

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

**Minutes of Board Meeting – January 25, 2012**

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

**BOARD MEMBERS PRESENT:** Directors Steve Olienyk, Cindy Spinner, John Scott, Rob Ward and Lori Gates were in attendance.

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

**APPROVAL OF MINUTES:** Director Ward made a motion to approve the minutes of the board meeting held on December 21, 2011. The motion was seconded by Director Scott and was approved by unanimous vote.

**COMMUNICATIONS:** None

**PUBLIC HEARINGS:** None

**PUBLIC COMMENTS:** None

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

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

**SAFETY MEETING MINUTES:** None

**REGULAR AGENDA:**

Chief Buchanan provided an update on our readerboard, his meeting with Jacqui Betz, City Manager, and the City Council meeting all of which resulted in certain restrictions for the messages on the readerboard, as set forth on the document entitled Electronic Sign Recommendations. He also indicated that even with the restrictions, this sign is far superior to the one we had before.

Chief Buchanan indicated that the Board of Directors had a work session at which they formulated the Fire Administration which included making the position Division Chief of Operations a full time position, giving us three division chiefs, Fire Marshal, Operations, and Administrative Services. To effect that change and further solidify the three divisions and the division chiefs in charge of them, Director Scott made a motion that the following be adopted:

1. Eliminate the position of Deputy Fire Chief Operations effective February 1, 2012.
2. Establish the position of Division Chief Operations effective February 1, 2012 and Y-Rate the present staff member assigned as Deputy Fire Chief until June 30, 2012.

3. Adopt the new job description for Division Chief of Operations, Fire Marshal, and Administrative Services.
4. Authorize the Fire Chief to sign new Employment Agreements reflecting the new job description for Division Chiefs of Fire Marshal and Administrative Services.
5. Establish the full-time career position of Division Chief-Operations effective April 1, 2012.
6. Authorize the Fire Chief to sign an Employment Agreement for the new full-time position of Division Chief Operations effective April 1, 2012.
7. Adopt the Board of Directors Policy 153.10 establishing Administrative Leave.

Director Spinner seconded the motion and it passed unanimously. Chief Tipler gave a heartfelt statement of appreciation.

Chief Buchanan stated that the Board of Directors previously authorized him to contract with an acoustical engineer to make a recommendation of the issues in the fire training room. To date, the acoustical technicians that visited our facility have not followed through with a recommendation and a cost estimate. Chief Buchanan indicated that we successfully employed additional microphones during Senator Wyden's meeting and recommended that we order a new microphone system and postpone any expenditures for an acoustical upgrade until we evaluate the new microphone system. The directors were all in agreement that Chief Buchanan should proceed in that vein.

Chief Buchanan reported that he and Janet met with Mayor Brubaker and City Manager Jacqui Betz to discuss the letter that we provided the city in December which gave them an 18 month notice terminating Paragraph 2, Effective Date and Term on Page 3 of the Intergovernmental Agreement. Because they had verbally promised citizens that we wouldn't raise the tax rate any more than allowed in the agreement, they requested that we resubmit the letter reflecting that we would amend the percentage increase rather than terminating it. Chief Buchanan indicated that we will not reflect a specific percentage in our letter.

Chief Buchanan indicated that he met with Mike Rose of Three Rivers Casino and he agreed to continue paying the annual contract amount calculated with the permanent tax rate, however, he would like to pay it in monthly installments rather than one lump sum to which Chief Buchanan agreed.

#### REVIEW OF THE BILLS:

**MOTION:** Director Gates made a motion to ratify bills paid during the past month totaling \$610,613.63 and transfers from the Money Market Account to the Checking Account also made during the past month. The motion was seconded by Director Spinner 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, February 15, 2012 at 5:30 p.m.

There being no further business to come before the Board, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

**JANET L. HUSTON**  
Finance Officer

**MEMORANDUM**

**DATE:** December 23, 2011  
**TO:** SDAO Members  
**FROM:** SDAO Underwriting Department  
**SUBJECT:** 2012 SDAO Statement of Member Benefits & Best Practices Survey Results

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Attached you will find a "Statement of Member Benefits." **This report is not a bill.** This report is intended to give a concrete sense of the real dollar value of the services individual members receive by being a member of SDAO. It displays the member services and grant funds your District has received over the last several years and what SDAO would charge a non-member for the equivalent services. If you did not receive a statement, please feel free to give us a call to discuss the different programs which are available to SDAO members.

The next report in this packet is your District's Best Practices Survey Results, if there is not a report attached this means we didn't receive a survey from your District. We were very excited this year with the member response in submitting their Best Practices Surveys, we had excellent participation! The Best Practices Survey Results report shows the scores and answers for the District. **This year every District that completed the checklists received at least a \$20 liability credit.**

Please let us know if there are any questions on either of these items, the Underwriting Department can be reached by emailing [underwriting@sdao.com](mailto:underwriting@sdao.com) or calling 800-285-5461 and ask to speak to an Underwriting Department staff member.

Have a happy and safe holiday season!

**Statement of Member Benefits**

**\*\*\* This is Not A Bill - Do Not Pay \*\*\***

This report displays the member services and grant funds your district has received over the last several years and what SDAO would charge a non-member for the equivalent services.

**Siuslaw Valley Fire and Rescue**

Date	Service Provided	Department	Activity	Amount	Unit	Rate	Dollar Benefit
4/15/2010	Bio-Med Testing Services	Loss Control	Criminal Background Check	2	Each	\$29	\$58
3/12/2010	Bio-Med Testing Service	Loss Control	Criminal Background Check	1	Each	\$29	\$29
2/12/2010	Bio-Med Testing Service	Loss Control	Criminal Background Check	2	Each	\$29	\$58
7/17/2009	OR-OSHA Complaint	Loss Control	Telephone Call	1	Hours	\$45	\$45
6/3/2009	Discussed SDAO Services	Loss Control	Drop By				\$0
3/25/2009	Loss Control Survey	Loss Control	Field Visit	2	Hours	\$45	\$90
2/9/2009	Bio-Med Testing Service	Loss Control	Criminal Background Check	5	Each	\$29	\$145
7/31/2008	Bio-Med Testing Service	Loss Control	Criminal Background Check	5	Each	\$29	\$145
12/31/2007	Bio-Med Testing Service	Loss Control	Criminal Background Check	5	Each	\$29	\$145
8/9/2007	Loss Control	Loss Control	Drop By				\$0
11/30/2006	Bio-Med Testing Service	Loss Control	Criminal Background Check	5	Each	\$29	\$145
9/26/2005	Loss Control Survey	Loss Control	Field Visit	2	Hours	\$45	\$90
	Bio-Med Testing Services	Loss Control	Criminal Background Check	3	Each	\$29	\$87
	City Annexation	Technical Assista	Telephone Call	2	Hours	\$90	\$180
	Bio-Med Testing Services	Loss Control	Criminal Background Check	2	Each	\$29	\$58
<b>Total Dollar Benefit:</b>							<b>\$1,275</b>

**\*\*\* This is not a bill. This report is provided for your information only \*\*\***

## SDAO 2012 Policy Year Best Practices Results

This report displays your answers for the questions that correspond to your size and type of district, minus any questions where you answered N/A (Unless the question is required, which means that it must be either a yes or no answer. For example: You can't answer N/A to "Written board duties and responsibilities of officers.")

### Siuslaw Valley Fire and Rescue

#### Points and Rate Credit Summary

Points for Yes Answers: 351  
 Online 10 Point Bonus: 10 10 Points for Districts that complete best practices as www.sdao.com  
 Total Points Earned: 361  
 Total Points Available: 386

The total points available for your type and size of district minus any questions where you answered N/A (Unless the question is required, which means that it must be either a yes or no answer. For example: You can't answer N/A to "Written board duties and responsibilities of officers").

Points Earned/Points Available: 94% The percentage of yes answers vs. the total number of points available to your district.

Rate Credit Earned: 9% Based on the percentage of points earned/points available: 90% = 9% Credit, 80% = 8% Credit, 70% = 7%, less than 70% no rate credit.

#### Board of Directors Checklist

Board Duties/Responsibilities	Yes/No	Eligible Points	Earned Points
Written board duties and responsibilities of officers.	<input checked="" type="checkbox"/>	2	2
Provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent.	<input checked="" type="checkbox"/>	5	5
Distribute copy of Oregon Government Ethics Law to each board member.	<input checked="" type="checkbox"/>	3	3
Adopt policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit.	<input checked="" type="checkbox"/>	5	5
Annual review/training of each board member and written acknowledgement of policy and training kept on file.	<input type="checkbox"/>	3	0
The frequency of board meetings complies with the Oregon statute regulating your type of district.	<input checked="" type="checkbox"/>	2	2
Procedure for election of board officers.	<input checked="" type="checkbox"/>	2	2
Follow ORS 198 or other authorizing statute for filling board vacancies.	<input checked="" type="checkbox"/>	3	3
Board has filed the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually reviews the submitted notice to ensure that info	<input checked="" type="checkbox"/>	3	3
<b>Board Adoption of Annual Budget Process</b>			
Annual funds set aside for Board training.	<input checked="" type="checkbox"/>	3	3
Establish Budget Committee. (For districts not governed by Oregon Budget Law, hold at least one budget work session.)	<input checked="" type="checkbox"/>	3	3
Advertise or distribute adopted budget to district patrons. (For districts not governed by Oregon Budget Law, make the budget available to patrons.)	<input checked="" type="checkbox"/>	3	3

# SDAO 2012 Policy Year Best Practices Results

Approve annual budget.	<input checked="" type="checkbox"/>	3	3
Set monthly review of expenditures to approved budget.	<input checked="" type="checkbox"/>	3	3
Annually identify maintenance issues or other potential hazards within the district. Develop a plan, based on monetary considerations, for addressing the issues. /	<input checked="" type="checkbox"/>	2	2
<b>Annually Review Board-Approved Personnel Policies</b>			
Non-discrimination.	<input checked="" type="checkbox"/>	5	5
Job descriptions.	<input checked="" type="checkbox"/>	4	4
Sexual harassment.	<input checked="" type="checkbox"/>	5	5
Employee benefits.	<input checked="" type="checkbox"/>	3	3
Violence in the work place.	<input checked="" type="checkbox"/>	5	5
Employee evaluation procedures.	<input checked="" type="checkbox"/>	5	5
Discipline procedures.	<input checked="" type="checkbox"/>	5	5
Drug use.	<input checked="" type="checkbox"/>	5	5
Policy to never terminate an employee without prior legal advice. (Free pre-termination legal advice available for districts insured by SDAO. Avoids \$10,000 dedu	<input checked="" type="checkbox"/>	5	5
Adopt motor vehicle policy covering permitted use, accident reporting, etc.	<input checked="" type="checkbox"/>	3	3
Compliance with State/Federal laws & guidelines such as the Family Medical Leave Act.	<input checked="" type="checkbox"/>	5	5
<b>Public Purchasing/Contracting</b>			
Adopt a public contracting policy and review Attorney General's Model Public Contracting Rules.	<input checked="" type="checkbox"/>	3	3
Adopt a surplus property policy.	<input checked="" type="checkbox"/>	3	3
Adopt a personal services policy.	<input checked="" type="checkbox"/>	3	3
Adopt procedure for reviewing all new and existing contract forms with legal counsel.	<input checked="" type="checkbox"/>	3	3
<b>Public Meeting and Records</b>			
Adopt public meetings and records policy.	<input checked="" type="checkbox"/>	4	4
Adopt public records retention policy.	<input checked="" type="checkbox"/>	4	4
<b>Risk Management</b>			
Review district agent of record agreement and services every three years.	<input type="checkbox"/>	2	0
Annual coverage review with agent of district's P/C limits and deductibles including what is covered and amount of coverage.	<input checked="" type="checkbox"/>	3	3
Annual coverage certificate review.	<input checked="" type="checkbox"/>	3	3
Annual review of district assets - establish written value schedules.	<input checked="" type="checkbox"/>	3	3
Maintain an agreement for legal services.	<input checked="" type="checkbox"/>	2	2

# SDAO 2012 Policy Year Best Practices Results

## Financial Controls

Adopt written investment policy.	<input type="checkbox"/>	3	0
Appoint Auditor. (For small districts not required to appoint auditor, complete the Secretary of State's Financial Report.)	<input checked="" type="checkbox"/>	3	3
Approve annual audit or Secretary of State's Financial Report in district board minutes.	<input checked="" type="checkbox"/>	2	2
File audit or Financial Report with Secretary of State.	<input checked="" type="checkbox"/>	3	3
Require bond, crime coverage or letter of credit of any board member or employee charged with possession and control of district funds.	<input checked="" type="checkbox"/>	3	3
Establish minimum internal controls for access to district funds.	<input checked="" type="checkbox"/>	4	4

## Education and Training

Board Member Training. (SDAO's "Board of Directors and Management Staff Training" or affiliated association sponsored training.)	<input checked="" type="checkbox"/>	3	3
SDAO Annual Conference.	<input type="checkbox"/>	3	0
Risk Management and Safety Workshops. (SDAO's Free Risk Management Training; OFDDA training; or other affiliated association sponsored training.)	<input checked="" type="checkbox"/>	2	2
Personnel Management Training. (SDAO or other affiliated association sponsored.)	<input checked="" type="checkbox"/>	5	5
Sexual Harassment Training. (SDAO or affiliated association sponsored training.)	<input checked="" type="checkbox"/>	2	2

## Fire District Checklist

	Yes/No	Eligible Points	Earned Points
<b>Comply with the following standards</b>			
Require that any employee or volunteer with a known medical condition is released by a physician prior to engaging in fire suppression activities.	<input checked="" type="checkbox"/>	2	2
Protocol in place for entering a burning building structure without a backup crew/hose line on scene.	<input checked="" type="checkbox"/>	2	2
NFPA 1561 standard followed and used for incident command.	<input checked="" type="checkbox"/>	1	1
Accountability system ("Passport") in place and being used consistently.	<input checked="" type="checkbox"/>	2	2
Appropriate NFPA 1142 water supply formula is in use for live fire training.	<input checked="" type="checkbox"/>	1	1
Flame resistant protective hoods in use.	<input checked="" type="checkbox"/>	1	1
Personal Alert Safety System (PASS) in use with SCBA's.	<input checked="" type="checkbox"/>	1	1
Appropriately trained personnel and medical surveillance always available for HazMat responses.	<input checked="" type="checkbox"/>	2	2
All apparatus with obstructed rear view have backup alarms and spotters are used to assist in backing.	<input checked="" type="checkbox"/>	3	3
Vehicles equipped with emergency lights to block traffic at accident scenes to protect working crews.	<input checked="" type="checkbox"/>	1	1
Turnouts thoroughly cleaned at least every six months.	<input checked="" type="checkbox"/>	1	1
Completed medical questionnaires and fit testing required before personnel allowed to use SCBA equipment.	<input checked="" type="checkbox"/>	2	2
All fuel storage, including propane, clearly marked as to contents.	<input checked="" type="checkbox"/>	1	1



## SDAO 2012 Policy Year Best Practices Results

Air and electrical lines up off the floor.	<input checked="" type="checkbox"/>	1	1
Exposed piping in buildings clearly marked as to contents.	<input checked="" type="checkbox"/>	1	1
Community Risk Management Plan in place for the storage, use, and transportation of hazardous materials.	<input checked="" type="checkbox"/>	2	2
Identify minimum staffing levels required for safe operations.	<input checked="" type="checkbox"/>	2	2
Always create and regularly review reports of all responses; including location, nature of incident, operation performed and members responding.	<input checked="" type="checkbox"/>	2	2
Advanced Life Support systems have a named Medical Director with the responsibility of overseeing medical care within state law.	<input checked="" type="checkbox"/>	2	2
Require that all personnel or volunteers responding beyond first responder level for hazardous materials are trained to NFPA 472 standards.	<input checked="" type="checkbox"/>	2	2
Published procedures that clearly state succession of command responsibility.	<input checked="" type="checkbox"/>	2	2
Developed and adopted a written organizational statement in accordance with OR-OSHA rule 437-002-0182(3).	<input checked="" type="checkbox"/>	2	2
DPSST guidelines for conducting live fire training followed. (Free copies of the guidelines available from DPSST.)	<input checked="" type="checkbox"/>	2	2
Annual physical fitness (i.e. firefighter fit for duty exam) completed by all line firefighters.	<input checked="" type="checkbox"/>	2	2
Private bridges within your district have posted engineered weight limits.	<input type="checkbox"/>	3	0
Fencing and/or security systems and/or lighting installed around sensitive areas.	<input checked="" type="checkbox"/>	1	1
All electrical work done by a licensed electrician.	<input checked="" type="checkbox"/>	1	1
Vehicles equipped with emergency kit of flares, flashing light, cones, etc.	<input checked="" type="checkbox"/>	1	1
Outside fuel tanks have stanchions around them.	<input checked="" type="checkbox"/>	1	1
Procedures in place for regular apparatus inspections as well as pre-trip vehicle walk around.	<input checked="" type="checkbox"/>	2	2
A vehicle preventative maintenance program in place that is followed in accordance with manufacturer's guidelines.	<input checked="" type="checkbox"/>	2	2
Vehicle use policy in place and conducts annual defensive driving training for all staff.	<input checked="" type="checkbox"/>	1	1
Formal agreements are in place when the district shares employees, volunteers and/or equipment with other districts.	<input checked="" type="checkbox"/>	3	3
<b>Management Responsibilities Checklist</b>			
<b>Personnel Management</b>			
Written employee job descriptions and task assignments.	<input checked="" type="checkbox"/>	4	4
Annual written employee evaluations.	<input type="checkbox"/>	5	0
Personnel policies signed off by every employee and volunteer at original hire and after major policy changes.	<input checked="" type="checkbox"/>	4	4
Maintain and secure personnel files on all employees.	<input checked="" type="checkbox"/>	5	5
Regularly scheduled employee training.	<input checked="" type="checkbox"/>	3	3
Criminal background checks, MVRs, and drug testing on safety sensitive new hires. (SDAO programs can help assist with these costs, please call us!)	<input checked="" type="checkbox"/>	5	5
	Yes/No	Eligible Points	Earned Points

## SDAO 2012 Policy Year Best Practices Results

Annually request DMV records of all district vehicle drivers and provide driver training as needed.	<input checked="" type="checkbox"/>	3
<b>Financial Internal Controls</b>		
Separation of duties for deposits and checkbook reconciliation.	<input checked="" type="checkbox"/>	5
Petty cash and checks locked in a secure location.	<input checked="" type="checkbox"/>	3
More than one employee or board member required to sign checks, or other check signing policy as approved by the district's auditor.	<input checked="" type="checkbox"/>	5
<b>Premises and Equipment Management</b>		
Annual physical hazard review. (If no premises, review the physical hazards at board meeting location.) Building preventative maintenance programs are in place	<input checked="" type="checkbox"/>	3
SDAO Loss Control Inspection during current policy year. (Available free of charge and upon request.)	<input type="checkbox"/>	5
ADA requirements for public access followed. (Required for board meeting location even if the district does not have a premises.)	<input checked="" type="checkbox"/>	3
Equipment safety/maintenance schedule and logs.	<input checked="" type="checkbox"/>	3
Conduct annual testing of premise fire sprinkler systems by a professional firm if installed in district buildings.	<input checked="" type="checkbox"/>	3
Annually allocate budget funds to maintain property in a safe condition.	<input checked="" type="checkbox"/>	4
Adopt an emergency and disaster planning/recovery plan as required by OR-OSHA. <a href="http://www.cbs.state.or.us/external/osha/pdf/pubes/fact_sheets/fs07.pdf">www.cbs.state.or.us/external/osha/pdf/pubes/fact_sheets/fs07.pdf</a>	<input checked="" type="checkbox"/>	4
<b>Employee Safety and Workers' Compensation</b>		
Post required State and Federal posters. (Postings can be found and printed out from <a href="http://www.dol.gov/osbp/sbrefa/poster/matrix.htm">www.dol.gov/osbp/sbrefa/poster/matrix.htm</a> and <a href="http://www.boil.state.or.us">http://www.boil.state.or.us</a> .)	<input checked="" type="checkbox"/>	5
Early return to work program (light duty) for injured workers.	<input checked="" type="checkbox"/>	5
Has had an OR-OSHA consultation in the last twelve (12) months.	<input type="checkbox"/>	4
One or more district staff member has current first aid/CPR certifications.	<input checked="" type="checkbox"/>	3
Implemented and adopted an OR-OSHA Loss Prevention Program for self-insured or group self-insured members as required by OAR 437-001-1060.	<input checked="" type="checkbox"/>	4
<b>General Health, Safety, and Risk Management</b>		
Regularly scheduled employee safety training.	<input checked="" type="checkbox"/>	3
In compliance with required OR-OSHA written programs that are applicable to your district, i.e. lock-out/tag-out, respirator safety, confined space, etc.	<input checked="" type="checkbox"/>	4
Safety Committee in place for districts with ten or more employees. Safety meetings being held for district with fewer than ten employees.	<input checked="" type="checkbox"/>	4
Accident investigations conducted with recommendations for safety improvements after each occurrence/incident/accident.	<input checked="" type="checkbox"/>	4
Employees/volunteers working around equipment required to wear appropriate Personal Protective Equipment (PPE).	<input checked="" type="checkbox"/>	5
For districts with drivers, formal driver safety program with mandatory refresher course offered at least every other year.	<input checked="" type="checkbox"/>	3
Employees/volunteers trained in accident procedures and response.	<input checked="" type="checkbox"/>	3
Emergency numbers and emergency personal contact information available for all employees or volunteers in the event of an accident.	<input checked="" type="checkbox"/>	4
Notify all employees and volunteers of the location of first aid kits, medical supplies, and first aid books. Check supplies monthly.	<input checked="" type="checkbox"/>	3

## SDAO 2012 Policy Year Best Practices Results

Have Non-latex gloves easily available for first aid situations. Require notification of a supervisor immediately if contact with bodily fluid or hazardous substances.	<input checked="" type="checkbox"/>	4	4
Certified and in good standing fire extinguishers provided throughout the property and located within buildings.	<input checked="" type="checkbox"/>	3	3
<b>Insurance and Risk Management</b>			
Annually review all property and update values for fire, flood and earthquake losses.	<input checked="" type="checkbox"/>	3	3
Maintain schedules on real and personal property.	<input checked="" type="checkbox"/>	3	3
Annually review insurance agent responsibilities and performance with agent.	<input checked="" type="checkbox"/>	2	2
Backup offline for all important electronic records/systems.	<input type="checkbox"/>	2	0
Annually review with insurance agent all coverages and special exposures.	<input checked="" type="checkbox"/>	3	3
<b>Contract Management</b>			
All contracts and agreements are in writing and within public contracting laws.	<input checked="" type="checkbox"/>	5	5
All contract changes in writing and insure payments reflect subsequent changes.	<input checked="" type="checkbox"/>	5	5
Review all new and preexisting contracts for unfavorable hold harmless and indemnity wording. (Review assistance available from SDAO.)	<input checked="" type="checkbox"/>	5	5
Inspect contract terms for compliance before final payment.	<input checked="" type="checkbox"/>	3	3
<b>Education and Training</b>			
SDAO Annual Conference.	<input type="checkbox"/>	3	0
Mid-Management Training Workshop. (Affiliated association sponsored training.)	<input checked="" type="checkbox"/>	2	2
Sexual Harassment Training. (SDAO or affiliated association sponsored training.)	<input checked="" type="checkbox"/>	2	2
Risk Management and Safety Workshop. (SDAO's Free Risk Management Training; OFDDA training; or other affiliated association sponsored training.)	<input checked="" type="checkbox"/>	2	2
Personnel Management Training. (Affiliated association sponsored training.)	<input type="checkbox"/>	2	0
		386	351

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Fire and EMS Combined List by Incident Number

Alarm Date Between {12/01/2011} And {12/31/2011}

Incident	Type	Date	Location	Description
11-0000323-0	FIRE	12/02/2011	CANARY RD & LITTLE WOHINK DR	324 Motor Vehicle Accident
11-0000324-0	FIRE	12/03/2011	MP 186 Highway 101	352 Extrication of victim(s)
11-0000325-0	FIRE	12/04/2011	1449 Highway 101	715 Local alarm system,
11-0000326-0	FIRE	12/05/2011	87735 Highway 101	6113 Dispatched & cancelled
11-0000327-0	FIRE	12/06/2011	75 HARBOR ST	6111 Dispatched & cancelled
11-0000328-0	FIRE	12/08/2011	9TH ST & KINGWOOD ST	324 Motor Vehicle Accident
11-0000329-0	FIRE	12/08/2011	4713 SEA BREEZE LN	311 Medical assist, assist
11-0000330-0	FIRE	12/08/2011	Highway 101 near Sea Lion Caves	324 Motor Vehicle Accident
11-0000331-0	FIRE	12/11/2011	05815 MERCER LAKE RD	352 Extrication of victim(s)
11-0000332-0	FIRE	12/12/2011	1277 BAY ST	322 Motor vehicle accident
11-0000333-0	FIRE	12/14/2011	1750 Highway 126	622 No Incident found on
11-0000334-0	FIRE	12/14/2011	4853 Darlings Loop	631 Authorized controlled
11-0000335-0	FIRE	12/16/2011	5465 WOHINK DR	311 Medical assist, assist
11-0000336-0	FIRE	12/17/2011	2140 52ND ST	5313 Smoke or odor
11-0000337-0	FIRE	12/17/2011	24TH ST & WILLOW LOOP	6112 Dispatched & cancelled
11-0000338-0	FIRE	12/18/2011	North Jetty Beach	1411 Log/stump on fire
11-0000339-0	FIRE	12/18/2011	375 9TH ST	6111 Dispatched & cancelled
11-0000340-0	FIRE	12/20/2011	Highway 101 & 23RD ST	322 Motor vehicle accident
11-0000341-0	FIRE	12/21/2011	613 KINGWOOD ST	440 Electrical
11-0000342-0	FIRE	12/22/2011	83515 JENSEN LANE	311 Medical assist, assist
11-0000343-0	FIRE	12/22/2011	375 9TH ST	6111 Dispatched & cancelled
11-0000344-0	FIRE	12/22/2011	6035 NORTH FORK RD	651 Smoke scare, odor of
11-0000345-0	FIRE	12/26/2011	CLEAR LAKE RD & KENDALL LA	631 Authorized controlled
11-0000346-0	FIRE	12/26/2011	2520 WILLOW RIDGE CT	1111 Fire out on arrival
11-0000347-0	FIRE	12/27/2011	Highway 126 @ MP 2.3/ Skunk Hollow	322 Motor vehicle accident
11-0000348-0	FIRE	12/28/2011	1601 RHODODENDRON DR /Space 542	311 Medical assist, assist
11-0000349-0	FIRE	12/28/2011	CLEAR LAKE RD & CLOUD NINE RD	444 Power line down
11-0000350-0	FIRE	12/28/2011	City and outlying areas of Florence	815 Severe weather or
11-0000351-0	FIRE	12/28/2011	12TH ST & SPRUCE ST	6112 Dispatched & cancelled
11-0000352-0	FIRE	12/29/2011	88096 LEEWARD DR	5313 Smoke or odor
11-0000353-0	FIRE	12/31/2011	04648 PACIFIC AVE	412 Gas leak (natural gas or
11-0000354-0	FIRE	12/31/2011	375 9TH ST	6113 Dispatched & cancelled
11-0000355-0	FIRE	12/31/2011	Oak Street / Spruce Street area	341 Search for person on

EMS Incident Cnt: 0

**Total Incident Count 33**

Fire Incident Cnt: 33

## SVFR

## Department Journal

12/01/2011 to 12/30/2011

00:00 to 24:00

Training Classes

Time	Type	Record Id	Description/Location	Staff Hrs
<b>Sat Dec 3, 2011</b>				
08:00	TRAIN		Entry Level Firefighter Academy	20.00
<b>Sun Dec 4, 2011</b>				
08:00	TRAIN		Entry Level Firefighter Academy	26.00
<b>Mon Dec 5, 2011</b>				
17:30	TRAIN		Entry Level Firefighter Academy Central Station	16.00
<b>Tue Dec 6, 2011</b>				
09:00	TRAIN		Makeup Drill	10.00
17:00	TRAIN		Entry Level Firefighter Academy Central Station	22.00
19:00	TRAIN		M & I	79.00
<b>Wed Dec 7, 2011</b>				
17:30	TRAIN		Entry Level Firefighter Academy Central Station	24.00
<b>Thu Dec 8, 2011</b>				
17:30	TRAIN		Entry Level Firefighter Academy Central Station	16.00

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*Question:*

Department Journal

12/01/2011 to 12/30/2011

00:00 to 24:00

Training Classes

Time	Type	Record Id	Description/Location	Staff Hrs
<b>Fri Dec 9, 2011</b>				
17:30	TRAIN		Entry Level Firefighter Academy	16.00
<b>Sat Dec 10, 2011</b>				
08:00	TRAIN		Entry Level Firefighter Academy	22.00
<b>Sun Dec 11, 2011</b>				
08:00	TRAIN		Live Fire Training Sutton Training Facility	18.00
<b>Tue Dec 13, 2011</b>				
09:00	J TRAIN		Safety	16.00
19:00	TRAIN		Initial Entry RIT Laddering	73.00
<b>Thu Dec 15, 2011</b>				
18:00	TRAIN		Officer Development	24.00
<b>Tue Dec 20, 2011</b>				
09:00	TRAIN		Ladders	12.00
19:00	TRAIN		Ladders/Traffic control/RIT Sutton Training Facility	73.00
<b>Total Entries:</b>		<b>16</b>	<b>Total Staff Hrs:</b>	<b>467.00</b>



# Siuslaw Valley Fire and Rescue

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2625 Highway 101 North  
Florence, OR 97439-9702  
(541) 997-3212

January 9, 2012

Jacque Betz, City Manager  
City Council  
City of Florence  
250 Highway 101  
Florence, Oregon 97439

Dear City Manager and members of the Council:

Enclosed please find a copy of our suggestions to best utilize the electronic reader board. We're hoping that this will meet your requirements.

By no means did we want to create such a controversial community issue, especially one that elicited a response from the likes of 'Ben Franklin' and one that causes 'migraines'. We trust, however, that you and your councilors will resolve it and we can continue to employ the reader board to meet the needs of the community and our agency.

We appreciate the manner in which each councilor addressed the reader board issue at the recent hearing. You will note that we have tried to incorporate each suggestion into our operational guide for the reader board.

If it is the council's desire for a committee of our staff and the City Council to meet, we are more than willing to address the future use of our electronic reader board. We have already signed the Conflict Waiver allowing Mr. Ross Williamson to proceed to represent the City to find a mutually agreeable resolve to this issue.

Thank each of you for the courtesies shown during the Council Hearing.

Very truly yours,

SIUSLAW VALLEY FIRE AND RESCUE

  
JOHN D. BUCHANAN  
Fire Chief

## Electronic Sign Recommendations

<b>Disaster and Emergency Notifications</b>	<b>Color</b>	<b>Panels</b>
Disaster Warnings	Red	As needed
Weather Issues	Red	As needed
Highway 101/Road Closures	Red	As needed
Amber Alerts	Red	As needed
Local Emergencies	Red	As needed

## Disaster Educational

CERT Classes	Y/G/B	As needed
Survive-ability Classes	Y/G/B	As needed

## Fire/Emergency Protection

Recruitment of Volunteers	Y/G/B	single
Fire Safety Messages	Y/G/B	single
Fire Department Information	Y/G/B	single

## Misc.

Firefighter Memorials	Y/G/B	single
Dignitaries Welcoming	Y/G/B	single
Partner Agencies messages	Y/G/B	single
City of Florence		
Western Lane Ambulance		
Lane County		
West-Lane Emerg. Mgmt.		
School District		
etc.		



# Local Government Law Group <sup>PC</sup>

a member of SPEER HOYT LLC

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J. Kenneth Jones\*  
Carolyn H. Connelly  
Christy K. Monson  
Ross M. Williamson\*  
Lauren A. Summers  
Teresa J. Wilson, *Of Counsel*  
Russell D. Poppe, *Of Counsel*  
John A. Wolf, *Of Counsel*  
\*Admitted in Washington

January 9, 2012

**Via Email Only To: [Jacque.betz@ci.florence.or.us](mailto:Jacque.betz@ci.florence.or.us) and [chief@svfr.org](mailto:chief@svfr.org)**

Jacque Betz  
City Manager  
City of Florence  
250 Hwy 101  
Florence, OR 97439

Chief John D. Buchanan  
Siuslaw Valley Fire & Rescue  
2625 Hwy 101 North  
Florence, OR 97439

**Re: Representation of City of Florence on Sign Code Issue**

Dear Jacque and Chief Buchanan:

Our firm represents each of you in various aspects of your City's/District's activities. We have been asked by the City of Florence to provide a legal opinion on the current City Sign Code in relation to an adjustment the District is seeking for a District sign.

Because this matter involves both the City and District, this firm cannot represent the City in providing advice on this matter without a conflict waiver from both parties. We understand that the District would be willing to waive the conflict, which would allow the firm to advise the City as to the City's rights on this matter. With such an agreement, the work for the City would be unrelated to any work we are presently doing or appear likely to do for the District and we would not represent the District related to this matter.

According to Oregon State Bar rules, the firm may not represent the City in relation to this issue without informed consent from both the District and City after an explanation about the material risks of and reasonable alternatives to consenting. This means that I must explain to you the pros and cons of consenting and that the firm cannot proceed with representing the City here unless you both consent.

In deciding whether or not to consent, you should consider how the firm's representation of the City as described above impacts you both. For example, clients who are asked to waive or consent to conflicts typically should consider whether there is any material risk

City of Florence/Siuslaw Valley F&R  
January 9, 2012  
Page 2 of 2

that "their" lawyer will be less zealous or eager on their behalf due to the conflict. Similarly, clients should consider whether there is any material risk that their confidences or secrets will be used adversely to them due to the conflict. In the present case, I do not believe that there is a material threat of either type of risk because of the unrelated nature of the work for the two clients. Nevertheless, these are issues that you should consider for yourself. If one or both of you do not consent, we would not be able to represent either entity on this matter, but we could assist you in finding other counsel for this matter.

Please review this request carefully. If you have any questions you would like me to answer before reaching a decision on this issue, please let me know.

The Oregon State Bar Rules also require that I recommend you consult with independent legal counsel before you reach a decision on whether to consent to this arrangement. You are not obligated to consult legal counsel if you do not wish to do so; however, the choice is yours.

If, after such review as you believe appropriate, you decide to consent to the firm's representation of the City in relation to this Sign Code matter in spite of the conflict described in this letter, please sign and date the enclosed copy of this letter, and mail it back to me in the enclosed envelope.

Sincerely,



Ross M. Williamson  
[ross@speertoyt.com](mailto:ross@speertoyt.com)

RMW

\*\*\*\*\*

I hereby consent to the terms of representation set forth above.

\_\_\_\_\_  
Jacque Betz, City Manager  
City of Florence

  
\_\_\_\_\_  
John Buchanan, Chief  
Siuslaw Valley Fire & Rescue

Date: \_\_\_\_\_

Date: 1-10-12



## **FIRE DIVISION CHIEF**

*(A sworn, at will position)*

**Position:** Under the direction of the Fire Chief, directs, manages, supervises, and coordinates the activities and operations of assigned division including operations, training, facility/equipment maintenance, fire prevention, and public education responds to emergency incidents when assigned; coordinates assigned activities with other divisions and outside agencies; assists with complex administrative support to the Fire Chief.

**Representative Duties:** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or duties set forth below to address business and changing business practices.*

### **DIVISION CHIEF – FIRE MARSHAL**

The Fire Marshal is responsible for the timely inspections to ensure that the minimum fire and life safety requirements are being maintained on existing occupancies.

The Fire Marshal is responsible for the maintenance of the maps and street guides for the City and Fire District. The Fire Marshal shall ensure that the street names and street numbers are accurate for the guides and maps used by the 911 Dispatch Center.

The Fire Marshal is the department's Water Officer and is responsible for maintaining accurate fire flow information at the fire administration office.

The Fire Marshal is the keeper of department fire records. He/she is responsible for reviewing all fire/emergency incident reports for accuracy and for submitting complete accurate written reports to the fire administration in a timely manner.

The Fire Marshal is to investigate or cause to be investigated all fires in an effort to ascertain the origin and cause of each. The Fire Marshal is to coordinate the efforts of the Fire Department and Law Enforcement Personnel in the investigation of suspicious or incendiary fires, up to and including apprehension and court action.

The Fire Marshal is responsible for the supervision and evaluation of all personnel assigned to the Fire Prevention Division of the Fire Department.

## **DIVISION CHIEF – OPERATIONS AND TRAINING**

**Assumes management responsibility for assigned programs, activities and operations of the department including operations, training, facility /equipment maintenance, communications and related programs and services.**

**Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; recommends and administers procedures, policies and priorities for assigned programs and services; and recommends and administers policies and procedures.**

**Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, with subsequent department policy, appropriate service and staffing levels.**

**Plans, directs, coordinates, and reviews the work plan for career staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.**

**Participates in the selection and evaluation of career personnel and volunteer officers; prepares performance evaluations for career personnel and volunteer officers; and implements discipline and termination procedures.**

**Oversees and participates in the development and administration of assigned Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures, and implements adjustments.**

**Oversees the development and implementation of the department's training programs for firefighting, emergency medical services and other emergency response services and programs; develops and implements training programs and schedules; identifies the fire training needs of career and volunteer personnel; provides and/or coordinates staff training and drills in firefighting methods, techniques, and related subjects; coordinates training programs with other divisions, departments, and outside agencies.**

**Manage the purchasing, maintenance, and inventory of all fire related equipment, vehicles and property including communications equipment, vehicles, and related equipment; establishes replacement schedules for equipment, vehicles and property; ensures budget support replacement schedules.**

**Participates in facilities planning for the fire department; coordinates maintenance and repairs to existing facilities, as necessary.**

**Provides staff assistance to Fire Chief.**

**Serves as the liaison for assigned Division to other divisions, departments and outside agencies, negotiates and resolves sensitive and controversial issues.**

**Attends and participates in professional groups meetings; stays abreast of new trends and innovations in the field of fire prevention, suppression, training, and management.**

**Responds to and resolves difficult and sensitive citizen inquiries and complaints.**

**Performs related duties as required.**

**DIVISION CHIEF – ADMINISTRATIVE SERVICES (May be a non-safety assigned position)**

**Assumes responsibility for assigned services and activities of the Administrative Division within the fire department including budgeting, payroll, purchasing, accounting, personnel, information technology, and administrative support service.**

**Coordinates the organization, staffing, and operational activities for the Administrative Division.**

**Prepares agenda packets for board meetings, including the coordination and review of agenda materials, finalizing agendas and overseeing distribution of the packets.**

**Attends Board of Directors meetings and is responsible for the minutes and preserves all records of the Board of Directors.**

**Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures; oversees the maintenance of the department's Policy and Procedure Manual.**

**Identifies opportunities for improving service delivery methods and procedures; identifies resources needs, reviews with appropriate management staff and implements improvements.**

**Directs, coordinates, and reviews the work plan for assigned administrative services and activities; assigns work activities and projects; monitors work flow; evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.**

**Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.**

**Participates in the development and administration of the district budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors, reviews and approves purchase requisitions, accounts payable, and expenditures; recommends adjustments as necessary; prepares and updates budget report for the Board of Directors and the Fire Chief.**

**Serves as the District Human Resources Officers; oversees and participates in personnel administration functions including recruitment and retention, testing, interviewing, and hiring of new employees and volunteer firefighters.**

**Performs other related duties.**

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or to be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operational characteristics, services, and activities of the fire department
- Principals, practices, and methods of governmental administration.
- Modern methods and techniques of fire department administration.
- Service delivery issues related to fire and emergency medical services.
- Principles of business letter writing and basic report preparation.
- Principles of grant preparation and sources of funding.
- Principles and practices of program development and administration.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of customer service.
- Principles of supervision, training, and performance evaluations.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

- Oversee and participate in the management and administration of the assigned Division within the fire department
- Supervise, direct, and coordinate the work of lower level staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer division budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws and regulations.
- Prepare clear Board of Directors agenda items.
- Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationship with those contacted in the course of work.

### **Education and Experience**

- An Associates degree from an accredited college in fire science or related field is desired. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. The ideal candidate will possess a minimum of seven to ten years experience in a senior management role.

**Requirements:**

- **Candidate must sign a contract with the fire district agreeing to be a non-tobacco user.**
- **Candidate must have a current Oregon Drivers License.**
- **Successful candidate shall reside within the district boundaries of Siuslaw Valley Fire and Rescue within six months of employment.**

**SIUSLAW VALLEY FIRE AND RESCUE**

**OPERATIONS AND PROCEDURES MANUAL**

	<b>SECTION NUMBER:</b> 153.10
	<b>EFFECTIVE DATE:</b> 1/13/2012
<b>DIVISION TITLE:</b> BOARD OF DIRECTORS POLICIES	<b>REVISION DATE:</b>
<b>SECTION TITLE:</b> ADMINISTRATIVE LEAVE	

**153.10 ADMINISTRATIVE EMPLOYEES DEFINED**

Administrative employees are defined as the Fire Chief and Division Fire Chiefs and are further defined as at-will employees. Administrative employees are not eligible for overtime, compensation time, or emergency call pay.

**153.11 ADMINISTRATIVE LEAVE**

In lieu of overtime, compensation time, and emergency call pay, administrative employees, as defined in 153.10, will be given five (5) days administrative leave annually with the stipulation that the five days must be taken in each calendar year with no carryover or monetary value.



# SIUSLAW VALLEY FIRE AND RESCUE

## Public Notice

**The Regular Board Meeting of Siuslaw Valley Fire and Rescue, previously scheduled for January 18, 2012, has been rescheduled and will be held on Thursday, January 25, 2012 at 5:30 p.m. at the fire station located at 2625 Highway 101 North, Florence, OR 97439. The agenda will be general business of the fire district.**

**Date of Posting: January 23, 2012 through January 25, 2012**