450.00
Check	EFT	03/06/2024	Comcast		1015 · Citizens Ba...		-15.82
				6060 · Telephone, ...		-15.82	15.82
TOTAL						-15.82	15.82
Check	EFT	03/06/2024	Colonial Life		1015 · Citizens Ba...		-153.40
				2210 · Health Ins P...		-25.00	25.00
				2150 · Health Insur...		-128.40	128.40
TOTAL						-153.40	153.40

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**Philomath Fire and Rescue
Check Detail
March 2024**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	03/06/2024	PERS		1015 · Citizens Ba...		-16,785.48
					5431 · PERS - Pick...	-3,129.29	3,129.29
					5430 · PERS - Emp...	-13,656.19	13,656.19
TOTAL						-16,785.48	16,785.48
Check	EFT	03/08/2024	Pacific Power		1015 · Citizens Ba...		-718.30
					6050 · Utilities	-718.30	718.30
TOTAL						-718.30	718.30
Check	EFT	03/10/2024	CIS Trust		1015 · Citizens Ba...		-11,743.59
					5440 · Health Insur...	-11,743.59	11,743.59
TOTAL						-11,743.59	11,743.59
Check	EFT	03/15/2024	De Lage Landen Fi...		1015 · Citizens Ba...		-152.15
					6100 · Equipment ...	-152.15	152.15
TOTAL						-152.15	152.15
Check	EFT	03/15/2024	Pioneer Telephon...		1015 · Citizens Ba...		-210.90
					6060 · Telephone, ...	-210.90	210.90
TOTAL						-210.90	210.90
Check	EFT	03/15/2024	Carson Oil		1015 · Citizens Ba...		-576.10
					6130 · Gas & Oil	-576.10	576.10
TOTAL						-576.10	576.10
Check	EFT	03/16/2024	City of Philomath		1015 · Citizens Ba...		-239.70
					6050 · Utilities	-15.20	15.20
					6050 · Utilities	-224.50	224.50
TOTAL						-239.70	239.70
Check	EFT	03/20/2024	Consumer Power I...		1015 · Citizens Ba...		-415.24
					6050 · Utilities	-337.46	337.46
					6050 · Utilities	-77.78	77.78
TOTAL						-415.24	415.24
Check	EFT	03/20/2024	Republic Services		1015 · Citizens Ba...		-332.92
					6050 · Utilities	-297.42	297.42
					6050 · Utilities	-35.50	35.50
TOTAL						-332.92	332.92

Philomath Fire and Rescue Check Detail March 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	OLP	03/12/2024	Riverstrong		1015 · Citizens Ba...		-2,396.27
					6001 · Contracted ...	-2,396.27	2,396.27
TOTAL						-2,396.27	2,396.27
Bill Pmt -Check	32155	03/01/2024	General Pacific, Inc.		1015 · Citizens Ba...		-1,585.00
Bill	20240...	03/15/2024			6190 · Small Tools ...	-1,585.00	1,585.00
TOTAL						-1,585.00	1,585.00
Bill Pmt -Check	32156	03/01/2024	Synergy Security ...		1015 · Citizens Ba...		-702.00
Bill	15062	03/01/2024			6060 · Telephone, ...	-702.00	702.00
TOTAL						-702.00	702.00
Bill Pmt -Check	32157	03/08/2024	MPTV, Inc.		1015 · Citizens Ba...		-188.86
Bill	B396...	02/01/2024			6170 · Building Mai...	-17.14	17.14
Bill	B396...	02/02/2024			6230 · Hazardous ...	-4.49	4.49
Bill	B397...	02/06/2024			6280 · Volunteer In...	-18.85	18.85
Bill	B397...	02/09/2024			6280 · Volunteer In...	-23.44	23.44
Bill	B398...	02/14/2024			6161 · Vehicle Main...	-36.70	36.70
Bill	AA25...	02/14/2024			6161 · Vehicle Main...	-4.34	4.34
Bill	B398...	02/14/2024			6161 · Vehicle Main...	-11.12	11.12
Bill	B398...	02/16/2024			6180 · Grounds Mai...	-42.99	42.99
Bill	B398...	02/16/2024			6170 · Building Mai...	-3.45	3.45
Bill	B399...	02/21/2024			6161 · Vehicle Main...	-18.07	18.07
Bill	B399...	02/27/2024			6161 · Vehicle Main...	-8.27	8.27
TOTAL						-188.86	188.86
Bill Pmt -Check	32158	03/07/2024	Amy Wilkerson		1015 · Citizens Ba...		-158.68
Bill	0324 ...	03/07/2024			6270 · Volunteer - ...	-158.68	158.68
TOTAL						-158.68	158.68
Bill Pmt -Check	32159	03/07/2024	Ashley Scott		1015 · Citizens Ba...		-695.41
Bill	362551	03/08/2024			6090 · Education/Tr...	-615.15	615.15
Bill	0303-...	03/08/2024			6090 · Education/Tr...	-80.26	80.26
TOTAL						-695.41	695.41
Bill Pmt -Check	32160	03/07/2024	Butts Electric Inc.		1015 · Citizens Ba...		-6,889.70
Bill	13037	02/27/2024			7110 · Capital Outl...	-6,889.70	6,889.70
TOTAL						-6,889.70	6,889.70
Bill Pmt -Check	32161	03/07/2024	Culligan		1015 · Citizens Ba...		-121.05
Bill	793622	03/06/2024			6050 · Utilities	-121.05	121.05
TOTAL						-121.05	121.05

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**Philomath Fire and Rescue
Check Detail
March 2024**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32162	03/07/2024	Grant Creek Truck...		1015 · Citizens Ba...		-1,040.00
Bill	996	03/08/2024			7110 · Capital Outl...	-1,040.00	1,040.00
TOTAL						-1,040.00	1,040.00
Bill Pmt -Check	32163	03/07/2024	Industrial Welding...		1015 · Citizens Ba...		-31.00
Bill	370338	02/27/2024			6210 · Supplies - M...	-31.00	31.00
TOTAL						-31.00	31.00
Bill Pmt -Check	32164	03/07/2024	Nick's Auto Repair		1015 · Citizens Ba...		-785.00
Bill	18332	03/07/2024			6161 · Vehicle Main...	-785.00	785.00
TOTAL						-785.00	785.00
Bill Pmt -Check	32165	03/07/2024	Oregon EMS Asso...		1015 · Citizens Ba...		-120.64
Bill	0306 ...	03/08/2024			6250 · Uniforms	-120.64	120.64
TOTAL						-120.64	120.64
Bill Pmt -Check	32166	03/07/2024	Willamette Hose &...		1015 · Citizens Ba...		-83.64
Bill	588701	03/05/2024			6161 · Vehicle Main...	-83.64	83.64
TOTAL						-83.64	83.64
Bill Pmt -Check	32168	03/15/2024	911 Supply		1015 · Citizens Ba...		-151.84
Bill	INV-1...	03/19/2024			6250 · Uniforms	-151.84	151.84
TOTAL						-151.84	151.84
Bill Pmt -Check	32169	03/15/2024	CoEnergy Propane		1015 · Citizens Ba...		-2,124.27
Bill	54506...	10/31/2023			6170 · Building Mai...	-1.00	1.00
Bill	47968	03/14/2024			7110 · Capital Outl...	-2,123.27	2,123.27
TOTAL						-2,124.27	2,124.27
Bill Pmt -Check	32170	03/15/2024	Industrial Welding...		1015 · Citizens Ba...		-20.50
Bill	374524	03/12/2024			6210 · Supplies - M...	-20.50	20.50
TOTAL						-20.50	20.50
Bill Pmt -Check	32171	03/15/2024	Local Government...		1015 · Citizens Ba...		-432.00
Bill	69021	03/14/2024			6001 · Contracted ...	-432.00	432.00
TOTAL						-432.00	432.00
Bill Pmt -Check	32172	03/15/2024	Oregon Departme...		1015 · Citizens Ba...		-175.00
Bill	ARI68...	03/15/2024			6161 · Vehicle Main...	-175.00	175.00
TOTAL						-175.00	175.00

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**Philomath Fire and Rescue
Check Detail
March 2024**

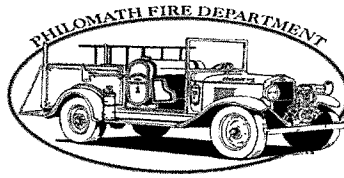
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	32173	03/15/2024	Paula Anderson.		1015 · Citizens Ba...		-180.95
Bill	March...	03/15/2024			6270 · Volunteer - ...	-180.95	180.95
TOTAL						-180.95	180.95
Bill Pmt -Check	32174	03/15/2024	Philomath Pharma...		1015 · Citizens Ba...		-31.99
Bill	223	03/15/2024			6310 · Physical & I...	-31.99	31.99
TOTAL						-31.99	31.99
Bill Pmt -Check	32175	03/15/2024	Sema Roofing Exp...		1015 · Citizens Ba...		-550.00
Bill	1789	03/12/2024			6170 · Building Mai...	-550.00	550.00
TOTAL						-550.00	550.00
Bill Pmt -Check	32176	03/15/2024	The Corvallis Clinic		1015 · Citizens Ba...		-682.00
Bill	200942	03/01/2024			6310 · Physical & I...	-682.00	682.00
TOTAL						-682.00	682.00
Bill Pmt -Check	32177	03/15/2024	Willamette Hose &...		1015 · Citizens Ba...		-319.88
Bill	589009	03/11/2024			6161 · Vehicle Main...	-18.51	18.51
Bill	589014	03/11/2024			6161 · Vehicle Main...	-4.92	4.92
Bill	589102	03/12/2024			6190 · Small Tools ...	-23.93	23.93
Bill	589263	03/14/2024			6161 · Vehicle Main...	-6.08	6.08
Bill	589105	03/15/2024			6190 · Small Tools ...	-168.56	168.56
Bill	589382	03/15/2024			6190 · Small Tools ...	-85.28	85.28
Bill	589362	03/15/2024			6161 · Vehicle Main...	-12.60	12.60
TOTAL						-319.88	319.88
Bill Pmt -Check	32180	03/21/2024	Annas Consultant...		1015 · Citizens Ba...		-3,609.00
Bill	3408	03/20/2024			6160 · Equipment ...	-3,609.00	3,609.00
TOTAL						-3,609.00	3,609.00
Bill Pmt -Check	32181	03/21/2024	Life Assist, Inc.		1015 · Citizens Ba...		-154.04
Bill	14180...	03/21/2024			6210 · Supplies - M...	-154.04	154.04
TOTAL						-154.04	154.04
Bill Pmt -Check	32182	03/21/2024	SeaWestern		1015 · Citizens Ba...		-42.15
Bill	INV29...	03/20/2024			6250 · Uniforms	-42.15	42.15
TOTAL						-42.15	42.15

Philomath Fire and Rescue
A/R Aging Detail
As of March 31, 2024

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Invoice	03/20/2024	2015-...	Knife River	04/19/2024		375.00
Total Current						375.00
1 - 30						
Invoice	03/20/2024	2015-...	OSU Student Health...	03/20/2024	11	995.00
Invoice	03/20/2024	2015-...	Philomath School Di...	03/20/2024	11	90.00
Invoice	03/26/2024	2015-...	OSU Student Health...	03/26/2024	5	295.00
Total 1 - 30						1,380.00
31 - 60						
Invoice	02/06/2024	2015-...	Metropolitan Reporti...	02/06/2024	54	18.57
Invoice	02/29/2024	2015-...	OSU Student Health...	02/29/2024	31	855.00
Total 31 - 60						873.57
61 - 90						
Total 61 - 90						
> 90						
General Journal	06/30/2019	ER19	Adjustment			47,131.32
General Journal	06/30/2021	AJE21...	Adjustment			-47,131.00
General Journal	06/30/2021	AJE21...	Adjustment			29,146.00
General Journal	06/30/2021	AJE21...	Adjustment			8,637.00
General Journal	06/30/2021	AJE21...	Adjustment			-1,197.57
Invoice	06/01/2022	2015-...	Metropolitan Reporti...	06/01/2022	669	25.00
Total > 90						36,610.75
TOTAL						39,239.32

**Philomath Fire and Rescue
A/P Aging Detail
As of March 31, 2024**

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	03/21/2024	589810	Willamette Hose & F...	03/31/2024		68.95
Bill	03/21/2024	B4029...	MPTV, Inc.	03/31/2024		2.06
Bill	03/22/2024	135184	Levi Schell	04/01/2024		18.00
Bill	03/22/2024	B4030...	MPTV, Inc.	04/01/2024		47.53
Bill	03/22/2024	589852	Willamette Hose & F...	04/01/2024		29.19
Bill	03/22/2024	23121...	Medline Industries, I...	04/01/2024		311.03
Bill	03/23/2024	23123...	Medline Industries, I...	04/02/2024		142.50
Bill	03/24/2024	PFR2...	Cascade Badge & E...	04/03/2024		175.25
Bill	03/25/2024	28130...	Chris Leonard	04/04/2024		56.67
Bill	03/25/2024	13050	Butts Electric Inc.	04/04/2024		430.00
Bill	03/26/2024	2403-...	Spaeth Lumber Co., ...	04/05/2024		13.87
Bill	03/26/2024	16500...	Shonnard's	04/05/2024		56.00
Bill	03/26/2024	375742	Industrial Welding S...	04/05/2024		31.00
Bill	03/27/2024	Febru...	Philomath Fire Distri...	04/06/2024		425.52
Bill	03/28/2024	INV14...	Ultrex	04/07/2024		69.42
Bill	03/28/2024	23128...	Medline Industries, I...	04/07/2024		103.50
Bill	03/28/2024	813102	Ashley Scott	04/07/2024		14.52
Bill	03/28/2024	B4039...	MPTV, Inc.	04/07/2024		10.18
Bill	03/29/2024	17031...	Medline Industries, I...	04/08/2024		6.59
Bill	03/29/2024	B4040...	MPTV, Inc.	04/08/2024		7.98
Bill	03/31/2024	5154	Koopman Consulting	04/10/2024		504.12
Total Current						2,523.88
1 - 30						
Bill	03/05/2024	AA257...	MPTV, Inc.	03/15/2024	16	13.44
Credit	03/16/2024	589421	Willamette Hose & F...			-8.92
Bill	03/11/2024	B4013...	MPTV, Inc.	03/21/2024	10	4.48
Bill	03/15/2024	B4019...	MPTV, Inc.	03/25/2024	6	6.16
Bill	03/15/2024	B4018...	MPTV, Inc.	03/25/2024	6	6.76
Bill	03/15/2024	2022-...	CIS Trust	03/25/2024	6	582.00
Bill	03/16/2024		MPTV, Inc.	03/26/2024	5	44.46
Bill	03/16/2024	EMR ...	Andrew Licon	03/26/2024	5	100.00
Bill	03/17/2024	B4023...	MPTV, Inc.	03/27/2024	4	16.73
Bill	03/19/2024	ARF7...	Department of Publi...	03/29/2024	2	46.25
Bill	03/20/2024	B4027...	MPTV, Inc.	03/30/2024	1	4.07
Total 1 - 30						815.43
31 - 60						
Credit	02/26/2024	C14663	Hughes Fire Equipm...			-63.54
Total 31 - 60						-63.54
61 - 90						
Total 61 - 90						
> 90						
General Journal	06/30/2023	AUDIT...	SAIF Corporation			-28,078.82
Credit	12/05/2023	790240	TWGW, Inc. dba Phi...			-13.72
Total > 90						-28,092.54
TOTAL						-24,816.77



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

1 April 2024

Association Business

- Regular Association meetings
- Committees met to work on Budgets.
- Volunteers bought 4 chairs for the residence side of station.

Volunteer Activity

- Staffed to help provide coverage as needed.
- Continue to assist in the organization and teaching drills.
- Station Repairs and upgrades at 203.
- Work on Brush Trucks
- Members participating with Training Facility and Apparatus Committees.
- 3 Volunteer to Winter Fire School at DPSST.
- 3 Volunteers participated in the Leukemia Stair Climb
- Participated in Live Fire Training.
- Lt Anderson working on CPR Instructor

Recruitment and retention

- Interviewed 2 potential volunteers. 1 Fire and 1 EMS.
- Onboarded 1 Fire Volunteer.

Respectfully submitted.

Dan Eddy
President

Paula Anderson
Vice President

Jean Goul
Treasurer

Kendra Islam
Secretary



S | D | I | S
SPECIAL DISTRICTS
INSURANCE SERVICES

Fire District
Risk Management
Self-Assessment



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For additional information or assistance with the recommendations in this document contact:

Jason Jantzi, Risk Management Consultant – Public Safety
Direct: 503-375-8886 | Toll-free: 800-285-5461 ext. 106
Mobile: 503-559-0389
jjantzi@sdao.com



Fire District Risk Management Self-Assessment

This self-assessment is for the benefit of the fire district board and chief officers to assist in evaluating areas where the district may have gaps. This self-assessment is based on federal, state, and local rules, along with best practices derived from consensus standards such as NPFA, ISO, and other organizations. It is the responsibility of the district board and management team to review relevant rules and standards to determine your level of compliance based on your appetite for risk. This is not an exhaustive list, as this information is constantly changing, but is one tool to help you assess your district. When you answer these questions and find that there are missing or inadequate items, request assistance from the SDAO Risk Management team. riskmanagement@sdao.com 800-285-5461 or 503-371-8667

Board Policies and Practices Section

Introduction: This section addresses the elected board's policies and practices. There is a mix of required items and best practices that have been developed as the result of losses incurred by the SDIS pool. It is the responsibility of each board member to understand the laws and rules that govern their district and to act accordingly. Board members can have individual liability when acting outside the course and scope of duties on behalf of the district. The SDAO Consulting Services, Risk Management, Human Resources, and Legal Services Departments can be of assistance to the board in specific instances.

Board Duties/Responsibilities

- The district has written board duties and responsibilities of officers.
- The district provides each board member with a copy of ORS 198 and the statute that regulates the type of district you represent.
- The district distributes a copy of Oregon Government Ethics Law to each board member.
- The district adopts a policy to utilize SDAO legal services program or to seek qualified legal advice before any major decision that could lead to a lawsuit.
- The district has an annual review/training of each board member and written acknowledgement of policy and training kept on file.
- The frequency of board meetings complies with the Oregon statute regulating your type of district.
- The district has a procedure for election of board officers.
- The district follows ORS 198 or other authorizing statute for filling board vacancies.
- The board has filed the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually reviews the submitted notice to ensure that information is current.

Annual Budget Process

- Annual funds are set aside for board training.
- The district has established a budget committee. (For districts not governed by Oregon Budget Law, hold at least one budget work session.)
- The district advertises or distributes the adopted budget to district patrons. (For districts not governed by Oregon Budget Law, make the budget available to patrons.)
- The board approves an annual budget.
- The board sets a monthly review of expenditures.

The district annually identifies maintenance issues or other potential hazards within the district:

- Develop a plan, based on monetary considerations, for addressing the issues.
- A prioritized list of projects is made and approved; if no funding is available for a project, listing the project with "no available funds" is acceptable.

Public Purchasing

- The board has adopted a public contracting policy and reviews the Attorney General's Model Public Contracting Rules.
- The board has adopted a surplus property policy.
- The board has adopted a personal service policy.
- The board has adopted a procedure for reviewing all new and existing contract forms with legal counsel.

Public Meeting and Records

- The board has adopted a public meetings policy that addresses:
 - Regular meetings
 - Emergency meetings
 - Executive sessions
 - Minutes
 - Conflict of interest
 - Public access to the meetings
- The board has adopted a public records policy that addresses:
 - Exempt records
 - Fees for responding to record requests
 - Designated records coordinator
- The board has adopted forms or a process to allow the public to request records.
- The board has adopted forms or a process for acknowledging a request and for responding to a request that is consistent with the Secretary of State's guidance on public records.
- The district follows the records retention schedule established by the Oregon Secretary of State for Special Districts (OAR Chapter 166 Division 150).

Risk Management

- The board has adopted a policy to review the district's agent of record agreement and services every three years.
- The board reviews coverage annually with agent including district's P/C limits and deductibles, what is covered and amount of coverage.
- The district has an annual coverage certificate review. Annually discuss with the district's agent current contracts and corresponding certificates that have been issued to ensure that contract provisions comply with current coverages.
- The district has an annual review of district assets. Annually meet with the district's agent to review any applicable schedules (example: auto, property, inland marine) to ensure that assets are adequately valued, and all are listed.

- The district maintains an agreement for local legal services.

Financial Controls

- The board has adopted a written investment policy.
- The board has appointed an auditor. (For small districts not required to appoint auditor, complete the Secretary of State's Financial Report.)
- The board approves the annual audit or Secretary of State's Financial Report in district board minutes.
- The district files the audit or financial report with Secretary of State.
- The board requires a bond, crime coverage or letter of credit of any board member or employee charged with possession and control of district funds or carries the Travelers Comprehensive Crime Policy.
- The board has established minimum internal controls for access to district funds.

Education and Training

- Board members have had general board member training (an SDAO board training or affiliated association-sponsored training), and board has established policy for recurring training and/or continued education. www.sdao.com/sdao-ofdda-fire-district-directors-academy
- The district sends representatives to the SDAO Annual Conference.
- The district sends representatives to a personnel management training workshop (affiliated association sponsored training), ideally on a recurring/rotating basis.
- The district regularly sends representatives to risk management and safety workshops. (SDAO's risk management training or SDAO's boiler, electrical and HVAC maintenance seminar; OFDDA training; or other affiliated association sponsored training.)
- The district regularly sends representatives to a sexual harassment training. (SDAO or affiliated association sponsored training.)
- The district regularly sends representatives to an SDAO HR Regional Training or affiliated association sponsored HR training.

Personnel Management

Introduction: This section addresses personnel policies and practices. There is a mix of required items and best practices that have been developed to assist the members based on rules, laws and including best practices. It is the responsibility of each board member as well as the Fire Chief and officers to understand the laws and rules that govern their district and to act accordingly. The SDAO Consulting Services, Risk Management, Human Resources, and Legal Services Departments can be of assistance to the board in specific instances.

Annual review of board-approved personnel policies including:

- Non-discrimination/Veterans' Preference
- Job descriptions
- Harassment
- Employee benefits
- Violence in the workplace
- Employee evaluation procedures
- Discipline procedures
- Alcohol and drug-free workplace
- Vehicle usage on and off-duty
- The board has adopted a policy to never terminate a staff member without prior legal advice. (Free pre-termination legal advice available for districts insured by SDIS. For districts that have a deductible/SIR of \$25,000 or less, and prior to termination of an employee SDAO is called for legal advice, the \$25,000 deductible/SIR may be avoided if the district follows all reasonable advice provided to them.)

Staff Handbook, Training and Procedures

- The district has a staff handbook that is reviewed and updated regularly (at least every two years).
- The staff handbook is reviewed:
 - o Upon hire
 - o When changes are made to the workplace or policies
 - o At regular intervals with staff
- The staff handbook is aligned to your workplace and is up to date.
- The district trains **all** staff on discrimination and harassment issues, mandatory reporting, and elder abuse.
- The district trains **all** supervisors on their role in discrimination and harassment, and personnel issues.
- The district maintains compliance with state/federal laws & guidelines:
 - o Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)
 - o Hiring Practices/Veterans' Preference/Pay Equity

- The district annually reviews I-9 and other employment documents for compliance.
- The district has up-to-date job descriptions that are ADA compliant.
- The district policies are effectively communicated and enforced by supervisors.



Record Keeping and Other Documentation

- The district keeps all personnel files current.
- The district keeps relevant documents in active personnel files:
 - o Employment/volunteer application
 - o Resume (if offered)
 - o Letter(s) of recommendation (if any)
 - o Employment/volunteer offer letter
 - o New staff orientation checklist
 - o Staff agreements (if any)
 - o Copy of original payroll set-up sheet (all subsequent ones belong in the payroll file)
 - o Copies of all performance evaluations, goals, and objectives
 - o Copies of all disciplinary actions, any dispute procedure documentation, and results (investigative notes, documents, etc. should not be kept in the employee file)
 - o Requests for any policy exceptions
 - o Requests for leaves of absence (if this contains medical information, place in separate confidential file)
 - o Training courses/classes attended
 - o Professional licenses, certifications, etc.
 - o Copies of complimentary letters or notes

- All change of notices with appropriate signature for all salary or status changes
- Any request to view personnel file contents or have a copy
- Performance reviews
- I-9s and medical information kept separately from personnel files.
- The district stores personnel files in compliance with state and federal recordkeeping laws, including employees who have separated from the district.
- The district keeps items with protected medical information in a separate, locked location.
- The district provides training for managers and employees about personnel files.
- The district keeps all federal and state labor posters displayed in a conspicuous location.

Recruitment and Promotional Process

Introduction: This section addresses the process for the recruitment of career and volunteer staff members. There is a mix of required items and best practices that have been developed to assist the members based on rules, laws and including best practices. It is the responsibility of each board member as well as the district's hiring authority to understand the laws and rules that govern their district and to act accordingly. The SDAO Consulting Services, Risk Management, Human Resources, and Legal Services Departments can be of assistance to the district in specific instances.

Documents

- The district reviews position descriptions (PD) prior to each hiring cycle and a minimum of every two years to ensure the PDs are up-to-date and in compliance with the ADA.
- The district reviews the application for employment/volunteer for compliance with federal, state, and local laws and rules prior to each hiring cycle and a minimum of every two years.
- The district has reviewed the hiring and/or promotional process to ensure compliance with current Veteran's Preference law.
- The district secures all relevant application documents as confidential and only allows necessary access to those documents as part of the official hiring/promotional process.

Interviews

- The district prepares and reviews questions in advance for the interview panel to use. These questions are job related and avoid discussions about protected classes.
- When an interview panel is established, members of the panel will be a diverse cross section of district employees and possibly patrons to the best of the district's ability.

Physical Ability Testing

- The district reviews the physical ability testing process prior to each hiring process to ensure compliance with federal, state, and local laws and rules. If accommodations are requested prior to testing, the district should seek the advice of an HR or legal professional.
- The testing involves the use of objective criteria that is job-related, when possible, use a nationally recognized and accepted test.
- The district uses the PD to identify the criteria for the physical ability test.

Contractual Agreements Best Practices

Introduction: Districts may enter into a variety of agreements including MOUs and IGAs with other governmental and private groups. SDAO believes that it is important to memorialize these agreements in writing and to regularly review these documents to include updates such as statute and rule changes, new understanding of subjects, and new elected officials and district managers. This list is by no means exhaustive but are some likely topics that may have agreements. The district board has the responsibility to ensure these agreements meet current federal, state, and local laws and rules. SDAO Risk Management, Legal Services, and Consulting Services Departments can assist in specific instances.

This section is not intended to provide guidance for employment or personnel contracts. A labor attorney should be consulted prior to approval and acceptance of those of documents.

Governmental Agreements – As Appropriate

- The district maintains a list of agreements with public entities (such as mutual-aid, auto-aid, ORS 190 agreements, facility use, etc.)
- The district maintains an appropriate ambulance license with Oregon Health Authority.
- The district has an appropriate license for narcotics.
- The district maintains a written agreement with an attending physician advisor for EMS.
- The district has current mutual and auto-aid agreements with the surrounding districts/departments.
- The district has current agreements with other agencies or departments (Forestry, BLM, etc.)
- The district is currently accredited with Oregon DPSST or other accrediting organization.
- The district is currently active with the local fire defense board or county fire chiefs.
- The district is part of the Federal System for Award Management (S.A.M.) Registry.

Private Party Agreements

- The district maintains a list of agreements with private parties (such as vendors, patrons, private organizations, non-profits).
- The district ensures these agreements provide indemnification and proper levels of insurance coverage.

General Guidelines

- All agreements are reviewed and approved by the fire chief prior to acceptance and signature.
- The district consults local legal counsel prior to approval and signing of agreements.
- All agreements entered by the district follow this basic outline.
 - Parties of the agreement (define who the agreement is between)
 - Terms of the agreement (what is being provided by both parties)
 - Duration of the agreement (does the agreement end at a certain time?)

- Termination provisions of the agreement (how do/can the parties end the agreement?)
- The district has a process to regularly review agreements and contracts for changes and needed updates (may be annually or other set timeframe)



Unmanned Aircraft Systems (UAS) - Drones

Introduction: Districts may choose to utilize drones as a tool. This not an exhaustive list of what is required by the current FAA and State Department of Aviation rules, but only a guide to assist you to create your own checklist. The district board has the responsibility to ensure their flights meet current federal, state, and local laws and rules. **In order to have liability coverage the member must, at the time of the claim, be using the drone in compliance with all applicable local, state, and federal laws.** Contact your agent for specific coverage details. The SDAO risk management team can assist in specific instances.

For complete rules:

www.faa.gov/uas/

www.oregon.gov/aviation/pages/index.aspx

Prior to Flying

- The district has registered all drones with the FAA **and** State of Oregon.
- Remote UAS pilots have a current FAA pilot certificate **or** are flying under a current Certificate of Authorization from the FAA.
- The district has Implemented logs for maintenance, inspections, and flight activities.
- The district has developed guidelines for flight operations.
- The district has developed guidelines for media/sensor information storage.

Guidelines for Flight Operations

- The district operating guidelines address all items found in [FAA Part 107](#) and [State of Oregon rules](#) such as:
 - Determine airspace restrictions; contact air traffic control, if needed.*
 - Check weather based on manufacturer's guidance.
 - Keep drone within visual line of sight, minimum 3 statute miles of visibility.*
 - Fly **ONLY** during daylight, at or below 400 ft.*
 - Do not fly closer than 500 ft. below, and/or 2000 ft. horizontally from clouds.
 - Do not fly near manned aircraft or over people.*
 - Do not fly over critical infrastructure unless following Oregon rules.
 - Do not fly in a harassing manner.

Guidelines for After Flying

- The district pilots inspect the drone based on manufacturer's recommendations.
- The district pilots log flight data for annual reporting to Oregon Department of Aviation.
- The district stores UAS batteries in a fire resistive package.
- The district stores media/sensor information data according to public records policy.

*Certain provisions allow a certificated pilot to deviate from this requirement.

Health and Safety Section – Oregon OSHA

Introduction: This section is a paraphrase of Oregon OSHA’s Division 2, Subdivision L, and related rules. All checklist items are the result of an Oregon OSHA rule, there are a small number of best practices in this section. **This is not an exhaustive list of Oregon OSHA rules;** further research may be required to ensure compliance with Oregon OSHA (<https://osha.oregon.gov/>). Contact SDAO Risk Management for assistance.

General

- The district has an organizational statement that talks about the organization’s structure, the functions of the district, and the type, amount, and frequency of training.
- The district requires that a physician release any employee or volunteer with a known medical condition prior to engaging in fire suppression activities.
- The district requires that any employee or volunteer be evaluated annually to ensure they are physically capable to perform the job duties.
- The district has a current position description for each occupation that identifies physical capacities, minimum and special qualifications.
- The district requires that any employee who is required to wear a tight-fitting respirator (SCBA, N95) have a medical questionnaire evaluated by a licensed health care provider.
- The district requires that any employee who is required to wear a tight-fitting respirator (SCBA, N95) have a fit test performed prior to wearing one and annually thereafter.
- The district requires that any employee who is required to render medical assistance be given hepatitis B vaccine or allowed to decline the vaccine in writing prior to exposure.

Administrative

- The district has a safety committee or holds an all-hands safety meeting monthly.
- The district maintains meeting minutes for at least three years.
- The district posts the minutes in an area that all district members can read them.
- The district does quarterly facility inspections.
- The district investigates all incidents that could or have resulted in property damage or injury.
- The district records injuries and illnesses on an OSHA 300 log and 300A summary
- The district records all needle or medical sharps sticks on a sharp’s exposure log.
- The district has had an OSHA consultation within the past five years (recommendation only) or a visit by SDAO Risk Management within the past three years.

Education and Training

- The district has implemented a policy addressing appropriate training and education based on position.
- The district has provided appropriate training in the following areas:

- Interior structural firefighters meet NFPA 1001, Firefighter 1 or higher; or are firefighting trainees who are under the direct supervision of a NFPA Firefighter 1 or higher.
- Exterior only firefighters meet the minimum performance standards (student prerequisites) of NFPA 1001 (2013).
- The district ensures that all live fire training is conducted in accordance with NFPA 1403 (2012) or Appendix A of OAR 437-002-0182 and under the direction of the training officer or district representative.



Personal Protective Equipment

- The district has a current hazard assessment to determine what personal protective equipment (PPE) is necessary.
- The district requires that all employees have the proper protective equipment for known hazards.
- The district provides a turnout ensemble (helmet, hood, coat, pants, and boots) that meets the requirements of NFPA 1971 (**currently owned** -1991 edition; **purchased after 7/1/16** – 2013 edition).
- The district provides hand protection that meets the requirements of NFPA 1973 (**currently owned** - 1988 edition; **purchased after 7/1/16** – 2013 edition).
- The district provides eye and face protection that meet the requirements of ANSI Z87.1 (1998 edition).
- The district provides hearing protection that meets the requirements of 1910.95 for sound levels above 85 db.
- The district provides effective PPE for bloodborne pathogens (gloves, gowns, face, and eye protection).
- The district performs documented inspections of all PPE at least **monthly** (weekly is preferred).

Respiratory Protection Program

- The district provides NIOSH approved respiratory protection.
- The district's written program includes the identity of the person or position responsible for maintaining the program.

The district's written respiratory program includes statements on:

- Procedures for selecting respirators.
- Medical evaluations of employees.
- Fit testing procedures of employees.
- Procedures for using respirators in foreseeable conditions.
- Procedures and schedule for cleaning, disinfecting, storing, inspecting, repairing, discarding, and maintaining the respirators.
- Procedures for ensuring adequate air quality, quantity, and flow of breathing air for SCBAs or supplied air respirators (SARs).
- Procedures for training employees.
- Procedures for annual evaluation of the respiratory program.

Respirator Selection and Use

- If the district uses respirators other than SCBAs or SARs, evaluate the respiratory hazard to select the appropriate respirator (if the atmosphere is or could be IDLH then SCBAs or SARs are the only recommended respirators).
 - o The district should evaluate:
 - Identity of respiratory hazard, a reasonable estimate of exposure, **and** chemical and physical state.
 - Relevant workplace and user factors that will affect performance and reliability.
 - A sufficient number of respirator models to allow for correct user fit.
- The district provides a PASS alarm for each SCBA in use that meets NFPA 1982 (**currently owned - 1983 edition; purchased after 7/1/16 – 2013 edition**).
- The district takes air samples from the compressor at least every six months to be analyzed for grade D air (quarterly is industry practice).

Medical Questionnaire and Fit Testing

- The district requires the employee to fill out a medical questionnaire prior to using the respirator.
 - o Frequency
 - Prior to use (required)
 - Any negative medical signs or symptoms related to the use of a respirator (required)
 - Health care professional, supervisor or program administrator requests the employee be re-evaluated (required)

- Observations made during a fit test or other programmatic event indicates the need for re-evaluation (required)
 - Changes in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee (required)
 - A reasonable time interval determined by the employer (i.e., annually, biannually, every 5 years) [**Best Practice Only**]
- The district receives the response from the licensed healthcare provider **prior** to allowing the employee to use the respirator or fit testing the employee.
- The district fit tests employees prior to respirator use, when there are facial changes, and **annually** thereafter.

Bloodborne Pathogens

The district has a written exposure control plan that addresses the following:

- How to determine occupational exposures.
 - Work practices and engineering controls to eliminate exposures.
 - How to determine the circumstances surrounding an exposure incident.
 - Procedures for post-exposure care.
 - Procedures for implementing the exposure control plan.
 - Procedures to review the plan annually.
- The district has a committee that reviews the medical sharps **annually** to make recommendations about safer devices.
- District management reviews and documents a response to the committee recommendations (not required to accept recommendations).
- The district has a sharps log to document incidents.

Emergency Response

The district has operational guidelines addressing the following:

- Emergency and non-emergency apparatus operation.
- Incident management system.
- Personnel accountability system that meets NFPA 1561, (2008).
- Rapid intervention team/crew.
- Rehab.
- All expected emergency responses (fire, EMS, technical rescues or HazMat).
- Staging of apparatus and/or personnel.
- Narcotics storage and usage during EMS responses.
- Mutual or auto-aid responses.



Hazardous Materials Response

- The district identifies non-residential hazardous materials storage locations.
- The district has a pre-plan for responding to these hazardous materials storage locations.

The response plan includes statements about:

- Pre-planning and coordination with outside parties.
- Personnel roles, lines of authority, training, and communication.
- Emergency recognition and prevention.
- Safe distances.
- Scene security and control.
- Evacuation procedures.
- Decontamination.
- Medical treatment and first aid.
- Personnel withdrawal procedures.
- After action critique.
- Personal protective equipment, emergency equipment, and response procedures.
- The role of the incident commander.

The incident commander is responsible for:

- Identifying the hazardous substance and condition.
- Implementing emergency operations.
- Ensuring effective personal protective equipment is selected and worn.
- Access is limited to the warm and hot zone.
- Effective decontamination procedures are implemented.

- A competent safety officer is designated.
- Only appropriately trained personnel are used.
- On-scene medical surveillance is provided for emergency responders.

Apparatus Bays

- The district keeps the apparatus bay clear of obstructions, trip hazards, slick and greasy floors.
- The district knows that the air inside the building is not contaminated with exhaust gases from apparatus engines by monitoring the air.
- The district follows these best practices when possible:
 - Exhaust gases are controlled by local exhaust means.
 - Perform routine preventative maintenance on vehicle engines.
 - Idle times are reduced when indoors.
 - Vehicle exhaust is directed outdoors and away from interior openings.
 - Interior doorways are sealed to prevent exhaust gases from entering.
 - Turnouts are kept in a separate room away from exhaust gases.
 - Ice makers and drink dispensers are kept in an area away from exhaust fumes.

Apparatus

- All vehicles have roll-over-protective-structure (ROPS) if it does not have a cab.
- All vehicles have tailboards that do not project outside of the vehicle sides or fenders.
- All vehicles have an exhaust system that keeps the exhaust gases away from the occupants.
- All vehicles have the loaded weight and unloaded height posted where the driver can clearly see it.
- The district has written procedures and records for **monthly** apparatus checks and when the apparatus is returned to the station **after use**.
- The district takes apparatus or equipment out of service that is excessively worn, deteriorated or damaged until it is repaired.
- The district has annual testing done on all fire service equipment, including hoses, pumps, and ladders.

Apparatus Operation

- The district only allows adequately trained personnel to operate vehicles.
- Only personnel who have a valid license are allowed to operate a vehicle on public roadways.
- The district ensures that all equipment is effectively stored and/or secured on the vehicle before it moves.
- The district ensures that all firefighters are seat belted while the vehicle is moving.
- The district has a backing policy that requires spotters to be used when backing a vehicle.

Traffic Control

- The district uses vehicles with emergency lights to control the traffic flow at emergency scenes.

- After the emergency is stabilized, the district uses traffic control measures listed in the ODOT short-term traffic control manual.

Hose and Drill Towers

- All floor and wall openings over four feet from the ground are equipped with a standard guardrail.
- All elevated platforms are equipped with toe boards when tools or other objects that could roll off are present.
- All fixed ladders in the hose-drying tower meet the requirements for fixed ladders.
- All ropes used to hoist hose in the tower have a safe breaking strength of at least three to one.
- The district has the hoist serviced and inspected annually.
- Tie off points are inspected according to the manufacturer or under the direction of a registered professional engineer.
- Written inspection records are maintained for three years.

District Owned Confined Spaces - Where employees do not enter.

- The district has all confined spaces identified and evaluated even if the district does not enter them.
- The district has all confined spaces posted with signage reading, "Danger - Confined Space (or Permit Required Confined Space), Do Not Enter."
- The district has effective means of keeping employees from entering the confined space.
- The district informs contractors of the presence of the confined space and its hazards.
- If the district enters its own confined spaces, the district has a full confined space program.

Emergency Service Confined Space Rescue

- If the district is designated as an employer's confined space rescue service, the district has a written agreement with that employer.
- The district trains responders for confined space rescues using NFPA or other national standards.
- The district ensures that everyone responding to confined space emergencies is certified to NFPA Firefighter 1 level.

Emergency Service Confined Space Rescue - Training

- The district provides training prior to entry into a confined space or any time there are changes in duties or equipment.

The district's confined space training plan includes discussions about:

- Inherent confined space hazards
- Safe performance in a confined space
- How to assess and secure the space
- How to use calibrated direct reading instruments

- How to effectively ventilate the confined space
- How to use the personal protective equipment
- How to use the confined space specific equipment
- When and how to exit the confined space
- The district's confined space training plan includes practical application of the learned skills including a simulated rescue every 12 months.
- The district documents the training with certification that includes the training topic, employee's name, date of training and signature of the trainer.

Emergency Service Confined Space Rescue - Standard Operating Guideline

The districts' operating guideline includes:

- The use of an incident management system that meets NFPA 1561.

An assessment of the confined space incident:

- Classification as a rescue or body recovery
- Physical Hazards
- Atmospheric Hazards
- Ventilation

Emergency Service Confined Space Rescue - Equipment

- The district provides appropriate equipment for entry into a confined space.
- The district provides appropriate equipment for non-entry rescue from a confined space.
- The district provides appropriate personal protective equipment for entry into a confined space.

Emergency Service Equipment Testing

- The district performs annual testing of all emergency equipment according to national standards (pumps, hose, ladders, etc.).
- The district performs annual testing of aerial devices in accordance with NFPA 1911, 2007 edition, or by a registered professional engineer, the apparatus manufacturer, or an American Welding Society certified welding inspector. Any repairs are recertified by the same.
- The testing is documented, and records are maintained according to public records law.

District Facilities - General

- The district keeps all areas clear of trip hazards.
- The district keeps all flammable liquids inside an approved flammable liquid cabinet or room.
- The district maintains proper guards on all power equipment (such as grinders or saws).
- The district maintains proper guards on all equipment with moving parts (such as belts, pulleys, or chains).
- The district inspects and maintains apparatus bay doors using the manufacturer's recommendations.

- Hand tools are inspected to make sure they are in good condition.
- The district inspects cranes, hoists, jacks, or lifts annually.
- The district inspects rigging prior to each use.
- The district has the weight rating posted for any mezzanine areas used for storage.

Walking / Working Surfaces

- The district has a documented inspection process of the facility at least monthly or as often as necessary to keep the workplace safe.

There is effective protection to keep people from falling:

- Loading docks more than **four feet**
- Stairs more than **four risers**
- Catwalks, platforms, raised walkways more than **four feet**
- Roofs or other surfaces not normally used for walking/working more than **ten feet**
- Slippery floors** due to spills of liquids/materials or weather

Electrical

- The district inspects all electrical cords for damage.
- The district ensures that all cords are kept out of the way to avoid trips and falls.
- Extension cords are used only for temporary wiring.
- The district keeps a minimum of **36 inches** of clear space around electrical panels.
- The district keeps electrical rooms free of storage.
- The district hires qualified electricians to install wiring or make repairs.

Heat Illness Prevention

- The district has determined when emergency operations directly involved in the protection of life or property, public safety power shutoffs, or restoration of essential services, such as evacuation, rescue, medical, structural firefighting, law enforcement, utilities, and communications have ceased, and the full provisions of this rule are in effect.**
- The district has implemented a written Heat Illness Prevention (HIP) Program that addresses the following items:
 - Identifies an Individual or position who is responsible for the program.
 - How employees will be trained on the hazards of heat exposure and the necessary steps to prevent heat-related illnesses.
 - How to recognize the symptoms of dehydration, and how to respond to suspected heat-related illnesses in others.
 - How sufficient amounts of cool, potable water in work areas will be provided for staff.

- How employees will be provided frequent opportunities and encouragement to stay hydrated by drinking water.
- How employees will be provided sufficient space to rest in a shaded area or cool climate-controlled area, and where heat-affected employees may cool off and recover when signs and symptoms of heat-related illnesses are recognized.
- How the employer will implement the heat illness prevention rest break schedule when necessary to keep employees safe.
- How the employer will implement heat acclimatization procedures for new employees or employees returning to work from extended absences of seven or more days.
- The district establishes and maintains an adequate number of shade areas when the heat index is above 80 degrees Fahrenheit.
 - Shade areas are open on at least 3 sides or have mechanical ventilation
 - Shade areas are large enough to cover employees seated in a normal posture
 - Employees must be able to remove PPE in these areas
 - Shade areas are as close as practical to work areas
 - If natural vegetation is used as shade the shadow must be sufficient to protect employees
 - Vehicles that have working air conditioning are considered shade
- The district provides ready access to sufficient drinking water at no cost to the employees when the heat index is above 80 degrees Fahrenheit.
 - The water must be cool or cold (Potable water that is suitable to drink and that is cool (66 °F – 77 °F) or cold (35 °F – 65 °F).
 - Employees must have at least enough water to consume 32 oz. per hour. This may be restocked throughout the day if supplies are needed.
 - Employees must be allowed time to drink water.
- The district has adopted the following high heat practices when staff is exposed to a heat index of 90 degrees Fahrenheit or greater.
 - Effective two-way communication is provided to all staff members.
 - Regular contact with staff working alone, a mandatory buddy system, or other effective means of observation and communication to promptly identify staff suspected of experiencing heat-related illness.
 - Designate and equip an adequate number of staff who are authorized to call for emergency medical services.
 - When staff work in structures without mechanical ventilation the district measures the current indoor heat index by measuring the temperature and humidity inside the structure or assumes the outdoor heat index is the same as indoor.

- Develop and implement a written heat illness prevention break schedule that meets the requirements of [OAR 437-002-0156\(5\)\(e\)](#).
- The district has determined how exposure to excessive heat is addressed in their emergency medical plan. [OAR 437-002-0161\(4\)](#)
- The district has developed and implemented a written plan addressing acclimatization of staff and volunteers.
- The district provides **annual** heat illness prevention training to all staff, including volunteers.
- The district keeps the most recent **annual** training record that includes:
 - Name/identifier of staff member trained
 - Date of the training
 - Name of the person who conducted the training
- The district's training covers the following topics:
 - Environmental and personal risk factors, such as health conditions, clothing worn and/or PPE usage.
 - The employer's procedures for complying with the requirements of this standard.
 - The importance of frequent consumption of small quantities of water, up to 32 ounces per hour.
 - The concept, importance, and methods of the district's acclimatization plan found in section (8).
 - The different types of heat illness, the common signs, and symptoms of heat illness, and the appropriate first aid and emergency response to the different types of heat illness.
 - The importance for staff to immediately report to the employer, directly or through the employee's supervisor, signs and symptoms of heat illness in themselves or in others.

Wildfire Smoke

- The district has determined when emergency operations directly involved in the protection of life or property, public safety power shutoffs, or restoration of essential services, such as evacuation, rescue, medical, wildland firefighting and associated support activities such as fire camp services and fire management, structural firefighting, law enforcement, utilities, and communications have ceased, and the full provisions of this rule are in effect.**
- The district has developed guidance for all staff related to the procedures for assessment, training, and protective measures for wildfire smoke.
- The district monitors wildfire smoke (PM2.5) using a publicly accepted method.
- The district provides **annual** training to all staff, including volunteers who may be exposed to an AQI of 101 or greater or PM2.5 at or above 35.5 µg/m³. This training includes the following topics:
 - Symptoms of wildfire smoke exposure.
 - Potential acute and chronic health effects.

- Each employee's right to report health related issues due to exposure and how to obtain medical treatment.
- How employees can access average and forecasts for AQI or concentrations of PM2.5.
- Training on the important, limitations, and benefits of using a filtering facepiece respirator (FFR).
- Training on how to use and maintain an FFR.
- How the district is protecting staff from wildfire smoke exposure, including how to obtain an FFR.
- A review of any job tasks that expose the wearer of FFRs to greater hazards than wildfire smoke and why staff should not wear the FFR during those tasks.
- Procedures for supervisors to follow when a report or observation of adverse health effects are seen.
- How to monitor PM2.5 in the workplace and how that will be communicated to staff
- The district keeps the most recent **annual** training record that includes:
 - Name/identifier of staff member trained
 - Date of the training
 - Name of the person who conducted the training
- The district has implemented a two-way communication method to provide information about the current ambient air concentration of PM2.5 or AQI from wildfire smoke that includes:
 - A means to notify staff of changes in the air quality that would change the needed exposure control measures.
 - A means for staff to notify supervisors of changes in air quality, availability of exposure control measures, and symptoms of exposure that may necessitate medical care.
- The district has implemented exposure control methods using engineering or administrative controls to reduce the level of individual's wildfire smoke exposure below an AQI of 101 or PM2.5 of 35.5 $\mu\text{g}/\text{m}^3$ unless those controls are "functionally impossible or would prevent the completion of work."
 - **Oregon OSHA defines appropriate engineering controls** as items that may include, but are not limited to, temporarily relocating outdoor workers to available indoor areas or vehicles where the air is adequately filtered or using portable air purifiers equipped with HEPA filters (or similar high-efficiency air filters) that are sufficient in number and performance for the size of the enclosed area where used.
 - **Oregon OSHA defines appropriate administrative controls** as items that may include, but are not limited to, temporarily relocating outdoor work operations to another outdoor location with better air quality when work permits and changing employee work schedules to when better air quality is forecasted.

- If elastomeric respirators are used to reduce employee exposure to wildfire smoke at any PM2.5 concentration, employers must comply with all applicable requirements under of the Respiratory Protection Standard – 29 CFR 1910.134.
- The district provides FFRs for voluntary use when the levels of wildfire smoke PM2.5 is at or above 35.5 $\mu\text{g}/\text{m}^3$ but less than PM2.5 is at or above 200.9 $\mu\text{g}/\text{m}^3$ or an AQI of 101 but less than 251.
 - The district maintains an adequate supply of FFRs in an area that is readily accessible to all staff or is distributed directly to staff.
 - The FFRs are stored in a manner so that they do not become a health hazard to the users.
- The district provides and requires use of FFRs when staff are exposed to levels of wildfire smoke PM2.5 is at or above 200.9 $\mu\text{g}/\text{m}^3$ but less than 500.4 $\mu\text{g}/\text{m}^3$ or an AQI of 251 but less than 501.
 - Use the Wildfire Smoke Respiratory Protection Program as described in Appendix A of this standard in lieu of conducting medical evaluations and fit testing, which are otherwise required under the Respiratory Protection Standard – 29 CFR 1910.134
- The district requires the use of respirators in accordance with the Respiratory Protection Standard – 29 CFR 1910.134. Whenever employee exposure to wildfire smoke PM2.5 is at or above 500.4 $\mu\text{g}/\text{m}^3$ (AQI 501).

Cancer Risk Factor Reduction

Introduction: All hostile fires have known and unknown contaminants that can cause serious health problems. To reduce the risk to fire district personnel engaged in fire suppression and overhaul duties, districts should develop processes to reduce their exposures to these health hazards. These processes can be split into two categories: In-station and on-scene procedures. Cancer may never be eliminated from the fire service, but districts can take steps to reduce firefighters' exposures to carcinogens and promote a healthy lifestyle. Effectively managing these risk factors requires an organization-wide effort that includes leadership, management, supervision, accountability, and personal responsibility.

Board and Management Duties

- The district board has implemented a policy outlining the areas of responsibilities such as
 - Finance – funding sources, expenditures, capital planning
 - Health and Safety Officer – qualifications, authority for accountability
 - Logistics – acquisition of PPE and decon equipment and cleaning and maintenance of PPE
 - Operations – selection and use of PPE and authority for accountability
- The district actively promotes a tobacco and nicotine free workplace.
- The district actively promotes firefighter wellness to combat cancer risk factors.
- The district considers the budget with a specific focus on cancer risk reduction:
 - Provide adequate sets of turnouts to allow for cleaning.
 - Provide more than one hood for individual firefighters.
 - Provide more than one set of gloves for individual firefighters.
 - Provide for machine washing of turnouts after events.
 - Assessment of station design: storage of turnouts, vehicle exhaust, overall ventilation, etc.

Policy Considerations

- The district has implemented policies and procedures requiring:
 - The use of appropriate PPE by all personnel during **all** stages of fires, including overhaul and investigations.
 - **Appropriate PPE is determined by the chemical and physical hazards known or presumed to be present at an event.**
 - Consideration should be given to requiring apparatus operators to be on air.
 - Establishing cold, warm, and hot zones. Limit entry into hot zone to only necessary personnel.
 - Wet method gross decontamination of **all** PPE prior to leaving the scene and/or entering rehab.
 - Dirty, but deconned PPE to be bagged and/or placed outside the cab when possible.
 - Methods to remove contaminants from an individual's body, i.e., showering, wipes, sauna, etc.
 - No PPE worn inside the station classrooms, offices, or living areas.
 - No dirty PPE taken home or transported in personal vehicles.

- Regular washing of PPE consistent with manufacturer's recommendations.
 - **Strongly recommended** after every fire, including training burns
 - Provide incident rehab appropriate for the level and type of incident.
 - Decontamination for all apparatus, equipment, and station.
- The district reviews these steps regularly to ensure they are kept up to date.

Training

- The district provides regular training in the following areas:
- Carcinogenic hazards encountered during fire events.
 - PPE or protocols necessary to reduce carcinogenic effects during fires.
 - Requirements to use proper PPE at all fire events.
 - Proper decontamination methods of PPE and individual firefighter, on-scene and in quarters.
 - Proper routine decontamination for apparatus, equipment, and station.
 - Benefits of personal wellness: fitness, nutrition, sleep, and regular medical evaluations.

Behavioral Health Program

Introduction: Most of us are aware of the physical demands that firefighters and EMS providers undergo through their career. Fire service leaders and behavior health professionals now recognize they face many of the following behavioral challenges because of their work such as anxiety, depression, burnout, stress disorders, and addiction. Clinical research and the claims experience of SDIS demonstrates that firefighter longevity and overall health are tied directly to strong behavioral health practices on both personal and agency-wide levels. The goal of creating a program is not to diagnose and cure individuals, but simply create an environment where tools and assistance are readily available, promoted, and utilized by everyone including family members. To that end, SDAO and SDIS have partnered with several professional organizations to provide mental health resources. SDAO Risk Management can assist you with accessing these resources. One such resource is: <http://www.everyonegoeshome.com/wp-content/uploads/sites/2/2017/12/behavioral-health-mgmt-guide-122017.pdf>

Board and Management Duties

- The district has policies and guidelines in place that define the behavioral health program, such as:
 - Appropriate confidentiality and necessary disclosure (intention of self-harm, suicide, etc.)
 - Confidential tracking of usage
 - Minimum and preferred qualifications of peer support personnel
 - Wellness of peer supporters
 - Expectations for leadership support of the program
 - Financial support and funding of resources
- The district works with culturally competent and trained mental health professionals (i.e., EAP, local clinicians and clergy with a practice focused on or specialized training for public safety personnel).
- The district actively promotes behavioral health resources to members and their family (EAP, local clinicians, chaplains, etc.).
 - SDIS provides low-cost access to www.PublicSafetyEAP.com for all fire district members.
- The district has trained members actively involved in peer-support roles.
 - SDAO has partnered with www.nwpeersupport.org to assist in implementing peer-support.
- The district provides regular training on the following subjects to all members:
 - General understanding of behavioral health and the available resources
 - How to perform self-care
 - How to utilize an after-action report (AAR)
 - How to recognize individuals in crisis and connecting them to resources
- The district provides appropriate and regular behavioral health training to **supervisory personnel**.
- The district provides appropriate and regular behavioral health training to **peer support personnel**.

Sample Mental Health Self-assessment for personnel

This self-assessment was adapted from the Firefighter Behavioral Health Alliance self-assessment tool.

<https://www.ffbha.org/resources/suicide-questionnaire/> If you answer yes to 3 or more questions, we recommend that you seek care from a local chaplain, peer support team member, the Public Safety EAP, or a mental health clinician who has expertise in providing care to public safety professionals. **If you answered yes to the last two bolded questions, please seek support immediately from 911, calling the National Suicide Prevention Lifeline 1-800-273-8255 or calling the Share the Load Program 1-888-731-3473.** Once you receive help from one of these make contact with a trusted family member, friend, local chaplain, or counselor.

- Do you feel like a burden to your family, friends, or your agency?
- Do you feel the world would be better without you in it?
- Do you isolate yourself from others at work or at home?
- Do you find yourself turning to alcohol or other mood-altering drugs to make yourself feel better?
- Do you find yourself turning to other addictive behaviors to make yourself feel better?
- Have you or someone close to you noticed that your sleeping patterns have changed?
- Do you think “what’s the use” when responding to emergency calls?
- Do you find yourself thinking about or performing unnecessarily risky activities while on an emergency scene?
- Have you found an increased or new interest in risky activities outside of work?
- Do you find yourself displaying unexpected angry emotions or been talked to about unprofessional behavior toward others within the past two months?
- Have family, friends, or co-workers told you that “you have changed” recently?
- Does your family have a history of suicide?
- Does your family have a history of feeling depressed?
- Do you have feelings of hopelessness?
- Do you feel like killing or harming yourself?
- Have you created a plan to kill yourself? ***
- Have you recently attempted to kill yourself? ***



Youth Firefighter Program – Cadet Firefighters

Introduction: This self-assessment addresses concerns related to the employment of, volunteering by, or use of minor children as firefighters. These individuals are referred to in a variety of ways across Oregon but most commonly as cadets or junior firefighters. For the purposes of this document, a minor firefighter is a child who has not reached the age of 18 and performs any tasks commonly associated with the fire service and EMS, including training related to those tasks. SDAO Risk Management can assist you in specific circumstances. Contact your agent for coverage details.

Board and Management Duties

- The district has implemented a board policy outlining the minor firefighter program.
- The policy addresses the following:
 - Responsible parties
 - Selection process for both adults and minors, including background checks and eligibility requirements.
 - Third party affiliation, if any (such as Boy Scouts of America), their contracts, and their insurance coverage

- Code of conduct
- Operational guidelines: including maximum total number of minors allowed in the program, ratio of adults to minors (minimum two adults), selection process, physical capability assessment, ride along procedures, appropriate times/situations when minors can be at the station
- The district has a current policy addressing mandatory reporting laws.
- The district has a current policy addressing harassment and hostile work environment.
- The district has a current policy addressing electronic communication/social media.
- The district has a current policy addressing HIPAA and confidentiality.
- SOP/SOGs follow all federal/state/local laws and rules (such as OROSHA, BOLI, DPSST, OHA/EMS).
- The district has discussed adequate insurance coverage levels with their agent.

Contracting

- The district has established procedures for entering into agreements with third-party vendors (licensed, insurance current, named additional insured, adequate limits for OTCA, etc.)
- The district monitors agreements to ensure obligations are met as required by the agreement.
- The district has a single point of contact for review and approval of these and all agreements - **The chief should have oversight of the agreements if they are not the point of contact for approvals.**

Program Management

- The district has assigned a named individual as the program manager.
- The district has implemented a selection procedure for all adults who will be supervising minor firefighters (including background checks, reference checks, etc.).
- The district reviews relevant policies annually with the supervisors (e.g., mandatory reporting, harassment, operational guidelines, etc.).
- The program manager has spoken in person with parent(s)/guardian(s) about what the minor firefighter will be doing, and the hazards associated with the tasks assigned.
- The district has a signed consent form with parent(s)/guardian(s) and minor firefighter's signatures.
- The district has implemented a process to address concerns from parent(s)/guardian(s) and minors, including an investigation protocol.
- The district has developed a list of approved activities for the minor firefighters based on federal and state law, **all other activities are prohibited.**

Eligibility

- The district has implemented eligibility requirements for minor firefighters, including age, minimum GPA, and physical capability.

- The district has implemented eligibility requirements for adult supervisors, including criminal convictions, driver record, training, and attendance.

Operations

- The district has current operational protocols for minor firefighters that conform to the list of approved activities.
- The district's use of minors conforms to current federal/state/local laws and rules.
- The district has established protocols addressing how minor firefighters will arrive at the station or on-scene for duty assignments.
- The district has established procedures to address violations of standards.
- The district has set a minimum number of supervising adults that are to be present before minors are allowed at the station and on-scene.
- The district has set limitations on when minors are at the station to prevent sexual abuse/hostile work environment.
- The district has a current ride-along procedure that addresses concerns about sexual abuse/hostile work environment.
- The district provides appropriate job training prior to assigning tasks on scene.
- The district provides **annual** training on the following topics:
 - HIPAA and confidentiality, including social media
 - Bloodborne pathogen exposures
 - Harassment/discrimination and mandatory reporting

Facilities Use and Outside Trainers

Fire districts have been entrusted with public funds to purchase and use property and equipment for the public good. Over the years there have been instances of training that has gone awry and caused damage to not just district equipment and property, but to the public trust. Third party vendors or trainers can be a useful tool; however, they have their own set of complications. Here are some best practices to keep in mind when allowing outside groups or vendors to use your facility for any reason including training. For other public entities we also recommend your district have a current IGA or contract in place defining the terms of your relationship. SDAO Risk Management or Legal Services can be of assistance with answering questions about these agreements. Contact your agent for insurance coverage questions, such as proper limits.

Contracts and Agreements

- The district has implemented a policy on use of district property, including vehicles and equipment.
- The district has a current use agreement or contract on file for all planned events.
- The district has had the written agreement reviewed by the district's general counsel.
- The agreement includes language addressing the following:
 - Indemnity language that names who is responsible for damage or injuries.
 - Insurance language that names the district as the additional insured with appropriate levels of coverage, **contact your agent to determine appropriate amounts.**
 - Language related to the prohibition of harassment and discrimination and/or creating a hostile work environment.
 - Documented specifics about the event, including any exclusions that are necessary.
 - Documented fees that are to be charged for the event.
 - Additional language about requirements or expectations, such as access to district facilities, equipment usage, signage or promotion of the event, prohibitions, or limitations, etc.
 - Language detailing the termination of the agreement, under what conditions, emergencies, non-compliance, timeframes, etc.

Live Fire or Hazardous Training

- If the district is hosting or participating in a live fire or other potentially hazardous training event, there are **additional** considerations the district must include in the agreement:
 - Document responsibility for providing appropriate PPE to the participants.
 - If the PPE is not what the participant is currently using and trained on at their district, who is responsible for providing that training to meet OSHA standards? **OAR 437-002-0134 and OAR 437-002-0182**
 - Who is responsible for the cleaning and decon of the PPE?
 - If using respirators or SCBA who is responsible for ensuring that all OSHA respiratory standards are met prior to use? (i.e., medical evaluation, fit testing, training, etc.)

- The district has been provided a current training plan that addresses foreseeable risks. For live fire training, does that plan meet the requirements in NFPA 1403? – **there is language in the SDIS coverage documents requiring adherence to that standard.**
- Document who is responsible for providing workers' compensation coverage for all participants and instructors.
- Document who is responsible for damage to equipment, property, or the creation of foreseeable hazards (e.g., we burn the neighbor's fence or trees, we back into a building, we drop a powerline due to an overly active fuel load, or we damage a training prop).
- Document who is responsible for clean-up of the training area to remove debris.

Event Oversight, Planning, and Supervision

- The district provides on-site supervision of any event held on their property or property they are responsible for. This ensures the agreement is being adhered to and to address concerns or hazards that arise; consider charging a fee for this.
- The district requires an adequate number of pre-planning meetings with district staff.
- The district has been provided appropriate event planning documents by the event organizer.
- The district requires adequate levels of liability insurance from the event organizer – discuss with the district's insurance agent for appropriate coverage (event organizer has access to TULIP single event insurance through the district's agent).
- The district has a single point of contact for review **and** approval of these and all agreements - **The chief should have oversight of the agreements if they are not the point of contact for approvals.**

Facilities Maintenance Best Practices

Introduction: Some of the largest losses member districts face are related to the care and maintenance of their facilities. This section addresses some of the more common areas where concerns are seen. SDAO recommends that districts have a plan to address construction and maintenance of their facilities. SDAO Risk Management can assist you address specific circumstances. Contact your agent for coverage details.

Building Envelope

- The district inspects all buildings, including vacant and leased, regularly.
- The district has a documented inspection procedure reviewing the exterior of the buildings (items like roofs, walls, vegetation due to pests and arson, gutters and foundations, utility connections).
- The district has a documented inspection procedure reviewing the interior of the buildings (items like boiler rooms, extra humidity, leaking pipes and cracks in walls, electrical circuits).
- The district makes certain that roofs and gutters are kept free from damage and debris as often as necessary (minimum of twice a year).
- The district has a procedure in place to prioritize maintenance needs.
- The district has a procedure that outlines preventative maintenance priorities.

Fuel Tanks/Propane Tanks

- The district inspects the fueling area at least weekly for damage or deterioration.
- The facility is effectively grounded according to national standards.
- The district maintains proper labels on the structure or tank.
- The fueling facility is effectively protected from vehicles hitting the structure.
- There is adequate spill protection for the facility.

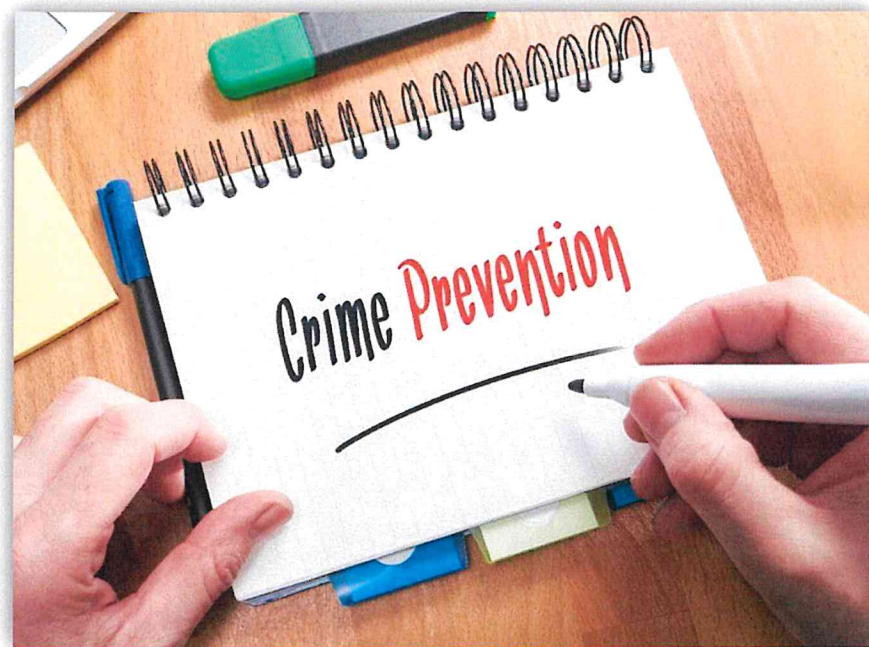
Utilities

- The electrical system is effectively grounded according to national standards.
- The district maintains proper labels on the breaker panels, disconnects, and fuse boxes.
- The water and gas shut-off valves are readily identifiable and unobstructed.
- The district inspects the apparatus bay shorelines and extension cords at least weekly for damage or deterioration.

Contracting

- The district has established procedures for hiring vendors (purchasing authority, licensed, insurance current, etc.).
- The district monitors contractors to ensure work is completed as required by the contract and local codes.

- The district reviews finished work at or before one year, five years and nine years to ensure the work is completed as required by the contract.
- All agreements entered by the district follow this basic outline:
 - Parties of the agreement (define who the agreement is between)
 - Terms of the agreement (what is being provided by both parties)
 - Duration of the agreement (does the agreement end at a certain time?)
 - Termination provisions of the agreement (how do/can the parties end the agreement?)
- The district has a single point of contact for review **and** approval of these and all agreements - **The chief should have oversight of the agreements if they are not the point of contact for approvals.**



Crime Prevention

- The district has established procedures to reduce potential for crime on their property.
- The district has adequate lighting installed around all facilities.
- The district controls access to the facility by use of fencing and signage that delineates areas open only to authorized users.
- The district has security systems and cameras installed in areas needing monitoring.
- The district maintains public areas separate from restricted areas inside the building by using doors, counters, or gates.
- The district keeps objects from blocking sight lines around the buildings, shrubs are trimmed lower than two feet tall **or** lower branches are trimmed up at least four feet from the ground.

- The district keeps windows and doors locked when buildings are not occupied.
- The district keeps equipment out of open sight lines to avoid theft.
- The district has a good working relationship with local law enforcement and has regular contact.

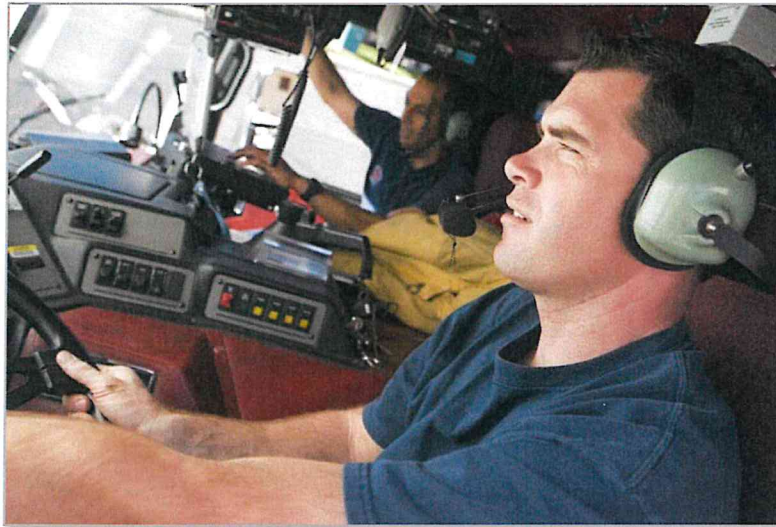


Vehicle Operations

Introduction: Vehicle crashes are some of the most frequent losses that SDIS incurs. This section is a compilation of best practices for creating and maintaining a solid motor vehicle program. The Risk Management Department can assist you with the development of this.

Prequalification Prior to Driving

- The district has a current job description for **any** position that drives vehicles for the district.
- The district policy for driving addresses the following areas:
 - Training
 - Experience – time behind the wheel
 - Experience – time at the district
 - Driver's license check – motor vehicle report (MVR) from DMV
 - Job performance
 - Medical evaluations
 - Required qualifications for driving



Training of Drivers

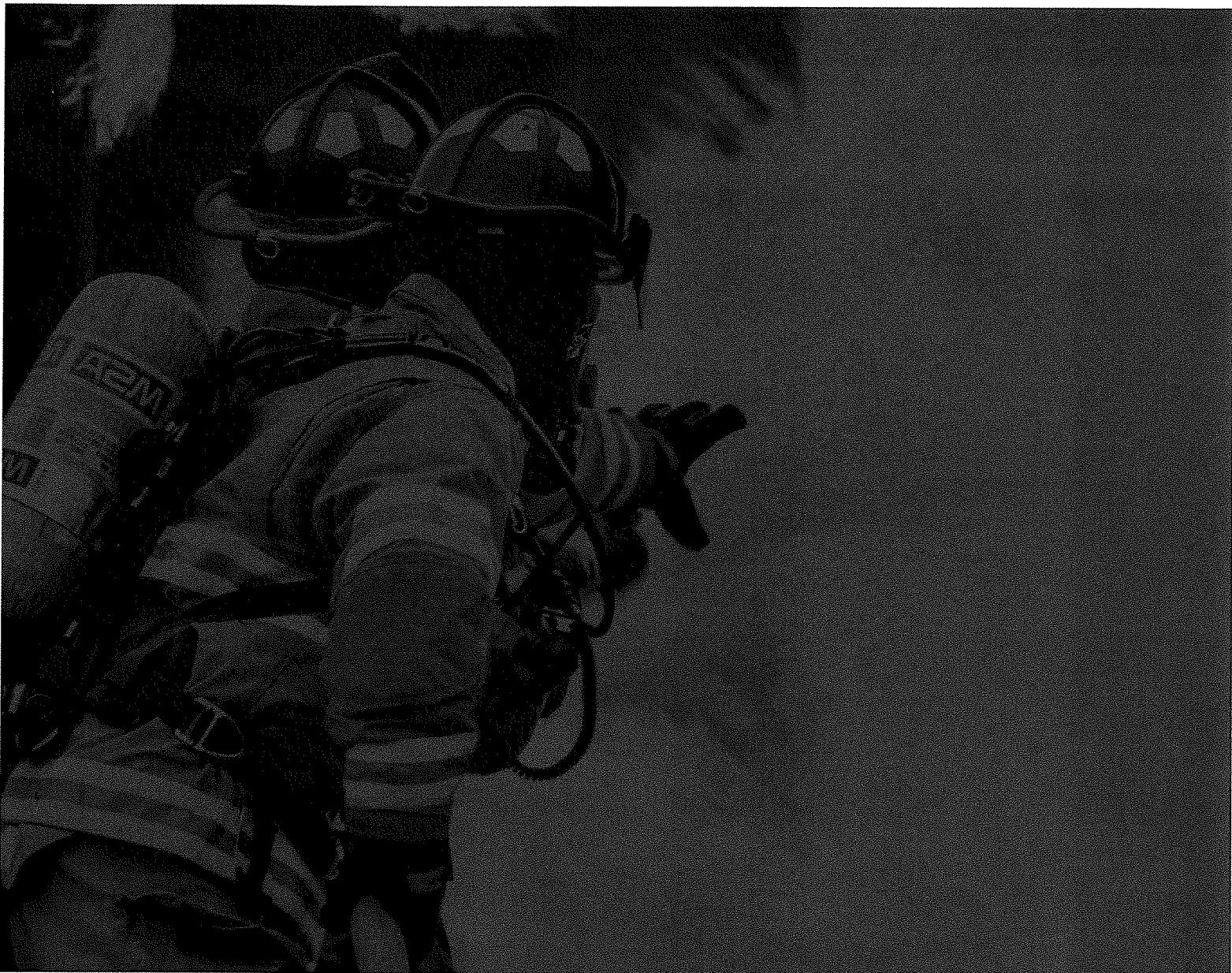
- The district routinely provides different methods of training for drivers.
- The district monitors changes to traffic laws and provides this information to drivers.
- The district follows recognized training programs such as DPSST, NFPA, IFSTA, etc.
- The district places reminders of proper driving techniques and “watch-outs” around the station and apparatus for visual cues.

Initial Assessment of Driver Candidates

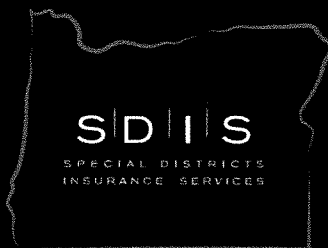
- The district provides a documented test based on the training material that was presented.
- The district conducts a closed course evaluation to demonstrate proficiency in each vehicle driven.
- The district conducts multiple over-the-road evaluations by a chief officer or designee for both emergency and non-emergent driving.

Requalification and Refresher Training

- The district conducts refresher training when changes, such as below occur **and** annually:
 - New or significant vehicle changes
 - Laws or rules related to driving are changed
 - New technology is added or used that affects driving conditions
 - Significant driver health changes (**requalification should also be done**)
- The district conducts performance evaluations annually by an over-the-road evaluation by a chief officer or designee for both emergency and non-emergent driving.
- The district reviews the driving records annually of each staff member who drives for the district.



Fire District Risk Management **Self-Assessment**



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