

AGENDA

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

West Valley Fire District
875 NE Main St.
Willamina, OR 97396
July 9, 2020 at 6:00 pm

The public is welcome to attend on our virtual platform. Masks are encouraged for any board members and staff attending the meeting in person. In accordance with Governor Brown's Executive Order 2020-12, our stations are not currently open to the public. The public is encouraged to relay concerns and comments to the Boards in one of three ways:

- Email at any time up to 12 p.m. the day of the meeting to mprescott@sheridanfd.org
- If attending via telephone only; please sign up prior to the meeting by emailing mprescott@sheridanfd.org
- If virtually attending the meeting; send a chat directly to Admin Assistant, Mariah Prescott, to request to speak and use the raise hand feature to request to speak, once it is your turn, we will announce your name and unmute your mic.

Join from computer or smartphone: <https://meetings.ringcentral.com/j/1490929112>

Or Telephone: +1(623)404-9000 Meeting ID: 149 092 9112

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Election of Board Officers.....ALL.....Discussion/Action
5. Swear in Board Member.....WVFD.....Discussion/Action
6. Approval of Minutes/All Agencies
7. Financial Report
 - A. Sheridan
 - B. SW Polk
 - C. West Valley
8. Audience Participation
9. Presentations
 - A. Conflagration presentation by Chief Schulze
10. Old Business
 - A. Fire & EMS Coalition.....ALL.....Discussion
 - B. Fire Authority Model.....ALL.....Discussion
 - C. Equitable Sharing.....ALL.....Discussion/Action
 - D. Establish guidance.....ALL.....Discussion/Action
 - E. Relief Nursery MOU.....WVFD.....Discussion/Action
11. New Business
 - A. Employee Handbook.....ALL.....Discussion
 - B. Surplus of Ambulance.....WVFD.....Discussion/Action
 - C. Board Meeting Schedule.....ALL.....Discussion/Action
 - D. Board Discussion Topics.....WVFD.....Discussion
12. Chief's Report
13. Director comments and/or agenda items for next month
14. Adjournment
 - a. Next meeting August 13, 2020 at Sheridan Fire Station

**Sheridan/SW Polk/West Valley Fire Districts
Joint Regular Board Meeting
275 N Main St. Rickreall, OR 97371
June 11, 2020 6 PM**

Meeting was held virtually via RingCentral Meetings.

ROLL CALL

Fred Hertel – SFD/SW Polk/WVFD Fire Chief
Damon Schulze – SFD/SW Polk/WVFD Deputy Chief
Les Thomas- SFD/SW Polk/WVFD Division Chief

Sheridan Fire District

Scot Breeden
Tammy Heidt
Brice Ingram
Dennis Rogers
Carol Harlan

SW Polk Fire District

Rod Watson
Bob Davis
Keith Moore
Frank Pender
Bruce Sigloh

West Valley Fire District

Chris Greenhill
Rick Mishler
Gary Brooks
Don Shelton
Roy Whitman

Audience

Todd Brumfield
Damon Schulze
Cody Heidt
Becky Prevett
Brian Prevett
Steve Warden
Ross Williamson
Jason Crowe

Daniel Cummins
Luke Nodine
Jakob Sessa
Mike Elliot
Cody Coonrod
Patty Brooks
Connie Brown
Les Thomas

RC Mock
Rob Foster
Jay Payne
Jake Rosenbalm
Brad Weaver
Trisha Young
Judy Breeden

President Rod Watson, SW Polk Fire District, opened the meeting at 6:20 pm.

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

FLAG SALUTE

Enter EXECUTIVE SESSION authorized under ORS 192.660(2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions, (f)To consider information or records that are exempt by law from public inspection, and (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Return to open session.

Approval of Minutes - All agencies

SFD/SW Polk/WVFD

Motion: Frank Pender

Second: Gary Brooks

Move to approve the minutes from the joint board meeting. Motion passed.

Discussion:

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Harlan; Aye

**SW Polk: Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye
WVFD: Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

**Motion: Rick Mishler Second: Gary Brooks
Move to approve the minutes from both of West Valley's budget meetings. Motion passed.**

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

**Motion: Dennis Rogers Second: Brice Ingram
Move to approve the minutes from both of Sheridan's budget meetings. Motion passed.**

**Discussion:
SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Harlan; Aye**

**Motion: Frank Pender Second: Bruce Sigloh
Move to approve the minutes from both of SW Polk's budget meetings. Motion passed.**

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

The oversight meeting minutes were reviewed as a group. No comments were made.

Financial Report – All agencies

SFD

**Motion: Tammy Heidt Second: Carol Harlan
Move to approve the financial report as written, pending clarification on the bill for Brad's Overhead
Doors. Motion passed.**

**Discussion: There was a bill for Brad's Overhead Doors. It was unclear if it was a bill for Sheridan Fire
District or not. Chief Hertel will investigate.**

Heidt; aye Breeden; aye Rogers; aye Ingram; aye Harlan; aye

SW Polk

**Motion: Frank Pender Second: Bruce Sigloh
Move to approve the financial report as written. Motion passed.**

**Discussion: None
Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye**

WVFD

**Motion: Rick Mishler Second: Roy Whitman
Move to approve the financial report as written. Motion passed.**

**Discussion: None
Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye**

AUDIENCE PARTICIPATION-

Becky Prevett and Trisha Young read resignation letters aloud.

Presentation- Chief Hertel and Chief Thomas gave presentation on the transition out of COVID-19 pandemic precautions

Trainings will begin to be held in groups at Sheridan and Rickreall to ensure the groups are small enough to be within regulations. These training will start with basics to ensure response personnel are comfortable with the equipment and apparatus again and that all personnel are trained the same.

Fire stations will begin to open to the public with sign in sheets to help with contact tracing.

OLD BUSINESS

Fire & EMS Coalition – All

This item is left on the agenda at the request of the three boards. No discussion at this time.

Fire Authority Model – All

This item is left on the agenda at the request of the three boards. No discussion at this time.

Opened budget hearings for Sheridan, SW Polk and West Valley Fire Districts at 8:00 PM

No public comment.

Closed budget hearings for Sheridan, SW Polk and West Valley Fire Districts.

Equitable Sharing- All

A request was made for staff to come up with a percentage of the collected amount from Medic 193 calls that would cover the costs to SW Polk for the calls their staff cover Sheridan calls.

NEW BUSINESS

Establish Guidance- All

Discussion was tabled until board members can review information provided during executive session.

Ford Family Foundation Grant- SW Polk

Motion: Bruce Sigloh

Second: Keith Moore

I move to accept the Ford Family Foundation Grant in the amount of \$228,936 and to use the funds as the application intended. Motion passed.

Discussion: None

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

Oregon Business Seismic Rehabilitation Grant and Spirit Mountain Community Fund Grant- Sheridan

Motion: Dennis Rogers

Second: Brice Ingram

I move to accept the Oregon Business Seismic Rehabilitation Grant in the amount of \$2,092,758, expend funds as the application intended and allow the Fire Chief to sign any necessary contract or documentation and begin execution of the processes required. Motion passed.

Discussion: None.

Heidt; aye Breeden; aye Rogers; aye Ingram; aye Harlan; aye

Motion: Dennis Rogers

Second: Brice Ingram

I move to accept the Spirit Mountain Community Fund Grant in the amount of \$23,874, expend funds as the application intended. Motion passed.

Discussion: None.

Heidt; aye Breeden; aye Rogers; aye Ingram; aye Harlan; aye

Relief Nursery MOU- West Valley

There has been a request from the Lutheran Services and the Willamina School District for the Fire Chief to sign a memorandum of understanding (MOU) allowing a Relief Nursery to continue with occupancy and permitting with the intent that they will meet fire codes in the next 3 years. Currently, there is not enough funding to proceed with the necessary upgrades to meet fire codes. The Board instructed Chief Hertel to not sign the MOU due to the liability that would be put on the District should something happen before fire codes are met.

Surplus of Ambulance- Sheridan

Staff report was given to the Board recommending that the ambulance (M0711) be sold as surplus due to mechanical issues. The repairs to the ambulance would be \$7,000-10,000. The money from the surplus could be redirected into a reserve fund to purchase a new medic in the future.

Motion: Tammy Heidt

Second: Carol Harlan

Move to surplus the ambulance (M0711) per the staff report, allow the Fire Chief to sign any necessary documentation, and place the funds in the equipment reserve fund. Motion passed.

Discussion: None.

Heidt; aye Breeden; aye Rogers; aye Ingram; aye Harlan; aye

Lexipol Policy

Motion: Frank Pender

Second: Gary Brooks

I move to approve the new Lexipol Tattoo Policy 1025.3 as presented. Motion passed.

Discussion: The question was raised about how enforceable the policy is considering that there are personnel have existing tattoos against the policy. It was clarified that the policy allows for the Fire Chief to use his discretion to work with those employees.

SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Harlan; Aye

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

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

SFD

Motion: Carol Harlan

Second: Brice Ingram

Move to approve Resolution 2019-05 adopting the budget, making appropriations, imposing the tax, and categorizing the tax. Motion passed.

Discussion:

Heidt; aye Breeden; aye Rogers; aye Ingram; aye Harlan; aye

SW Polk

Motion: Frank Pender **Second: Bruce Sigloh**
Move to approve Resolution 2019-06 adopting the budget, making appropriations, imposing the tax, and categorizing the tax. Motion passed.
Discussion: None
Watson; aye Davis; aye Pender; aye Moore; aye Sigloh; aye

WVFD

Motion: Don Shelton **Second: Roy Whitman**
Move to approve Resolution 2019-07 adopting the budget, making appropriations, imposing the tax, and categorizing the tax. Motion passed.
Discussion: None
Brooks; aye Greenhill; aye Mishler; aye Shelton; aye Whitman; aye

Chiefs Report

Written report was provided in the board packets.

Verbal report was given on Yamhill St. fire in Sheridan. Two volunteer firefighters were first to arrive on scene and made heroic efforts in attempt to rescue the occupants of the house. The fire was escalated to a three-alarm fire calling for additional resources from neighboring agencies. Additionally, Lt. Cody Coonrod assisted at the scene with heavy equipment use.

DIRECTORS COMMENTS AND/OR AGENDA ITEMS FOR NEXT MONTH

West Valley Board Director Don Shelton submitted his resignation, effective June 30, 2020.

Next Meeting; July 9, 2020 at 6 pm at West Valley Fire District, Willamina Fire Station.

Meeting adjourned at 9:35 PM

Motion: Rick Mishler **Second: Don Shelton**
SFD: Heidt; aye Breeden; aye Rogers; aye Ingram; aye Harlan; aye
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



June 15, 2020 4 PM

Oversight Committee Notes

- COVID-19 update
 - Stations will be slowly opening to the public. This will require guests to check-ins with at least the first name and phone number to be able to assist with contact tracing. Social distancing and other requirements will remain in place.
 - The Governor has set a week-long pause on counties entering the next phase to monitor the increasing cases in the state.
 - China is experiencing another wave of cases and has begun entering back into shutdowns.
 - Wednesday's All Member Meeting Postponed due to COVID-19
 - Chief to visit each agency's drill in interim
- Cooperative Services Study
 - July 1st 1800-1930 at McMinnville Council Chambers- 200 NE Baker St. McMinnville- Oversight committee to attend
 - July 2nd 1800-1930- If desired we have this slot for all three districts
- Employee Handbook Feedback
 - There are holes in Lexipol. There needs to be additional guidelines in addition to Lexipol to ensure all bases are covered.
 - Final oversight discussion will happen during next oversight meeting.
- Review Board Meeting
 - Executive Session during June Board Meeting
 - Ross Williamson Presentation
 - Property Discussion
 - Discussion regarding next steps for the three districts to continue at next board meeting.
 - Request made to get a plan for budgeting for the next fiscal year, including borrowing any money and making up deficiencies.
- Fred will be off Friday- Monday, June 19-22
- Medic 193 Reimbursement percentage
 - This discussion will continue at the next board meeting

Special Board Meeting Minutes
West Valley Fire District
825 N Main St.
Willamina, Oregon 97396
June 29, 2020 at 1:30 pm

Called meeting to order at 1:32 PM.

Pledge of Allegiance

Roll Call

Board:

Chris Greenhill
Roy Whitman
Gary Brooks
Rick Mishler
Vacant

Staff:

Mariah Prescott
Damon Schulze
Fred Hertel

Audience:

Kenna West
Keith Moore
Patty Brooks
Connie Brown

Board Member Interviews

Interviews were conducted for Connie Brown and Charles Chapin. Interviewees were each asked the following questions:

1. What have you done to prepare for becoming an elected official?
2. What formal educational and background experience do you have related to this position?
3. Why are you interested in being an elected official?
4. During your term as an elected official, you may experience verbal abuse and demanding public members. How would you handle these situations?
5. What would you consider your professional shortcomings?
6. What challenges can you identify in the fire district?
7. How up-to-date are you on what the three districts, Sheridan, SW Polk and West Valley, are doing as a collaborative mission?

Two other applicants, Rod McAllister and Mike Alger, were unable to attend for interviews at this time. Their interviews will be held on July 9, 2020 at 5 PM in a special meeting prior to the regular joint board meeting.

Meeting adjourned at 2:20 PM.

Sheridan – SW Polk – West Valley Fire Districts



June 29, 2020 4 PM

Oversight Committee Notes

- COVID-19 update
 - Masks will be required for all of Oregon indoor public spaces.
 - CARES reimbursement for Sheridan has come in and West Valley's is due any moment.
- Cooperative Services Study Reminder
 - July 1st 1800-1930 at McMinnville Council Chambers- Oversight committee to attend
 - July 2nd 1800-1930- If desired we have this slot for all three districts
- Employee Handbook Final Review
 - Notes made given to the Chief to make prior to going to the full boards.
- WVFD Financial Projection Document
 - Draft projection document given to the committee prior to going to the full boards.
- Financial Systems Review
 - A third-party company will be meeting with the administrative team next week to review the financial system and see if there is a way to streamline.
- Dissolution and reformation Process
 - Debt service distribution plan
 - Discuss that this is a plan that three districts will need in order to proceed with dissolution and reformation.
 - GIS Data
 - Draft map presented
- Board Agenda Review
 - Additions
 - Two Board meetings per month?
 - West Valley Financial Conversations
 - Agenda Items
 - Board Officers

Special Board Meeting Minutes
SW Polk Fire District
275 N Main St.
Rickreall, Oregon 97371
June 30, 2020 at 8:00 am

Called meeting to order at 8:05 AM.

Pledge of Allegiance

Roll Call

Board:

Rod Watson
Frank Pender
Bob Davis
Bruce Sigloh
Keith Moore

Staff:

Fred Hertel
Mariah Prescott
Damon Schulze

Audience:

• Luke Nodine

Financial Resolution 2019-07

Motion: Bob Davis Second: Frank Pender

Move to approve Resolution 2019-07 adopting a supplemental budget for fiscal year 2019-2020.

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

There have been multiple extra expenditures during construction of the three new stations. Additional expenses could be recuperated by cancelling one of the engines that have been ordering or reducing the add-ons on the engines. The down payment on the chassis for the engines has already been made and may not be refundable. The suggestion was made that one engine remain ordered as is and cancel one engine.

Financial trend chart from the last six years was presented to the Board. The revenue stayed steady, expenditures increase in the past year due to the addition of the paid staff which has caused a decline in the end of the year balance.

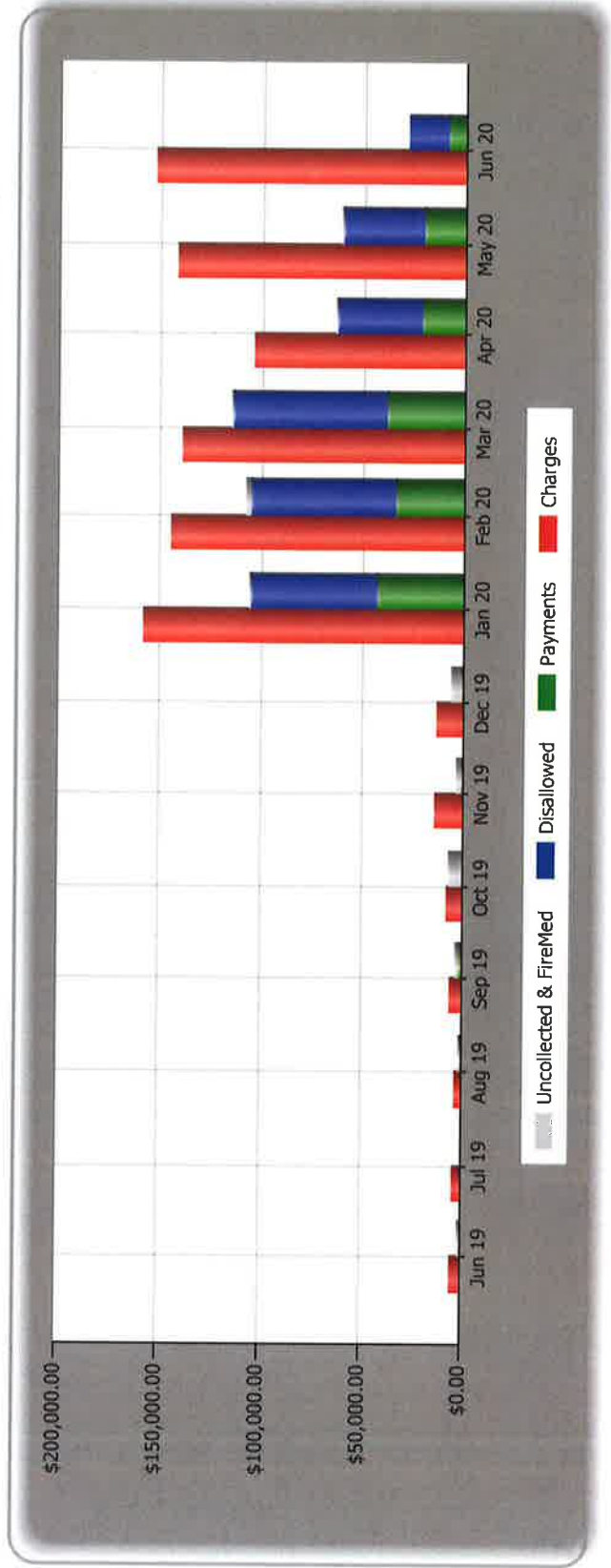
Meeting adjourned at 8:49 AM.

ANNUAL COLLECTION STATISTICS

Date Of Service	06/01/2019
Date Of Service	06/30/2020
Invoices	0
Company	Sheridan
Provider	Sheridan

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jun 19	3	5,188.56	0.00	0 %	0.00	0 %	0.00	0 %	-1,290.16	25 %	3,898.40	75 %
Jul 19	2	4,101.81	0.00	0 %	0.00	0 %	0.00	0 %	0.00	0 %	4,101.81	100 %
Aug 19	2	3,166.07	-337.92	11 %	0.00	0 %	-1,055.83	33 %	-130.00	4 %	1,642.32	52 %
Sep 19	3	6,074.94	-1,128.55	19 %	0.00	0 %	0.00	0 %	-1,769.39	29 %	3,177.00	52 %
Oct 19	4	7,512.60	0.00	0 %	0.00	0 %	0.00	0 %	-6,342.23	84 %	1,170.37	16 %
Nov 19	8	14,266.63	-75.00	1 %	0.00	0 %	0.00	0 %	-3,454.61	24 %	10,737.02	75 %
Dec 19	8	13,423.72	-395.37	3 %	0.00	0 %	0.00	0 %	-5,220.80	39 %	7,807.55	58 %
Jan 20	84	158,407.50	-42,541.94	27 %	-275.00	0 %	-62,595.54	40 %	-500.00	0 %	52,495.02	33 %
Feb 20	77	144,177.50	-33,672.53	23 %	-1,050.00	1 %	-71,702.58	50 %	-1,500.00	1 %	36,252.39	25 %
Mar 20	76	138,970.00	-38,036.22	27 %	-1,044.00	1 %	-75,876.00	55 %	0.00	0 %	24,013.78	17 %
Apr 20	57	104,402.50	-20,836.26	20 %	-945.79	1 %	-42,124.76	40 %	0.00	0 %	40,495.69	39 %
May 20	76	142,012.50	-20,374.17	14 %	-746.76	1 %	-40,025.14	28 %	0.00	0 %	80,866.43	57 %
Jun 20	82	152,840.00	-8,649.61	6 %	0.00	0 %	-19,608.00	13 %	0.00	0 %	124,582.39	82 %
482		894,544.33	-166,047.57		-4,061.55		-312,987.85		-20,207.19		391,240.17	

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



Sheridan Fire District

Cash Report Fund Balance

June 30, 2020

For July 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
Checking/First Federal	\$ 118,911.89	\$200,979.77	-\$250,650.12	\$0.00	\$0.00	\$ 69,241.54 ✓
LGIP	\$ 1,040,274.49	\$12,671.83	\$0.00	\$1,118.39	-\$0.10	\$ 1,054,064.61 ✓
Checking/US Bank	\$ 256,250.35	\$115,878.39	-\$80,000.00	\$2.35	\$0.00	\$ 292,131.09 ✓
Petty Cash	\$ 56.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 56.00 ✓
Totals	\$ 1,415,492.73	\$329,529.99	\$ (330,650.12)	\$ 1,120.74	\$ (0.10)	\$ 1,415,493.24

✓ Indicates reconciled to statement

Sheridan Rural Fire Protection District
Profit & Loss
 June 2020

	Jun 20
Income	
GF Revenue	
CONTRACTUAL SERVICES	84,646.97
ESTIMATED TAXES TO BE REC'D	13,921.08
Yamhill/Polk Prior Taxes	1,880.10
MISCELLANEOUS INCOME	77,393.25
USER FEES & FIRE MED	68,342.61
Total GF Revenue	246,184.01
Total Income	246,184.01
Gross Profit	246,184.01
Expense	
General Fund	
MATERIALS AND SERVICES	
Dispatch & Radio Services	2,482.25
Equipment	
EMS Equipment	49,749.14
Total Equipment	49,749.14
General Supplies	1,418.55
Miscellaneous	1,504.64
Professional Fees	3,554.72
Repairs & Maintenance	5,742.95
Travel & Education	113.19
Utilities	2,180.88
EMS Supplies	1,177.69
Insurance	3,086.00
200910 - Contract Services	10,385.63
Total MATERIALS AND SERVICES	81,395.64
Total General Fund	81,395.64
008 - Building Maint. Fund	
2100080 - B.M.F. Repair and Upkeep Bldg.	118.42
Total 008 - Building Maint. Fund	118.42
01 - Payroll	
Administrative Staff	55,342.99
Firefighter/Paramedic & EMT's	
100056 - Paramedic	41,192.04
Total Firefighter/Paramedic & EMT's	41,192.04
Over Time	6,314.96

Sheridan Rural Fire Protection District
Profit & Loss
June 2020

	<u>Jun 20</u>
Health Insurance	27,202.80
PERS	19,752.54
Workers' Compensation	45.56
104700 · FICA	7,868.02
104900 · Unemployment Insurance	0.00
01 · Payroll - Other	0.04
Total 01 · Payroll	<u>157,718.95</u>
Total Expense	<u>239,233.01</u>
Net Income	<u><u>6,951.00</u></u>

Sheridan Rural Fire Protection District
Check Detail

June 2020

Type	Num	Date	Name	Account	Paid Amount
Check	06/01/2020	LGIP/5354		Bank charge	-0.10
Bill Prnt -Check	06/02/2020	CenturyLink		Telephone	-213.59
Liability Check	06/22/2020	QuickBooks Payroll Service		Payroll taxes	-1,565.35
				Payroll Expenses	-1.50
				Payroll Expenses	-109.00
TOTAL					-1,675.85
Liability Check	06/29/2020	QuickBooks Payroll Service		Payroll taxes	-30,925.80
				Direct Deposit	-71,996.30
				Payroll Expenses	-29.75
				Payroll Expenses	-25.50
TOTAL					-102,977.35
Paycheck	06/30/2020	Crowe, Jason R		Payroll	-5,505.29
Paycheck	06/30/2020	Breeden, Judy L		Payroll	-3,267.85
Paycheck	06/30/2020	Brown, Micah S		Payroll	-1,197.07
Paycheck	06/30/2020	Cummins, Daniel L		Payroll	-3,981.37
Paycheck	06/30/2020	Elliott, Michael R		Payroll	-3,185.40
Paycheck	06/30/2020	Hammer, Donna E		Payroll	-4,396.86
Paycheck	06/30/2020	Hari, Brendan R		Payroll	-2,835.12
Paycheck	06/30/2020	Homer, Daniel B		Payroll	-3,993.10
Paycheck	06/30/2020	Hoxie, Sean R		Payroll	-5,618.28

Sheridan Rural Fire Protection District
Check Detail

June 2020

Type	Num	Date	Name	Account	Paid Amount
Paycheck		06/30/2020	Leigh, Zachariah A	Payroll	-3,746.89
Paycheck		06/30/2020	Mock, Robert C	Payroll	-5,356.25
Paycheck		06/30/2020	Pozzesi, Nicholas M	Payroll	-3,165.88
Paycheck		06/30/2020	Prescott, Mariah N	Payroll	-2,789.33
Paycheck		06/30/2020	Ryan, Suzanna R	Payroll	-3,035.05
Paycheck		06/30/2020	Schulze, Damon R	Payroll	-6,474.36
Paycheck		06/30/2020	Hertel, Frederick J	Payroll	-7,346.68
Paycheck		06/30/2020	Thomas, Leslie E	Payroll	-6,101.52
Bill Pmt -Check	Online	06/02/2020	Canon Solutions America	Office Supplies	-233.53
Check	Online	06/03/2020	Citi Cards	Citi VISA/9805 JB	-202.50
				Citi VISA 3867FH	-788.36
					<u>-990.86</u>
Bill Pmt -Check	Online	06/04/2020	PGE	Utilities - 198	-87.02
Bill Pmt -Check	Online	06/04/2020	Verizon Wireless	Telephone	-256.53
Liability Check	Online	06/05/2020	West Valley Local 4861	May dues	-700.00
Liability Check	Online	06/05/2020	Nationwide Retirement Solutions	Payroll deduction	-3,050.02
Bill Pmt -Check	Online	06/09/2020	PGE	Utilities - 190	-527.51
Bill Pmt -Check	Online	06/09/2020	PGE	Utilities - 197	-66.07

TOTAL

Sheridan Rural Fire Protection District
Check Detail

June 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Online	06/10/2020	NW Natural Gas	Utilities - 190	-115.76
Bill Pmt -Check	Online	06/10/2020	NW Natural Gas	Utilities - 198	-18.22
Bill Pmt -Check	Online	06/10/2020	City of Sheridan	Utilities - 190	-164.87
Check	Online	06/12/2020	Public Employees Retirement System	PERS	-19,729.44
Liability Check	Online	06/15/2020	Aflac	Payroll deduction	-140.01
Bill Pmt -Check	Online	06/16/2020	Crystal Springs	House supplies	-156.94
Bill Pmt -Check	Online	06/17/2020	Western Oregon Waste	Utilities - 190	-185.66
Bill Pmt -Check	Online	06/17/2020	Western Oregon Waste	Utilities - 197	-31.90
Bill Pmt -Check	Online	06/17/2020	Buell-Red Prairie Water District	Utilities - 197	-55.00
Bill Pmt -Check	Online	06/17/2020	CenturyLink	Telephone	-47.97
Check	Online	06/26/2020	Oregon PERS	PERS	-23.10
Liability Check	26188	06/01/2020	Oregon Department of Justice	Payroll deduction	-442.80
Check	26189	06/11/2020	West Valley Fire District	Square sales	-68.25
Check	26190	06/11/2020	West Valley Fire District	40/40/20 bills	
			Office Supplies		-13.59
			Awards/Incentives		-27.21
			Awards/Incentives		-17.28
			Fire Training		-61.07
					<u>-119.15</u>

TOTAL

Sheridan Rural Fire Protection District
Check Detail

June 2020

Type	Num	Date	Name	Account	Paid Amount
Check	26191	06/11/2020	West Valley Fire District.	misc. bills	
				Bldg. Maint. Sup. and Grounds	-150.40
				Bldg. Maint. Sup. and Grounds	-110.52
				EMS Supplies	-7.50
				Office Supplies	-59.99
				Bldg. Maint. Sup. and Grounds	-59.81
				Office Supplies	-16.25
				Bldg. Maint. Sup. and Grounds	-17.40
				EMS Training	-23.00
				Bldg. Maint. Sup. and Grounds	-158.30
				EMS Supplies	-44.17
				Bldg. Maint. Sup. and Grounds	-13.14
				Office Supplies	-12.99
				Bldg. Maint. Sup. and Grounds	-63.55
				General Supplies	-730.00
				Bldg. Maint. Sup. and Grounds	-39.90
				Bldg. Maint. Sup. and Grounds	-63.46
				Office Supplies	-15.77
				Vehicle Maintenance	-14.18
					<u>-1,600.33</u>
				EMS Supplies	-361.73
				VOID	0.00
				Vehicle Maintenance	-112.85
				Fuel & Oil	-870.95
				B.M.F. Repair and Upkeep Bldg.	-118.42
				Vehicle Maintenance	-87.60

TOTAL

Sheridan Rural Fire Protection District
Check Detail

June 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	26198	06/11/2020	EF Recovery LLC	Prof Services and Elections	-105.05
Bill Pmt -Check	26199	06/11/2020	Industrial Welding Supply, Inc.	EMS Supplies	-30.00
Bill Pmt -Check	26200	06/11/2020	Intercommunity Health Network	Amb. O/P Refunded	-441.99
Bill Pmt -Check	26201	06/11/2020	Kaiser Foundation Health Plan of the NW	Amb. O/P Refunded	-1,115.64
Bill Pmt -Check	26202	06/11/2020	Labsource, Inc.	EMS Supplies	-72.25
Bill Pmt -Check	26203	06/11/2020	Life-Assist, Inc.	EMS Supplies	-1,358.19
Bill Pmt -Check	26204	06/11/2020	McMinnville Immediate Health Care	Physicals	-2,265.30
Bill Pmt -Check	26205	06/11/2020	McMullen Electric	Bldg. Maint. Sup. and Grounds	-436.77
Bill Pmt -Check	26206	06/11/2020	National Testing Network	Prof Services and Elections	-500.00
Bill Pmt -Check	26207	06/11/2020	News-Register	Advertising	-541.56
Bill Pmt -Check	26208	06/11/2020	OFSOA /OR Fire Service Office Admin.	Dues & Subscriptions	-80.00
Bill Pmt -Check	26209	06/11/2020	Perrydale Domestic Water Assn	Utilities - 198	-40.00
Bill Pmt -Check	26210	06/11/2020	Peterson Trucks, Inc	Vehicle Maintenance	-3,699.78
Bill Pmt -Check	26211	06/11/2020	Sheridan Building Materials	Bldg. Maint. Sup. and Grounds	-44.50
Bill Pmt -Check	26212	06/11/2020	Speer Hoyt LLC	Prof Services and Elections	-883.50
Bill Pmt -Check	26213	06/11/2020	Streamline	Professional Fees	-200.00

Sheridan Rural Fire Protection District
Check Detail

June 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	26214	06/11/2020	Systems Design West, LLC	Prof Services and Elections	-1,624.04
Bill Pmt -Check	26215	06/11/2020	The Bulletin Board	Advertising	-231.00
Bill Pmt -Check	26216	06/11/2020	Walter E Nelson Co	Janitorial Supplies	-37.50
Bill Pmt -Check	26217	06/11/2020	WFCA the Daily Dispatch	Advertising	-405.00
Bill Pmt -Check	26218	06/11/2020	WHA Insurance Agency	Insurance	-3,086.00
Bill Pmt -Check	26219	06/11/2020	Yamhill Communication Agency	Dispatch	-2,482.25
Check	26220	06/11/2020	SW Polk Fire District	Fuel & Oil	-397.39
Liability Check	26221	06/19/2020	Oregon Department of Justice	Payroll deduction	-442.80
Liability Check	26222	06/08/2020	Employee Benefits Service Trust	Health Insurance	-28,831.23
Check	26222	06/19/2020	ZOLL Medical Corp.	EMS Equipment	-29,749.14
				Grants	-20,000.00
					<u>-49,749.14</u>
Check	26223	06/19/2020	West Valley Fire District	CA Conflag reimbursement	-10,385.63
Paycheck	26224	06/19/2020	Malcomson, Ronald P	Payroll	-2,796.92

TOTAL

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income				
Balancing Account				
General Fund Beging Balance	759,371.00	550,000.00	209,371.00	138.1%
Total Balancing Account	759,371.00	550,000.00	209,371.00	138.1%
GF Revenue				
CONTRACTUAL SERVICES	877,068.15	797,000.00	80,068.15	110.0%
ESTIMATED TAXES TO BE REC'D	680,101.44	653,000.00	27,101.44	104.2%
Yamhill/Polk Prior Taxes	14,824.21	20,000.00	-5,175.79	74.1%
MISCELLANEOUS INCOME	136,653.35	64,000.00	72,653.35	213.5%
USER FEES & FIRE MED	579,229.70	650,000.00	-70,770.30	89.1%
Total GF Revenue	2,287,876.85	2,184,000.00	103,876.85	104.8%
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	25,000.00	25,000.00	0.00	100.0%
Total R5 - Gen. Equipment Reserve Fund	452,525.00	417,525.00	35,000.00	108.4%
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 June 2020

	Jul '19 - Jun 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	25,000.00	25,000.00	0.00	100.0%
Total R9 - Station 9 Spending Authority	25,000.00	27,000.00	-2,000.00	92.6%
Total Income	3,834,355.85	4,798,678.00	-964,322.15	79.9%
Gross Profit	3,834,355.85	4,798,678.00	-964,322.15	79.9%
Expense				
General Fund				
MATERIALS AND SERVICES				
Dispatch & Radio Services	29,787.00	33,000.00	-3,213.00	90.3%
Equipment	36,083.77	26,000.00	10,083.77	138.8%
Equipment Testing	9,687.73	20,000.00	-10,312.27	48.4%
General Supplies	14,172.53	25,000.00	-10,827.47	56.7%
Grants	20,000.00	20,000.00	0.00	100.0%
Miscellaneous	9,765.43	10,500.00	-734.57	93.0%
PPE & Uniforms	5,018.62	31,500.00	-26,481.38	15.9%
Professional Fees	67,239.85	35,000.00	32,239.85	192.1%
Repairs & Maintenance	107,249.94	100,000.00	7,249.94	107.2%
Travel & Education	10,054.20	25,000.00	-14,945.80	40.2%
Utilities	32,184.23	30,500.00	1,684.23	105.5%
EMS Supplies	26,586.89	25,000.00	1,586.89	106.3%
Insurance	31,021.50	35,000.00	-3,978.50	88.6%
Contract Services	10,385.63			
Total MATERIALS AND SERVICES	409,237.32	416,500.00	-7,262.68	98.3%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
05 · Transfers				
500300 · Building Maintenance	0.00	0.00	0.00	0.0%
500600 · General Equip. Reserve Fund	25,000.00	25,000.00	0.00	100.0%
500900 · St. 9 Spending Authority	25,000.00	25,000.00	0.00	100.0%
Total 05 · Transfers	50,000.00	50,000.00	0.00	100.0%
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 General Fund	459,237.32	516,500.00	-57,262.68	88.9%
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.	10,752.63	250,000.00	-239,247.37	4.3%
2100081 · Total Building Maint UEFB	0.00	54,256.00	-54,256.00	0.0%
Total 008 · Building Maint. Fund	10,752.63	1,614,726.00	-1,603,973.37	0.7%
009 · St. 9 Spending Authority				
2100090 · Appreciation Program	25,000.00	27,000.00	-2,000.00	92.6%
Total 009 · St. 9 Spending Authority	25,000.00	27,000.00	-2,000.00	92.6%

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Cash Basis

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Payroll				
Administrative Staff	649,793.15	637,000.00	12,793.15	102.0%
Firefighter/Paramedic & EMT's	511,122.13	684,000.00	-172,877.87	74.7%
Over Time	59,111.88	50,000.00	9,111.88	118.2%
Health Insurance	295,017.19	310,000.00	-14,982.81	95.2%
RV Reimbursement	6,427.00	50,000.00	-43,573.00	12.9%
Part-Time	27,586.67	10,000.00	17,586.67	275.9%
PERS	214,934.54	210,000.00	4,934.54	102.3%
Workers' Compensation	54,685.66	25,000.00	29,685.66	218.7%
FICA	95,616.86	110,000.00	-14,383.14	86.9%
Unemployment Insurance	1,063.53	1,500.00	-436.47	70.9%
Payroll - Other	-0.04			
Total Payroll	1,915,358.57	2,087,500.00	-172,141.43	91.8%
07 - Unappropriated EFB				
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	2,421,096.52	4,798,678.00	-2,377,581.48	50.5%
Net Income	1,413,259.33	0.00	1,413,259.33	100.0%

SW Polk Fire District

Cash Report Fund Balance

June 30, 2020

For July 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
District/Columbia Bank	\$ 101,148.48	\$364,904.89	-\$452,657.99	\$0.00	-\$25.00	\$ 13,370.38 ✓
Volunteer/Columbia Bank	\$ 36,279.97	\$0.00	-\$335.44	\$0.00	\$0.00	\$ 35,944.53 ✓
LGIP/4884	\$ 668,697.68	\$285,128.34	-\$30,000.00	\$927.56	-\$0.10	\$ 924,753.48 ✓
LGIP/6043	\$ 4,323,029.90	\$0.00	-\$595,265.80	\$4,217.84	-\$0.05	\$ 3,731,981.89 ✓
Totals	\$ 5,129,156.03	\$650,033.23	\$ (1,078,259.23)	\$ 5,145.40	\$ (25.15)	\$ 4,706,050.28

✓ Indicates reconciled to statement

SW Polk Fire District
Profit & Loss
June 2020

	<u>Jun 20</u>
Income	
ESTIMATED TAXES TO BE REC'D	
Polk County-Previous	1,661.95
Polk County-Current	17,704.50
	<hr/>
Total ESTIMATED TAXES TO BE REC'D	19,366.45
Interest on Investments	5,148.99
MISCELLANEOUS INCOME	5,000.00
	<hr/>
Total Income	29,515.44
	<hr/>
Gross Profit	29,515.44
Expense	
MATERIALS & SERVICES	
DISPATCH SERVICES	1,985.00
GENERAL SUPPLIES	139.05
PPE & UNIFORMS	542.18
Repairs & Maintenance	4,494.32
Travel & Education	125.20
UTILITIES	654.41
Appreciation Program	35.44
INSURANCE	1,928.00
CONTRACTUAL SERVICES	47,822.76
PROFESSIONAL FEES	1,598.20
MISCELLANEOUS	41.15
	<hr/>
Total MATERIALS & SERVICES	59,365.71
8000 · Capital Outlay	
Facilities (Stations)	355,361.85
	<hr/>
Total 8000 · Capital Outlay	355,361.85
	<hr/>
Total Expense	414,727.56
	<hr/>
Net Income	-385,212.12
	<hr/> <hr/>

SW Polk Fire District
Check Detail
June 2020

Type	Num	Date	Name	Account	Paid Amount
Check		06/01/2020	Bond LGIP	Bank charges	-0.05
Check		06/01/2020	LGIP 4884	Bank charges	-0.10
Check		06/15/2020	9840 Columbia Bank	Bank charges	-25.00
Bill Pmt -Check	Online	06/03/2020	CenturyLink	Telephone	-157.11
Bill Pmt -Check	Online	06/17/2020	Pacific Power	Utilities	-160.96
Check	Online	06/22/2020	Bank of America	VOLS - 9832 Columbia Bank Equipment Rehab	-8.99 -26.45 <u>-35.44</u>
TOTAL					
Bill Pmt -Check	Online	06/26/2020	Spectrum Business	Utilities	-66.98
Check	6195	06/11/2020	Sheridan Rural Fire Protection District	Contractual services	-47,822.76

SW Polk Fire District
Check Detail

June 2020

Type	Num	Date	Name	Account	Paid Amount
Check	6196	06/11/2020	Sheridan Rural Fire Protection District	40/40/20	
			Professional fees		-4.00
			Professional fees		-42.24
			General supplies		-15.00
			Professional fees		-100.00
			Professional fees		-81.00
			Miscellaneous		-16.00
			General supplies		-9.80
			General supplies		-29.40
			Professional fees		-139.10
			Professional fees		-251.16
			Travel & Education		-14.56
			Travel & Education		-10.30
			Travel & Education		-69.80
			Professional fees		-27.50
			General supplies		-2.45
			General supplies		-13.36
			TOTAL		-825.67
Check	6197	06/11/2020	West Valley Fire District		
			Misc. bills		
			Repairs & Maintenance		-57.07
			Repairs & Maintenance		-350.00
			Repairs & Maintenance		-25.98
			PPE & uniforms		58.00
			TOTAL		-375.05
Check	6198	06/11/2020	West Valley Fire District	40/40/20	
			General supplies		-6.80
			General supplies		-13.60
			General supplies		-8.64
			Travel & Education		-30.54
			TOTAL		-59.58

SW Polk Fire District
Check Detail

June 2020

Type	Num	Date	Name	Account	Paid Amount
Check	6199	06/11/2020	Sheridan Rural Fire Protection District	Misc. bills	-262.20
				Professional fees	-40.00
				General supplies	-40.01
				Utilities	-342.21
TOTAL					
Bill Pmt -Check	6200	06/11/2020	A & B Septic Service	Repairs & Maintenance	-985.00
Bill Pmt -Check	6201	06/11/2020	Ben Fackler Construction, Inc	Facilities (Stations)	-329,507.50
Bill Pmt -Check	6202	06/11/2020	Branch Engineering, Inc.	Facilities (Stations)	-805.00
Bill Pmt -Check	6203	06/11/2020	Brandt's Sanitary Service, Inc.	Utilities	-118.05
Bill Pmt -Check	6204	06/11/2020	Carlson Veit Architects, PC	Facilities (Stations)	-25,049.35
Bill Pmt -Check	6205	06/11/2020	City of Dallas	Repairs & Maintenance	-1,552.99
Bill Pmt -Check	6206	06/11/2020	McMinville Immediate Health Care	Professional fees	-80.00
Bill Pmt -Check	6207	06/11/2020	MNOP	Fuel & Oil	-852.03
Bill Pmt -Check	6208	06/11/2020	Northwest Safety Clean	PPE & uniforms	-304.37
Bill Pmt -Check	6209	06/11/2020	NW Natural	Utilities	-28.30
Bill Pmt -Check	6210	06/11/2020	Overhead Door Company of Salem	Repairs & Maintenance	-961.64
Bill Pmt -Check	6211	06/11/2020	Perrydale Domestic Water Assc.	Utilities	-40.00
Bill Pmt -Check	6212	06/11/2020	Polk County Sheriff's Office	Dispatch	-1,985.00

SW Polk Fire District
Check Detail

June 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6213	06/11/2020	Rickreall Community Water	Utilities	-43.00
Bill Pmt -Check	6214	06/11/2020	Royal Flush Portable Toilets	Repairs & Maintenance	-107.00
Bill Pmt -Check	6215	06/11/2020	Speer Hoyt LLC	Professional fees	-611.00
Bill Pmt -Check	6216	06/11/2020	WHA Insurance Agency	Insurance	-1,928.00
Bill Pmt -Check	6217	06/11/2020	Northwest Safety Clean	PPE & Uniforms	-295.81
Bill Pmt -Check	6218	06/11/2020	Brad's Overhead Doors	Void	0.00

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income				
Beginning/Carryover Balance	6,158,571.00	6,551,540.00	-392,969.00	94.0%
USER FEES	0.00	0.00	0.00	0.0%
ESTIMATED TAXES TO BE REC'D	887,460.10	878,300.00	9,160.10	101.0%
Interest on Investments	103,645.71	100,000.00	3,645.71	103.6%
MISCELLANEOUS INCOME	58,593.73	80,000.00	-21,406.27	73.2%
Transfer In GF-Firefighter	27,740.00	27,740.00	0.00	100.0%
Total Income	7,236,010.54	7,637,580.00	-401,569.46	94.7%
Gross Profit	7,236,010.54	7,637,580.00	-401,569.46	94.7%
Expense				
4999 - Unappropriated Ending Fund Bal	0.00	720,000.00	-720,000.00	0.0%
MATERIALS & SERVICES				
PERSONNEL SERVICES				
Workers Compensation	3,072.90	5,000.00	-1,927.10	61.5%
Total PERSONNEL SERVICES	3,072.90	5,000.00	-1,927.10	61.5%
FACILITY MAINTENANCE	0.00	0.00	0.00	0.0%
GRANTS	0.00	0.00	0.00	0.0%
DISPATCH SERVICES	47,214.42	54,000.00	-6,785.58	87.4%
APPARATUS & EQUIPMENT MAINT	3,631.37	28,000.00	-24,368.63	13.0%
GENERAL SUPPLIES	4,534.90	5,000.00	-465.10	90.7%
PPE & UNIFORMS	8,567.23	10,000.00	-1,432.77	85.7%
Repairs & Maintenance	37,015.69	9,500.00	27,515.69	389.6%
Travel & Education	4,338.50	4,000.00	338.50	108.5%
UTILITIES	8,136.25	8,500.00	-363.75	95.7%
Appreciation Program	30,885.98	56,740.00	-25,854.02	54.4%
INSURANCE	14,699.50	15,000.00	-300.50	98.0%
CONTRACTUAL SERVICES	496,347.98	471,600.00	24,747.98	105.2%
PROFESSIONAL FEES	38,066.89	27,500.00	10,566.89	138.4%
EQUIPMENT	126.00	5,000.00	-4,874.00	2.5%
MISCELLANEOUS	2,666.44	5,000.00	-2,333.56	53.3%

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

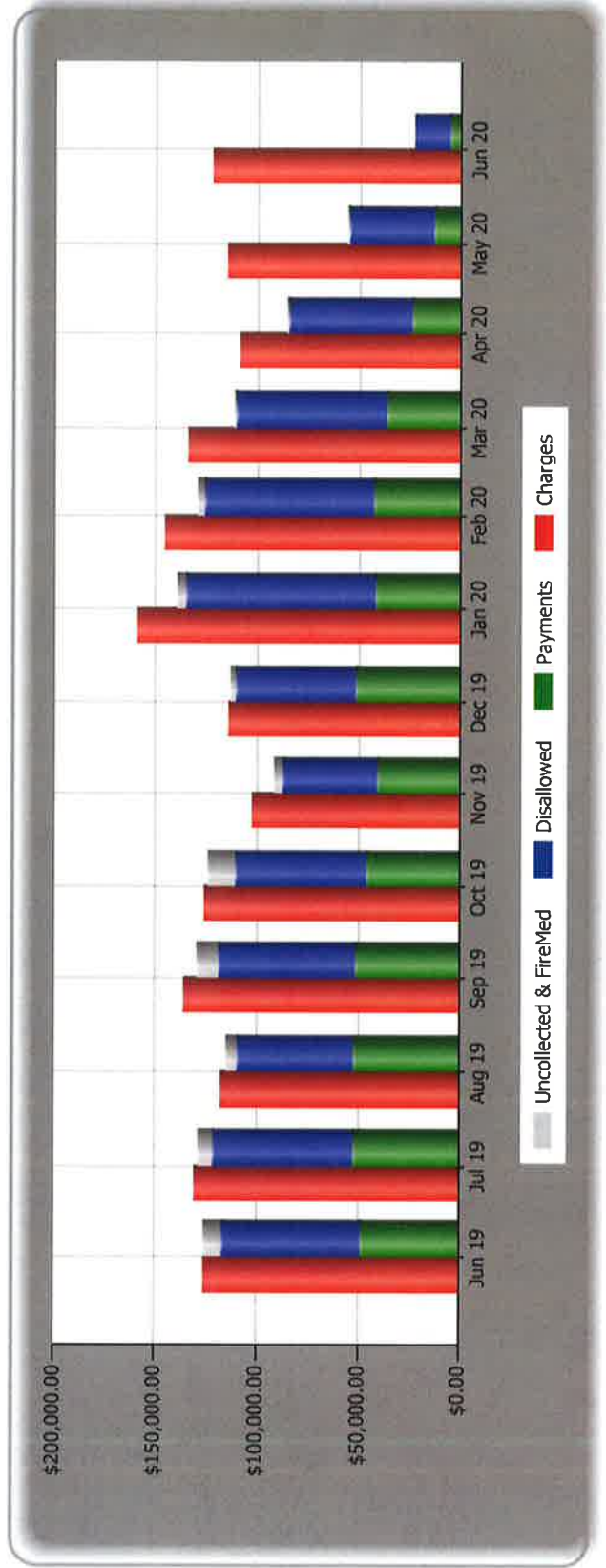
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
MATERIALS & SERVICES - Other				
Total MATERIALS & SERVICES	699,304.05	727,440.00	-28,135.95	96.1%
DEBT SERVICES				
7466 · Bond Issuance Costs	0.00	0.00	0.00	0.0%
Principal Payments	195,000.00	195,000.00	0.00	100.0%
Interest Payments	199,226.23	200,000.00	-773.77	99.6%
Total DEBT SERVICES	394,226.23	395,000.00	-773.77	99.8%
8000 · Capital Outlay				
Apparatus Replacement	84,015.85	2,401,000.00	-2,316,984.15	3.5%
Facilities (Stations)	1,324,675.23	3,259,000.00	-1,934,324.77	40.6%
Firefighting & Safety Equip	0.00	100,000.00	-100,000.00	0.0%
8000 · Capital Outlay - Other	0.00	2,400.00	-2,400.00	0.0%
Total 8000 · Capital Outlay	1,408,691.08	5,762,400.00	-4,353,708.92	24.4%
9901 · Transfer to Station 130				
9970 · Contingency	27,740.00	27,740.00	0.00	100.0%
	0.00	0.00	0.00	0.0%
Total Expense	2,529,961.36	7,632,580.00	-5,102,618.64	33.1%
Net Income	4,706,049.18	5,000.00	4,701,049.18	94,121.0%

ANNUAL COLLECTION STATISTICS

Date Of Service	06/01/2019
Date Of Service	06/30/2020
Invoices	0
Company	West Valley
Provider	West Valley

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Jun 19	72	125,567.40	-48,638.89	39 %	-925.00	1 %	-68,322.26	54 %	-7,541.28	6 %	139.97	0 %
Jul 19	73	130,667.20	-51,940.78	40 %	-1,637.84	1 %	-69,150.21	53 %	-5,552.97	4 %	2,385.40	2 %
Aug 19	65	117,289.00	-52,533.12	45 %	-1,052.47	1 %	-57,067.81	49 %	-4,311.40	4 %	2,324.20	2 %
Sep 19	82	135,750.00	-51,930.14	38 %	-3,813.00	3 %	-66,869.88	49 %	-7,172.87	5 %	5,964.11	4 %
Oct 19	73	125,521.00	-45,986.83	37 %	-400.00	0 %	-64,841.97	52 %	-12,567.40	10 %	1,724.80	1 %
Nov 19	56	102,760.60	-40,378.70	39 %	-550.00	1 %	-46,462.46	45 %	-4,113.20	4 %	11,256.24	11 %
Dec 19	66	113,736.40	-51,124.36	45 %	-250.00	0 %	-59,172.53	52 %	-2,708.20	2 %	481.31	0 %
Jan 20	81	158,785.00	-41,842.46	26 %	-525.00	0 %	-92,982.24	59 %	-3,640.00	2 %	19,795.30	12 %
Feb 20	79	145,905.00	-42,223.24	29 %	-1,459.56	1 %	-83,817.20	57 %	-1,500.00	1 %	16,905.00	12 %
Mar 20	68	133,415.00	-36,312.70	27 %	-550.00	0 %	-74,989.38	56 %	0.00	0 %	21,562.92	16 %
Apr 20	65	108,625.00	-23,340.31	21 %	-250.00	0 %	-61,537.79	57 %	0.00	0 %	23,496.90	22 %
May 20	70	114,692.50	-13,140.40	11 %	-250.00	0 %	-42,996.08	37 %	0.00	0 %	58,306.02	51 %
Jun 20	62	122,297.50	-4,652.28	4 %	0.00	0 %	-18,092.05	15 %	0.00	0 %	99,553.17	81 %
912		1,635,011.60	-504,044.21		-11,662.87		-806,301.86		-49,107.32		263,895.34	

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

June 30, 2020

For July 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
US Bank Checking	\$ 84,478.12	\$209,348.62	-\$123,776.11	\$0.00	\$0.00	\$ 170,050.63
LGIP/5640	\$ 12,609.87	\$6,278.56	\$0.00	\$18.71	\$0.00	\$ 18,907.14
Totals	\$ 97,087.99	\$215,627.18	\$ (123,776.11)	\$ 18.71	\$ -	\$ 188,957.77

√ Indicates reconciled to statement

West Valley Fire District

PROFIT AND LOSS

June 2020

	TOTAL
Income	
INCOME	
Contractual Services	146,996.84
Current Taxes	5,473.20
Miscellaneous	16,126.17
Previous Taxes	769.78
User Fees and FireMed	44,124.79
Total INCOME	213,490.78
Total Income	\$213,490.78
GROSS PROFIT	\$213,490.78
Expenses	
MATERIAL & SERVICES	
Contractual Services	36,066.21
Dispatch Services	1,836.42
EMS Supplies	742.15
Equipment	
Medical Equipment	43,193.40
Total Equipment	43,193.40
General Supplies	1,073.85
Insurance	1,636.00
Miscellaneous Expenses	950.95
Professional Services	5,760.80
Repairs & Maintenance	2,690.19
Travel & Education	220.94
Utilities	2,538.57
Total MATERIAL & SERVICES	96,709.48
PERSONNEL SERVICES	
FF/P & FF/EMT	38,269.58
MEDICAL INS	8,295.26
P.E.R.S.	7,383.11
Payroll Taxes	3,460.04
Salaries	-12,890.04
Volunteer Reimbursement	-1,083.46
Total PERSONNEL SERVICES	43,434.49
Total Expenses	\$140,143.97
NET OPERATING INCOME	\$73,346.81
NET INCOME	\$73,346.81

**West Valley Fire District
Check Detail
June 2020**

Date	Transaction Type	Num	Name	Memo/Description	Amount
06/01/2020	Check	5251	IAFF Local #4861	May dues	-630.00
06/01/2020	Check	5252	Department of Justice	Payroll deduction	-16.00
06/01/2020	Check	5253	Department of Justice	Payroll deduction	-514.00
06/11/2020	Bill Payment (Check)	5254	Atrio Health Plans	Ambulance overpayment	-621.95
06/11/2020	Bill Payment (Check)	5255	Bretthauer Oil Co.	Fuel	-98.34
06/11/2020	Bill Payment (Check)	5256	Carquest	Vehicle maint.	-159.29
06/11/2020	Bill Payment (Check)	5257	Chuck Colvin Auto Center	Vehicle maint.	-67.99
06/11/2020	Bill Payment (Check)	5258	City Of Dallas	Vehicle maint.	-912.93
06/11/2020	Bill Payment (Check)	5259	City of Willamina	St 180	-290.89
06/11/2020	Bill Payment (Check)	5260	Davison Auto Parts	Vehicle maint.	-139.99
06/11/2020	Bill Payment (Check)	5261	Department of Consumer & Business Services	Elevator inspection fee	-84.00
06/11/2020	Bill Payment (Check)	5262	Grand Ronde Community Water	8620 Grand Ronde Rd.	-24.00
06/11/2020	Bill Payment (Check)	5263	Grand Ronde Sanitary District	8600 Grand Ronde Rd.	-40.00
06/11/2020	Bill Payment (Check)	5264	Industrial Welding Supply, Inc	EMS supplies	-46.00
06/11/2020	Bill Payment (Check)	5265	Jon's Complete Automotive	Vehicle maint.	-862.63
06/11/2020	Bill Payment (Check)	5266	Les Schwab	Vehicle maint.	-881.50

Date	Transaction Type	Num	Name	Memo/Description	Amount
06/11/2020	Bill Payment (Check)	5267	Newland, Robert	Ambulance overpayment	-275.00
06/11/2020	Bill Payment (Check)	5268	News Register	Publishing	-221.56
06/11/2020	Bill Payment (Check)	5269	Rickreall Farm Supply	Equipment	-115.24
06/11/2020	Bill Payment (Check)	5270	SDIS	Health insurance	-10,321.99
06/11/2020	Bill Payment (Check)	5271	Sheldon Oil Company	Fuel	-1,062.96
06/11/2020	Check	5272	Sheridan Fire District	40/40/20	-1,628.84
				Microsoft 4/30/2020	8.00
				Microsoft 4/30/2020	84.48
				Walter E Nelson 5/8/2020	7.50
				Natl. Testing Network 5/12/2020	200.00
				Daily Dispatch 5/26/2020	162.00
				OFSOA 6/8/2020	32.00
				News-Register 5/31/2020	19.60
				Bulletin Board 6/1/2020	58.80
				Speer Hoyt 5/31/2020	278.20
				McM Immediate Care 6/1/2020	502.32
				Microsoft 5/11/2020	55.00
				Sheridan IGA 5/29/2020	20.60
				La Sierra 5/19/2020	4.90
				La Sierra 5/19/2020	26.72
				La Sierra 6/1/2020	29.12
				HR Answers 6/2/2020	139.60

Date	Transaction Type	Num	Name	Memo/Description	Amount
06/11/2020	Check	5273	Sheridan Fire District	misc bills	-1,476.71
				Davison Auto 4/30/2020	35.78
				Life-Assist 5/1/2020	40.14
				Service Graphics 5/13/2020 (4 address markers)	80.00
				McM Immediate Healthcare 5/15/2020	485.10
				Costco 5/23/2020	17.18
				Life-Assist 5/26/2020	406.93
				LabSource 5/26/2020	72.25
				Bound Tree 5/27/2020	176.83
				News-Register 5/31/2020	135.50
				Bulletin Board 6/1/2020	27.00
06/11/2020	Check	5274	Sheridan Fire District	Total	-36,824.21
				May 2020	36,066.21
				admin OT	758.00
06/11/2020	Bill Payment (Check)	5275	Systems Design West, LLC	Ambulance billing	-1,832.40
06/11/2020	Bill Payment (Check)	5276	Technical Genius Solutions	Professional fees	-315.00
06/11/2020	Bill Payment (Check)	5277	The Bulletin Board	Advertising	-120.00
06/11/2020	Bill Payment (Check)	5278	WHA Insurance Agency	Insurance	-1,636.00
06/11/2020	Bill Payment (Check)	5279	Yarhill Communications Agency	Dispatch	-1,836.42
06/11/2020	Bill Payment (Check)	5280	McMinville Immediate Health Care Clinic	Physicals	-680.30
06/11/2020	Bill Payment (Check)	5281	Speer Hoyt PC	Legal	-1,222.00
06/11/2020	Check	5282	Wakefield & Associates	User fees	-10.00
06/30/2020	Check	5283	Department of Justice	Payroll deduction	-16.00
06/30/2020	Check	5284	Department of Justice	Payroll deduction	-514.00

Date	Transaction Type	Num	Name	Memo/Description	Amount
06/30/2020	Check	5285	IAFF Local #4861	June dues	-630.00
06/29/2020	Bill Payment (Check)	5286	Stryker Sales Corporation	Power load	-43,193.40
06/02/2020	Bill Payment (Check)	Online	CenturyLink	Telephone	-304.69
06/02/2020	Expense	Online	OR Department of Revenue	Payroll taxes	-2723.93
06/03/2020	Expense	Online	IRS	Payroll taxes	-10,462.04
06/10/2020	Bill Payment (Check)	Online	NW Natural	St. 180	-148.85
06/11/2020	Expense	Online	Point & Pay	User fees	-1.00
06/12/2020	Bill Payment (Check)	Online	Verizon Wireless	Telephone	-648.98
06/12/2020	Bill Payment (Check)	Online	Portland General Electric (8)	St 180	-747.51
06/12/2020	Bill Payment (Check)	Online	Sierra Springs	General supplies	-22.00
06/12/2020	Expense	Online	PERS	PERS	-7,383.11
06/15/2020	Bill Payment (Check)	Online	Recology Western Oregon	St 180	-100.34
06/16/2020	Bill Payment (Check)	Online	Portland General Electric	8580 Grand Ronde Rd.	-30.00
06/17/2020	Check	Online	US Bank	4/21-5/20/2020	-4,227.51
				Hertel CC	-361.61
				Hoxie CC	-559.43
				Crowe CC	-1,034.49
				Mock CC	-1,892.95
				Thomas CC	-212.49
				Schulze CC	-166.54
06/22/2020	Bill Payment (Check)	Online	Wave Business	St 180	-15.51
06/22/2020	Bill Payment (Check)	Online	Dial Long Distance	St 180	-37.80

Date	Transaction Type	Num	Name	Memo/Description	Amount
06/29/2020	Expense		Intuit Complete Payroll	Payroll fee	-115.00
06/30/2020	Check	DD	ALGUIRE, JACOB.	Pay Period: 05/25/2020-06/24/2020	-3,012.63
06/30/2020	Check	DD	HINES, ERIC	Pay Period: 05/25/2020-06/24/2020	-3,502.65
06/30/2020	Check	DD	McKENNA A HOY	Pay Period: 05/25/2020-06/24/2020	-3,158.33
06/30/2020	Check	DD	LUKE B NODINE	Pay Period: 05/25/2020-06/24/2020	-3,600.44
06/30/2020	Check	DD	JAY W PAYNE	Pay Period: 05/25/2020-06/24/2020	-2,712.93
06/30/2020	Check	DD	SESSA, JAKOB	Pay Period: 05/25/2020-06/24/2020	-3,374.94
06/30/2020	Check	DD	VAUBLE, RYAN.	Pay Period: 05/25/2020-06/24/2020	-3,472.28
06/30/2020	Check	DD	WALTERS, COOPER	Pay Period: 05/25/2020-06/24/2020	-4,344.95
06/30/2020	Check	DD	WOODS, MICHAELA	Pay Period: 05/25/2020-06/24/2020	-3,556.60

West Valley Fire District

BUDGET VS. ACTUALS: FY_2019_2020 - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
GF Beginning Balance	329,005.46	375,000.00	-45,994.54	87.73 %
INCOME				
Contractual Services	635,020.52	550,000.00	85,020.52	115.46 %
Current Taxes	264,641.48	255,000.00	9,641.48	103.78 %
Miscellaneous	57,038.13	50,000.00	7,038.13	114.08 %
Previous Taxes	12,494.92	5,000.00	7,494.92	249.90 %
User Fees and FireMed	635,796.68	650,000.00	-14,203.32	97.81 %
Total INCOME	1,604,991.73	1,510,000.00	94,991.73	106.29 %
Unapplied Cash Payment Income-1	0.00		0.00	
Total Income	\$1,933,997.19	\$1,885,000.00	\$48,997.19	102.60 %
GROSS PROFIT	\$1,933,997.19	\$1,885,000.00	\$48,997.19	102.60 %
Expenses				
Contingency		0.00	0.00	
MATERIAL & SERVICES				
Contractual Services	374,337.70	355,000.00	19,337.70	105.45 %
Dispatch Services	27,529.85	33,000.00	-5,470.15	83.42 %
EMS Supplies	26,752.52	35,000.00	-8,247.48	76.44 %
Equipment	43,719.51	41,000.00	2,719.51	106.63 %
General Supplies	16,279.12	25,000.00	-8,720.88	65.12 %
Grants	10,000.00	20,000.00	-10,000.00	50.00 %
Insurance	27,498.50	35,000.00	-7,501.50	78.57 %
Miscellaneous Expenses	6,712.19	10,000.00	-3,287.81	67.12 %
PPE	14,569.47	18,000.00	-3,430.53	80.94 %
Professional Services	98,189.92	25,000.00	73,189.92	392.76 %
Repairs & Maintenance	94,938.86	60,000.00	34,938.86	158.23 %
Travel & Education	10,944.06	15,000.00	-4,055.94	72.96 %
Utilities	36,520.94	32,000.00	4,520.94	114.13 %
Total MATERIAL & SERVICES	787,992.64	704,000.00	83,992.64	111.93 %

West Valley Fire District

BUDGET VS. ACTUALS: FY_2019_2020 - FY20 P&L

July 2019 - June 2020

	ACTUAL	BUDGET	TOTAL	OVER BUDGET	% OF BUDGET
PERSONNEL SERVICES					
Employment Insurance	1,456.46	1,000.00		456.46	145.65 %
FF/P & FF/EMT	183,911.89			183,911.89	
MEDICAL INS	107,525.10	150,000.00		-42,474.90	71.68 %
P.E.R.S.	114,751.49	120,000.00		-5,248.51	95.63 %
Payroll Taxes	57,361.86	70,000.00		-12,638.14	81.95 %
Salaries	418,897.60	685,000.00		-266,102.40	61.15 %
Volunteer Reimbursement	12,525.28	50,000.00		-37,474.72	25.05 %
Worker's Compensation	26,779.44	30,000.00		-3,220.56	89.26 %
Total PERSONNEL SERVICES	923,209.12	1,106,000.00		-182,790.88	83.47 %
Unapplied Cash Bill Payment Expense	0.00			0.00	
Unappropriated Ending Fund Balance		75,000.00		-75,000.00	
Total Expenses	\$1,711,201.76	\$1,885,000.00		\$ -173,798.24	90.78 %
NET OPERATING INCOME	\$222,795.43	\$0.00		\$222,795.43	0.00%
NET INCOME	\$222,795.43	\$0.00		\$222,795.43	0.00%



**Sheridan Fire District
SW Polk Fire District
West Valley Fire District
Employee Handbook
2020**

Table of Contents

Sample Employee Handbook

INTRODUCTION.....	1
WELCOME TO SHERIDAN, SW POLK AND WEST VALLEY FIRE DISTRICTS!.....	2
OUR HISTORY	3
ABOUT THIS HANDBOOK	4
EMPLOYMENT POLICIES.....	5
EMPLOYMENT RELATIONSHIP	6
EQUAL EMPLOYMENT OPPORTUNITY	7
AMERICANS WITH DISABILITIES ACT	8
HARASSMENT	9
<i>Reporting Incidents of Harassment.....</i>	<i>9</i>
WORKPLACE BULLYING	10
DISPUTE RESOLUTION	12
<i>Reporting Issues Other than Harassment/Discrimination.....</i>	<i>12</i>
<i>Appeal Process.....</i>	<i>12</i>
EMPLOYMENT.....	13
<p>You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job classification, schedule, shift, or department. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills, and transfer any employee who has an illness or disability that requires modified duty without posting the position.</p>	
NEW EMPLOYEES, PROMOTIONS, AND TRANSFERS	13
<i>New Employee Orientation.....</i>	<i>14</i>
<i>Introductory Period.....</i>	<i>14</i>
<i>Promotions and Transfer Training Period.....</i>	<i>14</i>
<i>Re-employment.....</i>	<i>14</i>
<i>Credit for Prior Seniority.....</i>	<i>15</i>
<i>Employment Classifications.....</i>	<i>15</i>
EMPLOYMENT RECORD KEEPING	16
<i>Access to Personnel Files.....</i>	<i>16</i>
<i>Change in Personal Data.....</i>	<i>16</i>
EMPLOYMENT RELATIONS AND CONDUCT	17
ETHICS	18
<i>Conflict of Interest.....</i>	<i>18</i>
<i>Misrepresentation.....</i>	<i>18</i>
<i>Gratuities/Gifts.....</i>	<i>18</i>
<i>Outside Employment.....</i>	<i>19</i>
<i>Off-Duty Conduct.....</i>	<i>19</i>
<i>Solicitation and Bulletin Boards.....</i>	<i>19</i>
CONFIDENTIALITY	20
<i>District and Customers.....</i>	<i>20</i>
<i>Employee Records.....</i>	<i>20</i>

WORKPLACE RULES	22
WHISTLEBLOWER PROTECTIONS	23
DRESS CODE	24
COMMUNICATION AND SOFTWARE SYSTEMS	25
<i>Electronic Communications Systems</i>	25
<i>Electronic Mail System</i>	25
<i>Laptop Security</i>	26
<i>Mobile Devices</i>	26
<i>Use of Internet, VPN (Virtual Private Network), and Commercial Online Systems</i>	26
<i>Social Media and Networking</i>	26
<i>Telephone Usage</i>	27
<i>Voice Mail System</i>	28
<i>Cell Phones</i>	28
PERFORMANCE MANAGEMENT AND REVIEW	29
CORRECTIVE ACTION	30
COMPENSATION.....	31
PAY ADMINISTRATION	32
<i>Pay Increases</i>	32
PAY PRACTICES	33
<i>Paydays</i>	33
<i>Payroll Deductions</i>	33
<i>Pay Advances</i>	33
<i>Delivery of Paychecks</i>	33
<i>Method of Payment</i>	33
<i>Employee Withholding Allowance Certificates (Form W-4)</i>	33
<i>Time Records for Non-Exempt Employees</i>	33
<i>Time Records for Exempt Employees</i>	33
<i>Dispute Resolution Process for Paycheck Errors</i>	34
<i>Final Paycheck</i>	34
HOURS OF WORK AND WORK SCHEDULES	35
<i>District Hours</i>	35
<i>Overtime</i>	35
<i>Meal and Rest Periods</i>	35
<i>Lactation</i>	35
<i>Social and Recreational Activities</i>	36
<i>Inclement Weather and Emergency Closures</i>	36
EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT	37
<i>Mileage Reimbursement</i>	37
PAY EQUITY STATEMENT	37
BENEFITS.....	38
PURPOSE AND POLICY	39
<i>Benefit Pro-ration and Employee Cost Sharing</i>	39
<i>Benefit Design and Modification</i>	39
<i>Benefit Plan Documents</i>	39
HEALTH INSURANCE BENEFIT.....	40
<i>Eligibility</i>	40
<i>Plan Enrollment</i>	40
<i>Premium Cost</i>	40
<i>Portability/Conversion of Health Plan</i>	41
DENTAL INSURANCE BENEFIT.....	41
<i>Eligibility</i>	41
<i>Cost</i>	41
OTHER INSURANCE BENEFITS	41
<i>Group Life Insurance</i>	41
<i>Long Term Disability</i>	42
VACATION BENEFIT	43

SICK LEAVE	44
PAID HOLIDAY BENEFIT	44
<i>Eligibility</i>	44
OTHER BENEFITS	45
<i>Employee Assistance Program</i>	45
<i>Employee-Funded 457 Deferred Compensation Plan</i>	45
LEAVES OF ABSENCE.....	46
LEAVE OF ABSENCE	47
BEREAVEMENT LEAVE	48
CIVIC DUTY LEAVE.....	49
<i>Jury or Witness Duty Leave</i>	49
CRIME VICTIMS' LEAVE	50
DOMESTIC VIOLENCE LEAVE.....	51
FAMILY AND MEDICAL LEAVE <i>OREGON DISTRICTS WITH 25-49 EMPLOYEES</i>	52
LEAVE TO DONATE BONE MARROW.....	53
PERSONAL LEAVE OF ABSENCE	54
UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT	55
OREGON MILITARY FAMILY LEAVE	57
HEALTH AND SAFETY.....	58
DRUGS AND ALCOHOL	59
WORKPLACE VIOLENCE	62
EMPLOYEE HEALTH AND SAFETY	63
<i>Early Return to Work Program</i>	63
<i>Smoking in the Workplace</i>	64
<i>Employee Right to Know/Hazard Communication Program</i>	64
EMPLOYMENT SEPARATION	67
SEPARATION FROM EMPLOYMENT	68
<i>Resignation</i>	68
<i>Job Abandonment</i>	68
<i>Job Elimination, Reduction in Work Hours</i>	68
<i>Discharge</i>	69
<i>Exit Interview</i>	69
<i>Return of District Property</i>	69
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM	71

INTRODUCTION

DRAFT

WELCOME TO SHERIDAN, SW POLK AND WEST VALLEY FIRE DISTRICTS!

We're happy to welcome you to Sheridan, SW Polk and West Valley Fire Districts – we're glad you've joined us! We take pride in selecting people such as you to join our Districts, and we truly believe you will be a positive addition to our most important asset – our employees.

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

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

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

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

Fred Hertel



Fire Chief
Sheridan, SW Polk and West Valley Fire Districts

OUR HISTORY

SHERIDAN FIRE DISTRICT

Sheridan Fire Department began in 1886 as part of the city of Sheridan. It served a population of approximately 200 people and about forty square miles to include the city of Sheridan and the farming community around it. As the city has grown and the surround area has become more populated the Fire Department transitioned away from a city department to a special district, not limited by the city boundaries and becoming a separate entity from the city all together. Sheridan Fire District now covers 103 square miles made up of forest land, farmland and the communities of Sheridan, Buell and Ballston. Additionally, Sheridan Fire District's ambulance service area is nearly 150 square miles.

SW POLK FIRE DISTRICT

The Southwestern Polk County Rural Fire Protection District provides rescue services to the rural communities of Polk County, Oregon. The District was formed in 1947 to provide more adequate protection for rural residents, their homes, and crops. Additionally, the District was formed to have the immediate effect of reducing insurance premiums on all property within the boundaries of the District. Currently, SW Polk Fire District covers approximately 123 square miles including Rickreall and the communities of Bridgeport, Oakgrove, and Salt Creek.

WEST VALLEY FIRE DISTRICT

West Valley Fire District (WVFD) is located in the West Willamette Valley in the foothills of the Oregon coastal range, spanning two different counties: Polk and Yamhill. Willamina Fire District was formed from two separate agencies combining Willamina Fire District and Willamina Ambulance Service. Then, West Valley Fire District was formally organized in 2004. The emergency service delivery systems date back to 1948. The fire district coverage area spans 62 square miles and the ambulance service area is approximately 264 square miles. Service is provided to the City of Willamina, unincorporated area of Grand Ronde, and The Confederated Tribes of Grand Ronde. The resident population is approximately ~5,000 in our service area, and a transient population of ~9,500 daily at Spirit Mountain Casino.

THREE AGENCIES WORKING TOGETHER

Sheridan, SW Polk and West Valley Fire Districts are working collaboratively. They share a joint administration as well as share apparatus, equipment, and supplies. The three districts together cover over 500 square miles of fire district and ambulance service areas.

ABOUT THIS HANDBOOK

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

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please contact your supervising Battalion Chief.

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

Neither this Handbook nor any other District document confers any express or implied contractual right to remain in Sheridan, SW Polk and West Valley Fire Districts' (District[s]) employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by Sheridan, SW Polk and West Valley Fire Districts or you for any reason, at any time.

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

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

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. At any time, if this items in this Handbook are found to conflict with the Collective Bargaining Agreement (CBA), the CBA will take precedence. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

EMPLOYMENT POLICIES

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EMPLOYMENT RELATIONSHIP

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

No one in the Districts has the authority to enter into any agreement contrary to this “at-will” relationship except the Fire Chief. It cannot be altered, except when in writing and signed by the Fire Chief and you. Sheridan, SW Polk and West Valley Fire Districts will not make and will not be bound by any oral promises concerning the length or terms of your employment.

EQUAL EMPLOYMENT OPPORTUNITY

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

Our Districts recognize same-gender domestic partners, consistent with the law. If you have any questions regarding this matter, please direct them to the Fire Chief.

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

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

All employees in the Districts are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to Management's attention. If you believe you have been harassed (see page 9), or if you witness or suspect any violation of this policy, you should report the matter immediately to your supervisor. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by Management or co-workers.

AMERICANS WITH DISABILITIES ACT

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

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

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

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

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

Reasonable accommodations are available to employees and applicants, as long as the requested accommodations don't cause an undue hardship on the Districts. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the Human Resources Department.

HARASSMENT

Sheridan, SW Polk and West Valley Fire Districts will not tolerate conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

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

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

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

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to your supervisor. The Fire Chief is responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation.

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

WORKPLACE BULLYING

While harassment due to a person's protected class is prohibited, so too is inappropriate behavior, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom they come into contact with courtesy, respect, and professionalism. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships. In that light, bullying or similar disruptive behavior does nothing positive to enhance our working conditions and will not be tolerated here.

Sheridan, SW Polk and West Valley Fire Districts defines bullying as *“repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect; conducted by one or more persons toward a victim(s); and which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship.”* Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in District operations. This policy also applies to off-site behavior exhibited by employees that negatively impacts the working relationship.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully will be considered. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Sheridan, SW Polk and West Valley Fire Districts will not, in any instance, tolerate bullying behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

When determining whether or not bullying has occurred, we will consider the following examples; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered. Verbal bullying can include slandering, ridiculing, or maligning a person; persistent name calling that is hurtful, insulting, or humiliating; using a person as a butt of jokes; or abusive and offensive remarks. Physical bullying can include the obvious, such as pushing or shoving or a threat of physical assault, as well as damage to a person's work area, personal possessions, or property. Other examples of emotional bullying include threatening gestures or glances, which can convey the same message, and excluding someone socially at work.

Additional examples include:

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

Any Sheridan, SW Polk and West Valley Fire Districts employee who has experienced bullying should immediately report the behavior according to the reporting process outlined in our policies. All reports will be investigated and addressed. Making false/baseless or malicious complaints of

bullying will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

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DISPUTE RESOLUTION

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

Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your manager will generally follow-up to your concern, in writing, within one week.

We realize there may be valid reasons to forego this initial step; in those circumstances (*i.e.*, a concern involves an immediate manager/supervisor), you may go directly to the next level of management or to the Fire Chief for assistance.

Appeal Process

Honest differences of opinion occur, and some situations will require the review or decision of a higher management level. A higher-management review, however, is only intended to occur after you have discussed a situation with your immediate supervisor and a satisfactory solution has not been reached.

If you feel a policy has been inappropriately applied, or you have been unfairly treated or unjustly disciplined by your supervisor, you may present the matter to the Deputy Chief. The Deputy Chief will review the issue and make a decision. If you are not satisfied with this decision you may present the matter to Fire Chief for review and settlement. The decision of this individual will be final.

All cases will be reviewed on an individual basis and without regard to precedent.

EMPLOYMENT

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

We will always try to select the most qualified person for each available job, favoring existing employees over outside applicants when possible. External recruiting may be initiated concurrently with the internal posting process, but no hiring commitment or decision will be made until the position has been posted internally for a minimum of five (5) working days. Sheridan, SW Polk and West Valley Fire Districts reserves the right to deviate from this policy as it deems appropriate.

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

In order to be eligible to transfer to a different job, the transfer must be complaint with Civil Service Rules and you must not be under any corrective action.

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

NEW EMPLOYEES, PROMOTIONS, AND TRANSFERS

New Employee Orientation

New employees are expected to attend a thorough orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies. Orientation sessions are documented using the New Employee Orientation Checklist, which is signed and dated by you and the person conducting the session and will be kept in your employee personnel file.

Introductory Period

As a new employee, you are hired on a 12- month introductory period. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made. If you have successfully completed the introductory period, you will be moved to regular status. If your skills border on satisfactory, but fall a little short, the introductory period may be extended if there is reason to believe that your skills will improve within 60 days. This period may be extended only by approval of the Fire Chief. The request for an extension won't be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Completion of the introductory period does not alter the at-will employment relationship. Employment may be terminated at our will or discretion or by you at any time during or after the introductory period, with or without reason or notice, if either party regards it as necessary or appropriate.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete an introductory period of 12-months to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

Re-employment

Employees who resign from the Districts in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the Districts will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees.

Credit for Prior Seniority

Rehires shall be considered new employees, except where federal or state law requires otherwise (e.g., the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement).

Employment Classifications

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

- Introductory***: Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, benefits.
- Regular Full-time**: An employee who is regularly scheduled to work 30 hours or more per week. Classification normally is eligible for benefits. (For health insurance coverage, 30 hours per week is considered full-time.)
- Regular Part-time**: An employee who is regularly scheduled to work at least 15 but less than 30 hours per week. This classification is normally eligible for benefits, but on a pro-rata basis.
- Temporary***: An employee who is hired for a specified period of time, usually no more than six (6) months. This classification is not eligible for benefits, except for those mandated by law.
- On-Call***: An employee who does not have a set schedule and works only when called upon. This classification is not eligible for benefits, except for those mandated by law.

****NOTE: This category may be eligible for benefits under the Affordable Care Act depending on hours worked.***

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor.

- Exempt**: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.
- Non-exempt**: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

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

Your personnel file is available for review (except for any references and other material exempt from disclosure under state law) by making advance arrangements with the Fire Chief. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the Finance Officer and Administrative Assistant:

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

A Change in Personal Data form is available for your use in reporting any changes in your personal information.

EMPLOYMENT RELATIONS AND CONDUCT

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ETHICS

We believe in treating people with respect and adhering to ethical and fair practices in business. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of our Districts or to compromise our reputation or our integrity. Employees who violate the Ethics Policy or who create an equally detrimental impact on the Districts will be subject to corrective action, depending upon the circumstance, up to and including termination.

Conflict of Interest

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer/client, or any individual or Districts doing or seeking business with Sheridan, SW Polk and West Valley Fire Districts. This means you may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the Districts or interferes with your ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the individual responsible must have no proprietary or financial interest in any business that furnishes products, materials, or services to the District or in any related transaction. An employee may not benefit directly or indirectly from a third party who furnishes products, materials, or services to the Districts either.

Misrepresentation

As an employee, you should consider how you represent Sheridan, SW Polk and West Valley Fire Districts in your transactions and interactions. You should be careful not to misrepresent the District's policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. You should also avoid using the District's name, likeness, facilities, assets, resources, or the authority of your position with the Districts for personal gain or private interests.

Gratuities/Gifts

No employee may receive, give, pay, promise, or offer to our customers anything of value, whether cash or any other property, to secure or appear to secure preferential treatment. This includes any form of gratuity to or from employees of our customers or members of their families.

The following exceptions to this policy may be permitted, but you must have supervisor approval in advance:

- Purchase of business meeting meals
- Gifts of food or other consumable products offered to the entire work group during the holiday season when rejection of the gift would damage business relationships

Outside Employment

While employed at Sheridan, SW Polk and West Valley Fire Districts, you may not engage in outside employment that conflicts with the nature of the District's business, competes with the Districts, or that otherwise interferes with your ability to perform according to established standards of performance and work rules. Additionally, you may not work at an organization that conducts business with Sheridan, SW Polk and West Valley Fire Districts. During hours you are scheduled to work for Sheridan, SW Polk and West Valley Fire Districts or use District equipment for such purposes, you may not conduct any business connected with outside employment.

Off-Duty Conduct

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potentially negative impact on the District's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct (*i.e.*, that which adversely affects the Districts, its public image, or their own ability or credibility to carry out employment responsibilities) may be subject to corrective action, up to and including termination.

Solicitation and Bulletin Boards

To make sure employees aren't disturbed or interrupted while on work duty, we have established the following non-solicitation policy:

Individuals who are not employed at the Districts may not solicit our employees or distribute literature on Districts property at any time.

If you wish to solicit or distribute literature to other employees by or on behalf of any individual, organization, club, or society, you may do so only during times when you are on a rest or lunch break. You may solicit or distribute literature only to those employees who are also on a rest or lunch break. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or lunchrooms.

Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.

You may not solicit, expect, or accept contributions from vendors, clients, or anyone doing business with the Districts.

You may not sell merchandise or collect funds of any kind without prior approval from the Fire Chief.

We use our Districts' bulletin boards to keep you up-to-date and to post notices and information required by law. We also use them to announce activities and other items of interest to employees. We ask that you check the bulletin board regularly to obtain information that may be important to you. Bulletin boards are to be used only for posting or distributing notices or announcements of a business nature that apply equally and are of interest to all employees or are directly concerned with District business.

CONFIDENTIALITY

District and Customers

At Sheridan, SW Polk and West Valley Fire Districts, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any of the above information pertaining to the Districts or their customers without prior explicit approval of their supervisors and must sign a form stating such.

No District records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from the Fire Chief, except in the ordinary course of performing duties on behalf of Sheridan, SW Polk and West Valley Fire Districts. Additionally, the contents of District records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records

Sheridan, SW Polk and West Valley Fire Districts' philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the Districts will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the Districts includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained securely in electronic form, and are not used by the Districts in the course of business operations.

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

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

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Deputy Chief. The Deputy Chief has the responsibility to investigate the incident and take corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples

of the release of personal employee information that will not be considered a breach include the following:

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

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

WORKPLACE RULES

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

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

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

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

WHISTLEBLOWER PROTECTIONS

Sheridan, SW Polk and West Valley Fire Districts encourages any employee with knowledge of an illegal or dishonest District activity to report it to their supervisor. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Fire Chief.

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

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. Sheridan, SW Polk and West Valley Fire Districts will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Fire Chief immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to their supervisor who is responsible for investigating and coordinating corrective action.

DRESS CODE

Employees contribute to the atmosphere and reputation of Sheridan, SW Polk and West Valley Fire Districts in the way they present themselves. A professional appearance is essential to a favorable impression with consumers. Good grooming and appropriate dress reflect employee pride and inspire consumer confidence.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and may not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly-revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

Additionally, clothing, jewelry, and hair should not be loose or dangle in such a way that creates any kind of safety hazard.

Body piercing jewelry and body art that does not convey a professional image should not be visible.

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

COMMUNICATION AND SOFTWARE SYSTEMS

Electronic Communications Systems

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

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

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

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

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

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

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on District letterhead.

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

Laptop Security

All staff that are issued laptops and other computer-related equipment shall review the Lexipol computer-related equipment guidelines. These guidelines include security precautions and procedures as recommended by Sheridan, SW Polk and West Valley Fire Districts.

Mobile Devices

Allowing Remote Wipe Provisions/Data Liability

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

Obviously, it is critical that any loss or theft of a mobile device, including laptops, be immediately reported to Administrative Assistant. Security of these devices should consider including two (2) levels (i.e., locked in a trunk if kept in a car; locked in a hotel safe, not left out in a hotel room; etc.) of safeguarding. Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the device or loss of District-related information addressed in this policy, and further corrective action, up to and including termination.

Use of Internet, VPN (Virtual Private Network), and Commercial Online Systems

See Lexipol policies.

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Instagram are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to market Sheridan, SW Polk and West Valley Fire Districts' services and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using District-provided computers or cell phones or is representing the Districts via social networking activity, that individual is expected to represent the Districts in a professional and positive light. Sheridan, SW Polk and West Valley Fire Districts wish to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws (including copyright) and ethical considerations.

Posting

Business Use

Employees may use social networking websites to conduct District business, as long as such use is authorized and complies with the Districts' policies. Districts' logos or other District information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

Ownership of Social Media Accounts

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

Monitoring

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

Protection

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

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

Prohibited Conduct

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

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

Telephone Usage

Sheridan, SW Polk and West Valley Fire Districts realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should

impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the Districts, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at Sheridan, SW Polk and West Valley Fire Districts is the property of the Districts and is provided for use in conducting District business. All communications and information transmitted by, received from, or stored in this system are District records and property of Sheridan, SW Polk and West Valley Fire Districts. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. Sheridan, SW Polk and West Valley Fire Districts, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the Fire Chief.

Cell Phones

Where job or business needs necessitate immediate access to an employee, the Districts may provide/require a business cell phone for work-related communications. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If an District-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be limited to breaks and lunches.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The Districts prohibit the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both District-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which Sheridan, SW Polk and West Valley Fire Districts can continuously monitor the effectiveness of Districts operations and employee performance, all employees will receive regularly scheduled formal performance review annually.

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

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

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

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

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

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

Performance reviews serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Reviews identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the Districts and its employees. It is the philosophy of Sheridan, SW Polk and West Valley Fire Districts to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

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

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

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

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

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

COMPENSATION

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PAY ADMINISTRATION

Sheridan, SW Polk and West Valley Fire Districts value high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the Districts to ensure internal equity is achieved.

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

Pay Increases

It is Sheridan, SW Polk and West Valley Fire Districts' intent to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis or at preset intervals. Your supervisor will determine if an increase is warranted at the time of your performance review; factors considered will include knowledge, skill, responsibility and effort. Recommended increases are not effective until approved by both the next level of management and the Fire Chief.

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

PAY PRACTICES

Paydays

You will be paid monthly. Paydays are the last business day of the month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks will be distributed on the Friday prior to the established payday. If a payday falls on a District holiday, you will receive your check on the last workday prior to the holiday.

Payroll Deductions

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

Pay Advances

Pay advances are not provided by the Districts. Employees are encouraged to find other appropriate resources for any financial difficulties. An Employee Assistance Program offers some form of financial counseling, please see in-station postings

Delivery of Paychecks

Your paycheck will be direct deposited into an account provided by you. Final paychecks may be provided in paper form.

Method of Payment

A statement showing gross earnings, deductions, and net salary will accompany each paycheck or notice of direct deposit. Employees are paid by direct deposit.

Employee Withholding Allowance Certificates (Form W-4)

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

Time Records for Non-Exempt Employees

The time card/time sheet is a record of time worked and must be filled out in CrewSense. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be granted access to CrewSense upon start of employment.

Time cards should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Supervisors will review time cards each pay period. Time cards must be completed via computer. If an error needs to be corrected, the time card should be taken to the supervisor for appropriate action. All manual entries or corrections must be made, reviewed, and initialed by the supervisor or other appropriate management member. Time cards should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time card. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees classified as exempt do not fill out time cards and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because

Sheridan, SW Polk and West Valley Fire Districts does have vacation and sick pay benefits programs, if you have earned time in these bank(s), you must use this time first vacation to cover any time off that is less than your normal work day.

Dispute Resolution Process for Paycheck Errors

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

Final Paycheck

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

HOURS OF WORK AND WORK SCHEDULES

District Hours

The general office hours at Sheridan, SW Polk and West Valley Fire Districts are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Specific workday and workweek schedules for each employee will be determined from time-to-time by the appropriate supervisor based on the Districts' needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the Districts.

The normal shifts are 8, 12, 16, 24, 48 hours are as assigned. The total hours in a normal workweek 40, 45, or 56 Sunday through Saturday. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

Overtime

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times (1.5) the regular rate of pay for all hours worked in excess of the employee's normal assigned workweek, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime. Your department supervisor must approve any overtime hours in advance or else you may face corrective action, up to termination.

Meal and Rest Periods

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

Lactation

Sheridan, SW Polk and West Valley Fire Districts promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods of no less than 30 minutes during every four-hour work period (or major part thereof) to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as required. Management and employees should work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

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

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

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

Social and Recreational Activities

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

Inclement Weather and Emergency Closures

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

In the event that Sheridan, SW Polk and West Valley Fire Districts makes the decision to close the office prior to the start of the business day, the closure will be announced via a District-wide communication from the administration. A closure message may also be recorded on Sheridan, SW Polk and West Valley Fire Districts' general voice message line. It is the responsibility of each employee to check e-mail and call their supervisor for an update, if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via District-wide communication.

Exempt employees will be paid for all absences related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available vacation time may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours, whichever is greater. Non-exempt emergency response employees are expected to fulfill all assigned work hours.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

Sheridan, SW Polk and West Valley Fire Districts will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by your supervisor before payment will be made.

Expense reports must be supported by proofs of purchase, *e.g.*, receipts. Expense reports are due to the Administrative Assistant within five (5) days following the purchase date.

Mileage Reimbursement

The three districts discourage the use your own vehicle for District business. Any reimbursement for personal vehicle use must be submitted and pre-approved with the submittal of the Travel Request Form.

You assume liability for your vehicle when you use it for business purposes. All employees who want to use their personal vehicles for District business must verify that they have a current driver's license and the minimum vehicle liability insurance required by state law. This insurance will be primary.

PAY EQUITY STATEMENT

Sheridan, SW Polk and West Valley Fire Districts strive to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their knowledge, skill, responsibility and effort. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on Sheridan, SW Polk and West Valley Fire Districts' objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the Deputy Chief.

BENEFITS

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PURPOSE AND POLICY

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

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

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

Benefit Pro-ration and Employee Cost Sharing

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

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

Benefit Design and Modification

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

Benefit Plan Documents

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

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

Sheridan, SW Polk and West Valley Fire Districts currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Finance Officer.

Eligibility

This benefit is provided for all regular full time employees. If otherwise eligible, you may begin to participate in the plan after you have completed 30 days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of 30 days of employment. Part-time, temporary, and on-call employees are generally not eligible to participate in the health insurance plan.

Plan Enrollment

Once you are eligible, you may complete enrollment forms available through the Finance Officer. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The Districts pay the full monthly premium for enrolled employees.

Insurance coverage for your dependents is also available. The Districts provide assistance with the cost by contributing 70% of the monthly premium.

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

Medical information is covered by HIPAA regulations. Sheridan, SW Polk and West Valley Fire Districts realize the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

Premium Cost

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

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. Sheridan, SW Polk and West Valley Fire Districts determine the payroll deduction schedule.

Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under the continuation coverage provided for by state law. Eligibility can be lost if certain "qualifying events" occur that

would otherwise cause your or a dependent's group health coverage to terminate. Examples of qualifying events include termination of employment, a reduction in hours, being absent without leave, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

You, your spouse, and dependents may continue group health insurance for up to nine (9) months at your own expense if you were enrolled in the plan for at least three (3) months. However, continuation does not occur automatically. You must elect coverage within insurer's required response time or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within a specified timeframe for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

Portability/Conversion of Health Plan

If you've been continuously covered under our group medical insurance policy for at least 180 days and your employment with us ends, you may be eligible to convert to an individual policy with our insurance carrier. You may request this portability coverage before, during, or at the end of the benefit extension period described above. However, you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

DENTAL INSURANCE BENEFIT

Sheridan, SW Polk and West Valley Fire Districts provides a Dental Insurance plan for employees.

Eligibility

Employees regularly scheduled to work 30 hours or more per week are eligible for dental insurance coverage on the first day of the month after 30 days of employment. Part-time, temporary, and on-call employees are not eligible to participate in dental insurance.

Cost

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

Employees may enroll dependents in the dental care plan, but must pay 30% of the premium costs associated with this coverage, which will be deducted from the employee's paycheck.

OTHER INSURANCE BENEFITS

Group Life Insurance

We provide group life insurance coverage for eligible employees. Employees who are regularly scheduled to work 30 hours per week or more become eligible for this coverage on first day of the month after 30 days of employment. The amount of insurance coverage is \$25,000, further coverage is available at the employee's expense. Sheridan, SW Polk and West Valley Fire Districts pay the full premium.

Long Term Disability

Sheridan, SW Polk and West Valley Fire Districts provide a Group Long-Term Disability plan. Employees who are regularly scheduled to work 30 hours or more per week become eligible for this plan on first day of the month after 30 days of employment. Sheridan, SW Polk and West Valley Fire Districts pay the full premium.

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VACATION BENEFIT

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

You will earn vacation benefits according to the following monthly schedule:

<u>Length of completed service</u>	<u>40/45 hours per week</u>	<u>56 hours per week</u>
1 through 12	7	10
13 through 60	8	13
61 through 120	10	17
121 through 180	14	19
181 plus	15	24

We provide vacation so you can enjoy periods of time away from work. Vacation is intended for rest and recreation and vacation pay may not be taken instead of time off. Vacation accrual **will** be paid out at separation in accordance with this policy and any applicable law.

Time is not to be banked and never used; therefore, accrual cannot exceed 240 hours. Vacation benefits will stop accruing when the maximum allowed has been reached. The benefit will begin accruing again when you reduce the total to less than the allowed maximum.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in CrewSense and submitted to your Battalion Chief. Generally, employees won't be allowed more than two (2) weeks off at a time. We'll try to grant each request, but we cannot guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

Exempt employee vacation leave

The Districts grant an additional 40 hours of vacation leave per year in lieu of compensatory time or overtime for exempt employees. This exempt vacation leave is granted at the beginning of each fiscal year (July 1) and must be used during the fiscal year. Any unused portion of the exempt vacation leave remaining at the end of the fiscal year (June 30) is forfeited.

SICK LEAVE

Sheridan, SW Polk and West Valley Fire Districts provide paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the on-duty Battalion Chief or the Deputy Chief.

The accrual of sick time begins on the first day of employment at the rate of 8 hours for 40/45 hour per week employees and 10 hours for 56 hour per week employees of sick time earned for every one month worked, up to a maximum of 960 hours. Employees will be granted 40 hours for 40/45 hour per week employees and 48 hours for 56 hour per week employees on their first day of employment. Sick time may be used as it is accrued moving forward.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, or to care for an immediate family member with an illness. Sheridan, SW Polk and West Valley Fire Districts do not allow employees to donate sick time to other employees in need. Unused sick time is not paid out upon separation from employment.

PAID HOLIDAY BENEFIT

Sheridan, SW Polk and West Valley Fire Districts observe the following holidays each year and our offices are officially closed on these days:

- New Year's Day - January 1
- Martin Luther King, Jr.'s Birthday – 3rd Monday in January
- Presidents' Day - 3rd Monday in February
- Memorial Day - last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Veterans Day - November 11
- Thanksgiving Day - the 4th Thursday in November
- Day after Thanksgiving Day- the 4th Friday in November
- Christmas Day - December 25

These holidays or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion.

Eligibility

Employees regularly scheduled to work 20 hours or more per week will be paid for the above holidays. Part-time employees between 20 and 40 hours will receive a prorated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four (4) hours of holiday pay because 50% of a full-time schedule is worked.

Non-Exempt Employees

If a regular or probationary nonexempt employee is required to work on a holiday, unless otherwise specified as a condition of the employee's position (such as part-time employees) or as otherwise

provided in this Handbook, the employee shall be compensated by payment at a rate of one and one-half times the hourly rate of base pay.

Exempt Employees

If a regular or probationary exempt employee is required to work on a holiday, the employee shall be compensated by time off at a rate of one hour per hour worked.

OTHER BENEFITS

Employee Assistance Program

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

Employees regularly scheduled to work 30 hours or more per week become eligible on the first day of the month following hire.

Employee-Funded 457 Deferred Compensation Plan

As a public sector employee, you have the opportunity to build your retirement investments – with tax advantage – through an employee-funded 457 deferred compensation plan.

Deferred compensation is a program that allows you to invest today for your retirement. Federal, and in most cases state, income taxes are deferred until your assets are withdrawn, usually during retirement when you may be in a lower tax bracket.

Under Section 457 of the Internal Revenue Code, you may defer each year a maximum of 100% of your “gross compensation” or an annual dollar limit, whichever is less.

The Districts will provide employees who qualify for a 457 plan with an enrollment information at the time of eligibility.

LEAVES OF ABSENCE

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LEAVE OF ABSENCE

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

Bereavement Leave
Civic Duty
Personal Leave

Family and Medical Leave
Military Leave
Crime Victims' Leave

Leave to Donate Bone Marrow
Domestic Violence Leave

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

BEREAVEMENT LEAVE

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

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

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

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

Length of Leave

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

Request Procedure

If possible, you should provide notice of the need for leave 10 days in advance. You are required to at least provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf, if necessary. You must provide written notice of the request for time off within three (3) days of returning to work.

Pay While on Leave

You will continue to receive regular pay for up to three (3) days or 24 shift hours, which is the maximum District-paid absence allowed. Employees may choose to cover an additional period of absence with any available sick time.

Status of Benefits

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

CIVIC DUTY LEAVE

Jury or Witness Duty Leave

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

Length of Leave

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

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within five (5) days after you received it.

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay for up to one week if you are a non-exempt employee; after that period, you may utilize paid time off if desired. For exempt employees, any partial day or partial week worked will be paid in full; employees are required to remit any jury fees received in connection with their service.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

CRIME VICTIMS' LEAVE

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

Safety Measures

The Districts will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave are required to use any accrued paid vacation time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

DOMESTIC VIOLENCE LEAVE

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

Eligibility

All Sheridan, SW Polk and West Valley Fire District employees are eligible to take domestic violence leave.

Types of Services/Treatment

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

Length of Leave

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

Request Procedure

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

Safety Measures

The District will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking.

Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave are required to use any accrued paid vacation time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by domestic violence leave. We would also strongly encourage any employee experiencing such an issue to avail themselves of the EAP's services and support.

FAMILY AND MEDICAL LEAVE

OREGON AGENCIES WITH 25-49 EMPLOYEES

NOTE: Sheridan, SW Polk and West Valley Fire District do not individually meet the requirements for Family and Medical Leave.

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LEAVE TO DONATE BONE MARROW

Eligibility

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

Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid. In extenuating circumstances, approval to take more unpaid time off unpaid may be granted by a supervisor or manager.

Request Procedure

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

Status of Benefits

Benefits are not affected by this leave.

PERSONAL LEAVE OF ABSENCE

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

Eligibility

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

Length of Leave

The leave may be requested for any time over 30 consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 90 days.

Request Procedure

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

Pay While on Leave

Personal leaves of absence are without pay.

Status of Benefits

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

Reinstatement

Sheridan, SW Polk and West Valley Fire Districts will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis bi-weekly to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically-related.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

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

Eligibility

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

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

Status of Benefits

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

Reinstatement

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

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

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously

employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Sheridan, SW Polk and West Valley Fire Districts, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or
longer:

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

For service of 31 days or more, Sheridan, SW Polk and West Valley Fire Districts will request that you provide documentation to verify your rights to re-employment, including your separation papers.

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

OREGON MILITARY FAMILY LEAVE

NOTE: Sheridan, SW Polk and West Valley Fire Districts do not individually meet the requirements for Oregon Military Family Leave. See Lexipol policies for military leave.

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HEALTH AND SAFETY

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DRUGS AND ALCOHOL

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, Sheridan, SW Polk and West Valley Fire Districts and the union believe that we have a responsibility to our employees, to those who use or come into contact with our products and services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this drug and alcohol policy in addition to the Lexipol Policies.

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

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or illegal substances that impair job performance or pose a hazard when use or possession occurs;
- Reporting for or being at work with the presence of alcohol, illegal drugs, or controlled substances in your system.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for ensuring that your ability to maintain work performance standards, including safety, will not be affected by the medication. If you are in doubt, please discuss this with the Deputy Chief before beginning work. Any medical issues discussed will be kept confidential.

If you have a problem with drugs or alcohol and wish to undertake rehabilitation, you may be granted an unpaid leave of absence for this purpose, as long as your work performance warrants and there have been no violations of this policy. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Deputy Chief. No one will be discriminated against for undertaking rehabilitation.

For purposes of this policy, having any detectable level of alcohol or drugs in one's system while covered by this policy will be considered to be a violation. Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

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

Presence of is defined as any detectable level of alcohol or drugs in an employee's blood or urine, or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties and whose availability is restricted by law.

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

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

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination. We also reserve the right to involve law enforcement officials for any conduct that we believe might be in violation of state or federal law.

If a professional assessment is made that you have a problem with alcohol or drugs, your continued employment may be conditioned upon your entering into and completing a treatment program (including follow-up recommendations) approved by the Districts. You also may be required to sign and live up to the terms of a performance agreement in order to demonstrate your commitment to rehabilitation and staying alcohol- and drug-free. This course of action is likely if you come forward on your own and ask for help in overcoming your problem. If you are caught selling, distributing, using, or having the presence of drugs or alcohol in your system while at work, we may terminate your employment without offering you the opportunity to participate in a treatment program.

Testing Paragraphs

If you voluntarily request assistance in dealing with a personal drug or alcohol problem, you may do so through the Employee Assistance Program. The request for assistance will not jeopardize your employment as long as this assistance is sought before work performance has deteriorated or disciplinary problems have begun. Other treatment programs for drug and alcohol problems may be available through our health insurance coverage.

As a result of corrective action arising from a drug or alcohol problem, you may be required to participate in a drug or alcohol treatment program. If so required, you will regularly be evaluated for drug and alcohol use by a professional. When such an evaluation is scheduled, we will pay the cost. You may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct that led to your mandated participation in an alcohol and drug treatment program, you may be required to submit to random or unannounced screening for alcohol or drugs for a specified period of time. You may also be required to meet various performance standards that are imposed as a condition of continuing employment.

If you are involved in a job-related accident resulting in property damage in excess of \$1,200, or physical injury requiring off-site medical attention, you will be required to submit to testing to determine the presence or absence of a controlled substance. We may waive the requirement if we do not have a reasonable basis to conduct drug or alcohol testing or, if we determine, at our discretion, that the accident could not have been caused by the use of a controlled substance.

You will be subject to testing upon transfer or promotion into another position.

You may be required to submit to testing on a random or unannounced basis to determine the presence of, use of, or involvement with drugs or alcohol. This may include testing by random

selection, testing of an entire department or work unit, or testing of specific identified categories of employees as a group.

We will also conduct testing as required or recommended under the provisions of any state or federal government regulations. If you are within a regulated group requiring testing, you will be required to abide by policy as well as any government programs.

When being tested, you may request that any sample be split into two parts, with one part tested and the other retained by the testing laboratory for future re-testing in the event of a positive test result. If you request a re-test, it will be at your expense and must be conducted by a laboratory that is acceptable to us. A list of approved laboratories will be provided upon request.

If you believe that your specimen was not collected in accordance with established procedures, you must report any deficiencies within 24 hours of the collection. Deficiencies reported after 24 hours have expired and will not be considered.

WORKPLACE VIOLENCE

Sheridan, SW Polk and West Valley Fire Districts recognize the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, these Districts specifically prohibit any employee, customer, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the Districts or that threaten the safety, security, or financial interests of the Districts. Employees should make such reports directly to their supervisor or the Deputy Chief.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

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

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

EMPLOYEE HEALTH AND SAFETY

Sheridan, SW Polk and West Valley Fire Districts are committed to providing our employees with a safe and healthful work environment. To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

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

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

While we respect personal taste in clothing, jewelry, and body modification, when any of these areas have the potential to make an employee more vulnerable to injury, we reserve the right to prohibit the attire or behavior or ask the employee to take some steps for safety.

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

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you.

If an injury occurs you are required to:

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

Early Return to Work Program

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

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

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

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

A return to work from non-work-related injuries will typically require the use of accrued leave and/or long term disability and will be reviewed on a case-by-case basis.

Smoking in the Workplace

Sheridan, SW Polk and West Valley Fire Districts are non-smoking facilities. This includes the use of electronic cigarettes and vaping devices. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 10 feet of any entrance, exit, window, or air intake device. If any employee has a concern about the areas designated, that individual should speak with the appropriate supervisor.

Employee Right to Know/Hazard Communication Program

Sheridan, SW Polk and West Valley Fire Districts provide a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or Battalion Chief.

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

Container Labeling

The Battalion Chief will verify that all containers received for use will:

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

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

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

Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this District may be exposed to will be kept electronically and all employees shall have access. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the Battalion Chief before using the chemical or the machine containing it.

Employee Information and Training

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

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

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

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

For more information on health and safety policies, please login to Lexipol.

Emergency Preparedness

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

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

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

Should a threat to District property or an employee be received, it should be reported immediately to your supervisor.

EMPLOYMENT SEPARATION

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SEPARATION FROM EMPLOYMENT

Separation from employment with Sheridan, SW Polk and West Valley Fire Districts occurs when you voluntarily resign, are laid off, or are discharged by the District.

Resignation

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

Job Abandonment

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

Job Elimination, Reduction in Work Hours

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

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

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

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of twelve (12) months. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during

the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

Discharge

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

The Districts have a corrective action policy found on page 29 of this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found on page 29 of this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

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

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

Return of District Property

Upon separation from employment, either voluntarily or otherwise, you must return all District property in your possession. Such property may include credit cards, District vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the Districts.

Employee's Notes

DRAFT

Sheridan, SW Polk and West Valley Fire Districts
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

As an employee of Sheridan, SW Polk and West Valley Fire Districts, I acknowledge the following:

I have been given access to the Employee Handbook. I understand that the Handbook contains important information about Sheridan, SW Polk and West Valley Fire Districts' policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked my supervisor for the clarification of any information I did not understand.

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

The Fire Chief is the only person authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

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

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

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

Employee Signature

Date

Print Employee's Name

Staff Report:

To: Chief Schulze

From: BC Hoxie

RE: M0412 (WVFD white ford Medic unit)

The 2004 medic unit that has been kept as a reserve back-up unit potentially to be used as a Rehab unit, no longer serves a viable function to any of the districts. The unit was purchased used in 2008 with 174K miles and was purchased and used exclusively for the medical unit responses West Valley held a previous contract for. The unit currently has 238K miles on it, service records are no accessible, currently the unit runs and drives all EMS equipment has long since been removed and it has not functioned as a medic unit since July of 2019. The unit has an undersized patient compartment, older electronic, and mechanical system that have questionable reliability, most will require replacement as parts are no longer available for these systems. The intent of keeping this unit as a rehab and support unit is not a viable option until the Fire Corps program is fully functional and there will be other suitable vehicles at that time to take the place of this unit which is far past it's usable service life.

With the anticipated purchase of a new medic unit later this year to replace the 2011 medic unit and the limited staffing at West Valley I would recommend removal of this unit from our inventory of rolling stock. This will leave two front line medic units and a single district wide reserve. This unit could be sent to surplus as soon as decals are removed resulting in a small return of cash to the district along with the reduction in insurance, maintenance, etc. costs.

**WILLAMINA BOARD MEETING
AGENDA ITEMS
JULY 2020 MEETING**

1. Monthly bills will be paid as usual
2. Raises to Admin staff without board input we need to know what this will cost? (What about Board approval of raises?)
3. West Valley credit cards used for West Valley purchases only
4. Union negotiations are taking for ever and we have not input on anything concerning what it will cost. All we have talked about is insurance
5. Anything incurring a cost of over \$1500.00 needs board approval this includes Grants; it would not include hiring of line staff to fill the positions as they become empty or the positions opened up by levy money
6. We need to start the process of ordering a chassis for the new ambulance
7. All payments to Sheridan will be detailed so that each month we can track the differences and where they went and what they were for
8. WVFD Admin payments to Sheridan. Anytime they exceed more than \$1,000 above the budgeted amount I would like to see the amount over the line item itemized and it requires Board approval. Make a motion or resolution
9. A financial projection on how to pay the bills the next 2-6 months. This assumes that the levy money is destined as promised the tax payers, and is not available for expenses
10. If borrowing enters here, anywhere, how can we pay it back?
Written plan
11. How to cut the budget to make up for our share of the unbudgeted \$380,000 = \$152,000. Written plan, new budget? If the proposed budget is so bare bones, how do we cut other than Admin salaries?
12. Board members and records request
13. Are we expecting money from the State/Fed Covid to backfill for Damon, and is this a 40/40/20 split? And what formula is used to calculate what each district receives if not.

West Valley Fire District Board Meeting
Agenda Items
July 2020 Meeting

1. Monthly bills paid as usual.
 - a. Over the last 18 months the Administrative Team has transitioned the financial system into one process for all three Districts. In West Valley we had a temporary process with Accuity LLC. to pay bills through Bill.com that required electronic signatures for approval. This was a necessary short-term fix until our Finance Officer took over administration of all three Districts' finances. Standard financial accounting practices are in place and effective. As of today, current processes are similar to previous practices prior to any transitions. We are currently accountable and paying our bills on time.
2. Raises to admin staff without board input we need to know what this will cost? (What about Board approval of raises?)
 - a. All cost of living raises within our organization are either tied to performance reviews, collective bargaining agreements or established step raises. The boards fiduciary responsibility is to approve funding through budgetary processes and by adopting these budgets you are authorizing the Administrative Team to continue these practices as previously and traditionally established. The adopted 2020-2021 budget includes a proposed three (3%) percent cost of living raise to all eligible employees. We discussed the proposed 3% wage increases specifically during the budget process. We will bring the CBA to the board for final approval and adoption. Should the board wish to revisit the proposed Administrative Team increases, we could bring them to the board for final approval.
3. West Valley credit cards being used for West Valley purchases only.
 - a. Due to the three Districts working as one at the operational level, we have been able to divide some expenses that would have previously burdened all three districts, which equates to equitable sharing. We are working with staff to limit usage of cards for other District purchases but our current financial system and our agreement of the 40/40/20 split does not allow for exclusive use. Logistically we are trying limit the use when a singular purchase is identified for only one District going forward. The use of any District credit card for joint purchases does not incur any cost to that District, as these are reconciled monthly upon payment and each district is reimbursed appropriately without incurring any additional fees, etc. We understand that this use does not create the most transparent financial reporting, however, this is a temporary practice that supports and works towards our goal of formation into one new District.
4. Union negotiations are taking forever, and we have no input on anything concerning what it will cost. All we have talked about is insurance.
 - a. We are currently in union negotiations, as you know. As you are aware, the union is going through a massive transition in combining both Sheridan and West Valley employees into one bargaining group. Given this transition, it created the opportunity to update practices, including the Employee Handbook which is being presented to the Boards. This Handbook provides direction from the Boards to allow for guidance during negotiations. We have presented to the Oversight Committee the insurance plans that are available to us which were researched and presented and received direction as to guide the process. The union has been very good to work with and the negotiations are moving forward. Due to the laws outlining the process we are currently not able to publicly

discuss specifics. We could establish a monthly executive session to report progress and receive general guidance/direction on major items in the labor agreement.

5. Anything incurring a cost over \$1500 needs Board approval, this includes grants. It would not include hiring of line staff to fill the positions as they become empty or the positions opened up by the levy money.
 - a. We have been operating within state regulations imposed upon us for fiscal security measures. Please below for the ORS that grants authority for direct procurement of goods or services or contractual agreements up to the amount of \$10,000 dollars, permitting the monies are available in the approved budget. Rarely do our line items allow for large dollar purchases. The proposed \$1,500 Board approval requirement would not even allow staff to purchase turnouts for a new employee. In the absence of any additional policy or procedure, we handle purchases per applicable laws. Should the Board wish to limit spending beyond this ORS, they certainly can, it may require seeking legal advice for creation of a resolution or adoption of a financial policy.
 - b. ORS 279B.065 Small procurements

(1) A contracting agency may award a procurement of goods or services that does not exceed \$10,000 in any manner the contracting agency deems practical or convenient, including by direct selection or award. A contract awarded under this section may be amended to exceed \$10,000 only in accordance with rules adopted under ORS 279A.065 (Model rules generally).
6. We need to start the process of ordering a chassis for the new ambulance.
 - a. Staff has made this a priority and the process is already underway. Rough guidelines have been established based on the levy dollars and this task has been assigned to our EMS Committee to formalize specific designs and features. This Committee has made this a priority and put in countless hours of research. Although a Committee by design may lengthen the development process, we feel it is essential to make sure that this new ambulance meets the needs and reasonable desires of staff who will be working on the unit. Additionally, we hope that this new ambulance will be the model for future purchases to allow for consistency of equipment. We anticipate having final specifications outlined by August. Final approval and purchase of the unit will be completed through proper fiscal processes including Board approval.
7. All payments to Sheridan will be detailed so that each month we can track the difference and where they went and what they were for.
 - a. We believe this statement refers to the monthly reconciliation process of credit cards, the 40/40/20 purchases and reimbursements. The financial office creates spreadsheets that details the monthly reconciliations. If it is the Board direction that they receive/review the spreadsheets we are happy to provide those. We are only one year into the formation of our financial processes and every month we have shown improvement including the creation of these referenced spreadsheets as an effort to enhance our transparency. We are constantly reviewing and modifying our plan to strive for improvement. This week we will meet with a third-party finance professional to potentially begin a review process of our financial accounting and look for ways to enhance the efficiency, quality and transparency of our system.
8. WVFD admin payments to Sheridan. Anytime they exceed more than \$1,000 above the budgeted amount, I would like to see the amount over the line item itemized and it requires Board approval. Make a motion or resolution.
 - a. The Intergovernmental Agreement (IGA) outlines a financial 40/40/20 split where necessary, which is a contractual obligation for each of the Districts to fulfill their portion of this allocation. Failure to

satisfy this financial obligation would violate the IGA. The Board has the ability to monitor monthly expenditures through our monthly reports. Chief Hertel made an oversight in his calculations when preparing the budget, as discussed at last month's Board meeting. Because of this oversight each payment will be over the \$1,000 dollar stated cap until one of our proposed fixes is enacted. As we adopted the budget, the Board received both a solution to repair this before adopting the budget or looking at a resolution later in the year. The Board chose to adopt the budget including the oversight and directed staff to attempt to manage the finances to overcome the oversight deficit. If the Board wishes to change this direction, it may require seeking legal advice for creation of a resolution or adoption of a financial policy.

9. A financial projection on how to pay the bills the next 2-6 months. This assumes that the levy money is destined as promised the taxpayers and is not available for expenses.
 - a. We have prepared a financial projection and will be presented to the board at our regular meeting on July 9th. As you can see, the financial projection document demonstrates we will have a mere \$13,000 in October. It further demonstrates we will be able to cash flow through to the November tax revenue without any large unanticipated expenditures and receipt of expected revenues. This is too close for comfort for both staff and the Board, staff is working diligently improve our financial stability. The levy dollars will not be received until November. No levy expenses will be paid out until levy monies have been received. The anticipated start date for employee's hired under the levy is October 25th, with first payroll expenses being paid at the end of November, after receiving levy dollars. We do not anticipate making a payment on the ambulance until after November.
10. If borrowing enters here, anywhere, how can we pay it back? Written plan.
 - a. Per our financial projections presented to address question 9, we do not anticipate borrowing any money at this time. However, as noted, any large unanticipated or delay of expected revenues may require us to borrow money. Any plan to borrow money and subsequent payment plans would be presented to and approved by the Board should it be required. The only other borrowing being considered is for the procurement of the levy funded ambulance. This will take a flex lease, payment plan, or other borrowing method. This will also be presented to and approved by the Board prior to execution.
11. How to cut the budget to make up for our share of the unbudgeted \$380,000=\$152,000. Written plan, new budget? If the proposed budget is so bare bones, how do we cut other than Admin salaries?
 - a. During last year's budget we encountered more than \$140,000 dollars of unanticipated expenditures. We also managed through the error in personnel cost calculations that you note in this question. With the early identification in this year's budget and minimal or no unanticipated expenditures staff is willing to attempt to manage through this shortfall as directed by the Board. We will continue to work with all staff to minimize expenses and work within the budget until a budgetary change is made as stated at budget adoption. This deferment of expenses, like repairs and maintenance, does hurt our long-term forecasting but is not insurmountable. This is less than a 10% effect on our budget. If the Board wishes to change this direction, it may require seeking legal advice for creation of a resolution or motion.
12. Board members and records request
 - a. Per public record regulations mandated by the state as well as our policies, public members are eligible and encouraged to request public record documentation for full transparency. However, there is a defined process established to allow sufficient time to gather, ensure exempt information is redacted and recover costs associated with staff time to fulfill the request. As an individual board

member, outside of a public meeting, working without direction made during a public meeting, then a board member is to be considered a member of the public and standard records requests are to be honored. This is to ensure compliance as well to ensure that no ethical violations are made showing favoritism to one based on their voluntary elected position in office. These ethical issues can create personal liability and create liability issues for the board. Please refer to this link for the Oregon Ethics Public Officials Guide

https://www.oregon.gov/ogec/Documents/2010-10_PO_Guide_October_Final_Adopted.pdf

13. Are we expecting money from the State/Fed COVID to backfill for Damon, and is this a 40/40/20 split? And what formula is used to calculate what each district receives if not.
 - a. Yes, there will be a reimbursement for expenses incurred and the request has been submitted to the state. Because Chief Schulze is a salary employee that is paid at 40/40/20, the reimbursement of his salary will be at a 40/40/20 split. The Finance Officer chose to host his overtime costs/expenses at Sheridan holistically, thus Sheridan will receive reimbursement for all overtime costs incurred for Chief Schulze. During his absence, his position was mostly backfilled by Battalion Chiefs on overtime, which is a covered expense by the State Emergency Mobilization Plan. Battalion Chief backfill overtime expenses were also hosted by Sheridan. Thus, Sheridan will receive the reimbursement for those overtime expenses, as well. At times, when Battalion Chiefs were unavailable, line staff backfilled the position. The costs associated with line staff overtime will be reimbursed to the employing agency.

We appreciate your openness and candor in bringing these questions to us, as we are always open to discuss and eager to bring transparency. Your active interest in the Districts' wellbeing is a vital component to our success. Having each of you understand these mostly operations level financial questions is important to the future of these Districts. Please remember that operating these three Districts as one requires extraordinary practices, procedures, and processes. We hope that these answers shed light on operational functions so that the Board can make appropriate policy level decisions.

CHIEF'S REPORT

- ❖ Upcoming Events
 - Sheridan Volunteers are setting trigger points for a decision on the annual September Sheridan Pancake Breakfast.
- ❖ Recent Events
 - Conflagration reimbursement came in for the October 2019 California fire.
 - Presentations for cooperative services study were held on July 1st and 2nd. We anticipate the final reports will come in the next couple months.
 - On July 1, 2020,
- ❖ COVID-19 (Coronavirus)-
 - Yamhill County and Polk County have entered phase 2.
 - Stations remain closed to the public.
 - Contact tracing sign in sheets have been placed at all stations should there be any necessary entry to the stations besides our personnel.
 - There is a statewide order to wear masks in any public venue.
- ❖ SW Polk stations
 - ODOT permits have been issued for all three stations.
 - Septic permits have been issued for all three stations.
 - Building permits have been issued for Rickreall and Salt Creek.
- ❖ Firefighter/Paramedic Hiring
 - Ron Malcomson resigned. Henry Heiser was hired as a replacement.
 - Enough candidates remain on this list to fill the positions made available by the West Valley levy.
- ❖ GEMT
 - Due to COVID-19, the GEMT process was delayed. We have received the request for payment this week. The payment is due by July 15th and we should receive the reimbursement amount in the next few weeks.
- ❖ Special Districts Insurance Services (SDIS) Board of Trustees is soliciting applications for a Fire Chief interested in servicing on the SDIS Board of Trustees.
 - I would be interested in submitting my name for consideration.
 - There is a commitment of 10-15 days per year; all travel expenses are reimbursed by SDIS.

- ❖ Pay Equity
 - We are nearing the end of the Pay Equity compliance project.
 - By most accounts we are, as suspected, compliant as individual Districts but as our three Districts come together, we will need to make benefit adjustments.
 - These adjustments are being reviewed as part of our union contract negotiations. We have discussed many of these items at our Oversight Committee meetings, ie... differing amounts of sick leave between the two Districts.

- ❖ West Valley 2018/19 financial audit
 - Finance has submitted all documents and awaiting the transaction testing portion of the audit. We are completing the last of the questionnaires and anticipating the audit to be completed in August.

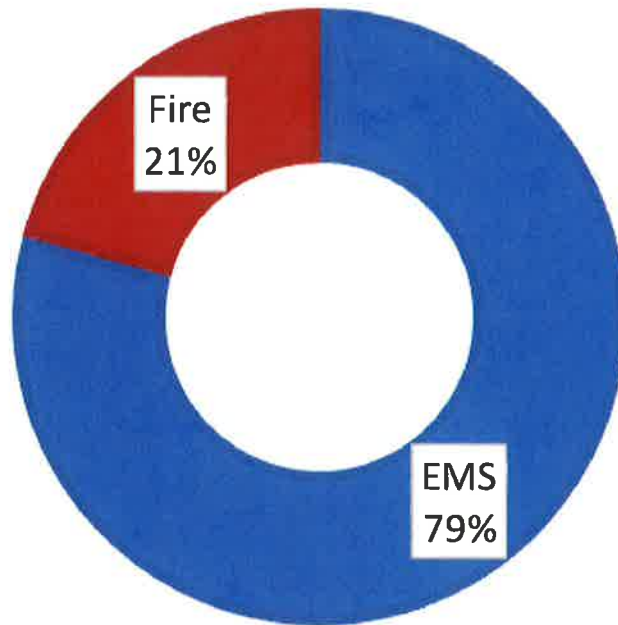
- ❖ Civil Service
 - The chief examiner position applications closed with 3 interested parties. We will be getting these applications to the Civil Service Commission.

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

- ❖ Revenue vs. Expenditure Trends
 - Please find attached Revenue vs. Expenditure graphs for all three districts

Sheridan Fire District

JUNE 2020 MONTHLY REPORT



Fire Stats

Structure Fire	1
Vehicle fire	2
EMS incident	20
Equipment problem	2
Public service assistance	1
Move-up	2
Cancelled	2
Controlled burning	3

Total 33

EMS Stats

Public Assist	2
Cancelled	10
Patient Dead on Scene	2
Not Transported	24
Standby	14
Transported	74

Total 126

Total Calls

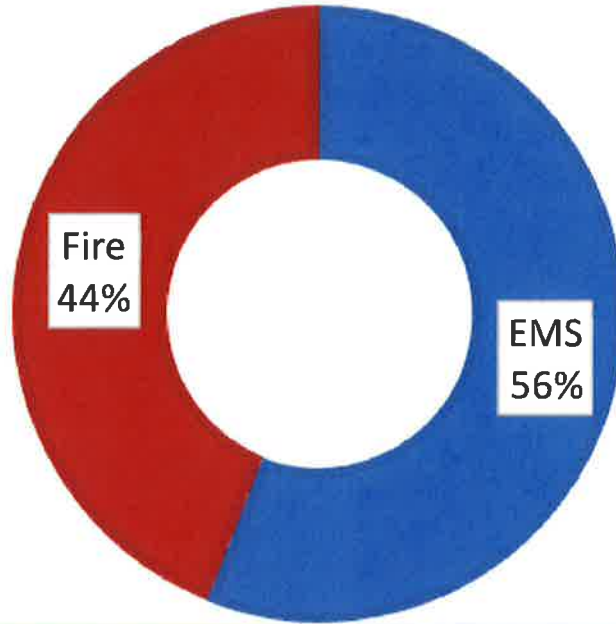
159

Training Hours

530.83

SW Polk Fire District

JUNE 2020 MONTHLY REPORT



Fire Stats

Vehicle fire	1
Natural vegetation fire	3
Smoke, odor problem	1
Cancelled	5
Controlled burning	1
Total	11

EMS Stats

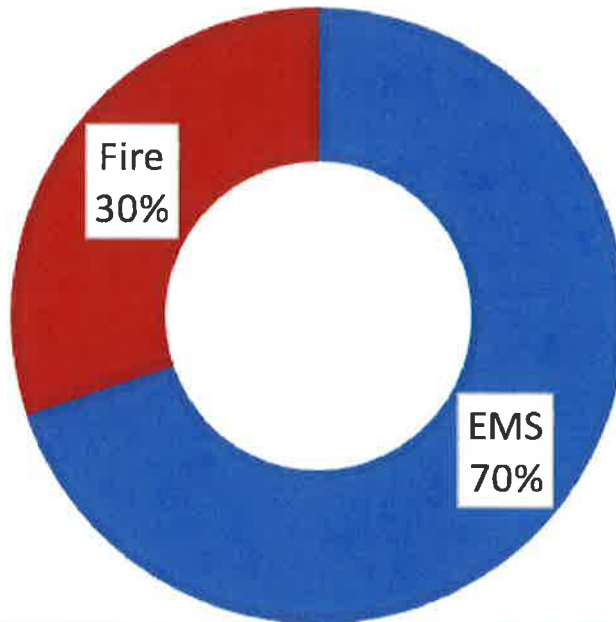
Excessive heat, burns	1
Medical assist	4
EMS incident	6
Extrication, rescue	2
Move-up	1
Total	14

Total Calls 25

Training Hours 147.33

West Valley Fire District

JUNE 2020 MONTHLY REPORT



Fire Stats

Structure Fire	1
Vehicle fire	1
Natural vegetation fire	1
Medical assist	10
EMS incident	18
Spills & leaks	1
Equipment problem	1
Other	3
Cancelled	6
Total	42

EMS Stats

Public Assist	1
Cancelled	15
Not Transported	22
Transported	59
Total	97

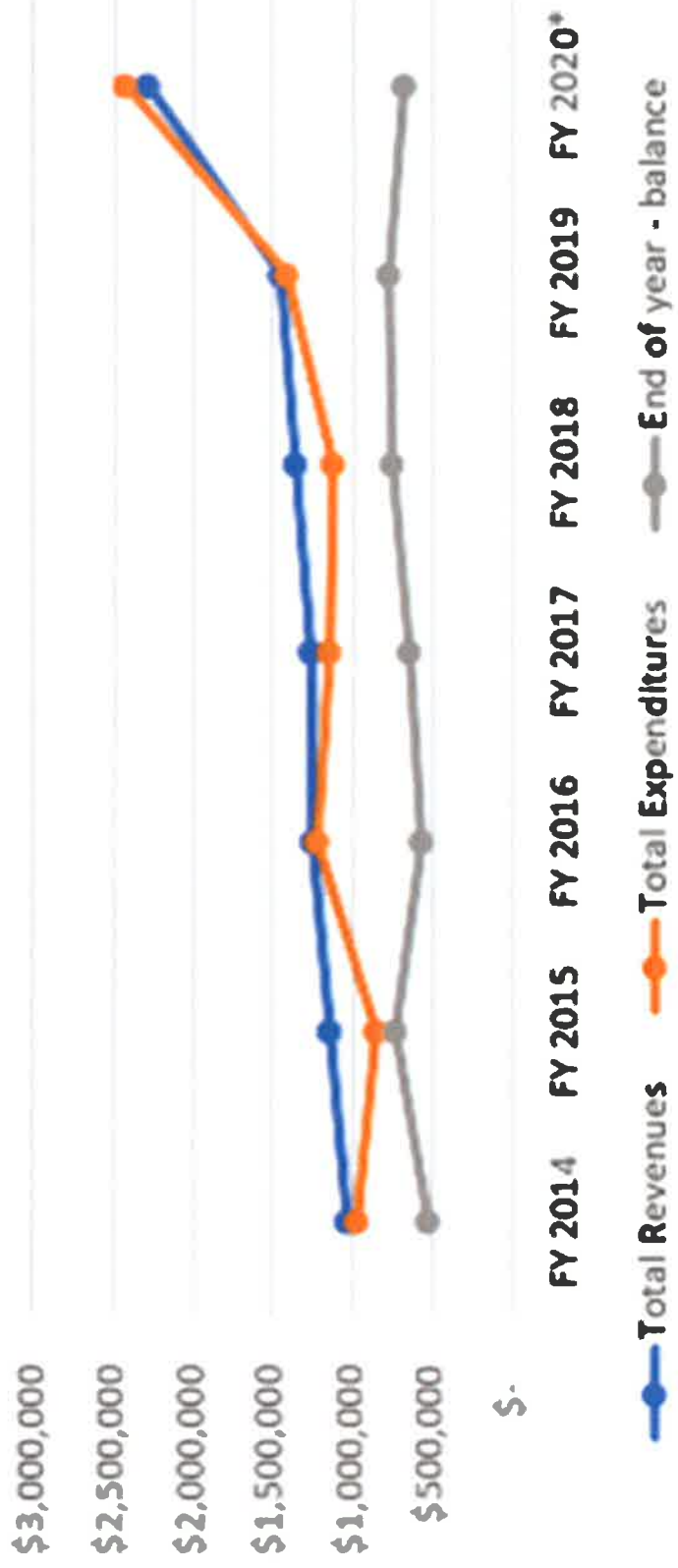
Total Calls

139

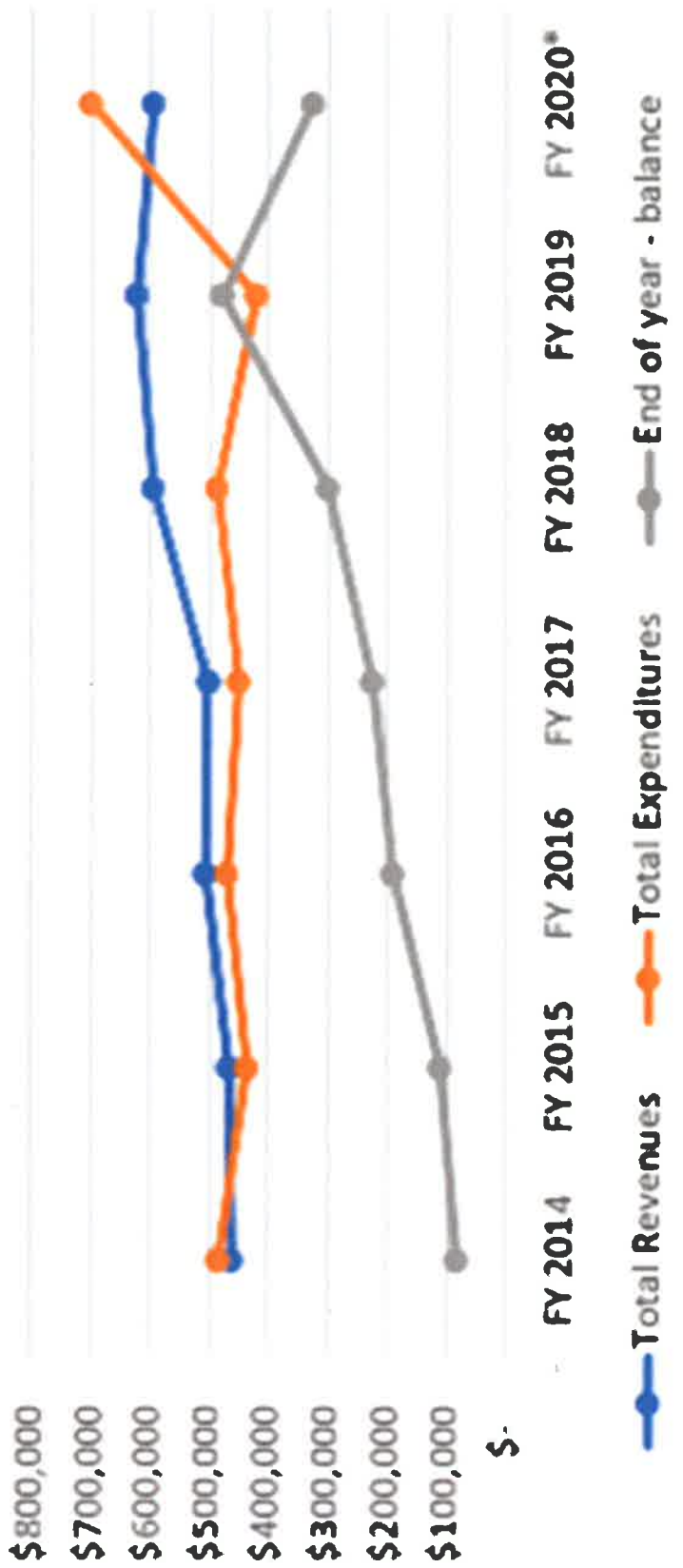
Training Hours

308

Sheridan Fire District Revenue vs Expenditure - History



SW Polk Fire District Revenue vs Expenditure - History



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West Valley Fire District Revenue vs Expenditure - History

