

PHILOMATH FIRE & RESCUE

September 12, 2022

Location: Philomath Fire & Rescue

3:00 pm

Executive Session

ORS 192.660(2)(b) To consider dismissal or discipline of or complaints against an officer, employee, staff or agent and 192.660(2)(i) and 192.660(8) To evaluate the performance of an officer, employee or staff member.

- I. ROLL CALL
- II. DISCUSSION
- III. ADJOURNMENT

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL
- II. CONSENT AGENDA
 1. Minutes – August 4, 2022
 2. Minutes – August 8, 2022
 3. Bills – August 2022
 4. Chief Vacation Hours
- III. PUBLIC COMMENT
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 - Reminders for Board Members
 2. Fire Chief – Miller Report
 3. Board Secretary – Rodriguez
 - Revenue/Expense Report
 - Review of Check Register
- V. REPRESENTATIVE REPORTS
 1. Volunteer Association - Louden
 2. IAFF Local 4925 – Licon
- VI. OLD BUSINESS
 1. Chief Review Process – Edmonds & Phillips
 2. Standard of Coverage – Annual Review
 3. Board Self-Assessment - Brand
 4. Lieutenant Job Description – 1st Reading
 5. Union Motions
- VII. NEW BUSINESS
 1. OFDDA Conference – November 2-5, 2022 in Hood River
 2. Board Check-in – “Pulse Check”
 3. Best Practices Survey
 4. Letter from Accuity
 5. Administrative Assistant Job Description – 1st Reading
- VIII. ACTION ITEMS

IX. NEXT MEETING – October 10th, 2022

X. ADJOURNMENT

A Fire Board member shall strive to:

Make decisions only after all available facts bearing on a question have been presented and discussed.

(Board Member Code of Conduct presented by Ken Jones at the 2014 Fire Service Conference)



Philomath Fire & Rescue

1035 Main Street
P.O. Box 247
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541.360.0030

September 12, 2022 Board Meeting Office Administrator Notes

1. **August Bills: Total \$31,035.96**
 - 6001 – *Contracted Professional Services* – Local Government Law Group total payments of \$2,600 in the month of August
 - 6060 – *Telephone, Pagers, Internet* – Annual Satellite Phone Subscription \$1,405.07
 - 6070 – *Travel* – Hotel Stay for Quarantine \$326.88 due to a Resident Volunteer testing positive for COVID and needing a place to stay other than the station; CONFLAG Food will be reimbursed by the State
 - 6130 – *Gas & Oil* - **\$4,129.15** in fuel expenses which continues to be very high. We're almost a quarter of the way into our fuel budget. We did budget additional funds for this line this year, \$25,000 up from \$15,000 last fiscal year. We will likely need all of these funds and hopefully will not overspend this line item.
 - 6900 – *Miscellaneous Expenses* – Philomath Fire District Employee Association for \$1,800 as per ULP settlement.
2. **Reminders for Board Members** – Is just that, a friendly reminder from yours truly
3. **Revenue/Expense Report:**
 - Profit & Loss by Class – Page 2 – Just a good idea to keep an eye on the General Fund balance, currently \$286,349.17. As a reminder, the bulk of our tax revenue doesn't start coming in until November.
 - Profit & Loss Budget vs Actual – Page 1 – We have already billed out for \$19,284.73 for conflagration reimbursements and this does not include Chief Miller's current deployment. We budgeted an expected \$170,000 in revenue for this fiscal year with \$85,000 budgeted as anticipated conflagration wages.
4. **Check Register** – As mentioned in August's Board meeting, Check #33229 to Alex Schilz was issued with 1 signature.
 - Deposits:
 - \$1,085 – FA/CPR Classes
 - \$20 – Sale of a Challenge Coin
 - \$43.27 – FA/CPR Class minus the Square fee
5. **Chief Review Process** – I'm not sure if there is more to discuss, but I didn't want to remove this without the Board's direction in case more discussion about the process is needed.
6. **Standard of Coverage** – Draft is included with track changes, after review by officers and Chief Miller. You may want to wait to discuss this document and any outstanding updates with him.
7. **Board Self-Assessment** – I included SDIS's Fire District Risk Management Self-Assessment which is a comprehensive booklet relating to all aspects of the Fire

Department. I'm not sure if the Board wants to quickly review the whole document or focus in on one section or another. It is very thorough and would probably be best completed by one or two board members in partnership with the admin team. Then, the appointed board members can report back their findings to the Board as a whole. Or however else you may want to manage this.

8. Lieutenant Job Description – Updates include Union and Chief input.
9. Union Motions – Returned from the August meeting. The Board should continue this discussion with the Union after having conferred with legal department.
10. OFDDA Conference – Just a reminder that that is coming up and if the Board would like to attend, I would encourage you to do so. Registration isn't up yet for 2022 but should be soon.
11. "Pulse Check" – Template included in Board Packet, as per the Board Calendar. However, given that it was just approved, we haven't really had time to send it out among the membership. Not sure if you want to do that now or wait until next quarter.
12. Best Practices Survey - I started the Best Practices Survey on behalf of the Board. I would like to draw the Board's attention to the Highlighted section, questions 20 through 41 for discussion and completion. The Board will likely need support from the admin staff to complete this and/or answer questions.
13. Letter From Accuity – This is a standard communication from any auditor. The audit is scheduled for September 29th & 30th and I will be here for that process.
14. Administrative Assistant Job Description – Draft updated by Lillie with review from Ferguson & Miller. We are currently using this update to recruit. Job was posted on website, facebook, with the Oregon Fire Service Office Administrators (OFSOA) network, around Philomath, and in the Philomath News. I am hopeful that we can get someone in place prior to my departure at the end of the month. However, I am happy to come back as a contractor to help with training and questions after October 1st.

PHILOMATH FIRE & RESCUE

August 4, 2022

4:00 PM

Special Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Directors Special Session meeting was called to order at 16:00 by President Phillips. Board members present were President Daphne Phillips, Vice President Rick Brand, and Treasurer Ken Corbin. Joe Brier and Doug Edmonds were not present. Staff member present was Fire Chief Tom Miller.
Guests: Volunteer Association Vice President Jessica Olsen.
- II. DISCUSSION – President Phillips stated that the Board needs to consider additional funding for HR Answers to continue the HR investigation. She noted that the additional estimate includes 20 additional hours at a rate of \$200 per hour, with an expected additional \$4,000 required to complete the investigation. Vice President Brand recommended the Board approve a timeframe and budget sticking within the estimated time needs of 20 additional hours, rather than approving more than the request. **Vice President Brand motioned to approve an additional 20 hours of work to be completed by HR Answers to complete the HR investigation. President Phillips seconded.** President Phillips noted that she will encourage the HR Answers investigator to complete the remaining work within the 20-hour scope. **Motion passed 3-0.**
- III. ADJOURNMENT – Meeting adjourned at 16:05.

PHILOMATH FIRE & RESCUE

August 8, 2022

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 at 15:00 by President Phillips. Board members present were President Daphne Phillips, Vice President Rick Brand, Treasurer Ken Corbin, Doug Edmonds, and Joe Brier. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
Guests: Deputy Chief (DC) Chancy Ferguson, Volunteer Vice President Jessica Olsen, Union President Andrew Licon, Resident Volunteer (RV) and acting Volunteer Secretary Sam Schmeusser, and Brad Fuqua of the Philomath Express. Remote attendees: Volunteer Officer Viktor Bovbjerg, Volunteer President Andy Loudon, Dan Kearl, Melissa Miller, and Rory Loveland.
- II. CONSENT AGENDA
 1. Minutes – July 11, 2022
 2. Minutes – July 20, 2022
 3. Bills – July 2022
 4. Chief Vacation Hours
 5. Civil Service Commission Minutes – July 5, 2022

OA Rodriguez reviewed the documents contained in the Consent Agenda. OA Rodriguez also reviewed the July 2022 bills, noting charges in line 6001 – Contracted Professional Services, 6010 – Office Supplies, 6020 – Insurance and Bond, 6030 – Dues and Fees, 6130 – Gas & Oil, 6161 – Vehicle Maintenance, and 6250 – Uniforms. She reported that fuel prices are significantly higher than years past, 2 administrative computers needed to be replaced, and she believes there is a duplicate charge under 6210 for Life Assist, adding that she will look into the possible duplicate and make corrections if needed. She reported that the monthly bills totaled \$51,118.40. OA Rodriguez also noted that the Civil Service Commission minutes are included in the Consent Agenda. **President Phillips motioned to approve the Consent Agenda items as presented. Edmonds seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – OA Rodriguez read an email sent by Rory Loveland on August 2nd, she also re-read his prior questions, related to Station 202 and the Intergovernmental Agreement with Hoskins-Kings Valley, read at the July 11th meeting. President Phillips reminded everyone that the Board is not obligated to respond to inquiries from the public but to hear them out. In this circumstance, she said, she will work with Chief Miller over the next week or so to draft a response to Mr. Loveland.
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar – OA Rodriguez reminded the Board members that the Oregon Fire District Directors’ Association conference will be coming up in the near future and the Board should consider whether they are interested in sending any members to that event.
 - Board Documents for Disposal - President Phillips reported that she reviewed the documents retained by the Board and found none to be disposed.
 2. Fire Chief – Chief Miller reviewed his included Chief Report.
 3. Board Secretary –

- Revenue/Expense Report – OA Rodriguez noted the Profit & Loss by Class report, page 2, the Capital Outlay of \$14,058 which is for the concrete repair at Station 201 which will be discussed further under New Business.
- Review of Check Register – OA Rodriguez noted that all deposits, outside the usual \$75,000 transfers, were received from the District’s Public Education revenue.
- OA Rodriguez also noted that Check number 33229 was issued with one signature because it was a paycheck and pay day was on the 5th.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer Vice President Olsen reviewed the written report submitted by the Volunteer Association included in the Board packet.
2. IAFF Local 4925 – Union President Licon thanked the Board for reaching out to him and his wife during their recent health-scare. President Licon and the Board discussed the rationale and reasoning behind the previously requested motions. The Board agreed to discuss this topic more under Old Business.

VI. OLD BUSINESS

1. Chief Review Process – Treasurer Corbin stated that he likes these documents but he is concerned that these will replace a 360 review of the Chief and he thinks that would be less informative for the Board. President Phillips reminded the Board that they have the option to add on a 360 review of the Chief, but for the time being they are reviewing only the documents presented at this point and will consider the process of review more in the future. Edmonds also noted that the review process does include a quarterly “pulse check” with the personnel. **Treasurer Corbin moved to approve the Chief Review Self-Evaluation, Board Evaluation, and Quarterly Staff Reports as presented. Brier seconded. Motion passed 5-0.**
2. Levy Discussion – Chief Miller stated that there is nothing to report. Treasurer Corbin expressed concerns about the timing of the levy discussion in light of the recent personnel concerns. OA Rodriguez noted that, whether the Board elects to put a levy proposal on the May 2023 Ballot or later, it is in the District’s best interest to consider the need and impact of a levy.
3. Board Self-Evaluation – Vice President Brand reported that he had previously reached out to SDAO to start the self-evaluation process as well as how to bring in an advisor to help the Board recognize areas of improvement. Edmonds asked if there is a checklist the Board can review to get the self-evaluation started prior to inviting in a consultant or advisor. President Phillips asked Vice President Brand to keep pursuing this topic and to report back to the Board with an update and a timeline.
4. Strategic Plan – OA Rodriguez quickly reviewed the updates to the Strategic Plan, noting that Captain Saalsaa had also submitted a written report regarding the Cybersecurity Project. The Board and the staff reviewed the updates to the various projects that the District is actively working on. Vice President Brand asked that the staff ensure this document is available on the District’s website.
5. Standard of Coverage – OA Rodriguez reported that this document is still under revision and is not ready for review at this time.
6. Lieutenant Job Description – Chief Miller reported that he was able to locate prior emails relating to the changes made to the Lieutenant Job Description, from early 2020, adding that the job description was sidelined from the board agenda by the emergence of the global pandemic. Union President Licon clarified that changes made to the represented job descriptions need to be reviewed and approved by the Union, adding that since the Union

President at the introduction of these changes approved, it will be acceptable at this time. Chief Miller added that the District created a Senior Firefighter Job Description as a stepping stone to Lieutenant for the volunteer membership. Brier noted that there are clarifications to be made on the chain of supervision in this document, asking that it be returned for review at the next meeting.

7. Union Motions from July Board Meeting – OA Rodriguez re-read the 2 motions presented by the Union at the July 11th meeting.

Motion 1 – **President Phillips motioned to adopt the labor management committee motion as presented. Vice President Brand seconded.** The Board and Union Discussed the rationale and benefit of adopting this motion. The Board asked Union President Licon to get some additional clarification for the motion to revisit at the September meeting. **Vice President Brand rescinded his second. President Phillips retracted her motion.**

Motion 2 – **President Phillips motioned to appoint the Board President and Fire Chief as designated signers for labor-related contracts. Brier seconded.** The Board discussed adding some detail to the motion in order to clarify what the Board President and Fire Chief will be authorized to sign. **Brier retracted his second. President Phillips retracted her motion.** The Board asked to review the motions again in September.

VII. NEW BUSINESS

1. Double Eagle Paving – OA Rodriguez presented the invoice from Double Eagle, Invoice #8121, for the repair of the Station 201 concrete, in the amount of \$14,058. Chief Miller reminded the Board that purchases over \$10,000 require Board approval. **Treasurer Corbin motioned to pay invoice number 8121 from Double Eagle. President Phillips seconded. Motion passed 5-0.**
2. Streamline – Digital Newsletter – OA Rodriguez reported that the cost of printing and mailing newsletters is increasing due to three things: rising printing costs, rising postage costs, and increasing population in the district. OA Rodriguez recommended to the Board that the District shift to digital newsletters, through their current web-host, Streamline, rather than continuing to print paper newsletters. The Board agreed that this sounded like a good plan and encouraged OA Rodriguez to move forward with it.

VIII. ACTION ITEMS

Union Motions – President Phillips noted that she will reach out to the District’s Legal Counsel to review the motions presented by Union President Licon.

President Phillips reminded all attendees to bring their best selves to the Board meeting and to treat one another respectfully as they work through challenges together.

- IX. NEXT MEETING – September 12, 2022

- X. ADJOURNMENT – Meeting adjourned at 16:57.

Philomath Fire and Rescue

Transaction by Account

August 2022

Type	Date	Name	Memo	Amount	Balance
Ordinary Income/Expense					
Expense					
6000 · Materials and Services					
6901 · Cost of Goods Sold					
Sale...	08/23/2022	Walk In	1 challenge coin	7.10	7.10
Total 6901 · Cost of Goods Sold				7.10	7.10
6216 · Supplies - FA/CPR Education					
Bill	08/03/2022	Eli Davis	Instructor Fee - FA/CPR Class 071622	200.00	200.00
Bill	08/18/2022	OSCU 402518-73	FA/CPR digital course	257.50	457.50
Bill	08/18/2022	Rich Saalsaa	dvd software for FA/CPR classes	59.95	517.45
Bill	08/18/2022	OSCU 402518-73	12 FA/CPR cards	240.00	757.45
Bill	08/18/2022	Cheri Damitio	Instructor fees	150.00	907.45
Bill	08/23/2022	OSCU 402518-73	5 FA/CPR cards	100.00	1,007.45
Bill	08/23/2022	Eli Davis	Instructor fees - 08/20/22 & 06/10/22	275.00	1,282.45
Total 6216 · Supplies - FA/CPR Education				1,282.45	1,282.45
6091 · Tuition Reimbursement					
Bill	08/08/2022	Jacob Bergstrom	Summer Tuition Reimbursement	1,448.00	1,448.00
Bill	08/18/2022	Charles Woodruff	Summer Tuition Reimbursement	1,228.00	2,676.00
Total 6091 · Tuition Reimbursement				2,676.00	2,676.00
6001 · Contracted Professional Service					
Bill	08/03/2022	Good Earth Pest Company	203 - quarterly pest service	95.00	95.00
Bill	08/03/2022	Kamind IT, Inc.	Microsoft 365 support	195.84	290.84
Bill	08/18/2022	Good Earth Pest Company	201 - Bi-monthly service	71.00	361.84
Bill	08/18/2022	Local Government Law Group	review ULP	416.00	777.84
Bill	08/18/2022	Local Government Law Group	HR answers investigation call	312.00	1,089.84
Bill	08/18/2022	Local Government Law Group	ULP discussion	104.00	1,193.84
Bill	08/18/2022	Local Government Law Group	HR Answers investigation discussion	312.00	1,505.84
Bill	08/18/2022	Local Government Law Group	ULP research	286.00	1,791.84
Bill	08/18/2022	Local Government Law Group	ULP conversations	130.00	1,921.84
Bill	08/18/2022	Local Government Law Group	Attend Exec Session and discussions ...	572.00	2,493.84
Bill	08/18/2022	Local Government Law Group	ULP discussion	52.00	2,545.84
Bill	08/18/2022	Local Government Law Group	HR Answers investigation	260.00	2,805.84
Bill	08/18/2022	Local Government Law Group	HR Answers investigation	78.00	2,883.84
Bill	08/18/2022	Local Government Law Group	Job Description review & reply	78.00	2,961.84
Total 6001 · Contracted Professional Service				2,961.84	2,961.84
6010 · Office Supplies					
Bill	08/03/2022	OSCU 402518-73	computer cables	18.98	18.98
Bill	08/03/2022	OSCU 402518-73	Admin computer	382.40	401.38
Credit	08/03/2022	OSCU 402518-73	undeliverable order - refunded	-377.00	24.38
Bill	08/18/2022	OSCU 402518-73	software update	13.08	37.46
Bill	08/18/2022	Ultrex	Back copier toner	180.00	217.46
Bill	08/29/2022	OSCU 402518-72	name holders	18.95	236.41
Total 6010 · Office Supplies				236.41	236.41
6011 · Postage/Shipping					
Bill	08/03/2022	OSCU 402518-72	postage	25.70	25.70
Bill	08/03/2022	OSCU 402518-72	tracking for large check	8.95	34.65
Bill	08/12/2022	OSCU 402518-70	Shipping	18.94	53.59
Bill	08/18/2022	OSCU 402518-72	confirmation & letter tracking	7.85	61.44
Bill	08/18/2022	OSCU 402518-72	mailing large check	9.25	70.69
Bill	08/23/2022	OSCU 402518-72	certified letter - Hindman	7.85	78.54
Total 6011 · Postage/Shipping				78.54	78.54
6020 · Insurance and Bond					
Bill	08/18/2022	WHA Insurance	Annual AD&D insurance	1,368.00	1,368.00
Total 6020 · Insurance and Bond				1,368.00	1,368.00

Philomath Fire and Rescue Transaction by Account August 2022

Type	Date	Name	Memo	Amount	Balance
6030 · Dues and Fees					
Check	08/10/2022	AsiFlex	admin fees	11.25	11.25
Bill	08/18/2022	OSCU 402518-73	International conversion fee	0.13	11.38
Bill	08/23/2022	OFSOA	Annual membership - Rodriguez	40.00	51.38
Dep...	08/29/2022		Square fee	1.73	53.11
Total 6030 · Dues and Fees				53.11	53.11
6050 · Utilities					
Bill	08/03/2022	City of Philomath	Fire Line - water	15.43	15.43
Bill	08/03/2022	City of Philomath	201 - water	529.64	545.07
Bill	08/03/2022	Consumers Power Inc.	Bellfountain - power	72.49	617.56
Bill	08/03/2022	Consumers Power Inc.	203 - power	93.44	711.00
Bill	08/03/2022	Pacific Power	201 - Power	649.29	1,360.29
Bill	08/03/2022	Culligan	Bottled water & cooler rental	169.15	1,529.44
Bill	08/18/2022	Consumers Power Inc.	Daisy Dr - power	30.60	1,560.04
Bill	08/18/2022	Consumers Power Inc.	Priest Rd - power	73.13	1,633.17
Bill	08/18/2022	Consumers Power Inc.	202 - power	77.61	1,710.78
Bill	08/18/2022	Republic Services	201 - Garbage	240.65	1,951.43
Bill	08/18/2022	Republic Services	203 - garbage	34.21	1,985.64
Bill	08/23/2022	NW Natural	201 - natural gas	48.75	2,034.39
Bill	08/29/2022	Pacific Power	201 - Power	718.13	2,752.52
Bill	08/31/2022	Consumers Power Inc.	Bellfountain - power	93.92	2,846.44
Bill	08/31/2022	Consumers Power Inc.	203 - power	129.84	2,976.28
Total 6050 · Utilities				2,976.28	2,976.28
6060 · Telephone, Pagers, Internet					
Bill	08/03/2022	Pioneer Telephone Cooperative	202 - Phones	245.54	245.54
Bill	08/03/2022	Alyrica	201 - Phones & internet	592.86	838.40
Check	08/04/2022	AT&T Mobility	ESO Tablets	42.67	881.07
Check	08/06/2022	Comcast	201 - cable	13.21	894.28
Check	08/21/2022	Verizon	Tablets & LT phone	306.66	1,200.94
Bill	08/23/2022	Century Link	203 - phones	128.11	1,329.05
Bill	08/29/2022	OSCU 402518-72	Annual satellite subscription	1,405.07	2,734.12
Bill	08/31/2022	Pioneer Telephone Cooperative	202 - phones	245.54	2,979.66
Total 6060 · Telephone, Pagers, Internet				2,979.66	2,979.66
6070 · Travel					
Bill	08/03/2022	OSCU 402518-71	Training food - watermelon	17.92	17.92
Bill	08/03/2022	OSCU 402518-72	Hotel stay for COVID quarantine	326.88	344.80
Bill	08/14/2022	OSCU 402518-70	Lunch w board?	37.99	382.79
Bill	08/18/2022	OSCU 402518-70	donuts, fruit for officers meeting	17.56	400.35
Bill	08/23/2022	Bimart Corporation	candy for FDB meeting	8.99	409.34
Bill	08/24/2022	OSCU 402518-71	CONFLAG - food	37.26	446.60
Bill	08/24/2022	OSCU 402518-71	CONFLAG - food	16.19	462.79
Bill	08/24/2022	OSCU 402518-71	CONFLAG - Food	65.80	528.59
Bill	08/24/2022	OSCU 402518-71	CONFLAG - Food	23.00	551.59
Total 6070 · Travel				551.59	551.59
6080 · Conference					
Bill	08/18/2022	OSCU 402518-73	Oregon EMS Conference - Saalsaa	269.00	269.00
Total 6080 · Conference				269.00	269.00
6090 · Education/Training					
Bill	08/23/2022	Bio-Med Testing	background check - Powell	29.00	29.00
Bill	08/29/2022	Spaeth Lumber Co., Inc	training supplies	13.24	42.24
Total 6090 · Education/Training				42.24	42.24

Philomath Fire and Rescue Transaction by Account August 2022

Type	Date	Name	Memo	Amount	Balance
6130 · Gas & Oil					
Bill	08/03/2022	Carson Oil	Fuel	1,349.09	1,349.09
Bill	08/08/2022	OSCU 402518-70	Fuel	74.43	1,423.52
Bill	08/08/2022	OSCU 402518-70	Fuel	41.88	1,465.40
Bill	08/18/2022	Carson Oil	Fuel	1,148.94	2,614.34
Bill	08/23/2022	Carson Oil	Fuel	1,514.81	4,129.15
Total 6130 · Gas & Oil				4,129.15	4,129.15
6160 · Equipment Maintenance					
Bill	08/29/2022	Corvallis Power Equipment	chainsaw maintenance	79.25	79.25
Total 6160 · Equipment Maintenance				79.25	79.25
6161 · Vehicle Maintenance					
Bill	08/03/2022	Valvoline LLC	263 - oil change	74.77	74.77
Bill	08/08/2022	OSCU 402518-70	genesis batteries	148.51	223.28
Bill	08/18/2022	TWGW, Inc. dba Philomath Napa	261 - switch repair	23.51	246.79
Bill	08/18/2022	TWGW, Inc. dba Philomath Napa	241 - air conditioner recharge	34.47	281.26
Bill	08/18/2022	Willamette Hose & Fittings	231 - air hose repair	6.00	287.26
Bill	08/18/2022	Hughes Fire Equipment, Inc.	233 - compartment sensor repair	193.57	480.83
Bill	08/18/2022	OSCU 402518-70	pump primer	172.37	653.20
Bill	08/18/2022	Valvoline LLC	290 - oil change	67.98	721.18
Bill	08/18/2022	TWGW, Inc. dba Philomath Napa	trailer connector	13.49	734.67
Bill	08/18/2022	TWGW, Inc. dba Philomath Napa	263 - air filter	34.99	769.66
Bill	08/20/2022	OSCU 402518-70	290 service?	179.99	949.65
Credit	08/23/2022	TWGW, Inc. dba Philomath Napa	battery return	-187.99	761.66
Total 6161 · Vehicle Maintenance				761.66	761.66
6170 · Building Maint and Improvements					
Bill	08/03/2022	OSCU 402518-70	201 - light fixture ballast	119.99	119.99
Bill	08/08/2022	OSCU 402518-70	202 - lightbulbs	40.44	160.43
Bill	08/18/2022	Hughes Fire Equipment, Inc.	201 - generator service	327.15	487.58
Bill	08/18/2022	TWGW, Inc. dba Philomath Napa	201 - air line repiar	36.47	524.05
Bill	08/18/2022	American Hero Carpet Cleaning	201 - Admin, Residence cleaning & ch...	1,470.00	1,994.05
Total 6170 · Building Maint and Improvements				1,994.05	1,994.05
6180 · Grounds Maintenance					
Bill	08/03/2022	MPTV, Inc.	201 - lawncare supplies	29.98	29.98
Total 6180 · Grounds Maintenance				29.98	29.98
6190 · Small Tools & Equipment					
Bill	08/03/2022	TWGW, Inc. dba Philomath Napa	air chuck	7.43	7.43
Total 6190 · Small Tools & Equipment				7.43	7.43
6200 · Supplies - Department					
Bill	08/03/2022	Walter E. Nelson Co.	garbage bags and paper towels	186.22	186.22
Bill	08/03/2022	Bimart Corporation	bottled water	76.68	262.90
Bill	08/03/2022	MPTV, Inc.	lighter	3.79	266.69
Bill	08/08/2022	MPTV, Inc.	lightbulbs	14.99	281.68
Bill	08/18/2022	OSCU 402518-72	candy for national night out	19.98	301.66
Bill	08/23/2022	Walter E. Nelson Co.	tile cleaner, swabby, foam soap	126.71	428.37
Bill	08/23/2022	Walter E. Nelson Co.	degreaser, paper towels	75.12	503.49
Bill	08/23/2022	Bimart Corporation	bottled water	103.24	606.73
Bill	08/23/2022	OSCU 402518-72	201 - coffee	79.79	686.52
Bill	08/29/2022	MPTV, Inc.	toilet brushes - admin	11.98	698.50
Total 6200 · Supplies - Department				698.50	698.50

Philomath Fire and Rescue Transaction by Account August 2022

Type	Date	Name	Memo	Amount	Balance
6210 · Supplies - Medical					
Bill	08/03/2022	Life Assist, Inc.	Naloxone, mad device	458.45	458.45
Bill	08/03/2022	Life Assist, Inc.	sodium chloride	111.86	570.31
Bill	08/03/2022	Industrial Welding Supply, Inc	Oxygen	28.70	599.01
Credit	08/03/2022	Life Assist, Inc.	credit on account	-436.82	162.19
Bill	08/18/2022	Medline Industries, Inc.	gloves	108.40	270.59
Bill	08/18/2022	Industrial Welding Supply, Inc	Oxygen	19.35	289.94
Bill	08/18/2022	Zoll Medical Corporation	thermal paper	54.00	343.94
Bill	08/18/2022	Zoll Medical Corporation	electrodes	64.57	408.51
Bill	08/18/2022	Medline Industries, Inc.	gloves	108.00	516.51
Bill	08/18/2022	Medline Industries, Inc.	iv kit	65.64	582.15
Bill	08/18/2022	Industrial Welding Supply, Inc	Oxygen	1.00	583.15
Bill	08/23/2022	Industrial Welding Supply, Inc	oxygen & valve testing	62.70	645.85
Bill	08/31/2022	Medline Industries, Inc.	iv set	49.56	695.41
Bill	08/31/2022	Medline Industries, Inc.	iv catheters	23.05	718.46
Total 6210 · Supplies - Medical				718.46	718.46
6240 · Supplies - Consumables					
Bill	08/03/2022	MPTV, Inc.	light bulbs	33.98	33.98
Bill	08/03/2022	Spaeth Lumber Co., Inc	eye bolts	10.02	44.00
Bill	08/18/2022	TWGW, Inc. dba Philomath Napa	air filters, oil, fuel additive	72.36	116.36
Bill	08/18/2022	TWGW, Inc. dba Philomath Napa	generator oil	14.99	131.35
Bill	08/18/2022	OSCU 402518-72	batteries	29.90	161.25
Bill	08/18/2022	OSCU 402518-72	batteries	39.95	201.20
Bill	08/29/2022	OSCU 402518-72	batteries	69.98	271.18
Total 6240 · Supplies - Consumables				271.18	271.18
6250 · Uniforms					
Bill	08/03/2022	SeaWestern	pants	177.97	177.97
Bill	08/03/2022	911 Supply	4 pullovers with print and patches	424.84	602.81
Bill	08/03/2022	SeaWestern	nomex pants	833.00	1,435.81
Bill	08/08/2022	OSCU 402518-70	new recruit shirts	13.78	1,449.59
Bill	08/18/2022	SeaWestern	nomex trousers	644.52	2,094.11
Bill	08/18/2022	Brandon Lewis	Boots reimbursement	130.00	2,224.11
Bill	08/23/2022	SeaWestern	3 FF flashlights	314.71	2,538.82
Bill	08/23/2022	Cassidy Worthington-Lundgren	boots reimbursement	130.00	2,668.82
Bill	08/29/2022	SeaWestern	1 pants, 1 boots	494.87	3,163.69
Bill	08/31/2022	OSCU 402518-71	pants	101.48	3,265.17
Total 6250 · Uniforms				3,265.17	3,265.17
6270 · Volunteer - Activities					
Bill	08/18/2022	Chris Leonard	Door prop supplies reimbursement	38.11	38.11
Bill	08/18/2022	MPTV, Inc.	door prop supplies	83.97	122.08
Bill	08/18/2022	MPTV, Inc.	door prop supplies	22.94	145.02
Bill	08/18/2022	MPTV, Inc.	door prop supplies	29.28	174.30
Bill	08/18/2022	Jean Goul	Oregon Business Filing	50.00	224.30
Bill	08/18/2022	Jean Goul	DOJ Annual Filing fee	20.00	244.30
Bill	08/23/2022	MPTV, Inc.	door prop fasteners	2.58	246.88
Bill	08/23/2022	MPTV, Inc.	door prop fasteners	6.06	252.94
Bill	08/29/2022	MPTV, Inc.	Door prop supplies	56.31	309.25
Bill	08/29/2022	MPTV, Inc.	door prop supplies	13.28	322.53
Total 6270 · Volunteer - Activities				322.53	322.53
6310 · Physical & Immunizations					
Bill	08/18/2022	Occupational Medicine Dept.	Physicals - Schmeusser, Woodruff	1,258.00	1,258.00
Total 6310 · Physical & Immunizations				1,258.00	1,258.00
6320 · Community Involvement					
Bill	08/29/2022	OSCU 402518-70	Chili Cookoff supplies	118.38	118.38
Total 6320 · Community Involvement				118.38	118.38

Philomath Fire and Rescue Transaction by Account August 2022

Type	Date	Name	Memo	Amount	Balance
6900 · Miscellaneous Expense					
Bill	08/03/2022	OSCU 402518-70	Fuel Giftcards - 202 staffing	100.00	100.00
Bill	08/29/2022	Philomath Fire District Employe...	Legal & filing fee reimbursement	1,800.00	1,900.00
Total 6900 · Miscellaneous Expense				1,900.00	1,900.00
Total 6000 · Materials and Services				31,035.96	31,035.96
Total Expense				31,035.96	31,035.96
Net Ordinary Income				-31,035.96	-31,035.96
Net Income				-31,035.96	-31,035.96

**Tom Miller Leave Usage
July 1, 2022 through June 30, 2023**

Beginning Balance as of July 1, 2022	574.91	179.5
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	Sick Leave	Vacation
July		
accrual	9	0
taken	0	0
balance	583.91	179.5

August		
accrual	9	0
taken	0	0
balance	592.91	179.5

September		
accrual	9	0
taken		
balance	601.91	179.5

October		
accrual	9	0
taken		
balance	610.91	179.5

	Sick Leave	Vacation
November		
accrual	9	0
taken		
balance	619.91	179.5

December		
accrual	9	0
taken		
balance	628.91	179.5

January		
accrual	9	0
taken		
balance	637.91	179.5

February		
accrual	9	0
taken		
balance	646.91	179.5

	Sick Leave	Vacation
March		
accrual	9	0
taken		
balance	655.91	179.5

April		
accrual	9	0
taken		
balance	664.91	299.5

May		
accrual	9	0
taken		
balance	673.91	299.5

June		
accrual	9	0
taken		
balance	682.91	299.5

Philomath Fire & Rescue Annual Board Calendar

January	February	March	April	May	June
Chief's Eval - Gather Info	Appreciation Dinner	Appoint Budget Committee - Effective 04/01	Annual Board Self-Appraisal	Budget Committee Meeting	Budget Hearing
Review Master Plan	Chief's Final Eval, Goals & Contract	Wage, Benefits, COLA Recommendations - Motion to accept	Review Civil Service Minutes		Civil Service Appointment Review
Budget Preparation Begins	May Election - Remind Board Members to File		Review Strategic Plan		Review Standard of Coverage
Audit Presentation - Motion to Accept Audit	Appoint Budget Officer		Chief Check-In		Review Board Docs for Disposal
Review Civil Services Minutes	Set Budget Calendar				Chief Check-In
Review Strategic Plan	SDAO Conference				
July	August	September	October	November	December
Election of Board Officers	OFDA & OFCA Conferences	Appreciation Dinner - Set the Date	Open House	OFDDA & OFCA Conferences	SDAO Conference - Sign up (Feb)
Approve Recurring Journal Entries	Review Civil Service Minutes	OFDDA & OFCA Conference Sign-up	SDAO Best Practice Self-Assessment - Due 11/01	Insurance Presentation	Review Master Plan
Civil Service Appointments - Exp 08/01		Chief Check-In	Review Civil Service minutes	SDAO Conference reminder	Chief Evaluation - Gather Info
Swear In New Board Members			Review Strategic Plan	Resolution for Local Option Levy	
State and Approve Meeting Day & Time				Chief Check-In	
Review Strategic Plan					
Action Item - Time Sensitive	Event	Reminder	Guest Speakers/Spec. Mtg	Policy/Plans Review	Chief Review Process

REMINDERS FOR BOARD MEMBERS

1. I am on this Board of Directors as an advocate of effective and cost-appropriate fire and emergency services. I will do what I can to promote protection against fire and disasters. I will do what I can to promote fire prevention with a goal of reducing risk to the communities we serve.
2. It is my responsibility to contribute to a stabilized environment for the District. I am an opponent of uproar, dissension, and conflict. I believe in cooperation.
3. I believe in routine. The greatest gift I can give the community is to provide emergency services that are predictable.
4. Every comment I make and every vote I cast will be motivated by the question, "What is good for the District's safety?"
5. What I want for my own family is what I want for all patrons of the District.
6. I will 'champion' the District. I will compliment and reinforce often. I will suggest and recommend when necessary.
7. I will support a majority position of the Board. I may not agree, but once the vote is taken, I am with the others.
8. I will never come to a Board meeting having made a promise to an individual or group.
9. At all times I will remember that I am a public official whose purpose is to serve and represent others and to act on their behalf.
10. Courtesy is a rule. I will not break this rule.
11. A Board meeting is a business meeting. It is not entertainment. It is not a social hour. It is not a question-and-answer session. **It is a business meeting.**
12. I am busy. Other Board members are busy. The staff is busy. Everyone is busy. At this meeting I will do what I have to do. I will do it as fast as possible. I will respect the time of other people.

-Provided by George Dunkel, SDAO - adapted from Lany Dwiton Fort Osage Public Schools Fort Osage Fire Protection District

Philomath Fire and Rescue

Profit & Loss by Class

July through August 2022

	GO Bond 2016 -...	General Fund	Building Reser...
Ordinary Income/Expense			
Income			
4042 · Bond Income - Prop Tax Interest	1,532.65	0.00	0.00
4041 · Bond Income - Delinquent Taxes	939.44	0.00	0.00
4060 · Conflagration Income	0.00	19,284.73	0.00
4050 · Public Education Income	0.00	1,960.00	0.00
4040 · Bond Income	2,213.58	0.00	0.00
4000 · Carryover Fund Balance	63,412.88	492,929.81	183,175.01
4010 · Delinquent Property Taxes	0.00	3,113.80	0.00
4020 · Current Property Taxes	0.00	7,359.37	0.00
4025 · Interest - Property Tax	0.00	5,089.15	0.00
4026 · Interest Income			
4027 · Interest - Citizens Bank & OSU	0.00	14.32	0.00
4030 · Investments - LGIP	0.00	684.98	0.00
Total 4026 · Interest Income	0.00	699.30	0.00
4900 · Miscellaneous Income	0.00	70.00	0.00
Total Income	68,098.55	530,506.16	183,175.01
Gross Profit	68,098.55	530,506.16	183,175.01
Expense			
5000 · Personnel Expenses			
5131 · Non-Union Overtime Wages	0.00	37.08	0.00
5100 · Fire Chief Wages	0.00	17,754.00	0.00
5105 · Deputy Chief Wages	0.00	14,170.00	0.00
5110 · Admin Asst Wages	0.00	8,986.00	0.00
5120 · Fire & Life Safety Officer Wage	0.00	12,760.64	0.00
5125 · Firefighter Wages	0.00	31,133.82	0.00
5130 · Overtime Wages	0.00	9,442.95	0.00
5135 · Extra Hire	0.00	9,657.10	0.00
5405 · Employers FICA	0.00	3,005.78	0.00
5410 · Employers Medicare	0.00	702.96	0.00
5430 · PERS - Employe	0.00	24,704.29	0.00
5431 · PERS - Pickup 6%	0.00	6,093.17	0.00
5440 · Health Insurance	0.00	23,288.71	0.00
Total 5000 · Personnel Expenses	0.00	161,736.50	0.00
6000 · Materials and Services			
6205 · Supplies - Residences			
6205-3 · Supplies - Residence - 203	0.00	11.94	0.00
6205-1 · Supplies - Residence - 201	0.00	238.44	0.00
Total 6205 · Supplies - Residences	0.00	250.38	0.00
6901 · Cost of Goods Sold	0.00	7.10	0.00
6216 · Supplies - FA/CPR Education	0.00	1,282.45	0.00
6091 · Tuition Reimbursement	0.00	3,962.25	0.00
6001 · Contracted Professional Service	0.00	8,384.18	0.00
6010 · Office Supplies	0.00	1,412.31	0.00
6011 · Postage/Shipping	0.00	188.64	0.00
6020 · Insurance and Bond	0.00	18,917.89	0.00
6030 · Dues and Fees	0.00	6,285.21	0.00
6050 · Utilities	0.00	4,753.05	0.00
6060 · Telephone, Pagers, Internet	0.00	5,146.99	0.00
6070 · Travel	0.00	994.95	0.00
6080 · Conference	0.00	269.00	0.00
6090 · Education/Training	0.00	674.24	0.00
6100 · Equipment Maintenance Agreement	0.00	151.00	0.00
6130 · Gas & Oil	0.00	5,489.16	0.00
6160 · Equipment Maintenance	0.00	79.25	0.00
6161 · Vehicle Maintenance	0.00	2,839.55	0.00
6170 · Building Maint and Improvements	0.00	5,158.75	0.00
6180 · Grounds Maintenance	0.00	46.97	0.00
6190 · Small Tools & Equipment	0.00	109.90	0.00

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Accrual Basis

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

	<u>GO Bond 2016 -...</u>	<u>General Fund</u>	<u>Building Reser...</u>
6200 · Supplies - Department	0.00	1,693.13	0.00
6210 · Supplies - Medical	0.00	2,849.05	0.00
6240 · Supplies - Consumables	0.00	271.18	0.00
6250 · Uniforms	0.00	7,539.82	0.00
6270 · Volunteer - Activities	0.00	322.53	0.00
6310 · Physical & Immunizations	0.00	1,302.00	0.00
6320 · Community Involvement	0.00	118.38	0.00
6900 · Miscellaneous Expense	0.00	1,921.18	0.00
Total 6000 · Materials and Services	0.00	82,420.49	0.00
7000 · Capital Outlay			
7130 · Capital Outlay - Bond			
7133 · Facilities	0.00	0.00	14,058.00
Total 7130 · Capital Outlay - Bond	0.00	0.00	14,058.00
Total 7000 · Capital Outlay	0.00	0.00	14,058.00
Total Expense	0.00	244,156.99	14,058.00
Net Ordinary Income	68,098.55	286,349.17	169,117.01
Net Income	68,098.55	286,349.17	169,117.01

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

	<u>Equipment Res...</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
4042 · Bond Income - Prop Tax Interest	0.00	1,532.65
4041 · Bond Income - Delinquent Taxes	0.00	939.44
4060 · Conflagration Income	0.00	19,284.73
4050 · Public Education Income	0.00	1,960.00
4040 · Bond Income	0.00	2,213.58
4000 · Carryover Fund Balance	65,963.98	805,481.68
4010 · Delinquent Property Taxes	0.00	3,113.80
4020 · Current Property Taxes	0.00	7,359.37
4025 · Interest - Property Tax	0.00	5,089.15
4026 · Interest Income		
4027 · Interest - Citizens Bank & OSU	0.00	14.32
4030 · Investments - LGIP	0.00	684.98
Total 4026 · Interest Income	0.00	699.30
4900 · Miscellaneous Income	0.00	70.00
Total Income	65,963.98	847,743.70
Gross Profit	65,963.98	847,743.70
Expense		
5000 · Personnel Expenses		
5131 · Non-Union Overtime Wages	0.00	37.08
5100 · Fire Chief Wages	0.00	17,754.00
5105 · Deputy Chief Wages	0.00	14,170.00
5110 · Admin Asst Wages	0.00	8,986.00
5120 · Fire & Life Safety Officer Wage	0.00	12,760.64
5125 · Firefighter Wages	0.00	31,133.82
5130 · Overtime Wages	0.00	9,442.95
5135 · Extra Hire	0.00	9,657.10
5405 · Employers FICA	0.00	3,005.78
5410 · Employers Medicare	0.00	702.96
5430 · PERS - Employe	0.00	24,704.29
5431 · PERS - Pickup 6%	0.00	6,093.17
5440 · Health Insurance	0.00	23,288.71
Total 5000 · Personnel Expenses	0.00	161,736.50
6000 · Materials and Services		
6205 · Supplies - Residences		
6205-3 · Supplies - Residence - 203	0.00	11.94
6205-1 · Supplies - Residence - 201	0.00	238.44
Total 6205 · Supplies - Residences	0.00	250.38
6901 · Cost of Goods Sold	0.00	7.10
6216 · Supplies - FA/CPR Education	0.00	1,282.45
6091 · Tuition Reimbursement	0.00	3,962.25
6001 · Contracted Professional Service	0.00	8,384.18
6010 · Office Supplies	0.00	1,412.31
6011 · Postage/Shipping	0.00	188.64
6020 · Insurance and Bond	0.00	18,917.89
6030 · Dues and Fees	0.00	6,285.21
6050 · Utilities	0.00	4,753.05
6060 · Telephone, Pagers, Internet	0.00	5,146.99
6070 · Travel	0.00	994.95
6080 · Conference	0.00	269.00
6090 · Education/Training	0.00	674.24
6100 · Equipment Maintenance Agreement	0.00	151.00
6130 · Gas & Oil	0.00	5,489.16
6160 · Equipment Maintenance	0.00	79.25
6161 · Vehicle Maintenance	0.00	2,839.55
6170 · Building Maint and Improvements	0.00	5,158.75
6180 · Grounds Maintenance	0.00	46.97
6190 · Small Tools & Equipment	0.00	109.90

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Accrual Basis

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

	<u>Equipment Res...</u>	<u>TOTAL</u>
6200 · Supplies - Department	0.00	1,693.13
6210 · Supplies - Medical	0.00	2,849.05
6240 · Supplies - Consumables	0.00	271.18
6250 · Uniforms	0.00	7,539.82
6270 · Volunteer - Activities	0.00	322.53
6310 · Physical & Immunizations	0.00	1,302.00
6320 · Community Involvement	0.00	118.38
6900 · Miscellaneous Expense	0.00	1,921.18
Total 6000 · Materials and Services	0.00	82,420.49
7000 · Capital Outlay		
7130 · Capital Outlay - Bond		
7133 · Facilities	0.00	14,058.00
Total 7130 · Capital Outlay - Bond	0.00	14,058.00
Total 7000 · Capital Outlay	0.00	14,058.00
Total Expense	0.00	258,214.99
Net Ordinary Income	65,963.98	589,528.71
Net Income	<u>65,963.98</u>	<u>589,528.71</u>

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

	GO Bond 2016 - Debt Services			General Fund			
	Jul - Aug 22	Budget	\$ Over Bud...	% of Budget	Jul - Aug 22	Budget	\$ Over Budget
Ordinary Income/Expense							
Income							
4042 · Bond Income - Prop Tax Interest	1,532.65				0.00		
4041 · Bond Income - Delinquent Taxes	939.44				0.00		
4060 · Conflagration Income	0.00				19,284.73	170,000.00	-150,715.27
4050 · Public Education Income	0.00				1,960.00	8,000.00	-6,040.00
4040 · Bond Income	2,213.58	0.00	2,213.58	100.0%	0.00		
4000 · Carryover Fund Balance	63,412.88				492,929.81	450,483.00	42,446.81
4010 · Delinquent Property Taxes	0.00				3,113.80	16,000.00	-12,886.20
4020 · Current Property Taxes	0.00				7,359.37	1,482,923.00	-1,475,563.63
4025 · Interest - Property Tax	0.00				5,089.15	2,000.00	3,089.15
4026 · Interest Income	0.00	0.00	0.00	0.0%	699.30	3,550.00	-2,850.70
4900 · Miscellaneous Income	0.00				70.00	42,795.00	-42,725.00
Total Income	68,098.55	0.00	68,098.55	100.0%	530,506.16	2,175,751.00	-1,645,244.84
Gross Profit	68,098.55	0.00	68,098.55	100.0%	530,506.16	2,175,751.00	-1,645,244.84
Expense							
9010 · Transfers	0.00				0.00	0.00	0.00
9000 · Unappropriated Ending Fund Bal	0.00				0.00	619,828.00	-619,828.00
5000 · Personnel Expenses	0.00				161,736.50	1,208,470.00	-1,046,733.50
6000 · Materials and Services	0.00				82,420.49	559,090.00	-476,669.51
7000 · Capital Outlay	0.00	0.00	0.00	0.0%	0.00		
Total Expense	0.00	0.00	0.00	0.0%	244,156.99	2,387,388.00	-2,143,231.01
Net Ordinary Income	68,098.55	0.00	68,098.55	100.0%	286,349.17	-211,637.00	497,986.17
Net Income	68,098.55	0.00	68,098.55	100.0%	286,349.17	-211,637.00	497,986.17

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Accrual Basis

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

	General Fu...		Building Reserve Fund		Equipment Reserve Fund		
	% of Budget	Jul - Aug 22	Budget	\$ Over Bud...	Jul - Aug 22	Budget	\$ Over Bud...
Ordinary Income/Expense							
Income							
4042 · Bond Income - Prop Tax Interest		0.00			0.00		0.00
4041 · Bond Income - Delinquent Taxes		0.00			0.00		0.00
4060 · Conflagration Income	11.3%	0.00			0.00		0.00
4050 · Public Education Income	24.5%	0.00			0.00		0.00
4040 · Bond Income		0.00			0.00		0.00
4000 · Carryover Fund Balance	109.4%	183,175.01	182,825.00	350.01	65,963.98	65,838.00	125.98
4010 · Delinquent Property Taxes	19.5%	0.00			0.00		0.00
4020 · Current Property Taxes	0.5%	0.00			0.00		0.00
4025 · Interest - Property Tax	254.5%	0.00			0.00		0.00
4026 · Interest Income	19.7%	0.00	0.00	0.00	0.00	0.00	0.00
4900 · Miscellaneous Income	0.2%	0.00			0.00		0.00
Total Income	24.4%	183,175.01	182,825.00	350.01	65,963.98	65,838.00	125.98
Gross Profit	24.4%	183,175.01	182,825.00	350.01	65,963.98	65,838.00	125.98
Expense							
9010 · Transfers	0.0%	0.00	25,000.00	-25,000.00	0.00		0.00
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	825.00	-825.00	0.00	1,281.00	-1,281.00
5000 · Personnel Expenses	13.4%	0.00			0.00		0.00
6000 · Materials and Services	14.7%	0.00			0.00		0.00
7000 · Capital Outlay		14,058.00	0.00	14,058.00	0.00	0.00	0.00
Total Expense	10.2%	14,058.00	25,825.00	-11,767.00	0.00	1,281.00	-1,281.00
Net Ordinary Income	-135.3%	169,117.01	157,000.00	12,117.01	65,963.98	64,557.00	1,406.98
Net Income	-135.3%	169,117.01	157,000.00	12,117.01	65,963.98	64,557.00	1,406.98

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Accrual Basis

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

	Equipment ...		Vehicle Reserve Fund		TOTAL		
	% of Budget	Jul - Aug 22	Budget	\$ Over Bud...	% of Budget	Jul - Aug 22	Budget
Ordinary Income/Expense							
Income							
4042 · Bond Income - Prop Tax Interest		0.00				1,532.65	0.00
4041 · Bond Income - Delinquent Taxes		0.00				939.44	0.00
4060 · Conflagration Income		0.00				19,284.73	170,000.00
4050 · Public Education Income		0.00				1,960.00	8,000.00
4040 · Bond Income		0.00				2,213.58	0.00
4000 · Carryover Fund Balance	100.2%	0.00				805,481.68	699,146.00
4010 · Delinquent Property Taxes		0.00				3,113.80	16,000.00
4020 · Current Property Taxes		0.00				7,359.37	1,482,923.00
4025 · Interest - Property Tax		0.00				5,089.15	2,000.00
4026 · Interest Income	0.0%	0.00	0.00	0.00	0.0%	699.30	3,550.00
4900 · Miscellaneous Income		0.00				70.00	42,795.00
Total Income	100.2%	0.00	0.00	0.00	0.0%	847,743.70	2,424,414.00
Gross Profit	100.2%	0.00	0.00	0.00	0.0%	847,743.70	2,424,414.00
Expense							
9010 · Transfers		0.00	4,960.00	-4,960.00	0.0%	0.00	29,960.00
9000 · Unappropriated Ending Fund Bal	0.0%	0.00	4,960.00	-4,960.00	0.0%	0.00	626,894.00
5000 · Personnel Expenses		0.00				161,736.50	1,208,470.00
6000 · Materials and Services		0.00				82,420.49	559,090.00
7000 · Capital Outlay	0.0%	0.00				14,058.00	0.00
Total Expense	0.0%	0.00	9,920.00	-9,920.00	0.0%	258,214.99	2,424,414.00
Net Ordinary Income	102.2%	0.00	-9,920.00	9,920.00	0.0%	589,528.71	0.00
Net Income	102.2%	0.00	-9,920.00	9,920.00	0.0%	589,528.71	0.00

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

10:16 AM
 09/02/22
 Accrual Basis

	TOTAL	
	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
4042 · Bond Income - Prop Tax Interest	1,532.65	100.0%
4041 · Bond Income - Delinquent Taxes	939.44	100.0%
4060 · Conflagration Income	-150,715.27	11.3%
4050 · Public Education Income	-6,040.00	24.5%
4040 · Bond Income	2,213.58	100.0%
4000 · Carryover Fund Balance	106,335.68	115.2%
4010 · Delinquent Property Taxes	-12,886.20	19.5%
4020 · Current Property Taxes	-1,475,563.63	0.5%
4025 · Interest - Property Tax	3,089.15	254.5%
4026 · Interest Income	-2,850.70	19.7%
4900 · Miscellaneous Income	-42,725.00	0.2%
Total Income	-1,576,670.30	35.0%
Gross Profit	-1,576,670.30	35.0%
Expense		
9010 · Transfers	-29,960.00	0.0%
9000 · Unappropriated Ending Fund Bal	-626,894.00	0.0%
5000 · Personnel Expenses	-1,046,733.50	13.4%
6000 · Materials and Services	-476,669.51	14.7%
7000 · Capital Outlay	14,058.00	100.0%
Total Expense	-2,166,199.01	10.7%
Net Ordinary Income	589,528.71	100.0%
Net Income	589,528.71	100.0%

Philomath Fire and Rescue
Balance Sheet by Class
As of September 2, 2022

	GO Bond 2016 -...	GO Bond 2016 -...	General Fund
ASSETS			
Current Assets			
Checking/Savings			
1015 · Citizens Bank Checking	0.00	-204,999.78	662,254.41
1000 · Petty Cash	0.00	0.00	50.00
1050 · Local Government Investment Poo	5,938.00	269,284.67	-420,540.10
1060 · OSU - Savings Account	0.00	0.00	11,080.10
Total Checking/Savings	5,938.00	64,284.89	252,844.41
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	57,455.48
Total Accounts Receivable	0.00	0.00	57,455.48
Other Current Assets			
1250 · Prepaid Assets	0.00	0.00	21,146.55
12100 · Inventory Asset	0.00	0.00	3,661.29
Total Other Current Assets	0.00	0.00	24,807.84
Total Current Assets	5,938.00	64,284.89	335,107.73
TOTAL ASSETS	5,938.00	64,284.89	335,107.73
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2010 · Accounts Payable	0.00	0.00	932.91
Total Accounts Payable	0.00	0.00	932.91
Other Current Liabilities			
2070 · Deferred Taxes	0.00	0.00	20,331.45
2400 · Payroll Liabilities			
2132 · Oregon Transit Tax Withholding	0.00	0.00	238.23
2100 · Wages Payable	0.00	0.00	28,662.99
2110 · Federal Income Tax Payable	0.00	0.00	5,198.00
2120 · FICA Payable	0.00	0.00	5,755.19
2125 · Medicare Payable	0.00	0.00	1,358.38
2130 · State Income Tax Payable	0.00	0.00	3,713.60
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	-52.73
2140 · PERS Payable	0.00	0.00	13,008.66
2145 · OR Saving Growth 457 Payable	0.00	0.00	300.00
2150 · Health Insurance Prem. Payable	0.00	0.00	-2,248.01
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	-510.01
2230 · Flexible Spending Account	0.00	0.00	944.33
2232 · Union Dues	0.00	0.00	351.79
Total 2400 · Payroll Liabilities	0.00	0.00	56,720.42
Total Other Current Liabilities	0.00	0.00	77,051.87
Total Current Liabilities	0.00	0.00	77,984.78
Total Liabilities	0.00	0.00	77,984.78
Equity			
3010 · Fund Balance	0.00	-125,338.17	-845,174.57
3200 · Unallocated Fund Balance	-299,453.00	123,596.00	1,148,370.68
Net Income	0.00	68,098.55	282,761.35
Total Equity	-299,453.00	66,356.38	585,957.46
TOTAL LIABILITIES & EQUITY	-299,453.00	66,356.38	663,942.24
UNBALANCED CLASSES	305,391.00	-2,071.49	-328,834.51

Philomath Fire and Rescue
Balance Sheet by Class
As of September 2, 2022

	Building Reser...	Equipment Res...	Vehicle Reserv...	Uncla...
ASSETS				
Current Assets				
Checking/Savings				
1015 · Citizens Bank Checking	-226,122.00	-48,241.00	-72,120.49	-250.00
1000 · Petty Cash	0.00	0.00	0.00	0.00
1050 · Local Government Investment Poo	396,645.53	245,123.92	-31,642.00	0.00
1060 · OSU - Savings Account	0.00	0.00	0.00	327.72
Total Checking/Savings	170,523.53	196,882.92	-103,762.49	77.72
Accounts Receivable				
11000 · Accounts Receivable	0.00	0.00	0.00	0.00
Total Accounts Receivable	0.00	0.00	0.00	0.00
Other Current Assets				
1250 · Prepaid Assets	0.00	0.00	0.00	0.00
12100 · Inventory Asset	0.00	0.00	0.00	0.00
Total Other Current Assets	0.00	0.00	0.00	0.00
Total Current Assets	170,523.53	196,882.92	-103,762.49	77.72
TOTAL ASSETS	170,523.53	196,882.92	-103,762.49	77.72
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	0.00	0.00	0.00	-250.00
Total Accounts Payable	0.00	0.00	0.00	-250.00
Other Current Liabilities				
2070 · Deferred Taxes	0.00	0.00	0.00	0.00
2400 · Payroll Liabilities				
2132 · Oregon Transit Tax Withholding	0.00	0.00	0.00	0.00
2100 · Wages Payable	0.00	0.00	0.00	0.00
2110 · Federal Income Tax Payable	0.00	0.00	0.00	0.00
2120 · FICA Payable	0.00	0.00	0.00	0.00
2125 · Medicare Payable	0.00	0.00	0.00	0.00
2130 · State Income Tax Payable	0.00	0.00	0.00	0.00
2131 · Works Benefit Fund Payable(WBF)	0.00	0.00	0.00	0.00
2140 · PERS Payable	0.00	0.00	0.00	0.00
2145 · OR Saving Growth 457 Payable	0.00	0.00	0.00	0.00
2150 · Health Insurance Prem. Payable	0.00	0.00	0.00	0.00
2210 · Health Ins Prem Ded Pre Tax	0.00	0.00	0.00	0.00
2230 · Flexible Spending Account	0.00	0.00	0.00	0.00
2232 · Union Dues	0.00	0.00	0.00	0.00
Total 2400 · Payroll Liabilities	0.00	0.00	0.00	0.00
Total Other Current Liabilities	0.00	0.00	0.00	0.00
Total Current Liabilities	0.00	0.00	0.00	-250.00
Total Liabilities	0.00	0.00	0.00	-250.00
Equity				
3010 · Fund Balance	-1,029,007.62	-672,916.10	-335,582.41	0.00
3200 · Unallocated Fund Balance	1,030,414.14	674,120.04	336,019.92	327.72
Net Income	169,117.01	65,963.98	0.00	0.00
Total Equity	170,523.53	67,167.92	437.51	327.72
TOTAL LIABILITIES & EQUITY	170,523.53	67,167.92	437.51	77.72
UNBALANCED CLASSES	0.00	129,715.00	-104,200.00	0.00

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09/02/22

Accrual Basis

Philomath Fire and Rescue
Balance Sheet by Class
As of September 2, 2022

	TOTAL
ASSETS	
Current Assets	
Checking/Savings	
1015 · Citizens Bank Checking	110,521.14
1000 · Petty Cash	50.00
1050 · Local Government Investment Poo	464,810.02
1060 · OSU - Savings Account	11,407.82
Total Checking/Savings	586,788.98
Accounts Receivable	
11000 · Accounts Receivable	57,455.48
Total Accounts Receivable	57,455.48
Other Current Assets	
1250 · Prepaid Assets	21,146.55
12100 · Inventory Asset	3,661.29
Total Other Current Assets	24,807.84
Total Current Assets	669,052.30
TOTAL ASSETS	669,052.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	682.91
Total Accounts Payable	682.91
Other Current Liabilities	
2070 · Deferred Taxes	20,331.45
2400 · Payroll Liabilities	
2132 · Oregon Transit Tax Withholding	238.23
2100 · Wages Payable	28,662.99
2110 · Federal Income Tax Payable	5,198.00
2120 · FICA Payable	5,755.19
2125 · Medicare Payable	1,358.38
2130 · State Income Tax Payable	3,713.60
2131 · Works Benefit Fund Payable(WBF)	-52.73
2140 · PERS Payable	13,008.66
2145 · OR Saving Growth 457 Payable	300.00
2150 · Health Insurance Prem. Payable	-2,248.01
2210 · Health Ins Prem Ded Pre Tax	-510.01
2230 · Flexible Spending Account	944.33
2232 · Union Dues	351.79
Total 2400 · Payroll Liabilities	56,720.42
Total Other Current Liabilities	77,051.87
Total Current Liabilities	77,734.78
Total Liabilities	77,734.78
Equity	
3010 · Fund Balance	-3,008,018.87
3200 · Unallocated Fund Balance	3,013,395.50
Net Income	585,940.89
Total Equity	591,317.52
TOTAL LIABILITIES & EQUITY	669,052.30
UNBALANCED CLASSES	-0.00

Philomath Fire and Rescue

09/02/2022 10:20 AM

Register: 1015 · Citizens Bank Checking

From 08/01/2022 through 08/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/03/2022			4050 · Public Educatio...	Deposit			65.00	59,497.72
08/03/2022			1050 · Local Governm...	Deposit			75,000.00	134,497.72
08/03/2022		Spaeth Lumber Co., I...	2010 · Accounts Payable	QuickBooks ge...				134,497.72
08/03/2022	EFT	Oregon Growth Plan	2400 · Payroll Liabiliti...		250.00			134,247.72
08/03/2022	EFT	Colonial Life	-split-		153.40			134,094.32
08/03/2022	EFT	AsiFlex	2400 · Payroll Liabiliti...		325.00			133,769.32
08/03/2022	33230	OSCU 402518-72	2010 · Accounts Payable		907.23			132,862.09
08/03/2022	33231	OSCU 402518-73	2010 · Accounts Payable		2,025.49			130,836.60
08/03/2022	33232	OSCU 402518-71	2010 · Accounts Payable		137.92			130,698.68
08/03/2022	33233	911 Supply	2010 · Accounts Payable		424.84			130,273.84
08/03/2022	33234	Alyrica	2010 · Accounts Payable		592.86			129,680.98
08/03/2022	33235	Bimart Corporation	2010 · Accounts Payable		76.68			129,604.30
08/03/2022	33236	Carson Oil	2010 · Accounts Payable		1,349.09			128,255.21
08/03/2022	33237	City of Philomath	2010 · Accounts Payable		545.07			127,710.14
08/03/2022	33238	Consumers Power Inc.	2010 · Accounts Payable		165.93			127,544.21
08/03/2022	33239	Eli Davis	2010 · Accounts Payable		200.00			127,344.21
08/03/2022	33240	Good Earth Pest Co...	2010 · Accounts Payable		95.00			127,249.21
08/03/2022	33241	Industrial Welding S...	2010 · Accounts Payable		48.05			127,201.16
08/03/2022	33242	Life Assist, Inc.	2010 · Accounts Payable		133.49			127,067.67
08/03/2022	33243	Pacific Power	2010 · Accounts Payable		649.29			126,418.38
08/03/2022	33244	Philomath Fire Distri...	2010 · Accounts Payable		340.85			126,077.53
08/03/2022	33245	Pioneer Telephone C...	2010 · Accounts Payable		245.54			125,831.99
08/03/2022	33246	SeaWestern	2010 · Accounts Payable		1,010.97			124,821.02
08/03/2022	33247	Valvoline LLC	2010 · Accounts Payable		74.77			124,746.25
08/03/2022	33248	Walter E. Nelson Co.	2010 · Accounts Payable		186.22			124,560.03
08/04/2022	EFT	AT&T Mobility	6000 · Materials and S...		42.67			124,517.36
08/05/2022	33229	Alex Schilz	-split-		1,303.49			123,213.87
08/05/2022	PR 0722		-split-	Miller	6,486.87			116,727.00
08/05/2022	PR 0722		1015 · Citizens Bank C...	Rodriguez	3,447.88			113,279.12
08/05/2022	PR 0722		1015 · Citizens Bank C...	Moser	4,449.50			108,829.62
08/05/2022	PR 0722		1015 · Citizens Bank C...	Saalsaa	6,036.25			102,793.37
08/05/2022	PR 0722		1015 · Citizens Bank C...	Taylor	4,473.45			98,319.92
08/05/2022	PR 0722		1015 · Citizens Bank C...	Ferguson	5,124.80			93,195.12
08/05/2022	PR 0722		1015 · Citizens Bank C...	Licon	4,562.63			88,632.49
08/05/2022	PR 0722		1015 · Citizens Bank C...	Schell	2,479.33			86,153.16
08/05/2022	PR 0722		1015 · Citizens Bank C...	Goldman	1,035.09			85,118.07
08/05/2022	PR 0722		1015 · Citizens Bank C...	Kearns	147.35			84,970.72
08/06/2022	EFT	Comcast	6000 · Materials and S...		13.21			84,957.51
08/08/2022	33249	MPTV, Inc.	2010 · Accounts Payable		143.21			84,814.30
08/08/2022	33250	Culligan	2010 · Accounts Payable		169.15			84,645.15

Philomath Fire and Rescue

09/02/2022 10:20 AM

Register: 1015 · Citizens Bank Checking

From 08/01/2022 through 08/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/08/2022	33251	Jacob Bergstrom	2010 · Accounts Payable		1,448.00			83,197.15
08/08/2022	33252	Kamind IT, Inc.	2010 · Accounts Payable		195.84			83,001.31
08/08/2022	33253	Lillee Rodriguez	2010 · Accounts Payable		41.89			82,959.42
08/08/2022	33257	OSCU 402518-70	2010 · Accounts Payable		1,270.01			81,689.41
08/10/2022	EFT	AsiFlex	6000 · Materials and S...		11.25			81,678.16
08/15/2022	EFT	Aflac	-split-		161.07			81,517.09
08/15/2022	EFT	Aflac	-split-		161.07			81,356.02
08/18/2022	EFT	PERS	-split-		15,916.58			65,439.44
08/21/2022	EFT	Verizon	6000 · Materials and S...		306.66			65,132.78
08/23/2022			-split-	Deposit			1,085.00	66,217.78
08/23/2022		Walk In	4900 · Miscellaneous I...				20.00	66,237.78
08/29/2022			-split-	Deposit			43.27	66,281.05
08/29/2022			1050 · Local Governm...	Deposit			75,000.00	141,281.05
08/29/2022	33254	TWGW, Inc. dba Phi...	2010 · Accounts Payable		49.72			141,231.33
08/29/2022	33255	American Hero Carp...	2010 · Accounts Payable		1,470.00			139,761.33
08/29/2022	33256	Bimart Corporation	2010 · Accounts Payable		131.21			139,630.12
08/31/2022			4026 · Interest Income:...	Interest		X	3.64	139,633.76
08/31/2022		Spaeth Lumber Co., I...	2010 · Accounts Payable	QuickBooks ge...				139,633.76
08/31/2022	33292	Bio-Med Testing	2010 · Accounts Payable		29.00			139,604.76
08/31/2022	33293	Brandon Lewis	2010 · Accounts Payable		130.00			139,474.76
08/31/2022	33294	Carson Oil	2010 · Accounts Payable		2,663.75			136,811.01
08/31/2022	33295	Cassidy Worthington...	2010 · Accounts Payable		130.00			136,681.01
08/31/2022	33296	Century Link	2010 · Accounts Payable		128.11			136,552.90
08/31/2022	33297	Charles Woodruff	2010 · Accounts Payable		1,228.00			135,324.90
08/31/2022	33298	Cheri Damitio	2010 · Accounts Payable		150.00			135,174.90
08/31/2022	33299	Chris Leonard	2010 · Accounts Payable		38.11			135,136.79
08/31/2022	33300	CIS Trust	2010 · Accounts Payable		5,300.21			129,836.58
08/31/2022	33301	Consumers Power Inc.	2010 · Accounts Payable		181.34			129,655.24
08/31/2022	33302	Corvallis Power Equi...	2010 · Accounts Payable		79.25			129,575.99
08/31/2022	33303	Eli Davis	2010 · Accounts Payable		275.00			129,300.99
08/31/2022	33304	Good Earth Pest Co...	2010 · Accounts Payable		71.00			129,229.99
08/31/2022	33305	Hughes Fire Equipm...	2010 · Accounts Payable		266.02			128,963.97
08/31/2022	33306	Industrial Welding S...	2010 · Accounts Payable		83.05			128,880.92
08/31/2022	33307	Jean Goul	2010 · Accounts Payable		70.00			128,810.92
08/31/2022	33308	Local Government L...	2010 · Accounts Payable		2,600.00			126,210.92
08/31/2022	33309	Medline Industries, I...	2010 · Accounts Payable		354.65			125,856.27
08/31/2022	33310	NW Natural	2010 · Accounts Payable		48.75			125,807.52
08/31/2022	33311	Occupational Medici...	2010 · Accounts Payable		1,258.00			124,549.52
08/31/2022	33312	OFSOA	2010 · Accounts Payable		40.00			124,509.52
08/31/2022	33313	Pacific Power	2010 · Accounts Payable		718.13			123,791.39

Philomath Fire and Rescue

09/02/2022 10:20 AM

Register: 1015 · Citizens Bank Checking

From 08/01/2022 through 08/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/31/2022	33314	Petty Cash	2010 · Accounts Payable		11.94		123,779.45
08/31/2022	33315	Philomath Fire Distri...	2010 · Accounts Payable		1,800.00		121,979.45
08/31/2022	33316	Pioneer Telephone C...	2010 · Accounts Payable		245.54		121,733.91
08/31/2022	33317	Republic Services	2010 · Accounts Payable		274.86		121,459.05
08/31/2022	33318	Rich Saalsaa	2010 · Accounts Payable		59.95		121,399.10
08/31/2022	33319	SeaWestern	2010 · Accounts Payable		1,454.10		119,945.00
08/31/2022	33320	Ultrex	2010 · Accounts Payable		180.00		119,765.00
08/31/2022	33321	Valvoline LLC	2010 · Accounts Payable		67.98		119,697.02
08/31/2022	33322	Walter E. Nelson Co.	2010 · Accounts Payable		201.83		119,495.19
08/31/2022	33323	WHA Insurance	2010 · Accounts Payable		1,368.00		118,127.19
08/31/2022	33324	Willamette Hose & F...	2010 · Accounts Payable		6.00		118,121.19
08/31/2022	33325	Zoll Medical Corpor...	2010 · Accounts Payable		118.57		118,002.62



Philomath Professional Firefighters

IAFF 4925

**1035 Main Street
Philomath, OR 97370
541.360.0030**

To: Philomath Fire District Board of directors, Fire Chief Tom Miller

From: Philomath IAFF Local 4925

RE: Notice of demand to bargain 22-02

Board and Chief Miller,

IAFF local 4925 is hereby submitting a demand for interim bargaining on the following grounds:

1. Training duties have been assigned by the district to staff that exceed the current job description limitations
2. Wages: during negotiations of the current CBA the district stated that wage increases could not be given that exceed the rate of revenue increase on an annual basis. This was accepted by the Union. In April of 2022 the Deputy Chief position was given a raise equal to 12.26% and in July of 2022 the Office Administrator position was given a raise of 9.6%.
3. Hiring of part time employees: on August 17th, 2022, there was an advertisement posted to the district website for hiring of part time firefighters. The use of part time and temporary employees is expressly limited in section 13.9 of the CBA and by a MOU signed by the Fire Chief and Union President.

STANDARD OF COVERAGE



Philomath Fire & Rescue
REVISED 2021

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Executive Summary

The Philomath Fire & Rescue District (District) first adopted a Standard of Coverage for Emergency Response (SOC) in 2013. Since the initial adoption of the SOC, the District has faced challenges with measuring the ability of the organization to meet its adopted planned performance measures and targets. These challenges are being addressed in this updated plan along with other organizational improvements discussed later in the report.

Improvements in data collection have enhanced the District's ability to measure performance against the planned performance measures. The District has worked with the Insurance Services Organization and the Oregon State Fire Marshal's Office to create a custom report of incident data specific to our SOC. This report allows staff to quickly analyze performance against adopted standards. Other significant changes in the plan include changes in response area and staffing.

We have also recognized wildland fires and earthquakes as our biggest threats. Our community risk was identified by using the Benton County Community Wildfire Protection Plan. This matrix identifies how wildfires are the greatest risk facing the community. The District is working closely with community partners to improve community resiliency to natural hazards including preparation for potential impacts resulting from a Cascadia Subduction Zone earthquake. The "hardening" of Station 201, with help from the Business Oregon Grant in 2016, was one step the District took toward mitigating this hazard.

The Minimum Staffing Plan includes data regarding staffing, performance, and emergency response expectations. This information is the benchmark that the agency uses to measure its performance. The District measures performance on three different types of incidents: structure fires, wildland fires and emergency medical incidents. The District further analyzes performance within three primary response zones: urban areas (within the city limits), rural areas, and remote areas, (areas not urban or rural).

The District continues to provide an exceptional level of service for its citizens. This SOC provides measurable goals for performance that the Board of Directors has determined to be the minimum level of service for the community.

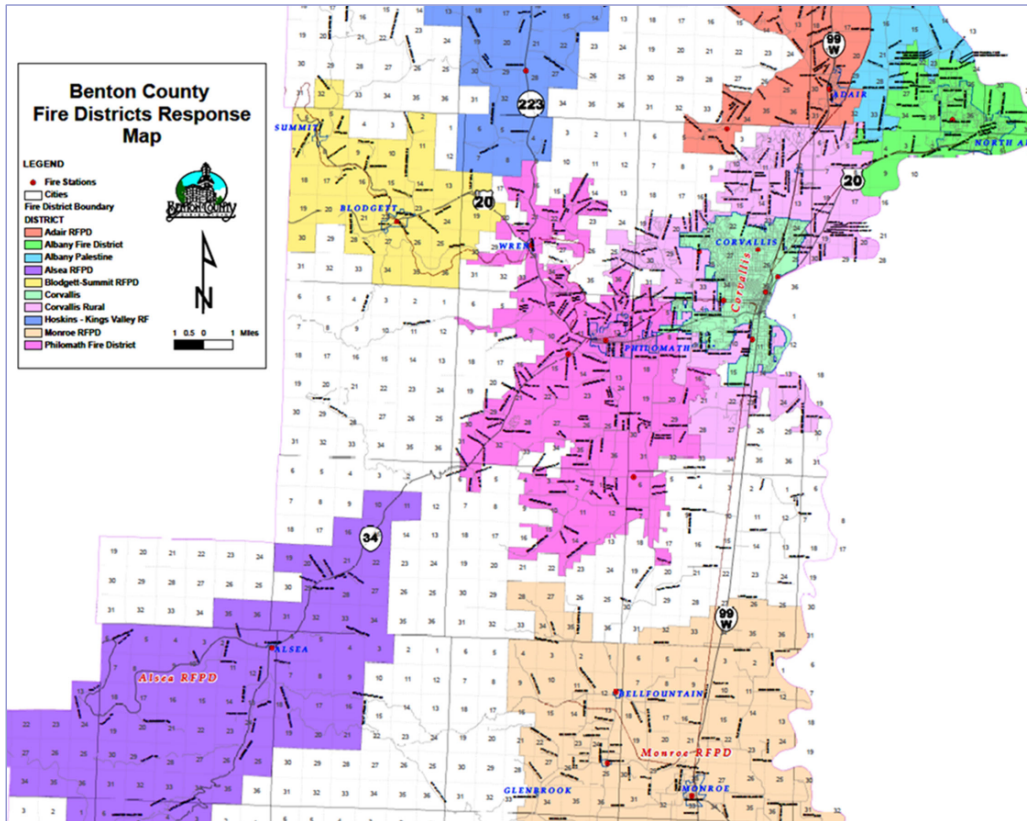
Introduction

Philomath Fire & Rescue is a Special District organized under ORS Chapter 478. The former City of Philomath Fire Department and the Philomath Rural Fire Protection District consolidated as agencies under ORS 198.727 in 1985. In 2002, the name of Philomath Rural Fire Protection District #4 was changed from a numbered District to a named District, Philomath Fire & Rescue.

An elected five-member Board of Directors governs Philomath Fire & Rescue. Board members are either residents or own property within the District boundaries. The Board of Directors meets regularly on the first Monday of most months at 3:00 PM, with exceptions for months with holidays on Monday, subject to quorum availability.

Philomath Fire & Rescue

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The District covers 58 square miles and has a population of more than 10,000 residents. A larger map of the Fire District can be found on the District's website here: <https://www.philomathfire.com/philomath-fire-rescue-fire-district-map>.

The District provides services from ~~three manned stations~~ one staffed station and two sub-stations that are primarily staffed by volunteers.

- Response to medical emergencies as a non-transporting quick-response team
- Response to fire and hazardous-materials emergencies as a primary agency
- Fire and accident prevention through public education, code enforcement, and community involvement

The District responds to a variety of calls.

While it is mostly assumed that the Fire Department responds primarily to fire-related calls only about 20 to 25% of calls relate to fire concerns. Most of the emergency calls for the Fire District relate to medical emergencies.

Common Fire Incidents:

Structural fires	Illegal burns
Alarm activations	Burn complaints
Wildland Urban Interface firefighting	Nuisance fires
Mutual aid to other fire and rescue services	Mutual aid to other fire and rescue services

Common Medical Incidents:

Sick Person (variety of illness)	Falls / Lift Assists
Cardiac Arrest	Stroke
Motor Vehicle Crashes	Chest Pain
Assisting Law Enforcement	Breathing Problems

Paid staff and volunteers train for and provide multiple services other than fire and EMS response, including:

- Heavy extrication for motor-vehicle crashes
- Safety and prevention education to the public
- Fire investigation
- Fire-code enforcement
- Water rescue from the bank and rope rescue at medium to low angles
- Initial response to incidents involving hazardous materials, excluding cleanup.

Overview

Philomath Fire & Rescue is a combination paid/volunteer Rural Fire District with three stations located within the boundaries of the District, in the heart of the beautiful Willamette Valley, which is southwest of Portland, Oregon.

The geographical terrain of the district consists of the valley along which the Marys River flows. The east end of the District is primarily wildland/urban interface, while the west side is rugged, mountainous timberland. In addition to structure fires, medical calls, and motor vehicle accidents, we also respond to wildland fires, logging accidents, and water rescues. Much of the rural District is without hydrants, which adds additional response considerations. Further, the department responds with the Benton County Task Force providing county and statewide mutual aid including automatic aid agreements with neighboring fire Districts. In the last few years, Philomath Fire & Rescue has also responded to multiple wildfire emergencies in the State of California dispatched by the State of Oregon.

Philomath Fire & Rescue

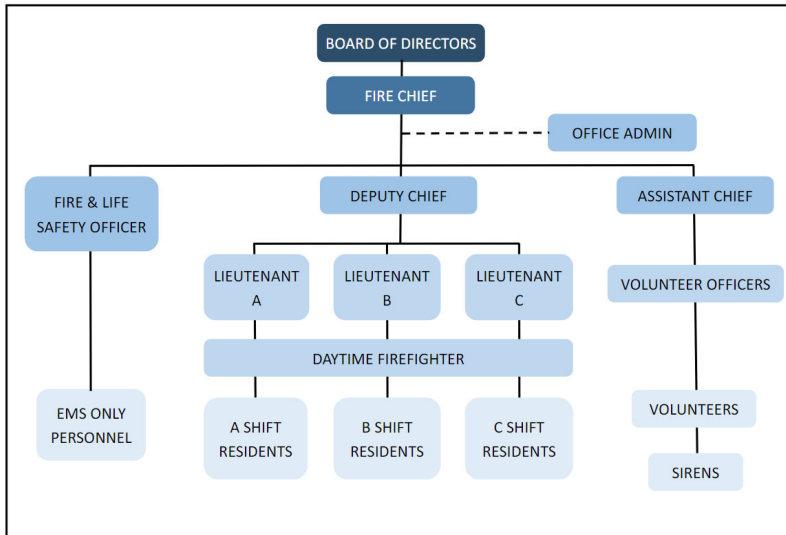
Standard of Coverage ~~2021~~2022



Personnel

Philomath Fire & Rescue has ~~two~~three full-time lieutenants ~~and one full-time Captain~~, in rotation, that provide emergency services 24 hours a day, seven days a week. Philomath Fire & Rescue also has a Fire Chief, Deputy Fire Chief, Fire & Life Safety Officer, and a Daytime Firefighter that are regularly scheduled to work from 8:00 am to 5:00 pm, Monday through Friday. These positions are supported by six Resident Volunteers who reside at the main station, ~~two Resident Volunteers at Station 202~~, and two Resident Volunteers at Station 203. There is a pool of paid part-time firefighters that may be placed on duty Philomath Fire & Rescue also has, on average, 30 volunteers that respond to emergency calls 24 hours a day, seven days a week. Philomath Fire & Rescue is, by definition, a combination emergency service organization.

PHILOMATH FIRE & RESCUE ORGANIZATIONAL CHART



Legal Jurisdiction

Philomath Fire & Rescue's service area consists of the three-square miles of the incorporated City of Philomath and 55 square miles of unincorporated rural Benton County. The total city and rural protection areas is equal to 58 square miles, with a population of approximately 10,000 people.

Budget

The budget for Philomath Fire & Rescue is derived from a permanent tax rate of \$1.5080 per \$1000 assessed value of improved property located within the District. Grants, bonds, and operating levies are other sources of funding, though these are inconsistent and highly competitive.

In Fiscal Year 2021 – 2022 the Operating Budget for the District is \$2,147,278 for the General Fund and \$389,823 for the GO Bond Debt Services Fund. In 2016, the District was awarded a \$3.5 million 10-year bond. Fiscal Year 2021 – 2022 is the 4th year of the bond repayment. At the start of the fiscal year, July 1, 2021, \$2,409,762 is outstanding on the repayment of the GO Bond.

Commented [RS1]: Need update

Community Impact

In 2020, the District personnel interacted with more than 2,100 members of our community through emergency response, community outreach and education. The personnel proactively work with community members on Community Risk Reduction. Included in this program is site evaluation for remodels and new construction to help property owners comply with County requirements for access of emergency vehicles and water supply. Personnel also work with community members in the Wildland Urban Interface on wildfire preparedness, including the west-most neighborhood of Wren, who was recognized nationally as an NFPA

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FireWise USA Program Community (along with Pioneer Village). The District also provides regular First Aid/CPR/AED classes, fire extinguisher training classes, Bloodborne Pathogens training, defensible space programs, and bridge and access programs which seeks to educate owners on the regular checkup of the certification of loads for emergency apparatus access.

Mission, Goals, Objectives

Mission Statement

The men and women of Philomath Fire & Rescue are dedicated to the preservation of property through the prevention and suppression of fire; the protection and care of human life through education, rescue, and treatment; and the development of character through commitment and teamwork.

General Goals and Objectives

Administration

1. Provide vision and leadership for the District.
2. Manage fiscal and capital resources in a responsible manner.
3. Adhere to District policies and procedures.
4. Maintain a highly qualified paid and volunteer staff.
5. Review and update the District's Master Plan in accordance with needs of the community served.
6. Maintain an up-to-date Deployment Standard.

Personnel

1. Add additional employees as workload and call volume dictate, within fiscal constraints.
2. Maintain a competitive wage and benefit package for paid employees, generally equivalent to similar-sized districts and factoring in considerations associated with geographic location, local costs of living, and funding.
3. Review and supervise paid and volunteer staff in accordance with laws of the State of Oregon and general standards of special service districts.

Volunteers

1. Continuously provide and recruit volunteers for all three stations
2. Identify areas where volunteer benefits can be improved and implement innovations for recruitment, retention, skills, and position satisfaction as appropriate.

Building and Land

1. Manage buildings and lands of the District as public resources.
2. Continue to improve facilities in accordance with needs of the community served and within fiscal constraints.
3. Maintain a reserve fund for facility improvement.

Fire and Rescue Equipment and Apparatus

1. Manage District equipment and apparatus as public resources.

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2. Maintain and improve equipment and apparatus in accordance with needs of the community served and fiscal constraints.
3. Maintain a reserve fund for apparatus maintenance and replacement.

Fire and Rescue Services

1. Respond to incidents to the best ability of the District.
2. Teach citizens to be aware of fire and other hazardous risks and how to minimize exposure.
3. Provide training opportunities for paid and volunteer staff.
4. Recruit, train, and maintain a staff of volunteers and paid employees capable of responding to a variety of incident types.

Emergency Medical Services

1. Respond to incidents to the best ability of the District.
2. Teach first aid and cardio-pulmonary resuscitation to citizens.
3. Train volunteer responders to be, at a minimum, providers of basic life-support health care.
4. Provide training opportunities for emergency medical responders and emergency medical technicians.
5. Provide new equipment as needs and technology dictate.
6. Continuously provide and recruit community volunteers capable of providing emergency response.

Fire & Life Safety Services

1. Provide public fire education to the community through events held on-site and throughout the District.
2. Install and repair address posts throughout the Fire District.
3. Maintain adequate variety of chimney brushes for public use.
4. Provide a "home" prevention program providing the necessary safety features to prevent injuries and promote safety in the home through education and inspection.
5. Provide information about fire safety and upcoming events with Philomath Fire & Rescue.
6. Provide guidance and partnership with ODF on FireWise communities and defensible space education.
7. Work with Wren, Marys River Estates, Wren Hill Estates, and Pioneer Village Disaster Preparedness groups.
8. Provide leadership with Local Emergency Planning Committee (Mid-Valley LEPC).
9. Provide American Heart Association Heartsaver First Aid/CPR classes for Philomath Schools, City of Philomath, other community businesses and groups, and citizens on a monthly basis.
10. Provide support for events that includes Fire & Life Safety education (Open House, Health & Safety Fair, etc).
11. Provide input to City and County for building plans, construction, occupancy processes and Access & Water Supply for construction permits.
12. Provide smoke detector installation via the Oregon Smoke Installation Program.
13. Provide car seat installation and education.
14. Continue Business Inspection Program.
15. Perform annual hydrant testing working with the City of Philomath Public Works.
16. Participate with Linn-Benton Fire Investigation Team in fire investigation and education.

Commented [RS2]: Should also add Fire & Life Safety here (from budget document)

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Facilities

The District operates out of one main station, Station 201 located at 1035 Main Street, and two substations, Station 202 located at 34925 Wren Rd, and Station 203 located at 25700 Llewellyn Rd, Corvallis.

Station 201

1035 Main Street Philomath, OR

Station 201 is the main station and houses the majority of the apparatus, including the 2018 Aerial Engine. Response from Station 201 covers the City of Philomath as well as the rural areas surrounding.



Station 202

34925 Wren Rd Philomath, OR

Station 202 houses a Type III Interface Engine and a multi-purpose QRT Rescue rig with medical equipment, extrication equipment, and tools and spare SBCAs for fire support and rescue ~~and Type III Brush Rig~~. These vehicles are capable of responding to medical and fire calls, both in the city and in the Wildland Urban Interface within the 202 response area and expanded response into Blodgett and Kings Valley as well as support for City calls. A Response SUV is housed at 202 as well, used for medical response in the rural areas to the west of Philomath.



Station 203

25700 Llewellyn Rd Corvallis, OR

Station 203 houses a Type I Engine and a Type I Tender, as well as a Pick-up Truck for fire and medical response. These vehicles are geared toward response in rural areas and are also helpful for response to areas in the Wildland Urban Interface. Station 203 houses up to two Resident Volunteers for quicker response to the southern part of our Fire District.



The District has five remote water sites. They are placed in the following locations:

1. the intersection of Decker and Bellfountain roads
2. on Joseph Lane
3. on Priest Road

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4. at Wren Hill Estates
5. at the end of Daisy Drive

The District relies on hydrants to supply a pressurized water system within the city limits.

The District also responds to calls for emergency medical service in unprotected areas of Benton County that are within 5 miles of the District's boundary, as well as to the top of Mary's Peak.

Resources

Station 201 at 1035 Main Street Apparatus



224 - 2016 Northstar/Ford F350 Ambulance



251 - 2018 Pierce/Enforcer 75 Foot Aerial



231 - 2016 Pierce/Saber Type 1 Engine



291 - 2007 Chevy Tahoe Staff Car



241 - 2007 BME/Kenworth 3,000-gal Water Tender



290 - 2017 Ford Explorer Staff Car

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~~293 - 2010 Ford Crew Cab Staff Car~~



294 - 2017 Ford Explorer Staff Car



Air Trailer - Cascade System, filling station and extra bottles



Mass-Casualty Incident Trailer



265 - 2016 Pierce/International Type 3 Engine



261- 2017 Ford F550 Brush Truck

Station 202 at 34925 Wren Road Apparatus

Philomath Fire & Rescue



~~232 - 2016 Pierce/International Type 1 Engine~~ [Add new 232 here](#)

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221 - 2017 KME/Ford F450 Rescue



265 - 1990 BME/International Type 4 Engine

Station 203 at 25700 Llewellyn Road Apparatus



233 - 2008 BME/International Type 1 Engine



244 - 2007 BME-Kenworth 3,000-gallon Water Tender

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293 - 2010 Ford Crew Cab Staff Car



~~263 - 2007 Ford F450 Brush Truck~~



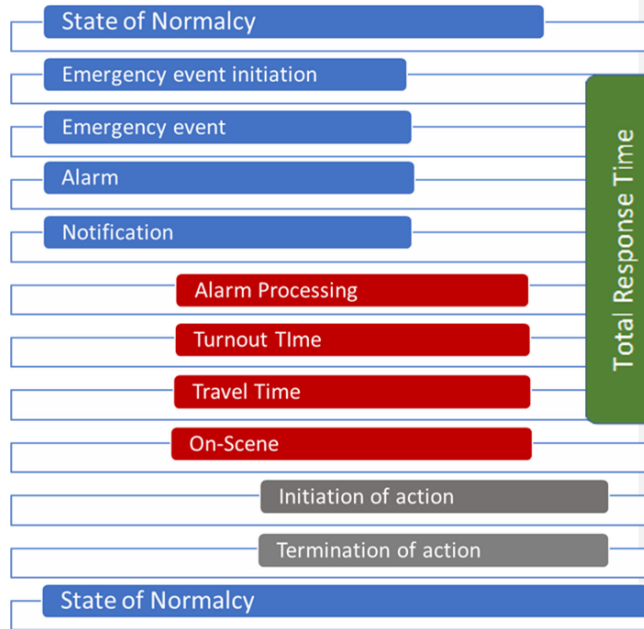
Philomath Fire & Rescue

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Cascade of Events:

The cascade of events is the sum of the individual elements of time beginning with a state of normalcy and continuing until normalcy is once again returned through the mitigation of the event. The elements of time that are important to the ultimate outcome of a structure fire or a critical medical emergency begin with the initiation of the event. For example, the first on-set of chest pain begins the biological and scientific time clock for heart damage irrespective of when 911 is notified. Similarly, a fire may begin and burn undetected for a period of time before the fire department is notified. The emergency response system does not have control over the time interval for manual recognition or the choice to request assistance.

Therefore, the Fire District utilizes quantifiable hard data points to measure and manage system performance. These elements include alarm processing, turnout time, travel time, and time spent on scene. ~~An example of the Cascade of Events and the elements of performance utilized by the District is below.~~



ISO Summary

Insurance Services Office is the principal provider of insurance underwriting, rating, and statistical information to the property and casualty insurance industry in the United States. ISO collects information about a community's public fire protection and analyzes the data using its Fire Suppression Rating Schedule which quantifies the community's fire suppression resources. Fire departments are evaluated on communications, water supply, personnel, training, and equipment. ISO then assigns a public protection classification (PPC) based on those resources, from Class 1 to Class 10, Class 1 represents the best public protection.

The formulas homeowner's insurance companies use to determine their insurance rates are complex and constantly changing. But all other things being equal, a lower PPC score for your area may translate to a lower homeowner's insurance premium, as it means your home is at a lower risk for serious fire damage. Home insurance companies may offer lower rates if you have a lower ISO rating.

However, how your rating impacts your homeowner's insurance premium varies by insurer, and it's often only one of many factors it considers with regards to fire safety. For example, some companies will ask about your home's proximity to a fire station or fire hydrant, as well as whether you have a fire alarm or sprinkler system.

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Also, some insurers do not use ISO's score to set homeowners' premiums at all. Instead, they use their own metrics based on factors like historical fire data.

The relationship between ISO PPC and insurance rates is complex. Based on experience and evaluation, the cost benefit of improving the District's ISO PPC rating is in the best interest of the District and its patrons. ~~The District is currently (Summer 2019) under evaluation by ISO PPC and is awaiting the results. Those results will be made public as soon as they are released.~~

The full ISO report can be found on our website: <https://www.philomathfire.com/insurance-services-office-iso-information>.

Agency Partners

The District relies on a variety of partners to fulfill its mission. They include:

- Corvallis Fire Department provides ambulance transport, technical rescue, confined-space rescue, and water-rescue services.
- Benton County Search and Rescue, under the auspices of the County Sheriff, provides search-and-rescue services.
- The State of Oregon, through the Linn Benton HazMat Region 5 Team, provides any hazardous-materials response beyond the District's capabilities.
- Corvallis Fire and Monroe Fire provide automatic aid for structure fires under established agreements.
- Fire agencies in Benton, Linn, and Polk counties also provide general mutual aid for a variety of calls.
- Oregon Department of Forestry responds to wildland fires in the District.

District Risk Assessment/Hazard Analysis/Topographic Characteristics

The Federal Emergency Management Agency (FEMA) defines mitigation as *"any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event."* The Benton County Natural Hazards Mitigation Plan was developed to reduce future loss of life and damage to property resulting from natural hazards.

By developing and maintaining an approved Natural Hazards Mitigation Plan we also stay compliant with State and Federal law and remain eligible to apply for pre-and post-disaster funding.

It is impossible to predict exactly when natural hazards events will occur, or the extent to which they will affect the community. But with careful planning and collaboration among public agencies, private sector organizations, and community members, it is possible to minimize the losses that can result from natural hazards.

In July 2016, the Board of Commissioners formally adopted the Natural Hazards Mitigation Plan. In October 2020, a progress report on the implementation of the plan was developed. Both are listed in "Support Documents" on the Benton County Natural Hazards Mitigation site:

<https://www.co.benton.or.us/sheriff/page/natural-hazards-mitigation-plan-nhmp>

Commented [RS3]: Update with actual data.

Commented [RS4]: Update to the plan to be completed by the end of 2023 and updated every five years thereafter.

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Development and Population Growth

The number of units listed below is based on 3,745 tax accounts recorded by the Benton County Tax Assessors Office for the District. Associated population estimates are based on 2.98 persons per household as figured by the Census Bureau in 2000.

Number	Type	Estimated Population
2650	Single-family dwelling	7,897 persons
85	Multi-family (231 dwellings)	755 persons
12	Multi-family Apartments (489 dwellings)	1457 persons
650	Mobile homes	1,937 persons
26	Assembly (Churches, Restaurants, etc.)	
137	Business/Mercantile	
36	Industrial	
5	Storage	

Urban Growth Boundary and Impact:

The Process of forecasting future development changes in the city limits requires periodic conversations with the city. Based on needs, the economy, and development, the land annexed from the UGB into the city can happen at any time.

Commercial or industrial development being planned:

Lepman (RV park, Self-Storage, Flex business park - N 19th to Main St area of old mill site)

Corvallis Clinic (Main St)

Northernwood (Alyrica campus on N 19th St)

Business and Medical Park on Main St

Housing developments being planned or under construction:

Mill Crossing (under construction)

~~Newton Creek (under construction)~~

Pippa Ln (under construction)

Habitat Housing (under construction)

Fawn Meadows (under construction)

Wren Hills Estates – Phase III (on-going)

19th and Chapel Triplex townhomes (planned – four triplex townhomes – 12 units)

Forest Meadows MHP Expansion (planned – 64 sites)

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Response Performance Statistics

The District's average response time, from the time a call is received until District personnel are leaving a station, has dropped from a high of 5.02 minutes in 2010 (before 24-hour shifts were implemented in 2017) to 1.64 minutes in 2020. In the same time period, our call volume rose from 551 calls to 769 calls. In 2021 the annual call volume was 857 calls and the response time remains under two minutes.

CONSIDERATIONS:

In this guideline, the term Officer refers to the designated Duty Officer or their designee.

Safety- Personnel safety is a core value at Philomath Fire & Rescue and is the Officers' priority when making decisions.

Risk Management- Life safety of our patrons and citizens in the greater community are the highest priority. We will compromise other considerations when necessary to affect a timely, appropriate response when a life is at risk.

District Needs- We will do what we can to honor all automatic aid and mutual aid agreements while ensuring that the citizens who fund our operations are covered.

Location of Call- The Fire District, our EMS response area and our automatic aid/mutual aid area is geographically diverse. The location of the call should be considered when committing resources.

Training, Experience, and Ability of Responders- Consider the training and experience of personnel as well as the current capabilities of personnel.

Available Resources- Officers should be aware of the status of District apparatus and personnel. Staff will notify Officers and District personnel of staffing changes. Officers should also consider the availability of mutual aid apparatus when making response decisions.

Communications- It is important for the officers to be aware of changes in the District's response capabilities. It is the responsibility of the officer to know what the day-to-day status of apparatus is by utilizing the information provided. Officers may request additional reporting to ensure that information is properly and completely passed along. Officers are also responsible for communicating pertinent changes that occur during their shift to all relevant personnel, including Chief Officers and staff.

Risk Assessment Relating to Staffing

Personnel Resource Components

Variables in standard response associated with staffing:

Station 201:

Evening and weekend volunteer response is within acceptable limits. Weekday volunteer response is generally low. Many volunteers work 8:00 AM to 5:00 PM and are either too far away to respond or have challenges leaving work to respond.

Station 201 has on average:

Philomath Fire & Rescue

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Monday – Friday, 8 a. to 5 pm: 2 Resident Volunteers, 1 24hr Lieutenant, 1 Daytime Firefighter, and 3 Administrative Responders – Totaling 7 Responders

Evenings and Weekends: 1 24hr Lieutenant, 3 Resident Volunteers, and 1 Duty Officer – Totaling 5 Responders

~~four paid personnel on duty from 8:00 am to 5:00 pm Monday through Friday in addition to one paid firefighter on a 24-hour shift and one volunteer resident.~~ Vacations are scheduled to maintain a minimum staffing of two career personnel on duty. Schedules for time off associated with major holidays are arranged to maintain a minimum staffing of two career personnel. Station 201 responds to all calls within the District, with the exception of medical calls when Station 202 is staffed.

Station 202:

Evening, weekend, and weekday volunteer response is slower than weekday response due to the lack of volunteers in this geographical area. Station 202 ~~does have two Resident Volunteers that respond after hours staffing when excess staff is available at Station 201 for normal business days from 9 AM-5 PM.~~ Station 201 also responds into this area to augment the response for MVCs and fire calls when the station is staffed. Has the ability to house personnel in a temporary structure. Plans for remodel and additions to this station are budgeted in Fiscal Years 2022 through 2024.

Station 203:

Evening, weekend, and weekday volunteer response is slow due to the lack of volunteers in this geographical area. Calls for service are facilitated by 3 community volunteers and 2 Resident Volunteers. ~~Station 201 responds to all calls in this area and can be cancelled by Station 203 responders if they can handle the call. Station 203 does not have paid personnel has two resident volunteers able to respond when in residence.~~

Automatic Aid Agreements

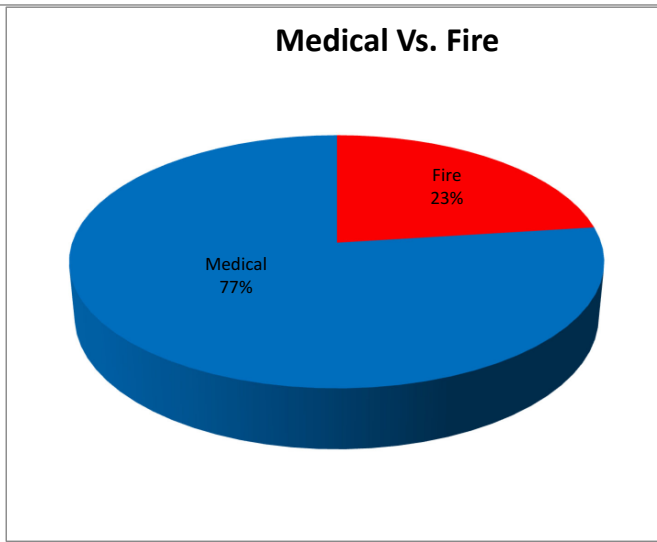
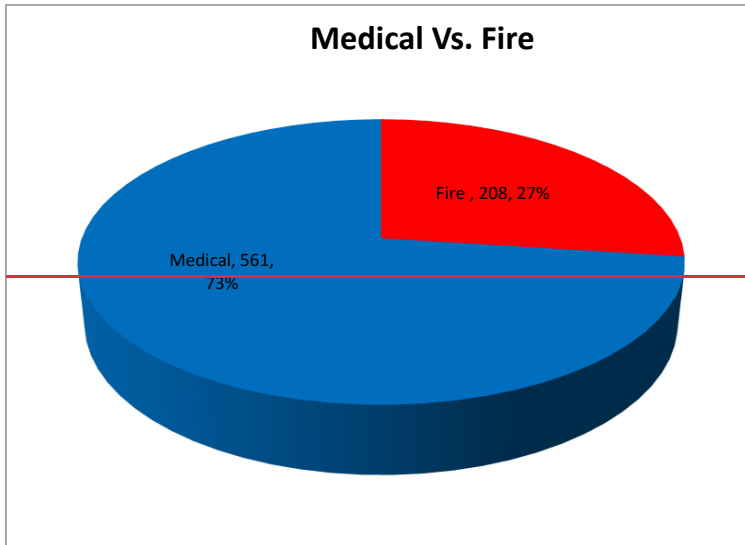
To compensate for the variables that can occur in volunteer staffing, the District has entered into automatic-aid agreements for response on all first-alarm structure fires with the service areas of the Corvallis Fire Department and the Monroe Rural Fire Protection District. These agreements provide for response by an engine company from each agency on all first-alarm structure fires in the City of Philomath. These agreements also provide for response of a water tender from the City of Corvallis Fire Department and a water tender from the Monroe Fire Department for all first-alarm structure fires that occur in the rural areas of the District.

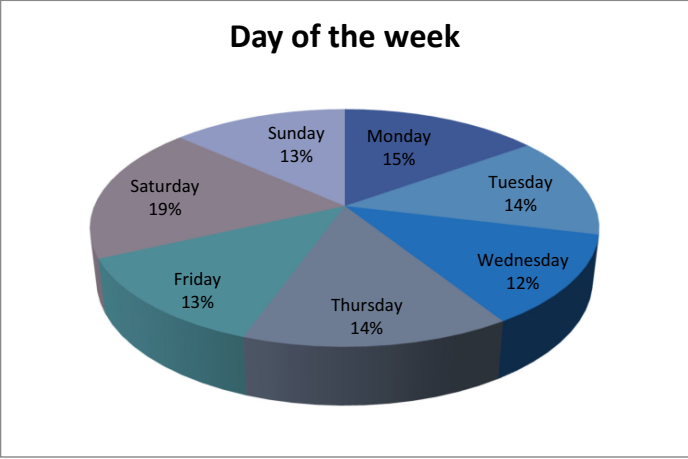
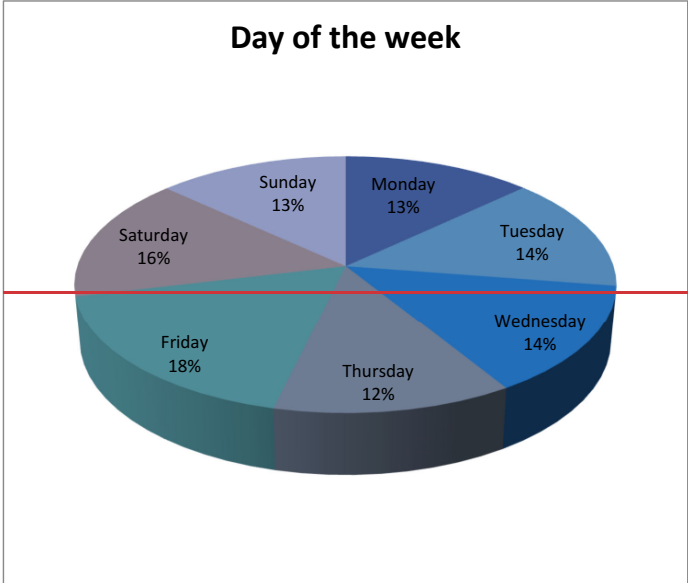
Mutual-Aid Agreements

The District has mutual-aid agreements with all fire protection agencies in Benton, Linn, and Polk counties for response to natural or man-made disasters.

Incident charts (~~2006-2020~~2021)

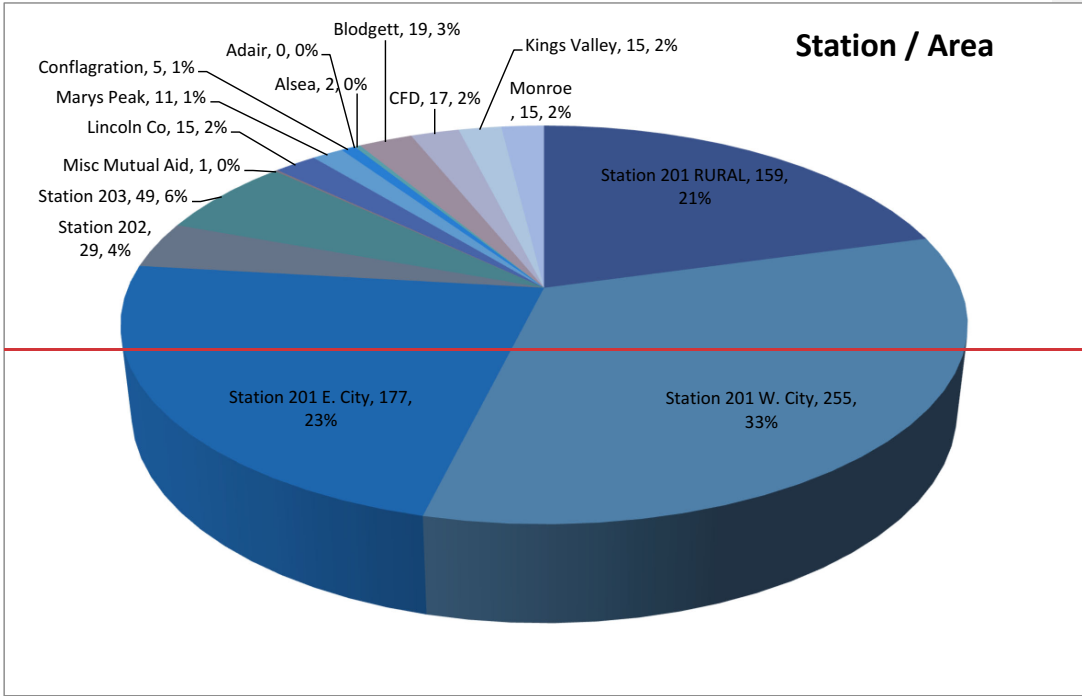
Commented [RS5]: Should also add in agreement with HKVRFDP and our response into their area as well as BSRFPD.

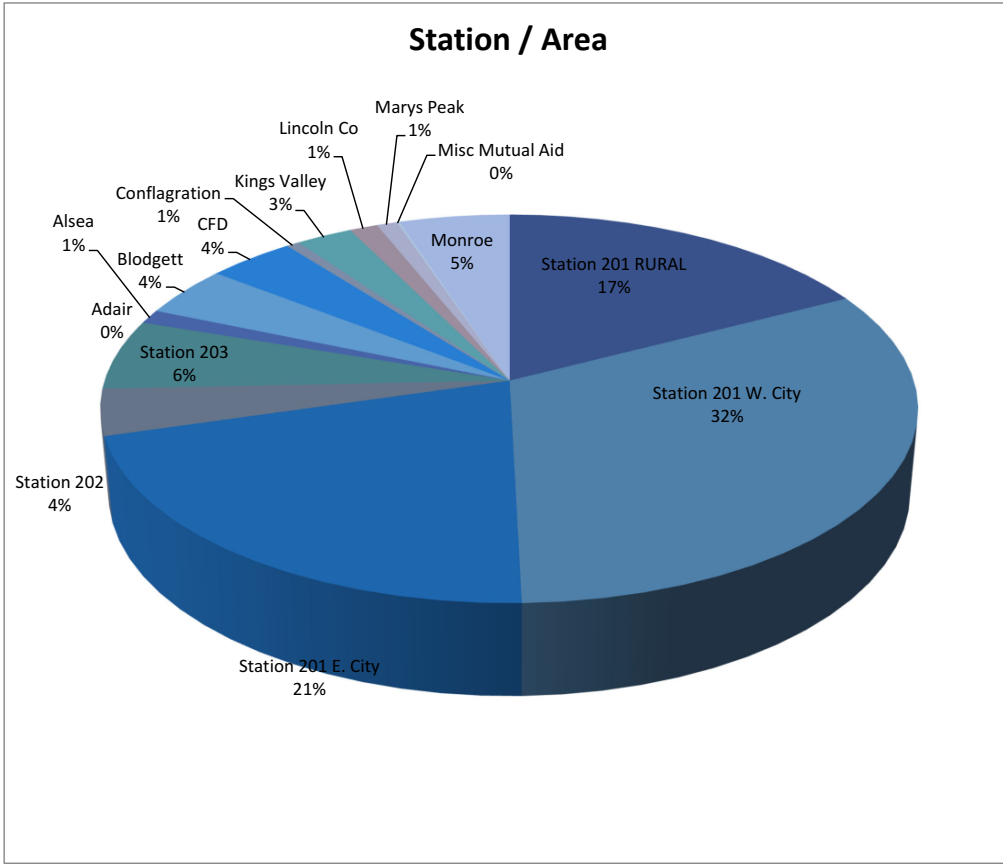


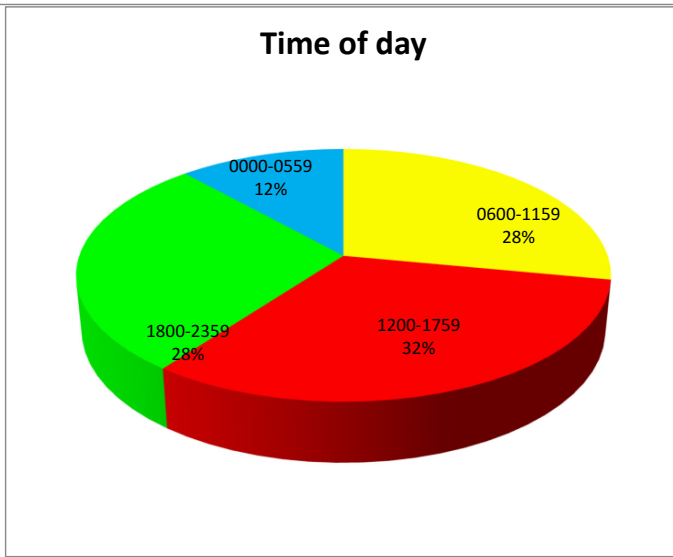
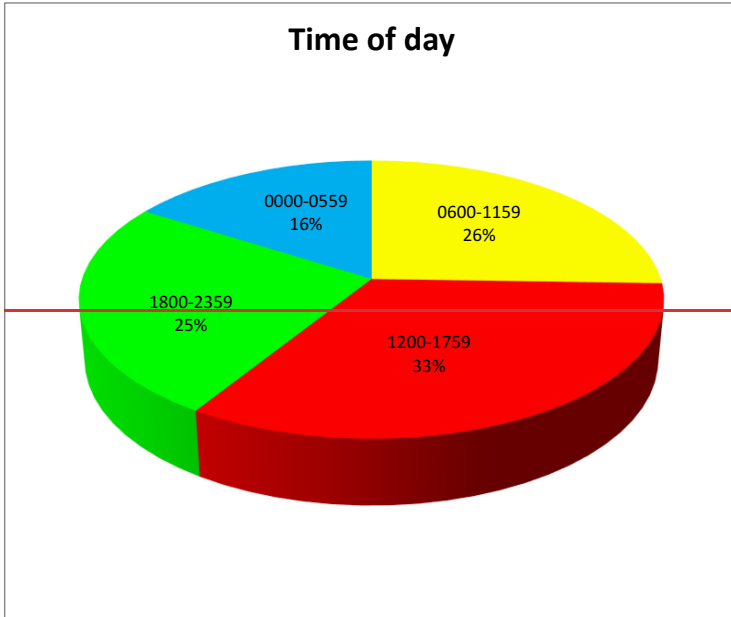


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Probability Analysis

Philomath Fire & Rescue

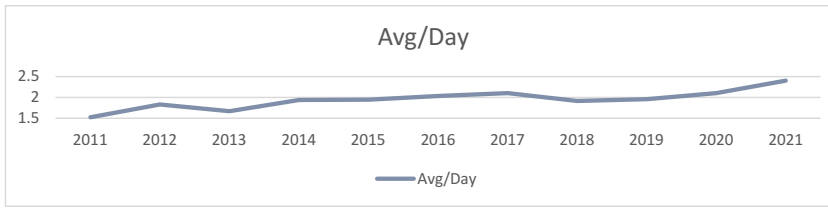
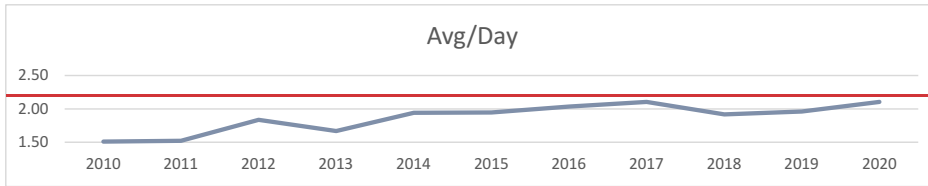
Standard of Coverage ~~2021~~2022

There are many different methods for conducting a probability analysis. It is important that the method selected is appropriate for the community and the agency involved. For the purposes of developing the District's Deployment Standard, the method of average calls per day is used.

The following information references calls for service over the last ten years and establishes a calls-per-day average.

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Medical	414	451	540	464	533	551	602	588	511	549	561
Fire	137	105	130	145	176	160	141	181	189	167	208
Total	551	556	670	609	709	711	743	769	700	716	769
Avg/Day	1.54	1.52	1.83	1.67	1.94	1.95	2.03	2.11	1.92	1.96	2.11

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Medical	451	540	464	533	551	602	588	511	549	561	671
Fire	105	130	145	176	160	141	181	189	167	208	207
Total	556	670	609	709	711	743	769	700	716	769	878
Avg/Day	1.52	1.83	1.67	1.94	1.95	2.03	2.11	1.92	1.96	2.11	2.4



Minimum Staffing / Apparatus Level In District

Staffing Definitions (These are minimums)

Ladder Company:

1 Fire Officer

1 Aerial Operator

-OR-

1 Engineer

1 Entry-cleared Firefighter

Engine Company:

1 Fire Officer

1 Pumper Operator

-OR-

1 Engineer

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1-Entry cleared Firefighter

Tender Company: Tender Operator (and Tender Aide if available.)

Brush Truck Crew: 1 Wildland Firefighter and 1 Brush Truck Operator

Rescue/QRT vehicle: 1 – EMR or higher/Driver and 1 – EMT or higher

Duty Officer: 1 Captain or above in a staff vehicle

Minimum Staffing / Apparatus Level In-District Staffing For Mutual & Automatic Aid

Requests for Mutual/Auto aid shall be at the discretion of the officer in charge. Apparatus responding from Station 201 should be replaced by a move-up from a sub-substation as soon as possible.

Staffing Definitions (These are minimums)

Ladder Company:

1- Fire Officer

1- Aerial Operator

1- Entry Cleared Firefighter

Engine Company:

1- Fire Officer

1- Pumper Operator

1- Entry Cleared Firefighter

Tender Company: Tender Operator (and Tender Aide if available.)

Brush Truck Crew: 1- Wildland Firefighter and 1- Brush Truck Operator

Rescue/QRT vehicle: 1 – EMR or higher/Driver and 1 – EMT or higher

Rescue Squad: 1 – EMT or higher and 1 – Apparatus Operator

Ambulance/Medic: 1 – EMT Advanced or higher and 1 – EMT/Apparatus Operator

Duty Officer: 1 ~~Lieutenant~~ Captain or above in a staff vehicle

Conflagration Response:

Philomath Fire and Rescue will make every effort to assist the State of Oregon with conflagrations if possible. We will send following apparatus on state deployments providing that District Coverage can still be met, and proper staffing can be attained:

1- Taskforce/Strike Team Leader

1- Brush Truck Crew or Tender Company

1- Engine Crew

Automatic Aid with Structural Fire Protection Agencies:

Corvallis:

1- Ladder Company

Monroe RFPD, Blodgett-Summit VFD, and Hoskins-Kings Valley VFD:

1- Duty Officer

1- Engine Company

We will also send one Tender, with Tender Operator, to BSVFD and HKVFD with proper staffing.

Mutual Aid with Structural Fire Protection Agencies:

Philomath Fire & Rescue

Standard of Coverage ~~2021~~2022

All fire apparatus shall have an Officer, Operator, and one Entry Cleared Firefighter to respond. Personnel taking specialized equipment out of District must be trained in its use.

Mutual Aid with ODF in Structurally Unprotected Areas:

Philomath Fire and Rescue responds to fire calls in these areas per request if the District's coverage needs will be met. Property owners will be billed for apparatus, personnel, and standby coverage at the current state rate for the extinguishment of the fire.

MVA Extrication Response Out-of-District in Structurally Unprotected Areas:

1- Duty Officer

1- Extrication Apparatus (251 or 231)

Mass Casualty Incident Out of District in Structurally Unprotected Areas:

1- Duty Officer

1- Rescue Squad

Fire Chief Summary and Recommendations

While great improvements have been made since adoption of the original Standard of Coverage in 2013, there are still opportunities for improvement of service delivery and data collection. During the update and review of the Standard of Coverage document District staff identified the following recommendations to further enhance service delivery.

Emergency Response:

1. Benton County Voters passed the 911 Service District Tax in 2019. Currently, calls for service are processed through the Corvallis Rural Communication Center; yet radio communications remain spotty at best throughout the District and create challenges for firefighters in the field. A non-biased radio study needs to be performed in the county and known weak spots need to be addressed. Also, monitored, countywide tactical channels need to be established to protect personnel.
2. Increased development within the District and surrounding areas may impact response reliability in the future. Benchmarks for response reliability should be established and monitored for compliance. Increasing emergency calls may necessitate the addition of peak activity staffing.
3. The District has three operational fire stations with two of the stations served by volunteers and the main station on Main Street (Station 201) served by a combination of career and volunteer staffing. Career staff from Station 201 respond to all incidents regardless of station response area. Response data for each station service area should be evaluated independently to provide feedback to volunteer personnel as well as to monitor regional needs and response trends.
4. The District works closely with neighboring agencies to provide a "closest-resource" response to emergency incidents. District staff should continue to enhance coordinated service within the region particularly Blodgett-Summit RFPD and Hoskins-Kings Valley RFPD. Additionally, staff should monitor mutual aid received and provided as part of its data reporting.
5. Maintenance of volunteer staffing and response reliability should be a priority for Stations 202 and 203.

6. The District should evaluate the failure to meet response requirements for rural wildfire responses and develop a mitigation plan to improve performance.

Preparedness:

1. The District should enhance local resilience to natural disasters with a focus on wildfire, flooding, weather, and earthquakes. The District should support local and regional efforts to enhance development and building codes which improve community resilience.
2. The District should train a cadre of personnel to perform building inspections to meet the needs of our growing business community.
3. The District shall evaluate emergency response data to identify opportunities to reduce community risk and prevent injuries.
4. The District should work with other local stakeholders to establish expanded medical care options for the community.

Training:

1. The District should ensure career and volunteer staff receive the necessary training to perform the essential functions of their job and are prepared for advancement. Volunteer training should provide opportunities for volunteers to become apparatus operators and officers within the organization. Classes should be offered at least biennially.
2. The training trailer needs to be replaced with a live fire training tower. The District should execute the established Master Plan and monitor its progress.

Summary

The Standard of Coverage identifies key areas of performance the District can measure using available data and analytics. More importantly, the document establishes the level of service the District will provide residents. Performance benchmarks are evaluated at least annually to determine compliance with adopted standards. Recommendations within the plan will be incorporated in District goals and strategic plans. The District would like to recognize all of the members of the organization who work tirelessly to provide exceptional services to our community.



SD | 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:

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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:
 - Upon hire
 - When changes are made to the workplace or policies
 - 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:
 - Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)
 - 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:
 - Employment/volunteer application
 - Resume (if offered)
 - Letter(s) of recommendation (if any)
 - Employment/volunteer offer letter
 - New staff orientation checklist
 - Staff agreements (if any)
 - Copy of original payroll set-up sheet (all subsequent ones belong in the payroll file)
 - Copies of all performance evaluations, goals, and objectives
 - Copies of all disciplinary actions, any dispute procedure documentation, and results (investigative notes, documents, etc. should not be kept in the employee file)
 - Requests for any policy exceptions
 - Requests for leaves of absence (if this contains medical information, place in separate confidential file)
 - Training courses/classes attended
 - Professional licenses, certifications, etc.

- 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 uses the application document or has a publicly known process to allow applicants to request veterans' preference and to provide their DD214 or DD215.
 - Preference is given based on a publicly known scale.
 - This scale provides additional preference to a disabled veteran.
 - Preference adjustments are given at all scored levels of the hiring/promotional process.
- 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.
- The interview panel is a diverse group that matches the make-up of the district's patrons whenever possible.

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).
 - 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.
 - 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.

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**.



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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Section P
PERSONNEL
Procedure P-15

LIEUTENANT

Position Summary:

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

Supervision Received:

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

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

Essential Job Duties:

A Lieutenant will:

- Perform all requirements of a Firefighter (Procedure P-20) or Volunteer Firefighter (Procedure P-8).
- Have successfully passed the Lieutenant examination with a minimum score of 70% in each section.
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, practices and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Assume command of emergency incidents when a Firefighter is in command.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.

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- Exhibit leadership qualities and develop respectful working relationships with members of the District as well as the community.
 - Effectively lead personnel during emergency incidents as well as during daily operations and trainings.
 - Clearly transmit orders and other information to personnel.
 - Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
 - Assist the Fire & Life Safety Officer by conducting business inspections and pre-fire surveys.
 - Respondse to Automatic or Mutual Aid outside the boundaries of the District.
 - Other duties as assigned by the Deputy Chief, Fire Chief or designee.
- The list of essential duties is not intended to be exhaustive, additional related duties, as necessary, may be required.

Contact with Others:

Lieutenants will:

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

Knowledge, Skills, and Abilities:

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

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

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Minimum Requirements:

- Be in good standing with the District
- Minimum of three (3) years' experience in fire suppression (~~with or~~ one year with Philomath Fire & Rescue ~~for Volunteer Lieutenants~~)
- Valid insurable Oregon Driver License with driving record that meets Philomath Fire & Rescue Standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- NREMT or OHA EMT Certification
- NWCG Firefighter Type I
- NFPA Pumper Operator
- NFPA Mobile Water Supply Apparatus Operator
- Incident Safety Officer
- NFPA Instructor I
- Haz Mat Incident Commander
- NIMS 200 & 800

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Deputy Chief or Fire Chief with input from the Officers. Lieutenants will have no less than 10 Lieutenant Evaluations completed within their first year of probation, with a minimum of 3 of the evaluated calls being considered "major calls". Additionally, Lieutenant will complete Traffic Incident Management Responder Training within their first year of probation.

Desired Qualifications:

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

Training/Education:

~~A-~~Lieutenants ~~are is~~ encouraged to continue their education through training, seminars, conferences, and classes to increase their abilities in the performance of assigned duties. Some trainings may be required, at the discretion of the Deputy Chief, Fire Chief or designee.

Physical Demands:

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

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

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

Mental/Cognitive Demands:

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

Work Environment:

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

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

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

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

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and

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interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

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

DRAFT



Philomath Professional Firefighters

IAFF 4925

1035 Main Street
Philomath, OR 97370
541.360.0030

July 2022 Board of Directors Report

1. The Union requests the Board consider the following motions:
 - Motion to develop a Labor-Management Committee consisting of the Fire Chief, two Union members, and one Board member to consider matters relating to labor negotiations.
 - Motion to designate the Fire Chief and Board President as signers for Memos Of Understanding, contracts, and other labor-related documents.



Philomath Fire & Rescue Fire Department Quarterly Pulse Check

- Discuss these questions with staff quarterly.
- Compile results into report for Chief on quarterly basis; anonymize comments.

1. **Topical Question** (may be repeated as necessary, or changed to stay current)

Example: How can we improve XX training course?

2. **Pulse Question** (this stays the same every quarter)

a. How happy are you at work? *Rate 1-5, 5 being "very happy"*

b. Do you have all the tools, resources, and support needed to perform to the best of your ability?

SDIS 2023/2023 Best Practices Survey

SDIS 2023/2023

Entity Name

Philomath Fire and Rescue

Contact Name

Lillee Rodriguez

Contact Email

lillee.rodriquez@philomathfire.com

Contact Phone






541-360-0030

Total Discount %

2

Check Yes if
completed Yes Help More Information



Affiliate Membership - 2% Credit. Is your organization a member of:

- | | | | | |
|---|---|-------------------------------------|---|---|
| 1 | Oregon Fire District Directors Association (OFDDA)? | <input checked="" type="checkbox"/> | |  (http://www.ofdda.com) |
| 2 | Oregon Fire Chiefs Association (OFCA)? | <input checked="" type="checkbox"/> | ? |  (http://www.ofca.org) |
| 3 | Oregon Water Resources Congress (OWRC)? | <input type="checkbox"/> | |  (https://www.owrc.org/) |
| 4 | Oregon Mosquito and Vector Control Association? | <input type="checkbox"/> | |  (http://www.omvca.org) |
| 5 | Oregon Recreation and Park Association (ORPA)? | <input type="checkbox"/> | |  (https://www.orpa.org) |

	Check Yes if completed	Yes	Help	More Information
6	Oregon Public Ports Association (OPPA)?	<input type="checkbox"/>		i (http://www.oregonports.com)
7	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		i (http://www.oracwa.org)
8	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		i (https://oacd.org)
9	Cemetery Association of Oregon?	<input type="checkbox"/>		i (http://www.oregoncemeteries.com)
10	Oregon APCO-NENA?	<input type="checkbox"/>		i (http://www.oregonapconena.org/)
11	Oregon Transit Association (OTA)?	<input type="checkbox"/>		i (http://www.oregontransit.com)
12	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		i (http://www.opuda.org/)
13	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>		i (http://www.oawu.net)
14	Oregon Library Association (OLA)?	<input type="checkbox"/>		i (http://www.olaweb.org)
15	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		i (http://www.oedd.org/)
16	Oregon PRIMA?	<input type="checkbox"/>	?	i (http://orprima.org)
17	Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>		i (http://www.oahhs.org/)

	Check Yes if completed	Yes	Help	More Information
18	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>		 (http://www.policechief.org)
19	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>		 (https://orha.wildapricot.org)

Board Duties and Responsibilities Checklist - 2% Credit

20	Does your district have written board duties and responsibilities of officers?	<input type="checkbox"/>		
21	Do you provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent?	<input type="checkbox"/>		 (https://oregon.public.law/statutes/ors_chapter_198)
22	Do you distribute a copy of Oregon Government Ethics Law to each board member?	<input type="checkbox"/>		 (https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf)
23	Do you have an adopted policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit?	<input type="checkbox"/>		
24	Is there an annual review/training of each board member and written acknowledgement of policy and training kept on file?	<input type="checkbox"/>		

Check Yes if completed

Yes Help More Information

25 Does the frequency of board meetings comply with the Oregon statute regulating your type of district?

26 Do you have a procedure for election of board officers?

27 Does your district follow ORS 198 or other authorizing statute for filling board vacancies? **i** (https://oregon.public.law/statutes/ors_198.320)

28 Does your Board file the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually review the submitted notice to ensure that information is current? **i** (<https://sos.oregon.gov/business/Pages/registered-agents-service-of-process.aspx>)

29 Does your district have an established Budget Committee? (For districts not governed by Oregon Budget Law, hold at least one budget work session.)

30 Does your district approve an annual budget?

Check Yes if completed


Yes Help More Information

31 Does your district annually review the board approved personnel policies?


32 Does your district have an adopted public meetings and records policy and have you trained your board members on public meetings and records laws?

33 Has your board engaged in a Board Practices Assessment with the SDAO Consulting Services Program?  (<https://www.sdao.com/consulting-services-program>)

Board Duties and Responsibilities Policy - 2% Credit






34 Does your district have an adopted policy regarding board duties and responsibilities?  (<https://sdaoresourcelibrary.com/download/2022-board-duties-policy/>)

Board Member Education Program - 2% Credit. At least two (2) members of the board have enrolled in the SDAO Board Leadership Academy or SDAO/OFDDA Fire District Directors Academy:

35 SDAO Board Leadership Academy ?  (<https://www.sdao.com/sdao-board-leadership-academy>)

36 SDAO/OFDDA Fire District Directors Academy (applicable to fire districts) ?  (<https://www.sdao.com/sdao-ofdda-fire-district-directors-academy>)

SDAO-SDIS Training - 2% Credit. ALL board members must attend a training OR complete a BPA. Mark the appropriate box(es) below to indicate which were attended.

	Check Yes if completed	Yes	Help	More Information
37	SDAO Board of Directors and Management Staff Regional Training	<input type="checkbox"/>		 (https://www.sdao.com/sdao-board-of-directors-and-management-staff-training-series)
38	Board Duties and Responsibilities Pre-Conference Training	<input type="checkbox"/>	?	 (https://www.sdao.com/annual-conference)
39	OFDDA/OFCA board training sponsored by SDAO	<input type="checkbox"/>		 (https://www.sdao.com/trainings)
40	Boardmanship 301	<input type="checkbox"/>	?	 (https://www.sdao.com/training-videos)
41	Boardroom Dancing	<input type="checkbox"/>	?	 (https://www.sdao.com/training-videos)



August 17, 2022

Dear audit clients,

We are now required to communicate significant risks to your board or council as a part of audit procedures. In order to do this, we are asking for you to please include the attached letter in your next board/council packet. We appreciate your help, and are happy to answer any questions you or your governing body might have.

If you have any questions, please contact my office at your convenience.

Very truly yours,


Accuity, LLC



June 8, 2022

Board of Directors
Philomath Fire & Rescue
1035 Main St
Philomath, OR 97370

Board of Directors:

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Philomath Fire & Rescue for the year ended June 30, 2022. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 6, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, schedules of the government's proportionate share of the net pension and OPEB liabilities and government contributions, if applicable, and schedules of funding progress and government contributions, if applicable, which supplement(s) the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

The following RSI is required by the Governmental Accounting Standards Board and will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to

prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund and Major Special Revenue Funds, if any

We have been engaged to report on combining balance sheet and combining statement of revenues, expenditures, and changes in fund balances for all nonmajor governmental funds, if any, and schedules of revenues, expenditures, and changes in fund balance-budget and actual- nonmajor special revenue funds, debt service funds, and capital projects funds, if any, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to

report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our auditing planning:

We have not identified any significant risk(s) of material misstatement as a part of our audit planning.

We expect to begin our audit on approximately September 28, 2022 and issue our report on approximately December 31, 2022. Glen Kearns is the engagement partner and is

responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of Philomath Fire & Rescue and is not intended to be, and should not be, used by anyone other than these specified parties.

If you have any questions, please contact my office at your convenience.

Very truly yours,


Accuity, LLC

ORGANIZATIONAL MANUAL

Section P
PERSONNEL
Procedure P-4

ADMINISTRATIVE ASSISTANT

Non-exempt, non-represented position

I. Job Summary:

Under the general direction of the Fire Chief, the Administrative Assistant ~~is responsible for the efficient operation of the District office, and the financial, and clerical functions of the District.~~ Provides administrative support to the Fire Chief, Board of Directors, and District personnel. The Administrative Assistant coordinates District payroll, accounts receivable/payable, filing, creating and updating District forms and documents, preparing for meetings monthly, quarterly, and annually. Generate Board of Directors meeting minutes and agendas, update policies, and general bookkeeping.

II. Distinguishing Features of the Class:

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

- A. Assist the Staff in clerical functions.
- B. Prepares the monthly ~~and annual~~ budget reports. And coordinates annual audit.
- C. Prepares the monthly accounts payable and receivable for approval.
- D. Ensures necessary forms dealing with city, county, state or federal government are filed in a timely manner, posts agendas and proper meeting notifications.
- E. Serves as a "confidential" employee to the Fire Chief in personnel matters.
- F. Maintains records for the District:
 - Financial.
 - Personnel.
 - Board Meetings.
 - Board Resolutions and Ordinances.
 - Civil Service Commission minutes and documents.
- G. Responsible for the District payroll, accounts receivable/payable, filing and record retention.
- H. Maintains District website and social media presence.
- I. Maintains a general ledger and fixed assets accounting system for the District, and performs other duties as required to maintain an effective and efficient office.
- J. ~~Have a thorough knowledge of the organization including policies, procedures, and guidelines governing the operation of the district.~~ Functions as part of the District Administrative Team.
- K. ~~It is the responsibility of the Administrative Assistant to see that members of the Board of Directors and members of the Budget Committee are notified in~~

ORGANIZATIONAL MANUAL

~~advance of meetings. Coordinate Administrative Team and Board of Directors for meeting preparations.~~

~~L.~~ The Administrative Assistant supervises the authorized petty cash fund; records tax funds ~~received, and received and~~ invests District monies as directed by the Board of Directors; makes bank deposits and ~~keeps accurate records of reconciles~~ monthly bank balances; issue warrants for funds drawn against the District's deposits.

~~L.M.~~ Maintains records of all personnel injuries occurring within the District; maintains current personnel roster and forwards necessary reports to the District's workers compensation carrier.

~~M.N.~~ The Administrative Assistant makes suggestions and recommendations relative to cost effective measures that may be instituted and utilized; performs other duties relative to office clerical functions.

III. Contact with Others:

The Administrative Assistant ~~shall~~will:

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

~~The Administrative Assistant is encouraged to participate in the activities of the Philomath Volunteer Fire Department Inc.~~

IV. ~~Employment Standards:~~Knowledge, Skills, and Abilities:

The Administrative Assistant ~~shall possess~~will:

1. ~~Be expected to develop a complete and~~ thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District:

~~The Administrative Assistant shall:~~

2. Possess the ability to accurately follow instructions issued and to complete tasks with a minimum of direction and supervision.
3. ~~Have Become~~ knowledgeable about ~~education or experience with~~ public budgeting practices and manage the District's cash flow.
4. ~~Have Develop~~ a general knowledge of the geography of the District coupled with a basic understanding of fire insurance rates and classifications.

ORGANIZATIONAL MANUAL

5. Possess a general understanding ~~knowledge~~ of regulations as they apply to office operations including, OSHA, OAR's, ORS's, and the Government Standards and Practices Laws.
- ~~6. Make recommendations to the Fire Chief to maintain an effective and efficient office. Be organized and maintain office space and documents in an organized fashion.~~
- ~~7.6. Function as part of the District Management Team.~~
- ~~8.7. Act in a courteous and cooperative manner with the general public and District personnel, communicating clearly and courteously, both verbally and in writing.~~
- ~~9.8. Possess a working knowledge of modern Learn practices associated with bookkeeping techniques and accounting systems. ~~Have and~~ the ability to perform these duties using District provided software and equipment, common to office settings.~~
- ~~10.9. Have the ability to manage all phases of payroll and accompanying accounting work; assist in meeting administrative deadlines with regard to required forms, reports, etc. within designated timeframes.~~
- ~~11. Possess ability to communicate effectively both verbally and in writing. Manage office supplies and purchases in a proactive manor, with the approval of the Fire Chief. Have the ability to analyze office situations and problem areas and to relay~~
10.
~~recommendations to the Fire Chief for effective courses of corrective action.~~

V. MINIMUM BASIC REQUIREMENTS — Minimum Requirements

~~Educational background shall have an emphasis in accounting, and business, supplemented with a minimum of two years in accounting or bookkeeping experience with a public safety agency.~~ The Administrative Assistant ~~shall also~~will have computer skills commensurate with the needs of ~~the District~~a busy office setting using equipment typical of professional office settings including multi-line phones, computer, printer, typing, and Microsoft Suite.~~Computer Hardware and Software required by the District.~~
High-School graduate or GED with a minimum of two years' experience working in a professional office.

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

- Oregon Driver's License (must meet District's driving standards).
- Notary Public (within 30 days of hiring)~~Current Notary Public.~~
- First Aid/CPR (within 90 days of hiring)
-

ORGANIZATIONAL MANUAL

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

VI. Preferred Qualifications

- Educational background with an emphasis in accounting and business.
- Two or more years in accounting or bookkeeping for a public safety agency.

VII. Physical Demands

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

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Work involves multiple tasks that change frequently and requires sound mental organization. Extensive reading, writing and computer monitor work is required. The work of this position is frequently interrupted to respond to the needs of peers and members of the public.

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

VIII. Work Environment

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

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

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

IX. Selection Guidelines

The selection process for this position will consist of a formal application, review of education and experience, contact with references, appropriate skills testing, and

ORGANIZATIONAL MANUAL

interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

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

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