

Siuslaw Valley Fire and Rescue
2625 Highway 101 North, Florence, OR 97439

Minutes of Board Meeting – February 16, 2011

Steve Olienyk, President of the Board, called the meeting to order at 5:30 p.m.

BOARD MEMBERS PRESENT: Directors Steve Olienyk, Bill Mead, John Scott, Lori Gates, and Rob Ward were in attendance.

OTHERS PRESENT: Chief John Buchanan, Deputy Chief Marvin Tipler, and Finance Officer Janet Huston were in attendance.

APPROVAL OF MINUTES: Director Scott made a motion to approve the minutes of the board meeting held on January 19, 2011. The motion was seconded by Director Mead and was approved by unanimous vote.

COMMUNICATIONS: The following communications were reviewed and discussed:

1. 2011 SDAO Statement of Member Benefits & Best Practices Survey Results
2. Letter from Local Government Law Group, a member of Speer Hoyt LLC regarding 2010 Public Contracting Rules Update
3. Letter from volunteer firefighter, Dan Masterson, regarding training certification and the response by Chief Buchanan
4. Letter from SDAO Member Services Manager, outlining services and programs available to its members.

PUBLIC HEARINGS: None

PUBLIC COMMENTS: None

FIRE DISTRICT INCIDENT REPORT: The report reflecting the activity during January, 2011 was reviewed and various incidents were discussed.

FIRE DISTRICT TRAINING REPORT: The report reflecting training in January, 2011 was reviewed.

SAFETY MEETING MINUTES: The minutes of the January, 2011 Safety Meeting were reviewed and discussed.

REGULAR AGENDA:

At the request of Chief Buchanan to appoint the budget officer, Director Scott made a motion appointing Chief John Buchanan as the Budget Officer for the 2011/2012 budget process. Director Ward seconded the motion and it was approved by unanimous vote.

Chief Buchanan presented a new Board of Directors' policy entitled 'BOARD OF DIRECTORS: FUNCTIONALITY, OFFICER, MEETINGS'. In addition, if adopted, not only will it provide the board members with a much needed guide, it will also serve as a handout for potential candidates in the future. Director Ward made a motion to adopt policy 121.01 through 121.07,

entitled Board of Directors, Functionality, Officers, and Meetings. Director Mead seconded the motion and it was approved by unanimous vote.

Each board member was provided a copy of the annual audit for 2009/2010 as provided by our auditor, Mr. Richard Maxwell. After a brief discussion, Director Gates made a motion to accept the annual audit for fiscal year 2009/2010. Director Scott seconded the motion and it was approved by unanimous vote.

Chief Buchanan presented a new Board of Directors' policy entitled 'DISPOSAL/TRANSFER OF SURPLUS ITEMS'. There followed a brief discussion. Director Scott made a motion to adopt policy 125.03 , entitled Disposal/Transfer of Surplus Items. Director Gates seconded the motion and it was approved by unanimous vote.

Chief Buchanan thanked the board members for their participation in the work session pertaining to apparatus replacement and it is noted that the decision of the Board of Directors was to postpone the purchase of an engine(s) until our financial position improves and we are able to budget sufficient funds for equipment replacement and operating contingency. Chief Buchanan commented that we have a water tender that may need to be replaced in the near future as well. Chief Buchanan indicated that Janet, Marvin, and he will work on an Equipment Replacement schedule, and he also stated that he wants to look at other manufacturers in addition to Pierce.

REVIEW OF THE BILLS:

MOTION: Director Ward made a motion to ratify bills paid during the past month totaling \$81,144.41 and transfers from the Money Market Account to the Checking Account also made during the past month. The motion was seconded by Director Scott and was approved by unanimous vote.

FINANCIAL STATEMENTS: The financial statements were discussed.

FUTURE AGENDA BUSINESS: Board President Olienyk stated that the next regularly scheduled board meeting will be Wednesday, March 16, 2011 at 5:30 p.m.

There being no further business to come before the Board, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

JANET L. HUSTON
Finance Officer

SVFR

Monthly Incidents

Alarm Date Between {01/01/2011} And {01/31/2011}

| Incident | Type | Date | Location | Description |
|--------------|------|------------|--------------------------------|------------------------------|
| 11-0000001-0 | FIRE | 01/01/2011 | HIGHWAY 101 & LEVAGE DR | 324 Motor Vehicle Accident |
| 11-0000002-0 | FIRE | 01/01/2011 | South Jetty | 240 Explosion (no fire), |
| 11-0000003-0 | FIRE | 01/04/2011 | 4701 Highway 101 | 311 Medical assist, assist |
| 11-0000004-0 | FIRE | 01/06/2011 | 05340 LAUREL ST | 5312 Smoke smell |
| 11-0000005-0 | FIRE | 01/07/2011 | HIGHWAY 126 & NORTH FORK RD | 324 Motor Vehicle Accident |
| 11-0000006-0 | FIRE | 01/07/2011 | 1600 RHODODENDRON DR /#300 | 322 Motor vehicle accident |
| 11-0000007-0 | FIRE | 01/09/2011 | South Jetty area | 622 No Incident found on |
| 11-0000008-0 | FIRE | 01/10/2011 | 91291 HIGHWAY 101 | 324 Motor Vehicle Accident |
| 11-0000009-0 | FIRE | 01/10/2011 | 2ND ST & OAK ST | 5313 Smoke or odor |
| 11-0000010-0 | FIRE | 01/10/2011 | 1603 PERPETUA ST | 311 Medical assist, assist |
| 11-0000011-0 | FIRE | 01/11/2011 | 28TH ST & KINGWOOD ST | 322 Motor vehicle accident |
| 11-0000012-0 | FIRE | 01/13/2011 | 87675 Highway 101 | 561 Unauthorized burning |
| 11-0000013-0 | FIRE | 01/13/2011 | 83298 N PIONEER RD | 743 Smoke detector |
| 11-0000014-0 | FIRE | 01/14/2011 | 1630 13TH ST | 561 Unauthorized burning |
| 11-0000015-0 | FIRE | 01/15/2011 | 84875 HIGHWAY 101 | 352 Extrication of victim(s) |
| 11-0000016-0 | FIRE | 01/15/2011 | MP 9.5 HIGHWAY 126 | 324 Motor Vehicle Accident |
| 11-0000017-0 | FIRE | 01/16/2011 | MP 18 HIGHWAY 126 | 6112 Dispatched & cancelled |
| 11-0000018-0 | FIRE | 01/17/2011 | 85653 HEMLOCK ST | 311 Medical assist, assist |
| 11-0000019-0 | FIRE | 01/17/2011 | 2840 RHODODENDRON DR | 6111 Dispatched & cancelled |
| 11-0000020-0 | FIRE | 01/22/2011 | QUINCE ST & Highway 126 | 6112 Dispatched & cancelled |
| 11-0000021-0 | FIRE | 01/22/2011 | CLEAR LAKE RD & HIGHWAY 101 | 6112 Dispatched & cancelled |
| 11-0000022-0 | FIRE | 01/23/2011 | MP14 HIGHWAY 36 | 6112 Dispatched & cancelled |
| 11-0000023-0 | FIRE | 01/26/2011 | 146 42ND WAY | 311 Medical assist, assist |
| 11-0000024-0 | FIRE | 01/26/2011 | MP8 Highway 126 | 622 No Incident found on |
| 11-0000025-0 | FIRE | 01/27/2011 | 24TH ST & WILLOW LOOP | 561 Unauthorized burning |
| 11-0000026-0 | FIRE | 01/28/2011 | RHODODENDRON DR & WILDWINDS ST | 323 Motor vehicle/pedestrian |
| 11-0000027-0 | FIRE | 01/29/2011 | North Jetty | 542 Animal rescue |
| 11-0000028-0 | FIRE | 01/29/2011 | Dunes Flats @ Tree Island | 3111 Medical assist, ATV |
| 11-0000029-0 | FIRE | 01/30/2011 | 05952 VIEW LOOP | 311 Medical assist, assist |

EMS Incident Cnt: 0

Fire Incident Cnt: 29

Total Incident Count 29

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Department Journal

01/01/2011 to 01/31/2011

00:00 to 24:00

Training Classes

| Time | Type | Record Id | Description/Location | Staff Hrs |
|-------------------------|-------|-----------|--|-----------|
| Tue Jan 4, 2011 | | | | |
| 09:00 | TRAIN | | Burn at PUD building Property in the City NOT IN THE CITY | 18.00 |
| 18:00 | TRAIN | | CPR Training Central Station | 126.00 |
| Sat Jan 8, 2011 | | | | |
| 08:00 | TRAIN | | Orientation and Safety Central Station | 24.00 |
| 13:00 | TRAIN | | Fire Behavior and Ventilation Central Station | 24.00 |
| Sun Jan 9, 2011 | | | | |
| 08:00 | TRAIN | | Building Construction/Water Supply/Hose Central Station | 48.00 |
| Tue Jan 11, 2011 | | | | |
| 09:00 | TRAIN | | Ladder Operations | 12.00 |
| 17:00 | TRAIN | | Airpacks/single lay/hydrants Airport | 80.00 |
| Wed Jan 12, 2011 | | | | |
| 18:00 | TRAIN | | Officer Development Training | 28.00 |
| Sat Jan 15, 2011 | | | | |
| 08:00 | TRAIN | | Firefighter 1 Instruction Central Station | 48.00 |

SVFR

Department Journal

01/01/2011 to 01/31/2011

00:00 to 24:00

Training Classes

| Time | Type | Record Id | Description/Location | Staff Hrs |
|-------------------------|-------|-----------|--|---------------|
| Sun Jan 16, 2011 | | | | |
| 08:00 | TRAIN | | Firefighter 1 Instruction Central Station | 48.00 |
| Tue Jan 18, 2011 | | | | |
| 09:00 | TRAIN | | Air pack, vehicle orientation Central Station | 8.00 |
| 19:00 | TRAIN | | ICS 100, 200, 700 Central Station | 98.00 |
| Sat Jan 22, 2011 | | | | |
| 08:00 | TRAIN | | HazMat, Sprinklers, Public Ed Central Station | 6.00 |
| Sun Jan 23, 2011 | | | | |
| 08:00 | TRAIN | | Firefighter 1 Instruction Central Station | 6.00 |
| Tue Jan 25, 2011 | | | | |
| 09:00 | TRAIN | | CPR Central Station | 5.00 |
| 18:00 | TRAIN | | Association/Business Meeting | 114.00 |
| Sun Jan 30, 2011 | | | | |
| 08:00 | TRAIN | | Firefighter 1 Instruction Central Station | 12.00 |
| Total Entries: | | 17 | Total Staff Hrs: | 705.00 |

SAFETY COMMITTEE

January 25, 2011

MINUTES

Those in attendance: Iabichello, Carnahan, Moore, M. Barrett, D. Barrett, Murphy, Beck, Stober, Madden, Conner, House, Tipler, Buchanan, Sean Barrett, Spinner.

New SCBA Grant Equipment

Captain Moore demonstrated the new tracking, Thermal Imaging Cameras, and Gas detectors.

Fire Explorers responding on medical calls

Chaplain Murphy gave an overview on his proposal for Critical Incident Stress debriefing for the Explorers that might get involved with a fatal medical call. Explorers must be over 16 years old and have a signed permission form from their parents before they are allowed to respond on any medical calls. Department officers are to notify the Chaplain if they think we need to talk to any of our Explorers. At present, we have only one of the explorers certified to respond to medical calls.

Incident Reports

The Fire Marshal gave an overview of the new information sheets for incident reports.

February Officer Training

Chief Buchanan to develop a class on incident command on larger fires and events.

Rapid Intervention Training

As a part of the SCBA Grant, Rapid Intervention Equipment and team training was included. The First Class is scheduled for February 1st and will be a class room event and the second will be on February 8th with field training at the Old Senior Center.

Meeting adjourned at 7:00 p.m.

Submitted by: John Buchanan, Recording Secretary

SIUSLAW VALLEY FIRE AND RESCUE

OPERATIONS AND PROCEDURES MANUAL

SECTION NUMBER:

121.01- 121.07

EFFECTIVE DATE:

02/16/2011

DIVISION TITLE: BOARD OF DIRECTORS POLICIES

REVISION DATE:

SECTION TITLE: BOARD OF DIRECTORS
FUNCTIONALITY, OFFICERS, MEETINGS

121.01 MISSION STATEMENT

To preserve and improve the quality of life for all who live, work, visit, and invest in the City of Florence and the rural area that surrounds the city, through the efficient delivery of emergency services supported by aggressive fire prevention and public education.

121.02 VALUES

- *Excellence*, by striving to set the standard for buildings and equipment, educational programs, and emergency services through leadership, vision, innovations, and dedication to our work.
- *Fiscal accountability*, by being responsible and efficient in ensuring the financial health of the district today and for generations to come.
- *Partnerships*, by fostering an atmosphere of cooperation, trust, and resourcefulness with our patrons, co-workers, and neighboring emergency services agencies.
- *Customers*, by interacting with people in a responsive, considerate, and efficient manner.
- *Staff*, by honoring the contributions of each employee and volunteer and recognizing them as essential to accomplishing our mission.

121.03 QUALIFICATIONS

A Director of Siuslaw Valley Fire and Rescue must be a voter within the boundaries of the fire district.

121.04 INDEMNITY

The Board of Directors is entitled to indemnification under the Oregon Tort Claims Act (OTCA). When the Board is acting within the course and scope of their elected position, OTCA states that, "The sole cause of action for any tort of officers, employees, or agents of a public body acting within the scope of their employment or duties...shall be an action against the public body only". When a Board member acts outside the course and scope of his/her elected position, he/she has no protection under OTCA.

121.05 THE BOARD OF DIRECTORS AS A TEAM

The Board of Directors of Siuslaw Valley Fire and Rescue works together as a team of volunteers elected to represent district residents. The board is charged with developing policies, providing vision, and evaluating district functions and operations. The board conducts its business through the deliberations of agenda topics to reach sound decisions and provide clear direction to the fire chief. At the conclusion of these deliberations, each board member agrees to support the final decision formalized by a vote of the Board, and to provide the fire chief with a unified direction. The following tenets support the Board's team dynamics:

- A. The Board of Directors is a team of five district residents elected to act on behalf of and for the benefit of all District residents. Each Board member is equally responsible for ensuring that emergency services are properly managed in accordance with decisions reached by the Board in regular, special, or executive-session meetings.

- B. Board members should be free from commitment or obligations to any special group or interest. Board members must avoid any actual or perceived conflict of interest with respect to their fiduciary duties, or actions that personally benefit board member(s).
- C. The Board can transact business that is legally binding on the District only during a regular or special meeting with a quorum of Board members present. No formal decisions may be made in executive sessions. Minutes must be recorded for every Board meeting, including executive sessions.
- D. The Board retains full legislative and judicial authority over the District in accordance with state laws and the expressed will of its citizens, but delegates all executive and operational decisions and supervisory authority to the Fire Chief who is hired by the Board as its chief executive officer.
- E. Board members shall not become or continue to be a volunteer firefighter with the district and should avoid taking a direct hand in the administration of the district, thereby keeping the role and function of its Fire Chief clear to the public, staff, volunteers, and other stakeholders.
- F. The Fire Chief serves the Board as a technical advisor in planning and policy making, as an executive by ensuring that board actions are implemented, and as a consultant to evaluate the results of Board actions. The Board shall evaluate the Fire Chief as specified in the employment agreement, which is a contractual obligation between the fire chief and the Board of Directors. Board members should not publicly express individual judgments of staff performance but may express their concerns to the Fire Chief.
- G. Board members exercise their duties only when the board is in session; however, many members of the community assume the board members are on duty 24 hours a day and expect them to answer questions and hear concerns at any time. An individual board member does not have the authority to speak on the Board's behalf; however, individual Board members have both the right and duty to discuss fire protection matters with the public. Board members may choose to publicly express dissenting opinions after a vote, but should respect the majority decision and the Board's desire to move on to other business.
- H. A citizen may confront an individual Board member with concerns or complaints that should properly be addressed by the fire chief or referred to the entire board. In this case, the Board member should relay the concern to the fire chief to address or produce a report for the full board's consideration. If satisfactory resolution cannot be accomplished through this procedure, the Board may, if it deems it advisable, grant a hearing to the citizen. Such hearing will be held during a regular or special session of the board. When a Board member is confronted with a situation that justifies a departure from this procedure, the board member should withhold commitment or opinion until the matter has been agendaized and presented to the Board during a regular or special session where all aspects of the issue can be aired.
- I. The Board president is the official spokesperson for the Board of Directors. On occasion, the news media or special interest groups will ask an individual Board member to speak on a particular topic. In which case, the Board member should refer the person to the Board president, who can either speak on behalf of the Board, or appoint a Board member to do so. Interactions with the public, press, and other entities by individual board members should accurately represent and respect the Board's final decision. Depending on the topic, the Board President may also defer to the fire chief as the official spokesperson of the district.
- J. Board meetings are critically important to the district. They are the forum at which fire protection-oriented laypeople proficient in thinking and judging consider the fire chief's recommendations and reports. An effective Board meeting should have a well-planned agenda prepared by the Fire Chief and Board President.

121.06 BOARD FUNCTIONS

The Board recognizes and maintains the distinction between activities appropriate to the Board of Directors (as the District's legislative, governing body) and administrative duties performed by the fire chief (as the delegated administrator). The Board's three primary functions are policy-making, planning, and evaluation. The Board conducts its business in formal meetings with the support of the Fire Chief and district staff. The Board elects a Board President, Vice President, and Secretary-Treasurer annually and appoints a Recording Secretary at the first meeting of each fiscal year.

A. BOARD PRESIDENT:

- 1. Presides over official meetings of the Board of Directors.
- 2. Assists the Fire Chief in establishing the agenda for official Board meetings.

3. Provides continuity in conducting district affairs by ensuring that the district operates in full compliance with the *Oregon Revised Statutes*.
 4. Facilitates positive interaction among board members, encouraging and eliciting an open exchange of ideas, suggestions, and opinions.
 5. Calls special meetings and work sessions, as necessary.
 6. Works to build consensus, commitment and synthesis among board members when pursuing the districts goals.
 7. Encourages citizen participation at board meetings by creating a cordial, friendly, open, and responsive atmosphere.
 8. Ensures that all board members comply with district policies and informs the board of any deviation from said policies.
 9. Serves as district spokesperson and represents the actions of the whole board in a manner that reflects positively on the district.
- B. **BOARD VICE PRESIDENT:** In the Board President's absence, the Vice President presides over official Board meetings and assumes all the President's duties as outlined above.
- C. **BOARD OF DIRECTORS:**
1. Works as a team member in performing the duties of a director to assure that the board speaks with one voice.
 2. Conducts district affairs such that its integrity is maintained and perceived positively by the residents.
 3. Formulates and evaluates legislative and other policies.
 4. Promotes district affairs by engaging in public relations activities that cultivate a positive public image of the board and the district.
 5. Fully participates in short-term and long-term planning, ensuring that district resources are used efficiently and effectively.
 6. Identifies community resident's fire protection needs and wishes by encouraging public participation in formulating and implementing needs assessments and other forms of gathering community input.
 7. Actively promotes the district's vision, mission, philosophy, and programs by engaging in promotional activities and events.
 8. Instills pride in the district's residents and its career and volunteer staff, by creating a dynamic and responsive organization dedicated to meeting the needs of its residents.
 9. Ensures the district's long-term survivability by maintaining a stable fiscal base.
 10. Develops, adopts, and monitors the district's budget, in compliance with the *Oregon Revised Statutes*.
 11. Serves as a liaison with other related organizations, institutions, and agencies nurturing positive and mutually beneficial relationships.
 12. Participates in the Board's legislative decisions by offering ideas, suggestions, and opinions concerning policy formation.
 13. Participates in local and state associations.
 14. Participates in goal-setting by sharing ideas, opinions, and suggestions thereby helping achieve the district's mission.
 15. Encourages and monitors a system of accountability to ensure the district's financial affairs, official minutes, and other documents comply with applicable *Oregon Revised Statutes*.
 16. Assists the Board President in hiring and evaluating the Fire Chief in accordance with the employment agreement to ensure continuity of operations.
 17. Communicates with district staff through the Fire Chief, to maintain order and clear lines of authority within the organization.
 18. Participates in district programs and routinely observe district services, areas and facilities to assess their effectiveness in meeting the fire protection needs of the district residents.
- D. **BOARD SECRETARY:** The Board is required to elect a Board Secretary-Treasurer, in accordance with ORS 266.370 As a matter of practice, a member of the district's administrative staff serves in the capacity. The Board Secretary-Treasurer represents the Board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, and deeds on behalf of the Board and the District.
- E. **RECORDING SECRETARY:** The Recording Secretary shall not be a member of the Board of Directors and shall take the minutes of all Board meetings and when requested by the Board president. The Recording Secretary is customarily employed by the district as a member of the administrative staff. The recording secretary:
1. Prepares and distributes meeting reports
 2. Makes public meeting notifications in accordance with Oregon public meeting law.
 3. Records the minutes of each board meeting (including special, work business, and executive sessions) and presents for board approval, except for executive sessions where discussion is held confidential.
 4. Maintains archives of minutes and other related board documents in accordance with district and state policy.

121.07 BOARD MEETINGS

Public Meetings Act (ORS 192): All regular meetings of the Board shall be subject to Oregon Public Meeting statutes.

1. **REGULAR MEETINGS:** The Board will determine the place and time for regular Board meetings during the first regular meeting of each fiscal year. Regular Board meetings have historically been held at the Central Fire Station, 2625 Highway 101 North, at 5:30 p.m. on the third Wednesday of each month, except when the Board has publicly posted an alternative date and/or locations. The Recording Secretary posts the meeting time and place as set forth in paragraph two (2) below and with the local media.
2. **SPECIAL AND EMERGENCY MEETINGS (ORS 192.620-192.690):** Special and emergency meetings may be called at any time by the Board president or any three Board member by posting written public notification stating the date, time, place, and purpose of the meeting. If the Board President and any two Board members call a special or emergency meeting, the Fire Chief shall be advised to ensure that proper public notification of the meeting is made in accordance with Oregon public meetings requirement. Minutes will be recorded of all special and emergency meetings.
3. **EXECUTIVE SESSIONS (ORS 192.660):** Executive sessions may be conducted, in accordance with Oregon's public meetings law, to discuss land acquisitions, litigations, and personnel matters. All matters discussed in executive session shall be kept confidential by all Board members. The Board may not take action in executive session; however, it is acceptable to reach a consensus. If discussion in an executive session results in a consensus requiring a formal decision of the Board, the executive session must be adjourned and a business session re-convened in order for a motion and vote of the Board be conducted. Minutes will be recorded for all executive sessions.
4. **QUORUM (ORS 192.660):** The Board of Directors has five members; therefore, the presence of three members constitutes a quorum. If the Board has a vacancy, a four-member Board also constitutes a quorum of three. A three-member Board requires a quorum of two. A Board member participating via teleconference may be counted as present both for quorum and voting. Those participating in a meeting by teleconference shall have their votes recorded in the usual manner, and the minutes of the meeting shall indicate such presence by teleconference. A quorum of affirmative (i.e., "Aye") votes is required to fill a Board-officer vacancy, or to adopt any motion involving the expenditure of money, or letting of any contract, or any motion upon which the "Ayes" and "Nays" are demanded by any Board member.
5. **AGENDA:** An agenda, which shall set forth the order of business for meetings shall be prepared and made available to the board and the public no less than 48 hours before the meeting. The agenda shall contain supporting data for the suggested items of business, which the Fire Chief's (or their designee's) recommendations regarding each agenda item.
6. **MINUTES OF BOARD MEETINGS (ORS 192.650(1) & ORS 192.410-192.505):** The "Records, Public Reports and Meetings" law (ORS 192.650) requires that minutes of each meeting be kept on file as a permanent record of the district. A record of Board actions shall be set forth in full in the official minutes of the Board. The Recording Secretary is custodian of the minutes and shall make them available to anyone, subject to Oregon public records statute and district public records policy.

SIUSLAW VALLEY FIRE AND RESCUE

OPERATIONS AND PROCEDURES MANUAL

DIVISION TITLE: BOARD OF DIRECTOR POLICIES

SECTION TITLE: DISPOSAL / TRANSFER OF SURPLUS ITEMS

SECTION NUMBER:

125.03

EFFECTIVE DATE:

02/16/2011

REVISION DATE:

125.03 DISPOSAL / TRANSFER OF SURPLUS ITEMS

PURPOSE: To define the standardized procedure for disposal or transfer of surplus items. The goal of the surplus property program is to ensure proper verification of the sale, donation, or disposal of items within State ethics laws, Federal rules for grant funded items and District regulations.

POLICY: All trade-ins, returns to vendor/supplier, transfers, selling as scrap, sales donations, destruction, advertising for third party liquidator or auction of Siuslaw Valley Fire and Rescue surplus property will be handled in accordance with this policy.

AUTHORITY AND RESPONSIBILITY: It will be the responsibility of the Fire Chief, Board of Directors or their designee, to ensure surplus is disposed of in accordance with this policy and with District Public Contracting Rule E-16.

DEFINITION: Surplus Property: Property of the District that has been determined by the Fire Chief or the Board of Directors as being of limited remaining life, use, or value to the District.

A. SURPLUS PROPERTY

1. If an individual has property in his or her area of responsibility that has been deemed as surplus, the Fire Chief shall be notified so that he may verify the age and condition of the property.
2. The Fire Chief will determine how to dispose of the surplus property valued at less than \$5,000.
3. The Board of Directors and the Fire Chief will determine how to dispose of surplus property valued at \$5,000 or more through a Fire District Resolution.
4. If the item has a value of \$5,000 or more and has been purchased with grant funding, the funding agency shall be notified of the condition of the equipment and its potential for surplus or disposal. The funding agency will supply, in writing to the District, an approval to surplus the grant-funded item and the District will follow A(3) of this policy.
5. Methods of disposal may include, but are not limited to: trade-ins, returns to vendor/supplier, donations, selling as scrap, and advertising for sale, auction, destruction, or disposal through the State of Oregon, Department of General Services, and Surplus Property Division.
6. All surplus property sold or donated pursuant to this section will be sold as-is without any warranty, either expressed or implied of any kind, including but not limited to warranties of title or fitness for any purpose. Upon receiving payment for the surplus property from the successful buyer or bidder, the person or company conducting the sale will execute an appropriate bill of sale, which will recite that the sale is without warranty as provided in this sub-section.

B. PROPERTY DISPOSAL

1. Sales of Surplus Property

- a. Surplus property may be sold at auction if the District determines that selling at auction will result in a higher net return.

b. Surplus property may be sold, including recyclable or reclaimed materials, without a competitive process if the District determines that a sale will result in increased net revenue and the following conditions are complied with:

i. When the current market value per item is deemed to be less than \$5,000, the District's Fire Chief may establish a selling price, schedule and advertise a sale date, and may sell to the first qualified buyer meeting the sale terms.

ii. When the current market value per item is \$5,000 or more, but less than \$25,000, the Fire District, through resolution, shall establish a selling price and terms. The District will schedule and advertise a sale date, and sell to the first qualified buyer meeting the sale terms upon approval by the Fire Chief or his designee.

iii. When the current value per item is deemed to be \$25,000 or more, the surplus property through a Fire District Resolution will be offered for written competitive bid and be advertised, or be offered for sale at public auction. If no bids are received or if a determination is made that the market value of the property exceeds the offer of the highest responsible bidder, all bids may be rejected.

c. The District may sell or dispose of any surplus property through the State of Oregon Department of General Services, Surplus Property Division without first offering the item to the public while following A(2) or A(3), whichever is applicable.

2. Liquidation Sales of Surplus Property

a. The District may sell surplus property as outlined in the policy through a commercially recognized third party liquidator, if the District determines that a liquidation sale will result in increased net revenue.

3. Dumpster Disposal or Recycling of Surplus Property

a. The Fire Chief may dispose of surplus property in any manner and without a competitive process, if the District determines that item's value is less than \$5,000; and the item meets one of the following criteria: unsafe, inoperable, or not reasonable repairable. The District will take all reasonable precautions to assure that all electronic office equipment is disposed of in a manner that is safe for the environment.

4. Donations of Surplus Property

a. The District may donate or sell surplus property, including, recyclable or reclaimed materials to another public agency, or nonprofit organization, subject to the following conditions:

i. The Fire Chief has determined that the surplus property is not needed for other District purposes and is of value less than \$5,000.

ii. The following conditions apply if the surplus property has a current market value of \$5,000 or more:

- Include documentation that it is in the public interest;
- Include a written determination by the department supervisor or designee that this is the most efficient and cost-effective method for disposal of the surplus property; and
- Approval by the Board of Directors and Fire Chief through a District Resolution.

b. The District will follow ORS 279A.190 when a donation is made to another fire department.

5. Trade-In of Surplus Property

a. All surplus property must be declared surplus by the District, following this policy, prior to being used as a trade-in.

C. DOCUMENTATION OF SURPLUS TRANSACTIONS

1. The Fire Chief will maintain a record of all surplus transactions.

2. Records for surplus equipment originally purchased with State or Federal grant funding must be maintained for a minimum of five (5) years from the date of transaction.

Siuslaw Valley Fire and Rescue
2625 Highway 101 North, Florence, OR 97439

Minutes of Board of Directors Work Session – February 15, 2011

Steve Olienyk, President of the Board, called the meeting to order at 5:01 p.m.

BOARD MEMBERS PRESENT: Directors Steve Olienyk, Bill Mead, John Scott, Lori Gates, and Rob Ward were in attendance.

OTHERS PRESENT: Chief John Buchanan, Deputy Chief Marvin Tipler, Finance Officer Janet Huston, and Sr. Captain Harry Moore were in attendance.

PUBLIC COMMENTS: None

FIRE APPARATUS ASSESSMENT AND REPLACEMENT PLANNING

Chief Buchanan provided an assessment of our existing fleet of fire engines (pumpers), including the two engines that need to be replaced; (1) the 1982 Pirsch which is currently our reserve engine and (2) the 1988 Grumman, currently a front line engine operating out of Station 8 on Clear Lake Road.

In addition, Chief Buchanan reviewed a portion of the National Fire Protection Association (NFPA) guidelines pertaining to fire apparatus, highlighting the following:

It is recommended that apparatus manufactured prior to 1991 that is less than 25 years old, that has been properly maintained, and that is still in serviceable condition should be placed in reserve status and upgraded to incorporate as many features as possible of the post-1991 fire apparatus. Apparatus that was not manufactured to the applicable NFPA fire apparatus standards or that is over 25 years should be replaced.

It was pointed out that this is a recommendation, rather than a requirement, to which Chief Buchanan indicated that, should there be an accident involving an injury, however, OSHA would most likely fine the fire district.

Chief Buchanan reviewed the proposals from Pierce, one reflecting the purchase of two engines which would cost \$149,357 for five (5) years, and the other reflecting the purchase of one engine, with five, seven, and ten year payment options. Chief Buchanan indicated that our analysis reflects the five year option in view of the fact that we will need to purchase a second engine as soon as practicable.

Finance Officer Janet Huston provided a review of the district's revenue and expenses for three years including a payment of \$76,036 (5 year financing) for an Engine. (See attached.) According to the existing Intergovernmental Agreement for Continuance of Fire Protection Services, we are allowed to increase the tax rate by 2% each year, however, at that rate, by Fiscal Year 13/14, we will not generate enough income to allow for any capital outlay expense or an operating contingency. Ms. Huston included in the documentation what tax rate we would need in order to provide for a budget that would allow the district to have monies for capital

outlay expenses, more specifically apparatus/equipment replacement, and monies in operating contingency for the unexpected expenses.

There followed a discussion regarding the various aspects of the proposal and the budgetary constraints.

It was the general consensus of the Board of Directors that the district refrains from purchasing an engine at this time, instead waiting until the District is able to increase the tax rate.

There being no further business to come before the Board, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

JANET L. HUSTON
Finance Officer

| Engine | | Condition | Year | Manuf | Pump Test | Retirement | Service | replace |
|--------|--|-----------|------|----------|-----------|------------|------------|---------|
| 1 | | good | 1992 | KME | 2010 | 2017 | Front line | |
| 2 | | good | 1991 | Grumman* | 2010 | 2016 | Front line | |
| 3 | | excellent | 2003 | S&S* | 2010 | 2033 | Front line | |
| | | | | | | | | |
| 4 | | good | 1994 | H&W | 2010 | 2019 | Front line | |
| 5 | | excellent | 2004 | S&S* | 2010 | 2029 | Front line | |
| | | | | | | | | |
| 7 | | poor | 1982 | Pirsch* | 2010 | 2007 | reserve | XX |
| 8 | | fair | 1988 | Grumman* | 2010 | 2013 | Front line | X |
| Truck | | | | | | | | |
| 1 | | excellent | 2009 | Pierce | 2010 | 2034 | front line | |



January 24, 2011

SALES ORGANIZATION: Hughes Fire - Lindsey
 LESSEE: Siuslaw Valley Fire & Rescue
 TYPE OF EQUIPMENT: Two (2) Custom Contender Pumps
 EQUIPMENT COST: \$677,614.00 after discounts
 CUSTOMER DOWNPAYMENT: \$0.00
 TRADE-IN: \$0.00
 DELIVERY TIME: Standard
 PAYMENT MODE: Annual In Arrears
 FIRST PAYMENT DUE DATE: 1 year after lease commencement
 LEASE COMMENCEMENT DATE: Upon contract signing with Pierce

| Term | Number of Payments | Payment Amount |
|---------|--------------------|-------------------|
| 5 years | 5 annual | 5 @ \$ 149,357.05 |

The above listed payment(s) reflect all program discounts available exclusively through Oshkosh Capital. There are no closing costs or documentation fees associated with the completion of this financing.

NOTE: All lease documents must be fully executed within 14 days of the date of this proposal. Failure to receive completed documents may alter the final payment schedule due to changes in rates and/or discounts.

PERFORMANCE BOND: To utilize the prepay program, a performance bond is required. Said performance bond shall be paid for directly to Pierce manufacturing or financed by Oshkosh Capital as part of the transaction

TYPE OF FINANCING: Tax-exempt Lease Purchase Agreement with a \$1.00 buy out option at end of lease term. Said agreement shall be a net lease arrangement whereby lessee is responsible for all costs of operation, maintenance, insurance, and taxes.

BANK QUALIFICATION: This proposal assumes that the lessee will not be issuing more than \$10 million in tax-exempt debt this calendar year. Furthermore, it is assumed that the lessee will designate this issue as a qualified tax-exempt obligation per the tax act of 1986.

LEGAL TITLE: Legal title to the equipment during the lease term shall vest in the lessee, with Oshkosh Capital perfecting a first security interest

AUTHORIZED SIGNORS: The lessee's governing board shall provide Oshkosh Capital with its resolution or ordinance authorizing this agreement and shall designate the individual(s) to execute all necessary documents used therein.

LEGAL OPINION: The lessee's counsel shall furnish Oshkosh Capital with an opinion covering this transaction and the documents used herein. This opinion shall be in a form and substance satisfactory to Oshkosh Capital.

VOLUNTEER FIRE DEPARTMENTS: If Lessee is a Volunteer Fire Department, a public hearing under the requirements of Section 147(f) of the Internal Revenue Code of 1986 shall be conducted to authorize this transaction. It is recommended that a notice of the public hearing be published 10 to 14 days in advance of the public hearing.

This proposal will be valid for thirty (30) days from the above date and is subject to final credit approval by Oshkosh Capital and approval of the lease documents in Oshkosh Capital's sole discretion. To render a credit decision, lessee shall provide Oshkosh Capital with their most recent two years' audited financial statements, copy of their most recent interim financial statement, and current budget.

Accepted by:

Proposal submitted by:

Lessee

Date

Kim Simon

Kim Simon

NOTE: All lease documents must be fully executed within 30 days of the date of this proposal. Failure to receive completed documents may alter the final payment schedule due to changes in rates and/or discounts.





February 11, 2011

SALES ORGANIZATION: Hughes Fire - Lindsey
 LESSEE: Siuslaw Valley Fire & Rescue
 TYPE OF EQUIPMENT: One (1) Custom Contender Pumper
 EQUIPMENT COST: \$344,477.00 after discounts
 CUSTOMER DOWNPAYMENT: \$0.00
 TRADE-IN: \$0.00
 DELIVERY TIME: Standard
 PAYMENT MODE: Annual In Arrears
 FIRST PAYMENT DUE DATE: 1 year after lease commencement
 LEASE COMMENCEMENT DATE: Upon contract signing with Pierce

| Term | Number of Payments | Payment Amount |
|----------|--------------------|-------------------|
| 5 years | 5 annual | 5 @ \$ 76,036.14 |
| 7 years | 7 annual | 7 @ \$ 56,948.59 |
| 10 years | 10 annual | 10 @ \$ 43,770.37 |

The above listed payment(s) reflect all program discounts available exclusively through Oshkosh Capital. There are no closing costs or documentation fees associated with the completion of this financing.

NOTE: All lease documents must be fully executed within 14 days of the date of this proposal. Failure to receive completed documents may alter the final payment schedule due to changes in rates and/or discounts.

PERFORMANCE BOND: To utilize the prepay program, a performance bond is required. Said performance bond shall be paid for directly to Pierce manufacturing or financed by Oshkosh Capital as part of the transaction

TYPE OF FINANCING: Tax-exempt Lease Purchase Agreement with a \$1.00 buy out option at end of lease term. Said agreement shall be a net lease arrangement whereby lessee is responsible for all costs of operation, maintenance, insurance, and taxes.

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Date

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Siuslaw Valley Fire and Rescue

| | FY 11/12 | FY 12/13 | FY 13/14 | FY 13/14 |
|-------------------------|---------------|---------------|------------------------|---------------|
| Tax Rate | \$.8717 | \$.8891 | \$.9068 | \$1.12 |
| Est. Assessed Valuation | 1,431,263,209 | 1,481,263,209 | 1,531,263,209 | 1,531,263,209 |
| Tax Revenue | 1,185,613 | 1,251,141 | 1,319,121 | 1,629,263 |
| Cash in Bank - 7/01. | 575,000 | 300,000 | 150,000 * | 150,000 * |
| Total Revenue ** | 1,802,800 | 1,592,828 | 1,509,808 | 1,819,950 |
| Expenses *** | 1,386,628 | 1,412,628 | 1,436,489 | 1,436,489 |
| One Engine (5 yrs.) | 76,036 | 76,036 | 76,036 (short \$2,717) | 76,036 |
| Remaining Funds **** | 340,136 | 104,164 | -0- | 307,425 |

- * Insufficient funds for dry period financing
- ** includes other income such as Three Rivers Casino Contract, and less Unappropriated Ending Fund Balance
- *** includes Personal Services, Materials and Services, and Debt Service of Sta 1 and Ladder Truck
- **** for Capital Outlay and Operating Contingency

Siuslaw Valley Fire and Rescue

History - Cash in Bank at the end of Fiscal Year

| | |
|------|-----------|
| 2001 | \$258,000 |
| 2002 | \$254,000 |
| 2003 | \$470,000 |
| 2004 | \$450,000 |
| 2005 | \$372,000 |
| 2006 | \$349,000 |
| 2007 | \$488,000 |
| 2008 | \$645,907 |
| 2009 | \$384,000 |
| 2010 | \$650,000 |