Call to order

Pledge of Allegiance

Oath of Office for New Board Members

Roll Call/Establishment of Quorum

Approval of minutes: Regular Meeting of June 21, 2017

Public Comment:

This is the opportunity for the public to speak to the Board of Directors on any item not on the Agenda. The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker.

New Business:
1. Appointment of Board Officers
   Agenda Bill: Appointment of Board Officers
   Attachments: SVFR Board Policy

2. Introduction of Chaplain Lori Severance
   Agenda Bill: Introduction of Chaplain Lori Severance
   Attachments: Chaplain Severance Resume

3. Financial Software RFP
   Agenda Bill: Software RFP
   Attachments: Attached Proposed RFP

4. Dissolving the Administrative Advisory Committee
   Agenda Bill: Dissolving the Administrative Advisory Committee
   Attachments: July 6, 2017 AAC Meeting Minutes
Old Business:
**Agenda Bill:** Chaplain Program Coordinator Job Description
**Attachments:** Proposed Job Description

**Staff Reports:**
**Chief’s Report**
**Attachments:** IGA Objectives
- Siuslaw News Upriver Academy
- Mapleton Training Burn Investigation

**Operations Division Chief Report**
**Attachments:** Recruitment and Retention Coordinator Update
- Compensation Report
- Standards of Cover
- Training Calendar

**Prevention Division Chief Report**
**Attachments:** Prevention and Safety Monthly Report

**Administration Division Chief Report**
**Attachments:** Transaction journal for June

**Action:** Ratify bills paid during the past month totaling $162,535.88 and transfers from the Money Market Account to the General and Payroll Checking Accounts also made during the past month.

**Policy Review:** Personnel Records Policy

**Correspondences:** Thank you Cards

**Future Agenda Business:** The next regularly scheduled board meeting will be held on Wednesday, August 15, 2017 at 6:00 pm.

**Adjournment**

__________________________
Approved
John Scott, President of the Board, called the meeting to order at 6:00 p.m.

**BOARD MEMBERS PRESENT:** Directors John Scott, John Carnahan, Woody Woodbury, Tony Phillips and Lori Gates absent.

**OTHERS PRESENT:** Chief Langborg, Division Chief Sean Barrett, Division Chief Julie Brown

**APPROVAL OF MINUTES:** Director Carnahan- Motion to approve the minutes of May 17, 2017 Director Woodbury seconded the motion Motion passed

**COMMUNICATIONS:** Letter from Mapleton Letter from OPB

**PUBLIC COMMENTS:** Jane Hudson from Mapleton spoke regarding a Burn to Learn that caused her distress with her Asthma. Chief Langborg responded with information that it wasn’t our Burn to Learn it was coordinated by Mapleton F.D.

**Public Hearing: 2017-2018 Fiscal Year Budget**
No public comments were made
No discussion by the Board. Director Carnahan commented that the budget was increasingly higher due to the Seismic Grant and IGA Incomes.

Director Carnahan made a motion to adopt the budget and sign Resolution No. 2017-06, for fiscal year 2017-2018
Director Woodbury seconded the motion
Motion passed with Directors Carnahan, Woodbury and Scott all yes votes. Directors Phillips and Gates were absent.

**OLD BUSINESS:**
None

**Staff Reports:**
Fire Chief’s report- Chief Langborg
Operations Division Chief’s report -Not present
Prevention Division Chief’s report – Sean Barrett
Administration Division Chief’s report – Julie Brown

**MOTION TO RATIFY BILLS:** Director Carnahan made a motion to ratify the bills paid and the transfers made for the previous month totaling $125,371.93. Director Woodbury seconded, motion passed unanimously.

**POLICY REVIEW:** None
NEW BUSINESS:

Proposed Chaplain Program Coordinator:
Director Carnahan asked if the discussion could wait until all Board Members were present at next month’s meeting. Discussion tabled until July.

Chief Langborg presented Director Scott with an award for his dedicated years of service as a Board member. Director Gates was not present to receive hers.

Director Scott added an item to new business:

IGA Renewal and resolution No. 2017-07
Chief Langborg provided information regarding the renewal of the IGA which for his part needs to be renewed annually. Director Woodbury moved to sign Resolution No. 2017-07 renewing the IGA between WLAD and SVFR for Administrative oversight for another year. Director Carnahan seconded the motion, the motion passed unanimously with those present and the Resolution was signed.

FUTURE AGENDA BUSINESS: Chaplain Coordinator Program

6:35 PM Meeting closed to Executive session pursuant to ORS 192.660 (2)(i) for the Fire Chief’s annual evaluation.
6:42 PM Executive Session closed and regular session reopened.

Having no further business

Meeting closed in regular form by President Scott at 6:43 pm.

Respectfully submitted,
Julie Brown
Division Chief of Administration
Recording Secretary

Recorded meeting available on SVFR website at www.svfr.org
AGENDA ITEM
SIUSLAW VALLEY FIRE AND RESCUE

SUBJECT/ITEM: Annual Appointment of Board Officers

FOR AGENDA OF: July 19, 2017

APPROVED FOR AGENDA: _________

DIVISION OF ORIGIN: Administration

DATE SUBMITTED: July 6, 2017

ACTION REQUESTED: Appoint Officers

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Summary: According to SVFR Policy 121.01-.121.07, the SVFR Board shall appoint officers at the beginning of each fiscal year.

Background and Statement of the Issue:
It is now time for the Board to appoint new officers to the positions of President, Vice President, Secretary, and Recording Secretary. This is to be conducted through nominations followed by a vote for each position. For clarification purposes, the Recording Secretary is not to be a member of the Board and has traditionally been filled by the Administrative Division Chief. A copy of Policy 121.01 – 121.07 has been included in the Board Packet for your information.

Recommended Actions:
Appoint Board Officers.
121.01 MISSION STATEMENT

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

121.02 VALUES

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

121.03 QUALIFICATIONS

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

121.04 INDEMNITY

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

121.05 THE BOARD OF DIRECTORS AS A TEAM

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

The Board of Directors is a team of five district residents elected to act on behalf of and for the benefit of all District residents. Each Board member is equally responsible for ensuring that emergency services are properly managed in accordance with decisions reached by the Board in regular, special, or executive-session meetings.
Board members should be free from commitment or obligations to any special group or interest. Board members must avoid any actual or perceived conflict of interest with respect to their fiduciary duties, or actions that personally benefit board member(s).

The Board can transact business that is legally binding on the District only during a regular or special meeting with a quorum of Board members present. No formal decisions may be made in executive sessions. Minutes must be recorded for every Board meeting, including executive sessions.

The Board retains full legislative and judicial authority over the District in accordance with state laws and the expressed will of its citizens, but delegates all executive and operational decisions and supervisory authority to the Fire Chief who is hired by the Board as its chief executive officer.

Board members shall not become or continue to be a volunteer firefighter with the District and should avoid taking a direct hand in the administration of the District, thereby keeping the role and function of its Fire Chief clear to the public, staff, volunteers, and other stakeholders.

The Fire Chief serves the Board as a technical advisor in planning and policy making, as an executive by ensuring that board actions are implemented, and as a consultant to evaluate the results of Board actions. The Board shall evaluate the Fire Chief as specified in the employment agreement, which is a contractual obligation between the fire chief and the Board of Directors. Board members should not publicly express individual judgments of staff performance but may express their concerns to the Fire Chief.

Board members exercise their duties only when the board is in session; however, many members of the community assume the board members are on duty 24 hours a day and expect them to answer questions and hear concerns at any time. An individual board member does not have the authority to speak on the Board's behalf; however, individual Board members have both the right and duty to discuss fire protection matters with the public. Board members may choose to publicly express dissenting opinions after a vote, but should respect the majority decision and the Board's desire to move on to other business.

A citizen may confront an individual Board member with concerns or complaints that should properly be addressed by the fire chief or referred to the entire board. In this case, the Board member should relay the concern to the fire chief to address or produce a report for the full board's consideration. If satisfactory resolution cannot be accomplished through this procedure, the Board may, if it deems it advisable, grant a hearing to the citizen. Such hearing will be held during a regular or special session of the board. When a Board member is confronted with a situation that justifies a departure from this procedure, the board member should withhold commitment or opinion until the matter has been agendized and presented to the Board during a regular or special session where all aspects of the issue can be aired.

The Board president is the official spokesperson for the Board of Directors. On occasion, the news media or special interest groups will ask an individual Board member to speak on a particular topic. In this case, the Board member should refer the person to the Board president, who can either speak on behalf of the Board, or appoint a Board member to do so. Interactions with the public, press, and other entities by individual board members should accurately represent and respect the Board's final decision. Depending on the topic, the Board President may also defer to the fire chief as the official spokesperson of the district.

Board meetings are critically important to the district. They are the forum at which fire protection-oriented laypeople proficient in thinking and judging consider the fire chief's recommendations and reports. An effective Board meeting should have a well-planned agenda prepared by the Fire Chief and Board President.

121.06 BOARD FUNCTIONS

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

1. BOARD PRESIDENT:
   1. Presides over official meetings of the Board of Directors.
   2. Assists the Fire Chief in establishing the agenda for official Board meetings.
   3. Provides continuity in conducting district affairs by ensuring that the district operates in full compliance with the Oregon Revised Statutes.
   4. Facilitates positive interaction among board members, encouraging and eliciting an open exchange of ideas, suggestions, and opinions.
   5. Calls special meetings and work sessions, as necessary.
   6. Works to build consensus, commitment and synthesis among board members when pursuing the districts goals.
7. Encourages citizen participation at board meetings by creating a cordial, friendly, open, and responsive atmosphere.
8. Ensures that all board members comply with district policies and informs the board of any deviation from said policies.
9. Serves as district spokesperson and represents the actions of the whole board in a manner that reflects positively on the district.

2. BOARD VICE PRESIDENT: In the Board President’s absence, the Vice President presides over official Board meetings and assumes all the President’s duties as outlined above.

3. BOARD OF DIRECTORS:

1. Works as a team member in performing the duties of a director to assure that the board speaks with one voice.
2. Conducts district affairs such that its integrity is maintained and perceived positively by the residents.
3. Formulates and evaluates legislative and other policies.
4. Promotes district affairs by engaging in public relations activities that cultivate a positive public image of the board and the district.
5. Fully participates in short-term and long-term planning, ensuring that district resources are used efficiently and effectively.
6. Identifies community resident’s fire protection needs and wishes by encouraging public participation in formulating and implementing needs assessments and other forms of gathering community input.
7. Actively promotes the district’s vision, mission, philosophy, and programs by engaging in promotional activities and events.
8. Instills pride in the district’s residents and its career and volunteer staff, by creating a dynamic and responsive organization dedicated to meeting the needs of its residents.
9. Ensures the district’s long-term survivability by maintaining a stable fiscal base.
10. Develops, adopts, and monitors the district’s budget, in compliance with the Oregon Revised Statutes.
11. Serves as a liaison with other related organizations, institutions, and agencies nurturing positive and mutually beneficial relationships.
12. Participates in the Board’s legislative decisions by offering ideas, suggestions, and opinions concerning policy formation.
13. Participates in local and state associations.
14. Participates in goal-setting by sharing ideas, opinions, and suggestions thereby helping achieve the district’s mission.
15. Encourages and monitors a system of accountability to ensure the district’s financial affairs, official minutes, and other documents comply with applicable Oregon Revised Statutes.
16. Assists the Board President in hiring and evaluating the Fire Chief in accordance with the employment agreement to ensure continuity of operations.
17. Communicates with district staff through the Fire Chief, to maintain order and clear lines of authority within the organization.
18. Participates in district programs and routinely observe district services, areas and facilities to assess their effectiveness in meeting the fire protection needs of the district residents.

4. BOARD SECRETARY: The Board is required to elect a Board Secretary-Treasurer, in accordance with ORS 266.370
As a matter of practice, a member of the district’s administrative staff serves in the capacity. The Board Secretary-Treasurer represents the Board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, and deeds on behalf of the Board and the District.

5. RECORDING SECRETARY: The Recording Secretary shall not be a member of the Board of Directors and shall take the minutes of all Board meetings and when requested by the Board president. The Recording Secretary is customarily employed by the district as a member of the administrative staff. The recording secretary:

1. Prepares and distributes meeting reports
2. Makes public meeting notifications in accordance with Oregon public meeting law.
3. Records the minutes of each board meeting (including special, work business, and executive sessions) and presents for board approval, except for executive sessions where discussion is held confidential.
4. Maintains archives of minutes and other related board documents in accordance with district and state policy

12.07 BOARD MEETINGS

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

1. REGULAR MEETINGS: The Board will determine the place and time for regular Board meetings during the first regular meeting of each fiscal year. Regular Board meetings have historically been held at the Central Fire Station, 2625 Highway 101 North, at 5:30 p.m. on the third Wednesday of each month, except when the Board has publicly posted an alternative date and/or location. The Recording Secretary posts the meeting time and place as set forth in paragraph two (2) below and with the local media.

2. SPECIAL AND EMERGENCY MEETINGS (ORS 192.620-192.690): Special and emergency meetings may be called at any time by the Board president or any three Board members by posting written public notification stating the date, time, place, and purpose of the meeting. If the Board President and any two Board members call a special emergency meeting, the Fire Chief shall be advised to ensure that proper public notification of the meeting is made in accordance with Oregon public meetings requirement. Minutes will be recorded of all special and emergency meetings.
3. **EXECUTIVE SESSIONS (ORS 192.660):** Executive sessions may be conducted, in accordance with Oregon’s public meetings law, to discuss land acquisitions, litigations, and personnel matters. All matters discussed in executive session shall be kept confidential by all Board members. The Board may not take action in executive session; however, it is acceptable to reach a consensus. If discussion in an executive session results in a consensus requiring a formal decision of the Board, the executive session must be adjourned and a business session re-convened in order for a motion and vote of the Board be conducted. Minutes will be recorded for all executive sessions.

4. **QUORUM (ORS 192.660):** The Board of Directors has five members; therefore, the presence of three members constitutes quorum. If the Board has a vacancy, a four-member Board also constitutes a quorum of three. A three-member Board requires a quorum of two. A Board member participating via teleconference may be counted as present both for quorum and voting. Those participating in a meeting by teleconference shall have their votes recorded in the usual manner, and the minutes of the meeting shall indicate such presence by teleconference. A quorum of affirmative (i.e., “Aye”) votes is required to fill a Board-officer vacancy, or to adopt any motion involving the expenditure of money, or letting of any contract, or any motion upon which the “Ayes” and “Nays” are demanded by any Board member.

5. **AGENDA:** An agenda, which shall set forth the order of business for meetings shall be prepared and made available to the board and the public no less than 48 hours before the meeting. The agenda shall contain supporting data for the suggested items of business, which the Fire Chief’s (or their designee’s) recommendations regarding each agenda item.

6. **MINUTES OF BOARD MEETINGS (ORS 192.650(1) & ORS 192.410-192.502):** The “Records, Public Reports and Meetings” law (ORS 192.650) requires that minutes of each meeting be kept on file as a permanent record of the district. A record of Board actions shall be set forth in full in the official minutes of the Board. The Recording Secretary is custodian of the minutes and shall make them available to anyone, subject to Oregon public records statute and district public records policy.
SUBJECT/ITEM: Chaplain Severance Introduction

FOR AGENDA OF: July 19, 2017

APPROVED FOR AGENDA: __________

DIVISION OF ORIGIN: Administration

DATE SUBMITTED: July 10, 2017

ACTION REQUESTED: Information Only

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Summary: In an effort to familiarize our Board of Directors with the various members of our volunteer ranks I want to introduce one of our new Volunteer Chaplains, Lori Severance.

Background and Statement of the Issue:
Chaplain Severance is one of the four new Volunteer Chaplains who has joined our organization to help SVFR and WLAD serve the citizens and visitors of our community. Chaplain Severance comes to us with an extraordinary background in crisis management and social work. I have attached a copy of her resume for your review. Please welcome Chaplain Severance and let her know how fortunate we are to have her join our team and share her vast knowledge and skill set.

Recommended Actions:
Approve the proposed job description and direct the Chief/Director to begin filling the position.
Lori J. Severance, LCSW
87915 Terrace View Drive, Florence, Oregon 97439 (916) 802-9705

PROFESSIONAL HIGHLIGHTS

University of California, Davis Medical Center Sacramento, California

1990-2005 and 2011-2016 UC Davis Medical Center Emergency Department
2005-2011 Sacramento County Jail Psychiatric Services

Provide crisis intervention and brief therapeutic services to acute trauma patients and/or their family members in the Emergency Department setting. Interface with police, fire and other emergency personnel. Act as liaison between medical personnel and patients’ family members in the E.D. Conduct death notification and viewing.

Worked on both the department and hospital wide Disaster Response committees. Responsibilities include: writing the disaster response protocol for the UCDMC social work department, and assisting with bi-annual hospital wide and Sacramento community wide disaster drills.

Mandated reporting of child or elder abuse and domestic violence

Conduct psychiatric evaluations of Emergency Department patients and county jail inmates who present with acute psychiatric symptoms. Includes mental status exam, DSM5 diagnosis, treatment planning and therapeutic intervention. Assess for lethality and initiate or release 5150 as clinically indicated. Facilitate psychiatric hospitalization when appropriate.

1985-1990 San Joaquin County Child Protective Services Stockton, California

Investigate allegations of child sexual abuse. Interview victims and families, assess risk, provide crisis intervention. Interfaced with police agencies on criminal investigations. Provided expert witness testimony in criminal and juvenile court proceedings.

EDUCATION

1987 LCSW licensure obtained

1985 Master of Social Work California State University, Sacramento

1980 Bachelor of Arts in Psychology University of California, Santa Cruz
SUBJECT/ITEM: Financial Management Software RFP

FOR AGENDA OF: July 19, 2017

APPROVED FOR AGENDA: _________

DIVISION OF ORIGIN: Administration

DATE SUBMITTED: July 10, 2017

ACTION REQUESTED: Approval

### BUDGET IMPACT

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**Background and Statement of the Issue:** During the Fiscal Year 2017/2018 budgeting approval process Staff requested and was approved funding to purchase specialized financial management software. Attached you will find our proposed Request for Proposal (RFP) to begin the purchasing process.

**Recommended Actions:**
1. Direct Staff to proceed with the RFP process as described in the proposed documents with any recommended adjustments as directed by the Board.
REQUEST FOR PROPOSALS

Software, Implementation & Ongoing Maintenance Services

for

ERP (Enterprise Resource Planning) Software

Siuslaw Valley Fire and Rescue &
Western Lane Ambulance District

RFP # 17-18-01

RELEASE DATE: 07/28/2017 at 8:00 am

DATE DUE: 09/01/2017 by 5:00 pm
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1.0 RFP Introduction

1.1 Introduction and Organizational Background

Siuslaw Valley Fire and Rescue and Western Lane Ambulance hereafter referred to as SVFR/WLAD or the districts, are soliciting proposals from qualified firms who specialize in local government software to provide a full range of ERP (Enterprise Resource Planning) applications that include software, conversion and implementation services, initial and ongoing training, technical support, compliance with State and Federal mandated requirements and ongoing enhancements.

In July 2016, the districts entered into an intergovernmental agreement (IGA) to combine administrative services for both districts, this agreement focuses heavily on the provision of both human resource and financial management services. Together the districts have a combined operating budget of over eight million dollars, provide administrative services to approximately 80 full-time, part-time, and volunteer personnel, and serve a combined population of over 20,000 full time residents and an unknown total of tourists. Because of the IGA, the districts wish to purchase a single piece of software that will serve both districts simultaneously but have the ability to operate separately should the IGA discontinue.

Ideally, the districts would like to acquire these software modules as one integrated solution from a single vendor. The districts expect to achieve substantial gains in productivity, efficiency and accuracy through the implementation of a new ERP system. In addition, the districts seek to minimize internal support costs by utilizing up-to-date technology. The districts believe they have a responsibility to their citizens and internal stakeholders to stay current with technology. By procuring an integrated ERP system, SVFR/WLAD seek to position themselves as a leading-edge local governmental entity utilizing innovative technology to deliver better service to our internal and external customers.

The SVFR/WLAD will evaluate all options including a premised-based option where the software and data will reside on a server(s) at our facility, “Cloud” or “Hosted” environments. Please supply software and services pricing with all these options in mind. If a hosted solution is proposed, please include a detailed list of all recommended hardware (routers e.g.) and 3rd Party software (Citrix, VPN e.g.) requirements. Please also include a budget estimate for this hardware and 3rd Party software components. The districts reserve the right to procure these components on our own if we decide upon a hosted solution.

The Deadline for the product to be fully Operational is June 1, 2018.

1.2 Project Summary

SVFR/WLAD are located in Florence Oregon with a service population of approximately 22,000 residents. The districts have been operating on a legacy system that lacks certain features that are now standard in any state-of-the art system. It is the districts intention
that the selected Vendor shall provide project management, technical installation expertise, training and consulting to help alleviate employee stress and speed employee acceptance and usage of the new system.

The combined total of the districts Revenue Budget is $8,900,000 and Expense Budget is $8,900,000. There are 26 Full-Time, 12 Part-Time Employees and 50 volunteers.

SVFR/WLAD seek to implement an off-the shelf system with minimum customization. Applications to be quoted are;

- General Ledger
- Budgeting and Budget Forecasting
- Accounts Payable
- Purchasing
- Requisitions
- Project/Grant Accounting
- Fixed Assets
- Human Resources
- HR - Online Employee Self-Service
- HR - Online Open Enrollment
- HR - Online Applicant Tracking
- Central Cashiering Management
- Membership Program Billing
- Miscellaneous Accounts Receivable
- Licenses and Permits
- Online Licenses and Permits
- Inventory (possibly tie in to WLAD Operative IQ)
- Executive Dashboard
- Business Analytics
- 3rd Party Document Management Interface/Integration
- e-Workflow Interface

It is anticipated that SVFR/WLAD will have 2-3 Users that, on average, will use the system two or more hours each day. The districts wish to empower other users, (security must be extremely robust, however) to enter their own time, process requisitions, inquiry and print their own reports. We estimate that up to 10 “Casual Users” will fit into this category.

1.3 System Scope

SVFR/WLAD is seeking proposals for an integrated ERP system that will include software implementation services ongoing training and technical support. Ideally a single vendor will provide this integrated solution for all systems. Below is the timetable that has been set for this project.
1.4 Inquiries

Inquiries concerning this procurement including questions related to technical issues are to be directed to:

Julie Brown  
Administrative Division Chief  
SVFR/WLAD  
2625 Highway 101 N.  
Florence, OR 97439  
Email: julie@svfr.org  
Phone: 541-997-3212

All questions concerning the RFP must reference the RFP page number, section heading and paragraph. Please state the question as concisely as possible. All questions regarding this RFP must be received in writing by no later than September 1, 2017 by 5:00 pm.

Proposers are directed specifically to not contact any other the staff other than specified personnel identified above for any purpose. Unauthorized contact of any personnel may be cause for rejection of the proposer’s RFP response.

1.5 Required System Functions

SVFR/WLAD have defined its general computing requirements as well as short-term and long-term information services directions. These are listed in Part 5 of this RFP. In addition, Part 5 contains a detailed listing of system functions that are required in the new system. Please note that some of the requirements are mandatory.

1.6 Selection Process

At its discretion, SVFR/WLAD may require bidders at their own costs to provide demonstrations. These demonstrations provide an opportunity for the bidders to clarify the proposal for the districts.
The award/negotiation sequence will be based on a selection methodology established by SVFR/WLAD. Once the proposals are opened a committee selected by SVFR/WLAD will evaluate each proposal taking into consideration the criteria and methodology stipulated in this RFP. SVFR/WLAD will be the sole judge in evaluation considerations and may make an award to the bidder(s) who submit the proposal judged by SVFR/WLAD to be most advantageous. A recommendation will be presented to the SVFR/WLAD governing bodies which will be in the best interest of the districts as determined by the evaluation committee.

*All proposals submitted shall be valid for a period of one-hundred twenty (120) calendar days from the date of the proposal opening.*

### 1.6 IGA Separation Contingency

As mentioned above the districts are currently working together under an IGA to provide administrative services to both organizations. This RFP is for both districts with the intent of supplying a single piece of software to serve both districts simultaneously. In the event the IGA is dissolved and each district reverts to providing their own administrative services there will need to be consideration into how data is extracted and separated. Additionally, each district will have invested a significant amount of money and time into the purchase and implementation of the software. The districts want to know how the software provider will manage this situation from a financial, technical and customer service perspective. We realize our situation and this consideration are unique, but require the bidder to address this consideration both in their proposal and negotiated final contract with both districts.
2.0 Response Requirements and Conditions

2.1 Proposal Response Instructions

The Proposal must be received no later than September 1, 2017 by 5:00 pm (PST) at the following address:

Julie Brown
Administrative Division Chief
SVFR/WLAD
2625 Highway 101 N.
Florence, OR 97439

Proposals must be submitted in sealed packages with the following information clearly marked on the outside of each package:

- Name of responder
- Project title: ERP Software Proposal
- RFP # 17-18-01

Failure to comply with the requirements of this RFP may result in disqualification.

E-mail and facsimile bids will not be considered. Bidders shall have sole responsibility for delivery of bids on time and to the proper location. Proposals received subsequent to the time and date specified above will not be considered.

Proposers are required to submit ten (10) hard copies of the proposal and one (1) electronic copy of the proposal.

2.2 Rejection of Bids

SVFR/WLAD may reject a bid if:

- The bidder fails to acknowledge receipt of an addendum or if
- The bidder misstates or conceals any material fact in the bid or if
- The bid does not strictly conform to the law or requirements of bid or if
- The bid is conditional; except that the bidder may qualify the bid for acceptance by SVFR/WLAD on an "all or none" basis. An "all or none" basis bid must include all items upon which bids are invited.

SVFR/WLAD may however reject all bids whenever it is deemed in the best interest of SVFR/WLAD to do so and may reject any part of a bid unless the bid has been qualified as provided in last bullet point above. SVFR/WLAD may also waive any minor informalities or irregularities in any bid.
2.3 Withdrawal of Bids

- Bids may not be withdrawn for a period of 120 days after the time set for the bid opening.

- Bids may be withdrawn prior to the time set for the bid opening. Such requests must be in writing.

2.4 Proposal Costs

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by SVFR/WLAD to reimburse any individual or firm for any costs incurred in preparing or submitting proposals providing additional information when requested by the districts or for participating in any selection interviews.

2.5 Bid Protests

SVFR/WLAD shall provide notice of its decision to award or reject to all bidders by standard mail. If bidders wish to protest a decision of award, they must file a notice of protest in writing to the districts contact within three (3) working days after receipt of the notice. SVFR/WLAD decision of award and shall file a formal written protest within five (5) days after filing the notice of protest. The notice of protest must be either hand delivered to SVFR/WLAD contact or sent via certified U.S. mail return receipt requested. Failure to file a protest within the time specified herein shall constitute a waiver of all rights to protest the districts decision regarding the award of bid.

2.6 Local State and Federal Compliance Requirements

Bidders shall comply with all local state and federal directives orders and laws as applicable to this bid and subsequent contract(s) including but not limited to:

- Equal Employment Opportunity (EEO) in compliance with Executive Order 11246 as amended and applicable to this contract.

- Occupational Safety and Health Act (OSHA) as applicable to this contract.

2.7 Insurance

Successful bidder shall not commence work under the contract until proof of all required insurance has been submitted to insert organization name here and approved by insert organization name here.
A. **Workers’ Compensation Insurance for all employees of the bidder as required by Oregon State Statute.** In the event any work is sublet bidder shall require the sub-bidder similarly to provide Workers’ Compensation insurance unless such employees are covered by the protection afforded by the bidder.

B. **Comprehensive General Liability in an amount not less than $1,000,000 combined single limit per occurrence for bodily injury and property damage. Insert organization name here must be shown as an additional insured with respect to this coverage.**

C. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Oregon with the following qualification:

D. Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to SVFR/WLAD.

### 3.0 Proposal Format and Instructions

#### 3.1 Proposal Format

In order to facilitate the analysis of responses to this RFP bidders are required to prepare their proposals in accordance with the instructions outlined in this section. Bidders should be sure they have received the EXCEL spreadsheet containing the technical requirements.

SVFR/WLAD may make such investigations it deems necessary to determine the ability of the bidder to perform the work proposed. Conditional proposals will not be accepted.

If revisions become necessary to the RFP, SVFR/WLAD will provide addenda to all bidders who have received the RFP. All addenda issued by the districts must be so noted on any proposals that are submitted to SVFR/WLAD. Bidders shall contact SVFR/WLAD contact to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal.

Proposals should be prepared as simply as possible and provide a straightforward concise description of the bidder’s capabilities to satisfy the requirements of the RFP. Emphasis should be on accuracy completeness and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:
Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

**EXECUTIVE SUMMARY:** (Section 1.0). This part of the response to the RFP should be limited to a brief narrative highlighting the bidder’s proposal. The summary should contain as little technical jargon as possible should be oriented toward non-technical personnel and be no more than 5 pages.

The complete name of the firm or person(s) submitting the proposal the main office address the primary and secondary contact person(s) and their respective telephone numbers and email addresses should be included in this section.

**COMPANY BACKGROUND:** (Section 2.0). Bidders must provide, at a minimum the following information about their company so that SVFR/WLAD can evaluate the bidder’s stability and ability to support the requirements set forth in the response to the RFP. SVFR/WLAD at its option may require a bidder to provide additional support and/or clarify requested information.

The bidder should outline the company’s background including:

- How long the company has been in business.
- A brief description of the company’s size and organization.
- A list of any sub-bidders the bidder proposes to use should be included in this section along with contact information for each.
• What percentage of its business is in local government (Cities Counties and Special Districts) as compared to non-profit, schools or other business and commercial types?

**PROPOSED SOFTWARE AND COMPUTING ENVIRONMENT:** (Section 3.0). The bidder must present in detail features and capabilities of the proposed software. SVFR/WLAD would prefer a .NET environment with one-click deployment. Please address the following with this requirement in mind.

In addition, the following information should be included:

- **Hardware Environment.** Describe the hardware environment required to utilize the proposed software. In the event there is more than one suitable hardware platform list all options and indicate the relative strengths and weaknesses of each.

- **Operating System.** Identify the operating system required by the proposed application software and database management system in the hardware environment recommended above. In the event there is more than one suitable operating system list all options and indicate the relative strengths and weaknesses of each.

List the operating system software support products required to support the recommended computing environment. The bidder should also explicitly state the name of any third-party products that are part of the proposed solution to SVFR/WLAD list of requirements. For each third-party product, there should be a statement about whether the bidder’s contract would encompass the third-party product and/or whether SVFR/WLAD would have to contract on its own for the product.

**OPTIONAL SOFTWARE:** (Section 4.0). Include a description of any products features or other value-added components available for use with the proposed software application(s) that have not been specifically requested in this RFP. Consideration of these products features or other value-added components will be given where these may be of value to SVFR/WLAD.

**RESPONSES TO GENERAL REQUIREMENTS:** (Section 5.0). The bidder must provide responses to each of the General Requirements that are listed in Part IV of the RFP and must be provided in this section of the proposal.

**RESPONSES TO TECHNICAL REQUIREMENTS:** (Section 6.0). Responses to the Technical Requirements as listed in the Excel spreadsheet accompanying the RFP must be provided in this section of the proposal. Bidders should answer the questions in the format provided and add any explanatory details necessary in a separate column to the right of the item being referenced. The following answer key should be used when responding to the requirements:

**Column C Coding**

- 5 = Fully meets requirement “out-of-the box”
- 3 = Available in next version (include estimated date of release in Comments)
2 = Modification (please note cost in comments)
1 = Third-party software/Work around/Report Writer
0 = Not Available

Note: Any requirement that is answered with a symbol other than what is listed above will be treated as a negative/non-response.

IMPLEMENTATION SERVICES: (Section 7.0). The bidder should provide a detailed plan for implementing the proposed system. This information should include:
- Detailed implementation methodology
- Conversion support
- Overview of proposed training including options for onsite or training center services for end-users and management personnel
- Implementation and training plan including deliverables for each stage of the project
- Brief biographies of bidder’s key implementation staff

SUPPORT PROGRAM: (Section 8.0). Specify the nature of any post-implementation support provided by the bidder including:
- Telephone support: toll-free support hotline hours of operation etc.
- Availability of future upgrades and product enhancements
- Availability of user groups
- Problem reporting and resolution procedures
- Other support (e.g. onsite; remote dial-in; website access to patches; fixes; knowledge base; etc.)

CLIENT REFERENCES: (Section 9.0). Bidders should have at least 200 clients and be willing to provide a list of at least five (5) local government installations during the past five (5) years that are utilizing the proposed system. Submit references for fully completed installations to the extent possible. If a listed reference is not on the current release of your software or they have multiple releases of your software in operation, this must be clearly specified. For example, for Reference ABCD, Finance & Payroll are on Version “X”, Utility Billing is on Version “Y” or Reference DEFG is on Version “Q” but our current version is Version “V”.

INVESTMENT SUMMARY: (Section 10.0). Provide a detailed cost of ownership for all software licenses support training and implementation services being proposed. SVFR/WLAD believes that Project Management, Business Process Studies/Needs or Gap Analysis is critical to the success of an implementation. SVFR/WLAD also is requiring that all services be quoted as “not to exceed” prices. Proposals that do not address this may result in disqualification. Vendors that try to hide or are not upfront about expected cost will be disqualified.
ADDITIONAL INFORMATION: (Section 11.0). Bidders may use this section to include additional information about their products and services not covered in other sections of the proposal. Examples could include:

- Published case studies
- Newsletters
- Conference information
- Documentation

4.0 Technical Specifications

Requirements defined in this section contain the overall general functions of SVFR/WLAD desired integrated software applications. These requirements underlie the detailed checklist of technical requirements contained in the second half of Part IV. Together these two sections define a system that will provide a high level of flexibility in meeting SVFR/WLAD current and future computing requirements. Please address each as it relates to your company and applications.

4-1 PROCESSING ENVIRONMENT: A preferred or specific hardware platform will not be specified in an effort to obtain the widest range of software solutions to meet SVFR/WLAD information processing needs. If your system cannot meet these requirements please note the deficiencies.

4-2 DATABASE: A true 5th generation relational (RDBMS) database must be used and must be true .Net with One Click deployment. The database design should allow for a wide range of drill-down capabilities. Table and column names should be intuitively labeled and linked columns should be consistently named. If your system cannot meet these requirements please note the deficiencies.

4-3 REAL-TIME MODE: Applications are expected to run in real-time mode. Systems that use temporary holding areas will not be considered. Historical transactions will be used to drive reporting and interaction among systems. The system should support and unlimited number of years of history with no performance degradation as history grows. If your system cannot meet these requirements please note the deficiencies.

4-4 LOGIN: System must use Active Directory for a singular sign on and provide detailed audit trails required by SVFR/WLAD internal and external auditors. If your system cannot meet these requirements please note the deficiencies.

4-5 TABLES: Dynamic tables must be used where applicable to preclude repetitive entry for validity checking and to eliminate program code changes when rules are changed or added. Systems with flat, ISAM, COBOL or MS-Access based files will not be considered. If your system cannot meet these requirements please note the deficiencies.
4-6 **WORK FLOW:** The system should provide work flow capabilities in all applications, with user-defined business rules, processes and securities. It should allow for an unlimited number of steps/approvals/notifications on any single work flow. If your system cannot meet these requirements please note the deficiencies.

4-7 **SECURITY:** Security must be detailed and provide several levels, including application, processes, menus and every field. In addition to individual user securities, the system should also allow for easy grouping of users to minimize security set-up. If your system cannot meet these requirements please note the deficiencies.

4-8 **SUPPORT:** The selected vendor(s) must be able to provide timely and adequate telephone support during SVFR/WLAD normal business hours. Vendor(s) support must deal with issues related to adjunct third-party software. Vendors will also deal with database issues that preclude their products’ functionality. SVFR/WLAD intends to rely solely on the application vendor(s) as its support source. Please note your average response time and your methodology for prioritizing calls. If your system cannot meet these requirements please note the deficiencies.

4-9 **HARDWARE:** Proposals are for software only. Please list all hardware requirements. SVFR/WLAD intends to acquire, implement and maintain its own hardware and network.

5.0 **Technical Requirements and Conditions**

Bidders have been sent an Excel spreadsheet in addition to the RFP. The Excel spreadsheet contains an itemized list of technical requirements listed by software module. Responses to these requirements should be submitted as explained in section 3-1; Responses to Technical Requirements.

6.0 **Evaluations**

6-1 **EVALUATION METHOD:** SVFR/WLAD will evaluate all proposals deemed responsive to this RFP by a committee selected by the districts. The initial evaluation will consider only the qualifications and demonstrated experience of each respondent. Following the evaluation committee’s analysis of the written proposals and discussions the responses will be ranked to establish the highest score. Bidders may be asked to provide onsite demonstrations. Discussions and negotiations may take place with the short list of bidders to ensure clarification and to obtain a best and final offer. The award will be based upon the proposal that is determined to be the most advantageous to SVFR/WLAD.
6-2 **SELECTION CRITERIA:** The intention of SVFR/WLAD is to procure functionally complete cost effective and integrated software applications. The criteria that will be used to evaluate proposals may include, but are not limited to the following:

- Quality clarity and responsiveness of proposal in conformance with instructions condition and format contained herein
- Technical requirements
- Timeliness and professionalism of on-going support
- Demonstrated performance of proposed system elsewhere in the public sector
- Implementation strategy and timelines
- Cost and quality of software and implementation services
- Cost of on-going maintenance
- Reference checks including possible visits to client sites
- Ability to provide an integrated all-in-one system that includes the most modules
7.0 BIDDER COMMENTS TO REQUIREMENTS

SPECIFICATION DESCRIPTIONS

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<th>ITEM #</th>
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This section is for the bidder to add additional comments as needed for specification. Please note the item number being addressed followed by comments.
Siuslaw Valley Fire and Rescue and Western Lane Ambulance are soliciting proposals from qualified firms, who specialize in local government software to provide a full range of ERP (Enterprise Resource Planning) applications that include software, conversion and implementation services, initial and ongoing training, technical support, compliance with State and Federal mandated requirements and ongoing enhancements.

The request for proposals begins July 28, 2017 at 8:00 am. And closes September 1, at 5:00 pm.

The final decision of the selection of the firm to provide the software services will be made by the Board of Directors on September 28, 2017.

All questions and correspondence should be directed to Julie Brown, Administrative Division Chief by calling 541-997-3212.

We look forward to receiving your proposal on or before September 1, 2017 at 5:00pm.

Sincerely,

Jim Langborg
Chief / Director
<table>
<thead>
<tr>
<th>ITEM</th>
<th>SPECIFICATION DESCRIPTION</th>
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<tbody>
<tr>
<td>1</td>
<td>All modules are developed by the same vendor and operate in a 64 bit environment.</td>
</tr>
<tr>
<td>2</td>
<td>All modules are on the same release version.</td>
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<tr>
<td>3</td>
<td>All modules must use the .NET framework version 4 or higher.</td>
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<tr>
<td>4</td>
<td>Utilize Single Sign On technology such as Microsoft Active Directory or LDAP.</td>
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<tr>
<td>5</td>
<td>System must provide a rich client experience using MS Winforms or WPF (Windows Presentation Foundation) technology.</td>
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<tr>
<td>6</td>
<td>System must be able to deploy without the use of Internet Explorer</td>
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<tr>
<td>7</td>
<td>System must be able to run independently of an internet browser</td>
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<tr>
<td>8</td>
<td>Must have available an application scheduler for (a) scheduling processes and reports, (b) running processes and reports in the background on the server, and (c) archiving reports.</td>
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<tr>
<td>9</td>
<td>Any look-up screen can export the contents to MS-Excel with a single click.</td>
</tr>
<tr>
<td>10</td>
<td>System must utilize an MDI (Multiple Document Interface) for docking and undocking windows.</td>
</tr>
<tr>
<td>11</td>
<td>System must allow for resizing of all screens.</td>
</tr>
<tr>
<td>12</td>
<td>System must have work flow notification and approvals that utilizes both an internal messaging system and MS-Outlook.</td>
</tr>
<tr>
<td>13</td>
<td>Must have the ability to have an unlimited number of files attachments without relying on a document imaging application.</td>
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<td>14</td>
<td>System must allow a single user to be in multiple modules at the same time, without running multiple sessions of the application or requiring Explorer, Outlook and Vista.</td>
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<tr>
<td>15</td>
<td>System must allow for multiple theme options by user, including Explorer, Outlook and Vista.</td>
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<tr>
<td>16</td>
<td>System must allow for multiple color options by user.</td>
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<tr>
<td>17</td>
<td>System must allow for all data entry screens to be customized by each individual users, including removing non-required fields from the screen.</td>
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<tr>
<td>18</td>
<td>System must allow for all look-up screens to be customized by each individual users by simply clicking and dragging columns to new location.</td>
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<tr>
<td>19</td>
<td>System must allow multiple users to be in the same module at the same time, even if another user is updating customer records and/or posting data to the General Ledger module.</td>
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<tr>
<td>20</td>
<td>System uses Drop-Down Menu Lists or other look-up features to ensure the entry of data is consistent, and to provide validation during data entry.</td>
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<tr>
<td>21</td>
<td>The desire is to move to an Information Technology environment where the user interface of each software package used is as consistent as possible, and complies with the generally accepted Graphical User Interface (GUI) conventions.</td>
</tr>
<tr>
<td>22</td>
<td>The user interface provides “drill-down” features, such as the ability to drill down from a GL account to the source document that created it.</td>
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<tr>
<td>23</td>
<td>The drill-down features can be used without keyboard intervention.</td>
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<td>24</td>
<td>All fields should allow users to type information directly into the field. Look-up screens should always be optional.</td>
</tr>
<tr>
<td>25</td>
<td>Help should be completely on-line.</td>
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<tr>
<td>26</td>
<td>Combo boxes or lookup screens are accessible by both a mouse click and a keyboard shortcut.</td>
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<tr>
<td>27</td>
<td>All screens be navigated and completed with or without the use of a mouse.</td>
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<tr>
<td>28</td>
<td>Data used to create graphical data analysis be easily exported in an Excel format.</td>
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</table>
The software is inherently (does not require a third-party interface) ODBC compliant providing the ability to access data with third party products such as Microsoft Excel, Microsoft Access, etc.

The product must be capable of running in a Windows 2008 Server environment. Describe any other operating environments your proposed software will work with. In the event your software does not run on Microsoft.

The system should provide security that allows for adequate internal controls and is in compliance with all state and federal laws including, but not limited to, state public records laws. Does your security allow restrictions down to the following areas:

- Lock-out of specific modules (no access)
- Read-only access to specific modules
- Lock-out of specific menu items (no access)
- Read-only access to specific menu items
- Lock-out of any specific field-level items (Every field can be locked out).
- When a field is locked out, both the field and the label will disappear from the screen.
- Read-only access to specific field-level items (view-only on screen)

Reports should support the following features:

- All reports can be previewed on the screen prior to being sent to a printer.
- Print Preview: Page up and page down through a report.
- Print Preview: Go to bottom and go to top of report buttons.
- Print Preview: Provide the ability to archive a report via PDF instead of printing.
- Print Preview: Ability to print a single page or range of pages.
- At each workstation, reports can be sent to any printer available either locally or on the network.
- All reports should include the name and title of the report, date and time the report was produced and the date(s) for which the report covers.
- System should have built-in report-writing tools that allows an employee with no knowledge of report-writing programs to build their own reports.
- All reports can be exported to an electronic file.
- Report and Workflow notification display the number of "open item counts" and reports include only those run for the current user. (similar to how Microsoft Outlook only shows your messages with the number of unread messages)
- System must have a Report Publishing section that allows for staff to write reports for other departments and then publish those reports for select users.
- System must have a scheduler for report scheduling.
- All reports should automatically be archived in a PDF format for easy retrieval.
- All reports will have options to print, print preview or export to MS-Excel.
- System should operate in an N-Tier environment.
- Business Intelligence/Analytics must be available to show pertinent data in graphically formats.
- Ability to develop letters, etc. in MS-Word and utilize a merge function within the software to complete document.
- Notification emails through MS Outlook must allow the user to open the work flow item from a "hyper-link" without the end-user having to navigate to the module and select menu options
- Be able to one-click any look-up grid in the system and export the exact contents of that layout to a formatted Excel document.
- Look-up grids are customizable, allowing by user to select any available fields, determine column order, sort on any column and have grouping and sub-grouping capabilities.
Have the ability to set up at a minimum one production database and two testing databases with easy access into all three at the same time.

Disaster Recovery:
- Perform automatic nightly backups and store data in 3 redundant sites around the U.S.
- Offer the option of backing up more than just your software
- In the event of notification of a disaster have you live in a hosted site environment within 48 hours.
- Provide at least one test for reliability at no charge.

Company:
- Should have at least 300 clients in local government (not including schools, non-profits, etc.)
- Should have been in business at least 15 years
- License fees are only paid once, regardless of migration or platform change.
- Back Office company web-site has training videos and other tips at no charge.
- Must support at least the 5 previous software releases.
- Average support response time is less than 60 minutes, with 90+% of calls resolved in the first call.
AGENDA ITEM
SIUSLAW VALLEY FIRE AND RESCUE

SUBJECT/ITEM: Dissolving the Administrative Advisory Committee

FOR AGENDA OF: July 19, 2017

APPROVED FOR AGENDA: __________

DIVISION OF ORIGIN: Administration

DATE SUBMITTED: July 10, 2017

ACTION REQUESTED: Review and approve.

<table>
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<tr>
<th>EXPENDITURE REQUIRED:</th>
<th>AMOUNT BUDGETED:</th>
<th>APPROPRIATION REQUIRED:</th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
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**Summary:** A recommendation was made by the Administrative Advisory Committee (AAC) to dissolve their committee and forward the duties to the Board of Directors of each district.

**Background and Statement of the Issue:**
The AAC is a sub-committee of the both the WLAD and SVFR Board of Directors. The purpose of the AAC is to provide stakeholder feedback to the Board of Directors regarding matters related to the Administrative Intergovernmental Agreement (IGA). The AAC consists of representatives from the community, Board of Directors of both districts, Local 851, and management staff. The AAC was created through a recommendation contained within the IGA Implementation Plan that was approved by both Boards and implemented July 2016.

During the July 6th, 2017 AAC Meeting a recommendation was made by several committee members to dissolve the AAC and forward the responsibilities to the Boards of each district. This recommendation was made because it was felt that the intent of the creation and utilization of the AAC is currently being met by the Boards of both districts. This recommendation occurred after discussion among AAC members and was approved through a motion and a unanimous vote. Attached, you will find a DRAFT copy of the meeting minutes from the July 6th meeting.
**Recommended Actions:**
Dissolve the AAC and direct the Chief/Director to take care of all required administrative processes to convert the responsibilities of the AAC to the boards of each district.
Meeting opened at 5:30 PM

Roll Call: John Carnahan, Larry Farnsworth, P.J. Crescioni, Matt House, Sean Barrett, John Murphey

Approval of Minutes: Larry Farnsworth moved to accept the minutes as written, John Carnahan seconded, motion passed.

Present for the IGA Measurement Discussion: Woody Woodbury, Rick Yecny, Ron Harker, Terry Ney, Chris Mahr, Dee Osborne, Chief Langborg, Julie Brown

Introductions

Round Table on IGA Measurement:

History behind the IGA- WLAD lost two long term key management staff within a four-month period.

WLAD

Interim Manager from SDAO was brought to WLAD. The interim Manager reached out to community partners.

2009 WLAD Board had ESCI do a feasibility study for WLAD and SVFR to sign an agreement. The agreement came close to being signed but was not.

WLAD has had an 11% increase in call volume since 2011.

WLAD facility has not met their needs for some time.

Strategic Plan was done for WLAD in 2016

SVFR

Bulk of response to calls is volunteers
FTE’s support the volunteers
Station 2 is in the inundation zone and needs to be replaced
Large expensive apparatus that needs replacement
General discussion:

- Move forward don’t reanalyze the past
- Not effective to hash out history and how much the savings was or wasn’t.
- Both districts are different now
- We have outsourced payroll which has been a time and money savings
- Things will not resemble what they were in 13/14
- Consider if processes are reasonable and if they are a good value
- The Fire District has more responders than before and WLAD and SVFR are working together better than ever.
- How are staff hours allocated between districts? There is crossover in all we do and the work benefits both districts equally, no way to easily measure
- We now have the ability to provide better service to our community through the joint effort
- Efficiencies have improved as we’ve built the model we are currently using
- Overtime in Ambulance District has decreased
- Footprint is different for both districts

Suggestions for measurement tools:

- Program based budget-combine both Administrative budgets in to one and the same can measure OPS and EMS
- Figure out cost per call \( \frac{\text{Calls}}{\text{Cost}} = \text{cost per call} \) (use EMS and Fire Calls added together)
- Create an ideal Model of an Ambulance service and attach the costs, then compare to what we are doing, this would be the replacement cost of running an ambulance company.
- What are the competitive costs of the ideal model and compare % against operating budget and compare to similar operations
- Cost of processing an employee (admin cost)
- Success should be measured by objectives

Other Suggestions:

- Quarterly Joint Newsletter (include a highlight of an EMS and a Fire person)
- Market the IGA better
- Have a booth at the Disaster Expo

Discussion regarding the AAC Committee and if it is even needed anymore. Director Carnahan expressed that there has not been one complaint or issue come before the committee and that he would suggest that we don’t need to continue having the
meetings anymore. Larry Farnsworth also said that both Boards were capable of monitoring the success of the IGA and that in his opinion admin staff was doing a good job. He also agrees that we don’t need to continue the meetings and that a recommendation to both Boards be made to that effect.

**Motion**: John Murphey moved that;
The Admin Advisory Committee and Citizens hereby resolve that the Boards of both WLAD and SVFR should look forward at evaluating the value and success of the IGA by measuring results, realizing objectives and assuring value to taxpayers by performance based evaluation. Those include financial analysis and comparing year over year results as well as, comparing to other similar agencies.
Larry Farnsworth seconded, motion passed unanimously.

**Motion**: Larry Farnsworth moved to recommend to both Boards that we dissolve the AAC meetings.
John Murphey seconded, motion passed unanimously.

Meeting closed at 7:26 PM

Respectfully submitted by:
Julie Brown
SUBJECT/ITEM: Chaplain Program Coordinator Job Description

FOR AGENDA OF: July 19, 2017

APPROVED FOR AGENDA: __________

DIVISION OF ORIGIN: Administration

DATE SUBMITTED: June 10, 2017

ACTION REQUESTED: Review and approve.

### BUDGET IMPACT

<table>
<thead>
<tr>
<th>EXPENDITURE REQUIRED</th>
<th>AMOUNT BUDGETED</th>
<th>APPROPRIATION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>$4,000</td>
<td>N/A</td>
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</table>

**Summary:** As discussed during the Budget Committee Workshop and Meetings, we have budgeted to fund a part-time Chaplain Program coordinator in the 2017/2018 fiscal year. The attached proposed job description is for this position.

**Background and Statement of the Issue:**
WLAD and SVFR have each budgeted $4,000 ($8,000 total) to fund a part-time Chaplain Program Coordinator. The purpose of this job is to manage training, Chaplain documentation, client interaction, and liaison with partner organizations to improve and grow our Chaplain Program. This position is funded to work approximately 10 hours a week and will be filled by a very experienced social worker with a background in crisis management. It is worth noting that the WLAD Board of Directors unanimously voted to approve this job description and expressed the importance of filling this position.

**Recommended Actions:**
Approve the proposed job description and direct the Chief/Director to begin filling the position.
CLASSIFICATION: Non-Suppression
POSITION TITLE: Chaplain Program Coordinator
REPORTS TO: Fire Chief
PAY CLASS: Part Time

Job Summary:

To provide program support to the volunteers who provide Chaplain services within the Siuslaw Valley Fire Rescue (SVFR) and Western Lane Ambulance District (WLAD) jurisdictions, and to perform related work, as required.

This is an at-will position that serves at the pleasure of SVFR and WLAD. Nothing within this job description entitles and/or ensures the person filling this position long-term employment.

This is a part-time position that typically works up to 10 hours a week. The schedule can be flexible to meet the needs of the position. The measurement of job performance will be accomplished through the completion of identified objectives.

The examples of functions listed in this job description are representative and not necessarily exhaustive or descriptive of all the services this position could be responsible for performing. District Management is not precluded from assigning other related functions, not listed herein if such functions are a logical assignment for this position.

Essential Functions:

1. Assists in the recruiting and training of new volunteer chaplains.
2. Reviews the documentation of volunteer chaplains.
3. Coordinates programs and activities with various partner and stakeholder agencies.
4. Plans, facilitates, and evaluates training programs designed to provide volunteer chaplains with an understanding of the practices and goals of crisis management, first responder care, and the rules, policies, and procedures of SVFR and WLAD.
5. Establishes and maintains lines of communication with other partner agencies in the effort of promoting our chaplain program and delivering better care to citizens and first responders they interact with.
6. Prepares documents, records, and other data and documents, as needed.
Knowledge of:

- Crisis management and post-traumatic stress disorder
- Rules, regulations, policies, and procedures of SVFR and WLAD
- Principles, methods, and techniques used to develop, present, and evaluate relevant training programs
- Telephone, office, and online etiquette
- Customer service objectives and strategies
- Current technology and trends in the profession

Skills and Abilities to:

- Develop, facilitate, and evaluate training and orientation sessions for volunteer chaplains
- Communicates effectively in writing
- Communicates effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy
- Establish and maintain rapport and effective interpersonal relations with volunteer personnel and partner agencies
- Always treats everyone with respect and dignity
- Provide prompt, efficient, and responsive service

Desirable Traits:

Communicates effectively, Customer Focused, Values and Respects Others, Drives to Excel, Teamwork and Collaboration, Continuous Learning, Demonstrates Ethical Behavior, Supportive of Change

Working Conditions:

Work primarily takes place in an office environment but could involve attending local meetings within the community.

Essential Physical Characteristics:

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate office equipment such as computers, printers, copiers, and telephones. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, using both hands to perform simple grasping and pushing and pulling; reaching above and below shoulder level, and lifting and carrying items weighing up to 10 pounds.
IGA Update
The July AAC Meeting was productive. Seven of the nine financial and management experts we asked to participate in the July meeting to assist us in recommending a financial monitoring formula attended the meeting. The following is a synopsis of the discussion that took place:

- Find ways to quantify costs associated with the IGA. Examples include dividing the total call volume of both districts or the number of employee/volunteers by the total cost of the IGA.

- Monitor and continue to report on the productivity of the IGA through the use of documented work objectives.

- Find ways to quantify efficiencies created through the IGA.

- It is difficult to compare apples to apples because both Districts are very different in comparison to when the IGA planning process began. Therefore, the group could not come up with a specific formula and recommended we the ideas listed above.

- More emphasis should be placed on informing members of the public and internal stakeholders on progress that is being made, and what the IGA involves.

- Dissolve the AAC. You will see this as an agenda item with background information.

Strategic Plan Update
I have sent out a proposed list of dates and times to conduct the annual review of the Strategic and IGA Implementation Plan(s) to the Board of Directors for both Districts. I will keep you updated as I narrow a date and time down.

District Picnic in September
We are planning a picnic in September for all SVFR and WLAD personnel and their families. The Board members are also invited and highly encouraged to attend if they are available. I will provide an exact date and time in the very near future.
Seismic Grant
We continue to work with HGE Engineering to prepare for the retrofit of our stations.

SAFER Grant
The most significant update was the successful completion of the Upriver Academy. Captain Larson and Firefighter Warren did an excellent job working with our Swisshome / Deadwood Fire District and building a foundation for a solid working relationship with them. Unfortunately, there was no participation by any members of Mapleton Fire District. Please see the attached article from the Siuslaw News that describes the positive effect of the training and working together.

The required forms have been submitted and approved by FEMA for the first round of reimbursement. Staff is currently working on the second set of grant updates and will be submitting it to FEMA in the near future. Overall, I am very pleased with the work being done by our Recruitment and Retention Coordinator, as well as our Training Officer. Recognition should be given to Chief Dickerson for his oversight of these projects.

The next big project is partnering with WLAD to conduct a cost effective EMT-Basic training program in the Fall. I will keep you updated on the progress of this important project.

Mapleton Fire District Complaint Letter
Attached is an investigation report I completed regarding the complaint letter sent by the Mapleton Fire District (MFD) Board of Directors on June 15, 2017. As noted in the report this is the third complaint letter received from MFD in the last 12 months despite continually trying to assist their District through the SAFER Grant, our Automatic Aid Agreement, and training opportunities. Nevertheless, SVFR will continue to work MFD and all of our public safety partners in a positive and professional manner with the intent of improving service levels in our communities and the safety of our Firefighters.
Response Information—calls responded to during the reporting period of 06/01/2017 to 07/01/2017.

Fire – 4  
Search & Rescue – 0  
Medical Assist – 10  
ATV Incident – 4  
Water Rescue - 0  
Motor Vehicle Accident –5  
Hazardous Condition – 1  
Unauthorized Burning Non-Emergency -5  
False Alarm / False Call – 3  
Cancelled – 12  
Public Assist –7  

Total Calls June , 2017- 50  
Total Calls 2017 -205  
Fire Property Loss – June-2017- $1,250.00 est.  
Fire Property Loss – 2017 -$289,750.00 est.  
Average Number of Firefighters per Incident: 10  
10 Per incident in the year of 2017 (so far)  
Average response times  
May 2017: 8.5 Min  

Analysis attached to report for information.
Training Report:

Burn to Learn season is over and we are transitioning to summer and developing some company level operations. We will have a driver operator class on the weekend of the 15th and are inviting our M/A partners. This class will be taught by Capt Liz and coordinated by TO Larson. We are pushing the summer academy right as we only had three candidates they will be entering into our training and then added to the next roster.

R&R:

FF Warren is working hard on getting the summer academy list built up and we are now working towards fall academy scheduling. We have also begun some retention programs and they are gaining momentum. We hope to create a fun and inviting atmosphere that will allow the volunteers to have a place to socialize and be entertained as well as meeting some of the district goals of decreasing response time and increasing available personnel.

Facilities:

Overhead Door complete at St 2. Foglio is working at Station 5 on the apron. Siding at Station 7 is complete and we have a lift available. Summer maintenance is up and running this is a busy time of year.

Equipment:

Sending the flow test apparatus in for some service so we are unable to flow test packs until it returns.

Apparatus

Vehicle repairs were conducted on Tender 1, engine 1, engine 3, and the ATV trailer. It was a busy month for truck repairs again and Capt Gray and I will begin working on a new vehicle standardized check sheet that can be completed so we can meet NFPA guidelines.
Fire Marshal Stats for June 2017

Inspections: 8

Correction Notices: 1

Fire Investigations: 0

Plan Review: 0

Public Education: 1

Smoke alarm/Co detector installations: 12

Address installation: 3

Juvenile Fire Setter Interactions: 0

Hydrant inspections: 5

Code interpretation: 6

ISO complete

Training: 12 hours

Projects: set up company inspector: training. Completed 6/13/17 18 firefighters completed. More progress on the company inspector program. Scheduling inspections

Safety committee/meeting minutes attached.
Safety meeting minutes 6/13/2017

Present: S. Barrett, M Barrett, D Beck, S Curry, T Miller, K Orozco, Absent: T Martin, C Holden, J Larson, Others present Chief Dickerson

Discussion: the community disaster drill went well. Proper PPE used. Brush fire has some observed improvements needed. Communication, IE proper frequencies. More practice working with ODF. Two different ways of fighting fire.

Training: incident safety officer needed preferred in house. More training on radios.

New Business: check radios, (portable) for proper channels and use ability requested.

Old Business:
- Manpower and accountability- still at staff/training

Close calls: it was discussed that we have had some close calls at burn to learns. Suggest slowing down and follow plan.

Incidents:
No incidents. Good job!

Next meeting will be the July 11, 2017
Submitted by: Sean Barrett
Siuslaw Valley Fire and Rescue
Administrative Division Report

July 2017
Prepared by Julie Brown, Division Chief of Administration

Financial Report:

Monthly Financial report- We are still in the process of working on the year end financials, so I will bring the reports to the board meeting.

Admin Team Objectives:

The Admin Team has been busy this past month, we have accomplished and or are working on the following:

- Began Scanning Employee files to the Confidential drive for SVFR
- Began scanning training files to the Fire OPS drive
- Vendor files set up for SVFR and started scanning files onto server
- Processed 2077 LifeMed Applications
- Continuing to work on the design of the employee intranet
- Continuing to work on the IT management plan
- Continuing to work on the standardization of the employee in processing procedure
- Continuing to work on making all standardized forms PDF fillable and accessible to everyone

LifeMed:

The Admin Team has processed over 2077 Applications

Training and Education for Admin Team- Following is the schedule for the remainder of the year

July 31st  Microsoft Publisher
August 30th  Power Point
September 27th  Intermediate Word
October 25th  Intermediate Excel
November 8th  Intermediate Publisher
Chief/Director’s Attachments
<table>
<thead>
<tr>
<th>TYPE</th>
<th>TASK</th>
<th>Responsible</th>
<th>STATUS / UPDATE</th>
</tr>
</thead>
</table>
| **Financial 1** | Continue to work on the Administrative process to develop a manageable and reliable payroll process that is error free.  
NOTE: This objective will remain in place until the Management Team is confident that we have addressed this issue and these practices have become routine. | Management Team   | Payroll current being outsourced. We have noted a significant decrease in errors but continue to make this an error free process. |
| **Financial 2** | Create an RFP process for the purchasing of financial management software. | Admin Div. Chief  | Will be an agenda item at the first board meeting in July                                      |
| **Financial 3** | Create an RFP process for the purchasing of a phone system. | Admin Div. Chief  | Will be an agenda item at the first board meeting in July                                      |
| **Administrative 1** | Create a joint policy manual that is organized and contains up-to-date and relevant information.  
1. Separate policies and SOGs and begin creating a logical filing system.  
   (this portion completed)  
2. Purchase policy management software Completed  
3. Assign project to an Admin Team member Assigned to Holly | Admin Div. Chief and Fire Chief | In progress and will be ongoing.                                                               |
| **Administrative 2** | Map our network filing system in a logical, accessible, useful way.  
1. Ensure every Admin and Management Team Member has access to the server drives they need. Completed  
2. Ensure every Admin and Management Team Member knows where to locate the files they need access to. Completed  
3. Determine what additional shared drives need to be created  
4. Train Supervisors | Admin Division Chief | In progress and will be ongoing.                                                               |
| **Administrative 3** | Create an Intranet employee portal that contains useful information for our employees and members.  
1. Identify the categories of the contents to be added.(completed)  
2. Begin adding the contents.(in progress)  
3. Involve WLAD Supervisor and SVFR St. 1 Capt. | Admin Div. Chief | This task is currently on hold until other priority tasks can be completed.                    |
## WLAD / SVFR ADMINISTRATIVE IGA JULY 2017 OBJECTIVES

<table>
<thead>
<tr>
<th>Administrative 4</th>
<th>Put employee files on confidential drives:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Create folder system <strong>Completed</strong></td>
</tr>
<tr>
<td></td>
<td>2. Scan WLAD personnel <strong>In Progress</strong></td>
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<tr>
<td></td>
<td>3. Scan SVFR personnel files <strong>In Progress</strong></td>
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<tr>
<td></td>
<td>4. Train Management Team on systems</td>
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<tr>
<td></td>
<td><strong>In progress</strong></td>
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<thead>
<tr>
<th>Administrative 5</th>
<th>Put training files on EMS and OPS drives</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Create folder system <strong>Completed</strong></td>
</tr>
<tr>
<td></td>
<td>2. Scan SVFR Documents</td>
</tr>
<tr>
<td></td>
<td>3. Scan WLAD Documents <strong>Currently on Target Solutions</strong></td>
</tr>
<tr>
<td></td>
<td><strong>In progress</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Administrative 6</th>
<th>Put all vendor and other administrative files on the Admin drive</th>
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<tbody>
<tr>
<td></td>
<td>1. Create folder system <strong>Complete</strong></td>
</tr>
<tr>
<td></td>
<td>2. Enter WLAD vendors <strong>Complete</strong></td>
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<tr>
<td></td>
<td>3. Enter SVFR vendors <strong>In progress</strong></td>
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<tr>
<td></td>
<td>4. Train Management Team</td>
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<td><strong>Assigned and in progress</strong></td>
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<thead>
<tr>
<th>Administrative 7</th>
<th>Develop Purchase Order Process</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>1. Create Policy <strong>Completed</strong></td>
</tr>
<tr>
<td></td>
<td>2. Create SOG <strong>In progress</strong></td>
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<tr>
<td></td>
<td>3. Train personnel</td>
</tr>
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<td></td>
<td><strong>In progress</strong></td>
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<thead>
<tr>
<th>Human Resources 1</th>
<th>Create and implement an identical employee / volunteer in processing system for both organizations.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Create Volunteer in processing system <strong>Complete</strong></td>
</tr>
<tr>
<td></td>
<td>2. Create a new employee in processing system. <strong>In progress</strong></td>
</tr>
<tr>
<td></td>
<td>3. Finalize and implement a New Member In-Processing SOG.</td>
</tr>
<tr>
<td></td>
<td><strong>SVFR volunteer tier process complete. We continue to work the bugs out. The FTE and PTE process is in progress</strong></td>
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## Training

Schedule Administrative training for the remainder of the year.

|------------------|-------------------------------------------------------------------------|
Moving mountains during the ‘Upriver Academy’

Rosalie Johnson named Peace Harbor ‘Volunteer of the Year’

Rosalie Johnson (right) presented the Peace Harbor Volunteer of the Year award to Marjorie Dittmer of Peace Harbor hospital (left).

Some better than others, but always with reservations best seen in all circumstances.

I wouldn’t change any of it,” Johnson added.

“Becoming a volunteer is the best gift you can give yourself,” Johnson said. “You don’t have to be young to help others.”

“By becoming a volunteer, I have found that I can make a difference in the lives of others,” Johnson said. “I have learned to appreciate the value of giving back.”

“For me, it’s about making a difference,” Johnson said. “It’s about helping others and making a positive impact on their lives.”

“By volunteering, I have been able to give back to my community,” Johnson said. “I have been able to make a positive impact on the lives of those around me.”

By Pete "Boo" Warren

Not a correspondence regarding our recent Upstream Fire Training Academy, which I am sharing with permission from Andrea Stil...
On June 15, 2017, a letter was delivered to Siuslaw Valley Fire and Rescue (SVFR) Station-1 to the SVFR Board of Directors on behalf of the Mapleton Fire District (MFD) Board of Directors. The letter stated that during the June 14, 2017 MFD Board Meeting, Mrs. Jane Hudson expressed her concern about a training burn that took place next to her property on March 31, 2017.

Specifically, Mrs. Hudson stated that on the night of the training she began having trouble breathing and experienced a headache as result of a training burn. She further related that the smoke created by the fire lingered all night resulting in her not being able to stay in her residence the night of the burn. Finally, Mrs. Hudson stated that she had warned someone who she believed to be a fire service member that she had a serious asthma condition and that information was not taken into consideration. Mrs. Hudson also attended the June 21st SVFR Board Meeting and expressed similar concerns.

The MFD letter further relates that Chief Patterson of MFD stated that this training burn was the responsibility of SVFR and Leisure Excavation. Additionally, the letter states that Chief Patterson was told by Captain Jeff Larson that he contacted Mrs. Hudson and advised her of the training burn.

After a thorough investigation of this incident, which included speaking with Captain Larson, Mrs. Hudson, Gary Rose of Leisure Excavation, and Chief Dickerson; reviewing photos of the training fire, and reviewing a series of text messages between Chief Patterson and Captain Larson, I have determined the following:

- The training burn in question, appears to have been held on March 21, 2017 and not March 31, 2017. SVFR has no training records showing any of our personnel participated in training with MFD on March 31st. If the training burn in question did occur on March 31st, SVFR has no knowledge of this training.
- After interviewing several people and reading the letter written by the MFD Board of Directors it appears that no one took responsibility for this training and assumptions were made that someone else was responsible for ensuring all laws were followed and the training was safe.
- Mrs. Jane Hudson notified fire personnel twice that she had respiratory problems that would become worse if exposed to smoke. The first encounter involved speaking with an unknown firefighter who was on board a red fire engine from an unknown fire district. According to Mrs. Hudson, this encounter happened in her driveway one and a half months before the training burn took place. The logical assumption is that this was a Mapleton Fire Engine because I can find no evidence of any large SVFR apparatus visiting the location of the burn prior to
the March 21st. On June 23rd, I drove to the MFD station to look at the color of their apparatus and confirmed their apparatus are red. Captain Larson did inform me that that before a scheduled meeting with Chief Patterson on January 6, 2017 to discuss the SAFER Grant goals, he visited the training site to look at the structure. Captain Larson stated that he had no contact with anyone during this visit and he was driving the SVFR Ford Explorer.

- The second time Mrs. Hudson informed someone that she had respiratory problems that would be complicated by the smoke was the night of the training burn. This occurred when she approached Chief Patterson who was the Incident Commander of the training burn. Mrs. Hudson could not remember if she advised Chief Patterson of her medical condition, but in the letter from the MFD Board of Directors it states that Chief Patterson was informed of her condition when she expressed her concern that night. According to Mrs. Hudson, Chief Patterson’s response to her concern was “the smoke will go straight up and not to worry about it”.

- OSHA Rules, and NFPA Standards do not appear to have been followed. I can find no evidence that a pre-burn plan was completed and all required permits were obtained. On June 27, 2017, I made a public information request to Chief Patterson and MFD Board Member Carol Baxter to obtain copies of the pre-burn plan and other related NFPA 1403 documents. I received no acknowledgement of my request or any information. Therefore, I must assume MFD did not prepare or utilize a Pre-Burn Plan and obtain the required permits.

- According to the Oregon Occupational Safety and Health Standards, Division 2, Subdivision L, Fire Protection, which is based on OAR Chapter 437-002-0182. “All live fire training must be conducted following the requirements of NFPA 1403 (2012): Standard on Live Fire Training Evolutions, or Appendix A (Mandatory), Minimum Requirements for Live Fire Training, of this standard.” NFPA 1403 requires the following forms of written documentation:
  - Written documentation from the property owner giving permission to burn the structure, proof of a clear title, certificate of insurance cancellation, and acknowledgement of post burn confirmation. NFPA 1403 also requires a local burn permit to be obtained, pre-notification of to all dispatch, law enforcement agencies, and neighbors of the date, time, and location of the training burn. Documentation of liability insurance covering damage to other property, and written evidence that all firefighters participating in the training burn have received the required training.
  - NFPA 1403 requires that a pre-burn plan is created and includes a site plan indicating apparatus position, location of the command post, the layout of the property, location of hose lines, emergency escape routes, and egress paths for fire apparatus.

- NFPA 1403 requires that all training fire participants are briefed about the training structure layout, crew and instructor assignments, safety rules, evacuation procedure, and evacuation signal.
Finally, NFPA 1403 states that if there is a change in weather or a situation that has a negative impact someone’s health, the training fire must be stopped and fully extinguished. If a fire is fully extinguished it will not continue to smolder or smoke. As the Incident Commander of many training burns, I have stopped burning operations three times because of complaints from citizens about smoke. It should be also be recognized that NFPA 1403 has been in existence for over ten years and is well known by fire service personnel throughout the state of Oregon and the nation.

There appears to be an assumption on the behalf of Chief Patterson that SVFR was responsible for this fire. This was confirmed by the MFD letter. It is unknown why this assumption was made when Chief Patterson had been advised by Captain Larson that he was happy to assist, but the training burn was located in Chief Patterson’s jurisdiction. Captain Larson also stated the he was never directly asked to create or obtain any of the required documents needed to legally conduct a training burn in the State of Oregon by Chief Patterson.

According to conversations with Mrs. Hudson and Captain Larson, the training fire began before the arrival of any SVFR personnel. This is confusing because if it was the understanding of Chief Patterson that SVFR were responsible for the training, why did the Incident Commander (Chief Patterson) allow the fire to be lit approximately 30 minutes before anyone from SVFR arrived? Allowing the fire to be lit before reviewing a pre-burn plan and having all personnel receive a pre-burn safety briefing is not safe.

From my perspective as a Fire Chief, training burns are the most dangerous type of training fire service personnel participate in. Because of the risk associated with this type of training, more responsibility is placed on the Fire Chief to ensure the training is safe and meets all legal requirements. I mandate that all required documentation and plans are to be created, obtained, and presented to me at least one day in advance of a training burn. Additionally, either myself or the Operations Chief are required to review and approve the pre-burn plan with an approval signature before the training is conducted. I also make every effort to personally walk through and/or visit the site of all structures we burn before giving my final approval. Additionally, if I were expecting another jurisdiction to coordinate the training and provide a plan, I would not allow the structure to be lit on fire without the presence of the person responsible for conducting the training and ensuring all personnel receive a pre-burn safety briefing.

It would be highly unusual that I would expect another jurisdiction to plan and prepare for training fire in my jurisdiction. If I did allow this, it would be only with the expressed understanding that all NFPA1403 requirements were met and that I personally reviewed all required documents and conducted a site visit before the training occurred. In short, I am personally responsible for the safety of my firefighters and the community I serve. According to ORS 478.260 “Under the direction of the Board, the fire chief shall be responsible for the conduct of the fire
• department.” Additionally, according to ORS 478.960 “No person shall dispose of any building, or building wreckage within a district by fire without having first secured permission therefore from the fire chief.” These laws indicate that it is the responsibility of the Fire Chief to confirm training and burning is conducted safely and properly in their fire district and not to assume someone else has responsibility.

• It should be recognized this is the third complaint letter sent by the MFD Board of Directors to the SVFR Board of Directors within the last 12 months. During this same time, SVFR has continually tried to provide MFD with assistance through the Safer Grant, our Auto/Mutual Aid Agreement, and multiple training offerings.

In conclusion, I have personally sat down with all SVFR management and training personnel and reminded them to never assume someone else is responsible for properly managing a training burn and has taken the required steps to ensure the training is safe. I have also instructed them that our Firefighters are not to participate in live fire training without confirming a pre-burn plan is in place and receiving a pre-burn safety briefing. I will also forward my findings to the SVFR Safety Committee for review of this situation and to receive their recommendations to avoid similar incidents in the future.

Finally, it is my commitment that SVFR will continue to work and partner with all of our public safety neighbors in a professional and positive manner intended to deliver the highest possible level of service to our community. I sincerely believe it is our responsibility to do this because it is in the best interest of the safety of our Firefighters and the citizens we serve.

NOTE: Several attempts were made to contact Mrs. Carol Bartolome who is the property owner of the structure that was burned. Attempts to contact her were made using a phone number provided by Gary Rose of Leisure excavation. All phone calls resulted in a voice message advising that the cellular customer was not available and to call back later.
OPS Chief’s
Attachments
Informational sheet regarding Recruitment and Retention (R&R) Coordinator Efforts.

For Board of Directors Meeting on 19 Jul 2017

Recruitment:

- Numerous in-house interviews.
  - 1 in currently in Lateral training and is a Paramedic
  - 4 New Recruits and in currently in Modified Training. Possibly next Academy in October too
  - Recruited at Wings & Wheels
- Progress of All Recruiting & Retention Since 1 Jan 2017
  - SVFR: Gained: 17 Firefighters gained & 4 Chaplains
    - Lost 3: 2 Firefighters have moved away & 1 Coast Guard too busy in training and school
    - 1 Chaplain moved away
  - Mapleton FD
    - Gained: 1 has returned
  - Swisshome/Deadwood FD’s
    - Gained: 2 have come on board
  - Upper Deadwood
    - Gained: 2 have come on board
  - Totals: District Gains/Losses since Nov 15th, 2016:
    - Gains: 25 Firefighters plus 2 new firefighters in lateral training & 4 Chaplains
    - Losses: 3 Firefighters & 1 Chaplain
- Fire Auxiliary Program
  - Gained 3 for our Admin position as volunteers
  - Interviewed 2 more for possible clerical work
- Established future Academy Dates
  - Academy # 2017-3 from 13 to 29 Oct
  - Academy # 2018-1 from 16 Mar to 31 Mar 18
  - Up-River Academy 2018-2 in May or Jun 2018
  - Academy # 2018-3 from 12 to 28 Oct 18
- Tweaked the Tier 3 process
  - Made a Tier form for Auxiliary members
- Updated the HR Applicant package to make it easier for applicant to fill out

Retention:

- Continuing Retention BBQ and group get-together and Expectations Talk on 16 May at Station 2
  - Outlying Stations will be next
- Time Devoted to Mapleton FD and Swisshome FD for Turnouts and Training with all involved SFVR personnel @ hours for Jun/Jul 2017:
  - Swisshome/Deadwood FD/Deadwood Creek FD: 36.50 Hours SVFR Personnel for hours
  - Mapleton FD: .75 hour SVFR Personnel for hours
- Up-River Academy (2017-2) in Deadwood. Assisted with training of 13 firefighters from Swisshome and Deadwood fire departs.
Received very nice litter of thanks from one of their firefighters. Will be used in my 12 Jul Siuslaw News Article

**Other:**
- Tested one of Station 2’s drivers for driving qualification
  - Filling in and doing Day Crew assignments
    - Filled in as Duty Captain at start of Rhody Days
  - Various Calls for the department
    - Taking part in Day Drills and Simulators
- Social Media. Continuing lots of info on our Media Blast
  - Submitted front page Siuslaw News concerning Up-river Academy
  - Siuslaw News Article for 12 Jul is atch’d
- Facebook Page for Swisshome and Deadwood Fire Departments is very active
- Concentrating on finishing past Target Solution Assignments
- Signed up for EMT-Basic starting 25 Sep 17 (part of job requirements)
  - 2 Other classes were cancelled

**Siuslaw News submission for 12 Jul 17:** This one is a different. I submitted a letter from one of the Upriver Academy graduates as it really showed how much they appreciated the training provided.

**Moving mountains ‘Upriver’**

(Nota: What follows is a correspondence regarding our recent Upriver Firefighter Training Academy, which I’m sharing with permission from Andrea SXXXXXXXX, a Volunteer with Swisshome-Deadwood Fire Department)

Three Saturdays of training doesn’t seem like much. When you read about the Upriver Academy that Siuslaw Valley invited our local volunteer fire departments to participate in, you may have wondered, “How much can you really learn in three days?”

I questioned it myself, when Boa [Warren] and Jeff [Larson] from SVFR came to Swisshome to tell us about the Upriver Academy and see if we wanted to participate. I asked Jeff, “Is it hard?”

His answer scared me and sticks with me, and probably will for a long time because it’s an answer you can apply to almost any situation you may find yourself facing.

He simply said, “It’s as hard as you make it.”

I’m writing this as a volunteer who participated, and I’d like to make sure everyone knows that over the course of three days, we moved mountains.

Three local departments participated: Deadwood Creek Fire and Swisshome-Deadwood Fire departments. At first, many of us were basically strangers. The obligatory introductions ensued, but even in those brief, awkward moments when we were almost strangers there was an air of acceptance, mutual respect and the general vibe that of “We’re all in this together.”

And for the next three Saturdays the most amazing thing happened. We had a whole lot of problems! Bad hoses, malfunctioning equipment. But everyone kept a level head and our four departments were able to work as one group of like-minded individuals and find solutions to every issue we found. It wasn’t Deadwood Creek or Swisshome-Deadwood or the big guys from Siuslaw Valley — it was just a
family.

I asked what felt like a thousand stupid questions and they were met with answers I would expect from a brother or father: gentle, kind, compassionate and informative. Not just, “Do it this way” but instead, “This helps us when we do it this way, and here’s why.”

For all you “Backdraft” fans, I regret to disappoint you that not one of them said “You’re doing it wrong!” ala Kurt Russel.

Everyone who came up to volunteer their Saturdays to teach our departments were happy to be there — happy to teach, eager to help and amazing people to learn from. They have a group of people from all walks of life — military, college educated, wildfire and coast guard, just to name a few — and the knowledge they passed onto our departments is immeasurable. The bonds they helped form between our departments, everything we learned together, everything they taught us will undoubtedly save lives, homes and property for years to come.

We went from being four separate departments who barely knew each other’s names let alone their engines, tenders, and pump capabilities, to one group of people who can confidently work together for the safety and wellbeing of our communities.

What did it do for me, specifically? I went from being a volunteer who has been too scared of getting in the way to someone who can turn the pump on, run a hose by myself, know where to attack a fire, which adjustments to make to the nozzle according to the type of fire I encounter. I know how to put on an air pack and how to use it.

The author of one of my favorite books, Cheryl Strayed, once said, “Find what you’re afraid of and do it anyway.” I was afraid. I did it anyway — and it changed me. Not only did our departments move mountains, but I moved mountains within myself. If you still find yourself asking how much can one accomplish in three days, I am here to tell you — with the right people by your side — you can do a lot.

It’s really only as hard as you make it.

— Andrea SXXXXXX

Prepared by:
Pete “Boa” Warren, FF, SVFR
Recruitment and Retention Coordinator
## Compensation Report

**From 06/01/2017 To 07/01/2017**

**Report Printed On: 07/05/2017**

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Back to Agenda

Back to OPS Chief's Report

Target Solutions/ Hazmat OPS 1/Hazmat OPS 2
Finance/HR
Attachments
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## Siuslaw Valley Fire and Rescue (District)

**Register: 11000 · Public Checking**  
**From 06/01/2017 through 06/30/2017**  
**Sorted by: Date, Type, Number/Ref**

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Register: 11015 · Capital Replacement Savings
From 01/01/2017 through 07/14/2017
Sorted by: Date, Type, Number/Ref

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145.01

PURPOSE: To maintain personnel files confidentially and allow access to those Managers and Supervisors that have a need to know.

MAINTENANCE OF PERSONNEL FILES

Official personnel records of employees shall be maintained by the Fire Chief and the Administrative Secretary-Administrative Division Chief. If there is a change of name, address, telephone number, marital status, or number of dependents, or any other change in status, the Administrative Secretary should be notified. A member of the Administrative Team should be notified as soon as possible. All files relating to an employee will be maintained separately and electronically on a confidential network drive.

145.02 REMOVAL

Documents shall not be removed from a personnel file, except pursuant to a determination by the Fire Chief that each particular document is not accurate, or is no longer relevant or timely to any personnel or performance matter. Any document that is removed shall be maintained in a separate file containing all such documents, not indexed under the name of any employee.

145.03 MEDICAL RECORDS

Documents containing medical information shall be kept in a separate, confidential file that is not part of the employee's personnel file. While these records shall be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and necessary accommodations, first aid and safety personnel may be informed, when appropriate, of an employee's disability, if the disability might require emergency treatment, and government officials investigating compliance with discrimination laws shall be provided relevant information on request.
PAYROLL FILE

Documents that contain identifying information will be kept in a separate confidential payroll file and are not subject to examination by Managers, Supervisors or anyone requesting public information.

145.04 PERSONNEL FILES

This policy defines circumstances under which an employee may examine his/her personnel records; and an individual who is not an employee of the District may examine an employee’s personnel record. This policy and procedure applies to all District employees.

No material of a negative or derogatory nature shall be placed in an employee's file unless the employee has had an opportunity to review the material, which shall be noted on the documents.

Employees may be allowed to include in their personnel file any material deemed relevant to job qualifications or performance, in the judgment of the District. Employees may inspect and review their personnel files, excluding confidential reports from previous employers.

Employees may protest, or comment upon, in writing, any materials placed in their personnel file. Such protest/comments shall be placed in the personnel file.

REVIEW OF PERSONNEL FILES

Personnel files are to be reviewed in the administrative office and are not to be removed from district property.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of the Administrative Division Chief in response to the employee’s request, a valid subpoena or a valid court order.

Personnel file access by current and former employees will generally be permitted upon request within 5 business days of the request.

FILE RETENTION

I-9 Forms will be retained under the U.S. Citizenship and Immigration Services (USCIS) retention requirements: "I-9 forms should be retained for three years after the date of hire, or one year after the date employment ends—whichever is later.”
Payroll Records will be retained according to the OAR 166-150-0155

Personnel records will be retained according to OAR 166-150-0160
Correspondence
This donation is in appreciation for your help recently with lift assist.
What a great service!

Janet Chappell +
Wallace West
2474 Willow Ridge Ct
Florence
To the Firemen, City of Florence and all involved with the 4th of July Fireworks,

Thank you!

It was an amazing display far over reaching our expectations, home a great honor to our great country's Independence. The McNulls.

Character of the West Coast, Punakaiki, New Zealand. Warm sea currents create a mild climate enhancing lush vegetative growth right down to the high tide mark.

©Photography and distribution (27)
Roslyn Taylor, Private Bag, Tasman, Nelson.

Act for nature, eat for GE free, on 4 July 2014.
Hi all the fair folk,

Thank you for a very fun & special B-day. Loved the flowers, balloons, table decorations, food, wine & glasses, and of course the Big Red Truck! It was so special for me. Good old Sam! Hope to see you again when I visit next time.

All the best to you,

Kathy Brownfield
Jim,

Thanks again for the great surprise birthday dinner for Kathy — it was a birthday she will never forget. You went above and beyond and I sincerely appreciate it.

Sam