

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

Minutes of Board Meeting – May 15, 2013

Steve Olienyk, President of the Board, called the meeting to order at 5:30 p.m. and then said a short prayer of thanks for the return of Chief Buchanan after his absence due to illness.

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

OTHERS PRESENT: Chief Buchanan, Division Chief Janet Huston, Division Chief Marvin Tipler, and Division Chief Sean Barrett were in attendance.

APPROVAL OF MINUTES: Director Gates made a motion to approve the minutes of the regular board meeting held on April 17, 2013, as corrected. 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 April 2013 was reviewed and various incidents were discussed. Division Chief provided this report in 'landscape' view which allows for more verbiage.

FIRE DISTRICT TRAINING REPORT: The report reflecting training in April 2013 was reviewed and discussed. Director Gates questioned why there were no hours reported for the Jaws of Life training on Saturday, April 28. Division Chief Tipler indicated that volunteers only get paid for training hours on regular drills on Tuesdays and the occasional Burn to Learn that doesn't fall on a Tuesday.

FIRE DISTRICT PARTICIPATION REPORT: The report reflecting volunteer participation for the month of April 2013 was reviewed.

SAFETY MEETING MINUTES: The April Safety Meeting minutes were reviewed and discussed.

REGULAR AGENDA:

Division Chief Huston indicated that at the April board meeting, Board President Olienyk recommended that the review of the Annual Audit be tabled until the next board meeting scheduled for May 15, 2013. Since that time, the auditor, Richard Maxwell, provided the letters with his findings to management and the Board of Directors. These are the standard letters he sends every year. In each letter, however, Mr. Maxwell addresses the purchase of the Pierce engines and the subsequent oversight by Division Chief Huston and Chief Buchanan to amend the budget to reflect the proceeds of the loan to purchase the engines, as revenue, and to amend the Debt Service portion of the budget accordingly. There followed further discussion regarding the audit report. Director

Ward questioned the auditor's statement that 'errors did occur without correction on a timely basis'. Division Chief Huston indicated that the report says that every year, and every year the auditor provides journal entries that must be entered for the previous fiscal year.

Director Ward made a motion to accept the annual audit for 2011/2012 as performed and provided by Mr. Richard Maxwell of Maxwell & Company, Certified Public Accountants. Director Scott seconded the motion and it passed unanimously.

Division Chief Huston reported that she met with Mr. Bill Linhart of ESCI on Thursday, May 9th to further discuss the process for the Executive Search for the Fire Chief. The first order of business is to choose a date for interviews with directors, chief officers, and local agency representatives with which we have relationships. These are fact finding interviews and ESCI uses the information from these interviews, along with the job description/job announcement already provided ESCI, to produce the final job announcement. Mr. Linhart suggested that we also have an 'open meeting' that afternoon/early evening, at which volunteers, community members and taxpayers have the opportunity to be interviewed as well, in an effort to maintain transparency. The available dates for the interviews are May 21st and May 22nd.

The board members agreed upon Wednesday, May 22, 2013 for the interviews by ESCI.

Division Chief Huston further stated that Mr. Linhart suggested October 17, 18, and 19 for the assessment portion of the process, with Thursday evening for assessor training, candidate orientation, and perhaps even a 'meet and greet'. Friday would be the assessment lab, and Saturday would be board member interviews of the candidates recommended by the assessors,

The board members agreed that the dates, October 17, 18, and 19, will work, with plenty of advanced time to firm up their schedules.

REVIEW OF THE BILLS:

MOTION: Director Scott made a motion to ratify bills paid during the past month totaling \$93,897.58 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 provided and discussed.

FUTURE AGENDA BUSINESS: Board President Olienyk stated that the next regularly scheduled board meeting will be Wednesday, June 19, 2013 at 5:30 p.m.

At 6:03 p.m. Board President Olienyk called for a recess of the regular meeting to enter into Executive Session in accordance with ORS 192.660).

The regular meeting was reconvened at 6:14 p.m. There were no actions required as a result of the Executive Session, and there being no further business to come before the Board, the meeting was adjourned at 6:14 p.m.

Respectfully submitted,

JANET L. HUSTON
Division Chief of Administration

Monthly Incidents for Board

Alarm Date Between {04/01/2013} And {04/30/2013}

Incident	Type	Date	Location	Description
13-0000077-0	FIRE	04/01/2013	Old Football field, west end, off	561 Unauthorized burning
13-0000078-0	FIRE	04/03/2013	88943 TWIN LAKES CT	311 Medical assist, assist EMS crew
13-0000079-0	FIRE	04/04/2013	Highway 126 at MP 18.19	352 Extrication of victim(s) from vehicle
13-0000080-0	FIRE	04/07/2013	5325 Sand Dune Park DR	423 Refrigeration leak
13-0000081-0	FIRE	04/08/2013	Siltcoos Lake	365 Watercraft rescue
13-0000082-0	FIRE	04/08/2013	242 MUNSEL CREEK LOOP	113 Cooking fire, confined to container
13-0000083-0	FIRE	04/11/2013	1750 43RD ST	154 Dumpster or other outside trash receptacle fire
13-0000084-0	FIRE	04/11/2013	Highway 101 @ MP 194	324 Motor Vehicle Accident with no injuries
13-0000085-0	FIRE	04/15/2013	INDIAN CREEK RD & THOMPSON RD	6112 Dispatched & cancelled en route, MVA
13-0000086-0	FIRE	04/13/2013	Highway 101 @ MP 175	322 Motor vehicle accident with injuries
13-0000087-0	FIRE	04/18/2013	44844 4TH AVE	311 Medical assist, assist EMS crew
13-0000088-0	FIRE	04/19/2013	Highway 126 @ MP 3.5	561 Unauthorized burning
13-0000089-0	FIRE	04/19/2013	89399 NORTH LANE	324 Motor Vehicle Accident with no injuries
13-0000090-0	FIRE	04/22/2013	Highway 101 & 8TH ST	741 Sprinkler activation, no fire - unintentional
13-0000091-0	FIRE	04/22/2013	Herman Peak Road @ MP .5	631 Authorized controlled burning
13-0000092-0	FIRE	04/23/2013	87675 Highway 101	561 Unauthorized burning
13-0000093-0	FIRE	04/24/2013	Siltcoos Lake	361 Swimming/recreational water areas rescue
13-0000094-0	FIRE	04/24/2013	400 9TH ST	212 Overpressure rupture of steam boiler
13-0000095-0	FIRE	04/24/2013	4590 Highway 101	311 Medical assist, assist EMS crew
13-0000096-0	FIRE	04/25/2013	North East Incinerator Rd / Starr	3111 Medical assist, ATV incident
13-0000097-0	FIRE	04/25/2013	1926 30TH ST	542 Animal rescue
13-0000098-0	FIRE	04/25/2013	2002 HIGHWAY 101	651 Smoke scare, odor of smoke
13-0000099-0	FIRE	04/25/2013	Sutton Lake Camp Ground #B4	341 Search for person on land
13-000100-0	FIRE	04/27/2013	4263 SPRUCE ST	6111 Dispatched & cancelled en route, alarm
13-000101-0	FIRE	04/29/2013	9TH ST & KINGWOOD ST	322 Motor vehicle accident with injuries
13-000102-0	FIRE	04/29/2013	1600 RHODODENDRON DR	6113 Dispatched & cancelled en route, Med Assist
13-000103-0	FIRE	04/30/2013	04806 RHODODENDRON LOOP	311 Medical assist, assist EMS crew

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Monthly Incidents for Board

Alarm Date Between {04/01/2013} And {04/30/2013}

Incident	Type	Date	Location	Description
13-0000104-0	FIRE	04/30/2013	Field behind Safeway	6119 Dispatched/tapped out in error

EMS Incident Cnt: 0

Fire Incident Cnt: 28

Total Incident Count 28

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Department Journal

04/01/2013 to 04/30/2013

00:00 to 24:00

Training Classes

Time	Type	Record Id	Description/Location	Staff Hrs
Tue Apr 2, 2013				
09:00	TRAIN		Maintenance and Inventory Central Station	2.00
19:00	TRAIN		Maintenance and Inventory Central Station	42.00
19:00	TRAIN		Maintenance and Inventory Old Town Station	20.00
19:00	TRAIN		Maintenance and Inventory North Fork Station	4.00
19:00	TRAIN		Maintenance and Inventory Sutton Station	6.00
19:00	TRAIN		Maintenance and Inventory Canary Station	2.00
1 0	TRAIN		Maintenance and Inventory Clear Lake Station	8.00
Tue Apr 9, 2013				
09:00	TRAIN		Fire Extinguishers/A B C Sutton Station	18.00
19:00	TRAIN		Search and Rescue/PPV Central Station	38.00
19:00	TRAIN		Fire Extinguishers/ABC Sutton Station	24.00
Fri Apr 12, 2013				
18:00	TRAIN		General Driver Training Central Station	0.00

Sat Apr 13, 2013

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Department Journal

04/01/2013 to 04/30/2013

00:00 to 24:00

Training Classes

Time	Type	Record Id	Description/Location	Staff Hrs
Sat Apr 13, 2013				
08:00	TRAIN		General Driver Training Central Station	0.00
Tue Apr 16, 2013				
09:00	TRAIN		Engineering Training Central Station	6.00
19:00	TRAIN		Fire Extinguishers/ABC Sutton Station	38.00
19:00	TRAIN		PPE & SCBA/Positive Ventilation Old Town Station	26.00
Sun Apr 21, 2013				
06:00	TRAIN		ATV Training Property outside City Limits	45.00
Tue Apr 23, 2013				
09:00	TRAIN		Ladder Training/Auto Fire Station 01	12.00
19:00	TRAIN		Firefighter 1 Instruction Central Station	72.00
Sat Apr 27, 2013				
08:00	TRAIN		Jaws of Life Training Central Station	0.00
Sun Apr 28, 2013				
08:00	TRAIN		ATV Training Local Dunes	37.50

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Department Journal

04/01/2013 to 04/30/2013

00:00 to 24:00

Training Classes

Time	Type	Record Id	Description/Location	Staff Hrs
Tue Apr 30, 2013				
10:00	TRAIN		Extrication	15.00
		Station 01	Siuslaw High School	
19:00	TRAIN		Association/Business Meeting	70.00
		Station 01	Central Station	
20:00	TRAIN		Firefighter 1 Instruction/Communication	0.00
		Station 01	Central Station	

Total Entries: 23

Total Staff Hrs: 485.50

APRIL 2013 DRILL PARTICIPATION

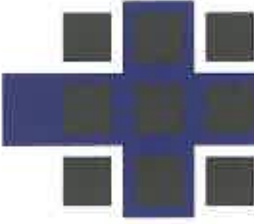
Full Time/Part Time	04/02/13	04/09/13	04/16/13	04/23/13	04/30/13	5 April drills		% April Drills		YTD Drills-17	% YTD Drills		April Calls -28		% April Calls		YTD Calls-105	% YTD Calls		Last Activity
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	25%	34	32%	04/30/13		
Barrett, S	X	X	X	X	X	5	100%	17	100%	7	25%	34	32%	04/30/13						
Carnahan, J	O	XX	X	XX	X	4	80%	15	88%	10	36%	48	46%	04/30/13						
Connor, S	X	XX	X	XX	X	5	100%	17	100%	7	25%	39	37%	04/30/13						
Jagoe, B	X	O	X	X	X	4	80%	16	94%	14	50%	54	51%	04/30/13						
Moore, H	X	X	X	X	X	5	100%	17	100%	8	29%	28	27%	04/30/13						
Stober, G	X	X	X	X	XX	5	100%	17	100%	11	39%	49	47%	04/30/13						
Tipler, M	X	O	X	X	X	4	80%	15	88%	2	7%	11	11%	04/30/13						
Chaplain																				
Murphy, D	X	X	X	X	X	5	100%	15	88%	N/A	N/A	N/A	N/A	04/30/13						
Support																				
Stober, A	X	O	X	X	X	4	80%	14	82%	8	29%	22	21%	04/30/13						
Captains																				
Barrett, D	X	X	X	X	X	5	100%	16	94%	5	18%	17	16%	04/30/13						
Barrett, M	X	X	X	X	X	5	100%	17	100%	0	0%	6	6%	04/30/13						
Beck, D	X	X	X	O	O	3	60%	15	88%	9	32%	52	50%	04/29/13						
labichello, L	X	X	X	X	X	5	100%	17	100%	1	4%	7	7%	04/30/13						
Madden, T	X	X	X	X	X	5	100%	16	94%	8	29%	36	34%	04/30/13						
Spinner, M	X	X	X	X	O	3	60%	15	88%	9	32%	37	35%	04/29/13						
Warren, P																				
Station 1																				
Annett, D	O	X	O	X	O	2	40%	14	82%	8	29%	40	38%	04/29/13						
Evans, B	O	X	X	X	X	4	80%	14	82%	0	0%	1	1%	04/30/13						
Gray, A	X	X	X	X	X	5	100%	13	76%	3	11%	5	5%	04/30/13						
Green, L	X	X	X	X	X	5	100%	16	94%	16	57%	51	49%	04/30/13						
Holden, J	O	X	O	O	X	2	40%	9	53%	0	0%	0	0%	04/30/13						
Heindel, M	N/A	N/A	N/A	N/A	N	N/A	N/A	N/A	N/A	9	32%	42	40%	04/30/13						
Larson, J	X	X	X	X	X	5	100%	17	100%	4	14%	15	14%	04/30/13						
Lemmonds, K	N/A	N/A	N/A	N/A	N	N/A	N/A	N/A	N/A	9	32%	44	42%	04/30/13						
Orozco, K	X	XX	X	XX	X	5	100%	17	100%	9	32%	28	27%	04/30/13						
Payne, T	O	XX	O	O	XX	2	40%	14	82%	3	11%	23	22%	04/30/13						
Reid, Sam	X	O	O	X	O	2	40%	5	30%	0	0%	0	0%	04/23/13						
Sanchez, K	X	X	X	X	XX	5	100%	8	47%	6	21%	15	14%	04/30/13						
Stapleton, C	O	X	O	O	O	1	20%	6	35%	0	0%	10	10%	04/09/13						

**Safety Meeting
4-30-2013**

Attendees: S. Barrett, J. Carnahan, B. Jagoe, G. Stober, M. Tipler, D. Barrett, M. Barrett, D. Beck, T. Madden, M. Spinner, and D. Murphy.

1. We discussed having FF crews test radio communications with the IC prior to making entry on a structure fire to assure that their radios are working properly and are on the correct channel.
2. Discussions on working with the FF on basic FF hands-on skills on drill nights. Officers always making sure the evolutions are done correctly.
3. Dehumidifiers were installed at stations 2, 4, 5 and 8 to lower humidity and dry out turnouts quicker.
4. The need for recruiting FF at station 4 was brought up by Captain Barrett.
5. Still no sprinklers under the docks at Mo's and ICM.
6. Fire water in Old Town is now good with sufficient fire flows since the installation of the new water mains and hydrants.
7. Outside lighting at station 5 continues to be a problem even though all outside lights were recently replaced. Problem will be worked on and resolved by Chief Tipler.
8. A near miss with the ATV trailer pulling out of station 1 was reported and discussed.

Submitted by: Division Chief Tipler



MAXWELL & COMPANY

Certified Public Accountants

1600 Valley River Dr., Suite 370, Eugene, OR 97401 • (541) 334-4498 • fax (541) 334-1755

March 16, 2013

To the Board of Directors and Management
Siuslaw Valley Fire and Rescue
Florence, Oregon

In planning and performing our audit of the financial statements of the governmental activities and the major fund of the Siuslaw Valley Fire and Rescue, Florence, Oregon for the year ended June 30, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the Siuslaw Valley Fire and Rescue, Florence, Oregon internal control over financial reporting (internal control) as a basis for designing our audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the District's internal control to be significant deficiencies:

The District does not have the capability to prepare financial statements, including disclosures, in accordance with generally accepted accounting principles, except through a contractual relationship with an accountant other than the auditor. Although the District may choose to have the auditor prepare the financial statements, adequate internal control requires that an individual with the competency to prepare the financial statements must review those financial statements on behalf of the District.

Because of the limited size of the District's administrative staff, the District has limited segregation of duties. A good system of internal control contemplates an adequate segregation of duties such that no one individual controls a transaction from inception to completion. While we recognize that cost considerations may not permit an adequate separation of duties in all respects, it is important that you be aware of this condition. Compensating controls do exist, including the contractual relationship with an outside bookkeeper to provide oversight responsibility, however, errors did occur without correction on a timely basis.

The existence of significant deficiencies or material weaknesses may already be known to management and may represent a conscious decision by management or those charged with governance to accept that degree of risk because of cost or other considerations. Management is responsible for making decisions concerning costs and the related benefits. We are responsible for communicating significant deficiencies and material weaknesses in accordance with professional standards, regardless of management's decisions.

Control Matters That Were Previously Communicated

We are required to communicate in writing all significant deficiencies and material weaknesses we identified in our audit, even those that were previously communicated to you. The following control deficiencies were previously communicated:

There were no other matters previously reported that have not been corrected.

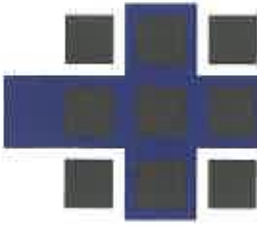
Current Matters

Capital assets acquired through direct financing

The District acquired two Pierce engines through direct financing with Oregon Pacific Bank. The payment to the vendor was sent by the bank directly to Pierce Manufacturing, Inc. As a result, the recording of the payment was not processed through the District's bank account and recording of the transaction was missed. The District was not able to correct the budget overexpenditure on a timely basis. A resolution could have been prepared and passed by the Board based on the nature of the transaction.

This communication is intended solely for the information and use of management and the Board of Directors of the Siuslaw Valley Fire and Rescue and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.


MAXWELL & COMPANY CPAs



MAXWELL & COMPANY

Certified Public Accountants

1600 Valley River Dr., Suite 370, Eugene, OR 97401 • (541) 334-4498 • fax (541) 334-1755

March 16, 2013

To the Board of Directors
Siuslaw Valley Fire and Rescue

We have audited the financial statements of the governmental activities and the major fund of Siuslaw Valley Fire and Rescue, Lane County, Oregon for the year ended June 30, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Siuslaw Valley Fire and Rescue, Lane County, Oregon are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2012. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the governmental activities' financial statements was:

Management's estimate of the useful lives of capital assets, which is based on expected future utility items already in service. We evaluated the key factors and assumptions used to develop the depreciation allowance based on the useful lives selected in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of pension obligations described in Note 8 to the financial statements. The assumptions used by the OPERS board in calculating the unfunded portion of the pension obligations are subject to market influences that cannot be reliably estimated.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole, except for the purchase of two Pierce engines as noted in our internal control letter dated March 16, 2013.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to

the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 16, 2013.

Management Consultations with Other Independent Accountants.

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of the Siuslaw Valley Fire and Rescue, Lane County, Oregon and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Maxwell & Company CPAs

Richard Maxwell

Memorandum
Emergency Services Consulting International

Date: May 13, 2013

To: Janet Huston
Division Chief of Administration

From: Bill Linhart
Associate

Subject: Follow-up from Meeting of May 9

It was nice meeting with you last week and I think we got through quite a bit of the logistics to get us started.

Some key elements:

- **Selection of Job Profile dates**

We were looking at one long day somewhere between May 20 and 22nd. The date to be centered around the desires of the Board.

- **Typical Job Profile Participants**

No hard science in determining this but we always want to offer the opportunity for key stakeholders to visit with us. We will take direction from the Board on who to interview. Example of stakeholders (not limited to):

- Board Members
- Employees – representative of
- Volunteers – representative of
- Community Leaders (schools, local government, chamber, ministerial association, civic organizations...
- Public Safety Partners
- Agencies with intergovernmental agreements
- Other stakeholders

- **Format**

Begin interviews at 830AM and then every hour:

Time	Bill Linhart	Jerry Freshour
830AM		
930AM		
1030AM		
1130AM		
1230PM	Lunch	
130PM		
2:30PM		
3:30PM		
4:30PM		
530PM	Open Meeting (advertise for 530PM)	

I may have made it sound like these were one interviewee per session. If say two or three people from a specific group (other than Board) wanted to meet together – that works for us. Board would have to be two members or less at a time.

- **Interview Components**

We find that the interviewees, at times, like to know what they will be discussing. The following are the general topics. We realize that not all people we talk with **will** have information on all of the topics and that is perfectly fine.

Topic areas of Interview:

Key Job Tasks:

Client Groups Chief Works With;

Personal Attributes;

Knowledge, Skills and Abilities;

Critical Issues;

Future Challenges;

What Makes Florence an Attractive Place to Work and Live;

Other Information

- **Key Question for Board**

We will need a decision from the Board early-on regarding the actual onsite final selection process. We tentatively discussed Thursday October 17 – Saturday October 19.

Thursday: Assessor Training; Candidate Orientation; Community Meet & Greet (optional)

Friday: Assessment Center (Board comes in at the end of the day for briefing with assessors and decide who to invite for final interviews on Saturday.

Saturday: Candidates Interview with the Board

As discussed, we can use any combination of days the Board wishes, I just back the process up from the dates that work for them.

- **Next Step after Job Profile**

I will send a draft copy of the application package (brochure, etc) to the Board approximately one week prior to their June 19th Board Meeting. Will ask the Board to approve, modify, etc. the application package prior to us “opening” the recruitment. However, If the Board gives one person the responsibility of approving the application package – we will send it to that person for review.

Thanks!

**Memorandum
Emergency Services Consulting International**

Date: May 2013
To: Board of Directors, Siuslaw Valley Fire and Rescue
Subject: Fire Chief Position Qualifications

In addition, to providing information on the knowledge, skills, abilities, attributes, experiences and other dimensions needed for this position, we will be asking the Board to agree on the following elements. We realize that this may need to be finalized in an open public meeting.

Please note each category with "R" required; "D" desirable; "N/A" not applicable.

Education: High School/GED _____ A/AS _____ BA/BS _____ MA/MS _____

Degree in or related field _____

EFO or similar completed _____ Enrolled/in progress _____

General fire/EMS service _____ Number of years _____

Full time/paid _____ Combination _____ Other _____

Command/management experience _____ Number of years _____

Rank of or above _____

Comments _____

Equivalency for education and or experience: Yes No

If yes, please describe parameters _____

Vehicle Operator's License _____ Ability to obtain by _____

Specifics _____

EMS

EMS certification _____ Certification level _____

Experience in an EMS delivery system _____ Years of experience _____

Minimum level of experience: Responder BLS ALS Transport Non-Transport

Managerial experience – EMS system _____ Years of experience _____ Level or above _____

ICS: Training _____ Experience _____ Other _____

Hazardous Materials: Training _____ Experience _____ Other _____

Fire Prevention _____ Years of experience _____ Other _____

Training: Instructor _____ Development _____ Management _____ Other _____

Wildland: Training _____ Experience _____ Management _____ Other _____

Labor/Management Relations:

Training _____ Experience _____ Management _____ Other _____

Residency: Within the district _____ Within _____ miles of _____

Response time within _____ minutes of _____

By reporting date _____ Within _____ months

Medical/Physical examination based on job description as hiring contingency _____

Psychological examination based on job description as hiring contingency _____

Background investigation as hiring contingency _____

Electronic check _____ Reference checks _____ Comprehensive investigation _____

Other Qualifications:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Salary Range: From _____ to _____

Probationary Period _____

Length of Contract _____

Remarks _____

Description of Benefits:

Generous _____

Health ____ **Dental** ____ **Vision** ____ **Prescription** ____ **Long-term care** ____ **Retirement** ____

Vacation ____ **Sick** ____ **Holiday** ____ **Education** ____ **Other** _____

Comments _____

Recruiting Focus: State ____ Pacific NW ____ Western United States ____ Nationwide ____

Recruiting Forums/Budget _____

Final Interview(s) Reimbursement for candidates:

Do not plan to compensate final candidates for onsite expenses

Will reimburse set amount with receipts _____

Will reimburse with receipts: Travel Lodging Meals Other _____

Comments _____



Target Date for Reporting for Duty _____

Target Date(s) for Interviews _____
(best or confirmed date(s) for full Board participation)

Other Milestone Target Dates:

1. _____
2. _____
3. _____
4. _____
5. _____

Interview Formats: Assessment center with recommendation to Board for final interviews

Other Discussion/Issues/Comments:

1. _____
2. _____
3. _____
4. _____
5. _____

Interview with _____ **Contact** _____

By _____ **Date** _____

