

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

**Minutes of Board Meeting – November 28, 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, and Rob Ward were in attendance.

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

**APPROVAL OF MINUTES:** Director Spinner made a motion to approve the minutes of the regular board meeting held on October 17, 2012. The motion was seconded by Director Scott and was approved by unanimous vote.

Director Scott made a motion to approve the minutes of the special board meeting of November 6, 2012. The motion was seconded by Director Ward and was approved by unanimous vote.

**COMMUNICATIONS:** None

**PUBLIC HEARINGS:** None

**PUBLIC COMMENTS:** None

**FIRE DISTRICT INCIDENT REPORT:** The report reflecting the activity during October 2012 was reviewed and various incidents were discussed.

**FIRE DISTRICT TRAINING REPORT:** The report reflecting training in October 2012 was reviewed.

**FIRE DISTRICT PARTICIPATION REPORT:** The report reflecting volunteer participation for the month of October 2012 was reviewed.

**SAFETY MEETING MINUTES:** The safety minutes of November 6, 2012 were reviewed.

**REGULAR AGENDA:**

Chief Buchanan reported that we completed and submitted the annual Special Districts Best Practices Survey. In the past we have received a monetary credit on our liability insurance premium, and hope for the same this year. The survey results were reviewed and it was questioned why we indicated that we haven't had any Personnel Management Training. Division Chief Huston replied that she wasn't aware of any formal training having been taken, to which Chief Buchanan and Division Chief Tipler indicated that they both have had training that would fall into this category at the various conferences they have attended over the years.

As a result of the Special Board Meeting held on November 6, 2012 at which time the board members approved the execution of the contract with Pacific Office Automation for our information technology, Chief Buchanan reported that the contract has been executed and Pacific Office Automation is proceeding with the tasks set forth on the Statement of Work.

Chief Buchanan presented new Board of Directors' policies requiring approval, as follows:

- 154.09 Call Reserve Firefighter (Volunteer) Corrective Action
- 140.03 Investment Policy
- 154.10 Exit Interview
- 154.11 Records and Files

Chief Buchanan indicated that, with the exception of the policy requiring an Exit Interview each time a volunteer separates from the District, the policies were written as a result of the Best Practices Survey.

*MOTION: Director Ward made a motion to adopt the policies 154.09, 140.03, 154.10, and 154.11. The motion was seconded by Director Scott and was approved by unanimous vote.*

#### REVIEW OF THE BILLS:

*MOTION: Director Spinner made a motion to ratify bills paid during the past month totaling \$287,086.55 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 provided and discussed.

**FUTURE AGENDA BUSINESS:** Board President Olienyk stated that the next regularly scheduled board meeting will be Wednesday, December 19, 2012 at 5:30 p.m.

There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

**JANET L. HUSTON**  
Division Chief of Administration

## SVFR

## Monthly Incidents

Alarm Date Between {10/01/2012} And {10/31/2012}

Incident	Type	Date	Location	Description
12-0000338-0	FIRE	10/01/2012	84479 GREEN GATE RD	311 Medical assist, assist
12-0000339-0	FIRE	10/01/2012	1956 16TH ST	5312 Smoke smell
12-0000340-0	FIRE	10/01/2012	375 9TH ST	6111 Dispatched & cancelled
12-0000341-0	FIRE	10/03/2012	3996 Highway 101	142 Brush or brush-and-grass
12-0000342-0	FIRE	10/04/2012	3996 Highway 101	142 Brush or brush-and-grass
12-0000343-0	FIRE	10/04/2012	Highway 126 & XYLO ST	322 Motor vehicle accident
12-0000344-0	FIRE	10/06/2012	1600 RHODODENDRON DR	746 Carbon monoxide detector
12-0000345-0	FIRE	10/06/2012	Sutton Lake Area	5313 Smoke or odor
12-0000346-0	FIRE	10/07/2012	85500 GLENADA RD	311 Medical assist, assist
12-0000347-0	FIRE	10/07/2012	83414 SPRUCE ST	311 Medical assist, assist
12-0000348-0	FIRE	10/08/2012	Highway 101 and MP 179	311 Medical assist, assist
12-0000349-0	FIRE	10/08/2012	RHODODENDRON DR & SHELTER COVE	410 Combustible/flammable
12-0000350-0	FIRE	10/09/2012	Highway 101 & FRIENDLY ACRES RD	324 Motor Vehicle Accident
12-0000351-0	FIRE	10/09/2012	Highway 101 & GRAND AVE	151 Outside rubbish, trash
12-0000352-0	FIRE	10/09/2012	OAK ST & 38th LOOP	142 Brush or brush-and-grass
12-0000353-0	FIRE	10/11/2012	12TH ST & SPRUCE ST	323 Motor vehicle/pedestrian
1 000354-0	FIRE	10/12/2012	2264 21ST ST	1141 Wood or pellet stove,
12-0000355-0	FIRE	10/13/2012	Highway 101 and MP 197	322 Motor vehicle accident
12-0000356-0	FIRE	10/13/2012	750 LAUREL ST /#204	113 Cooking fire, confined
12-0000357-0	FIRE	10/15/2012	1108 QUINCE ST	5312 Smoke smell
12-0000358-0	FIRE	10/15/2012	375 9TH ST	735 Alarm system sounded due
12-0000359-0	FIRE	10/16/2012	1365 SPRUCE ST	733 Smoke detector
12-0000360-0	FIRE	10/16/2012	2975 OAK ST	6111 Dispatched & cancelled
12-0000361-0	FIRE	10/16/2012	84892 Highway 101	5313 Smoke or odor
12-0000362-0	FIRE	10/17/2012	375 9TH ST	113 Cooking fire, confined
12-0000363-0	FIRE	10/19/2012	FALCON ST & 4TH ST	311 Medical assist, assist
12-0000364-0	FIRE	10/22/2012	4736 Windward WAY	733 Smoke detector
12-0000365-0	FIRE	10/24/2012	83130 SILTCOOS STATION RD	111 Building fire
12-0000366-0	FIRE	10/24/2012	1260 8TH ST	311 Medical assist, assist
12-0000367-0	FIRE	10/25/2012	Highway 126 and MP 6	322 Motor vehicle accident
12-0000368-0	FIRE	10/25/2012	89830 BEN BUNCH RD	6113 Dispatched & cancelled
12-0000369-0	FIRE	10/28/2012	Deadwood Creek Road at MP 7.5	322 Motor vehicle accident
12-0000370-0	FIRE	10/29/2012	400 9TH ST	5312 Smoke smell

EMS Incident Cnt: 0

Total Incident Count 33

Fire Incident Cnt: 33

## SVFR

## Department Journal

10/01/2012 to 10/31/2012

00:00 to 24:00

Training Classes

Time	Type	Record Id	Description/Location	Staff Hrs
<b>Tue Oct 2, 2012</b>				
09:00	TRAIN		Weekly Training Drill/Pump Testing	10.00
		Station 01	Sutton Station	
19:00	TRAIN		Maintenance and Inventory	66.00
		Station 01	Individual stations	
<b>Wed Oct 3, 2012</b>				
08:30	TRAIN		Pump Testing/Eng 1	0.00
		Station 01	Sutton Station	
<b>Tue Oct 9, 2012</b>				
19:00	TRAIN		Firefighter 1 Instruction/Skills Review	52.00
		Station 01	Central Station	
<b>Tue Oct 16, 2012</b>				
09:00	TRAIN		Wildland Burn to Learn	12.00
		Station 01	Port Property	
19:00	TRAIN		Water Shuttle/Initial Entry	50.00
		Station 01	Sutton Training Facility	
<b>Tue Oct 23, 2012</b>				
09:00	TRAIN		Wildland Burn to Learn	12.00
		Station 01	Property outside City Limits	
19:00	TRAIN		Ladders, PPE & SCBA	56.00
		Station 01	Central Station	
<b>Tue Oct 30, 2012</b>				
09:00	TRAIN		Burn to Learn Prep and Practice	12.00
		Station 01	Property outside City Limits	

**SAFETY COMMITTEE**  
**November 6, 2012**  
**(October Safety Meeting)**  
**MINUTES**

**Those in attendance:** Buchanan, Sean Barrett, Carnahan, Tipler, Mike Barrett, labichello, Madden, and Chaplin Murphy.

**Apparatus Response without an Officer**

After consideration, the present policies 611.02, 615.01, and 620.01 are sufficient to assign the person most qualified will ride in the right seat assuming the acting officer responsibility.

**Championship team escort policy**

**Reminder:** when requested to escort a State Championship team into town, we will use lights, but no sirens.

**Fire Marshal Report**

A reminder that the person in charge of an incident whether or not an officer is responsible to submit an incident report.

Knox Key Boxes have been ordered for all schools.

We are to report to water company excess use of hydrant water, and keep in mind "Water Hammering" when opening and closing valves, both on the Engine and the Hydrant.

Report on construction projects at the Port Wharf under Mo's and ICM and the water main improvements in Old Town.

Meeting adjourned at 6:45 p.m.

**Submitted by:**

**John Buchanan, Recording Secretary**

October 2012 DRILL LL PARTICIPATION

Full Time/Part Time	10/02/12	10/09/12	10/16/12	10/23/12	10/30/12	5 Oct. Drills		% Oct Drills	YTD Drills-43		Oct Calls 33	% Oct Calls	YTD Calls-316	% YTD Calls	Last Activity
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	13	39%	117	37%	09/29/12
Barrett, S	X	O	X	O	X	3	60%	N/A	N/A	13	39%	117	37%	09/29/12	
Connor, S	X	O	X	X	X	3	60%	77%	33	14	42%	112	35%	10/30/12	
Jagoe, B	O	O	X	X	X	3	60%	67%	29	14	42%	140	44%	10/30/12	
Moore, H	X	X	X	X	X	3	60%	88%	38	9	27%	136	43%	10/30/12	
Stober, G	X	X	X	X	X	5	100%	86%	37	9	27%	110	35%	10/30/12	
Tipler, M	X	X	X	X	X	5	100%	81%	35	16	48%	107	34%	10/30/12	
<b>Battalion Chief</b>															
Carnahan, J	O	O	O	O	X	1	20%	77%	33	0	0%	67	21%	10/30/12	
<b>Chaplain</b>															
Murphy, D	X	X	X	X	X	5	100%	86%	37	8	24%	45	14%	10/30/12	
<b>Support</b>															
Stober, A (4/10)	X	X	X	X	X	5	100%	59%	24	N/A	N/A	N/A	N/A	10/30/12	
<b>Captains</b>															
Barrett, D	X	O	X	X	X	4	80%	59%	24	9	27%	60	19%	10/30/12	
Barrett, M	X	X	X	X	X	5	100%	93%	40	8	24%	66	21%	10/30/12	
Beck, D	X	O	X	X	X	4	80%	74%	32	1	3%	17	5%	10/30/12	
House, M	X	O	O	O	O	1	20%	16%	7	0	0%	5	2%	10/02/12	
labichello, L	X	X	O	X	X	4	80%	91%	39	19	58%	201	64%	10/30/12	
Madden, T	X	X	X	O	X	4	80%	91%	39	3	9%	20	6%	10/30/12	
Spinner, M	O	O	X	X	X	3	60%	84%	36	10	30%	124	39%	10/30/12	
Warren, P	X	X	X	X	O	4	80%	84%	36	11	33%	103	33%	10/25/12	
<b>Senior Firefighters</b>															
Ginter, E	O	O	X	X	O	2	40%	86%	37	1	3%	10	3%	10/24/12	
<b>Station 1</b>															
Crabtree, T *	O	X	O	O	O	1	20%	21%*	9*	0	0%	11*	3%	10/09/12	
Evans, B	O	X	O	O	X	2	40%	42%	18	4	12%	17	5%	10/30/12	
Feast, D	O	O	O	O	O	0	0	19%	8	0	0%	10	3%	08/14/12	

October 2012 DRILL LL PARTICIPATION

	X	O	O	X	X	X	3	60%	9*	21%*	0	0%	3*	1%	10/30/12
Gray, A *	X	O	O	X	X	X	3	60%	9*	21%*	0	0%	3*	1%	10/30/12
Green, M *	O	X	O	X	O	O	2	40%	9*	21%*	2	6%	15*	5%	10/23/12
Hathaway, A *	X	O	O	O	O	O	1	20%	4*	9%*	0	0%	1*	0%	10/02/12
Holden, J	X	O	O	X	X	X	3	60%	11	26%	0	9%	2	1%	10/30/12
Heindel, M *	X	X	X	X	X	X	5	100%	16*	37%*	14	42%	62*	20%	10/30/12
Lemmonds, K *	X	O	X	O	X	X	3	60%	12*	28%*	6	18%	30*	9%	10/30/12
Martens, M *	O	O	O	O	O	O	0	0	3*	7%*	0	0%	1*	0%	08/14/12
Payne, T	X	X	X	X	X	X	5	100%	34	79%	9	27%	144	46%	10/30/12
Reck, C	X	X	X	X	O	O	4	80%	28	65%	10	30%	95	30%	10/25/12
Reid, Sam *	X	X	O	O	X	X	3	60%	11*	26%*	0	0%	1*	0%	10/30/12
Romero, C	O	O	O	O	O	O	0	0	12	28%	0	0%	21	7%	08/10/12
Sanchez, K *	O	X	O	O	X	X	2	40%	11*	26%*	7	21%	20*	6%	10/30/12
Smith, J	O	O	O	O	O	O	0	0	17	40%	0	0%	21	7%	07/31/12
Teel, T	X	O	O	O	X	X	2	40%	27	63%	0	0%	45	14%	10/30/12
Zimmerman, D	X	X	X	X	X	X	5	100%	30	70%	12	36%	87	28%	10/30/12
<b>Station 2</b>															
Baker, J	X	X	X	X	X	X	5	100%	17	40%	6	18%	43	14%	10/30/12
Borg, A	O	O	O	X	X	X	2	40%	32	74%	0	0%	53	17%	10/30/12
Gibson, C *	O	X	X	X	X	X	4	80%	16*	37%*	13	39%	56*	18%	10/30/12
Hickson, N	X	O	O	O	X	X	2	40%	26	60%	21	64%	168	53%	10/30/12
Martin, T *	X	X	O	O	X	X	3	60%	15*	34%*	1	3%	14*	4%	10/30/12
Meyers, K *	X	X	X	X	X	X	5	100%	13*	30%*	12	36%	43*	14%	10/30/12
Oakley, Kyle	O	O	O	O	O	O	0	0	4	9%	0	0%	17	5%	09/25/12
Reynen, J *	X	O	X	X	X	X	4	80%	16*	37%*	5	15%	36*	11%	10/30/12
Small, M	O	O	O	O	O	O	0	0	15	35%	2	6%	25	8%	10/15/12
Snapp, T	O	O	O	O	X	X	1	20%	25	58%	0	0%	33	10%	10/30/12
<b>Station 3</b>															
Holden, C	X	O	X	X	X	X	4	80%	12	28%	12	36%	31	10%	10/30/12
<b>Station 4</b>															
Farnsworth, C	X	X	O	X	X	X	4	80%	29	67%	2	6%	24	8%	10/30/12
Myers, M	O	O	O	O	X	X	1	20%	32	74%	0	0%	0	0%	10/30/12
Stapleton, C	O	X	O	O	X	X	2	40%	15	35%	4	12%	21	7%	10/30/12

October 2012 DRILL LL PARTICIPATION

	X	X	X	O	X	4	80%	20	47%	0	0%	3	1%	10/30/12
<b>Station 5</b>														
Foglio, T	X	X	X	O	X	4	80%	20	47%	0	0%	3	1%	10/30/12
<b>Station 8</b>														
Curry, S	O	X	X	X	X	4	80%	30	70%	2	6%	24	8%	10/30/12
Garvey, K	X	X	X	X	X	5	100%	30	70%	8	24%	30	9%	10/30/12



**Janet Huston**

---

**From:** <websurvey@sdao.com>  
**Date:** Wednesday, November 14, 2012 11:32 AM  
**To:** <janet@svfr.org>  
**Cc:** <underwriting@sdao.com>  
**Subject:** SDAO Board Member Survey - Siuslaw Valley Fire and Rescue \* New Submission

## **SDAO Board Member Survey - New Submission**

**District:** 52196 Siuslaw Valley Fire and Rescue  
**Policy Year:** 2013

1. **BDA100** Written board duties and responsibilities of officers.=True
2. **BDA110** Provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent.=True
3. **BDA120** Distribute copy of Oregon Government Ethics Law to each board member.=True
4. **BDA130** Adopt policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit.=True
5. **BDA140** Annual review/training of each board member and written acknowledgement of policy and training kept on file.=True
6. **BDA160** The frequency of board meetings complies with the Oregon statute regulating your type of district.=True
7. **BDA170** Procedure for election of board officers.=True
8. **BDA180** Follow ORS 198 or other authorizing statute for filling board vacancies.=True
9. **BDA190** 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 information is current.=True
10. **BDB100** Annual funds set aside for Board training.=True
11. **BDB120** Establish Budget Committee. (For districts not governed by Oregon Budget Law, hold at least one budget work session.)=True
12. **BDB130** Advertise or distribute adopted budget to district patrons. (For districts not governed by Oregon Budget Law, make the budget available to patrons.)=True
13. **BDB140** Approve annual budget.=True
14. **BDB150** Set monthly review of expenditures to approved budget.=True
15. **BDB160** Annually identify maintenance issues or other potential hazards within the district. Develop a plan, based on monetary considerations, for addressing the issues. A prioritized list of projects is made and approved, if no funding is available for a project listing the project with "no available funds" is acceptable.=True
16. **BDC100** Non-discrimination.=True
17. **BDC120** Job descriptions.=True
18. **BDC130** Sexual harassment.=True
19. **BDC140** Employee benefits.=True
20. **BDC150** Violence in the work place.=True
21. **BDC160** Employee evaluation procedures.=False
22. **BDC170** Discipline procedures.=True
23. **BDC180** Drug use.=True
24. **BDC190** Policy to never terminate an employee without prior legal advice. (Free pre-termination legal advice available for districts insured by SDAO. Avoids \$10,000 deductible for terminating someone without first calling SDAO for legal advice.)=True

11/26/2012

- 25. **BDC195** Adopt motor vehicle policy covering permitted use, accident reporting, etc.=True
- 26. **BDC200** Compliance with State/Federal laws & guidelines such as the Family Medical Leave Act.=True
- 27. **BDD100** Adopt a public contracting policy and review Attorney General's Model Public Contracting Rules.=True
- 28. **BDD105** Adopt a surplus property policy.=True
- 29. **BDD115** Adopt a personal services policy.=True
- 30. **BDD120** Adopt procedure for reviewing all new and existing contract forms with legal counsel.=True
- 31. **BDF100** Adopt public meetings and records policy.=True
- 32. **BDF110** Adopt public records retention policy.=True
- 33. **BDG100** Review district agent of record agreement and services every three years.=True
- 34. **BDG110** Annual coverage review with agent of district's P/C limits and deductibles including what is covered and amount of coverage.=True
- 35. **BDG120** Annual coverage certificate review.=True
- 36. **BDG130** Annual review of district assets - establish written value schedules.=True
- 37. **BDG150** Maintain an agreement for legal services.=True
- 38. **BDH100** Adopt written investment policy.=True
- 39. **BDH110** Appoint Auditor. (For small districts not required to appoint auditor, complete the Secretary of State's Financial Report.)=True
- 40. **BDH120** Approve annual audit or Secretary of State's Financial Report in district board minutes.=True
- 41. **BDH130** File audit or Financial Report with Secretary of State.=True
- 42. **BDH140** Require bond, crime coverage or letter of credit of any board member or employee charged with possession and control of district funds.=True
- 43. **BDH150** Establish minimum internal controls for access to district funds.=True
- 44. **BDI100** Board Member Training. (SDAO's "Board of Directors and Management Staff Training" or affiliated association sponsored training.)=True
- 45. **BDI110** SDAO Annual Conference.=False
- 46. **BDI140** Risk Management and Safety Workshops. (SDAO's Free Risk Management Training; OFDDA training; or other affiliated association sponsored training.)=True
- 47. **BDI150** Personnel Management Training. (SDAO or other affiliated association sponsored.)=True
- 48. **BDI155** Sexual Harassment Training. (SDAO or affiliated association sponsored training.)=True

---

**Submitted:** 11/14/2012 11:32:52 AM  
**Submitted by:**  
**Email:** [chief@svfr.org](mailto:chief@svfr.org)  
**Phone:** 541-997-3212  
**Fax:** 541-997-9116

---

**Registered User:** Janet Huston, Siuslaw Valley Fire and Rescue  
**Email:** [janet@svfr.org](mailto:janet@svfr.org)

---

Survey results have been entered in the WebSurvey database.

\*\*\* This is an automated response, please do not reply to this message. \*\*\*

**Janet Huston**

---

**From:** <websurvey@sdao.com>  
**Date:** Wednesday, November 14, 2012 11:44 AM  
**To:** <janet@svfr.org>  
**Cc:** <underwriting@sdao.com>  
**Subject:** SDAO Management Survey - Siuslaw Valley Fire and Rescue \* New Submission

**SDAO Management Survey - New Submission**

**District:** 52196 Siuslaw Valley Fire and Rescue  
**Policy Year:** 2013

1. **MRA100** Written employee job descriptions and task assignments.=True
2. **MRA110** Annual written employee evaluations.=False
3. **MRA120** Personnel policies signed off by every employee and volunteer at original hire and after major policy changes.=True
4. **MRA130** Maintain and secure personnel files on all employees.=True
5. **MRA140** Regularly scheduled employee training.=True
6. **MRA150** Criminal background checks, MVR's, and drug testing on safety sensitive new hires. (SDAO programs can help assist with these costs, please call us!)=True
7. **MRA160** Annually request DMV records of all district vehicle drivers and provide driver training as needed.=True
8. **MRB100** Separation of duties for deposits and checkbook reconciliation.=True
9. **MRB110** Petty cash and checks locked in a secure location.=True
10. **MRB120** More than one employee or board member required to sign checks, or other check signing policy as approved by the district's auditor.=True
11. **MRC100** Annual physical hazard review. (If no premises, review the physical hazards at board meeting location.) Building preventative maintenance programs are in place and have been approved by the board. (Monthly inspections of key building components are performed inspecting gutters, downspouts, roofs, roof drains, HVAC, etc.)=True
12. **MRC120** ADA requirements for public access followed. (Required for board meeting location even if the district does not have a premises.)=True
13. **MRC130** Equipment safety/maintenance schedule and logs.=True
14. **MRC135** Conduct annual testing of premise fire sprinkler systems by a professional firm if installed in district buildings.=True
15. **MRC140** Annually allocate budget funds to maintain property in a safe condition.=True
16. **MRC150** Adopt an emergency and disaster planning/recovery plan as required by OR-OSHA. [www.cbs.state.or.us/external/osha/pdf/pubs/fact\\_sheets/fs07.pdf](http://www.cbs.state.or.us/external/osha/pdf/pubs/fact_sheets/fs07.pdf)=True
17. **MRD130** Post required State and Federal posters. (Postings can be found and printed out from [www.dol.gov/osbp/sbrefa/poster/matrix.htm](http://www.dol.gov/osbp/sbrefa/poster/matrix.htm) and <http://www.boli.state.or.us>.)=True
18. **MRD150** Early return to work program (light duty) for injured workers.=True
19. **MRD155** Has had an OR-OSHA consultation in the last twelve (12) months.=True
20. **MRD160** One or more district staff member has current first aid/CPR certifications.=True
21. **MRD170** Implemented and adopted an OR-OSHA Loss Prevention Program for self-insured or group self-insured members as required by OAR 437-001-1060.=True
22. **MRDD090** If required by ORS 419B.005 and ORS 419B.010, does your district have a policy on mandatory reporting of child abuse and are all employees trained on the reporting requirements of the policy?=False
23. **MRDD100** Regularly scheduled employee safety training.=True
24. **MRDD110** In compliance with required OR-OSHA written programs that are applicable to your district, i.e. lock-out/tag-out,

11/26/2012

respirator safety, confined space, etc.=True

**25. MRDD120** Safety Committee in place for districts with ten or more employees. Safety meetings being held for district with fewer than ten employees.=True

**26. MRDD130** Accident investigations conducted with recommendations for safety improvements after each occurrence/incident/accident.=True

**27. MRDD140** Employees/volunteers working around equipment required to wear appropriate Personal Protective Equipment (PPE).=True

**28. MRDD150** For districts with drivers, formal driver safety program with mandatory refresher course offered at least every other year.=True

**29. MRDD160** Employees/volunteers trained in accident procedures and response.=True

**30. MRDD170** Emergency numbers and emergency personal contact information available for all employees or volunteers in the event of an accident.=True

**31. MRDD180** Notify all employees and volunteers of the location of first aid kits, medical supplies, and first aid books. Check supplies monthly.=True

**32. MRDD190** Have Non-latex gloves easily available for first aid situations. Require notification of a supervisor immediately if contact with bodily fluid or hazardous substances.=True

**33. MRDD200** Certified and in good standing fire extinguishers provided throughout the property and located within buildings.=True

**34. MRE100** Annually review all property and update values for fire, flood and earthquake losses.=True

**35. MRE110** Maintain schedules on real and personal property.=True

**36. MRE120** Annually review insurance agent responsibilities and performance with agent.=True

**37. MRE130** Backup offsite for all important electronic records/systems.=True

**38. MRE140** Annually review with insurance agent all coverages and special exposures.=True

**39. MRF100** All contracts and agreements are in writing and within public contracting laws.=True

**40. MRF120** All contract changes in writing and insure payments reflect subsequent changes.=True

**41. MRF130** Review all new and preexisting contracts for unfavorable hold harmless and indemnity wording. (Review assistance available from SDAO.)=True

**42. MRF140** Inspect contract terms for compliance before final payment.=True

**43. MRG110** SDAO Annual Conference.=False

**44. MRG120** Mid-Management Training Workshop. (Affiliated association sponsored training.)=True

**45. MRG135** Sexual Harassment Training. (SDAO or affiliated association sponsored training.)=True

**46. MRG140** Risk Management and Safety Workshop. (SDAO's Free Risk Management Training; OFDDA training; or other affiliated association sponsored training.)=True

**47. MRG150** Personnel Management Training. (Affiliated association sponsored training.)=False

---

Submitted: 11/14/2012 11:44:57 AM

Submitted by:

Email: [chief@svfr.org](mailto:chief@svfr.org)

Phone: 541-997-3212

Fax: 541-997-9116

---

Registered User: Janet Huston, Siuslaw Valley Fire and Rescue

Email: [janet@svfr.org](mailto:janet@svfr.org)

---

Survey results have been entered in the WebSurvey database.

\*\*\* This is an automated response, please do not reply to this message. \*\*\*

11/26/2012

**Janet Huston**

---

**From:** <websurvey@sdao.com>  
**Date:** Wednesday, November 14, 2012 11:54 AM  
**To:** <janet@svfr.org>  
**Cc:** <underwriting@sdao.com>  
**Subject:** SDAO Fire District Survey - Siuslaw Valley Fire and Rescue \* New Submission

**SDAO Fire District Survey - New Submission**

**District:** 52196 Siuslaw Valley Fire and Rescue  
**Policy Year:** 2013

1. **FDA100** Require that any employee or volunteer with a known medical condition is released by a physician prior to engaging in fire suppression activities.=True
2. **FDA110** Protocol in place for entering a burning building structure without a backup crew/hose line on scene.=True
3. **FDA120** NFPA 1561 standard followed and used for Incident command.=True
4. **FDA130** Accountability system ("Passport") in place and being used consistently.=True
5. **FDA140** Appropriate NRPA 1142 water supply formula is in use for live fire training.=True
6. **FDA150** Flame resistant protective hoods in use.=True
7. **FDA160** Personal Alert Safety System (PASS) in use with SCBA's.=True
8. **FDA170** Appropriately trained personnel and medical surveillance always available for HazMat responses.=True
9. **FDA180** All apparatus with obstructed rear view have backup alarms and spotters are used to assist in backing.=True
10. **FDA190** Vehicles equipped with emergency lights to block traffic at accident scenes to protect working crews.=True
11. **FDA200** Turnouts thoroughly cleaned at least every six months.=True
12. **FDA210** Completed medical questionnaires and fit testing required before personnel allowed to use SCBA equipment.=True
13. **FDA220** All fuel storage, including propane, clearly marked as to contents.=True
14. **FDA230** Air and electrical lines up off the floor.=True
15. **FDA235** Exposed piping in buildings clearly marked as to contents.=True
16. **FDA250** Community Risk Management Plan in place for the storage, use, and transportation of hazardous materials.=True
17. **FDA260** Identify minimum staffing levels required for safe operations.=True
18. **FDA270** Always create and regularly review reports of all responses; including location, nature of incident, operation performed and members responding.=True
19. **FDA280** Advanced Life Support systems have a named Medical Director with the responsibility of overseeing medical care within state law.=True
20. **FDA290** Require that all personnel or volunteers responding beyond first responder level for hazardous materials are trained to NFPA 472 standards.=True
21. **FDA300** Published procedures that clearly state succession of command responsibility.=True
22. **FDA310** Developed and adopted a written organizational statement in accordance with OR-OSHA rule 437-002-0182 (3).=True
23. **FDA320** DPSST guidelines for conducting live fire training followed. (Free copies of the guidelines available from DPSST.)=True
24. **FDA330** Annual physical fitness (i.e. firefighter fit for duty exam) completed by all line firefighters.=True
25. **FDA340** Private bridges within your district have posted engineered weight limits.=True

- 26. FDA350** Fencing and/or security systems and/or lighting installed around sensitive areas.=True
- 27. FDA360** All electrical work done by a licensed electrician.=True
- 28. FDA370** Vehicles equipped with emergency kit of flares, flashing light, cones, etc.=True
- 29. FDA380** Outside fuel tanks have stanchions around them.=True
- 30. FDA390** Procedures in place for regular apparatus inspections as well as pre-trip vehicle walk around.=True
- 31. FDA400** A vehicle preventative maintenance program in place that is followed in accordance with manufacturer's guidelines.=True
- 32. FDA410** Vehicle use policy in place and conducts annual defensive driving training for all staff.=True
- 33. FDA415** Formal agreements are in place when the district shares employees, volunteers and/or equipment with other districts.=True

---

**Submitted:** 11/14/2012 11:54:19 AM  
**Submitted by:**  
**Email:** [chief@svfr.org](mailto:chief@svfr.org)  
**Phone:** 541-997-3212  
**Fax:** 541-997-9116

---

**Registered User:** Janet Huston, Siuslaw Valley Fire and Rescue  
**Email:** [janet@svfr.org](mailto:janet@svfr.org)

---

Survey results have been entered in the WebSurvey database.

\*\*\* This is an automated response, please do not reply to this message. \*\*\*

**SIUSLAW VALLEY FIRE AND RESCUE  
OPERATIONS AND PROCEDURES MANUAL**

		<b>SECTION NUMBER:</b> 140.01 – 140.03
		<b>EFFECTIVE DATE:</b> 11/09/1998
<b>DIVISION TITLE:</b>	BOARD OF DIRECTOR POLICIES	<b>REVISION DATE:</b> 11/28/2012
<b>SECTION TITLE:</b>	EXPENDITURES, RECOVERY OF PUBLIC FUNDS, AND INVESTMENT OF PUBLIC FUNDS	

**140.01 EXPENDITURE OF PUBLIC FUNDS**

The expenditure of funds shall be consistent with ORS 294 regulations. The Fire Chief, per the policy of the Board of Directors, is authorized to make appropriate purchases up to \$10,000.00 without prior approval of the Board of Directors.

**140.02 RECOVERY OF PUBLIC FUNDS**

The District recognized that there is a need for the Department to respond to emergency incidents which are either in unprotected areas, a transportation route, or out of our fire district. Often these calls for service involve persons and/or property who are not providing any revenue to support the availability of the service being used at the time of the emergency. It is the policy of the District to make a reasonable effort to recover all emergency response costs associated with the request for assistance, as authorized under ORS 476.290 and ORS 478.310.

**A. DEFINITIONS**

1. Unprotected area – an area outside the boundaries of this fire district and not within the boundary of another public or private fire district.
2. Transportation route – any roadway, waterway, railroad right-of-way or airplane route against which no taxes or assessments for fire protection are levied by this fire district.

**B. BILLING FOR SERVICES SHALL BE IN COMPLIANCE WITH THE FOLLOWING:**

1. All costs associated with personnel and apparatus shall be billed at a rate in compliance with the standardized cost schedule established by the State Fire Marshal as identified in Oregon Administrative Rules, Chapter 837, Division 130.
2. All additional costs associated with the provision of services, not identified by the standardized cost schedule referenced above shall be billed in accordance with resolution established by the Board of Directors.
3. The bill for service shall be sent:
  - a. in the case of fire suppression service rendered in an unprotected area, to the owner of the property involved in such fire, or the property owner's designated agent; or
  - b. when the District responds to a call for assistance arising from an incident on a transportation route within the District or a public safety incident in an unprotected area, to the person or property receiving the direct fire or safety services as a result of the incident, or to the designated agent; or
  - c. in the case of fire suppression service provided to an unprotected area, will be submitted to the property owner or designated agent on forms furnished by the State Fire Marshal.
4. Whenever there is more than one party involved in the incident, the bill shall be divided equally among all parties.
5. Persons who reside within the fire district boundary, or pay taxes to the District, shall not be billed for any services received.

6. Whenever there is an incident which involves persons who are taxpayers and those who are not, the latter shall be billed an equitable percentage of the total service fee.

**C. OREGON STATE FIRE MARSHAL'S COST RECOVERY SCHEDULE (OAR 837.130.020)**

1. Personnel costs are computed at a rate of \$12.00 per hour for each person performing duties at the emergency scene.
2. Apparatus costs are computed as follows:

Structural Engine	\$100. per hour
Brush Engine	\$ 60. per hour
Water Tender	\$ 70. per hour
Support/Command	\$ 15. per hour
Rescue	\$ 45. per hour
3. All responses billed under the Fire Marshal's schedule are subject to a 30 minute minimum response charge.
4. Apparatus and personnel responsible to incidents will be based upon standards established by the District.

**D. ADDITIONAL CHARGES**

1. All costs incurred as a result of the District utilizing another governmental agency for the efficient mitigation of the emergency will be passed on directly to the person(s) receiving the service. An example of this condition may be costs associated with calling the Hazardous Materials Team from the City of Eugene.
2. Heavy extrication services - \$50.00
3. All materials and supplies used for the benefit of those persons receiving service will be billed directly to those individuals. The only exception will be whenever materials and supplies are exchanged with the ambulance provider.

**E. BILLING PROCEDURE**

1. Personnel at the scene will strive to obtain vital information relating to the name, residential address, mailing address if other than residential, and the name of the insurance provider(s) of all persons involved in the incident.
2. Whenever this information is unobtainable due to the circumstances of the incident, the District will contact the billing department of the ambulance provider in an attempt to gain necessary information.
3. The district will endeavor to send all bills within thirty (30) days of providing service. If arrangements for payment are not made within sixty (60) days, the bill will be considered delinquent and the District will proceed with collection as they deem appropriate, on a case-by-case basis.

**140.03 INVESTMENT OF PUBLIC FUNDS**

District Revenue shall remain in a money market account at the financial institution of record. Funds to operate the district are transferred from the money market account to the public checking account and/or the payroll checking account.



**SIUSLAW VALLEY FIRE AND RESCUE**

**OPERATIONS AND PROCEDURES MANUAL**

<b>DIVISION TITLE:</b> BOARD OF DIRECTORS POLICY	<b>SECTION NUMBER:</b> 154.09
	<b>EFFECTIVE DATE:</b> 11/28/2012
	<b>REVISION DATE:</b>
<b>SECTION TITLE:</b> CALL RESERVE FIREFIGHTER (VOLUNTEER) CORRECTIVE ACTION, SEPARATION, RECORDS AND FILES	

**154.09 CALL RESERVE FIREFIGHTER (VOLUNTEER) CORRECTIVE ACTION**

- A. It is the intent that corrective action will be applied with the principal objective to improve the performance, efficiency, and morale of the District. Any action that reflects discredit on the District is a direct hindrance to the effective performance of departmental functions, and such improper conduct will be considered cause for corrective action.
- B. The information in this section is intended to serve as a general guide and is not designed, nor intended to limit, any supervisor from exercising judgment or initiative in extraordinary emergency situations as could reasonably be expected of a supervisor in such situations. Volunteers will be afforded 'due process.' Due process will include a full investigation and the volunteer will be included in the investigation.
- C. While there are several options for corrective action and the intent of the District is to correct behavior, it is not intended that corrective action must be progressive in nature in each situation. The type of corrective action administered will be at the discretion of the Administrative Division Chief and the Volunteer Coordinator.
- D. Causes for Corrective Action:
  - 1. Violation of District rules, regulations, policies, including participation requirements in Section 510.04.
  - 2. Commission of any offense punishable under the laws or statutes of the United States, the State of Oregon, or local laws, ordinances, or resolutions adopted by the District.
  - 3. Disobeying a lawful order of a supervisor.
  - 4. Demonstration of incompetence to perform duties.
  - 5. Other misconduct that is deemed inappropriate by the District.
- E. Types of Corrective Action may include, but will not be limited to:
  - 1. Oral Warning

**2. Written Warning**

**3. Loss of special privileges or suspension**

**4. Demotion**

**5. Termination of volunteer membership. Terminations must be approved by the Fire Chief following consultation with the Pre-Loss Legal Service of Special Districts Association of Oregon and/or the District's Legal Counsel.**

**F. Authority for Corrective Action:**

**1. Volunteer supervisors are allowed to provide coaching and counseling while carrying out their routine assignments and tasks.**

**2. Corrective Action investigations and action will not be initiated or taken without notifying and consulting with the Duty Chief and Administrative Division Chief.**

**SIUSLAW VALLEY FIRE AND RESCUE**

**OPERATIONS AND PROCEDURES MANUAL**

	<b>SECTION NUMBER:</b> 154.10
	<b>EFFECTIVE DATE:</b> 11/28/2012
<b>DIVISION TITLE: BOARD OF DIRECTORS POLICY</b>	<b>REVISION DATE:</b>
<b>SECTION TITLE: EXIT INTERVIEW</b>	

### **154.10 SEPARATION**

Any volunteer that separates from the District, either voluntarily or through a corrective action process will be asked to participate in an Exit Interview with the Administrative Division Chief.

**SIUSLAW VALLEY FIRE AND RESCUE**

**OPERATIONS AND PROCEDURES MANUAL**

**DIVISION TITLE: BOARD OF DIRECTORS POLICY**

**SECTION TITLE: RECORDS AND FILES**

**SECTION NUMBER:**

154.11

**EFFECTIVE DATE:**

11/28/2012

**REVISION DATE:**

### **154.11 RECORDS AND FILES**

**A. Administrative Staff to maintain the following files on each call reserve firefighter (volunteer):**

- 1. Personnel File**
- 2. Training File**
- 3. Medical File**

**B. Upon separation, the three files are to be combined and maintained in archive storage.**