
AGENDA

This meeting will include the boards of Sheridan Fire District, SW Polk Fire District and West Valley Fire District

Joint Regular Board Meeting
SW Polk Fire District
275 N Pacific Hwy W,
Rickreall, Oregon 97371
March 12, 2020 at 6:00 pm

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes/All Agencies
5. Financial Report
 - A. Sheridan
 - B. SW Polk
 - C. West Valley
6. Audience Participation
7. Old Business
 - A. Fire & EMS Coalition.....ALL.....Discussion
 - B. Fire Authority Model.....ALL.....Discussion/Action
8. New Business
 - A. Appoint Board Member.....SFD.....Discussion/Action
 - B. Appoint 2020-2021 Budget Committee Members.....ALL.....Discussion/Action
 - C. Award of Contractor Bid.....SW Polk.....Discussion/Action
 - D. EMS Presentation.....SFD/WVFD.....Discussion
 - E. Lexipol Updates.....ALL.....Discussion/Action
 - F. Budget Resolution 2019-20-03.....WVFD.....Discussion/Action
 - G. Chief Hertel Contract.....ALL.....Discussion/Action
9. Chief's Report
10. Director comments and/or agenda items for next month
11. Adjournment
 - a. Next meeting April 9, 2020 at West Valley Fire District, Willamina Station

**Sheridan/SW Polk/West Valley Fire Districts
Joint Regular Board Meeting
230 SW Mill St.
Sheridan, OR 97378
February 13, 2020 6PM**

ROLL CALL

Fred Hertel – SFD/SW Polk/WVFD Fire Chief
Damon Schulze – SFD/SW Polk/WVFD Deputy Chief

Sheridan Fire District

Scot Breeden
Tammy Heidt
Brice Ingram
Dennis Rogers

SW Polk Fire District

Rod Watson
Bob Davis
Keith Moore
Frank Pender
Bruce Sigloh

West Valley Fire District

Chirs Greenhill
Rick Mishler
Gary Brooks
Don Shelton
Roy Whitman

Audience

Damon Schulze
Les Thomas
Judy Breeden
Brad Weaver
Todd Brumfield
Ken Waller
Jake Rosenbalm
Eric Hines
Tami Tigner
Daniel Cummins
RC Mock
Jay Payne
Zach Leigh
Harold Levy
Sean Hoxie
Kori and Sarah from Acuity LLP.

President Scot Breeden, Sheridan Fire District, opened the meeting at 6:05 pm.

Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda.

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FLAG SALUTE

Approval of Minutes - All agencies

SFD/SW Polk/WVFD

Motion: Rick Mishler

Second: Bruce Sigloh

Move to approve the minutes from the joint board meeting with the corrections made.

Motion passed.

Discussion: Page 4 and a letter of appreciation be drafted for Dennis Grauer.

Verbal reports given. Shorter chassis not engine. Page 5 typical engine versus tender.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant

SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye

Discussion of oversight meeting minutes including Polk County No. 1's decision to not be included in the coalition. In the future, it is requested that the three board chairs and Chief Hertel be present and in person when future invitations are given. A letter should be given when a formal invitation is made to join the coalition.

Financial Report – All agencies

The question was posed about what the contractual agreement income is for Sheridan. This is the contractual agreements paid to Sheridan from SW Polk and West Valley. The SW Polk amount also takes into account the four personnel that Sheridan has at the Rickreall Station.

SFD

Dennis Rogers declares a conflict of interest with a reimbursement check to himself for conference mileage. It was also clarified that the money should be come out of Fuel and Oil because it is mileage.

Motion: Dennis Rogers

Second: Tammy Heidt

Move to approve the financial report as written. Motion passed.

Discussion: None.

Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant

SW Polk

Motion: Bob Davis

Second: Frank Pender

Move to approve the financial report as written. Motion passed.

Discussion: Clarification was requested for the following expenses: To Sheridan Fire Volunteer for the amount of \$2000, this was for the annual banquet and was taken out of the SW Polk Volunteer Fund; and the contractual agreements was paid to Sheridan for the 6 months of the administrative contract, the legal fees were reimbursements to Sheridan

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Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD

December ambulance services fee collections were down compared to November. It was clarified that this is because there has not been enough time for the collections to occur. Acuity is no longer working on the books for West Valley.

Motion: Gary Brooks

Second: Rick Mishler

Move to approve the financial report as written. Motion passed.

Discussion: It was pointed out that there are several checks that were not notated for what they were for. It was requested that better descriptions are made for each line.

Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye

AUDIENCE PARTICIPATION-None

OLD BUSINESS

2018-2019 Audit- Sheridan Fire District

Kori and Sarah are present to give a presentation on the audit. Praise was given for the amount in the carry-over fund, however in a perfect world a year's worth of expenses in the carry-over would be the ideal amount. Review of written audit was given. Opinion of overall financial wellbeing of the district was requested. It was emphasized that the carry-over is important, but there is a balance between spending that when needed. It was asked how many credit cards total there were between the three districts. There are 8 total, with 3 being Sheridan's and 5 being West Valley's. The question was posed how much longer the Finance Officer can withstand doing the books by herself. The auditor stated that it is a large job, but if help were to be hired, it would need to be the right fit.

Motion: Dennis Rogers Second: Tammy Heidt

Move to approve the 2018-2019 audit report as written. Motion passed.

Discussion: None.

Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant

Fire & EMS Coalition – All

An update was given by Chief Hertel that Polk County 1's Board decided not to join the coalition.

General Operating Levy – WVFD

Motion: Rick Mishler Second: Don Shelton

Move to approve the workshop minutes as written. Motion passed.

Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye

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**Motion: Gary Brooks Second: Rick Mishler
Move to approve Resolution 2019-20-3 after being read by title only. Motion passed.
Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

Fire Authority Model – All

Discussion was tabled until later in the meeting.

SDAO 2020 Conference – ALL

Report given for the conference. The three board chairman and the three chiefs stayed in a house together in Seaside. There were several opportunities for education. It was a good opportunity to meet with other special district types.

The impact of Senate Bill 1530: Cap and Trade, was discussed. This bill will impact all aspects of energy consumption, which could greatly impact operations for all residents and businesses.

Invitation to Bid Draft- SW Polk

Invitation to bid draft was presented to bid. The plan would be to open the bid tomorrow (advertised on Daily Journal of Commerce, on Facebook, and on our website) and bids received will be opened on March 10th

Motion: Frank Pender Second: Bob Davis

Move to approve the process of bidding beginning with the invitation to bid. Motion passed.

Discussion: The question was posed if the permitting process still needs to happen with the county. The county has been included in the process and tentatively approves the plans.

Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

Moving the Board meeting to a different day of the week- ALL

One of the reasons for moving the meeting would allow attendance to the Polk County 1 Board Meeting. This is still a good option as a partnership, even if they are not going to be in the coalition. Discussion tabled until later.

NEW BUSINESS

Apparatus Replacement Presentation-ALL

Chief Schulze and Battalion Chief Hoxie presented a PowerPoint presentation on a replacement plan for all three districts.

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Apparatus Surplus Recommendations-ALL

WVFD

**Motion: Don Shelton Second: Roy Whitman
Move to approve surplus WT9411. Motion passed.
Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

SFD

**Motion: Dennis Rogers Second: Tammy Heidt
Move to approve surplus of B9261. Motion passed.
Discussion: Table the discussion for the surplus of the engine until the conversations of Falls City are complete in case they are in need of it.
Heidt; aye Breeden; aye Rogers; aye Ingram; nay Vacant**

Student Resident Volunteer Program-ALL

A flier for student resident volunteer program was handed out. There are several programs in the area and therefore there is a lot of competition so recruitment will be difficult. Chief Thomas and Chief Schulze met with several instructors in hopes that they will promote our program. Of the classes of students that are meeting with Chief Schulze and Chief Thomas, only half of the students are looking for a student program. Clarification was asked if this program will be governed under a policy. The program will be governed under a program guide that will be regulated by the administrative team.

Appoint 2020-2021 Budget Officer- SFD, SW Polk, WVFD

SFD/SW Polk/WVFD

**Motion: Rick Mishler Second: Roy Whitman
Appoint Fred Hertel as budget officer for Sheridan, SW Polk and West Valley Fire Districts.
SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant
SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye
WVFD: Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

Appoint 2020-2021 Budget Committee Members- SFD, SW Polk, WVFD

There is a shortage of budget committee members for Sheridan and SW Polk.

Bruce Sigloh will need to run to be elected into the position that he has been appointed in.

A handout was given for two different options for the models for moving forward. Discussion that there are pros and cons to the fire authority, the hosting agency and maintaining status quo.

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Chief Hertel clarified that the budget hearing for all three districts could be held at the same board meeting. This was confirmed.

Chiefs Report

Written chief's report was provided in board packets. Praise was given for a thorough chief's report. GIS maps were handed out and explained showing 5 miles from each current station and a several proposed stations. This map was developed in partnership with McMinnville Rural Fire District and Oregon Department of Forestry. Some of the proposed stations are not intended to have paid staff there, but response vehicles and recruitment of volunteers would benefit the public. The interest that Sheridan lost on the contractual services payments was calculated and given to the boards.

Motion: Rick Mishler Second: Roy Whitman

Move to pay the interest lost on the contractual services back to Sheridan. Motion passed.

Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye

Motion: Bob Davis Second: Frank Pender

Move to pay the interest lost on the contractual services back to Sheridan. Motion passed.

Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

Next board meeting there will be a certificate of appreciation given to Ken Gardener of SW Polk as a thank you for his years of services. President Breeden does not believe that Dennis Grauer would come if he was to be included in that celebration.

DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH

The question was posed if the safety committee meeting minutes could be presented to the board if they requested.

Clarification was asked about the pay equity process. There has been a third-party contractor hired to review all three districts and developed a pay equity scale.

Question was asked about how the banquet committee felt about how the banquet went and how next year might be different. The committee has already met and have plans for improvement next year.

Recess Meeting for Executive Session

Motion: Frank Pender Second: Roy Whitman

Motion made to approve the Chief's Evaluation and all individual evaluations be put in his personnel file.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant

SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye

**Sheridan/SW Polk/West Valley Fire Districts
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Next Meeting; March 12, 2020 at 6 pm at SW Polk Fire District.

Meeting adjourned at 9:11 pm.

Motion: Tammy Heidt Second: Keith Moore

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Vacant

SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD: Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye

Respectfully submitted,

Mariah Prescott

Sheridan – SW Polk – West Valley Fire Districts



February 26, 2020

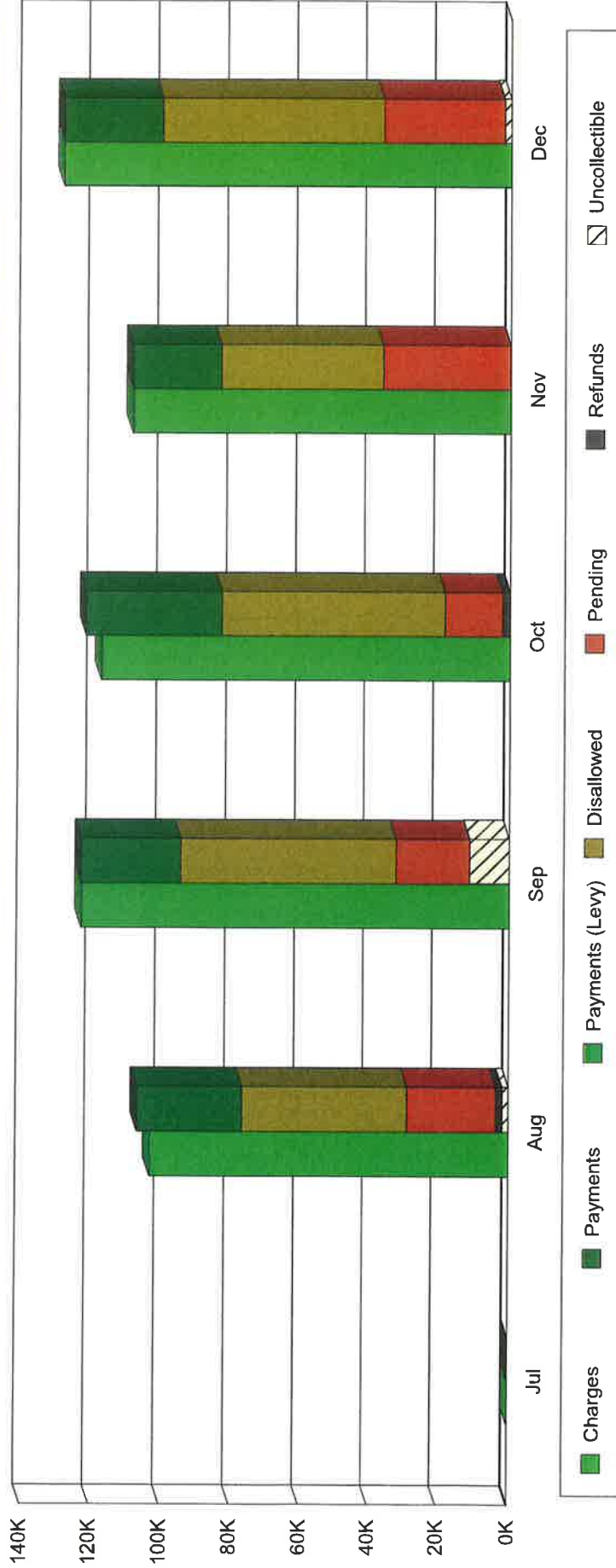
Oversight Committee Notes

1. Finances/Budgeting
 - a. Reviewed different financial models. West Valley has the potential to need to borrow money (from another district or another source) or hold checks. The income is not coming in at the same rate as spending, despite the fact that it spending is still within budget. Another option would be to sell a portion of the West Valley property near Station 180. Budgeting will be proceeding as 3 separate districts, and a document will be created showing a cumulative budget.
2. Timeline
 - a. Reviewed a few different pathways that the three districts could take, starting with the West Valley Fire District Levy May 2020.
3. Branding
 - a. Reviewed a couple options for unifying our branding while allowing the uniqueness of each district to remain. The symbols will be helpful to the public. Listing the agencies involved may also aid in public education.
4. Training
 - a. Reviewed the plan for the Buell Station to be the training hub as a temporary system to get everyone on the same page with the same base knowledge. This is not the permanent plan. The permanent plan would be to have more focused trainings (officer, apparatus operators, EMS, firefighters, etc.) across the districts to strengthen all the base knowledge for the specialties as well.
5. Communication
 - a. Communication is an important thing. Oversight committee notes will be emailed out a couple days after the meetings to the whole board to make sure that the entire board is up to date on what is going on.

New meeting schedule: Monday after board meetings and two Monday's before the board meetings. March meetings will be March 16, 2020 and March 30, 2020.

Sheridan Fire District 2019 ANNUAL COLLECTION STATISTICS

Month	Charges	Payments	% Payments	Payments (Levy)	% Disallowed	Uncollected	% Refunds	Pending	%
July	\$0.00	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
August	\$103,177.52	\$30,143.52	29%	\$0.00	\$47,930.34	46%	\$1,800.32	\$25,125.26	24%
September	\$122,968.58	\$28,541.21	23%	\$0.00	\$62,288.59	51%	\$0.00	\$21,036.70	17%
October	\$117,471.17	\$38,868.08	33%	\$0.00	\$64,513.00	55%	\$2,183.40	\$16,273.49	14%
November	\$108,719.37	\$25,413.64	23%	\$0.00	\$46,909.86	43%	\$0.00	\$36,395.87	33%
December	\$128,862.91	\$28,458.02	22%	\$0.00	\$64,074.18	50%	\$0.00	\$34,435.93	27%
Year Total	\$581,199.55	\$151,424.47	26.1%	\$0.00	\$285,715.97	49.2%	\$3,983.72	\$133,267.25	22.9%



Sheridan Fire District

Cash Report Fund Balance

February 29, 2020

For March 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
Checking/First Federal	\$ 351,429.86	\$65,644.39	-\$252,907.42	\$0.00	\$0.00	\$ 164,166.83 ✓
LGIP	\$ 1,113,826.74	\$3,321.79	\$0.00	\$1,990.15	\$0.00	\$ 1,119,138.68 ✓
Checking/US Bank	\$ 189,586.83	\$13,140.18	\$0.00	\$1.56	\$0.00	\$ 202,728.57 ✓
Petty Cash	\$ 56.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 56.00 ✓
Totals	\$ 1,654,899.43	\$82,106.36	\$ (252,907.42)	\$ 1,991.71	\$ -	\$ 1,486,090.08

✓ Indicates reconciled to statement

Sheridan Rural Fire Protection District
Profit & Loss
February 2020

	<u>Feb 20</u>
Income	
R1 · General Fund revenue	
Contractual Services	51,543.41
Current Taxes	3,811.80
Yamhill/Polk Prior Taxes	638.09
403000 · Interest Income	1.56
403002 · Interest Earned Taxes	1,969.01
404000 · Misc. Income	338.04
407000 · User Fees	17,609.81
Total R1 · General Fund revenue	<u>75,911.72</u>
Total Income	<u>75,911.72</u>
Gross Profit	75,911.72
Expense	
001 · General Fund	
02 · Material and Services	
Dispatch & Radio Services	2,482.25
General Supplies	-1,656.09
Miscellaneous	1,973.77
PPE & Uniforms	2,978.12
Professional Fees	22,706.69
Repairs & Maintenance	11,566.58
Travel & Education	617.56
Utilities	3,073.80
200650 · EMS Supplies	3,725.51
200800 · Insurance	24,435.00
Total 02 · Material and Services	<u>71,903.19</u>
Total 001 · General Fund	71,903.19
005 · General Equipment Reserve Fund	
310150 · G.E.R. Equipment Purchase	10,548.00
Total 005 · General Equipment Reserve Fund	10,548.00
01 · Payroll	
Administrative Staff	54,229.08
Firefighter/Paramedic & EMT's	43,508.68
100057 · Payroll Expenses -Over Time -	8,087.74
100060 · RV Reimbursement	557.00
104500 · Workers' Compensation	47.27
104600 · Health Insurance	26,341.36
104700 · FICA	8,102.54
104800 · PERS	15,011.44
104900 · Unemployment Insurance	0.00
01 · Payroll - Other	-0.02
Total 01 · Payroll	<u>155,885.09</u>
Total Expense	<u>238,336.28</u>
Net Income	<u><u>-162,424.56</u></u>

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03/04/20

Cash Basis

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Income				
R1 · General Fund revenue				
Contractual Services	495,050.30	797,000.00	-301,949.70	62.1%
Current Taxes	647,252.17	653,000.00	-5,747.83	99.1%
Yamhill/Polk Prior Taxes	10,966.50	20,000.00	-9,033.50	54.8%
401501 · General Fund Beging Balance	768,656.00	550,000.00	218,656.00	139.8%
403000 · Interest Income	10.55			
403002 · Interest Earned Taxes	18,092.52			
404000 · Misc. Income	3,536.91	64,000.00	-60,463.09	5.5%
407000 · User Fees	349,596.85	650,000.00	-300,403.15	53.8%
Total R1 · General Fund revenue	2,293,161.80	2,734,000.00	-440,838.20	83.9%
R5 · Gen. Equipment Reserve Fund				
3200050 · G.E.R. ending balance	427,525.00	392,525.00	35,000.00	108.9%
4050050 · G.E.R. Transfer Gen-Fund	0.00	25,000.00	-25,000.00	0.0%
Total R5 · Gen. Equipment Reserve Fund	427,525.00	417,525.00	10,000.00	102.4%
R7 · John Fancher Memorial Fund Rev.				
3200070 · J.F.M. Ending fund bal.	5,327.00	5,427.00	-100.00	98.2%
Total R7 · John Fancher Memorial Fund Rev.	5,327.00	5,427.00	-100.00	98.2%
R8 · Building Maint. Fund Revenue				
Seismic Grant Income	0.00	1,310,470.00	-1,310,470.00	0.0%
3200080 · B.M. F. Ending Fund Balance	304,256.00	304,256.00	0.00	100.0%
Total R8 · Building Maint. Fund Revenue	304,256.00	1,614,726.00	-1,310,470.00	18.8%

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual
July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
R9 - Station 9 Spending Authority				
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
Transfer in - General Fund	0.00	25,000.00	-25,000.00	0.0%
Total R9 - Station 9 Spending Authority	0.00	27,000.00	-27,000.00	0.0%
Total Income	3,030,269.80	4,798,678.00	-1,768,408.20	63.1%
Gross Profit	3,030,269.80	4,798,678.00	-1,768,408.20	63.1%
Expense				
001 - General Fund				
02 - Material and Services				
Dispatch & Radio Services	19,858.00	33,000.00	-13,142.00	60.2%
Equipment	-212.34	26,000.00	-26,212.34	-0.8%
Equipment Testing	5,589.01	20,000.00	-14,410.99	27.9%
General Supplies	4,706.26	25,000.00	-20,293.74	18.8%
Grant	0.00	20,000.00	-20,000.00	0.0%
Miscellaneous	7,804.81	10,500.00	-2,695.19	74.3%
PPE & Uniforms	11,758.39	31,500.00	-19,741.61	37.3%
Professional Fees	47,784.41	35,000.00	12,784.41	136.5%
Repairs & Maintenance	88,988.65	100,000.00	-11,011.35	89.0%
Travel & Education	6,344.45	25,000.00	-18,655.55	25.4%
Utilities	22,254.75	30,500.00	-8,245.25	73.0%
200650 - EMS Supplies	20,923.02	25,000.00	-4,076.98	83.7%
200800 - Insurance	30,468.00	35,000.00	-4,532.00	87.1%
Total 02 - Material and Services	266,267.41	416,500.00	-150,232.59	63.9%

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Cash Basis

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
05 · Transfers				
500300 · Building Maintenance	0.00	25,000.00	-25,000.00	0.0%
500600 · General Equip. Reserve Fund	0.00	25,000.00	-25,000.00	0.0%
Total 05 · Transfers	0.00	50,000.00	-50,000.00	0.0%
06 · Contingency				
600100 · Contingency	0.00	50,000.00	-50,000.00	0.0%
Total 06 · Contingency	0.00	50,000.00	-50,000.00	0.0%
Total 001 · General Fund	266,267.41	516,500.00	-250,232.59	51.6%
005 · General Equipment Reserve Fund				
310150 · G.E.R. Equipment Purchase	10,548.00			
310151 · Total Gen Eq Res UEFB	0.00	417,525.00	-417,525.00	0.0%
Total 005 · General Equipment Reserve Fund	10,548.00	417,525.00	-406,977.00	2.5%
007 · John Fancher Memorial				
2100070 · J.F.M. Individual Awards	200.00	200.00	0.00	100.0%
2100071 · Total J Fancher Memorial UEFB	0.00	5,227.00	-5,227.00	0.0%
Total 007 · John Fancher Memorial	200.00	5,427.00	-5,227.00	3.7%
008 · Building Maint. Fund				
Seismic Grant Upgrades	0.00	1,310,470.00	-1,310,470.00	0.0%
2100080 · B.M.F. Repair and Upkeep Bldg.	0.00	250,000.00	-250,000.00	0.0%
2100081 · Total Building Maint UEFB	0.00	54,256.00	-54,256.00	0.0%
Total 008 · Building Maint. Fund	0.00	1,614,726.00	-1,614,726.00	0.0%
009 · St. 9 Spending Authority				
2100090 · Appreciation Program	1,826.79	27,000.00	-25,173.21	6.8%
Total 009 · St. 9 Spending Authority	1,826.79	27,000.00	-25,173.21	6.8%
01 · Payroll				
Administrative Staff	421,849.93	637,000.00	-215,150.07	66.2%
Firefighter/Paramedic & EMT's	347,040.72	684,000.00	-336,959.28	50.7%

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03/04/20

Cash Basis

Sheridan Rural Fire Protection District Profit & Loss Budget vs. Actual

July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
100057 · Payroll Expenses -Over Time -	38,319.90	50,000.00	-11,680.10	76.6%
100060 · RV Reimbursement	6,427.00	50,000.00	-43,573.00	12.9%
100061 · Part-Time	14,259.95	10,000.00	4,259.95	142.6%
104500 · Workers' Compensation	52,513.36	25,000.00	27,513.36	210.1%
104600 · Health Insurance	188,000.23	310,000.00	-121,999.77	60.6%
104700 · FICA	63,016.91	110,000.00	-46,983.09	57.3%
104800 · PERS	140,003.05	210,000.00	-69,996.95	66.7%
104900 · Unemployment Insurance	741.27	1,500.00	-758.73	49.4%
01 · Payroll - Other	-0.06			
Total 01 · Payroll	1,272,172.26	2,087,500.00	-815,327.74	60.9%
07 · Unappropriated EFB				
70000 · UEFB	0.00	130,000.00	-130,000.00	0.0%
Total 07 · Unappropriated EFB	0.00	130,000.00	-130,000.00	0.0%
Total Expense	1,551,014.46	4,798,678.00	-3,247,663.54	32.3%
Net Income	1,479,255.34	0.00	1,479,255.34	100.0%

Sheridan Rural Fire Protection District
Check Detail

February 2020

Type	Num	Date	Name	Account	Paid Amount
Liability Check		02/13/2020	QuickBooks Payroll Service	18072 · First Federal	
			QuickBooks Payroll Service	Payroll Expenses	-1.75
			QuickBooks Payroll Service	Payroll Expenses	-1.50
			QuickBooks Payroll Service	Payroll Expenses	-109.00
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-1.31
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-1.31
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-5.58
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-5.58
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-18.00
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-0.53
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-0.53
			QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-64.49
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-0.09
					<u>-209.67</u>
TOTAL					
Paycheck		02/14/2020	Watts, Christine E	18072 · First Federal	64.49
				2110 · Direct Deposit Liabilities	
Liability Check		02/27/2020	QuickBooks Payroll Service	18072 · First Federal	
			QuickBooks Payroll Service	Payroll Expenses	-31.50
			QuickBooks Payroll Service	Payroll Expenses	-27.00
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-10,183.00
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-1,534.47
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-1,534.47
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-6,561.18
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-6,561.18
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-6,579.00
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-46.74
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-46.74
			QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-75,579.27
			QuickBooks Payroll Service	2100 · Payroll Liabilities	-102.62
					<u>-108,787.17</u>
TOTAL					
Paycheck		02/28/2020	Breedon, Judy L	18072 · First Federal	3,267.69
				2110 · Direct Deposit Liabilities	
Paycheck		02/28/2020	Crowe, Jason R	18072 · First Federal	4,983.67
				2110 · Direct Deposit Liabilities	

Sheridan Rural Fire Protection District

Check Detail

February 2020

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Type	Num	Date	Name	Account	Paid Amount
Paycheck		02/28/2020	Cummins, Daniel L	18072 · First Federal 2110 · Direct Deposit Liabilities	3,820.91
Paycheck		02/28/2020	Elliott, Michael R	18072 · First Federal 2110 · Direct Deposit Liabilities	3,616.59
Paycheck		02/28/2020	Hammer, Donna E	18072 · First Federal 2110 · Direct Deposit Liabilities	4,053.49
Paycheck		02/28/2020	Hari, Brendan R	18072 · First Federal 2110 · Direct Deposit Liabilities	3,409.93
Paycheck		02/28/2020	Homer, Daniel B	18072 · First Federal 2110 · Direct Deposit Liabilities	3,808.82
Paycheck		02/28/2020	Hoxie, Sean R	18072 · First Federal 2110 · Direct Deposit Liabilities	6,026.57
Paycheck		02/28/2020	Ketelson, Andrew D	18072 · First Federal 2110 · Direct Deposit Liabilities	3,373.48
Paycheck		02/28/2020	Leigh, Zachariah A	18072 · First Federal 2110 · Direct Deposit Liabilities	3,067.63
Paycheck		02/28/2020	Mock, Robert C	18072 · First Federal 2110 · Direct Deposit Liabilities	5,127.43
Paycheck		02/28/2020	Pozzesi, Nicholas M	18072 · First Federal 2110 · Direct Deposit Liabilities	3,708.40
Paycheck		02/28/2020	Prescott, Mariah N	18072 · First Federal 2110 · Direct Deposit Liabilities	2,698.10
Paycheck		02/28/2020	Ryan, Suzanna R	18072 · First Federal 2110 · Direct Deposit Liabilities	1,292.13
				2110 · Direct Deposit Liabilities	1,938.19
					<u>3,230.32</u>
TOTAL			Thomas, Leslie E	18072 · First Federal 2110 · Direct Deposit Liabilities	6,101.69

Sheridan Rural Fire Protection District
Check Detail
 February 2020

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Type	Num	Date	Name	Account	Paid Amount
Paycheck		02/28/2020	Malcomson, Ronald P	18072 · First Federal 2110 · Direct Deposit Liabilities	3,479.99
Paycheck		02/28/2020	Hertel, Frederick J	18072 · First Federal 2110 · Direct Deposit Liabilities	6,937.68
Paycheck		02/28/2020	Schulze, Damon R	18072 · First Federal 2110 · Direct Deposit Liabilities	4,866.88
Check		02/03/2020	Citi Cards	18072 · First Federal Citi VISA/9805 JB	-715.80
Bill Pmt -Check Bill		02/03/2020 01/11/2020	CenturyLink	18072 · First Federal 202300 · Telephone	-213.95
Bill Pmt -Check Bill		02/03/2020 01/24/2020	Crystal Springs	18072 · First Federal 202720 · Janitorial & House Supplies	-102.82
Bill Pmt -Check Bill		02/04/2020 01/12/2020	Verizon Wireless	18072 · First Federal 202300 · Telephone	-281.10
Bill Pmt -Check Bill		02/05/2020 01/20/2020	PGE	18072 · First Federal 202200 · Electricity	-96.81
Liability Check		02/07/2020	West Valley Local 4861	18072 · First Federal 2100 · Payroll Liabilities	-770.00
Bill Pmt -Check Bill		02/10/2020 01/23/2020	PGE	18072 · First Federal 202200 · Electricity	-151.48
Bill Pmt -Check Bill		02/10/2020 01/23/2020	PGE	18072 · First Federal 202200 · Electricity	-602.16
Bill Pmt -Check Bill		02/10/2020 01/27/2020	City of Sheridan	18072 · First Federal 202000 · Water & Sewer	-188.06
Bill Pmt -Check Bill		02/11/2020 01/31/2020	Perrydale Domestic Water Assn	18072 · First Federal 202000 · Water & Sewer	-40.00

Sheridan Rural Fire Protection District

Check Detail

February 2020

Type	Num	Date	Name	Account	Paid Amount
Liability Check	Online	02/11/2020	Employee Benefits Service Trust	18072 · First Federal 2100 · Payroll Liabilities 2100 · Payroll Liabilities	-1,248.53 -26,341.36 -27,589.89
Bill Pmt -Check Bill	Online	02/12/2020 01/27/2020	NW Natural Gas	18072 · First Federal 202100 · Natural Gas	-610.66
Check	Online	02/12/2020	Public Employees Retirement System	18072 · First Federal 104800 · PERS	-15,011.44
Bill Pmt -Check Bill	Online	02/13/2020 01/27/2020	NW Natural Gas	18072 · First Federal 202100 · Natural Gas	-131.73
Bill Pmt -Check Bill	Online St 97	02/13/2020 01/26/2020	Ferrellgas	18072 · First Federal 202100 · Natural Gas	-116.20
Liability Check	Online	02/14/2020	Aflac	18072 · First Federal 2100 · Payroll Liabilities	-140.01
Liability Check	Online	02/14/2020	Nationwide Retirement Solutions	18072 · First Federal 2100 · Payroll Liabilities	-850.00
Bill Pmt -Check Bill	Online	02/18/2020 01/28/2020	CenturyLink	18072 · First Federal 202300 · Telephone	-48.44
Bill Pmt -Check Bill	Online	02/19/2020 01/31/2020	Western Oregon Waste	18072 · First Federal 203100 · Garbage Collection	-185.66
Bill Pmt -Check Bill	Online	02/20/2020 01/26/2020	Buell-Red Prairie Water District	18072 · First Federal 202000 · Water & Sewer	-55.00
Bill Pmt -Check Bill	26065 2021 pump/tender	02/13/2020 02/04/2020	Midwest Fire	18072 · First Federal 310150 · G.E.R. Equipment Purchase	-10,548.00
Check	26066	02/13/2020	Chemeketa Community College	18072 · First Federal 100060 · RV Reimbursement	-1,300.00

TOTAL

Sheridan Rural Fire Protection District
Check Detail
 February 2020

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Type	Num	Date	Name	Account	Paid Amount
Bill	26067	02/13/2020	Brethauer Oil Co.	18072 - First Federal	
Bill	0333511	01/13/2020		200500 - Fuel & Oil	-381.01
Bill	334495	01/27/2020		200500 - Fuel & Oil	-208.61
Bill				200500 - Fuel & Oil	-587.88
Bill				200500 - Fuel & Oil	-337.26
TOTAL					-1,514.76
Bill	26068	02/13/2020	Capital Trophy	18072 - First Federal	
Bill		01/21/2020		203820 - Awards and Incentives	-72.00
Bill	26069	02/13/2020	Chuck Colvin Auto Center	18072 - First Federal	
Bill		01/25/2020		200710 - Vehicle Maintenance	-64.95
Bill	26070	02/13/2020	City of Dallas	18072 - First Federal	
Bill	lexipol	01/14/2020		200900 - Prof Services and Elections	-1,632.00
Bill	07-91M	01/14/2020		200710 - Vehicle Maintenance	-872.87
Bill	08-98	01/14/2020		200710 - Vehicle Maintenance	-1,020.44
Bill		01/14/2020		200710 - Vehicle Maintenance	-1,020.44
TOTAL					-4,545.75
Bill	26071	02/13/2020	Complete Wireless Solutions	18072 - First Federal	
Bill	92906	01/28/2020		200300 - Radio Maintenance	-3,848.44
Bill	26072	02/13/2020	Davison Auto Parts	18072 - First Federal	
Bill		01/25/2020		200710 - Vehicle Maintenance	-107.44
Bill				200710 - Vehicle Maintenance	-238.98
TOTAL					-346.42
Bill	26073	02/13/2020	EF Recovery LLC	18072 - First Federal	
Bill	Dec	01/21/2020		200900 - Prof Services and Elections	-1,641.60
Bill				200900 - Prof Services and Elections	-100.10
TOTAL					-1,741.70
Bill	26074	02/13/2020	Emergency Reporting	18072 - First Federal	
Bill	Jan 2020	12/01/2019		203800 - Computer Programs and Maint.	-259.00
Bill	26075	02/13/2020	ESO Solutions, Inc.	18072 - First Federal	
Bill	40/40/20	12/31/2019		200900 - Prof Services and Elections	-15,901.14
Bill	26076	02/13/2020	Grauer Repair Service	18072 - First Federal	
Bill	97-98	01/13/2020		200710 - Vehicle Maintenance	-739.75

Sheridan Rural Fire Protection District

Check Detail

February 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	26077	02/13/2020	Industrial Welding Supply, Inc.	18072 - First Federal	
Bill	089174	01/16/2020		200650 - EMS Supplies	-29.50
Bill	90003	01/25/2020		200650 - EMS Supplies	-29.50
TOTAL					-59.00
Bill	26078	02/13/2020	Life-Assist, Inc.	18072 - First Federal	
Bill	951415	10/18/2019		200650 - EMS Supplies	-544.34
Bill	964173	12/27/2019		200650 - EMS Supplies	-61.88
Bill	967146	01/13/2020	Life-Assist, Inc.	Accounts Payable	0.00
Bill	WVFD	01/13/2020		200650 - EMS Supplies	-738.85
Bill	WVFD	01/24/2020		200650 - EMS Supplies	-464.05
Bill	969728	01/24/2020		200650 - EMS Supplies	-217.37
Bill	WVFD	01/28/2020		200650 - EMS Supplies	-16.50
Bill	WVFD	01/29/2020		200650 - EMS Supplies	-175.50
Bill	WVFD	01/30/2020		200650 - EMS Supplies	-378.82
Bill	971012	01/30/2020		200650 - EMS Supplies	-149.66
TOTAL					-2,746.97
Bill	26079	02/13/2020	McMinnville Immediate Health Care	18072 - First Federal	
Bill		01/02/2020		203300 - Physicals	-485.10
				203300 - Physicals	-300.00
TOTAL					-785.10
Bill	26080	02/13/2020	MSDSonline	18072 - First Federal	
Bill	213357	01/21/2020		200900 - Prof Services and Elections	-2,889.00
Bill	26081	02/13/2020	OFDDA	18072 - First Federal	
Bill	dues	01/28/2020		203000 - Dues & Subscriptions	-1,000.00
Bill	26082	02/13/2020	Overhead Door Company of Salem	18072 - First Federal	
Bill	204518	01/08/2020		202710 - Bldg. Maint. Sup. and Grounds	-1,173.00
Bill	26083	02/13/2020	Recology Western Oregon	18072 - First Federal	
Bill	med waste	02/01/2020		203100 - Garbage Collection	-52.55
Bill	26084	02/13/2020	Sheridan Building Materials	18072 - First Federal	
Bill	507546	01/25/2020		202710 - Bldg. Maint. Sup. and Grounds	-9.68
Bill	26085	02/13/2020	Sheridan Chamber of Commerce	18072 - First Federal	
Bill		02/03/2020		203000 - Dues & Subscriptions	-35.00
Bill	26086	02/13/2020	Sheridan Rotary Club	18072 - First Federal	
Bill		01/02/2020		203000 - Dues & Subscriptions	-155.00

Sheridan Rural Fire Protection District

Check Detail

February 2020

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	26087	02/13/2020	Skid Ink	18072 - First Federal	
Bill	1204	01/16/2020		202400 - Uniforms	-547.50
Bill Pmt -Check	26088	02/13/2020	Special Districts Insurance Services	18072 - First Federal	
Bill	2020 renewal	01/01/2020		200800 - Insurance	-24,435.00
Bill Pmt -Check	26089	02/13/2020	Streamline	18072 - First Federal	
Bill	Jan	01/13/2020		203800 - Computer Programs and Maint.	-200.00
Bill Pmt -Check	26090	02/13/2020	Sundrud, Philip	18072 - First Federal	
Bill		01/15/2020		203600 - Amb. O/P Refunded	-250.00
Bill Pmt -Check	26091	02/13/2020	Teleflex	18072 - First Federal	
Bill		01/14/2020		200650 - EMS Supplies	-610.50
Bill Pmt -Check	26092	02/13/2020	The Bulletin Board	18072 - First Federal	
Bill	5010	02/01/2020		203400 - Advertising	-15.00
				203400 - Advertising	-147.00
				203400 - Advertising	-15.00
					-177.00
TOTAL					
Bill Pmt -Check	26093	02/13/2020	United Healthcare	18072 - First Federal	
Bill		01/15/2020		203600 - Amb. O/P Refunded	-353.77
Bill Pmt -Check	26094	02/13/2020	Walter E Nelson Co	18072 - First Federal	
Bill		01/10/2020		202720 - Janitorial & House Supplies	-246.83
				202720 - Janitorial & House Supplies	-139.68
				202720 - Janitorial & House Supplies	-41.56
				202720 - Janitorial & House Supplies	-83.61
				202720 - Janitorial & House Supplies	-42.62
				202720 - Janitorial & House Supplies	-47.87
					-602.17
TOTAL					
Bill Pmt -Check	26095	02/13/2020	Yamhill Communication Agency	18072 - First Federal	
Bill	Feb	01/13/2020		Dispatch & Radio Services	-2,482.25

Sheridan Rural Fire Protection District

Check Detail

February 2020

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	26096 40/40/20	02/13/2020 01/12/2020	Zarate, Monika	18072 - First Federal 203820 - Awards and incentives 203820 - Awards and incentives	-62.57 -40.00 <u>-102.57</u>
TOTAL					
Bill Pmt -Check Bill	26097	02/13/2020	West Valley Fire District	18072 - First Federal 200410 - Turnouts & PPE 202400 - Uniforms 202600 - Office Supplies & Postage 200210 - Fire Training 200710 - Vehicle Maintenance 200710 - Vehicle Maintenance 200710 - Vehicle Maintenance 200710 - Vehicle Maintenance 202720 - Janitorial & House Supplies 200650 - EMS Supplies 202720 - Janitorial & House Supplies 200210 - Fire Training 200620 - Fire Supplies & Rehab 200620 - Fire Supplies & Rehab 200710 - Vehicle Maintenance 202720 - Janitorial & House Supplies 200650 - EMS Supplies 200650 - EMS Supplies 200620 - Fire Supplies & Rehab 200650 - EMS Supplies	-2,189.71 -240.91 -83.20 -199.90 -208.63 -18.99 -57.48 -295.31 -65.99 -41.91 -187.66 -33.97 -120.44 -44.99 -179.99 -74.45 -32.10 -20.42 -136.50 <u>-4,232.55</u>
Liability Check	26098	02/28/2020	Oregon Department of Justice	18072 - First Federal 2100 - Payroll Liabilities	-234.00
Bill Pmt -Check Bill	26099 Conf.	02/28/2020 02/24/2020	Special District Association of OR	18072 - First Federal 200230 - Management Training	-230.00
TOTAL					

SW Polk Fire District

Cash Report Fund Balance

February 29, 2020

For March 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
District/Columbia Bank	\$ 47,644.73	\$111,644.00	-\$117,834.39	\$0.00	-\$25.00	\$ 41,429.34 ✓
Volunteer/Columbia Bank	\$ 26,072.41	\$0.00	-\$1,429.78	\$0.00	\$0.00	\$ 24,642.63 ✓
LGIP/4884	\$ 1,214,810.13	\$6,049.07	-\$80,000.00	\$2,120.47	-\$0.05	\$ 1,142,979.62 ✓
LGIP/6043	\$ 4,867,451.61	\$0.00	-\$31,644.00	\$8,653.18	-\$0.05	\$ 4,844,460.74 ✓
Totals	\$ 6,155,978.88	\$117,693.07	\$ (230,908.17)	\$ 10,773.65	\$ (25.10)	\$ 6,053,512.33

✓ Indicates reconciled to statement

SW Polk Fire District
Profit & Loss
February 2020

	<u>Feb 20</u>
Income	
4200 · Current Property Tax	4,719.03
4210 · Deliquent Property Tax	1,322.91
4310 · Interest on Investments	10,780.78
4949 · Transfer In GF-Firefighter	27,740.00
	<hr/>
Total Income	44,562.72
	<hr/>
Gross Profit	44,562.72
Expense	
6000 · Materials & Services	
Dispatch Services	9,900.46
General Supplies	193.89
PPE	350.63
Repairs & Maintenance	6,081.27
Travel & Education	230.00
Utilities	573.95
6400 · Firefighter Appreciation	879.78
6455 · Insurance-Property/Liab	11,393.00
6463 · Contractual Services	51,543.41
6465 · Legal/Professional Fees	2,110.00
6600 · Miscellaneous	25.10
	<hr/>
Total 6000 · Materials & Services	83,281.49
8000 · Capital Outlay	
8501 · Apparatus Replacement	31,644.00
8502 · Faciliites (Stations)	4,080.00
	<hr/>
Total 8000 · Capital Outlay	35,724.00
9901 · Transfer to Station 130	27,740.00
	<hr/>
Total Expense	146,745.49
	<hr/>
Net Income	-102,182.77

SW Polk Fire District
Profit & Loss Budget vs. Actual
July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Income				
4200 · Current Property Tax	823,616.65	863,300.00	-39,683.35	95.4%
4210 · Delinquent Property Tax	18,181.39	15,000.00	3,181.39	121.2%
4310 · Interest on Investments	99,149.40	100,000.00	-850.60	99.1%
4830 · Miscellaneous Revenue	26,893.09	55,000.00	-28,106.91	48.9%
4949 · Transfer In GF-Firefighter	0.00	27,740.00	-27,740.00	0.0%
4990 · Beginning Balance	0.00	6,551,540.00	-6,551,540.00	0.0%
Total Income	967,840.53	7,612,580.00	-6,644,739.47	12.7%
Gross Profit	967,840.53	7,612,580.00	-6,644,739.47	12.7%
Expense				
4999 · Unappropriated Ending Fund Bal	0.00	720,000.00	-720,000.00	0.0%
5000 · Personnel				
5063 · Workers Compensation	3,072.90	5,000.00	-1,927.10	61.5%
Total 5000 · Personnel	3,072.90	5,000.00	-1,927.10	61.5%
6000 · Materials & Services				
Dispatch Services	23,651.71	54,000.00	-30,348.29	43.8%
Equipment Testing & Maint.	3,349.39	28,000.00	-24,650.61	12.0%
General Supplies	2,373.63	5,000.00	-2,626.37	47.5%
PPE	7,650.72	10,000.00	-2,349.28	76.5%
Repairs & Maintenance	30,350.49	9,500.00	20,850.49	319.5%
Travel & Education	2,670.38	4,000.00	-1,329.62	66.8%
Utilities	5,172.79	8,500.00	-3,327.21	60.9%
6400 · Firefighter Appreciation	14,346.22	56,740.00	-42,393.78	25.3%
6455 · Insurance-Property/Liab	13,484.00	15,000.00	-1,516.00	89.9%
6463 · Contractual Services	299,288.55	471,600.00	-172,311.45	63.5%
6465 · Legal/Professional Fees	27,667.86	27,500.00	167.86	100.6%
6500 · Equipment	0.00	5,000.00	-5,000.00	0.0%
6515 · General Purpose Grant Expense	0.00	5,000.00	-5,000.00	0.0%
6600 · Miscellaneous	2,534.55	5,000.00	-2,465.45	50.7%
6000 · Materials & Services - Other	0.00	0.00	0.00	0.0%
Total 6000 · Materials & Services	432,540.29	704,840.00	-272,299.71	61.4%
7000 · Debt Service				
7466 · Bond Issuance Costs	0.00	0.00	0.00	0.0%
7801 · Series 2017 Debt Serv Principal	195,000.00	195,000.00	0.00	100.0%
7802 · Series 2017 Debt Serv Interest	101,661.86	200,000.00	-98,338.14	50.8%
Total 7000 · Debt Service	296,661.86	395,000.00	-98,338.14	75.1%

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Cash Basis

SW Polk Fire District
Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
8000 · Capital Outlay				
8500 · Firefighting & Safety Equip	0.00	100,000.00	-100,000.00	0.0%
8501 · Apparatus Replacement	31,850.85	2,351,000.00	-2,319,149.15	1.4%
8502 · Facilities (Stations)	258,943.95	3,259,000.00	-3,000,056.05	7.9%
Total 8000 · Capital Outlay	290,794.80	5,710,000.00	-5,419,205.20	5.1%
9901 · Transfer to Station 130	0.00	27,740.00	-27,740.00	0.0%
9970 · Contingency	50,000.00	50,000.00	0.00	100.0%
Total Expense	1,073,069.85	7,612,580.00	-6,539,510.15	14.1%
Net Income	-105,229.32	0.00	-105,229.32	100.0%

SW Polk Fire District
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Check		02/03/2020	1007 · LGIP 4884		
TOTAL			6600 · Miscellaneous		-0.05
					-0.05
Check		02/03/2020	1006 · Bond LGIP		
TOTAL			6600 · Miscellaneous		-0.05
					-0.05
Check		02/18/2020	1008 · SW - 9840 Columbia Bank		
TOTAL			6600 · Miscellaneous		-25.00
					-25.00
Bill Pmt -Check	Online	02/17/2020	Pacific Power		
Bill		02/04/2020	Utilities		-230.45
TOTAL					-230.45
Bill Pmt -Check	Online	02/24/2020	Spectrum Business		
Bill		02/09/2020	Utilities		-66.98
TOTAL					-66.98
Check	Online	02/25/2020	Bank of America	1009 · VOLS - 9832 Columbia Bank	
TOTAL			4180 · Uniforms		-70.99
			4090 · Nominal Gifts		-291.72
			4110 · Operations		-25.00
			4010 · Awards		-20.00
			4020 · Awards Banquet		-70.38
			4160 · Pop Machine		-75.12
			4170 · Rehab		-24.47
					-577.68

SW Polk Fire District
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Check	207	02/05/2020	Cruise Master Prisms Inc.	1009 · VOLS - 9832 Columbia Bank	
TOTAL			4010 · Awards		-302.10
					-302.10
Bill Pmt -Check	6116	02/13/2020	Carlson Veit Architects, PC	1008 · SW - 9840 Columbia Bank	
Bill	12327	12/31/2019		8502 · Facilities (Stations)	-499.50
Bill	12332	12/31/2019		8502 · Facilities (Stations)	-440.00
Bill	12333	12/31/2019		8502 · Facilities (Stations)	-3,140.50
TOTAL					-4,080.00
Bill Pmt -Check	6117	02/13/2020	City of Dallas	1008 · SW - 9840 Columbia Bank	
Bill	WT 142	01/14/2020		Repairs & Maintenance	-339.87
TOTAL					-339.87
Bill Pmt -Check	6118	02/13/2020	City of Salem	1008 · SW - 9840 Columbia Bank	
Bill		11/15/2019		Dispatch Services	-9,900.46
TOTAL					-9,900.46
Bill Pmt -Check	6119	02/13/2020	Itemizer-Observer	1008 · SW - 9840 Columbia Bank	
Bill		01/31/2020		6465 · Legal/Professional Fees	-140.00
TOTAL					-140.00
Bill Pmt -Check	6120	02/13/2020	Midwest Fire	1008 · SW - 9840 Columbia Bank	
Bill	20-4445	02/04/2020		8501 · Apparatus Replacement	-31,644.00
TOTAL					-31,644.00

SW Polk Fire District
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6121	02/13/2020	MNOP	1008 · SW - 9840 Columbia Bank	
Bill	17504	01/15/2020		Repairs & Maintenance	-421.71
Bill	CL20050	02/03/2020		Repairs & Maintenance	-662.62
TOTAL					-1,084.33
Bill Pmt -Check	6122	02/13/2020	Northwest Safety Clean	1008 · SW - 9840 Columbia Bank	
Bill	19-23574	04/09/2019		PPE	-350.63
TOTAL					-350.63
Bill Pmt -Check	6123	02/13/2020	NW Natural	1008 · SW - 9840 Columbia Bank	
Bill		01/30/2020		Utilities	-162.87
TOTAL					-162.87
Bill Pmt -Check	6124	02/13/2020	Perrydale Domestic Water Assc.	1008 · SW - 9840 Columbia Bank	
Bill		01/31/2020		Utilities	-40.00
TOTAL					-40.00
Bill Pmt -Check	6125	02/13/2020	Rickreall Community Water	1008 · SW - 9840 Columbia Bank	
Bill		01/21/2020		Utilities	-65.65
TOTAL					-73.65
Bill Pmt -Check	6126	02/13/2020	SDIS	1008 · SW - 9840 Columbia Bank	
Bill		01/01/2020		6455 · Insurance-Property/Liab	-11,393.00
TOTAL					-11,393.00

SW Polk Fire District
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6127	02/13/2020	Speer Hoyt LLC	1008 · SW - 9840 Columbia Bank	
Bill		01/31/2020		6465 · Legal/Professional Fees	-94.00
				6465 · Legal/Professional Fees	-611.00
TOTAL					-705.00
Bill Pmt -Check	6128	02/13/2020	Streamline	1008 · SW - 9840 Columbia Bank	
Bill	Jan	01/09/2020		6465 · Legal/Professional Fees	-100.00
Bill	Feb	02/09/2020		6465 · Legal/Professional Fees	-100.00
TOTAL					-200.00
Bill Pmt -Check	6129	02/13/2020	True North Equipment	1008 · SW - 9840 Columbia Bank	
Bill	E137	11/28/2019		Repairs & Maintenance	-4,562.55
TOTAL					-4,562.55
Check	6130	02/13/2020	Sheridan Rural Fire Protection District	1008 · SW - 9840 Columbia Bank	
				General Supplies	-12.50
				Repairs & Maintenance	-41.56
				6465 · Legal/Professional Fees	-52.00
				6465 · Legal/Professional Fees	-963.00
				General Supplies	-45.80
TOTAL					-1,114.86
Check	6131	02/13/2020	West Valley Fire District	1008 · SW - 9840 Columbia Bank	
				General Supplies	-119.78
				6465 · Legal/Professional Fees	-50.00
				Repairs & Maintenance	-10.79
				Repairs & Maintenance	-42.17
				General Supplies	-15.81
TOTAL					-238.55

SW Polk Fire District
Check Detail
February 2020

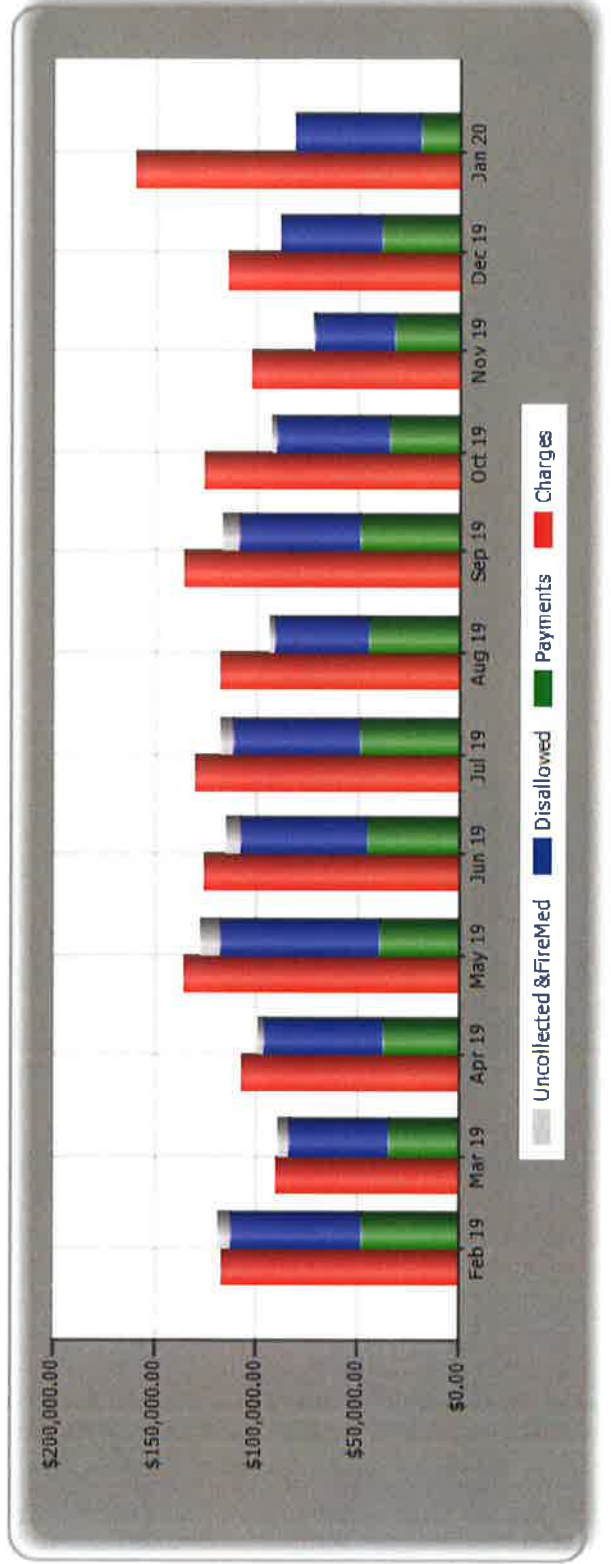
Type	Num	Date	Name	Account	Paid Amount
Check	6132	02/13/2020	Sheridan Rural Fire Protection District	1008 - SW - 9840 Columbia Bank	
TOTAL			6463 - Contractual Services		-51,543.41
Bill Pmt -Check	6133	02/26/2020	Special Districts Association of Oregon	1008 - SW - 9840 Columbia Bank	
Bill	Conf.	02/24/2020		Travel & Education	-230.00
TOTAL					-230.00

ANNUAL COLLECTION STATISTICS

Date Of Service	02/01/2019
Date Of Service	01/31/2020
Invoices	0
Company	West Valley
Provider	West Valley

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Feb 19	67	116,544.00	-47,882.14	41 %	-500.00	0 %	-64,181.14	55 %	-5,709.40	5 %	-1,728.68	-1 %
Mar 19	51	89,864.80	-34,559.49	39 %	-75.00	0 %	-49,014.87	55 %	-5,840.44	7 %	175.00	0 %
Apr 19	62	106,788.20	-36,811.32	34 %	-150.00	0 %	-59,683.32	56 %	-2,129.28	2 %	8,014.28	8 %
May 19	80	135,731.20	-38,928.51	29 %	-1,885.60	1 %	-78,815.81	58 %	-8,119.84	6 %	7,981.44	6 %
Jun 19	72	125,567.40	-45,373.94	36 %	-925.00	1 %	-62,573.88	50 %	-6,001.68	5 %	10,692.90	9 %
Jul 19	73	130,867.20	-48,626.73	37 %	-1,637.84	1 %	-63,243.97	48 %	-4,338.85	3 %	12,819.81	10 %
Aug 19	65	117,289.00	-44,281.52	38 %	-1,052.47	1 %	-46,594.84	40 %	-1,928.16	2 %	23,432.01	20 %
Sep 19	82	135,750.00	-49,203.26	36 %	-1,450.00	1 %	-59,358.22	44 %	-6,475.04	5 %	19,263.48	14 %
Oct 19	73	125,521.00	-34,825.79	28 %	-150.00	0 %	-55,450.81	44 %	-1,823.20	1 %	33,271.20	27 %
Nov 19	56	102,760.60	-31,562.89	31 %	-550.00	1 %	-40,014.61	39 %	0.00	0 %	30,633.10	30 %
Dec 19	66	113,736.40	-37,654.67	33 %	0.00	0 %	-50,602.99	44 %	0.00	0 %	25,478.74	22 %
Jan 20	81	159,910.00	-19,272.52	12 %	0.00	0 %	-61,507.57	38 %	0.00	0 %	79,129.91	49 %
828		1,459,929.80	-468,982.78		-8,375.91		-691,042.03		-42,365.89		249,163.19	

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



West Valley Fire District

Cash Report Fund Balance

February 29, 2020

For March 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
US Bank Checking	\$ 63,033.27	\$125,091.59	-\$104,624.86	\$0.00	\$0.00	\$ 83,500.00 ✓
LGIP/5640	\$ 46,904.36	\$1,939.37	-\$45,000.00	\$75.26	-\$0.10	\$ 3,918.89 ✓
Totals	\$ 109,937.63	\$127,030.96	\$ (149,624.86)	\$ 75.26	\$ (0.10)	\$ 87,418.89

✓ Indicates reconciled to statement

West Valley Fire District

PROFIT AND LOSS

February 2020

	TOTAL
Income	
INCOME	
600 Current Taxes	1,486.76
610 Previous Taxes	461.00
615 Interest	66.87
620 Ambulance User Fees	74,787.07
625 FireMed	225.00
Total INCOME	77,026.70
Total Income	\$77,026.70
GROSS PROFIT	\$77,026.70
Expenses	
MATERIAL & SERVICES	
807 Dispatch Fees	1,836.42
808 Insurance	26,302.00
812 Professional Services	4,906.19
814 Misc. Expenses	820.01
826 Utilities	3,160.86
835 Medical Supplies	3,255.32
Contractual Services	36,843.92
Equipment	510.00
General Supplies	1,381.11
PPE	-2,034.79
Repairs & Maintenance	13,563.38
Travel & Education	45.10
Total MATERIAL & SERVICES	90,589.52
PAYROLL EXPENSES	
725 MEDICAL INS	6,232.94
Employment Insurance	122.68
Federal Taxes 941/944	14,636.59
P.E.R.S.	8,309.56
Salaries	32,640.27
State Taxes (Employee)	3,666.75
Total PAYROLL EXPENSES	65,608.79
Total Expenses	\$156,198.31
NET OPERATING INCOME	\$ -79,171.61
NET INCOME	\$ -79,171.61

West Valley Fire District

BUDGET VS. ACTUALS: FY_2019_2020 - FY20 P&L

July 2019 - February 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
GF Beginning Balance	329,005.46	375,000.00	45,994.54	87.73 %
INCOME				
600 Current Taxes	251,759.56	255,000.00	3,240.44	98.73 %
610 Previous Taxes	10,490.03	5,000.00	-5,490.03	209.80 %
615 Interest	2,798.92		-2,798.92	
620 Ambulance User Fees	420,842.64	650,000.00	229,157.36	64.75 %
625 FireMed	6,365.00		-6,365.00	
627 Miscellaneous	760.10	50,000.00	49,239.90	1.52 %
630 Contractural services	244,011.84	550,000.00	305,988.16	44.37 %
646 Equipment Sale	10,843.00		-10,843.00	
Total INCOME	947,871.09	1,510,000.00	562,128.91	62.77 %
Unapplied Cash Payment Income-1	5.00		-5.00	
Total Income	\$1,276,881.55	\$1,885,000.00	\$608,118.45	67.74 %
GROSS PROFIT	\$1,276,881.55	\$1,885,000.00	\$608,118.45	67.74 %
Expenses				
MATERIAL & SERVICES				
807 Dispatch Fees	20,184.17	33,000.00	12,815.83	61.16 %
808 Insurance	27,938.00	35,000.00	7,062.00	79.82 %
812 Professional Services	75,180.40	25,000.00	-50,180.40	300.72 %
814 Misc. Expenses	5,642.93	10,000.00	4,357.07	56.43 %
826 Utilities	25,501.00	32,000.00	6,499.00	79.69 %
835 Medical Supplies	20,240.42	35,000.00	14,759.58	57.83 %
Contractual Services	233,046.27	355,000.00	121,953.73	65.65 %
Equipment	1,097.84	16,000.00	14,902.16	6.86 %
General Supplies	14,211.61	25,000.00	10,788.39	56.85 %
Grant Purchases	10,000.00	20,000.00	10,000.00	50.00 %
PPE	18,673.80	18,000.00	-673.80	103.74 %
Repairs & Maintenance	70,498.76	60,000.00	-10,498.76	117.50 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Travel & Education	10,724.28	15,000.00	4,275.72	71.50 %
Total MATERIAL & SERVICES	532,939.48	679,000.00	146,060.52	78.49 %
PAYROLL EXPENSES				
725 MEDICAL INS	76,420.54	150,000.00	73,579.46	50.95 %
Employment Insurance	1,383.10	1,000.00	-383.10	138.31 %
Federal Taxes 941/944	116,078.70	70,000.00	-46,078.70	165.83 %
Garnish	599.94		-599.94	
P.E.R.S.	81,497.40	120,000.00	38,502.60	67.91 %
Salaries				
6560 Salaries	286,402.99	685,000.00	398,597.01	41.81 %
Volunteer Reimbursement	10,963.49	50,000.00	39,036.51	21.93 %
Total Salaries	297,366.48	735,000.00	437,633.52	40.46 %
State Taxes (Employee)	30,367.74		-30,367.74	
Worker's Comp	22,627.19	30,000.00	7,372.81	75.42 %
Total PAYROLL EXPENSES	626,341.09	1,106,000.00	479,658.91	56.63 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Unappropriated Ending Fund Balance		75,000.00	75,000.00	
zContingency		25,000.00	25,000.00	
Total Expenses	\$1,159,280.57	\$1,885,000.00	\$725,719.43	61.50 %
NET OPERATING INCOME	\$117,600.98	\$0.00	\$ -117,600.98	0.00%
NET INCOME	\$117,600.98	\$0.00	\$ -117,600.98	0.00%

West Valley Fire District

CHECK DETAIL

February 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1 US Bank					
02/04/2020	Expense		Oregon Department of Revenue		-3,648.44
				January payroll taxes	3,648.44
02/05/2020	Expense		IRS		-14,604.45
				January payroll taxes	14,604.45
02/12/2020	Check	Online	Intuit Supplies Group		-359.98
				500 checks/envelopes	359.98
02/12/2020	Expense		PERS		-2,412.08
				January 2020	2,412.08
02/12/2020	Expense		PERS		-5,897.48
				January 2020	5,897.48
02/13/2020	Bill Payment (Check)	Online	NW Natural		-598.33
				St 8	-598.33
02/13/2020	Bill Payment (Check)	Online	Verizon Wireless		-649.90
				cell phones	-649.90
02/13/2020	Check	5137	Chemeketa Community College		-1,300.00
				K01151105 Hewes, Haden Winter term scholarship	1,300.00
02/13/2020	Bill Payment (Check)	5145	OFDDA		-1,000.00
				dues	-1,000.00
02/13/2020	Bill Payment (Check)	5153	Streamline		-400.00
				website	-400.00
02/13/2020	Bill Payment (Check)	5155	The Bulletin Board		-30.00
				advertising	-30.00
02/13/2020	Bill Payment (Check)	5136	Carquest Of Sheridan		-22.07
				R & M	-22.07
02/13/2020	Bill Payment (Check)	5138	City Of Dallas		-3,579.68
				R & M	-3,579.68
02/13/2020	Bill Payment (Check)	5139	City of Willamina		-246.76
				St 8	-246.76
02/13/2020	Bill Payment (Check)	5140	Gramer Heating and Cooling, Inc.		-6,537.00
				St 8	-6,537.00
02/13/2020	Bill Payment (Check)	5141	Grand Ronde Sanitary District		-40.00
				St 82	-40.00
02/13/2020	Bill Payment (Check)	5142	Industrial Welding Supply, Inc		-21.00
				oxygen	-21.00
02/13/2020	Bill Payment (Check)	5143	Les Schwab		-817.34
				tires M182	-817.34

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
					-817.34
02/13/2020	Bill Payment (Check)	5144	Mishler Towing	R & M	-200.00
					-200.00
02/13/2020	Bill Payment (Check)	5146	SDIS	health ins.	-6,232.94
					-6,232.94
02/13/2020	Bill Payment (Check)	5147	Sheldon Oil Company	fuel	-1,888.46
					-1,888.46
02/13/2020	Bill Payment (Check)	5148	Sheridan Building Materials	R & M	-9.68
					-9.68
02/13/2020	Bill Payment (Check)	5149	Sheridan Fire Distirct	Contractual Jan. 2020	-36,843.92
					-36,843.92
02/13/2020	Bill Payment (Check)	5151	Skyberg Lumber	R & M	-24.16
					-24.16
02/13/2020	Bill Payment (Check)	5152	Special Districts Insurance Services	liability/auto renewal	-26,302.00
					-26,302.00
02/13/2020	Bill Payment (Check)	5154	Teleflex LLC	EMS supplies	-610.50
					-610.50
02/13/2020	Bill Payment (Check)	5156	thyssenkrupp Elevator Corp.	qtrly service agreement	-531.00
					-531.00
02/13/2020	Bill Payment (Check)	5157	Yamhill Communications Agency	dispatch	-1,836.42
					-1,836.42
02/13/2020	Bill Payment (Check)	5158	Zoll Medical Corporation	EMS supplies	-1,351.50
					-1,351.50
02/13/2020	Check	5150	Sheridan Fire Distirct	misc bills	-5,048.24
				Walter E Nelson 1/10/2020	246.83
				Microsoft 1/11/2020	143.04
				Life-Assist 1/13/2020	738.85
				Costco 1/14/2020	17.18
				Walter E Nelson 1/17/2020	83.61
				MSDS Online 1/21/2020	963.00
				Life-Assist 1/24/2020	464.05
				Life-Assist 1/28/2020	16.50
				Complete Wireless 1/28/2020	1,924.22
				Life-Assist 1/30/2020	450.96
02/14/2020	Check	Online	AFLAC MED	Payroll deduction	-77.52
					-47.88
					-29.64
02/14/2020	Bill Payment (Check)	Online	Portland General Electric	St 8	-1,494.45
					-1,494.45
02/18/2020	Bill Payment (Check)	Online	Portland General Electric	St 82	-31.08
					-31.08
02/18/2020	Check	Online	US Bank	12/20/19-1/21/20	-13,160.19
				Hertel CC	-1,244.20
				Schulze CC	-5,568.49

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
				Hoxie CC	-152.04
				Crowe CC	-5,307.95
				Mock CC	-242.03
				Thomas CC	-645.48
02/18/2020	Expense		HEWES, HADEN		-175.41
				Dec	175.41
02/19/2020	Bill Payment (Check)	5159	Systems Design West EMS	Dec. 2019	-1,603.15
					-1,603.15
02/20/2020	Bill Payment (Check)	Online	Recology Western Oregon	St 8	-100.34
					-100.34
02/21/2020	Bill Payment (Check)	Online	Sierra Springs	coffee	-269.99
					-269.99
02/24/2020	Bill Payment (Check)	5160	State of Oregon Employment Department	4th QTR 2019 SUTA	-122.68
					-122.68
02/25/2020	Expense		Oregon Department of Revenue		-18.31
				SWT	18.31
02/26/2020	Expense		IRS		-32.14
				payroll taxes	32.14
02/27/2020	Expense		Intuit Complete Payroll	2/26-3/26-2020	-115.00
				2/26-3/26-2020	115.00
02/27/2020	Expense		VAUBLE, RYAN.		-2,972.82
				Feb	2,972.82
02/27/2020	Expense		ALGUIRE, JACOB.		-3,193.76
				Feb	3,193.76
02/27/2020	Expense		PAYNE, JAY.		-3,248.68
				Feb	3,248.68
02/27/2020	Expense		WOODS, MICHAELA		-3,255.75
				Feb	3,255.75
02/27/2020	Expense		HOY, McKENNA		-3,267.82
				Feb	3,267.82
02/27/2020	Expense		HINES, ERIC		-3,447.52
				Feb	3,447.52
02/27/2020	Expense		WALTERS, COOPER		-3,512.65
				Feb	3,512.65
02/27/2020	Expense		SESSA, JAKOB		-3,723.51
				Feb	3,723.51
02/27/2020	Expense		TIGNER, TAMI.		-4,542.35
				Feb	4,542.35
02/28/2020	Check	5162	Department of Justice	410000000372703	-514.00
				Payroll deduction	-514.00
02/28/2020	Check	5161	Department of Justice	410000000187701	-16.00

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	AMOUNT
			Payroll deduction	-16.00
02/28/2020	Check	5163 IAFF Local #4861	9 employees (Feb. 2020)	-630.00
			February 2020	-630.00
<hr/>				
1004 GF LGIP/5640				
02/03/2020	Check		Service Charge	-0.10
				0.10

POLICY 103 – POLICY MANUAL

103.1 PURPOSE AND SCOPE

ii The Policy Manual of the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this agency. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of the existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this agency under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City and District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for agency administrative action, training or discipline. The Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts reserves the right to revise any policy content, in whole or in part.

103.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, City and District policy or collective bargaining agreement, such law, City and District policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the Agency will seek to resolve the conflict.

103.3 AUTHORITY

The Fire Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Fire Chief or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

City and District - The City and District of Dallas Fire & EMS, Sheridan Fire Dist, SW Polk Fire Dist, West Valley Fire Dist.

Civilian - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

Agency/DF&EMS/SFD/SWP/WVFD - The Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts.

Employee - Any person employed by the Agency.

Fire Code - 2019 edition of the International Fire Code with amendments as adopted by the State of Oregon (OAR 837-040-0010; OAR 837-040-0020).

Firefighter/Sworn, appointed, or elected - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts.

Health and Safety Officer - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

Manual - The Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person who is employed or appointed by the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other agency members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

103.5 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the agency network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Deputy Chief of Operations will ensure that members under his/her command are aware of any Policy Manual revision.

All agency members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

POLICY 903 – COMMUNICABLE DISEASES

903.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of agency members contracting and/or spreading communicable diseases.

903.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, the mouth, a mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (i.e., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

903.2 POLICY

The Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

903.3 EXPOSURE CONTROL OFFICER

The Health and Safety Officer shall serve as the agency's Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- a. Exposure prevention and decontamination procedures.
- b. Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- c. The provision that agency members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.
- d. Compliance with all relevant laws or regulations related to communicable diseases, including:
 1. Complying with the Oregon Safe Employment Act (ORS 654.001 et seq.).
 2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 3. Engineering and work practice controls, including safer medical devices, such as sharps (OAR 437-002-1030).
 4. Exposure control plan contents and precautions in 29 CFR 1910.1030, including bloodborne pathogen precautions (OAR 437-002-0360).

The ECO should also act as the liaison with the Oregon Occupational Safety and Health Administration (OR-OSHA) and may request voluntary compliance inspections. The ECO should periodically, at a minimum annually, review and update the exposure control plan and review implementation of the plan.

903.4 EXPOSURE PREVENTION AND MITIGATION

903.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes but is not limited to:

- a. Stocking disposable gloves, antiseptic hand cleanser, CPR masks, or other specialized equipment in the work area or agency vehicle, as applicable.
- b. Wearing agency-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.
- c. Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- d. Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- e. Using an appropriate barrier device when providing CPR.
- f. Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- g. Decontaminating non-disposable equipment (e.g., laryngoscope, firefighting gloves, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.
 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- h. Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- i. Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- j. Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

903.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; OAR 437-002-0360).

Other preventive, no-cost immunizations shall be provided to members who are at risk of contracting a communicable disease if such preventive immunization is available and is medically appropriate. A member shall not be required to be immunized unless such immunization is otherwise required by federal or state law, rule, or regulation (ORS 433.416).

903.5 POST-EXPOSURE

903.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- a. Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- b. Obtain medical attention as appropriate.
- c. Notify a supervisor as soon as practicable.

903.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

- a. Name and Social Security number of the members exposed
- b. Date, incident number, and time of the incident
- c. Location of the incident
- d. Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- e. Work being done during exposure
- f. How the incident occurred or was caused
- g. PPE in use at the time of the incident
- h. Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the On-Duty Injuries and Illness and Injury Prevention Program policies).

903.5.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Agency members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- a. Whether the member has been informed of the results of the evaluation.
- b. Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

903.5.4 COUNSELING

The Agency shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

903.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- a. Obtaining consent from the individual.
- b. Contacting the Oregon Health Authority to seek voluntary consent for source testing for HIV (ORS 433.065).
- c. Petitioning for a court order to compel source testing for HIV or other communicable disease, as defined by ORS 431A.005, if a good faith effort to obtain voluntary consent is requested from the source person and not obtained (ORS 433.080; ORS 431A.570).
- d. Performing a blood draw on a patient who is unconscious or otherwise unable to give consent, if an emergency medical services provider receives a needlestick injury during treatment and all of the following apply (2019 Oregon Laws, c. 476, § 1):
 1. The patient is not expected to rapidly regain consciousness or the ability to consent.

2. There is no one immediately available to provide consent on behalf of the patient.
3. The emergency medical services provider will benefit from knowing the results of the test.

Test results obtained through option (d) shall not be shared with law enforcement agencies (2019 Oregon Laws, c. 476, § 1).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City and/or District Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

903.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1041.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612; ORS 659A.159):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition. Under state law, family member also includes same-sex registered domestic partner, parent-in-law, grandparent, and grandchild (ORS 659A.150; OAR 839-009-0210).
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.
- To care for a child of an employee who is ill, injured or has a condition that is not a serious health condition but requires home care (ORS 659A.159).
- Death of a family member (ORS 659A.159).

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Department of Human Resources or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

1041.1.1 DEFINITIONS

Definitions related to this policy include:

Child - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

For purposes of OFLA, an employee's child may be a minor or adult when leave is taken for a serious health condition, sick child leave, or death of a family member (OAR 839-009-0210(7)).

FMLA - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

OFLA - The Oregon Family Leave Act (ORS 659A.150 et seq.).

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the agency benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122). For purposes of OFLA, Oregon recognizes individuals who have lawfully established a civil union, domestic partnership, or similar relationship under the laws of any state (OAR 839-009-0210(21)).

POLICY 1041- FAMILY AND MEDICAL LEAVE

1041.2 POLICY

It is the policy of the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

1041.3 FMLA-ELIGIBLE EMPLOYEES

Employees are eligible for FMLA after working for the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

1041.3.1 OFLA-ELIGIBLE EMPLOYEES

Employees are eligible for OFLA after working for the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts for 180 days preceding the leave and have worked for at least an average of 25 hours per week during the 180-day period. Employees may not be eligible for OFLA leave if there are less than 25 employees (ORS 659A.153; ORS 659A.156). The following exceptions apply under OFLA:

- a. For parental leave, employees are eligible after being employed for 180 days, without regard for the number of hours worked per week.
- b. For Oregon Military Family Leave, eligible employees must work an average of 20 hours per week (ORS 659A.090).

1041.4 TYPE AND DURATION OF LEAVE

Generally, eligible employees are entitled under FMLA/OFLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100; ORS 659A.162). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

1041.4.1 SERIOUS HEALTH CONDITIONS

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

Under state law, eligible employees may take up to 12 weeks to care for a family member, including a same-sex registered domestic partner, parent-in-law, grandparent, or grandchild, with a serious health condition or when the employee is unable to work because of his/her own serious health condition (ORS 659A.159; ORS 659A.162).

If both spouses, including a state-registered domestic partner, are employed by the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114; ORS 659A.150).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b); ORS 659A.150).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).
- Under OFLA, an illness, disease, or condition that, in the medical judgment of the treating health care provider, poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires constant care (ORS 659A.150).
- Under OFLA, any period of absence for the donation of a body part, organ, or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery (ORS 659A.150).

1041.4.2 PREGNANCY DISABILITY LEAVE

Employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA/OFLA leave. The duration of leave is dependent on the circumstances. The Agency shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work (ORS 659A.186).

1041.4.3 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200; ORS 659A.159). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121; ORS 659A.159).

If both parents are employed by the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts, the combined number of work weeks of leave, under FMLA, is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

Under OFLA, if both parents are employed by the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts, the eligible employees may each take up to 12 weeks of leave but not concurrently (ORS 659A.162).

1041.4.4 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.

- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

1041.4.5 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

1041.4.6 MILITARY FAMILY LEAVE

During a period of military conflict, an eligible employee who is the spouse (including a same-sex domestic partner) of a service member is entitled to 14 days of unpaid leave for each deployment when the service member is called to active duty or is deployed. The leave is to be used prior to deployment or when the service member is on leave from deployment (ORS 659A.093).

An employee who requests military family leave shall provide his/her supervisor with notice of the intent to take leave within five business days of receiving official notice of an impending call or order to active duty or a leave from deployment (ORS 659A.093).

Military family leave shall be included in the total amount of leave authorized under OFLA (ORS 659A.093).

1041.4.7 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Under state law, an employee who has previously qualified for and taken a portion of OFLA may have to requalify as an eligible employee each time he/she begins additional OFLA leave within the same leave year (OAR 839-009-0240).

Intermittent leave for any employee shall be tracked and calculated.

1041.5 EMPLOYEE BENEFITS WHILE ON LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210; OAR 839-009-0270(6)). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the Agency may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The Agency may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

1041.6 SUBSTITUTION OF PAID ACCRUED LEAVES

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA and/or OFLA leave. Employees may not use paid accrued leave to extend FMLA/OFLA leave beyond 12 work weeks per year.

1041.7 USE OF FMLA/OFLA LEAVE

If an employee takes a leave of absence for any reason that is FMLA/OFLA qualifying, the Agency may designate that non-FMLA/OFLA leave as running concurrently with the employee's 12-week FMLA/OFLA leave entitlement.

1041.8 PROCEDURES

The following procedures will apply for all employees requesting leave under FMLA/OFLA:

- a. When a leave is requested for a medical or other FMLA/OFLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the agency's operations (29 USC § 2612; 29 CFR 825.302; ORS 659A.168).

- b. An employee who wishes to take FMLA/OFLA must provide his/her supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable, but not later than 24 hours if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303; ORS 659A.165).
- c. At the time of the request, the employee must complete an FMLA/OFLA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the Agency, the supervisor should forward the request and any medical certifications to the Department of Human Resources and ensure the employee is provided the necessary forms and FMLA/OFLA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310; ORS 659A.168).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311; ORS 659A.171). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312; ORS 659A.171).

1041.9 REINSTATEMENT FOLLOWING LEAVE

Generally, employees returning from FMLA/OFLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216; ORS 659A.171).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Department of Human Resources or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting any paid FMLA/OFLA leave, non-paid leave will continue until the conclusion of the protected time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Department of Human Resources, will determine whether non-FMLA/OFLA leave should apply.

1041.10 RESPONSIBILITY

Supervisors should work with the Department of Human Resources or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Department of Human Resources should advise the supervisor and inform members of their rights and responsibilities.

1041.11 RECORDS

The Agency will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the agency's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/OFLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

1041.12 NOTICE TO EMPLOYEES

The Human Resources Director should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the Agency where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

POLICY 1071 – DISCRIMINATORY HARRASSMENT

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent agency members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

- a. This policy also applies to agency elected officials (2019 Oregon Laws, c. 463, § 2).

1017.2 POLICY

The Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Agency will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Agency will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Agency may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1017.3 DEFINITIONS

Definitions related to this policy include:

1017.3.1 DISCRIMINATION

The Agency prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law (e.g., ORS 659A.030; ORS 659A.082; ORS 659A.112).

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments, making crude and offensive statements or remarks, making slurs or off-color jokes, stereotyping, engaging in threatening acts, making indecent gestures, pictures, cartoons, posters, or material, making inappropriate physical contact, or using written material or agency equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to agency policy and to the agency commitment to a work environment that is free of discrimination.

1017.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

1017.3.3 SEXUAL HARASSMENT

The Agency prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.
- b. Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- c. Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1017.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- a. Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Oregon Bureau of Labor and Industries' Civil Rights Division.
- b. Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City and District or agency rules or regulations, or any other appropriate work-related communication between supervisor and member.

1017.4 RESPONSIBILITIES

This policy applies to all agency members who shall follow the intent of these guidelines in a manner that reflects agency policy and the best interest of the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Human Resources Director, or the City Manager and/or Board President.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

1017.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination or sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Human Resources Director, or the City Manager and/or Board President for further information, direction, or clarification.

1017.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of each supervisor and manager shall include but are not limited to:

- a. Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- b. Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
 1. Unless a member objects in writing, a supervisor designated by the Fire Chief shall follow up with a member once every three months for a year following the date on which the member reported the incident to determine whether the alleged harassment has stopped or if the member has experienced retaliation (2019 Oregon Laws, c. 463, § 3).
- c. Ensuring that their subordinates understand their responsibilities under this policy.
- d. Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- e. Making a timely determination regarding the substance of any allegation based upon all available facts.
- f. Notifying the Fire Chief or Human Resources Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1017.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- a. Behavior of supervisors and managers should represent the values of the Agency.
- b. False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

1017.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member or members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1017.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1017.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or offering testimony or evidence in any investigation (ORS 659A.199).

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Human Resources Director, or the City Manager and/or Board President.

1017.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Agency. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges.

Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

1017.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- a. Approved by the Fire Chief, the City Manager and/or Board President, or the Human Resources Director, depending on the ranks of the involved parties.
- b. Maintained in accordance with the established records retention schedule.

1017.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

1017.7 ADDITIONAL REQUIREMENTS

The Human Resources Director should consult with the City and District human resources manager to ensure that all required notifications regarding unlawful employment discrimination are available to all employees.

When any member complains about discriminatory harassment, the person receiving the complaint should provide a copy of this policy to the member (2019 Oregon Laws, c. 463, § 2).

A member may file a complaint with the Bureau of Labor and Industries and may have other legal remedies under Oregon law (2019 Oregon Laws, c. 463, § 2).

- a. Administrative complaints regarding federal discrimination claims must be filed within 300 days of the alleged unlawful employment practice (42 USC § 2000e-5(e)(1)).
- b. Administrative complaints regarding state discrimination claims must be filed within five years of the alleged unlawful employment practice (ORS 659A.820(3)).
- c. A civil lawsuit alleging state discrimination claims must be filed within five years of the alleged unlawful employment practice (ORS 659A.875).
- d. A civil lawsuit alleging federal discrimination claims must be filed within 90 days of the receipt of a right to sue letter from the Bureau of Labor and Industries and/or the EEOC (42 USC § 2000e-16(c)).
- e. The statute of limitation periods for crimes related to sexual harassment vary, from two to 12 years.
- f. Claims made against the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts require advance notice pursuant to ORS 30.275 (2019 Oregon Laws, c. 463, § 2).

A member may file a complaint with the Agency within four years from the date of the alleged incident or within the time limitation specified in ORS 659A.875, whichever is greater (2019 Oregon Laws, c. 463, § 3).

Claims made against the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts require advance notice pursuant to ORS 30.275 (2019 Oregon Laws, c. 463, § 2).

A member who believes he/she has been subjected to workplace harassment may access available community services and any support services provided by the Agency, such as the employee assistance program (2019 Oregon Laws, c. 463, § 2).

No member will be required or coerced into a nondisclosure agreement (requiring confidentiality) or a nondisparagement agreement (prohibiting any negative statements about the Dallas Fire & EMS and Sheridan/SW Polk/West Valley Fire Districts or its members in any form of communication). A member may voluntarily enter into an agreement that contains a nondisclosure or nondisparagement provision and has a minimum of seven days to revoke the agreement (2019 Oregon Laws, c. 463, § 2).

1017.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during his/her term with the Agency.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

RESOLUTION NO. 2019-03

RESOLUTION AUTHORIZING THE REALLOCATION OF FUNDS FROM CONTIGENCY TO GENERAL FUND, MATERIALS AND SERVICES, EQUIPMENT LINE ITEM WITHIN THE BUDGET YEAR 2019-20

WHEREAS, Oregon Local Budget Law [ORS 294.471(3)] allows the governing body to adopt the budgetary reallocation of funds at a regular meeting of the governing body, if the difference is 10 percent or less from the expenditures in the adopted budget; and

WHEREAS, West Valley Fire District was awarded a Spirt Mountain Community Fund Grant in the amount of \$16,284 for the purpose of the purchase of an ambulance power load and power cot system that costs \$42,830; and

WHEREAS, the \$16,284 grant award amount needs to be appropriated within miscellaneous revenue; and

WHEREAS, there is a need for grant matching funds in the amount of \$26,546 in the general fund, materials and services, equipment line item; and

WHEREAS, this was an unanticipated grant thus meeting the intent for use of contingency funds; and

NOW, THEREFORE, BE IT RESOLVED BY WEST VALLEY FIRE DISTRICT BOARD OF DIRECTORS AS FOLLOWS:

Section 1: The general fund, materials and services, equipment line item will be increased by \$25,000 and contingency line item will be reduced by \$25,000 for the payment of the ambulance power load and power cot system.

Section 2: This resolution is effective immediately upon its enactment by the District Board of Directors.

PRESENTED AND PASSED this 12th day of March, 2020.

Chris Greenhill, Board President

ATTEST

Roy Whitman, Board Secretary

CHIEF'S REPORT

- ❖ Upcoming Events
 - March 31-April 2: Incident Management Team Training in Sunriver
 - May 7- SW Polk Volunteer Association Pancake Feed
 - May 19 - Election Day
 - June 20 – Sheridan Hometown Days

- ❖ Firefighter/Paramedic position(s)
 - Started advertising last week again to fill current vacancies and expected vacancies
 - Administration has been working with the union, civil service commission, and the chief examiner to be able to offer this position to a paramedic with the expectation that they will be certified with firefighter 1 within 6 months of hire date.
 - This is in hopes that the pool will be bigger. There have been limited firefighter/paramedic applicants in surrounding areas. Salem recently tried to hire for 16 vacancies. They were only able to hire 12. Of the 12 hired, there was one from Sheridan, one from Polk 1 and one from Dallas.
 - Administration sees this as a multifaceted issue that will continue to affect all three agencies for the foreseeable future. We are looking for avenues to increase recruitment and retention including:
 - Creating an environment of excitement within the workforce
 - Increasing pay to be equitable for our location and area
 - Recruiting students and volunteers that could potentially fulfil these positions in the future
 - Looking into options to provide scholarships for paramedic training in exchange for a 3-year commitment for firefighter/paramedic employment

- ❖ Cooperative Services Study
 - Data collection is nearly complete
 - Estimated timeline for completion is 6 months

- ❖ Website Update
 - Added the following things to the websites
 - KnoxBox information
 - Link to daily backyard burning bulletin put out by ODF and DEQ
 - Coronavirus information
 - FireMed Application
 - Records Request Form
 - Address Sign Request Form
 - Facility Use Application
 - Volunteer Application
 - Volunteer Recruitment Ads

- ❖ **Coronavirus**
 - Staff participated in a conference call with the Oregon State Fire Marshal's office, Oregon Health Authority, Oregon Fire Chief Association and Washington State representatives and most county fire defense board chiefs
 - Washington has a conflagration response in response to exposed firefighters that are under quarantine
 - Administration is working closely with the Oregon Health Authority to keep up to date on best practices and information

- ❖ **Oregon Fire Chief's Association volunteer and combination round table discussion**
 - Hertel, Schulze, and Thomas attended and gave a presentation on achievements, learning points, struggles and failures of the three districts coming together

- ❖ **Sheridan Buell Station Training Room**
 - Training room has been expanded
 - Most upgrades have been completed

- ❖ **ESO Conference**
 - Chief Schulze and Mariah went to Austin, TX at the end of February for the ESO Training Conference to learn how to more efficiently use the software
 - They will be implementing changes and enhancements in the near future to increase efficiency

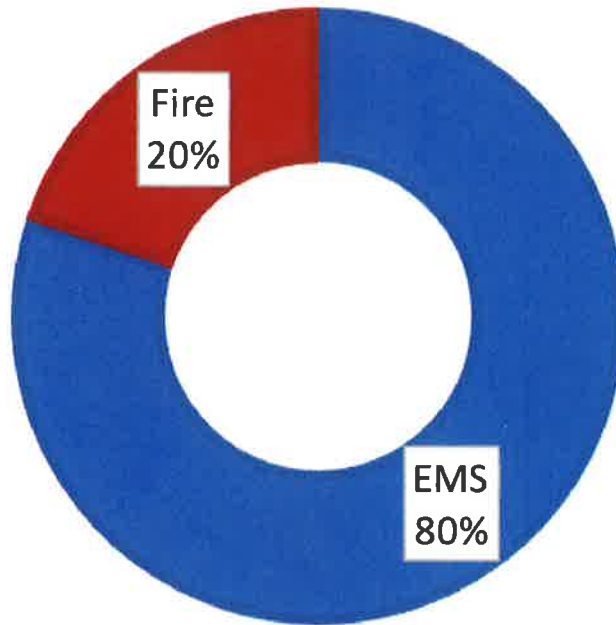
- ❖ **GEMT**
 - Unless there is some unforeseen delay, it is about a two-week turnaround once they receive the money to the time payment is received.
 - If the board gives me permission to sign an intergovernmental agreement it will reduce any potential for delay.
 - The numbers in the table below are estimates only, and final numbers will be received during the review process.

	State Check 4/30/2020	Fee for Service 4/30/2020	Federal Revenue 5/15/2020	Total GEMT Revenue 5/15/2020
Sheridan	\$ 24,362	\$ 4,872	\$ 73,085	\$ 97,447
West Valley	\$ 21,163	\$ 4,233	\$ 63,488	\$ 84,651

- ❖ **Monthly Activity Report**
 - Please find attached the Monthly Activity Report for all three districts

Sheridan Fire District

FEBRUARY 2020 MONTHLY REPORT



Fire Stats

Structure Fire	4
Vehicle fire	1
Explosion (no fire)	1
EMS incident	14
Extrication	1
Chemical response	1
Canceled en route	1
Controlled burning	1
System malfunction	1
Total	25

EMS Stats

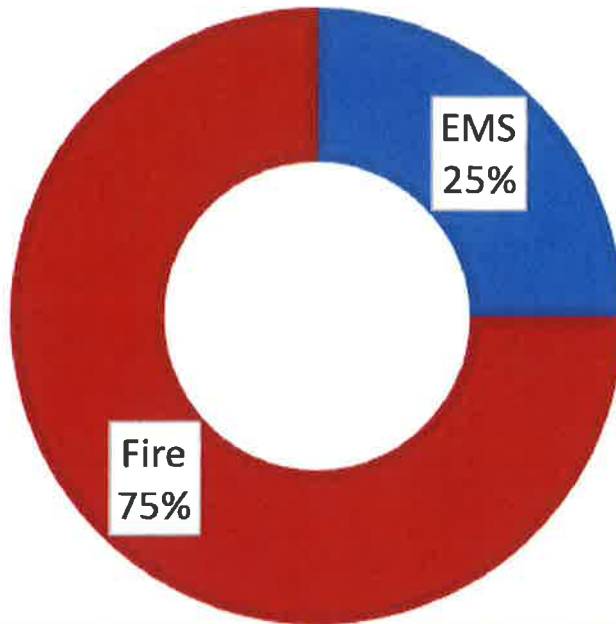
Public Assist	2
Unit Assist	1
Call Cancelled	9
Patient Dead on Scene	1
Standby	4
Not Transported	22
Patient Transported	62
Total	101

Total Calls 126

Training Hours 725

SW Polk Fire District

FEBRUARY 2020 MONTHLY REPORT



Fire Stats

Structure Fire	1
Vehicle fire	1
Water problem	2
Public service assistance	1
Canceled en route	4
No emergency found	1
False alarm	2
Total	12

EMS Stats

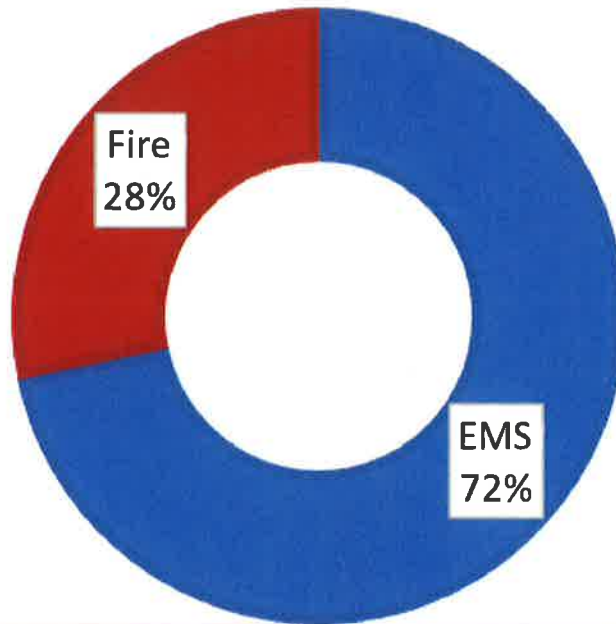
Rescue, EMS, other	1
Medical assist	2
EMS incident	1
Total	4

Total Calls 16

Training Hours 145.75

West Valley Fire District

FEBRUARY 2020 MONTHLY REPORT



Fire Stats

Vehicle fire	1
Medical assist	3
EMS incident	30
Canceled en route	3
No emergency found	1
Controlled burning	1
Total	39

EMS Stats

Public Assist	3
Call Cancelled	14
Patient Dead on Scene	1
Not Transported	27
Transported	54
Total	99

Total Calls 138

Training Hours 658.75