

# PHILOMATH FIRE & RESCUE

July 8, 2024

**Location: Philomath Fire & Rescue**

**Regular Session Board Meeting**

**3:00 pm**

Join Zoom Meeting

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

[HRvQT09](#)

Meeting ID: **857 8949 8234**

Passcode: **860360**

I. CALL TO ORDER/ROLL CALL

II. CONSENT AGENDA

- a. Minutes- June 10, 2024 Regular Session
- b. Bills – June
- c. Chief Vacation Hours

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

III. PUBLIC COMMENT

IV. STAFF REPORTS

1. Board Report
  - Review Board Calendar
2. Fire Chief Report – Chief Ferguson
3. Deputy Chief Reports- Deputy Chief Saalsaa
4. Office Administrator Financial Report- Scott

V. REPRESENTATIVE REPORTS

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

VI. OLD BUSINESS

1. Board Policy Updating & Self Appraisal- Edmonds & Ferguson
2. Personnel Manual and Administrative Directives Review Update- Ferguson
  - a. Review Surplus Policy
3. Volunteer Activities Account- Ferguson
4. Job Description Updating- Ferguson
  - a. Operations Chief- Final Reading
  - b. Public Education Coordinator- Final Reading
5. City of Philomath Updates- Ferguson
  - a. North 12<sup>th</sup> Street Properties
  - b. Fire Hydrant Testing

VII. NEW BUSINESS

1. Election of Board Officers
2. State and Approve Meeting Day & Time  
*Staff recommended action: Move to approve the 2<sup>nd</sup> Monday of each month at 3 pm for Philomath Fire & Rescue Board Meetings.*
3. Swearing In Staff Captain Bovbjerg- Ferguson
4. ISO Rating Discussion- Ferguson

VIII. ACTION ITEMS

IX. NEXT MEETING – August 12, 2024

X. ADJOURNMENT

# PHILOMATH FIRE & RESCUE

June 10, 2024 at 3 pm

**Location: Philomath Fire & Rescue**

## **Regular Session Board Meeting**

- I. **CALL TO ORDER/ROLL CALL**- The Philomath Fire & Rescue Board of Directors meeting was called to order by President Doug Edmonds at 15:06. Board members present included: Treasurer Ken Corbin, and Rick Brand. Board Vice President Daphne Phillips and Joe Brier was unable to attend. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Deputy Chief Rich Saalsaa and Office Administrator Ashley Scott. Others in attendance included Volunteer Association President Dan Eddy.
  
- II. **CONSENT AGENDA**
  - a. Minutes- May 8, 2024 Budget Hearing
  - b. Minutes- May 8, 2024 Regular Session
  - c. Bills – May
  - d. Chief Vacation Hours

***Edmonds moved to approve the Consent Agenda as presented with corrections noted. Brand Seconded. Approved 3-0.***
  
- III. **PUBLIC COMMENT** – None.
  
- IV. **STAFF REPORTS**
  1. Board Report- No representative from the board attended the volunteer association meeting.
    - Review Board Calendar- Calendar included in the Board Packet and discussed. Updates to be made on June calendar to reflect Volunteer Business Meeting attendees.
  2. Fire Chief Report – Report included in the Board Packet and highlights discussed by Chief Ferguson. Three firefighter applicants made it to Chief Interview rounds. Thank you to Knife River for the training opportunity for Chief and Ashley. Update of the bid progress for the training facility.
  3. Deputy Chief Reports- Report included in the Board Packet and highlights discussed by Deputy Chief Saalsaa. Very busy month with calls in the month of May. 12% of our call volume are lift assists. Completed Wi-Fi transition and now working toward

internet redundancy. Deputy Chief wanted the Board to be aware that the North 12<sup>th</sup> property that includes a driveway that the intent of the city is to poke through, the problem is the fire code includes the necessity of a turn around. The house was built without the necessary turnaround. There is a neighbor's driveway that is being utilized for temporary occupancy. Edmonds asked for this item to be added to New Business later in the meeting. Mary's Peak Repeater to be updated by City of Corvallis. Updates will be given as soon as the plan is finalized.

4. Office Administrator Financial Report- Report included in the Board Packet and highlights discussed by Scott in the Bills portion. Clarification on AR and AP for Edmonds.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Report included in the Board Packet and highlights discussed by President Eddy. Continuing to work on business practices. No association meetings for the next two months. Lots of great help with the academy coordination with Captain Bovbjerg, Union and other volunteers. Summer picnic in planning in progress and will be updated as details are confirmed.
2. IAFF Local 4925 – No representative present or report submitted.
3. City Council Liaison- No representative present or report submitted.

VI. OLD BUSINESS

1. Approval of Final Chief Contract- Edmonds included the contract in the Board Packet and discussed the details.

***Corbin moved to approve Final Chief Contract including COLA as presented. Brand Seconded. Approved 3-0.***

2. Annual Board Self Appraisal, Continued- Scott (this item is being combined with the Board Policy Updating to discuss and implement as needed).
3. Board Policy Updating- Edmonds approved by consensus to work with the Chief to work through the policies.
4. Personnel Manual and Administrative Directives Review Update- Ferguson
  - a. Review Surplus Policy- finding a definition of property to add with the potential value. Possible addition to Capital Policy.
5. Volunteer Activities Account- Ferguson & Eddy discussed the options with the group (1. Grant Process or 2. Absorb all funds back in the District's budget.) The Association is leaning toward the 2<sup>nd</sup> option to keep the liability with the District.

VII. NEW BUSINESS

1. OSFM WFS Grant Funds for 2024- Scott

**Brand moved to authorize the acceptance of OSFM Wildfire Staffing Grant in the amount of \$35,000. Edmonds Seconded. Approved 3-0.**

2. SDAO Consulting Services Contract- Ferguson

**Corbin moved to approve SDAO Consulting Services Contract as presented. Edmonds Seconded. Approved 3-0.**

3. Job Description Updating- Ferguson discussed the necessity and process to amend and add these job descriptions. The Organizational Chart was included in the Board Packet along with all the following Job Descriptions for review. Operations Chief and Public Education Coordinator are moving on to Final Reading at the July Meeting. The Training Captain and Lieutenant will be brought to the Civil Service Commission at their next meeting for review and insight.

- a. Operations Chief- First Reading
- b. Public Education Coordinator- First Reading
- c. Training Captain
- d. Lieutenant

4. Items to Discuss with the City: North 12<sup>th</sup> Street Property Discussion (added by Edmonds after discussion added in the Deputy Chief Report) another topic includes Fire Hydrant Testing. Edmonds requested update at next meeting from the District.

VIII. ACTION ITEMS

IX. NEXT MEETING – July 8, 2024

X. ADJOURNMENT – 16:33

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Doug Edmonds, Board President

# Philomath Fire and Rescue

## Transaction by Account

### June 2024

Type	Date	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>6000 · Materials and Services</b>				
<b>6001 · Contracted Professional Service</b>				
Check	06/10/2024	Riverstrong		2,396.27
Credit ...	06/27/2024	Target Solutions Learning LLC	Vector Scheduling Software Payment	3,860.00
Total 6001 · Contracted Professional Service				6,256.27
<b>6010 · Office Supplies</b>				
Bill	06/05/2024	Ultrex	Toner and Waste Toner Cartridges	151.51
Credit ...	06/05/2024	Amazon	Left of Bang Book	17.16
Credit ...	06/05/2024	Amazon	Magnetic Dry Erase Board	9.99
Credit ...	06/05/2024	Adobe Systems Incorporated	Adobe Software Licenses	863.64
Bill	06/12/2024	ESO Solutions, Inc.	IFC Oregon Fire Code State Amendme...	348.00
Credit ...	06/16/2024	US Postal Service	PO Box Renewal	342.00
Credit ...	06/17/2024	R3 Engraving & Signs	Chief Name Tag and Perpetual Plaques	86.00
Check	06/24/2024	Riverstrong	Network Refresh	3,750.00
Total 6010 · Office Supplies				5,568.30
<b>6030 · Dues and Fees</b>				
Check	06/07/2024	AsiFlex		11.50
Total 6030 · Dues and Fees				11.50
<b>6040 · Publications and Elections</b>				
Bill	06/10/2024	Midvalley Newspapers	Budget Hearing Notice	1,050.83
Total 6040 · Publications and Elections				1,050.83
<b>6050 · Utilities</b>				
Check	06/01/2024	Consumer Power Inc	7924200- 202	189.05
Check	06/01/2024	Consumer Power Inc	7924201- Priest Pump Site	73.10
Check	06/01/2024	Consumer Power Inc	7924204- Daisy Pump Site	37.58
Check	06/03/2024	NW Natural		194.50
Check	06/07/2024	Pacific Power	201- Power	726.37
Check	06/16/2024	City of Philomath	172201- Water	224.50
Check	06/16/2024	City of Philomath	285301- Water	15.20
Check	06/20/2024	Consumer Power Inc	7924202- 203 Power	132.21
Check	06/20/2024	Consumer Power Inc	7924203- Muddy Creek Pump	81.04
Check	06/20/2024	Republic Services		37.11
Check	06/20/2024	Republic Services		255.74
Total 6050 · Utilities				1,966.40
<b>6060 · Telephone, Pagers, Internet</b>				
Bill	06/01/2024	Synergy Security Solutions	Quarterly Fire System Monitoring	702.00
Check	06/04/2024	Verizon		214.20
Check	06/04/2024	AT&T Mobility		200.14
Credit ...	06/04/2024	Viktor Bovbjerg		592.86
Credit ...	06/05/2024	Alyrica		592.86
Check	06/06/2024	Comcast		15.82
Check	06/20/2024	Pioneer Telephone Cooperative		209.80
Total 6060 · Telephone, Pagers, Internet				2,527.68
<b>6090 · Education/Training</b>				
Bill	06/01/2024	SeaWestern	Cylinder Sleeves	2,141.11
Credit ...	06/25/2024	Oregon Health Authority`	C. Eddy EMR Renewal	23.00
Total 6090 · Education/Training				2,164.11
<b>6100 · Equipment Maintenance Agreement</b>				
Check	06/15/2024	De Lage Landen Financial Servi...		152.15
Total 6100 · Equipment Maintenance Agreement				152.15

## Philomath Fire and Rescue Transaction by Account June 2024

Type	Date	Name	Memo	Amount
<b>6110 · Equipment Rentals</b>				
Bill	06/12/2024	Philomath Rental	Demo Hammer for Electronic Reader B...	41.00
Total 6110 · Equipment Rentals				41.00
<b>6130 · Gas &amp; Oil</b>				
Bill	06/15/2024	Carson Oil		883.28
Credit ...	06/23/2024	Town Pump- Philomath	Non Ethanol Fuel	35.85
Total 6130 · Gas & Oil				919.13
<b>6170 · Building Maint and Improvements</b>				
Bill	06/12/2024	Spaeth Lumber Co., Inc	Electronic Reader Board	50.09
Bill	06/12/2024	Spaeth Lumber Co., Inc	Electronic Reader Board Supplies	37.51
Bill	06/14/2024	Spaeth Lumber Co., Inc	Electronic Reader Board Project Parts	37.51
Bill	06/17/2024	Spaeth Lumber Co., Inc	Electronic Readerboard- screws	157.46
Bill	06/22/2024	MPTV, Inc.	Electronic Readerboard Sign Parts	14.99
Bill	06/23/2024	MPTV, Inc.	Electronic Readerboard Sign Parts	31.99
Credit	06/23/2024	MPTV, Inc.	Return- Electronic Readerboard Sign P...	-32.99
Bill	06/23/2024	MPTV, Inc.	Electronic Readerboard Sign Parts	32.99
Bill	06/24/2024	Spaeth Lumber Co., Inc	Electronic Readerboard Sign Parts Exc...	10.14
Total 6170 · Building Maint and Improvements				339.69
<b>6180 · Grounds Maintenance</b>				
Bill	06/09/2024	MPTV, Inc.	Electronic Sign Marking Paint	17.98
Total 6180 · Grounds Maintenance				17.98
<b>6190 · Small Tools &amp; Equipment</b>				
Bill	06/05/2024	TWGW, Inc. dba Philomath Napa	Lawn Mower Oil	3.29
Credit ...	06/05/2024	Amazon	Hi Viz Helmets	226.99
Credit ...	06/05/2024	Amazon	Petzl Descenders	615.04
Bill	06/16/2024	TWGW, Inc. dba Philomath Napa	Old Mower- Spark Plugs	2.93
Total 6190 · Small Tools & Equipment				848.25
<b>6200 · Supplies - Department</b>				
Bill	06/04/2024	Ashley Scott	Water, Candy, Liquid IV	205.73
Bill	06/05/2024	Figaros Pizza	Post Incident Food for Crew	80.28
Credit ...	06/08/2024	McDonald's	Fire Academy Food	86.75
Bill	06/10/2024	Bimart Corporation	Ice Packs for Waters, Drain Cleaner, S...	49.93
Credit ...	06/17/2024	Fire Department Coffee	Coffee for Residence	79.79
Total 6200 · Supplies - Department				502.48
<b>6210 · Supplies - Medical</b>				
Bill	06/04/2024	Medline Industries, Inc.	IV Start Kits, IV Cath	372.84
Bill	06/04/2024	Industrial Welding Supply, Inc		31.00
Bill	06/05/2024	Industrial Welding Supply, Inc	Oxygen and Cylhydrotest	66.00
Credit ...	06/07/2024	Zoll Medical Corporation		134.00
Total 6210 · Supplies - Medical				603.84
<b>6250 · Uniforms</b>				
Bill	06/12/2024	SeaWestern	Phenix Helmet	359.38
Credit ...	06/20/2024	SeaWestern	Pants	485.27
Total 6250 · Uniforms				844.65
Total 6000 · Materials and Services				23,814.26
Total Expense				23,814.26
Net Ordinary Income				-23,814.26
<b>Net Income</b>				<b>-23,814.26</b>

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

Beginning Balance as of July 1, 2023	<b>299.5</b>	<b>203.69</b>
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	Sick Leave	Vacation
<b>July</b>		
accrual	8	10
taken	0	16
balance	307.5	197.69

<b>August</b>		
accrual	8	10
taken	0	28
balance	315.5	179.69

<b>September</b>		
accrual	8	10
taken	0	0
balance	323.5	189.69

<b>October</b>		
accrual	8	10
taken	0	0
balance	331.5	199.69

	Sick Leave	Vacation
<b>November</b>		
accrual	8	10
taken	0	24
balance	339.5	185.69

<b>December</b>		
accrual	8	10
taken	0	0
balance	347.5	195.69

<b>January</b>		
accrual	8	10
taken	0	0
balance	355.5	205.69

<b>February</b>		
accrual	8	10
taken	0	0
balance	363.5	215.69

	Sick Leave	Vacation
<b>March</b>		
accrual	8	10
taken	0	24
balance	371.5	201.69

<b>April</b>		
accrual	8	10
taken	0	0
balance	379.5	211.69

<b>May</b>		
accrual	8	10
taken	0	0
balance	387.5	221.69

<b>June</b>		
accrual	8	10
taken	0	16
balance	395.5	215.69



## Philomath Fire & Rescue Annual Board Calendar

January	February	March	April	May	June
Audit Presentation	Appoint Budget Officer & Budget Committee	Wage, Benefits, COLA Recommendations- Motion to Accept	Annual Board Self Appraisal	Budget Hearing- Review Draft Budget	Chief Check In- Corbin
SDAO Conference in February (Seaside) OFDDA Conference in November (Sunriver)	SDAO Conference		Budget Committee Meeting	Budget Adoption	Volunteer Business Mtg Rep -TBD
Set Budget Calendar	Contract and Exhibit A Final Review		Volunteer Business Mtg Rep - TBD		Approval of Final Chief Contract
Appoint Board Member to Begin Chief Review and Contract Negotiations	Volunteer Business Mtg Rep - TBD				
Chief Performance Review and Final Review of Contract	Appreciation Dinner				
July	August	September	October	November	December
Election of Board Officers	Volunteer Business Mtg Rep- No Meeting	Chief Check In- Brier	Open House	OFDDA & OFCA Conferences	Decide Board Members attending Volunteer Business Meeting
Civil Service Appointments	Chief Check In- Brand		Volunteer Business Meeting Rep - Joe Brier	Chief Check In- TBA	Volunteer Business Meeting Rep - Joe Brier
Swear In New Board Members			Chief Check In- TBA	SDAO Organization Assessment Begins	Insurance Presentation
State and Approve Meeting Day & Time					Chief Check In- TBA
Chief Check In- Edmonds					
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		



# Philomath Fire & Rescue

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

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## PHILOMATH FIRE & RESCUE

### CHIEF'S REPORT

July 3, 2024

**Department Business:** Received \$10,000 Refurbishing grant to be utilized on FEPP vehicle from the Department of Forestry.

**Personnel:** Added two firefighters to our team. Firefighter Faith Huff, and Andrew Licon are both EMT I and Pumper Operator Qualified.

Moser annual review (reached his 10-year incentive).

Viktor Bovbjerg annual review. Viktor has Successfully passed his probationary period.

### **Union Communications:**

**Training Activities:** Captain Bovbjerg and I attended a wildland tabletop exercise that included multiple organizations from around Benton County. The Firefighter I Academy finished last week. 4 department members of our department completed the academy. Lieutenant Taylor & Engineer Converse attended OVFA Conference and participated in Rope Rescue Trainings. Ashley and I Attended Oregon Ethics Commission Webinars, Ashley attended CIS Employer Benefits Renewal Meeting and SDAO HR Regional Training,

### **Apparatus/Equipment:**

221 required a battery replacement.

231 will requires a grab rail repair after it was damaged during a response.

**Building Update:** We continue to make significant progress on the electronic reader board.

**Community Involvement/Meetings:** Muddy Creek Charter School Dunk Tank Fill, Philomath High School Dunk Tank Fill, Party in the Park, Philomath Pride event, Inavale Horse Trials.



# Philomath Fire & Rescue

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

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**Strategic Plan Update:**

See attached

Respectfully submitted,

Chief Ferguson



Philomath Fire & Rescue  
District Strategic Plan

## Mission

The men and women of this department are dedicated to:

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

## Vision

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

## Value

“How we measure ourselves.”

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

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

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

## Guiding Principles

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

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

The District Strategic Plan contains the following themes:

- Department Operations
- Fiscal Responsibility
- Our People
- Our community

## Color Key for Strategic Plan Updates:

**Unable to Proceed with Details**

**In Progress/Current Status**

**Completed**

# I. Theme: Department Operations

## A. Objective: Emergency Response

**GOAL 1: Provide 2 Paid Pumper Operator Personnel 24 Hours Per Day, Operations Chief & Public Education Coordinator Recruitment**

*Action Item: Utilizing General Fund, Apply for SAFER and OSFM Grants to improve staffing.*

Timeline: 2024-2025 Budget

Month	Update
July	Firefighters begin orientation and training
August	OC Recruitment Begins
September	OC Applications Due
October	OC Testing
November	
December	New OC orientation and training, PEC Recruitment & Applications Due
January	PEC orientation
February	
March	
April	
May	
June	

Responsibility: Fire Chief and Office Administrator

Funding Source: Grants & General Fund

**GOAL 2: Prepare us for Community Disasters**

*Action Item 1: Load Test 201 Generator*

Timeline: Winter 2024

Month	Update
July	n/a
August	n/a
September	n/a
October	n/a
November	Schedule Test
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Louden

Funding Source: General Fund

**GOAL 3: Prepare us for Community Disasters**

*Action Item 1: Incident Action Plan*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	
September	
October	
November	
December	
January	Begin Development
February	
March	
April	
May	
June	

Responsibility: Operations Chief & Training Captain

Funding Source: General Fund

**GOAL 4: Implement Drone Program**

Timeline: 2024-2025 Budget

Month	Update
July	Job Description Creation
August	Present to Board
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Dan Kearn

Funding Source: Equipment Reserves & Seek Grant Funding

## II. Theme: Fiscal Responsibility

### A. Objective: Review and Update Organizational Documents

GOAL 1: Employee Handbook Updating Completed with Board Approval

*Action Item: Bring Employee Handbook up to date with new laws and regulations.*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	HR Answers Reviewing Handbook- Review for 7/8 Board Meeting
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief and Office Administrator

Funding Source: Contracted Professional Services- General Fund (Lawyer Review)

### B. Objective: SDAO Consulting Services to Perform District Audit

GOAL 2: Roy Emery to conduct audit for District.

*Action Item: Schedule and engage with Audit Process.*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Confirm Dates with SDAO.
August	
September	
October	
November	Assessment to take place in November
December	
January	
February	
March	
April	
May	
June	

Responsibility: Fire Chief

Funding Source: Contracted Professional Services



C. Objective: Capital Improvements

GOAL 1: Replace Training Facility at Station 201.

*Action Item: RFP for Contractors and begin Construction.*

Timeline: 2024-2025 Fiscal Year and beyond.

Month	Update
July	
August	RFP in process
September	RFP Due
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: Building and Land Reserves

GOAL 2: Apparatus Replacement Plan

*Action Item: Apparatus Committee to create Maintenance & Replacement Plan to prolong apparatus lives.*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	
August	Begin plan development with Office Administrator
September	Bring plan to Apparatus Committee
October	Present to Board
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Louden

Funding Source: Vehicle Reserves

### GOAL 3: Facility Improvements Plan

*Action Item: 201 Garage Door Maintenance*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Begin plan development
August	
September	
October	
November	Schedule PMs
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

### GOAL 4: Facility Improvements Plan

*Action Item: 201 Thermostat Cutoff*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	n/a
August	n/a
September	Schedule contractor for service
October	n/a
November	Complete thermostat cutoff for bays
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

## GOAL 5: Facility Improvements Plan

*Action Item: Paint 203*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Obtain additional Bid
August	Award bid and schedule
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

## GOAL 5: Facility Improvements Plan

*Action Item: Update Lighting in Bays*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Contact Energy Trust of Oregon
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: LT Schell

Funding Source: Building and Land Reserves

**D. Objective: Information Technology**

**GOAL:** Protect the District’s Digital Assets.

*Action Item: Wireless Infrastructure Planning, Switching Infrastructure, Workstation Lifecycle Management.*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Completed in 2024- Upgraded wireless, switches and workstations.
August	n/a
September	n/a
October	n/a
November	n/a
December	n/a
January	Begin Research for Back Up Internet Source for 2025-2026 FY
February	
March	
April	
May	
June	

Responsibility: Deputy Chief

Funding Source: General Fund and Grants

**III. Theme: Our People**

**A. Objective: Wellness**

**GOAL:** Encourage Physical & Mental Wellness

*Action Item: Create and Implement Wellness Policy and Investigate Wellness Programs for District (such as “Struggle Well”)*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Begin Wellness Policy
August	Bring Wellness Policy to Board
September	Implement Program
October	n/a
November	n/a
December	n/a
January	Investigate 2025-2026 Wellness Expenses
February	
March	
April	
May	
June	

Responsibility: LT Taylor

Funding Source: General Fund & Wellness Grants

**B. Objective: Training**

**GOAL:** Develop Internal Training Materials to meet current Operation needs of the District

*Action Item:* Reconcile individual and company tasks. Develop and make available training materials and resources on our internal site.

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Begin development and accessibility
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: General Fund & Grants

**C. Objective: Retention**

**GOAL 1:** Ensure Retention

*Action Item:* Implement "Stay Interview" Program

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Implement Process and Build Program
August	
September	
October	
November	
December	
January	Stay interviews to be conducted by Chief
February	
March	
April	
May	
June	

Responsibility: Fire Chief & Office Administrator

Funding Source: General Fund

## GOAL 2: Develop Volunteer Shift Rotation

*Action Item: Create and Implement scheduling for Volunteers to provide additional coverage.*

Timeline: 2024-2025 Fiscal Year

Month	Update
July	Implement Process and Build Program
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Captain Bovbjerg

Funding Source: None

## IV. Theme: Our Community

### B. Objective: Community Interaction and Input

*Action Item: Obtain insight from our community to create Master Plan.*

Timeline: 2024-2025 Budget Year

Month	Update
July	Awaiting Board Plan.
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Responsibility: Board of Directors

Funding Source: General Fund

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

**Statistics for June 2024**

Total calls: 76

Fire calls: 10 (13%)

EMS Calls: 66 (87%)

Yearly calls as of 30 June 2024: 530 – Last year at this time: 465 (+14% YOY)

**Significant calls:**

6/9 MVC – Single vehicle off the road with a 33-year-old female driver. She reported a burning on her face and upper chest after the vehicle went off the road (for unknown reasons). The driver did have pepper spray in her purse, but the burns were likely from the airbag deployment and friction of the seat belt. The patient was examined on site, and she refused transportation. The scene was turned over to law enforcement.

6/9 Truck Fire – PFR crews responded at 1234 on June 9th to a fully involved tractor in the field to the rear of a field, near the Marys River. An engine company with four personnel and a duty officer was sent. Due to limited access, a brush truck was ordered to access the tractor – the engine crew met with the brush rig after hiking into the field with protective equipment. A hose line from the brush truck was used to douse the fire. The operator of the tractor states there were no mechanical issues, but that dark smoke started pouring out from the engine compartment. The operator attempted to extinguish the fire with a small extinguisher but was unable to put the fire completely out and called 9-1-1. The cause was likely dry field grasses that were blown up into the engine compartment and caught fire on the exhaust pipes. No injuries reported. Unfortunately, with limited access, one of our units damaged a septic tank lid which we repaired for the property owner (\$655.57).

6/25 Conflag response – DC Saalsaa sent on a wildfire deployment (the Darlene 3 Fire) in his capacity as a PIO for the Oregon State Fire Marshal's Incident Management Team. The fire started on Tuesday afternoon and grew to over 1200 acres in five hours. Oregon Governor Tina Kotek invoked the Emergency Conflagration Act for the Darlene 3 Fire. Returned on 29 June.

Breakdown of calls for the year by area (as of 30 June 24):

Station 201 RURAL	142
Station 201 W. City	185
Station 201 E. City	99
Station 202	15
Station 203	39
Adair	0
Alsea	2
Blodgett	6
CFD	19
Conflagration	1
Kings Valley	11
Lincoln Co	4
Marys Peak	0
Misc Mutual Aid	0
Monroe	5
Unprotected	2
Total	530

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

### **Cybersecurity Update**

Please see the attached report from Riverstrong who will provide this each month. This outlines the commitment to security for our network, data, and infrastructure.

### **Projects / Community Outreach**

- 6/4 FA/CPR class at CPI – 17 students
- 6/7 FF Testing
- 6/15 FA/CPR class at PFR – 4 students

Respectfully submitted,

D/C Rich Saalsaa



# THREAT REPORT

2024-06-01 - 2024-06-30



# PHILOMATH FIRE & RESCUE



Powered by:



## SUMMARY

During the time frame of this report, your cybersecurity platform **analyzed 5,184,823 events** from **61 entities** on your network.

Of those events, there were **5 signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team. This defense strategy continues to reduce your risk, which maximizes your security and minimizes cyberattack damage to your business.

## ENTITIES PROTECTED



## ANALYST NOTES



**DRAY AGHA**  
MALWARE ANALYST

## GLOBAL THREATS

- BRUTE FORCING
- CONDITIONAL ACCESS POLICY

We have observed an uptick in threat actors deploying the simple but effective method of brute forcing to gain entry into networks - whether it be RDP, MSSQL, or Microsoft 365 identities. Adversaries' initial access attempts can be frustrated both by simple means like ceasing to expose services like RDP to the public internet and also by more complex approaches like conditional access policies and MFA for email, cloud, and VPNs.

## PERSISTENT FOOTHOLDS

During this time frame, your cybersecurity platform **analyzed 6,332 autorun events** to discover persistent footholds that, if not remediated quickly, could become malicious threats to your business.

Of those events, there were **0 autorun signals detected**.

## AUTORUN EVENT TRIAGE



**6,332**

Autorun Events Analyzed



**0**

Autorun Signals Detected



**0**

Autorun Signals Investigated



**0**

Foothold Incidents Reported

## WHAT IS A PERSISTENT FOOTHOLD?



Persistent Footholds are mechanisms attackers use to gain long-term access to a network by exploiting common auto-starting applications (autoruns), such as Skype or Google Updater.

By abusing and masquerading as legitimate system components, attackers can slip by other security tools, remaining undetected while planning their next move.

## RANSOMWARE CANARIES

During this time frame, your cybersecurity team monitored **294 canary files deployed** on Windows endpoints, which acted as early warning signals for ransomware on your network.

Like the old canary in the coal mine, Ransomware Canaries enable faster and earlier detection of potential ransomware incidents. When deployed, small lightweight files are placed on all protected endpoints—and if those files are modified or changed in any way, an investigation is conducted.

### CANARIES IN YOUR MINE

**55**

Protected User Profiles

with **294** total canary files, deploying multiple canary files per user

**0**

Ransomware Incidents Reported

across **23** endpoints

### RANSOMWARE IN THE NEWS



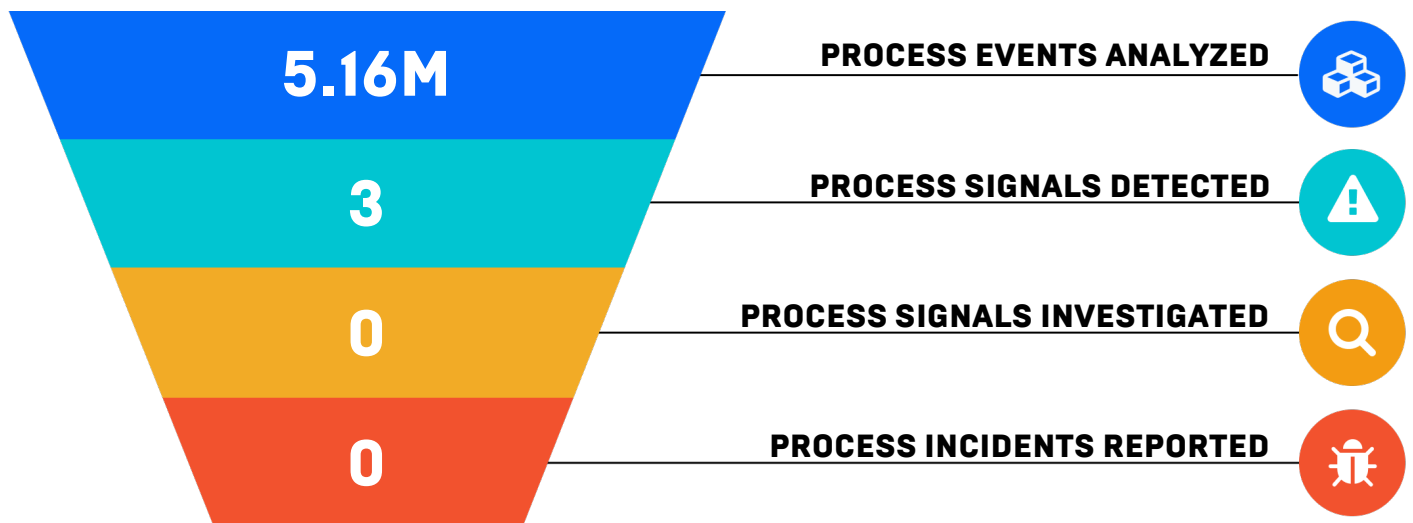
Multiple car dealerships across the US are grappling with operational halts due to a ransomware attack on CDK Global, a key Illinois-based automotive software provider serving over 15,000 retail locations. The incident, widely reported on social media, caused significant operational issues that shut down sales, parts supply, and financing operations across North America. CDK initially labeled it a 'cybersecurity event,' but has been criticized for the lack of further communication. Major customers of CDK such as Lithia Motors Inc, Group 1 Automotive Inc, Sonic Automotive, and Penske Automotive Group took proactive steps, filing SEC reports to mitigate impacts. CDK on Friday confirmed an attack by BlackSuit ransomware group, which not only encrypted systems but also impersonated CDK employees and targeted other businesses. Impacted customers are urged to monitor and freeze credit and stay alert for future phishing attacks that may use stolen data from this breach.

## PROCESS INSIGHTS

During this time frame, your cybersecurity platform **analyzed 5,161,175 process events** to identify suspicious processes that could lead to malware execution.

Of those events, there were **3 process signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

### PROCESS INSIGHTS EVENT TRIAGE



### WHAT IS PROCESS INSIGHTS?



Before causing disruption, malicious actors use covert processes to stalk the systems they plan to exploit. Process Insights enables your security team to detect these precursor actions.

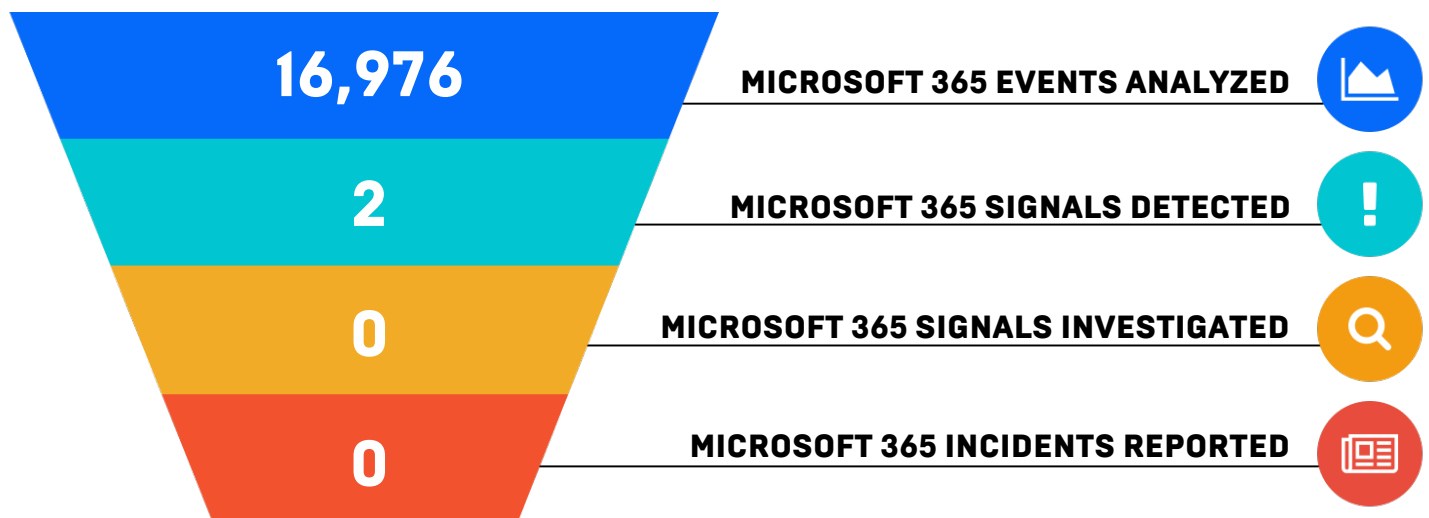
Once identified your cybersecurity platform is able to stop the maliciously running processes in their tracks, preventing further cyber attack spread.

## MDR FOR MICROSOFT 365

During this time frame, your cybersecurity platform **analyzed 16,976 Microsoft 365 events** to identify any that could be potential threats to your Microsoft 365 users or environment.

Of those events, there were **2 Microsoft 365 signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

### MICROSOFT 365 EVENT TRIAGE



### WHAT IS MDR FOR MICROSOFT 365?



As an integral and widespread productivity suite, Microsoft 365 is a high-profile target for threat actors. MDR for Microsoft 365 can detect anomalous logins, suspicious email rules, and other hacker tradecraft within Microsoft 365.

When a potential attack is detected, a security analyst reviews the activity, and an incident report with remediation steps is actioned by your security team.

## INCIDENT SUMMARY

Great news! During this time frame, your organization had **0 incidents reported**. Keep up the good work. In the meantime, stay updated on the cyber threat landscape with this Global Threat Spotlight.

## GLOBAL THREAT SPOTLIGHT



Recently details emerged about a new version of SugarGh0st, a type of malware that lets hackers control your computer from afar. This new version is part of the Gh0st RAT family, which has been around since 2009. Initially seen as a minor change to Gh0st RAT, SugarGh0st is now linked to several targeted attacks by a hacker group called SneakyChef. Security vendors, Vulnera and Zscaler, have reported similar capabilities in ValleyRAT, another version of Gh0st RAT. Both ValleyRAT and SugarGh0st use updated methods to sneak in, communicate with hackers, and steal information, making them very effective. Recently, ValleyRAT and SugarGh0st have been used to attack the military, political groups, universities, AI, and tech companies. With over 1500 versions in the last 15 years, Gh0st RAT is one of the most common and copied types of malware. When new features like those in these versions appear, they usually spread to other malware quickly.

## Philomath Fire and Rescue Profit & Loss by Class July 2023 through June 2024

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4043 - Bond Income - Bank Interest	66.72	-1,676.37	0.00	0.00	0.00	0.00	-1,609.65
4042 - Bond Income - Prop Tax Interest	-7.63	455.42	0.00	0.00	0.00	0.00	447.79
4041 - Bond Income - Delinquent Taxes	0.00	4,492.38	0.00	0.00	0.00	0.00	4,492.38
4060 - Conflagration Income	0.00	0.00	94,223.88	0.00	0.00	0.00	94,223.88
4050 - Transfers In	0.00	0.00	0.00	306,261.00	32,000.00	350,000.00	688,261.00
4050 - Public Education Income	0.00	0.00	13,495.08	0.00	0.00	0.00	13,495.08
4040 - Bond Income	0.00	418,365.73	0.00	0.00	0.00	0.00	418,365.73
4000 - Carryover Fund Balance	5,938.00	62,903.00	1,171,141.00	164,728.00	64,647.00	0.00	1,469,357.00
4010 - Delinquent Property Taxes	0.00	0.00	15,224.05	0.00	0.00	0.00	15,224.05
4020 - Current Property Taxes	0.00	0.00	1,462,055.21	0.00	0.00	0.00	1,462,055.21
4025 - Interest - Property Tax	0.00	0.00	-4,840.94	0.00	0.00	0.00	-4,840.94
4025 - Interest Income							
4027 - Interest - Citizens Bank & OSU	0.00	0.00	40.04	0.00	0.00	0.00	40.04
4030 - Investments - LGIP	0.00	0.00	79,346.20	0.00	0.00	0.00	79,346.20
<b>Total 4026 - Interest Income</b>	0.00	0.00	79,386.24	0.00	0.00	0.00	79,386.24
4035 - Grants Income	0.00	0.00	39,595.00	0.00	0.00	0.00	39,595.00
4900 - Miscellaneous Income	0.00	0.00	27,581.89	0.00	0.00	0.00	27,581.89
<b>Total Income</b>	5,997.09	484,340.16	2,897,861.41	470,989.00	96,647.00	350,000.00	4,305,834.66
<b>Gross Profit</b>	5,997.09	484,340.16	2,897,861.41	470,989.00	96,647.00	350,000.00	4,305,834.66
<b>Expense</b>							
9010 - Transfers	0.00	0.00	688,261.00	0.00	0.00	0.00	688,261.00
<b>5000 - Personnel Expenses</b>							
5137 - Grant Funded Wages	0.00	0.00	28,814.63	0.00	0.00	0.00	28,814.63
5136 - Conflagration Wages	0.00	0.00	56,185.04	0.00	0.00	0.00	56,185.04
5100 - Fire Chief Wages	0.00	0.00	99,560.00	0.00	0.00	0.00	99,560.00
5105 - Deputy Chief Wages	0.00	0.00	102,796.22	0.00	0.00	0.00	102,796.22
5110 - Admin Asst Wages	0.00	0.00	58,901.00	0.00	0.00	0.00	58,901.00
5120 - Staff Captain Wage	0.00	0.00	67,579.46	0.00	0.00	0.00	67,579.46
5125 - Firefighter Wages	0.00	0.00	266,061.81	0.00	0.00	0.00	266,061.81
5130 - Overtime Wages	0.00	0.00	47,199.51	0.00	0.00	0.00	47,199.51
5405 - Employers FICA	0.00	0.00	40,552.92	0.00	0.00	0.00	40,552.92
5410 - Employers Medicare	0.00	0.00	9,484.16	0.00	0.00	0.00	9,484.16
5421 - Workers Compensation	0.00	0.00	28,078.82	0.00	0.00	0.00	28,078.82
5430 - PERS - Employe	0.00	0.00	172,661.32	0.00	0.00	0.00	172,661.32
5431 - PERS - Pickup 6%	0.00	0.00	39,659.07	0.00	0.00	0.00	39,659.07
5440 - Health Insurance	0.00	0.00	137,715.11	0.00	0.00	0.00	137,715.11
<b>Total 5000 - Personnel Expenses</b>	0.00	0.00	1,155,249.07	0.00	0.00	0.00	1,155,249.07
<b>6000 - Materials and Services</b>							
6217 - EMR Education							
6217-1 - EMR Education- Supplies	0.00	0.00	1,675.95	0.00	0.00	0.00	1,675.95
6217-2 - EMR Education- Instructors	0.00	0.00	1,400.00	0.00	0.00	0.00	1,400.00
<b>Total 6217 - EMR Education</b>	0.00	0.00	3,075.95	0.00	0.00	0.00	3,075.95
6216 - FA/CPR Education							
6216-1 - FA/CPR Education- Supplies	0.00	0.00	4,372.19	0.00	0.00	0.00	4,372.19
6216-2 - FA/CPR Education- Instructors	0.00	0.00	825.00	0.00	0.00	0.00	825.00
6216 - FA/CPR Education - Other	0.00	0.00	75.00	0.00	0.00	0.00	75.00
<b>Total 6216 - FA/CPR Education</b>	0.00	0.00	5,272.19	0.00	0.00	0.00	5,272.19
6091 - Tuition Reimbursement	0.00	0.00	21,506.48	0.00	0.00	0.00	21,506.48
6091 - Contracted Professional Service	0.00	0.00	73,250.43	0.00	0.00	0.00	73,250.43
6010 - Office Supplies	0.00	0.00	43,786.48	0.00	0.00	0.00	43,786.48
6011 - Postage/Shipping	0.00	0.00	406.51	0.00	0.00	0.00	406.51
6020 - Insurance and Bond	0.00	0.00	57,333.90	0.00	0.00	0.00	57,333.90
6030 - Dues and Fees	0.00	0.00	10,620.68	0.00	0.00	0.00	10,620.68
6040 - Publications and Elections	0.00	0.00	1,129.77	0.00	0.00	0.00	1,129.77
6042 - Marketing Program New Recruits	0.00	0.00	500.00	0.00	0.00	0.00	500.00
6050 - Utilities	0.00	0.00	30,249.31	0.00	0.00	0.00	30,249.31
6060 - Telephone, Pagers, Internet	0.00	0.00	26,286.95	0.00	0.00	0.00	26,286.95
6080 - Conference	0.00	0.00	9,318.98	0.00	0.00	0.00	9,318.98
6090 - Education/Training	0.00	0.00	17,354.59	0.00	0.00	0.00	17,354.59
6100 - Equipment Maintenance Agreement	0.00	0.00	2,623.87	0.00	0.00	0.00	2,623.87
6110 - Equipment Rentals	0.00	0.00	41.00	0.00	0.00	0.00	41.00
6130 - Gas & Oil	0.00	0.00	18,179.17	0.00	0.00	0.00	18,179.17
6140 - Hydrant Maintenance	0.00	0.00	330.89	0.00	0.00	0.00	330.89
6150 - Radio Maintenance	0.00	0.00	3,226.10	0.00	0.00	0.00	3,226.10
6160 - Equipment Maintenance	0.00	0.00	11,749.08	0.00	0.00	0.00	11,749.08
6161 - Vehicle Maintenance	0.00	0.00	47,102.10	0.00	0.00	0.00	47,102.10
6170 - Building Maint and Improvements	0.00	0.00	16,419.49	0.00	0.00	0.00	16,419.49
6180 - Grounds Maintenance	0.00	0.00	1,089.82	0.00	0.00	0.00	1,089.82
6190 - Small Tools & Equipment	0.00	0.00	23,844.35	0.00	0.00	0.00	23,844.35
6200 - Supplies - Department	0.00	0.00	5,616.92	0.00	0.00	0.00	5,616.92
6210 - Supplies - Medical	0.00	0.00	15,241.58	0.00	0.00	0.00	15,241.58
6215 - Supplies - Prevention	0.00	0.00	1,801.73	0.00	0.00	0.00	1,801.73
6220 - Supplies - Suppression	0.00	0.00	1,798.92	0.00	0.00	0.00	1,798.92
6230 - Hazardous Materials	0.00	0.00	1,043.23	0.00	0.00	0.00	1,043.23
6250 - Uniforms	0.00	0.00	33,968.52	0.00	0.00	0.00	33,968.52
6270 - Volunteer - Activities	0.00	0.00	10,982.56	0.00	0.00	0.00	10,982.56
6280 - Volunteer Incentive Program	0.00	0.00	2,489.47	0.00	0.00	0.00	2,489.47
6300 - Volunteer - Length of Service	0.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00
6310 - Physical & Immunizations	0.00	0.00	16,329.99	0.00	0.00	0.00	16,329.99
6320 - Community Involvement	0.00	0.00	1,066.28	0.00	0.00	0.00	1,066.28
6900 - Miscellaneous Expense	0.00	0.00	2,557.05	0.00	0.00	0.00	2,557.05
<b>Total 6000 - Materials and Services</b>	0.00	0.00	528,594.34	0.00	0.00	0.00	528,594.34



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

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
<b>7000 - Capital Outlay</b>							
7130 - Capital Outlay - Bond							
7135 - Fees	0.00	385,000.00	0.00	0.00	0.00	0.00	385,000.00
7130 - Capital Outlay - Bond - Other	0.00	28,754.67	0.00	0.00	0.00	0.00	28,754.67
<b>Total 7130 - Capital Outlay - Bond</b>	0.00	413,754.67	0.00	0.00	0.00	0.00	413,754.67
7110 - Capital Outlay - Building	0.00	0.00	0.00	54,331.16	0.00	0.00	54,331.16
<b>Total 7000 - Capital Outlay</b>	0.00	413,754.67	0.00	54,331.16	0.00	0.00	468,085.83
<b>Total Expense</b>	0.00	413,754.67	2,372,104.41	54,331.16	0.00	0.00	2,840,190.24
<b>Net Ordinary Income</b>	5,997.09	70,585.49	525,757.00	416,657.84	96,647.00	350,000.00	1,465,644.42
<b>Net Income</b>	<u>5,997.09</u>	<u>70,585.49</u>	<u>525,757.00</u>	<u>416,657.84</u>	<u>96,647.00</u>	<u>350,000.00</u>	<u>1,465,644.42</u>

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

	Jul '23 - Ju...	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4043 · Bond Income - Bank Interest	-1,809.65	0.00	-1,809.65	100.0%
4042 · Bond Income - Prop Tax Interest	447.79	700.00	-252.21	64.0%
4041 · Bond Income - Delinquent Taxes	4,492.38	5,000.00	-507.62	89.8%
4060 · Conflagration Income	94,223.88	100,000.00	-5,776.12	94.2%
4500 · Transfers In	688,261.00	0.00	688,261.00	100.0%
4050 · Public Education Income	13,495.08	12,500.00	995.08	108.0%
4040 · Bond Income	418,365.73	404,200.00	14,165.73	103.5%
4000 · Carryover Fund Balance	1,469,357.00	784,900.68	684,456.32	187.2%
4010 · Delinquent Property Taxes	15,224.05	16,000.00	-775.95	95.2%
4020 · Current Property Taxes	1,462,055.21	1,397,916.00	64,139.21	104.6%
4025 · Interest - Property Tax	-4,840.94	3,000.00	-7,840.94	-161.4%
4026 · Interest Income				
4027 · Interest - Citizens Bank & OSU	40.04	0.00	40.04	100.0%
4030 · Investments - LGIP	79,346.20	0.00	79,346.20	100.0%
<b>Total 4026 · Interest Income</b>	<b>79,386.24</b>	<b>0.00</b>	<b>79,386.24</b>	<b>100.0%</b>
4035 · Grants Income	39,595.00	0.00	39,595.00	100.0%
4900 · Miscellaneous Income	27,581.89	10,000.00	17,581.89	275.8%
<b>Total Income</b>	<b>4,305,834.66</b>	<b>2,734,216.68</b>	<b>1,571,617.98</b>	<b>157.5%</b>
<b>Gross Profit</b>	<b>4,305,834.66</b>	<b>2,734,216.68</b>	<b>1,571,617.98</b>	<b>157.5%</b>
<b>Expense</b>				
9010 · Transfers	688,261.00	1,014,499.00	-326,238.00	67.8%
<b>5000 · Personnel Expenses</b>				
5137 · Grant Funded Wages	28,814.63	30,000.00	-1,185.37	96.0%
5131 · Non-Union Overtime Wages	0.00	1,000.00	-1,000.00	0.0%
5136 · Conflagration Wages	56,185.04	56,185.04	0.00	100.0%
5100 · Fire Chief Wages	99,560.00	98,892.00	668.00	100.7%
5105 · Deputy Chief Wages	102,796.22	102,425.00	371.22	100.4%
5110 · Admin Asst Wages	58,901.00	58,404.00	497.00	100.9%
5120 · Staff Captain Wage	67,579.46	74,220.00	-6,640.54	91.1%
5125 · Firefighter Wages	266,061.81	256,564.00	9,497.81	103.7%
5130 · Overtime Wages	47,199.51	55,000.00	-7,800.49	85.8%
5135 · Extra Hire	0.00	3,792.00	-3,792.00	0.0%
5405 · Employers FICA	40,552.92	33,000.00	7,552.92	122.9%
5410 · Employers Medicare	9,484.16	10,000.00	-515.84	94.8%
5420 · Workers Benefit Assessment	0.00	500.00	-500.00	0.0%
5421 · Workers Compensation	28,078.82	50,000.00	-21,921.18	56.2%
5430 · PERS - Employe	172,661.32	140,000.00	32,661.32	123.3%
5431 · PERS - Pickup 6%	39,659.07	34,000.00	5,659.07	116.6%
5440 · Health Insurance	137,715.11	175,124.00	-37,408.89	78.6%
5441 · Unemployment	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5000 · Personnel Expenses</b>	<b>1,155,249.07</b>	<b>1,189,106.04</b>	<b>-33,856.97</b>	<b>97.2%</b>
<b>6000 · Materials and Services</b>				
<b>6217 · EMR Education</b>				
6217-1 · EMR Education- Supplies	1,675.95	2,500.00	-824.05	67.0%
6217-2 · EMR Education- Instructors	1,400.00	2,000.00	-600.00	70.0%
<b>Total 6217 · EMR Education</b>	<b>3,075.95</b>	<b>4,500.00</b>	<b>-1,424.05</b>	<b>68.4%</b>
<b>6216 · FA/CPR Education</b>				
6216-1 · FA/CPR Education- Supplies	4,372.19	5,000.00	-627.81	87.4%
6216-2 · FA/CPR Education- Instructors	825.00	2,000.00	-1,175.00	41.3%
6216 · FA/CPR Education - Other	75.00	0.00	75.00	100.0%
<b>Total 6216 · FA/CPR Education</b>	<b>5,272.19</b>	<b>7,000.00</b>	<b>-1,727.81</b>	<b>75.3%</b>

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

	Jul '23 - Ju...	Budget	\$ Over Bud...	% of Budget
6091 · Tuition Reimbursement	21,506.48	49,018.39	-27,511.91	43.9%
6101 · Equip. Maint. Agreements - EMS	0.00	620.00	-620.00	0.0%
6001 · Contracted Professional Service	73,250.43	79,639.00	-6,388.57	92.0%
6010 · Office Supplies	43,786.48	49,104.42	-5,317.94	89.2%
6011 · Postage/Shipping	406.51	600.00	-193.49	67.8%
6020 · Insurance and Bond	57,333.90	57,210.00	123.90	100.2%
6030 · Dues and Fees	10,620.68	10,070.00	550.68	105.5%
6040 · Publications and Elections	1,129.77	0.00	1,129.77	100.0%
6042 · Marketing Program New Recruits	500.00	605.00	-105.00	82.6%
6050 · Utilities	30,249.31	33,710.00	-3,460.69	89.7%
6060 · Telephone, Pagers, Internet	26,286.95	24,130.00	2,156.95	108.9%
6080 · Conference	9,318.98	11,550.00	-2,231.02	80.7%
6090 · Education/Training	17,354.59	21,350.00	-3,995.41	81.3%
6100 · Equipment Maintenance Agreement	2,623.87	2,500.00	123.87	105.0%
6110 · Equipment Rentals	41.00	150.00	-109.00	27.3%
6130 · Gas & Oil	18,179.17	25,000.00	-6,820.83	72.7%
6140 · Hydrant Maintenance	330.89	330.89	0.00	100.0%
6150 · Radio Maintenance	3,226.10	4,100.00	-873.90	78.7%
6160 · Equipment Maintenance	11,749.08	11,235.00	514.08	104.6%
6161 · Vehicle Maintenance	47,102.10	46,500.00	602.10	101.3%
6170 · Building Maint and Improvements	16,419.49	19,130.00	-2,710.51	85.8%
6180 · Grounds Maintenance	1,089.82	1,300.00	-210.18	83.8%
6190 · Small Tools & Equipment	23,844.35	25,086.00	-1,241.65	95.1%
6200 · Supplies - Department	5,616.92	6,000.00	-383.08	93.6%
6210 · Supplies - Medical	15,241.58	19,730.00	-4,488.42	77.3%
6215 · Supplies - Prevention	1,801.73	1,850.00	-48.27	97.4%
6220 · Supplies - Suppression	1,798.92	2,500.00	-701.08	72.0%
6230 · Hazardous Materials	1,043.23	1,043.23	0.00	100.0%
6250 · Uniforms	33,968.52	35,800.00	-1,831.48	94.9%
6270 · Volunteer - Activities	10,982.56	12,000.00	-1,017.44	91.5%
6280 · Volunteer Incentive Program	2,489.47	2,500.00	-10.53	99.6%
6300 · Volunteer - Length of Service	11,000.00	11,000.00	0.00	100.0%
6310 · Physical & Immunizations	16,329.99	18,000.00	-1,670.01	90.7%
6320 · Community Involvement	1,066.28	1,170.00	-103.72	91.1%
6900 · Miscellaneous Expense	2,557.05	2,560.00	-2.95	99.9%
<b>Total 6000 · Materials and Services</b>	<b>528,594.34</b>	<b>598,591.93</b>	<b>-69,997.59</b>	<b>88.3%</b>
<b>7000 · Capital Outlay</b>				
<b>7130 · Capital Outlay - Bond</b>				
7135 · Fees	385,000.00	0.00	385,000.00	100.0%
7130 · Capital Outlay - Bond - Other	28,754.67	0.00	28,754.67	100.0%
<b>Total 7130 · Capital Outlay - Bond</b>	<b>413,754.67</b>	<b>0.00</b>	<b>413,754.67</b>	<b>100.0%</b>
7110 · Capital Outlay - Building	54,331.16	60,000.00	-5,668.84	90.6%
<b>Total 7000 · Capital Outlay</b>	<b>468,085.83</b>	<b>60,000.00</b>	<b>408,085.83</b>	<b>780.1%</b>
<b>Total Expense</b>	<b>2,840,190.24</b>	<b>2,862,196.97</b>	<b>-22,006.73</b>	<b>99.2%</b>
<b>Net Ordinary Income</b>	<b>1,465,644.42</b>	<b>-127,980.29</b>	<b>1,593,624.71</b>	<b>-1,145.2%</b>
<b>Net Income</b>	<b>1,465,644.42</b>	<b>-127,980.29</b>	<b>1,593,624.71</b>	<b>-1,145.2%</b>

## Philomath Fire and Rescue Balance Sheet by Class As of June 30, 2024

	GO Bond 2016 - Capital Improvem	GO Bond 2016 - Debt Services	General Fund	Building Reserve Fund	Equipment Reserve Fund	Vehicle Reserve Fund	TOTAL
<b>ASSETS</b>							
<b>Current Assets</b>							
Checking/Savings							
1015 - Citizens Bank Checking	0.00	-475,990.12	1,096,655.93	-284,751.41	-49,796.00	-72,120.49	213,997.91
1000 - Petty Cash	0.00	0.00	-2.78	0.00	0.00	0.00	-2.78
1050 - Local Government Investment Poo	-299,615.85	561,994.50	-230,259.55	703,654.68	147,696.64	422,558.00	1,306,028.42
<b>Total Checking/Savings</b>	<b>-299,615.85</b>	<b>86,004.38</b>	<b>866,393.60</b>	<b>418,903.27</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>1,520,023.55</b>
Accounts Receivable							
11000 - Accounts Receivable	0.00	0.00	37,484.32	0.00	0.00	0.00	37,484.32
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>0.00</b>	<b>37,484.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,484.32</b>
Other Current Assets							
1250 - Prepaid Assets	0.00	0.00	21,146.55	0.00	0.00	0.00	21,146.55
12100 - Inventory Asset	0.00	0.00	3,661.29	0.00	0.00	0.00	3,661.29
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>24,807.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,807.84</b>
<b>Total Current Assets</b>	<b>-299,615.85</b>	<b>86,004.38</b>	<b>928,685.76</b>	<b>418,903.27</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>1,582,315.71</b>
<b>TOTAL ASSETS</b>	<b>-299,615.85</b>	<b>86,004.38</b>	<b>928,685.76</b>	<b>418,903.27</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>1,582,315.71</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
Accounts Payable							
2010 - Accounts Payable	0.00	0.00	-27,857.05	0.00	0.00	0.00	-27,857.05
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.00</b>	<b>-27,857.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-27,857.05</b>
Credit Cards							
US Bank OneCard- Viktor	0.00	0.00	679.60	0.00	0.00	0.00	679.60
US Bank One Card- Chancy	0.00	0.00	-59.00	59.00	0.00	0.00	0.00
US Bank One Card- Rich	0.00	0.00	290.00	0.00	0.00	0.00	290.00
US Bank One Card- Ashley	0.00	0.00	5,835.34	642.75	0.00	0.00	6,478.09
<b>Total Credit Cards</b>	<b>0.00</b>	<b>0.00</b>	<b>6,745.94</b>	<b>701.75</b>	<b>0.00</b>	<b>0.00</b>	<b>7,447.69</b>
Other Current Liabilities							
2070 - Deferred Taxes	0.00	6,530.03	22,142.96	0.00	0.00	0.00	28,672.99
2400 - Payroll Liabilities							
2133 - Paid Leave Oregon Withholding	0.00	0.00	5,731.10	0.00	0.00	0.00	5,731.10
2132 - Oregon Transit Tax Withholding	0.00	0.00	1,245.92	0.00	0.00	0.00	1,245.92
2100 - Wages Payable	0.00	0.00	32,239.54	0.00	0.00	0.00	32,239.54
2110 - Federal Income Tax Payable	0.00	0.00	10,445.00	0.00	0.00	0.00	10,445.00
2120 - FICA Payable	0.00	0.00	6,233.12	0.00	0.00	0.00	6,233.12
2125 - Medicare Payable	0.00	0.00	1,469.97	0.00	0.00	0.00	1,469.97
2130 - State Income Tax Payable	0.00	0.00	277.48	0.00	0.00	0.00	277.48
2131 - Works Benefit Fund Payable(WBF)	0.00	0.00	342.07	0.00	0.00	0.00	342.07
2140 - PERS Payable	0.00	0.00	11,406.52	0.00	0.00	0.00	11,406.52
2145 - OR Saving Growth 457 Payable	0.00	0.00	150.00	0.00	0.00	0.00	150.00
2150 - Health Insurance Prem. Payable	0.00	0.00	-158.60	0.00	0.00	0.00	-158.60
2210 - Health Ins Prem Ded Pre Tax	0.00	0.00	9,934.65	0.00	0.00	0.00	9,934.65
2230 - Flexible Spending Account	0.00	0.00	925.00	0.00	0.00	0.00	925.00
2232 - Union Dues	0.00	0.00	1,304.83	0.00	0.00	0.00	1,304.83
<b>Total 2400 - Payroll Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>81,546.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81,546.60</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>6,530.03</b>	<b>103,689.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>110,219.59</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>6,530.03</b>	<b>82,578.45</b>	<b>701.75</b>	<b>0.00</b>	<b>0.00</b>	<b>89,810.23</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>6,530.03</b>	<b>82,578.45</b>	<b>701.75</b>	<b>0.00</b>	<b>0.00</b>	<b>89,810.23</b>
<b>Equity</b>							
3010 - Fund Balance	-5,938.00	-190,215.66	-2,058,218.22	-1,193,735.62	-737,563.10	-335,582.41	-4,521,253.01
3200 - Unallocated Fund Balance	-299,674.94	199,104.52	2,378,568.53	1,195,279.30	738,816.74	336,019.92	4,548,114.07
Net Income	5,997.09	70,585.49	525,757.00	416,657.84	96,647.00	350,000.00	1,465,644.42
<b>Total Equity</b>	<b>-299,615.85</b>	<b>79,474.35</b>	<b>846,107.31</b>	<b>418,201.52</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>1,492,505.48</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-299,615.85</b>	<b>86,004.38</b>	<b>928,685.76</b>	<b>418,903.27</b>	<b>97,900.64</b>	<b>350,437.51</b>	<b>1,582,315.71</b>

Philomath Fire and Rescue

Check Detail

June 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	06/07/2024	AsiFlex		1015 · Citizens Bank...		-411.50
				2230 · Flexible Spend...		-400.00	400.00
				6030 · Dues and Fees		-11.50	11.50
TOTAL						-411.50	411.50
Check	EFT	06/01/2024	Consumer Power Inc		1015 · Citizens Bank...		-299.73
				6050 · Utilities		-189.05	189.05
				6050 · Utilities		-73.10	73.10
				6050 · Utilities		-37.58	37.58
TOTAL						-299.73	299.73
Check	EFT	06/03/2024	NW Natural		1015 · Citizens Bank...		-194.50
				6050 · Utilities		-194.50	194.50
TOTAL						-194.50	194.50
Check	EFT	06/03/2024	Colonial Life		1015 · Citizens Bank...		-153.40
				2210 · Health Ins Pre...		-25.00	25.00
				2150 · Health Insuran...		-128.40	128.40
TOTAL						-153.40	153.40
Check	EFT	06/04/2024	Verizon		1015 · Citizens Bank...		-214.20
				6060 · Telephone, Pa...		-214.20	214.20
TOTAL						-214.20	214.20
Check	EFT	06/04/2024	AT&T Mobility		1015 · Citizens Bank...		-200.14
				6060 · Telephone, Pa...		-200.14	200.14
TOTAL						-200.14	200.14
Check	EFT	06/06/2024	Comcast		1015 · Citizens Bank...		-15.82
				6060 · Telephone, Pa...		-15.82	15.82
TOTAL						-15.82	15.82
Check	EFT	06/07/2024	Pacific Power		1015 · Citizens Bank...		-726.37
				6050 · Utilities		-726.37	726.37
TOTAL						-726.37	726.37
Bill Pmt -Check	EFT	06/07/2024	U.S. Bank		1015 · Citizens Bank...		-11,964.64
Bill		06/05/2024			US Bank OneCard- Vi...	-940.33	940.33
Bill		06/05/2024			US Bank One Card- ...	-1,254.29	1,254.29
Bill		06/05/2024			US Bank One Card- ...	-1,844.76	1,844.76
Bill		06/05/2024			US Bank One Card- A...	-7,925.26	7,925.26
TOTAL						-11,964.64	11,964.64
Check	EFT	06/10/2024	CIS Trust		1015 · Citizens Bank...		-11,743.59
				5440 · Health Insurance		-11,743.59	11,743.59
TOTAL						-11,743.59	11,743.59
Check	EFT	06/10/2024	Riverstrong		1015 · Citizens Bank...		-2,396.27
				6001 · Contracted Pro...		-2,396.27	2,396.27

## Philomath Fire and Rescue Check Detail June 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-2,396.27	2,396.27
Check	EFT	06/12/2024	PERS		1015 · Citizens Bank...		-14,852.23
				5431 · PERS - Pickup...		-2,771.78	2,771.78
				5430 · PERS - Employe		-12,080.45	12,080.45
TOTAL						-14,852.23	14,852.23
Check	EFT	06/15/2024	De Lage Landen Fin...		1015 · Citizens Bank...		-152.15
				6100 · Equipment Mai...		-152.15	152.15
TOTAL						-152.15	152.15
Check	EFT	06/16/2024	City of Philomath		1015 · Citizens Bank...		-224.50
				6050 · Utilities		-224.50	224.50
TOTAL						-224.50	224.50
Check	EFT	06/16/2024	City of Philomath		1015 · Citizens Bank...		-15.20
				6050 · Utilities		-15.20	15.20
TOTAL						-15.20	15.20
Check	EFT	06/20/2024	Consumer Power Inc		1015 · Citizens Bank...		-213.25
				6050 · Utilities		-132.21	132.21
				6050 · Utilities		-81.04	81.04
TOTAL						-213.25	213.25
Check	EFT	06/20/2024	Pioneer Telephone ...		1015 · Citizens Bank...		-209.80
				6060 · Telephone, Pa...		-209.80	209.80
TOTAL						-209.80	209.80
Check	EFT	06/20/2024	Republic Services		1015 · Citizens Bank...		-292.85
				6050 · Utilities		-37.11	37.11
				6050 · Utilities		-255.74	255.74
TOTAL						-292.85	292.85
Check	EFT	06/24/2024	Riverstrong		1015 · Citizens Bank...		-3,750.00
				6010 · Office Supplies		-3,750.00	3,750.00
TOTAL						-3,750.00	3,750.00
Check	EFT	06/27/2024	PERS		1015 · Citizens Bank...		-2,302.44
				5431 · PERS - Pickup...		-422.82	422.82
				5430 · PERS - Employe		-1,879.62	1,879.62
TOTAL						-2,302.44	2,302.44
Check	EFT	06/27/2024	PERS		1015 · Citizens Bank...		-2,302.44
				5431 · PERS - Pickup...		-422.82	422.82
				5430 · PERS - Employe		-1,879.62	1,879.62
TOTAL						-2,302.44	2,302.44
Bill Pmt -Check	32282	06/05/2024	Alexander Bradford		1015 · Citizens Bank...		-225.00
Bill	Acade...	05/28/2024			5137 · Grant Funded ...	-225.00	225.00

## Philomath Fire and Rescue Check Detail June 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-225.00	225.00
<b>Bill Pmt -Check</b>	<b>32283</b>	<b>06/05/2024</b>	<b>Ashley Scott</b>		<b>1015 · Citizens Bank...</b>		<b>-205.73</b>
Bill	711340	06/04/2024			6200 · Supplies - Dep...	-205.73	205.73
TOTAL						-205.73	205.73
<b>Bill Pmt -Check</b>	<b>32284</b>	<b>06/05/2024</b>	<b>Carson Oil</b>		<b>1015 · Citizens Bank...</b>		<b>-883.28</b>
Bill	CP-00...	06/15/2024			6130 · Gas & Oil	-883.28	883.28
TOTAL						-883.28	883.28
<b>Bill Pmt -Check</b>	<b>32285</b>	<b>06/05/2024</b>	<b>Chase</b>		<b>1015 · Citizens Bank...</b>		<b>-167,735.00</b>
Bill	60	05/29/2024			7135 · Fees 7130 · Capital Outlay ...	-160,000.00 -7,735.00	160,000.00 7,735.00
TOTAL						-167,735.00	167,735.00
<b>Bill Pmt -Check</b>	<b>32286</b>	<b>06/05/2024</b>	<b>Cheri Damitio</b>		<b>1015 · Citizens Bank...</b>		<b>-187.50</b>
Bill	060424	06/04/2024			6216-2 · FA/CPR Edu...	-187.50	187.50
TOTAL						-187.50	187.50
<b>Bill Pmt -Check</b>	<b>32287</b>	<b>06/05/2024</b>	<b>Figaros Pizza</b>		<b>1015 · Citizens Bank...</b>		<b>-80.28</b>
Bill	256	06/05/2024			6200 · Supplies - Dep...	-80.28	80.28
TOTAL						-80.28	80.28
<b>Bill Pmt -Check</b>	<b>32288</b>	<b>06/05/2024</b>	<b>Hughes Fire Equipm...</b>		<b>1015 · Citizens Bank...</b>		<b>-19.00</b>
Bill	607517	05/31/2024			6161 · Vehicle Mainte...	-19.00	82.54
TOTAL						-19.00	82.54
<b>Bill Pmt -Check</b>	<b>32289</b>	<b>06/05/2024</b>	<b>Industrial Welding S...</b>		<b>1015 · Citizens Bank...</b>		<b>-66.00</b>
Bill	387309	06/05/2024			6210 · Supplies - Med...	-66.00	66.00
TOTAL						-66.00	66.00
<b>Bill Pmt -Check</b>	<b>32290</b>	<b>06/05/2024</b>	<b>Les Schwab</b>		<b>1015 · Citizens Bank...</b>		<b>-3,504.18</b>
Bill	27000...	05/28/2024			6161 · Vehicle Mainte...	-3,504.18	3,504.18
TOTAL						-3,504.18	3,504.18
<b>Bill Pmt -Check</b>	<b>32291</b>	<b>06/05/2024</b>	<b>Life Assist, Inc.</b>		<b>1015 · Citizens Bank...</b>		<b>-29.76</b>
Bill	1440864	05/30/2024			6210 · Supplies - Med...	-29.76	29.76
TOTAL						-29.76	29.76
<b>Bill Pmt -Check</b>	<b>32292</b>	<b>06/05/2024</b>	<b>Medline Industries, I...</b>		<b>1015 · Citizens Bank...</b>		<b>-372.84</b>
Bill	23213...	06/04/2024			6210 · Supplies - Med...	-372.84	372.84
TOTAL						-372.84	372.84
<b>Bill Pmt -Check</b>	<b>32293</b>	<b>06/05/2024</b>	<b>MPTV, Inc.</b>		<b>1015 · Citizens Bank...</b>		<b>-47.32</b>
Bill	C245038	05/13/2024			6170 · Building Maint ...	-27.45	27.45
Bill	AA263...	05/13/2024			6170 · Building Maint ...	-5.99	5.99
Bill	B413179	05/24/2024			6161 · Vehicle Mainte...	-0.40	0.40
Bill	B414337	05/30/2024			6170 · Building Maint ...	-4.70	4.70
Bill	B414334	05/30/2024			6170 · Building Maint ...	-8.78	8.78

## Philomath Fire and Rescue Check Detail June 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-47.32	47.32
<b>Bill Pmt -Check</b>	<b>32294</b>	<b>06/05/2024</b>	<b>Philomath Fire Distri...</b>		<b>1015 · Citizens Bank...</b>		<b>-430.97</b>
Bill	May 20...	06/05/2024			2232 · Union Dues	-430.97	430.97
TOTAL						-430.97	430.97
<b>Bill Pmt -Check</b>	<b>32295</b>	<b>06/05/2024</b>	<b>SeaWestern</b>		<b>1015 · Citizens Bank...</b>		<b>-2,141.11</b>
Bill	INV32...	06/01/2024			6090 · Education/Trai...	-2,141.11	2,141.11
TOTAL						-2,141.11	2,141.11
<b>Bill Pmt -Check</b>	<b>32296</b>	<b>06/05/2024</b>	<b>Synergy Security So...</b>		<b>1015 · Citizens Bank...</b>		<b>-702.00</b>
Bill	15275	06/01/2024			6060 · Telephone, Pa...	-702.00	702.00
TOTAL						-702.00	702.00
<b>Bill Pmt -Check</b>	<b>32297</b>	<b>06/05/2024</b>	<b>The Hartford</b>		<b>1015 · Citizens Bank...</b>		<b>-180.00</b>
Bill	15113...	05/31/2024			6020 · Insurance and ...	-180.00	180.00
TOTAL						-180.00	180.00
<b>Bill Pmt -Check</b>	<b>32298</b>	<b>06/05/2024</b>	<b>TWGW, Inc. dba Phil...</b>		<b>1015 · Citizens Bank...</b>		<b>-8.67</b>
Bill	806892	05/29/2024			6190 · Small Tools & ...	-5.38	5.38
Bill	807588	06/05/2024			6190 · Small Tools & ...	-3.29	3.29
TOTAL						-8.67	8.67
<b>Bill Pmt -Check</b>	<b>32299</b>	<b>06/05/2024</b>	<b>Ultrex</b>		<b>1015 · Citizens Bank...</b>		<b>-151.51</b>
Bill	INV15...	06/05/2024			6010 · Office Supplies	-151.51	151.51
TOTAL						-151.51	151.51
<b>Bill Pmt -Check</b>	<b>32300</b>	<b>06/08/2024</b>	<b>Chase</b>		<b>1015 · Citizens Bank...</b>		<b>-231,662.25</b>
Bill	1327	06/10/2024			7135 · Fees	-225,000.00	225,000.00
					7130 · Capital Outlay ...	-6,662.25	6,662.25
TOTAL						-231,662.25	231,662.25
<b>Bill Pmt -Check</b>	<b>32301</b>	<b>06/08/2024</b>	<b>Industrial Welding S...</b>		<b>1015 · Citizens Bank...</b>		<b>-31.00</b>
Bill	891430	06/04/2024			6210 · Supplies - Med...	-31.00	31.00
TOTAL						-31.00	31.00
<b>Bill Pmt -Check</b>	<b>32302</b>	<b>06/08/2024</b>	<b>Midvalley Newspapers</b>		<b>1015 · Citizens Bank...</b>		<b>-1,050.83</b>
Bill	16325...	06/10/2024			6040 · Publications a...	-1,050.83	1,050.83
TOTAL						-1,050.83	1,050.83
<b>Bill Pmt -Check</b>	<b>32303</b>	<b>06/20/2024</b>	<b>Alexander Bradford</b>		<b>1015 · Citizens Bank...</b>		<b>-200.00</b>
Bill	FF Aca...	06/13/2024			5137 · Grant Funded ...	-200.00	200.00
TOTAL						-200.00	200.00
<b>Bill Pmt -Check</b>	<b>32304</b>	<b>06/20/2024</b>	<b>Bimart Corporation</b>		<b>1015 · Citizens Bank...</b>		<b>-49.93</b>
Bill	061024	06/10/2024			6200 · Supplies - Dep...	-49.93	49.93
TOTAL						-49.93	49.93



**Philomath Fire and Rescue**

**Check Detail**

June 2024

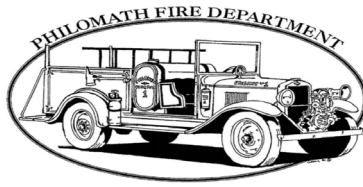
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>32305</b>	<b>06/20/2024</b>	<b>Daniel Eddy</b>		<b>1015 · Citizens Bank...</b>		<b>-200.00</b>
Bill	FF Aca...	06/13/2024			5137 · Grant Funded ...	-200.00	200.00
TOTAL						-200.00	200.00
<b>Bill Pmt -Check</b>	<b>32306</b>	<b>06/20/2024</b>	<b>ESO Solutions, Inc.</b>		<b>1015 · Citizens Bank...</b>		<b>-348.00</b>
Bill	ESO-1...	06/12/2024			6010 · Office Supplies	-348.00	348.00
TOTAL						-348.00	348.00
<b>Bill Pmt -Check</b>	<b>32307</b>	<b>06/20/2024</b>	<b>Philomath Rental</b>		<b>1015 · Citizens Bank...</b>		<b>-41.00</b>
Bill	1-5721...	06/12/2024			6110 · Equipment Re...	-41.00	41.00
TOTAL						-41.00	41.00
<b>Bill Pmt -Check</b>	<b>32308</b>	<b>06/20/2024</b>	<b>SeaWestern</b>		<b>1015 · Citizens Bank...</b>		<b>-359.38</b>
Bill	INV33...	06/12/2024			6250 · Uniforms	-359.38	359.38
TOTAL						-359.38	359.38
<b>Bill Pmt -Check</b>	<b>32309</b>	<b>06/20/2024</b>	<b>Spaeth Lumber Co., ...</b>		<b>1015 · Citizens Bank...</b>		<b>-125.11</b>
Bill	2406-2...	06/12/2024			6170 · Building Maint ...	-50.09	50.09
Bill	2406-2...	06/12/2024			6170 · Building Maint ...	-37.51	37.51
Bill	2406-2...	06/14/2024			6170 · Building Maint ...	-37.51	37.51
TOTAL						-125.11	125.11

**Philomath Fire and Rescue**  
**A/P Aging Detail**  
 As of June 30, 2024

Type	Date	Num	Name	Due Date	Aging	Open Balance
<b>Current</b>						
Total Current						
<b>1 - 30</b>						
Total 1 - 30						
<b>31 - 60</b>						
Total 31 - 60						
<b>61 - 90</b>						
Total 61 - 90						
<b>&gt; 90</b>						
General Journal	06/30/2023	AUDIT...	SAIF Corporation			-28,078.82
Credit	12/05/2023	790240	TWGW, Inc. dba Phi...			-13.72
Total > 90						-28,092.54
<b>TOTAL</b>						<b>-28,092.54</b>

**Philomath Fire and Rescue**  
**A/R Aging Detail**  
 As of June 30, 2024

Type	Date	Num	P. O. #	Name	Terms	Due Date	Class	Aging	Open Balance
<b>Current</b>									
Total Current									
<b>1 - 30</b>									
Total 1 - 30									
<b>31 - 60</b>									
Total 31 - 60									
<b>61 - 90</b>									
Total 61 - 90									
<b>&gt; 90</b>									
General Journal	06/30/2019	ER19		Adjustment`			General F...		47,131.32
General Journal	06/30/2021	AJE21...		Adjustment`			General F...		-47,131.00
General Journal	06/30/2021	AJE21...		Adjustment`			General F...		29,146.00
General Journal	06/30/2021	AJE21...		Adjustment`			General F...		8,637.00
General Journal	06/30/2021	AJE21...		Adjustment`			General F...		-1,197.57
Invoice	06/01/2022	2015-...		Metropolitan Reporti...		06/01/2022	General F...	760	25.00
Invoice	02/06/2024	2015-...		Metropolitan Reporti...		02/06/2024	General F...	145	18.57
Invoice	02/29/2024	2015-...		OSU Student Health...		02/29/2024	General F...	122	855.00
Total > 90									37,484.32
<b>TOTAL</b>									<b>37,484.32</b>



Philomath Fire and Rescue Volunteer Association, Inc

Report to the Board of Directors

10 July 2024

Association Business

- Regular Association meetings
- Working on Charter update
- No Meetings July and Aug due to Frolic and national night out.

Volunteer Activity

- Staffed to help provide coverage as needed.
- Continue to assist in the organization and teaching drills.
- Supporting Fire Academy.
- Station Repairs and upgrades at 203.
- Electronic Reader sign – Lots of work done
- Members participating with Training Facility and Apparatus Committees.
- Participated and helped with Driver Operator Class.
- Lt. Anderson teaching CPR classes.
- Assisting ODOT with Butterfly Project
- Provide EMT coverage at Pack Tests.
- Pride in the Park standby.
- Invale Horse Trails EMS Standby.
- Philomath Frolic Prep.

Recruitment and retention

- 1 RV to Community Volunteer
- Working with Staff on process for accepting new members.

Respectfully submitted.

Dan Eddy  
President

Paula Anderson  
Vice President

Jean Goul  
Treasurer

Kendra Islam  
Secretary

# **PHILOMATH FIRE & RESCUE**

## **BOARD OF DIRECTORS**

### **POLICIES, PROCEDURES AND ADMINISTRATIVE GUIDELINES**

# PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

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<b>Qualifications and Authority</b>	<b>IV</b>		
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# PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

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# PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

## ARTICLE I PURPOSE OF THE FIRE DISTRICT

**SECTION 1.** Philomath Fire & Rescue, hereinafter referred to as PFR, which is overseen by a publicly elected Board of Directors, hereinafter referred to as the Board, is established in accordance with the laws of the State of Oregon, in order of priority:

- A. Emergency services within the boundaries of PFR.
- B. Community Risk Reduction
- C. Emergency services to out-of-district organizations according to cooperative mutual aid agreements and automatic aid agreements.
- D. Emergency services out-of-district requested by public organizations and public authorities.

## ARTICLE II PURPOSE OF DISTRICT POLICY

**SECTION 1.** Board policy is developed with input from members of PFR and adopted by the Board.

**SECTION 2.** PFR will base its policies, procedures and regulations on the best available information and input from affected parties. Except when deemed inadvisable by the Board, due to emergency or other circumstances warranting or requiring immediate action, any proposed adoption, amendment or repeal of a policy will be introduced for discussion at one meeting, but not acted upon until the following or a subsequent meeting. The proposed action will be included in the notice of the meeting in accordance with the Public Meeting Law.

**SECTION 3.** Board policy will be reviewed on an annual basis by the Board and Fire Chief.

## ARTICLE III ORGANIZATION AND METHOD OF ORGANIZATION

**SECTION 1.** The agency will be organized in the following manner:

- A. Board
- B. Fire Chief

**SECTION 2.** Method of organizing:

- A. Board members will be elected at large, by position number, by electors of PFR. (ORS 478.221(2b))
- B. Vacancies will be filled on the Board pursuant to article IV, section 4.
- C. The Board will hire the Fire Chief. (ORS 478.260)
- D. The Fire Chief will advise the Board of the staffing changes.
- E. The Fire Chief will select officers through a fair testing process.

# PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

## ARTICLE IV QUALIFICATIONS AND AUTHORITY OF BOARD MEMBERS

### **SECTION 1. Elector or Property Owner:**

A Board member will be an elector or property owner within the district boundaries.  
(ORS 478.050)

### **SECTION 2. Employees and Volunteers:**

As of September 4, 2003, no PFR employee or volunteer can serve on the Board per ORS 478.050 and PFR ORD. 103 passed in accordance with ORS 478.050.

### **SECTION 3. Elections and Term:**

The five Board members are legally elected to four-year terms. Elections are held in odd-numbered years, with two positions filled at one election and three positions filled at the next election.

### **SECTION 4. Vacancies:**

In the event of a vacancy on the Board, the Board will advertise the position as vacant and allow reasonable time to submit a letter of interest. At the next regular scheduled Board meeting applicants will be reviewed. The top applicants will be interviewed by the Board and an appointment will be made. Applicants will meet qualifications set by ORS 478.050 and Board policy.

The period of service of a person appointed under this section will expire on June 30 following the next regular County election, at which time a successor is elected. The successor will be elected to serve the remainder of the term for which appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor will be elected to a full term. In either case the successor will take office July 1 following the election. (ORS 198.320 (1) (2))

### **SECTION 5. Actions as Board Member:**

No individual Board Member may speak for or on behalf of the Board, except as authorized to do so by official action as recorded in the official minutes, guidelines or policies. All official actions of the Board must be taken by public vote. The Board will not be bound by any actions or statements on the part of any individual Board member, past or present.

### **SECTION 6. Board Positions:**

At the regular scheduled meeting in July the Board will elect for a one-year term.

- A. President
- B. Vice President
- C. Treasurer

## ARTICLE IV

# **PHILOMATH FIRE & RESCUE**

## **BOARD POLICY & PROCEDURES**

### **RESPONSIBILITIES OF THE BOARD MEMBERS**

#### **SECTION 1. Board as Policymakers:**

The Board is responsible for policymaking, not administration.

#### **SECTION 2. Annual Policy Training and Review:**

The Board is responsible for annual review of Board Policies. New Board Members will be provided with the Board Policies during district orientation.

#### **SECTION 3. Board and Funding:**

In anticipating and budgeting for District expenditures, the Board will allocate funds necessary to select, outfit, train and maintain the best possible emergency services, including personnel, apparatus and equipment. The Board will review financial reports and monthly expenditures at regular session meetings.

#### **SECTION 4. Some responsibilities are, but not limited to:**

- A. Review of Annual Financial Audit.
- B. Abide by, and become familiar with, all laws and policies governing PFR.
- C. Approve all policies and review as needed.
- D. Approve and review contracts and purchases in accordance to the Fiscal Management General Administration Policy.
- E. Adopt ordinances and pass resolutions.
- F. Adopt an annual budget in accordance with ORS 294.
- G. Require reports by the Fire Chief concerning the state of programs and operations.
- H. Approve job descriptions not governed by Civil Service Commission.
- I. Approve wages and benefits for employees.
- J. Negotiates contract with Local IAFF 4925.
- K. Perform annual review of Fire Chief.
  - Negotiate Annual Contract
  - Benefits

#### **SECTION 5. Planning:**

It is the responsibility of the Board to develop and maintain a Master Plan. The Master Plan includes items such as: changes in PFR responsibilities, boundaries, capital investments, technology changes, Intergovernmental Agreements, etc. This plan is reviewed on an ongoing basis in conjunction with the Strategic Plan created by the Fire Chief.

#### **SECTION 6. Ethics:**

Board members act as representatives of the citizens. Therefore, Board members will adhere to the highest ethical standards in the conduct of PFR business as set forth in ORS Chapter 244.

#### **SECTION 7. Attendance and Training:**

# PHILOMATH FIRE & RESCUE

## BOARD POLICY & PROCEDURES

In order to effectively carry out their duties, Board members must regularly attend Board meetings, and be adequately prepared and informed. Advance notice of absences is recommended. Members are encouraged to attend conferences and other training programs as the Board may authorize.

### **SECTION 8. Proxy Voting:**

Board members may not assign a proxy vote but may submit written comments on any agenda items if absent.

## ARTICLE V

### DUTIES of PRESIDENT, VICE-PRESIDENT, TREASURER and BOARD MEMBERS

#### **SECTION 1. Duties of the President:**

- A. The President will preside at meetings of the Board.
- B. The President will consult with the Fire Chief and/or Office Administrator regarding the agenda and preparation of each Board meeting.
- C. The President will have the same right as other members of the Board, to discuss and vote on questions before the Board.
- D. The President will sign official PFR documents on behalf of the Board when authorized to do so by a majority of the Board and, after the Board at an open meeting, has approved that document.
- E. The President will create and appoint special committees subject to approval by the Board.
- F. The President will have the authority to sign checks for PFR.
- G. Facilitate orientation of new Board Members (Training on Board Policies, and District Orientation).

#### **SECTION 2. Duties of the Vice President:**

- A. In the absence of the President, the Vice President will have the powers and duties of the President.
- B. The Vice President will have such other powers and duties as approved by a majority vote of the Board from time to time.
- C. The Vice President will sign official District documents when two signatures are required on a Board Approved document.
- D. The Vice President will have the authority to sign checks for PFR.

#### **SECTION 3. Duties of the Treasurer:**

- A. Provides oversight to insure that accurate accounting, appropriate use of funds and financial records are maintained by PFR.
- B. The Treasurer will have the authority to sign checks for PFR.

#### **SECTION 4. Duties of other Board members:**

- A. In the absence of the President and Vice-President, another Board member will preside over the board meetings with powers and duties of the

# PHILOMATH FIRE & RESCUE

## BOARD POLICY & PROCEDURES

President.

- B. Board members will have the authority to sign checks for PFR.

### ARTICLE VI

#### MEETINGS AND AGENDA

##### **SECTION 1. Regular Meetings:**

Regularly scheduled Board meetings will be held at the time and location as posted. All meetings of the Board and appointed committees will comply with the Oregon Public Meeting Law (ORS 192.610 to 192.690). Board members may attend and vote during a public Board meeting remotely.

##### **SECTION 2. Agenda:**

The agenda of meetings of the Board will be published in accordance with ORS 192.640.

Recommended agenda for meeting:

- A. Roll Call.
- B. Consent Agenda (Including Previous Minutes, Financial Report, Chief Vacation Hours).
- C. Public Comment.
- D. Staff Reports – Board, Chief, Staff.
- E. Representative Reports – Volunteer Association, Local IAFF 4925, City Liaison.
- F. Old Business.
- G. New Business.
- H. Adjournment.

##### **SECTION 3. Special Meetings:**

A Special Meeting may be called by the President or any three Board members at any time, with at least 24 hours' notice. The required 24-hour Special Meeting notice will be given to the public as outlined in ORS 192.640.

##### **SECTION 4. Emergency Meetings:**

Emergency Meetings may be called by the President or any three Board members. An Emergency Meeting may be called with less than 24-hour notice. The President or Board members calling the meeting will recite the reason at the beginning of the Emergency Meeting and the minutes for the meeting will describe the emergency justifying less than 24-hour notice.

An emergency exists when there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to PFR, such as a specific physical threat to PFR property, which would be substantially increased if the Board were to delay in order to give 24-hour notice before conducting the meeting. An Emergency Meeting is to be held only in rare and extreme situations. The convenience of Board members is not grounds for calling an Emergency Meeting.

# PHILOMATH FIRE & RESCUE

## BOARD POLICY & PROCEDURES

When calling an Emergency Meeting, every effort should be made to notify the public and news media, as appropriate to the circumstance.

Only business related directly to the Emergency Meeting will be conducted at the Emergency Meeting (ORS 192.640 (3)).

### **SECTION 5. Executive Session:**

- A. **Notice.** Notice of Executive Session will be provided in accordance with ORS 192.640.
- B. **Voting.** The Board will not make any final decisions while in Executive Session. This policy, however, will not prohibit full discussion of Board members' views during Executive Session.
- C. **Announcement.** The President or other presiding officer will announce the statutory authority for the Executive Session before going into closed session. Once the Executive Session has been convened, the President will direct any representatives of the news media who are present not to report certain specified information from the Executive Session. The extent of the non-disclosure requirement will be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the Executive Session. Board members, staff and other persons present will not discuss or disclose Executive Session proceedings outside of the Executive Session without prior authorization of the Board as a whole.
- D. **Purposes.** Executive Sessions will only be held for the following purposes as outlined in ORS 192.660:
  - 1. Employment of Personnel
  - 2. Discipline of Public Officers and Employees
  - 3. Consultation with Labor Negotiator and Labor Negotiations
  - 4. Real Property Transactions
  - 5. Exempt Records
  - 6. Litigation/Consultation with Legal Consul
  - 7. Performance Evaluations
  - 8. Security Related Programs Review

### **SECTION 6. Meetings:**

The Board is composed of five members, whereby all meetings will require a Board quorum of three. All votes will require a quorum of the total Board. If only three members are present, a unanimous vote will be required to take final action.

### **SECTION 7. Voting at Board meetings:**

- A. **Abstention:** A Board member may state for the record the reason for their vote or abstention.
- B. **Conflict of Interest:** Board members must publicly declare a potential or actual conflict of interest prior to discussion, recommendation, vote or other official action on an issue and explain the nature of any potential or actual conflict of

# PHILOMATH FIRE & RESCUE

## BOARD POLICY & PROCEDURES

interest. The declaration and the nature of the conflict will be recorded in the minutes per ORS Chapter 244

- **Potential Conflict of Interest:**  
With a potential conflict of interest, a Board member may participate in the action once the declaration has been made.
- **Actual Conflict of Interest:**  
With an actual conflict of interest, a Board member must refrain from taking any official action on the issue. If the Board member's vote is necessary for the Board to achieve a quorum, the Board member may vote, but may not discuss or debate the issue.

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

### **SECTION 8. Minutes of Meetings:**

#### **A. Public Meetings:**

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

1. All members of the Board are present and those absent.
2. All motions, seconds, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document at the meeting.
6. Written minutes of public meetings will be made available to the public within a reasonable time after the meeting in accordance with ORS 192.650(1).

#### **B. Executive Sessions:**

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

### **SECTION 9. Robert's Rules of Order:**

Generally, follow Robert's Rules of Order consistent with the laws of the State of Oregon.

## ARTICLE VII

### REIMBURSEMENT GUIDELINES

**SECTION 1.** The Board of Directors, by majority vote, will authorize travel and other expenses for Board members meeting current PFR Per Diem rates. Board members can reasonably

# PHILOMATH FIRE & RESCUE BOARD POLICY & PROCEDURES

expect to receive reimbursement for authorized travel, lodging, meals (not including alcohol), registration, tuition and other related expenses for schooling, training, conferences and meetings representing PFR.

**SECTION 2.** Any Board member who is accompanied by a spouse or guest will pay any excess costs of registration, lodging or meals, attributable to their spouse or guest.

**SECTION 3.** Board members are expected to use good judgement regarding the expenditure of District funds for travel expenses.

## ARTICLE VIII RECOGNITION

**SECTION 1.** The Board of Directors may recognize any member of PFR and any civilian personnel who has performed any act of outstanding service on behalf of PFR or rendered a life-saving service to any citizen, any fire District personnel who perform in an exemplary manner in the achievement of higher levels of education or skills. Any retiring Board member who has performed appropriate service to PFR may also be recognized.

## ARTICLE IX GENERAL PROVISIONS

**SECTION 1. Repeal:**

All previously adopted rules; regulations, policies or standard operating guidelines in conflict with this policy are hereby repealed.

**SECTION 2. Nondiscrimination:**

Pursuant to PFR's nondiscrimination and harassment policy, no provision of this policy is intended as discrimination against any individual on the basis of race, religion, color, creed, age, sex, national origin, or disability.

**SECTION 3. Severability:**

If any part, term or clause of this policy is or becomes in conflict with any law, the Board will review the policy.

Board President      Signature \_\_\_\_\_

Board Member      Signature \_\_\_\_\_



# Philomath Fire & Rescue

May 2024

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# INTRODUCTION

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# WELCOME TO PHILOMATH FIRE & RESCUE!

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We're happy to welcome you to Philomath Fire & Rescue (PF&R)– we're glad you've joined us! We take pride in selecting people such as you to join our District, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve is to help you understand our District and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the District's policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

Our District values two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We sincerely hope you will like it here.

**Fire Chief Chancy Ferguson**

## ABOUT THIS HANDBOOK (2024-25)

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This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all of our employees. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer.

Some of our workforce is represented by Philomath Professional Firefighters IAFF Local 4925. If your role is covered by a union, you have been provided the current collective bargaining agreement. A union represented employee will need to utilize both the collective bargaining agreement and the employee handbook to understand the full context of their employment. As both of these are extensive documents, you should not hesitate to ask for assistance in finding answers.

Some of our workforce is represented by the Philomath Fire and Rescue Volunteer Association, Inc. (PFRVA). Is a nonprofit corporation which is separate and distinct from PF&R. PFRVA operates under its own Articles, Bylaws and procedures, over which PF&R asserts no control. Membership in PFRVA is not a requirement of membership or volunteer appointment with PF&R.

Volunteers and all paid employees (represented and unrepresented) will be covered by all the workplace fairness and harassment policies, safety, workplace professionalism rules, dress code, conduct and expectations including communication and software systems (like internet or phone usage and email).

The handbook applies to all our employees, some policies and sections apply to specific employment classifications. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask your direct supervisor.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, the District will try to make fair and equitable decisions while making sure that the best interests of the District are served.

Neither this Handbook nor any other District document confers any express or implied contractual right to remain in PF&R's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by PF&R or you for any reason, at any time.

This handbook is not intended to undermine or remove your rights as outlined by the National Labor Relations Board (NLRB). We fully acknowledge and respect your rights to engage in

protected concerted activities, which include the right to discuss wages, working conditions, and other terms of employment with your fellow employees, as well as the right to form, join, or assist labor Districts. If you have any concerns or questions regarding your rights or any content in this handbook, please seek clarification from your management or legal counsel.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. The District recognizes our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as Safety, Training, Administration, Information Technology, and Wellness, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.



# EMPLOYMENT POLICIES

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## **EMPLOYMENT RELATIONSHIP**

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You and PF&R are engaged in an “at-will” employment relationship. Therefore, employment at PF&R is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the District may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the District has the authority to enter into any agreement contrary to this “at-will” relationship except the Board of Directors. It cannot be altered, except when in writing and signed by the Board of Directors and you. PF&R will not make and will not be bound by any oral promises concerning the length or terms of your employment.

### **Equal Employment Opportunity**

PF&R is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

The District employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, total compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the District are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to the Management’s attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to your immediate supervisor or Duty Officer or any other management representative with whom you feel comfortable speaking. The District also encourages you to document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by Management or co-workers.

# AMERICANS WITH DISABILITIES ACT

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The Americans with Disabilities Act [ADA], amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function [walking, seeing, hearing, breathing, bodily functions, etc.];
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone [parent, sibling, child, spouse, friend, etc.] with a disability.

PF&R offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodation. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodations are available to employees and applicants if the requested accommodations don't cause an undue hardship on the District. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the Fire Chief.

## ***Pregnancy Accommodation Policy***

PF&R will make reasonable accommodations to employees that are experiencing known limitations related to pregnancy, childbirth or a related medical condition, to the extent the accommodation can be made without imposing an undue hardship on the District. PF&R seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy related conditions as well. Possible accommodations may include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

PF&R will not take adverse action against an employee for inquiring about, requesting, or using reasonable accommodation.

# HARASSMENT

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PF&R will not tolerate conduct by any employee, elected official, board or commission member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with an employees work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment;

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at PF&R. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the District, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the District or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of PF&R, you have the responsibility to immediately report any actions or words which you find to be harassing. The District will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

### ***Reporting Incidents of Harassment***

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to your immediate supervisor or Duty Officer or any other management representative with whom you feel comfortable speaking. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. In all cases, you will be notified of the outcome of the investigation. We will also check with you following receipt of the information to ensure the matter has been resolved and continues to meet the District's standards.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

### ***External Complaint Procedure***

We encourage employees to bring their concerns and complaints to the District. We understand that the employee may choose to utilize other external complaint options (see the list below). Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:  
[https://www.oregon.gov/boli/CRD/Pages/C\\_Crcompl.aspx](https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx)
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

### ***Employment Agreements***

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided with at least seven (7) days to change their mind.

### ***Additional Employee Support Services***

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

- Legal services
- Counseling and Support Services and/or Employee Assistance Services

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## WORKPLACE PROFESSIONALISM

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While harassment due to a person's protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

PF&R defines unprofessionalism as repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in District operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that PF&R will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We will consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

- Making comments on social media, texting, misuse of other forms of forms of media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas

Any PF&R employee who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our anti-harassment policy. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

## DISPUTE RESOLUTION

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We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the District has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

### ***Reporting Issues Other than Harassment/Discrimination***

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question.

We realize there may be valid reasons to forego this initial step; in those circumstances [*i.e.*, a concern involves an immediate manager/supervisor], you may go directly to any management representative with whom you feel comfortable speaking for assistance.



## EMPLOYMENT

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It is our goal to fill employment vacancies with qualified applicants, whether recruiting internally, externally, or utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law, including Veterans' Preference.

Our goal will always be to select the most qualified person for each available job.

Job descriptions that require members to enter environments that are deemed immediately dangerous to life or health will be made contingent offers upon an applicant's successful completion of a physical/medical examination based on NFPA 1582, *Medical Requirements for Firefighters*. This examination may include blood toxicology and drug screen. In order to assure continued qualification for job descriptions, the District may periodically request its members to submit to a medical examination, at District's expense, which may include blood toxicology and a drug screening.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale.

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job duties, schedule, or location. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

### ***New Employee Orientation***

New employees are expected to attend a thorough orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

### ***Probationary Period***

As a new employee, you are hired for a one-year probationary period. The probationary period is an extension of the employee selection process. During this period, you are in training and under observation and evaluation by supervisors. An evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the probationary period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the probationary period, and a decision about your employment status will be made and shared with you in writing. If you have successfully completed the probationary period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment. If your skills border on satisfactory, but fall a little short, the probationary period may be extended if there is reason to believe that your skills will improve within six months. This period may be extended only by the approval of the Fire Chief. The request for an extension won't be approved if it is submitted after the normal conclusion of your probationary period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

### ***Promotions and Transfer Training Period***

If you are promoted or transferred to a new position, you must also complete a probationary period of six months to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

### ***Re-employment***

Employees who resign from the District in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the District will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees. If an employee returns within 12 calendar months their previous Sick Leave balance will be restored in full.

### ***Credit for Prior Seniority***

Employees who are rehired by PF&R will receive credit for prior time worked as follows:

- Employees who were separated because of a reduction in the workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one year after the separation date.
- Employees who voluntarily resigned from their employment with PF&R will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within six months after the resignation date. However, a new anniversary date will be established based on the date of rehire.
- Rehires shall be considered new employees, except where federal or state law requires otherwise [e.g., the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement].

***Outside Employment Must be Approved (PFRVA Not Subject To)***

Outside employment is prohibited unless approved in advance by the Fire Chief. "Outside Employment" means any work performed by an employee, including self-employment, for which pay is received, whether by salary, wages, or commission, and which work is carried on in addition to District employment.

Outside employment performed by employees shall not be performed during or after working hours at any PF&R stations; the use of district facilities, equipment, services, and supplies is prohibited. For any questions or application instructions, please contact the Fire Chief.

***Employment Classifications***

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the District. Employees may be considered probationary, full-time or part-time, temporary, or on-call as described below:

**Probationary:** Newly hired or promoted employees within the probationary period. New hires normally earn, but cannot use, benefits.

**Regular Full-time:** An employee who is regularly scheduled to work 30 hours or more per week. Classification normally is eligible for benefits.

**Regular Part-time:** An employee who is regularly scheduled to work less than 30 hours per week.

**Temporary:** An employee who is hired for a specified period of time, usually no more than six months. This classification is typically not eligible for benefits, except for those mandated by law.

**Volunteer/On-Call:** An employee who does not have a set schedule and works only when called upon.

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the

status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor/manager.

Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

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## EMPLOYMENT RECORD KEEPING

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### ***Access to Personnel Files***

The District maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies or any management representative involved in a pending personnel action.

Your personnel file is available for review [except for any references and other material exempt from disclosure under state law] by making advance arrangements with the Fire Chief. We will provide copies of personnel records or files as required by law.

### ***Change in Personal Data***

Keeping your personnel records current can be important to you regarding pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the Office Administrator.

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary[ies]
- Person to be notified in case of emergency.
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment.

# EMPLOYMENT RELATIONS AND CONDUCT

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We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the states Ethics laws found in ORS 244.

### ***Public Officials***

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an “agent.” An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with PF&R, you became a Public Official.

### ***Gifts***

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

### ***Use of Official Position or Office***

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official’s holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.

- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

### ***Honoraria***

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.



***Financial Interest in Public Contracts***

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

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## **CONFIDENTIALITY**

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### ***District and Customers***

At PF&R, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the District or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No District records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from PF&R, except in the ordinary course of performing duties on behalf of PF&R. Additionally, the contents of District records or information otherwise obtained regarding business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted on electronic media. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

### ***Employee Records***

PF&R's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the District will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the District includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, Equal Employment Opportunity data, social security numbers, date of birth, employment eligibility data, physical examination results provided by department physician, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the District during business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under District proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in District benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

District-assigned information, which may include District charts, department titles and staff charts, Designated Positions, department budgets, District coding and recording systems, telephone directories, e-mail lists, and District facility or location information and addresses, is considered by the District to be proprietary District information to be used for internal purposes only. The District retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to your direct supervisor. The district administration has the responsibility to investigate the incident and take or recommend corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates [*i.e.*, day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates].
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers to facilitate District work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' District anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

## WORKPLACE RULES

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PF&R believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate the work behaviors considered important to PF&R

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. PF&R records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by PF&R or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior [abusive language, harassment, personal business during work time, *etc.*] will be condoned. This also applies to alcohol consumption when representing PF&R in a business or social capacity.
5. You are expected to maintain the confidentiality of District information or customer information in your possession [*i.e.*, personnel information, trade secrets, **etc.**].
6. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all of our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found in this Handbook.

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## WHISTLEBLOWER PROTECTIONS

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PF&R encourages any employee with knowledge of an illegal or dishonest activity to report it to a direct supervisor or any management representative with whom you feel comfortable speaking. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Fire Chief.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or any management representative with whom you feel comfortable speaking. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. PF&R will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact a direct supervisor or any management representative with whom you feel comfortable speaking immediately. In incidents involving the Fire Chief, the District Board President shall be notified. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Fire Chief who is responsible for investigating and coordinating corrective action. Incidents involving the Fire Chief will be investigated by the District Board of Directors.

## DRESS CODE AND GROOMING

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Employees contribute to the atmosphere and reputation of PF&R in the way they present themselves. A professional appearance is essential to a favorable impression with our community. Good grooming and appropriate dress reflect employee pride and inspire community confidence.

We are committed to creating a diverse, inclusive, and equitable workplace that values and respects all individuals, regardless of their natural hair texture and hairstyle. We recognize that natural hair is an essential part of self-expression and cultural identity and discrimination based on these attributes is not acceptable in our District.

A professional appearance includes the following:

- Beards are not allowed for personnel who may enter an environment that is immediately dangerous to life or health to ensure correct fit of respiratory PPE.
- All types of jewelry, hairstyle, fingernails, sideburns, and mustaches may not interfere with PPE or safety of the member.
- Tattoos, body art, or brands that do not convey a professional image shall not be visible.

Management may make exceptions to the Dress Code for special occasions. An employee unsure of what is appropriate should check with the designated manager or supervisor.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and may not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean.

Under each uniform class listed below, examples of typical situations are given to help members to select the appropriate uniform class to wear when working a duty shift or attending events.

- Class A uniform – while representing the PF&R during formal events
- Class B uniform – Public presentations, fire inspections
- Class C uniform – Normal station wear

Members of PF&R will wear the approved uniform of PF&R while performing their official duties. In certain circumstances, the wear of appropriate civilian clothing is preferable and is authorized. These circumstances include, but are not limited to:

- Chief Officers at their discretion.
- Members representing PF&R while attending seminars, training sessions or social functions.
- Members of the District while responding to or working at emergency incidents where changing into a Fire District uniform would delay or prolong their response to the emergency.

## COMMUNICATION AND SOFTWARE SYSTEMS

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### ***Electronic Communications Systems***

PF&R provides electronic communication systems to maintain superior communications both within the District and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the District who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, two-way radios, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the District provides are District tools and are to be used for business purposes only during business hours. Use of District systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the District reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the District.

As an employee, you must not permit any proprietary or confidential information of PF&R to enter the public domain through electronic transmissions. Examples of the District's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the District without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

### ***Electronic Mail System***

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by people other than the intended recipient. You should write e-mail

communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on District letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the District reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to District systems must be disclosed to the District upon request.

### ***District-owned Personal Computers***

To protect the integrity of our systems, all software used on our computers must be registered with PF&R. Personal or downloaded software may only be installed after written authorization from that individual. A virus check of all such software must be made immediately before it is installed on any District computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the District prior to its use with a District-owned computer. The copy or transfer of District-owned software may occur only with the written authorization of the Fire Chief.

### ***Laptop Security***

All staff that are issued laptops and other computer-related equipment will be required to meet security precautions and procedures as recommended by PF&R's informational technology provider.

### ***Mobile Devices***

#### **Allowing Remote Wipe Provisions/Data Liability**

If you are connected to the District's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the information was accessed is lost or stolen. To protect this information, the District retains the right to delete data and applications from any device that contains the District's information. ***This right to delete such information may be exercised remotely or on-site if the District determines such action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the District's ability to delete this information at any time.*** This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that you regularly sync any personal data [e.g., applications, information, photos] to another device/computer for safekeeping, as the wipe command does not differentiate between business and personal information.

A PIN-based lockout is required, and the PIN must be given to the Information Technology department upon request.

It is critical that any loss or theft of a mobile device, including laptops, be immediately reported to your direct supervisor.



## ***Social Media and Networking***

### ***Personal Use***

When any employee is using District-provided computers or cell phones or is representing the District via social networking activity, that individual is expected to represent the District in a professional and positive light. PF&R wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws [including copyright] and ethical considerations.

### ***Business Use***

PF&R Public Information Officers may use social networking websites to conduct District business, as long as such use is authorized and complies with the District's policies. District logos or other District information must conform to pre-approved marketing concepts and standards.

In the case that a social media account is set up for business purposes, the District has the right to review, edit, and delete content associated with the account. The District will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the District. If an employee separates from PF&R, the District has the right to assume control of this account.

### ***Monitoring***

While the District does not routinely monitor social networking sites, other employers, Districts, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

### ***Protection***

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the District's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

It is critical that any loss or theft of a mobile device, including laptops, be immediately reported to the Chief. Security of these devices should always include two (2) levels (*i.e.*, locked in a trunk if kept in a car; locked in a hotel safe, not left out in a hotel room; etc.) of safeguarding. Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the

device or loss of company-related information addressed in this policy, and further corrective action, up to and including termination.

### ***Prohibited Conduct***

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

### ***Voice Mail System***

The voice mail system at PF&R is the property of the District and is provided for use in conducting District business. All communications and information transmitted by, received from, or stored in this system are District records and property of PF&R. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. PF&R, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you.

### ***Cell Phones and Telephone Usage***

PF&R realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The District prohibits the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both District-owned and private vehicles.

**Regardless of the media or device used, typically information generated or exchanged for the purpose of government work is subject to Public Records laws. While not all information is accessible by the public our District is required to maintain these records.**

For additional information, please refer to the IT Portion of the Policy Manual.

## PERFORMANCE MANAGEMENT AND REVIEW

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To establish a meaningful performance evaluation system upon which PF&R can continuously monitor the effectiveness of District operations and employee performance, all District members will receive regularly scheduled annual formal performance evaluations from their direct supervisor. Informal evaluations will be conducted as needed. Any situation including but not limited to a disciplinary action above a written warning, management will seek legal counsel.

The objectives of our performance management and formal appraisal process are to:

- Ensure that employees know their individual performance against established performance standards;
- Determine how well the District is doing in assisting employees with work performance and meeting goals;
- Ensure communication and two-way feedback;
- Provide a consistent, objective, and fair method of making compensation decisions;
- Provide a tool for career planning; and,
- Provide a permanent record of employee performance and District contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training;
- Assigning, directing, controlling, and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the District. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the District;
- Ask for assistance in developing a goal-oriented path for advancement within the department or District; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards,

acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

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## CORRECTIVE ACTION

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Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the District and its employees. It is the philosophy of PF&R to correct performance deficiencies and address violations of policies and work rules in order to correct situations.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the District's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Demotion, which will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, intent and the circumstances surrounding the offense.

Counseling, verbal warning and written warnings may be undertaken by a direct supervisor with prior approval from the Fire Chief. Suspension with or without pay, demotion and discharge require prior approval from the Fire Chief before the action is taken. Legal counsel will be solicited by District administration prior to any actions leading up to suspension, demotion, and discharge.

## GRIEVANCES

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A grievance is defined as any dispute arising between the parties as to the application, interpretation or meaning of any provision of employment.

Grievances will be processed in the following manner and within the following time limits:

STEP 1. A grievance shall be submitted to the Fire Chief within fifteen (15) calendar days of the date the aggrieved party knew or reasonably should have known of the action giving rise to the grievance. The grievance shall be reduced to writing, signed by the employee, PFRVA or Union and shall include:

- a) A statement of the grievance and the facts upon which it is based;
- b) The remedial action requested;
- c) The provision(s) of the agreement in dispute.

The Fire Chief shall meet with the aggrieved party within ten (10) calendar days of receipt of the grievance and render a decision in writing within ten (10) calendar days thereafter.

STEP 2. If the grievance remains unresolved at Step 1, the grievance may be submitted in writing to the District Board with all pertinent information within fifteen (15) calendar days of the date of the Fire Chief's response at Step 1. The Board or its representative shall meet with the aggrieved party and shall render a decision in writing within twenty (20) calendar days of the Step 2 grievance hearing. The Board of Directors may, in its discretion, elect not to review the grievance. In which case, the grievance shall move to Step 3. The total time for Step 2 shall not exceed forty-five (45) days from submission to the Board and decision.

STEP 3. If the grievance remains unresolved at Step 2, the grievance will, by mutual agreement, be submitted for grievance mediation through the state Conciliation Service of the Employment Relations Board. The District and aggrieved party shall each be responsible for payment of the fee for grievance mediation. Each party shall be responsible for any other costs of processing the grievance through mediation. If the parties cannot agree to mediation, or if mediation proves unsuccessful, the grievance shall advance to Step 4.

STEP 4. If the grievance is not resolved to the satisfaction of either the employee or the aggrieved party at Step 3, the aggrieved party shall within fifteen (15) calendar days of the Board's decision notify the Board of its intention to proceed to arbitration on the employee's behalf. Upon presentation of such notice to the Board by the aggrieved party, the parties shall request a list of seven (7) arbitrators from the Oregon Employment Relations Board.

Within fifteen (15) calendar days of the receipt of the list of the arbitrators, the parties shall select a neutral from the list by alternately striking the names. The aggrieved party shall strike the first name. This process shall not preclude the parties from mutually agreeing to a particular arbitrator.

## COMPENSATION

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## **PAY ADMINISTRATION (PFRVA NOT SUBJECT TO)**

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PF&R values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the District to ensure internal equity is achieved.

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience, and education. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

### ***Pay Increases***

It is PF&R's policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. Recommended increases are not effective until approved by both the next level of management and Fire Chief.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.



## **PAY PRACTICES (PFRVA NOT SUBJECT TO)**

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### ***Paydays***

You will be paid monthly. Paydays are generally on the 5<sup>th</sup> of each month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks will be distributed on the Friday prior to the established payday. If a payday falls on a District holiday, you will receive your check on the last workday prior to the holiday.

### ***Payroll Deductions***

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

### ***Delivery of Paychecks***

Your paycheck will be direct deposited into the account of your choosing. You may elect to have hand-delivered to you each payday. Paychecks will not be delivered to anyone else without your written request.

### ***Method of Payment***

Each pay period you will receive a paystub with all financial withholdings and accruals.

### ***Employee Withholding Allowance Certificates (Form W-4)***

You are required to furnish the District with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the District will implement the desired changes by the start of the first payroll period ending on or after the 30<sup>th</sup> day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

### ***Time Records for Employees***

The time card/time sheet is a record of time worked and must be filled out monthly. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each will be issued a time card at the start of the pay period.

Time cards should be reviewed carefully for completeness and accuracy at the end of each week by the employee. Office Administrator and Fire Chief will review and initial time cards each pay period. Time cards must be completed via computer. If an error needs to be corrected, the correction should be emailed to the Office Administrator with details of the error. You should never allow someone else to make entries on your time card. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

### ***Dispute Resolution Process for Paycheck Errors***

If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the Fire Chief.

***Final Paycheck***

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the District, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

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# HOURS OF WORK AND WORK SCHEDULES

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## ***District Hours***

The general office hours at PF&R are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Specific workday and workweek schedules for each employee will be determined from time-to-time by the appropriate manager based on the District's needs. We will notify you of any changes in workdays or workweek schedules one week prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the District. Weekly scheduled hours are identified in your Job Description.

If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

## ***Overtime and Compensatory Time***

No employee shall work overtime without the advance authorization of the Fire Chief or his/her designee, except in emergencies when the Fire Chief or his/her designee may not be reached. Emergency is meant to include anything that is of sufficient impact as to adversely affect emergency response.

Employees whose duties including firefighting, and the performance of duties incidental to firefighting, and who qualify under the Fair Labor Standards Act, shall be paid time and a half for any hours worked over fifty-six (56) in a week. This section shall not apply to the Fire Chief or administrative personnel, who are otherwise exempt from overtime requirements under applicable law. Other employees, who are not exempt from overtime requirements, shall be paid time and a half for any hours worked over eight (8) in a day or forty (40) in a week.

Overtime may be compensated with paid time off at the rate of one and one-half (1.5) hours for each overtime hour worked with a cap of 110 hours of accrual.

## ***Meal and Rest Periods***

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency situation, is obtained before or during the scheduled meal break. In these situations, the meal period will be paid time.

Employees working five (5) or more hours in a day shall receive a scheduled meal period of not less than thirty (30) minutes, which shall be scheduled, as near as practical, to the middle of the work shift.

Employees shall receive one fifteen (15) minute rest period for each half of a work period, in addition to any meal periods, which may be allowed. However, if the shift is four (4) hours or less, only one rest period will be allowed.

The rest periods shall be scheduled, insofar as is feasible, approximately midway through the segment of work. Rest periods will not be scheduled in connection with a lunch period or at the end of a shift.

Meal periods will be considered paid time for firefighters who are subject to the fifty-six (56) hour work-week under FLSA. Unless otherwise authorized, meal periods will be unpaid for any employee who is not subject to the fifty-six (56) hour work-week under FLSA, or otherwise exempt from overtime pay requirements under applicable law. Employees, that are not firefighting employees, will not remain on duty or perform any work related task during meal periods without the express authorization of the Fire Chief or his/her designee.

Firefighting employees may not leave the District during rest or meal periods without prior approval of the Fire Chief or his/her designee. Firefighter employees must monitor the emergency radio frequency at all times, including rest and meal periods.

Firefighting employees, who become aware of any emergency that requires their immediate presence while they are taking a meal break or a rest break, will respond. Failure to respond appropriately to any emergency will be grounds for disciplinary action.

When a firefighting employee must cut short a meal period or rest period to respond to an emergency, or to conduct District business, the meal or rest period will be rescheduled during that work period, if possible. Since personnel of this District are frequently on duty without supervision, it shall be their responsibility to choose rest periods and meal periods at times during their work periods least likely to conflict with the performance of their duties.

### ***Lactation***

PF&R promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

PF&R will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

***Social and Recreational Activities***

Participation in off-duty social or recreational activities such as District picnics and holiday parties are entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

***Inclement Weather and Emergency Closures***

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt District operations. In extreme cases, these circumstances may require the closing of our office for non-essential staff.

In the event that PF&R makes the decision to close the office, the closure will be announced via an alert from the Fire Chief. It is the responsibility of each employee to check for updates.

Non-Essential Employees may be asked to work from home during emergency closures of the office.

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## **TELEWORK OR TELECOMMUTE**

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Both telework and telecommute are a flexibility that may be available to some positions within the District. These are two different arrangements. Telework is the planned practice of regularly working from a non-District address. This is most typically the employee's residence. Telecommute is the planned practice of occasional or intermittent work from a non-District address. This is most typically the employee's residence.

All telework and telecommute arrangement require the prior approval and changed at the discretion of the Fire Chief. Telework and telecommute may be permissible for some jobs and not all jobs.

Employees are responsible for ensuring a safe work environment when telecommuting or teleworking. Employees are also responsible to meet the expectation of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

Any employee who is teleworking or telecommuting must be available during established work hours and provide timely response to email, phone calls etc. Absences, including unavailability during work hours, must be pre-approved. Employees must account for all time worked. Supervisors may consider an employee's request to alter regular work hours in the same way they would evaluate these requests for a person working at a District address.

An employees' salary, benefits and insurance coverage does not change as a result of teleworking or telecommute.

Employees are responsible for the utilization of PF&R networks while working remotely in a safe and secure manner as directed by Information Technology provider.

As mentioned above these are planned arrangements. Employees and supervisors must work together to determine if an arrangement can be made and the details of the arrangement.

### **Information Technology**

While any equipment supplied by the District will be maintained by or at the direction of District, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

Employees are expected to have sufficient Internet access if work assignments require use of Web resources in the performance of their duties while working at a remote worksite.

The District will determine, with information supplied by the employee and the supervisor, what equipment will be supplied for each telecommuting situation. The employee must sign an

inventory of District property and agree in writing to take appropriate action to protect the inventoried items from damage or theft.

All equipment supplied by the District will be maintained by or at the direction of District. Equipment supplied by the employee, will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment.

All equipment and software supplied by the District are only for District business and must comply with the District's security and maintenance policies and practices. Portable equipment must, at all times, have District authorized security measures installed and running

If the teleworking employee provides equipment, the employee provided equipment must comply with District's security and maintenance policies and practices, and any additional safeguards required by the District.

Employees will notify the District immediately in the event of a breakdown or other issue with supplied equipment, software or other materials. Employees will follow the District's direction regarding any necessary repair, update, replacement, etc.

Upon separation of employment, or discontinuation of a planned arrangement, whichever comes first, all District property issued to the teleworking employee must be returned.

District stored on any employee's personal electronic equipment is subject to public records requests and discovery, and to review by the District at any time.

### **Security**

Employees are expected to ensure the protection of District and district information accessible from their home office as directed by Information Technology provider.

### **Physical Security**

Employees are expected to ensure physical office security by taking steps like keeping proprietary material in locked file cabinets and desks, securing doors, windows, hiding devices when not in use, and any other measures appropriate for the job and the environment.

Employees will follow all District policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential information, paper and electronic, in transit or at the alternate worksite.

Performance of illegal activities through the District network or on District time by any user is prohibited. The employee bears responsibility for and consequences of misuse of their access.

The IT Department will confirm that the user's device does not contain any traces of protected, sensitive, District, or proprietary information and delete any protected, sensitive, District and/or proprietary data, licensing, and information remaining on the device.

**Technology Support**

The IT Department will only provide device support that relates to District devices and connection.

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## **EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT**

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**PF&R** will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by Fire Chief before payment will be made.

### **Expense Reimbursement Procedure and Reports**

Requests for expense and mileage reimbursement must be submitted on an as needed basis. Supporting documentation and/or itemized receipts must be provided to each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a Missing Receipt Documentation Form must be completed and submitted.

### **Mileage Reimbursement**

Mileage Reimbursement is available when there are no district vehicles available and preapproval by the Fire Chief is acquired. While driving on behalf of PF&R and in the course and scope of duties assigned, liability would accrue to PF&R for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by PF&R for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are encouraged to have comprehensive and collision coverage on vehicles used for PF&R business.

When you use your own vehicle for District business, you will be reimbursed for District-related business travel at the current IRS determined rate per mile.

In order to recover these costs, a Reimbursement Request Form must be signed by you and dated, signed by the Fire Chief, and submitted to the Office Administrator for processing according to policy. If you have questions about Reimbursement Request Forms and mileage allowances, please ask.

### **Credit Card Payment**

If a credit card is provided to you, the employee, all receipts must be provided immediately to the Office Administrator for the credit card reconciliation process. You must follow the protocol for reconciliation of your statement and submission of documentation as required by the District.

Employees may expense and/or use a District provided credit card, for business related activities or incidental supplies following IRS guidelines.

### **Overnight Travel and Meal Expense Reimbursement**

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverage and any incidental expenses that are necessary and business related.

### **Meal Reimbursement Limits**

PF&R will not reimburse more than \$50 per day unless approved in advance by the Fire Chief; these maximums are inclusive of gratuity. Alcoholic beverages are not subject to reimbursement.

**Transportation Expense Reimbursement**

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental and fuel for such rental.

**Spouse/Guest Expense Reimbursement**

PF&R will not pay for meals or entertainment of spouses/guest/significant others.

PF&R expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

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## **PAY EQUITY**

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PF&R strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on PF&R's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the Fire Chief to obtain clarification.

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## **BENEFITS**

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## PURPOSE AND POLICY

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PF&R strives to provide equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the District's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Some benefits may not apply to volunteer, temporary or on-call employees.

Some benefits may accrue during your new-hire probationary period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

### ***Benefit Pro-ration and Employee Cost Sharing***

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. Essentially, you accrue vacation and sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by PF&R. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the District's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

### ***Benefit Design and Modification***

PF&R reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the District's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

### ***Benefit Plan Documents***

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the Office Administrator for your review. We ask that you refer any questions about this information to the Office Administrator.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

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## **HEALTH INSURANCE BENEFIT (PFRVA NOT SUBJECT TO)**

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PF&R currently provides health insurance coverage for employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Office Administrator.

### ***Eligibility***

This benefit is provided for all regular full time employees. Insurance plan coverage begins on the first day of the month following date of hire. If your hire date is the first day of the month, your coverage begins that day.

### ***Plan Enrollment***

Once you are eligible, you may complete enrollment online via the CIS-Connect website at [cisbenefits.org](http://cisbenefits.org). If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The cost of the monthly premium for enrolled employees is shared between our employees and the District.

Insurance coverage for your dependents is also available. The District provides assistance with the cost by contributing to the monthly premium.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA regulations. PF&R realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

### ***Premium Cost***

Specific types of coverage and benefit payment schedules are described in the District's health care plan that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the District will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction.

### ***Termination of Coverage***

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under COBRA

continuation coverage provided for by federal law. Eligibility can be lost if certain “qualifying events” occur that would otherwise cause your or a dependent’s group health coverage to terminate. Examples of qualifying events include termination of employment, a reduction in hours, death of the covered employee, divorce, and a qualified beneficiary losing dependent child status.

Depending on the reason for termination, you, your spouse, and dependents may continue group health insurance for up to eighteen [18] or thirty-six [36] months at your own expense. However, continuation does not occur automatically. You must elect coverage within 60 days from the date of original notice or coverage termination date, whichever is later, or you and any dependent will lose the right to COBRA continuation coverage. You must make your first payment for COBRA coverage no later than 45 days after the postmark date of your election (the date your Election Form is mailed) or you will lose all COBRA rights under the Plan. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

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## **DENTAL INSURANCE BENEFIT (PFRVA NOT SUBJECT TO)**

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PF&R provides a Dental Insurance plan for employees.

### ***Eligibility***

Employees regularly scheduled to work 30 hours or more per week are eligible for dental insurance coverage on the first day of the month following the date of hire. If your hire date is the first day of the month, your coverage begins that day.

### ***Cost***

At the time of eligibility and during open enrollment each year, you will be notified of how much the District will contribute towards monthly premiums.

Employees may enroll dependents in the dental care plan, but must pay part of the premium costs associated with this coverage, which will be deducted from the employee's paycheck.

## **OTHER INSURANCE BENEFITS**

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### ***Group Life Insurance***

We provide group life insurance coverage for eligible employees. Employees who are regularly scheduled to work 30 hours per week or more become eligible for this coverage on the first day of the month after one month of becoming eligible. The amount of insurance coverage is \$50,000 maximum. PF&R pays the full premium.

### ***Long Term Disability***

PF&R provides a Group Long-Term Disability plan. Employees who are regularly scheduled to work 30 hours or more per week become eligible for this plan on the first day of the month after one month of becoming eligible. PF&R pays the full premium.

### ***Premium Only 125 Plan***

PF&R provides a Premium Only 125 Plan that allows employees to have any group medical, dental, or vision premium contributions deducted from their checks on a pre-tax basis. Details will be provided to employees at the time of eligibility.

## **VACATION BENEFIT (PFRVA NOT SUBJECT TO)**

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All full-time and regularly scheduled part-time employees are eligible for vacation based on the schedule below. All accruals begin after the completion of 30 days of employment. At the end of the specified initial employment period, credit is given from the first day of employment. No vacation time may be taken or paid during the probationary period, unless specific arrangements have been made at the time of hire.

You will earn vacation benefits according to the following schedule:

<b><u>Number of continuous years of service</u></b>	<b><u>Benefit per year</u></b>
From date of hire	2 weeks
After three (3) years	2.4 weeks
After five (5) years	2.8 weeks
After eight (8) years	3.2 weeks
After ten (10) years	3.6 weeks
After twelve (12) years	4 weeks

We provide vacation and personal time so you can enjoy periods of time away from work. Vacation is intended for rest and recreation but you may request a Vacation Buy-Back at any time. The District will allow trades between employees for their benefit and approved by the Fire Chief. Vacation accrual will be paid out at separation in accordance with this policy and any applicable law.

Time is not to be banked and never used; therefore, accrual cannot exceed two (2) consecutive years of earned leave. Vacation benefits will stop accruing when the maximum allowed has been reached. The benefit will begin accruing again when you reduce the total to less than the allowed maximum. To meet minimum emergency response staffing requirements, only one shift member per shift is allowed to utilize vacation time.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing and submitted to your supervisor. We'll try to grant each request, but we cannot guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee that made the request first.

## ***SICK LEAVE (PFRVA NOT SUBJECT TO)***

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PF&R provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the Fire Chief.

The accrual of sick time begins on the first day of employment at the rate of eight (8) hours of sick time earned for every month worked, up to a maximum of 96 hours in one year. Employees may use accrued sick time beginning on the 90th calendar day of employment. Sick time may be used as it is accrued moving forward.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, or to care for an immediate family member with an illness. PF&R does allow employees to donate sick time to other employees in need after their Leave Balances are exhausted. Donating employees must maintain a minimum of 100 hours in their Sick Leave Balance for themselves and may voluntarily donate up to 72 hours of their Sick Leave Balance per fiscal year. Unused sick time is not paid out upon separation from employment.

## **PAID HOLIDAY BENEFIT (PFRVA NOT SUBJECT TO)**

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PF&R observes the following holidays each year and our offices are officially closed on these days:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve  
Christmas Day

### ***Eligibility***

Employees regularly scheduled to work will be paid for the above holidays. Part-time employees between 20 and 30 hours will receive time and a half for hours worked on holidays for emergency response.

## **VETERANS DAY HOLIDAY (PFRVA NOT SUBJECT TO)**

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Eligible employees have the option of taking Veterans Day off by requesting it as a holiday during any year it falls on a scheduled work day. Individuals may use any vacation time available.

### Establishing Eligibility

Employees are eligible if they fall within specific parameters outlined by law. Generally, an individual must have been deployed or must have served on active duty with the Armed Forces for at least 178 days and received an honorable discharge, if no longer a member of the military. Please inquire about additional qualifying circumstances. We may request that you provide documents establishing your eligibility.

### Request Procedure

You must notify your manager or supervisor of your request at least 21 calendar days prior to the holiday. Your manager or supervisor will respond to your request no less than 14 calendar days prior to the holiday.

### Employer Response

Due to situations where providing time off would create a significant economic or operational disruption, or undue hardship would occur, the decision may be made not to allow anyone to take the day off or to allow only the minimum amount of employees to avoid such a situation. If a veteran does not receive time off for Veterans Day, the employee may choose a single day off within the same year with supervisory approval.

## **OTHER BENEFITS**

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### ***Employee Assistance Program***

The District recognizes that from time-to-time that members face personal issues that affect their careers and personal lives or both. Solutions to some of these problems may not be readily apparent. To this end, we offer, at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as family relationships, substance abuse, etc. You or a member of your family may consult with these professionals for up to five [5] consultations per incident on a confidential basis at no cost. Literature describing plan provisions and how to contact our providers is made available during your probationary period and to all staff members as plan provisions change.

### ***Public Employees Retirement System***

Employees shall be eligible for participation in the Oregon Public Employees Retirement System (PERS) and the Oregon Public Service Retirement Plan (OPSRP) pursuant to ORS Chapters 237, 238, and 238A. The Employer shall “pick up” the employee contribution to PERS or OPSRP, six percent (6%), as permitted by ORS 238.205(5)(a) and ORS 238A.330.

### ***Length of Service Award Program [LOSAP] (PFRVA- Only)***

Is a tool to help districts and cities retain volunteer firefighters. LOSAP is a retirement benefit that provides volunteers an incentive to continue service and expresses appreciation for the volunteer's years of service. Details will be provided to volunteers at orientation.

# LEAVES OF ABSENCE

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## LEAVE OF ABSENCE POLICY

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We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Bereavement Leave	Disability Leave [Non-FMLA]	Family and Medical Leave
Civic Duty	Military Leave	Leave to Donate Bone Marrow
Personal Leave	Crime Victims' Leave	Domestic Violence Leave
Paid Leave Oregon (Insurance)		

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the Fire Chief and Office Administrator.

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## **BEREAVEMENT LEAVE**

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You are eligible to take a Bereavement Leave in the event of the death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent
- Grandparent/Grandchild
- Parent-in-law
- Another Person of “In Loco Parentis” Relation

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

### Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you qualify for OFLA, at a minimum, you are allowed to take up to two weeks off per death of an immediate family member. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

### Request Procedure

If possible, you should provide notice of the need for leave in advance.

### Pay While on Leave

You will continue to receive regular pay for up to 6 days for Administrative Staff and 48 hours for Shift personnel, which is the maximum District-paid absence allowed. Employees may choose to cover an additional period of absence with any available sick or vacation time.

### Status of Benefits

District-paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our Sick Time policy.

The District has an Employee Assistance Program, we strongly encourage any employee experiencing such an issue to avail themselves of the EAP's services and support.



## **CIVIC DUTY LEAVE**

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### ***Jury or Witness Duty Leave***

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the District, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid vacation time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

### **Length of Leave**

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

### **Request Procedure**

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena.

### **Pay While on Leave**

If an employee is called for jury duty, the employee will present Jury Summons from Court to Fire Chief. Arrangements will be made to re-assign work and time off will be granted. Employees serving as jurors will pay District the payments received for jury duty, except mileage when using a personal vehicle, and will be paid their regular wages in addition to any mileage reimbursement they may receive. Employees are expected to report for work at the District when not selected for a jury on any day, or when jury duty requires only a partial day's service, if at least two (2) hours of working time remain.

### **Status of Benefits**

Benefits are not affected by jury or witness duty leaves.

### ***Voting Leave***

We encourage all employees to vote and to take advantage of polling hours before or after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

### **Request Procedure**

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

### **Pay While on Leave**

Time off to vote will be without pay for non-exempt employees, unless you have earned hours of vacation time that you can use for that purpose.

## **CRIME VICTIMS' LEAVE**

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If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

### Safety Measures

The District will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern. Examples of such measures may include transfer, reassignment, modified schedule, unpaid leave, different work phone number or work station, installing new locks, and other accommodations.

### Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the District for at least 180 days immediately before the leave would begin.

### Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the District. If the District must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

### Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

### Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may choose to use any accrued paid leave available to them.

### Status of Benefits

Benefits are not affected by crime victims' leave.

The District has an Employee Assistance Program, we strongly encourage any employee experiencing such an issue to avail themselves of the EAP's services and support.

## **DOMESTIC VIOLENCE LEAVE**

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An employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

### Eligibility

All PF&R employees are eligible to take domestic violence leave.

### Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

### Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the District.

### Request Procedure

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

### Safety Measures

The District will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking. Examples of such measures may include transfer, reassignment, modified schedule, unpaid leave, different work phone number or work station, installing new locks, and other accommodations.

### Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may choose to use any accrued paid leave available to them.

### Status of Benefits

Benefits are not affected by domestic violence leave.

The District has an Employee Assistance Program, we strongly encourage any employee experiencing such an issue to avail themselves of the EAP's services and support.

# LEAVE TO DONATE BONE MARROW

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## Eligibility

Employees working 20 or more hours per week are eligible for this leave.

## Length of Leave

An employee may use up to 48 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off [paid or unpaid] may be granted by a supervisor or manager.

## Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

## Status of Benefits

Benefits are not affected by this leave.

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## PERSONAL LEAVE OF ABSENCE

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Full-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Family and Medical Leave Policy or any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

### Eligibility

You become eligible for a personal leave of absence after 12 months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with the Fire Chief.

### Length of Leave

The leave may be requested for any time over 30 consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 180 days.

### Request Procedure

A written request should be submitted at least 30 days before time off that will exceed 30 days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three [3] days of that date and no extension has been requested, we'll assume you have resigned.

### Pay While on Leave

Personal leaves of absence are without pay.

### Status of Benefits

Insurance coverage will not be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits through state continuation provisions or COBRA. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence, but are instead retained at the same level.

### Reinstatement

PF&R will arrange employment for individuals returning from a personal leave of absence. You may be required to present a doctor's release before being reinstated if the leave was medically-related.

## UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

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Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

### Eligibility

All employees of the District except those hired on a brief, non-recurrent basis are eligible for leave.

### Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

### Request Procedure

You must provide oral or written notice, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

### Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

### Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

### Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or

unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by PF&R, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or  
longer:

You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by PF&R, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, PF&R will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment

## **PAID LEAVE OREGON – INSURANCE (NEW INFORMATION 2023-24)**

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PF&R provides a Paid Leave Oregon Insurance plan through Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

### **Cost**

Employees will see a 1% deduction from gross wages for each paycheck.

The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

### **Eligibility**

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

### **Length of leave**

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

### **Reasons for leave**

Benefits may apply to a variety of situations, including:

- Family leave
  - During the birth of a child
  - Bonding with a child in the first year:
    - After birth
    - When the child is placed in the employee's home through foster care or adoption (beginning 1/1/2025)
- Employees own serious health condition\*
- To care for a family member with a serious health condition\*.
- Medical leave - The employee caring for themselves when the employee has a serious health condition\*.
- Safe leave - For survivors of:
  - Sexual assault
  - Domestic violence
  - Harassment
  - Stalking



- Pregnancy Disability Leave (Additional 2 weeks)

\* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

### **Insurance benefit while on leave**

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit Employees and Paid Leave Oregon for the current rates.

### **Use of accrued leaves while on PLO**

Employees may choose to use accrued leaves while on PLO. Leaves will be used in the following order Compensatory Leave, Vacation, and Sick Leave. Employees may use up to the amount of hours they are regularly scheduled to work excluding overtime. Employers may not require an employee to use these leave balance(s).

### **Notification of the need for leave**

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Please complete the Time Off Request Form found near the Office Administrator to notify the employer of the intention to take leave. The employee may also contact the Office Administrator for a copy.

### **Filing a Claim for coverage**

Employees will need to establish an account at Frances Online and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

### **Job and Benefit Protection while on leave**

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained. The employee will be required to pay their portion of all elected benefits premiums while on leave.

### **Complaints Procedure**

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Office Administrator promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

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# HEALTH AND SAFETY

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## EMPLOYEE HEALTH AND SAFETY

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PF&R is committed and legally responsible to provide our employees with a safe and healthful work environment while on-site, in the field, and working at an approved alternative location (such as an employee's home). To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through our managers and supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject PF&R to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If an injury or illness occurs you are required to:

1. Take remedial first aid actions; seek emergency care if necessary.
2. Report the injury or illness as soon as possible.
3. Fill out the report form and workers' compensation form.
4. Provide your supervisor with a medical release from a doctor.
5. Review the incident with our Health and Safety Officer.

### ***Early Return to Work Program***

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury or job related illness. The program is not intended to be a substitute for a reasonable accommodation when an injured or ill employee also qualifies as an individual with a disability.

The Return to Work program consists of a team effort by supervisors, employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning an employee to productive work. Through this team

effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the District will attempt to provide such a job until you are able to resume your regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries or illness may be covered in the Leave section.

### ***Smoking in the Workplace***

PF&R is a non-smoking facility, including the use of electronic cigarettes and vaping devices. Smoking in any form during working hours is prohibited at all District facilities, in all District vehicles, and at all times while acting as a representative of the District. Acting as a representative includes but is not limited to, community service, EMS stand-by, mutual and automatic aid, training, conferences, and emergency incident scenes.

### ***Employee Right to Know/Hazard Communication Program***

PF&R provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking our Deputy Fire Chief.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

#### Container Labeling

The Deputy Fire Chief will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see the Health & Safety Officer.

#### Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this District may be exposed to will be kept in the Lieutenant's Office. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or

associated machinery if its safety data sheet is not available; you should immediately contact the District Health and Safety Officer before using the chemical or the machine containing it.

### Employee Information and Training

Before starting work, you will attend a health and safety orientation and receive information and training about the following:

- An overview of the requirements contained in the Globally Harmonized Hazard Communication System;
- Chemicals present in your workplace operations;
- Location and availability of our written hazard communication program;
- Physical and health effects of the hazardous chemicals;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and,
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

After attending the training class, you will sign a form to verify that you attended, received our written materials, and understand our policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this District, each employee of that section will be given information as outlined above. The Health and Safety Officer is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

## SUBSTANCE AND ALCOHOL

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The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, PF&R has a responsibility to our employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we have established a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this substance and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs (as a government employer this includes marijuana);
- Reporting for or being at work while impaired by the use of alcohol, drugs, or controlled substances. OAR 333-265-0083 The following list includes, but is not limited to, conduct or practice by an EMS provider that the Authority considers to be contrary to the recognized standards of ethics of the medical profession:
  - (2) Illegal drug use on or off duty;
  - (3) Alcohol use within eight hours of going on duty or while on duty or in an on-call status;
  - (22) Arriving for duty impaired or in a condition whereby the EMS provider is likely to become impaired through fatigue, illness, or any other cause, as to make it unsafe for the employee to begin to operate an ambulance or provide patient care;

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for determining if you are able to maintain work performance standards, including safety. If you are not, you are to contact your supervisor before returning to work.

If you have a problem with substance or alcohol use and wish to undertake rehabilitation, you may be granted a leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to any management representative with whom you feel comfortable speaking. No one will be discriminated against for undertaking rehabilitation.

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance including, for example, noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on District premises that results in physical injury or property damage.

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.



## WORKPLACE VIOLENCE

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PF&R recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

Situations may occur despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the District or that threaten the safety, security, or financial interests of the District. Employees should make such reports directly to the Duty Officer or any other management representative with whom you feel comfortable speaking.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances.

We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the District's property such as desks, work areas, lockers, file cabinets, voice mail systems, security cameras and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

## **EMERGENCY PREPAREDNESS**

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PF&R may be subject to major disruptions as a result of occurrences beyond the control of the District. All employees should exercise good judgment in responding to these events as the situation necessitates. PF&R will try to provide emergency and limited services during periods of disruptions. The Fire Chief shall make the determination to close the office to the public, suspend activities, or make the District available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact the Fire Chief.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available vacation. Employees with the ability may be asked to work from alternate location.

Should a threat to District property or an employee be received, it should be reported immediately to the Fire Chief or Duty Officer.

# EMPLOYMENT SEPARATION

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## SEPARATION FROM EMPLOYMENT

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Separation from employment with PF&R occurs when you voluntarily resign, are laid off, or are discharged by the District. Philomath Fire & Rescue Civil Service Rules and the Union Contract Bargain Agreement may supersede this section.

### ***Resignation***

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, the District would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure. For supervisors and management-level personnel, at least thirty [30] days’ notice of resignation is requested.

### ***Job Abandonment***

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the District; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work for 48 hours’ worth of scheduled shifts, job abandonment and voluntary resignation will be assumed.

### ***Job Elimination, Reduction in Work Hours***

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;
- Your job knowledge, skills, and ability to do the required work;
- Your performance, attendance, and safety and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to go the extra mile for the District, co-workers, and customers; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of six [6] months. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

### ***Discharge***

Our philosophy and general practice is to provide employees who have completed the initial probationary period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The District has a corrective action policy found in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found in this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

### ***Exit Interview***

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the District. It also allows us to solicit your opinions about our District and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

### ***Return of District Property***

Upon separation from employment, either voluntarily or otherwise, you must return all District property in your possession. Such property may include credit cards, District vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, and any other items in your possession that belong to the District. Items that are not returned are subject to seeking charges of theft of public property.

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Employee's Notes

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**Philomath Fire & Rescue**  
**HANDBOOK RECEIPT ACKNOWLEDGMENT FORM**

***NOTE: This signed form should be inserted into each employee's personnel file.***

As an employee of **Philomath Fire & Rescue**, I acknowledge the following:

I have been given access to the Employee Handbook. I understand that the Handbook contains important information about Philomath Fire & Rescue's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked a member of management for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the District has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The Board of Directors are the only persons authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the District is "at-will" and either the District or I can end the relationship at any time, with or without reason or notice. The Fire Chief is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary District plans, and other information. I understand this information is critical to the success of Philomath Fire & Rescue and I agree not to disseminate or use it outside of the District, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's Name

# ORGANIZATIONAL MANUAL

## OPERATIONS CHIEF

Exempt, Non-Represented



Section P  
PERSONNEL  
Procedure P-2

### Position Summary:

The Operations Chief is responsible for overseeing department operations and providing all aspects of direct supervision of the paid Lieutenants and their subordinates including evaluations, promotions, and disciplinary actions.

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

### Supervision Received:

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

### Supervision Exercised:

The Operations Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- Recommend the hiring, transfer, suspension, promotion, discharge, or discipline for assigned employees.
- Attempt to resolve major and minor issues brought to their attention.
- Keep the Fire Chief advised on all personnel issues brought to their attention, recommend actions that need to be taken, or the disposition of actions.
- Serve in a supervisory capacity for all paid Lieutenants and their subordinates.

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.



# ORGANIZATIONAL MANUAL

## **Essential Job Duties:**

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

- A. Functions as a member of the District's emergency response team in emergency medical, fire suppression, rescue, and hazardous-material remediation.
- B. Analyze the District's fire trends and make recommendations on methods to improve the District's level of protection.
- C. Participate in the overall District budget process.
- D. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
- E. Demonstrate computer skills and use software provided by the District.
- F. District Community Risk Reduction Program:
  1. Coordinates the District's Company Inspection Program.
  2. Coordinates the creation of pre-incident surveys on new target hazards, and updates existing pre-incident surveys as changes occur.
  3. Ensures that the District Mapping Program is updated.
  4. Administers the District Safety Committee and is the Infection Control Officer.
  5. Ensures that reports are accurately documented and forwarded to appropriate agencies including the Office of the State Fire Marshal.
- G. Oversee routine facility and equipment maintenance:
  1. Manages testing and restoration of fire hose and pumps.
  2. Manages service of equipment and apparatus.
  3. Manages maintenance of tools and supplies for routine mechanical work.
- H. Personnel Administration
  1. Performs evaluations of assigned staff within chain of command.
  2. Manages staffing needs of Operations Division.

## **Knowledge, Skills, and Ability to:**

The Operations Chief will:

1. Be able to function as part of the District administrative team.
2. Enforce policies of the District and maintain discipline of personnel.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other fire protection agencies to reflect a professional image of the District.
4. Attend District training sessions as required.
5. Cooperate with local, state and federal public agency officials.
6. Assist the Fire Chief in a confidential manner by providing advice, guidance, and information on labor and operational matters.
7. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District.

# ORGANIZATIONAL MANUAL

8. Possess the ability to accurately follow instructions and to complete tasks with a minimum of direction and supervision.
9. Possess ability to communicate effectively both verbally and in writing.
10. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
11. Have an in-depth knowledge of the fire suppression resources of the Fire District and the surrounding fire service agencies with a general knowledge of the geography of the District.
12. Act as a Duty Officer (DO) on a rotation basis.

## **Required Certifications:**

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

## **Required Qualifications:**

- Minimum three years as Fire Captain or equivalent management-level experience
- NFPA Fire Officer II
- NFPA Fire Instructor I
- NFPA Apparatus Operator
- NFPA Aerial Operator
- OHA Emergency Medical Technician
- NFPA Hazardous Materials Incident Commander
- NFPA Incident Safety Officer
- NWCG Engine Boss
- Maintain a valid Oregon Driver's License
- Mobile Water Supply

## **Preferred Certifications:**

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NFPA Fire Officer III Incentive
- NWCG Strike Team / Task Force Leader
- NFPA Fire Investigator

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

## **Physical Demands:**

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

# ORGANIZATIONAL MANUAL

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

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

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

## **Mental/Cognitive Demands:**

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

## **Work Environment:**

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

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

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

# ORGANIZATIONAL MANUAL

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

## **Selection Guidelines:**

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

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

# ORGANIZATIONAL MANUAL



## PUBLIC EDUCATION COORDINATOR (Part Time)

Non-exempt, Non-Represented

Section P  
PERSONNEL  
Procedure P-\*P

### Position Summary:

Under the general direction of the Fire Chief, the Public Education Coordinator facilitates the public education programs supported by the district. These include the public CPR instruction program, Fire District Health Fair and other public education events supported by the district.

### Essential Job Duties:

The Public Education Coordinator supports the public education programs administered by the district.

- A. Administration of the American Heart Association training site.
- B. Administers CPR/First Aid Program including ordering of cards, books, and supplies.
- C. Schedules and provides public education projects and tours.
- D. Schedules and instructs CPR/First Aid classes to the public and agency partners.

### Contact with Others:

The Public Education Coordinator will:

- A. Liaises with Community Partners.
- B. Provides instruction to members of the public and agency partners.

### Required Certifications:

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

- American Heart Association Basic Life Support, and Heart Saver Instructor Certifications
- American Heart Association Training Site Faculty Member

### Preferred Certifications:

- At the direction of the Fire Chief, the Public Education Coordinator will attend training and seminars to increase their abilities in the performance of assigned duties.

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- NFPA Public Fire & Life Safety Educator

## **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 include frequent 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 for this position include the ability to close vision and the ability to adjust focus. Extensive reading, writing and computer monitor work is required.

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

## **Mental/Cognitive Demands:**

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

## **Work Environment:**

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

Work is performed primarily in a classroom setting. Noise levels of the work environment can vary from mild to moderate. Hours are maximum of 20 hours per week. The Public Education Coordinator will be responsible for coordinating their schedule to meet the needs of the Public Education Program.

Occasionally, this position will require you to spend time outside the office to provide training and for attendance at meetings, seminars, and District functions, including overnight travel and out-of-area stays.

## **Selection Guidelines:**

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

# ORGANIZATIONAL MANUAL

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.