Call to order

Pledge of Allegiance

Roll Call/Establishment of Quorum

Approval of minutes: Regular Meeting of April 19, 2017

Communications: None

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.

Old Business:
Agenda Bill: RFP for Annual Auditing FY 2017-2018  
See RFP Agenda Bill
Attachments: Chris Mahr Proposal
Dick Maxwell Proposal

Staff Reports:

Chief's Report
Attachments: IGA Objectives
Seismic Grant
See Chief's Report

Operations Division Chief Report
Attachments: Recruitment and Retention Coordinator Update
Monthly Update Day Crew/Logistics
Compensation Report
Standards of Cover
Training Calendar
See OPS Chief's Report
Prevention Division Chief Report
Attachments: Prevention and Safety Monthly Report

Administration Division Chief Report
Attachments: P and L for the month of May 2017
Budget versus Actual FY 2016-2017
Transaction journal for May

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

Policy Review: None

New Business: None

Correspondences: Chief Dickerson Email

Additional Attachments: See Attachments

Future Agenda Business: The next regularly scheduled board meeting will be held on Wednesday, June 21st, 2017 at 6:00 pm.

Adjournment

Approved
John Scott, President of the Board, called the meeting to order at 6:10 p.m.

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

OTHERS PRESENT: Chief Langborg, Division Chief Jim Dickerson, Division Chief Sean Barrett, Division Chief Julie Brown

APPROVAL OF MINUTES: Director Gates- Motion to approve the minutes of March 15, 2017 Director Woodbury seconded the motion Motion passed

COMMUNICATIONS: None

PUBLIC COMMENTS: None.

Director Scott clarified the appointment of the Budget Committee and said that they are appointed by the Board and was done during the March meeting. He reiterated that they serve a three-year term. All Directors were present and agreed that this had been done in the March Board meeting.

OLD BUSINESS:

Staff Reports:
Fire Chief’s report- Chief Langborg
Operations Division Chief’s report -Jim Dickerson
Prevention Division Chief’s report – Sean Barrett
Administration Division Chief’s report – Julie Brown

MOTION TO RATIFY BILLS: Director Woodbury made a motion to ratify the bills paid and the transfers made for the previous month totaling $120,518.97. Director Carnahan seconded, motion passed unanimously. Director Phillips abstained due to a conflict.

POLICY REVIEW: Purchasing Policy
   Director Gates-move to approve
   Director Woodbury-second
   Motion passed unanimously

NEW BUSINESS:

Agenda Item 1: Purchase of new pagers
Action: Director Carnahan moved to approve the purchase
   Director Phillips-second
   Motion passed unanimously

Agenda Item 2: Station 2 bay doors
**Action:** Director Phillips moved to approve Resolution No. 2017-02 to replace doors at station 2 and spend up to $13,000. 
Director Carnahan-seconded 
Motion passed unanimously

**Agenda Item 3:** Purchase of new Bunker gear

**Action:** Director Gates moved to approve Resolution No. 2017-03 and the purchase of new Bunker gear spending up to $80,926.  
Director Carnahan-seconded the motion, motion approved unanimously.

**Agenda Item 4:** Station 5 Apron

**Action:** Director Woodbury moved to approve Resolution No. 2017-04 to repair the apron at station 5 and spend up to $12,285.  
Director Gates-seconded the motion, motion passed unanimously with Director Carnahan declaring a conflict.

**FUTURE AGENDA BUSINESS:** None

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
SUBJECT/ITEM: RFP for Annual Auditing of the District’s Financial Statements for the fiscal year 2017-2018

FOR AGENDA OF: May 17th, 2017

APPROVED FOR AGENDA: __________

DIVISION OF ORIGIN: Administration

ACTION REQUESTED: Direct Staff to sign the agreement with Chris Mahr for auditing services for fiscal year 2017-2018.

SUMMARY:

The GFOA considers it a “Best Practice” to undertake a competitive process for the selection of an independent auditor at the end of the term of each audit contract. The contract we had with Dick Maxwell ended with the conclusion of the fiscal year 2015-2016 audit of our financial statements. Staff proposes that we award the bid to Chris Mahr for auditing of the fiscal year 2017-2018.
Payroll Service
We are ready to begin using Portland Payroll Inc starting June 1st. We are anticipating a few challenges because this is a new process but we know it will improve things.

IGA Update
Please see the attached objectives.

Strategic Plan Update
We continue to make progress on the Strategic Plan objectives. The most recent focus has been on the focus of partnerships, capital planning, and building our volunteer program.

Rhody Days and Community Participation
SVFR, WLAD, and Dunes City are working together to prepare for the Dunes City Triathlon, scheduled for May 13th. Our job will be to provide medical and rescue support to the event.

Rhody Days are right around the corner and SVFR has been busy working with our partner agencies to prepare for the Children’s Parade, Hot Rod Rally, and the Rhody Run. We anticipate that over 25 firefighters will volunteer time at one point or another during the weekend. In keeping with the tradition of honoring some of our longtime members, this year we will recognize Chief Sean Barrett and Chief Asa Hammon who have each contributed 30 years of service. You will see banners for them displayed on apparatus during the Rhody Parade.

2017 Solar Eclipse
As you know there will be a solar eclipse on August 21, 2017. Because a portion of the Oregon Coast will be in the path of what is called the area of totality, many Oregon communities have been preparing for a large influx of people converging in their area. Florence sits just outside the area of totality which means we should not be as inundated with tourists as areas to the north of us. Nevertheless, we are being told that there could be heavy traffic that could impede some of our operations. A group consisting of the Chamber, Port, Police, EMS and Fire have been meeting on a monthly basis to plan and prepare for any impact this event could have on our community.
Part-Time Admin Assistant Position
Approximately 30 applications were submitted for the open Part-Time Admin Assistant position. Nine applicants were interviewed on May 5th and three will be moving on to skills testing, scheduled for May 10th. Before a final offer is made, all candidates being considered for the position will undergo a thorough background investigation.

Seismic Grant
Earlier this month, SVFR and WLAD were advised that we were awarded a Seismic Retro Fit Grant for four fire stations (Clear Lake, Canary, North Fork, and Sutton) and the ambulance station. The total of all five grants is in excess of $700,000. We are still waiting for the administrative paperwork to begin the process. I will continue to update you on the progress of this project.

Exercise with USCG
Fire, EMS, USCG, Peace Heath Hospital, and Lane County are working together to plan a multi-patient exercise for June 8th at the Port of Siuslaw. The scenario will center on a boat incident requiring the use of unified command, fire suppression, hazardous material response, and multiple casualty protocols. The Operations Chief and EMS Operation Manager have been working hard on this project and I am looking forward in participating in it.
Response Information—calls responded to during the reporting period of 04/01/2017 to 05/01/2017.

Fire – 1
Search & Rescue – 1
Medical Assist – 8
ATV Incident – 2
Motor Vehicle Accident – 3
Hazardous Condition – 6
Unauthorized Burning Non-Emergency -0
False Alarm / False Call – 1
Cancelled – 8
Public Assist – 2

Total Calls April, 2017- 32
Total Calls 2017 -114

Fire Property Loss – April-2017- $0.00 est.
Fire Property Loss – 2017-$269,500.00 est.

Average Number of Firefighters per Incident: 12
10 Per incident in the year of 2017 (so far)

Average response times
April 2017: 7m30sec
This is a drop from previous months by over one and a half min but we also had some very short runs with faster turnout times, will be an interesting trend to watch.

Analysis attached to report for information.
Training Report:
First ELF academy in the books, Up River Academy is coming up soon. We had two really good BTLs with great training and opportunity for some of our up and coming officers and senior personnel to get some entry time and command experience. We are beginning to evolve the tiered system to encompass some different paths to excellence with fire fighter, fire officer, driver operator, and wild land opportunities to excel within our organization and also to our grant partners.

Tony Miller and Pablo Crescioni attended a SCBA specialist training that makes them certified to repair our packs. Capt. Andy Gray and Pablo attended an Incident Safety officer class. Capt. Gray also competed his 50 hours of Blue Card Training and a Task Force leader class. Capt. Larson and FF Kyle Orozco are attending a Fire Officer I academy which is a great step in the direction for our future leaders. Capt. Larson is also signed up for a Fire Instructor II class.

R&R:
As we move forward with the grant processes and work our partnerships we have given some more time to working with Swisshome and Mapleton to assure that we have a critical back up when needed. We have obtained gear measurements for the Swisshome folks and are aggressively seeking the Mapleton sizing so we can move on the turn out purchase. The upcoming upriver academy is gaining attendees and should prove to be a step in a direction of regional training and standardization.

Facilities:
Door at Station 2 project is a go we are six weeks out on that project as the doors are special order. Station 7 (logistics) siding project is progressing rapidly. Tony Miller and Tim Teel have been instrumental into the timely progression and completion on that project and at a cost savings that will allow us to paint that station and make the serviceability of ST.7 much easier to ascertain.

Apparatus
Pump and Hose testing are up and running as well as prepping for the wild land season which is rapidly approaching.
Fire marshal stats for April 2017 budget year

Inspections: 1

Correction Notices: 0

Fire Investigations: 0

Plan Review: 1

Public Education: 1

Smoke alarm/Co detector installations: 2

Address installation: 3

Juvenile Fire Setter Interactions: 0

Hydrant inspections: 0

Code interpretation: 6

ISO complete

Training: 6 hrs

Projects: none

Safety committee/meeting minutes attached.
Due to medical reasons only worked 40 hours this month
Safety meeting minutes 5/10/2017

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

Discussion: three LODD, MVC traffic control hit by traffic, wild land training, burn to learns- better communication and changing fire starting procedure, fatigue and overheating on burn to learns, hydrate, hydrate, hydrate before the event as well as during.

Training: Chief Dickerson indicated more wildland and rehab training in the future

New Business: none
* 

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

Close calls:
Incidents:
No incidents. Good job!

Next meeting will be the June 13, 2017
Submitted by: Sean Barrett
Chief’s Attachments
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<th>TASK</th>
<th>Responsible</th>
<th>STATUS / UPDATE</th>
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<tr>
<td>Financial 1</td>
<td>Develop a manageable and reliable payroll process that is error free. 1. There will be no repeats of the failure to notify the Administrative Division Chief about promotional and new hire payroll issues (see HR Objective-1). <em>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.</em></td>
<td>Management Team</td>
<td>In progress and ongoing. Created payroll SOG Created a monthly timecard workbook. Noticed a significant decrease in errors. Will begin using Portland Payroll Inc. starting June 1.</td>
</tr>
<tr>
<td>Financial 2</td>
<td>Research and identify finance / payroll software. 1. Obtain proposals <strong>Completed</strong> 2. Obtain funding through both budgets <strong>In progress</strong> 3. Select a vendor and sign agreement 4. Implement new system</td>
<td>Admin Div. Chief</td>
<td>In progress. Quotes have been requested for the 17/18 budget process.</td>
</tr>
<tr>
<td>Administrative 1</td>
<td>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. 2. Ensure every Admin and Management Team Member knows where to locate the files they need access to. 3. Train Supervisors</td>
<td>Admin Division Chief</td>
<td>In progress and will be ongoing. We had a delay due to a server crash.</td>
</tr>
<tr>
<td>Administrative 2</td>
<td>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. <em>(this portion completed)</em> 2. Purchase policy management software <strong>Completed</strong> 3. Assign project to an Admin Team member <strong>Assigned to Mary</strong> 4.</td>
<td>Admin Div. Chief and Fire Chief</td>
<td>In progress and will be ongoing.</td>
</tr>
</tbody>
</table>
## OBJECTIVES

| 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 | We have begun adding information to the employee portal, this will be ongoing. Delayed due to server crash and will be resuming this month. |
| Administrative 4 | Develop SOG for Accounts Receivable Process | Admin Div. Chief | In progress |
| Administrative 5 | Put employee files on confidential drives:  
1. Create folder system *(Completed)*  
2. Scan WLAD personnel files *(In Progress)*  
3. Scan SVFR personnel files  
4. Train Management Team on systems | Admin Div. Chief | In progress |
| Administrative 6 | Create a quarterly newsletter for WLAD and send to all employees and Board members electronically. | Admin Div. Chief | Will be completed in May. |
| Administrative 7 | Put training files on EMS and OPS drives  
1. Create folder system *(Completed)*  
2. Scan SVFR Documents  
3. Scan WLAD Documents *(Currently on Target Solutions)* | Admin Div. Chief | In progress |
| Administrative 8 | Put all vendor and other administrative files on the Admin drive  
1. Create folder system *(Complete)*  
2. Enter WLAD vendors *(Complete)*  
3. Enter SVFR vendors *(In progress)*  
4. Train Management Team | Admin Div. Chief | Assigned and in progress |
| Administrative 9 | Research and get bids for new copy machine at SVFR | Admin Div. Chief | Completed. New machine installed April 27th |
| Administrative 10 | Develop Purchase Order Process  
| 1. Create Policy **Completed**  
| 2. Create SOG **In progress**  
| 3. Train personnel | Admin Div. Chief | In progress |

| Human Resources 1 | Create and implement an identical employee / volunteer in processing system for both organizations.  
| 1. Create Volunteer in processing system **Complete**  
| 2. Create a new employee in processing system **In progress**  
| 3. Finalize and implement a New Member In-Processing SOG. | Management Team | SVFR volunteer tier process complete. We continue to work the bugs out. The FTE and PTE process is in progress. |

| Training 1 | Create a training schedule for the rest of the fiscal year for the Admin Team.  
| 1. Publisher training in May *(scheduling with Joleen now)*  
| 2. PDF Training in June | Admin Division Chief | Scheduled through May to include additional Word, Outlook, PDF and Publisher. |
April 24, 2017

James Langborg, Fire Chief / Director
Siuslaw Valley Fire & Rescue
2625 Highway 101 North
Florence, Oregon 97439

RE: Award for Seismic Rehabilitation Grant Program, Canary Road Fire Station Seismic Rehab

Dear James:

Congratulations! The above referenced project was chosen for funding in this round of Seismic Rehabilitation Grant awards. The project will be receiving a grant of $101,386.

The legal obligations for funding and for reimbursement of project expenses are subject to execution of a contract between your entity and the State of Oregon acting by and through the Oregon Business Development Department – Infrastructure Finance Authority.

Once the contract has been completed the necessary documents will be delivered to you for your review and signature. Funds cannot be spent for any project activity that will be using grant funding until the contract has been fully executed.

We are pleased to be able to offer this assistance to your facility and the community. Please notify us of any event celebrating your project so we can participate if possible.

We look forward to partnering with you to complete this vitally important project. If you have any questions or need any further information please contact me at gloria.zacharias@oregon.gov or by telephone at (503) 986-0132.

Sincerely,

[Signature]

Gloria Zacharias, PCED
Program and Policy Coordinator
April 24, 2017

James Langborg, Fire Chief / Director
Siuslaw Valley Fire & Rescue
2625 Highway 101 North
Florence, Oregon 97439

RE: Award for Seismic Rehabilitation Grant Program, Clear Lake Fire Station Seismic Rehab

Dear James:

Congratulations! The above referenced project was chosen for funding in this round of Seismic Rehabilitation Grant awards. The project will be receiving a grant of $181,022.

The legal obligations for funding and for reimbursement of project expenses are subject to execution of a contract between your entity and the State of Oregon acting by and through the Oregon Business Development Department – Infrastructure Finance Authority.

Once the contract has been completed the necessary documents will be delivered to you for your review and signature. Funds cannot be spent for any project activity that will be using grant funding until the contract has been fully executed.

We are pleased to be able to offer this assistance to your facility and the community. Please notify us of any event celebrating your project so we can participate if possible.

We look forward to partnering with you to complete this vitally important project. If you have any questions or need any further information please contact me at gloria.zacharias@oregon.gov or by telephone at (503) 986-0132.

Sincerely,

Gloria Zacharias, PCED
Program and Policy Coordinator
April 24, 2017

James Langborg, Fire Chief / Director
Siouxsaw Valley Fire & Rescue
2625 Highway 101 North
 Florence, Oregon 97439

RE: Award for Seismic Rehabilitation Grant Program, District Ambulance Station Seismic Rehab

Dear James:

Congratulations! The above referenced project was chosen for funding in this round of Seismic Rehabilitation Grant awards. The project will be receiving a grant of $139,274.

The legal obligations for funding and for reimbursement of project expenses are subject to execution of a contract between your entity and the State of Oregon acting by and through the Oregon Business Development Department – Infrastructure Finance Authority.

Once the contract has been completed the necessary documents will be delivered to you for your review and signature. Funds cannot be spent for any project activity that will be using grant funding until the contract has been fully executed.

We are pleased to be able to offer this assistance to your facility and the community. Please notify us of any event celebrating your project so we can participate if possible.

We look forward to partnering with you to complete this vitally important project. If you have any questions or need any further information please contact me at gloria.zacharias@oregon.gov or by telephone at (503) 986-0132.

Sincerely,

Gloria Zacharias, PCED
Program and Policy Coordinator
April 24, 2017

James Langbcrg, Fire Chief / Director
Siuslaw Valley Fire & Rescue
2625 Highway 101 North
Florence, Oregon 97439

RE: Award for Seismic Rehabilitation Grant Program, North Fork Fire Station Seismic Rehab

Dear James:

Congratulations! The above referenced project was chosen for funding in this round of Seismic Rehabilitation Grant awards. The project will be receiving a grant of $177,139.

The legal obligations for funding and for reimbursement of project expenses are subject to execution of a contract between your entity and the State of Oregon acting by and through the Oregon Business Development Department – Infrastructure Finance Authority.

Once the contract has been completed the necessary documents will be delivered to you for your review and signature. Funds cannot be spent for any project activity that will be using grant funding until the contract has been fully executed.

We are pleased to be able to offer this assistance to your facility and the community. Please notify us of any event celebrating your project so we can participate if possible.

We look forward to partnering with you to complete this vitally important project. If you have any questions or need any further information please contact me at gloria.zacharias@oregon.gov or by telephone at (503) 986-0132.

Sincerely,

Gloria Zacharias
Program and Policy Coordinator
April 24, 2017

James Langborg, Fire Chief / Director
Siuslaw Valley Fire & Rescue
2625 Highway 101 North
Florence, Oregon 97439

RE: Award for Seismic Rehabilitation Grant Program, Sutton Fire Station Seismic Rehab

Dear James:

Congratulations! The above referenced project was chosen for funding in this round of Seismic Rehabilitation Grant awards. The project will be receiving a grant of $130,734.

The legal obligations for funding and for reimbursement of project expenses are subject to execution of a contract between your entity and the State of Oregon acting by and through the Oregon Business Development Department – Infrastructure Finance Authority.

Once the contract has been completed the necessary documents will be delivered to you for your review and signature. Funds cannot be spent for any project activity that will be using grant funding until the contract has been fully executed.

We are pleased to be able to offer this assistance to your facility and the community. Please notify us of any event celebrating your project so we can participate if possible.

We look forward to partnering with you to complete this vitally important project. If you have any questions or need any further information please contact me at gloria.zacharias@oregon.gov or by telephone at (503) 986-0132.

Sincerely,

Gloria Zacharias, PCED
Program and Policy Coordinator
Informational sheet regarding Recruitment and Retention (R&R) Coordinator Efforts.

For Board of Directors Meeting on 17 May 2017

- Recruitment: Looking at 8 possible recruits.
  o One has turned in his application
- Next Academy scheduled for 7 Jul 17 (2017-2)
- Graduation Ceremony: 4/25/17. The entire upstairs was filled and all the food purchased for this was eaten. Only one could not attend as he was at a Coast Guard assignment (Justine)
- Attended the Cheers for Volunteers Florence Area Community Coalition Event
- Attending the Oregon Fire Corps May 12th to 13th Fire/EMS Support Auxiliaries Conference in Sisters, OR.
- Filling in and doing Day Crew assignments
- Taking part in Day Drills and Simulators
- Assisted in building a Forced Entry training door
- Helped to make an Entry practice door at Station 4
- Continuing to tweak the Tier 3 processed
- Swisshome Chief Lindsey told me he was now more actively involved in his department due to our interest in his department now. He’s now more into emails as I’ve been sending him weekly updates.
- Time Devoted to Mapleton FD and Swisshome FD for Turnouts and Training with all involved SFVR personnel @ 21.75 hours for May 2017:
  o Swisshome/Deadwood FD: 6 SVFR Personnel for 16.5 hours
  o Mapleton FD: 3 SVFR Personnel for 4.75 hours
  o Upper Deadwood FD: 1 SVFR Personnel for .5 Hours
- Went to Mapleton and got the Turnout sizes they needed
- Went to Swisshome and they had 15 Volunteers for their Tuesday night drill!
  o Getting Up-River Academy numbers
  o Assisted with a Deadwood FD Tuesday night Training Event
- Various Calls for the department
  o Siuslaw News 10 May submission (Atch’d)
- Social Media. Continuing lots of info on our Media Blast
- Concentrating on finishing Target Solution Assignments
- Checked on latest EMT Basic class with Derek of WLA 1st available signup is on 1 Jun 17
  o 2 Other classes were cancelled
- Various Calls

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

Siuslaw News submission for 10 May 2017

What is an Initial Response?
What happens when firefighters are initially dispatched to a house fire? For simplicity, let’s just focus on two of the participants, the Duty Chief (DC) and an Engine Company from Station 2 (E2) with six firefighters responding to a bedroom fire on Kingwood Street.

As turnouts are donned or E2 is already rolling out of the fire station, the DC radios observations made from the scene, also known as a “size-up.” From this information, the E2 officer assigns personnel to teams and gives assignments based on the situation. In this case, the dispatcher alerts responders to a pet Chihuahua that is unaccounted for.

Meanwhile, the DC converts into the Incident Commander (IC), who then ensures no one is inside while performing a 360-check — a complete walk around the exterior of the structure. During the 360, the IC looks for hazards like propane tanks, animals, dangerous footing, downed power lines or anything which could harm unaware firefighters.

During his size-up, the IC is also strategizing where to stage rigs, where water supplies are located, and what other agencies might be needed. As E2 arrives, it goes right into offense mode. Hoses are pulled by Team 2 and charged with water from the engine. Meanwhile, Team 1 prepares to enter the structure by: 1) "Breathing air" from their SCBAs (Self Contained Breathing Apparatus), 2) Buddy-checking each other to ensure no areas of their skin could be exposed to the intense heat they will face inside, 3) "bleeding off" any extra air from the hose line before entering the structure.

At that point, Team 1 checks the door for temperature, slowly opens it and waits about 10 seconds before entering in order to guard against a potential “flashover” due to the introduction of extra oxygen through the doorway.

The team enters, often forced to feel its way through the structure due to limited visibility caused by thick smoke. Upon hearing crackling noises, heat becomes prevalent and there’s a slight glow from the bedroom. Now, Team 1 cranks open the nozzle towards the base of the fire with a steady stream of water.

Once they have “knockdown” of the fire, Team 1 alerts the IC.

To remove lingering smoke, ventilation is called for, generally by utilizing a large fan in the main doorway to blow smoke out another door or window.

Oftentimes, a Thermal Imaging Camera (TIC) is used at this point to locate any lingering hot spots that could flare up again inside of walls, ceilings or floors. The TIC can also be used to detect heat signatures of people, children and animals who may be in hiding or unconscious.

Immediately, Team 1 goes into search mode as the IC alerts them the dog is still unaccounted for. Their searching picks up a heat signature in a back-corner room. The lead firefighter radios the IC that they are exiting the house with the dog. Upon exiting, a team grabs the dog and immediately starts CPR on it while administering oxygen as the anxious family helplessly watches.

Team 2 then goes into secondary search mode and looks for hot spots.

In this case, there’s a happy ending as the Chihuahua starts coming around. The owners take him to their local vet while fire crews continue their overhaul of the home to assure the fire completely out.

Prepared by:
Pete “Boa” Warren, FF, SVFR
Recruitment and Retention Coordinator
Monthly Update of Day Crew/Logistics
For the SVFR Board of Directors Meeting for the Month of May

- Bay doors for Station 2 have been ordered and should be here around the end of May.
- The apron repair work at Station 5 is scheduled to start sometime around the end of May / beginning of June.
- PJ and Tony attended a Scott Air Pack “Specialist Technician” training and both were certified to repair and test our SCBA packs.
- We conducted annual hose testing of wildland apparatus prior to the upcoming wildland fire season: Both Quick Attacks and Water Tender 1 and 2 for a total of 5,800 feet of hose.
- Started work on replacing siding on the south/west wall of station 7.
- Andy, PJ, and Tony assisted with the recruit academy for a combined total of 70 hours.
- Andy and PJ attended a 2 day DPSST Incident Safety Officer Training in Salem.
- PJ and Tony started annual Flow Testing of all department SCBA (Air Packs).
- Andy completed the 50 hours of the online training for “Blue Card” Incident command training, and is waiting to attend the 3 day certification.

Prepared By:
Andy Gray
SVFR Senior Captain
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**Grand Total:** 312.00  306  296.50  608.50  306
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From 04/01/17 To 05/01/17
Report Printed On: 05/01/2017

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### SIUSLAW VALLEY FIRE AND RESCUE
#### May 2017 TRAINING/ACTIVITY SCHEDULE

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**Target Solutions/ Sexual Harassment/ Medical, Ethical, and Legal**
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**Target Solutions/ Sexual Harassment/ Medical, Ethical, and Legal**
Finance/HR
Attachments
Correspondence
Fyi thanks for the letter format.

From: Eva O'Neill [mailto:eoneillfctaw@gmail.com]
Sent: Friday, April 28, 2017 12:41 PM
To: James Dickerson <James@svfr.org>
Subject: Certification form for Lane County

Dear Jim,

Thank you. I can't believe how professional and responsive you were in responding to my request to verify the parcel on Collard Loop! I have to say I am "wowed."
Can you shoot me an email and send me a hard copy? My address is 969 Kaylee Avenue, Junction City OR 97448.

Thank you again,

Eva O'Neill
Additional Attachments Section
Siuslaw Valley Fire and Rescue

PROPOSAL FOR FINANCIAL AUDIT SERVICES

EFFECTIVE FOR FISCAL YEARS ENDING JUNE 30, 2017-2020

April 21, 2017
PROPOSAL FOR FINANCIAL AUDIT SERVICES

TABLE OF CONTENTS

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<tr>
<td>APPENDIX B - References</td>
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<td>APPENDIX C - Peer Review Report</td>
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<td>APPENDIX D - Licensee Information</td>
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</table>
Letter of Transmittal

April 21, 2017

Jim Langborg, Fire Chief
and Board of Directors
Siuslaw Valley Fire and Rescue
2625 Highway 101 North
Florence, OR 97439-9702

Dear Chief Langborg and Board,

Chris Mahr + Associates | CPAs is pleased to submit our proposal for audit services for the Siuslaw Valley Fire And Rescue (the District). The proposal encompasses an audit of the financial statements for the year ending June 30, 2017, and the subsequent three fiscal years.

The objective of an audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of any supplementary information when considered in relation to the financial statements as a whole. Our proposed audit services would be conducted in accordance with auditing standards generally accepted in the United States of America and the Minimum Standards for Audits of Oregon Municipal Corporations. Our audit would include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions.

The services to be performed under this proposal shall include the annual financial audit of the District’s financial records, assistance with and/or the preparation of the annual financial statements and filing applicable audit filings with the State of Oregon, presentation of the audit report to the Board of Directors, as well as providing written recommendations to management. As part of our audit services, we also are available to provide assistance to District staff on various accounting and reporting issues and questions throughout the fiscal year. This time may include telephone, email or on-site as may be appropriate.

Our firm is committed to providing quality services to your organization and going beyond the audit process to make realistic recommendations to assist your organization.

Sincerely,

Chris Mahr, Principal
PROPOSAL
WHY OUR FIRM IS THE BEST CHOICE FOR THE DISTRICT

Personal Service
We are an accounting firm committed to building close relationships with our clients. This is best accomplished by introducing you to a member of our team that will be with you from the initial year and continue for several years beyond. Because we are a smaller local firm, you can be assured that you will receive personal service and direct access to our municipal accounting knowledge and expertise. We would truly enjoy working with the staff of Siuslaw Valley Fire and Rescue (the District) and contributing to the District’s financial health through observations and recommendations.

Experience
Our experience is extensive and our commitment to staying current to accounting and auditing issues is part of the core of our practice. Chris Mahr is the sole principal for Chris Mahr + Associates | CPAs and the firm currently employs three professionals with extensive audit and accounting experience including two local rural fire districts akin to your organization. Our firm specializes in governmental and nonprofit audits. As a result, we keep abreast of new governmental accounting standards and have a thorough understanding of the State of Oregon Administrative Rules and Oregon Revised Statutes and applicable federal and state compliance requirements. Ongoing education of substance enhances the existing skills and knowledge of our staff. Chris Mahr, Sandy Freeman and LeeAnn Nelson are licensed State of Oregon Municipal Auditors. Because of our extensive audit experience and our specific audit experience with local rural fire districts, we feel uniquely qualified to give the highest level of service to the District.

Proactive
We are available year round. In fact, many of our clients contact us throughout the year. We welcome your questions and input during the year as new types of transactions or circumstances arise. Our goal is to support you in making sound decisions by providing high-level strategic advice in a timely manner. The audit report is only a portion of what we would provide to you. We strive to find recommendations for you to enhance your accounting processes and controls. We want you to have access to best practices regarding accounting controls and fiscal responsibility which are in our toolbox.

Based on the aggregate of our experience and our current licenses, we believe we are exceptionally qualified to perform the engagement services encompassed in the District’s request for proposal for auditing services.
PROPOSAL FOR AUDIT SERVICES

FIRM BACKGROUND, EXPERIENCE AND ELIGIBILITY

Chris Mahr + Associates | CPAs is registered with the Oregon Board of Accountancy under firm number 1794. Chris Mahr, as the accounting principal, would supervise the overall engagement and is the primary contact person. Our contact information is:

805 SW Industrial Way, Bend, OR 97702
541-647-2104

Chris Mahr + Associates | CPAs was established in 2011 by Chris Mahr. Mr. Mahr has been a CPA in Central Oregon for over 20 years and was a partner in a local firm for seven years before establishing his own practice nearly 6 years ago. He has spent his career serving clientele of medium and small-sized municipalities, non-profit organizations and commercial entities. We are a full-service public accounting firm that provides not only auditing services which include uniform grant guidance audits (formerly known as single audits), but also other attestation and accounting services, tax consulting and tax preparation services, and management advisory services.

Our goal is to support you in making sound decisions by providing high-level strategic advice in a timely manner. We are independent with respect to Siuslaw Valley Fire and Rescue District. As a matter of policy, we annually evaluate our independence with respect to the independence rules, regulations, interpretations and rulings set forth by the AICPA, the Oregon State Board of Accountancy, and the US General Accounting Office's Government Auditing Standards.

Continuing education receives significant emphasis in our practice. We attend conferences and classes that identify issues faced by governmental and non-profit entities throughout the nation and methods being used to meet challenges. In addition, we focus on issues that face organizations in the State of Oregon. We value the importance of community by personally engaging in the community through participation in activities, events and leadership on boards.

MUNICIPAL AUDIT EXPERIENCE

Currently we have four municipal audit engagements: Deschutes Rural Fire Protection District #2, Western Lane Ambulance District, Jefferson County Fire District and Siuslaw Public Library District. We believe that our audit experience with other rural fire districts makes us uniquely qualified to work with Siuslaw Valley Fire and Rescue. In addition, we have previously worked with other municipal entities that include cities and special districts.
PROPOSAL FOR AUDIT SERVICES

MUNICIPAL AUDIT EXPERIENCE - continued

As a newer firm, we continue to build our practice on a selective basis, which include audits of municipalities and non-profits who value or expertise and depth of service. Prior to establishing the firm in 2011, Mr. Mahr developed a successful audit practice for his previous firm that included several municipal audit engagements which he served for over 15 years. We believe that our most recent appointments as auditors are a direct reflection of our depth of knowledge, our thorough audit work and the recommendations we have made to the management and board of audit organizations that we have worked with previously. Combined, our audit team has spent over 40 years of our career auditing Oregon municipalities of various types and sizes, and approximately 50 years performing governmental audits.

We have provided specific reference contact information in Appendix B. Please feel free to contact any of these references regarding the quality and delivery of our services. Included in the references are three public bodies, Deschutes County Rural Fire Protection District #2, Jefferson County Rural Fire Protection District #1 and Siuslaw Public Library District, which the firm has provided Oregon Municipal Audit services within the last three years. We have also included as references not-for-profit clients for which we have provided auditing services since the firm was established in 2011.

STAFF ASSIGNMENTS

We actively manage our audit practice, through project and staff scheduling, so that we may comfortably meet your deadlines. We believe that providing continuity in staff assigned to an engagement results in a higher level of service and a more efficient audit. Therefore, we anticipate that the staff you work with initially will be the same as in the second and third year of the audit engagement. Detailed information, education and professional profiles for staff are included in Appendix A. Summary information on the staff follows:

- Chris Mahr, CPA is a licensed Oregon Municipal Auditor and would serve as the engagement partner and supervise the overall engagement. His expertise includes government, non-profit and private company audits of various sizes and includes audits of municipalities who prepare CAFRs. Throughout his career of more than 20 years, he has directed the planning, fieldwork and audit of several engagements for various types of municipal, non-profit and commercial entities ranging in size of annual budgets from $300,000 to over $100 million. Mr. Mahr is a licensed municipal auditor in the state of Oregon and meets all the requirements for audits of state and local governments, non-profit organizations including those subject to Oregon Minimum Standards for Audits of Oregon Municipal Corporations, Government Auditing Standards and the Uniform Guidance.
PROPOSAL FOR AUDIT SERVICES

STAFF ASSIGNMENTS - continued

❖ Sandy Freeman provide audit services as the manager of the audit. Her role would include planning the audit and detailed review of audit work papers and assisting with the drafting of audit reports. Ms. Freeman is a qualified Certified Public Accountant and a licensed Oregon Municipal Auditor. She has invested over ten years performing audits for various entities and organizations, including those subject to Oregon Minimum Standards for Audits of Oregon Municipal Corporations, Government Auditing Standards and the Uniform Guidance.

❖ LeeAnn Nelson would provide detailed audit services. Here role as senior auditor/manager would include auditing detail transactions, report drafting and assistance to management with accounting and financial reporting questions as they arise from time to time. Ms. Nelson has over 8 years audit experience with both local government and non-profit organizations. LeeAnn is a qualified Certified Public Accountant and a licensed Oregon Municipal Auditor.

AUDIT APPROACH AND PLAN

❖ General - Audit Services

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, an audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. An audit team plans and performs the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

As part of our audit approach, we evaluate and determine the applicable laws and regulations that the audit organization must comply. There are three general areas where we may test compliance with laws and regulations as they are applicable to your entity: reporting on Oregon State regulations, grant agreement compliance and disclosure requirements per the Oregon Minimum Standards for Audits of Oregon Municipal Corporations.
PROPOSAL FOR AUDIT SERVICES

AUDIT APPROACH AND PLAN - continued

We use the Oregon Administrative Regulation Section 162-10, Minimum Standards for Audits of Oregon Municipal Corporations, as an outline for testing the required areas of compliance with Oregon statues such as indebtedness limitations, budget adoption and reporting, insurance coverage, public contracts and purchasing. We specifically look at a sample of procurements which occurred during the year under audit.

❖ Audit Procedures

We conduct an audit in three phases: planning, field work and completion. For the first year of the audit, we would perform additional procedures to gain a critical understanding of your systems and an acceptable level of assurance with respect to opening account balances.

❖ Planning

Planning involves obtaining an understanding of your organization, your systems and controls, the nature and type of transactions and accounts within your organization. Another critical part of planning is to identify and consider the applicable accounting standards and compliance regulations and requirements for your District. Our initial planning and risk assessment work determines the nature, timing, type and extent of work we would perform in the detailed areas of the District’s accounting records. Discussions with District staff regarding expectations for activity for the past year coupled with a good preliminary analytical review often flushes out critical and complex areas for focused audit efforts.

During planning, we also coordinate the preparation of audit confirmations and schedules to be prepared by your staff. We request the trial balance and a backup file of your QuickBooks data to assist us with preparation of work papers and the design of specific audit procedures to be used in the fieldwork phase. Most of our clients use QuickBooks and we have extensive knowledge and experience working with QuickBooks in addition to other computerized bookkeeping systems. We have also worked with clients that use Caselle accounting software, which is commonly used by municipalities in the State of Oregon. Should the District move from QuickBooks software to Caselle, we believe our experience with that software enables us to audit the accounting data.

The planning phase is done primarily in our offices with phone and email interaction with District staff. In the first year, we would require additional time to conduct interviews to help us gain a solid understanding of the District’s activities and systems.
AUDIT APPROACH AND PLAN - continued

- Fieldwork

Fieldwork involves the testing of key account balances and transactions as well as “walking through” your significant control systems. We test account balances and transactions using a variety of methods: confirmation, vouching to supporting documents, analytical review, comparing calculated expected balances to actual, inquiry and observation.

We also review your processes and internal controls by doing “walk throughs” of several transactions to gain further understanding. A “walk through” involves following a transaction from origination to completed entry in the general ledger.

This allows us to take a close look at the underlying internal controls for significant transaction types. We document the controls by objective and identify the underlying assertions such as completeness, existence, and classification. Additionally, we would observe and document the overall controls of the District. This process along with our assessment of internal controls is generally conducted at the beginning of field work. We consider the results of this work when determining specific substantive procedures.

In the case of the District, we would confirm cash, any investments, and property tax revenues/receivables. Confirmation of any material receivables is a required audit step. Analytical reviews often isolate areas for further auditing procedures. Cutoff and classification work is done based on a review of the detail, possibly a judgementally selected sample and/or use of a scope. These are some approaches and methods we would use during fieldwork to test account balances and transactions and are not all inclusive of our complete audit procedures. As your auditor, we generally do not disclose all of our specific audit procedures for two reasons: 1) our initial assessment and expectations may be different than the actual conditions and results; and 2) to incorporate an element of unpredictability to our audit procedures.

We conduct on-site fieldwork within a condensed time period. By keeping our on-site time condensed, we have found efficiencies are gained for our team, while also minimizing interruptions to your staff. As mentioned earlier, we also find it helpful to provide your staff with a list of information and schedules to prepare in advance of us arriving for fieldwork. Receiving this information coupled with a strong risk assessment analysis helps identify the critical areas where we will direct our audit focus and, as a result, provide a more effective and efficient audit. During fieldwork, an internet connection is essential. We would conduct our on-site field work over approximately two to three days. A maximum of two staff would be at your office during that time. At the end of fieldwork, we would have an exit conference with the Fire Chief and appropriate staff to discuss any potential adjustments and recommendations.
PROPOSAL FOR AUDIT SERVICES

AUDIT APPROACH AND PLAN - continued

❖ Completion

This is the process where we analyze and review the results of our audit procedures and compare them to our expectations. Final analytical procedures are applied to financial information to confirm that we have appropriately addressed all material items reported in the District’s financial statements. It is also when we summarize the results to the financial statements, and prepare our reports and applicable letters. As part of our completion procedures, we provide information on any areas where we believe improvements can be made to your Organization, which may include letters to the board and a management letter.

Our completion procedures are generally done at our offices and involve a review process and assembly of the final product. This includes providing proposed adjusting journal entries, drafting the financial statements including supplementary information and schedules, and preparing applicable audit reports and letters.

Before finalizing the documents, we would provide a draft of the financial statements and our reports to the Fire Chief for review and to coordinate the inclusion of the Management Discussion and Analysis and any other applicable supplementary information prepared by management. We would provide a template for your use in drafting the Management Discussion and Analysis. We would also review any comments or findings regarding compliance with local budget law and state compliance requirements, as well as any management letter comments with the Fire Chief. Finally, we would provide any audit adjustments and answer any questions that may arise when you are posting such entries to your records.

AUDIT TIMING

We fully anticipate meeting your timeline. The only contingency which could affect this is your readiness for the audit. We propose the following schedule:

❖ July/August - Planning and interim work would commence include phone and email interaction with your staff.

❖ Late September to Mid October - The primary audit fieldwork would commence after District staff have completed and closed the accounting records for the fiscal year under audit. We anticipate this would occur by mid-September, which would permit us to conduct the fieldwork during the months of September or October. Upon completion of our on-site field work, we would engage in an exit conference with the Chief and appropriate staff to discuss preliminary audit adjustments, audit findings and recommendations.
PROPOSAL FOR AUDIT SERVICES

AUDIT TIMING - continued

- November/December - We would complete our work, provide draft financial statements for management’s review and finalize the financials. By no later than December 31, we would provide audit adjusting entries, a final copy of the financial statements and our reports to the State of Oregon to comply with state statutes.

- We would be available to present the financial statements and our reports to the Fire Chief and Board of Directors no later than the January 2018 board meeting.

FEE PROPOSAL

Our annual costs for your requested audit services are based upon our standard municipal hourly rates and estimated hours to complete the engagement. Our fee for the subsequent years is adjusted for inflation and anticipated cost increases to our firm.

The estimated fees are based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances would not be encountered during the work performed. If significant additional time is necessary, we would discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Based upon our initial analysis and review of the District’s financial and budget information and the applicable compliance requirements, our proposed audit fees, are set forth below:

| Audit fee for fiscal year ending June 30, 2017 | $ 10,300 |
| Audit fee for fiscal year ending June 30, 2018 | $ 10,600 |
| Audit fee for fiscal year ending June 30, 2019 | $ 10,900 |
| Audit fee for fiscal year ending June 30, 2020 | $ 11,200 |

The above fee includes travel related costs, printing costs and copying. We estimate spending approximately 125 hours from planning to Board presentation. This estimate includes 30 hours of partner time, 50 hours of manager time and 45 hours of senior/junior staff time. The first year generally involves additional time for required procedures related to prior account balances and review of prior year board action that may affect the entity in the current year under audit. Any additional time incurred for these required procedures is not billed to the District. Rather, this is an investment by our firm in acquiring the engagement.
PROPOSAL FOR AUDIT SERVICES

FEE PROPOSAL - continued

Our municipal audit rates are set at discounted rates, which are reflected in the above fee proposal. Our rates factor a cost for travel and incidentals. Therefore, the proposed fee includes any incurred costs for travel, per diem, telephone and other incidental expenses. We do not anticipate there would be any increase to the above fees unless we were engaged to provide additional services outside the scope of the audit. For example, in the unlikely event that account balances were not properly transferred between the two systems, additional time may be required that may be considered beyond the scope of the audit. However, in such a case or another unique situation were to occur in any audit year, we would discuss it with you and provide a fee estimate for the additional services to be agreed upon by both parties.

FEES FOR OTHER SERVICES

We welcome contact from you throughout the year. This enables us to proactively provide service and advice to your Organization. Therefore, we won’t bill you for phone calls, emails or other general inquiries. In the event that these lead to additional services beyond the scope of the audit, we would discuss it with you and establish, in writing, a separate engagement that would be billed at our standard hourly rates for any additional services provided.

Our fees for additional services are normally based on the amount of time required at standard billing rates plus out-of-pocket expenses, unless a different agreement is reached. Our standard hourly rates range from $95 to $200 per hour depending on the team member.

PEER REVIEW

We participate in the required peer review program as administered by the AICPA through the Oregon Society of CPAs. Since our inception in 2011, we have undergone two peer reviews. The three ratings for peer review reports are: pass, pass with deficiencies or fail. We received a peer review report rating of “pass” for both peer reviews. A report with a pass rating is issued when the reviewer concludes that nothing came to their attention that caused them to believe that the engagements submitted for review were not performed and reported on in conformity with applicable professional standards in all material respects. Please refer to Appendix C for our most recent peer review report.

Thank you for your time and consideration of our proposal to provide auditing services to Siuslaw Valley Fire and Rescue.
CHRISTOPHER L MAHR, CPA

Chris Mahr has served in public accounting since 1989. Chris is a licensed Certified Public Accountant and Municipal Auditor in the State of Oregon. In 1991, he graduated Cum Laude from Humboldt State University with a Bachelor of Science in Business Administration/Accounting.

Chris began his career in Northern California with a local accounting firm that specialized in serving closely held businesses and local municipal governments. He relocated to Central Oregon in 1993 providing professional services to individuals, closely held businesses, municipalities and non-profit organizations. Mr. Mahr was the audit partner for a large central Oregon firm for nearly seven years before establishing Chris Mahr + Associates | CPAs in 2011.

Throughout his career, he has directed the audits of various commercial businesses, municipalities and non-profit organizations with budgets in excess of $100 million and over 1,000 employees. His extensive experience includes audits of organizations subject to the Minimum Standards of Oregon Municipal Corporations, the Government Accounting Office and A-133 Single Audits. He also has assisted municipal audit clients with the preparation of their Comprehensive Annual Financial Report (CAFR). In the past, he has assisted special districts and local governments in the areas of finance and budget, government regulation and other special projects that have enabled management and governing bodies to make key strategic decisions.

His other areas of expertise include tax planning, accounting and financial consulting for businesses and high net worth individuals. He enjoys working with closely held business owners and their families plan for retirement, education funding and business succession. His experience includes assisting business owners develop strategies to capitalize their companies and evaluate purchase or sale strategies of business interests.

Chris is a member of the American Institute of Certified Public Accountants and the Oregon Society of Certified Public Accountants. He has served as a committee member for various non-profit organizations and currently serves on the Board of Directors for Deschutes Children’s Foundation and is a founding member of central Oregon’s Junior Golf Performance Academy. When he is not crunching numbers, he spends time with his family and enjoying outdoor activities.
SANDRA FREEMAN, CPA

Sandy Freeman has danced with numbers as a Certified Public Accountant, in public accounting for twelve years and has been in the accounting profession for over seventeen years. She graduated Summa Cum Laude from St. Cloud State University, Minnesota with a Bachelor of Science in Marketing and General Business and received accounting and law education from the University of New Mexico. She passed the CPA exam, upon completion of that education.

Sandy began her career in public accounting in Albuquerque, New Mexico. She worked for five years with KPMG, LLP, an international accounting firm, as a member of their audit group. One of her first audit assignments was auditing a large tribal government. Upon moving to Central Oregon, Sandy worked for a local governmental organization that provides affordable housing options in the roles of Finance Director, Asset Manager and Development Director for a total of seven years. She has worked with local public accounting firms in central Oregon since 2008 and since it’s establishment, she has been an integral part of the firm of Chris Mahr + Associates | CPAs.

Sandy has a strong background as an auditor and has worked with a variety of clients including governmental organizations nonprofit foundations, private and publicly-traded for-profit entities, financial institutions and healthcare. Her extensive experience includes audits of organizations subject to the Minimum Standards of Oregon Municipal Corporations, the Government Accounting Office and A-133 Single Audits. She also has experience working within a municipal corporation in the areas of finance, bond/debt issuance, grant application/management and affordable housing development. Sandy draws on this broad base of experience in assisting and auditing clients.

Sandy is licensed as a Certified Public Accountant in the State of Oregon and also has an Oregon Municipal Auditor license. She is a member of the American Institute of Certified Public Accountants and Oregon Society of Certified Public Accountants. She currently serves on the Deschutes Public Library Foundation board as the Treasurer. She has volunteered as a financial literacy teacher and Site Council Member for the Tumalo Community School in 2007 and 2004-2006, respectively.

When not on the audit trail, she may be found with family and friends. She relishes hikes, haikus and dancing - with or without numbers.
LeeAnn Nelson joined Chris Mahr + Associates in 2017. She graduated from Oregon State University in 2003 with a degree in business administration. Upon graduation she moved to Portland where she worked in administrative and bookkeeping positions for a printing company. In 2007 she relocated to Bend and completed her post baccalaureate education in accounting. In 2008, she began her career in public accounting where she worked for a Central Oregon CPA firm for nearly 8 years developing expertise in auditing municipal governments and non-profit organizations. She took that knowledge to a local home builder and served as their controller prior to returning to public accounting as the tax manager for Chris Mahr + Associates.

In her previous position at a local CPA firm, LeeAnn was responsible for planning and performing the audits for several local governments and non-profits. Her extensive experience includes audits of organizations subject to the Minimum Standards of Oregon Municipal Corporations, the Government Accounting Office and A-133 Single Audits. In addition to her extensive audit experience, LeeAnn has experience assisting and advising individuals and small businesses with tax and accounting matters including preparation of financial statements. LeeAnn holds an Oregon Municipal Auditor license and is a member of the American Institute of Certified Public Accountants.

Outside of the accounting world, LeeAnn enjoys spending time with her family.
REFERENCES

Current governmental clients:

Deschutes County Rural Fire Protection District #2
Tom Fay, Administrative Manager
1212 SW Simpson Ave.
Bend, OR 97702
541.318.0459
mgr@dcrfpd2.com

Jefferson County Rural Fire Protection District No. 1
Brian Huff, Fire Chief
765 SE 5th Street
Madras, OR 97741
541.475.7274
bhuff@jcfds-1.org

Siouxsie Public Library District
Megan Spencer, Library Director
1460 9th Street
Florence, OR 97439
541.997.3132 x211
meg@siouxsieplibrary.org

Current non-profit audit clients:

Upper Deschutes Watershed Council
Ryan Houston, Executive Director
700 NW Hill Street, Ste 1
Bend, OR 97703
541.382.6103 Ext. 32
rhouston@restorthisdeschutes.org

Deschutes River Conservancy
Bill Caram, Finance Director
700 NW Hill Street
Bend, OR 97703
541.382.4077 Ext. 12
bill@deschutesriver.org
System Review Report

May 5, 2016

To the Shareholder of
Chris Mahr, CPA, PC
and the Peer Review Committee of the Oregon Society of CPA

We have reviewed the system of quality control for the auditing and accounting practice of Chris Mahr, CPA, PC (the firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an engagement performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of Chris Mahr, CPA, PC in effect for the year ended June 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Chris Mahr, CPA, PC has received a peer review rating of pass.

Wall & Wall, P.C., Certified Public Accountants
CONFIRMATION OF FIRM REGISTRATION

CHRIS MAHR CPA PC dba CHRIS MAHR & ASSOCIATES CPAS is registered in the State of Oregon by the Board of Accountancy to practice public accountancy.

FIRM NUMBER: 1794

REGISTERED TO PRACTICE AS: PC

VALID UNTIL DECEMBER 31, 2017

Board rules require that you display this letter of registration issued by the Board in a conspicuous place at the principal office of the firm.
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<td>7619</td>
<td>ACTIVE</td>
<td>CPA</td>
<td>Christopher Mahr</td>
<td>15 SW COLORADO AVE STE 120</td>
<td>2/14/1994</td>
<td>6/30/2017</td>
<td>CHRIS MAHR CPA PC dba CHRIS MAHR &amp; ASSOCIATES CPAS</td>
<td>1172</td>
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<td>7066</td>
<td>ACTIVE</td>
<td>CPA</td>
<td>Sandra Freeman</td>
<td>2624 NE CORDATA PLACE</td>
<td>6/29/1992</td>
<td>6/30/2018</td>
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<td>ACTIVE</td>
<td>CPA</td>
<td>Leeann Nelson</td>
<td>805 SW INDUSTRIAL WY #1</td>
<td>1/30/2014</td>
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April 18, 2017

Jim Langborg, Chief
Siuslaw Valley Fire and Rescue
2625 Highway 101 North
Florence, Oregon 97439

Proposal for Audit Services - Transmittal Letter

This proposal for audit services is submitted in response to the request for proposal for an annual audit of the financial statements of the Siuslaw Valley Fire and Rescue for the fiscal year ending June 30, 2017 and the successive three years ending June 30, 2018, 2019 and 2020.

I understand that my audits are to be done in accordance with auditing standards generally accepted in the United States of America adopted by the American Institute of Certified Public Accountants; generally accepted governmental auditing standards (GAGAS); the United States General Accounting Office Government Auditing Standards, as promulgated by the Comptroller General of the United States (also known as Standards for Audit of Governmental Organizations, Programs, Activities, and Functions) and the provisions of Audits of States, Local Governments and Non-Profit Organizations. Further, I understand that the audits will be performed in accordance with the terms and conditions discussed in the request for proposal.

As a result of the audits, I plan to issue all of the reports and schedules required by these standards and provisions within the time frame stated in the request for proposal.

I believe we are a team of highly trained and experienced auditors able to provide economical and efficient services to the Siuslaw Valley Fire and Rescue of Florence, Oregon. We have extensive experience with fire districts, including audits of federal financial assistance.

I look forward to continuing to provide services to you as auditor of the Siuslaw Valley Fire and Rescue of Florence, Oregon.

Sincerely,

[Signature]

Richard Maxwell, Owner
for Richard Maxwell CPA LLC
Summary Audit Proposal
For Siuslaw Valley Fire and Rescue
For the year ended June 30, 2017 and the optional three years of June 30, 2018, 2019 and 2020

Richard Maxwell CPA LLC is independent with respect to Siuslaw Valley Fire and Rescue as defined by the U.S. generally accepted auditing standards. My firm is a firm of certified public accountants licensed with the Oregon State Board of Accountancy to conduct municipal and nonprofit audits in accordance with ORS requirements. We are a local firm that conducts municipal and nonprofit audits throughout the State of Oregon. My firm consists of one office located at 1600 Valley River Drive, Suite 370, Eugene, Oregon, 97401.

I support the quality control standards of the AICPA and successfully completed my most recent peer review on November 26, 2014. The review included specific municipal engagements. No disciplinary action has been taken or is pending against the firm.

We performed audit services for the following comparable entities in the preceding five-year period:

Siuslaw Valley Fire and Rescue
2625 Highway 101 North
Florence, Oregon 97439
Contact: Julie Brown
541-997-3212

Siuslaw Public Library District
1460 9th Street
Florence, Oregon 97439
Contact: Stephen Skidmore (I have not worked with Meg Spencer and cannot use her as a reference)
541-997-3132

Western Lane Ambulance District
PO Box 2690
Florence, Oregon 97439
Contact: Brian Burrigh
541-997-9614

The staff assigned to this audit will be Richard Maxwell CPA, MBA as audit partner. Other staff may be called upon if necessary. None of my staff has had a complaint filed with the State Board of Accountancy or any other regulatory authority.

Proposer’s Approach to the Audit

1. Specific audit approach - My firm uses computers extensively in planning, conducting, and concluding audits. All of the individuals on the audit staff utilize laptop computers.
   Computer applications regularly employed include:
   - Audit program generation
   - Trial balancing, including automatic generation of lead schedules
   - Creating complex or ongoing work papers
   - Sample planning, selection, and evaluation
   - Analytical procedures
• Reporting

We believe that a highly-integrated, computer-based process enables us to generate efficiencies in all phases of the audit and provides a solid baseline for future audits.

Wherever possible, my firm takes a risk-based approach to our audits and does not utilize statistical sampling. With a risk-based approach, instead of sampling, we focus on results of analytical procedures. For every program, we perform direct year-to-year comparisons to determine a range of expectations. We also rely on comparisons between budgeted amounts and actual results. Based on a combination of the results of these analytical procedures and the results of the internal control/risk assessment procedures, we determine whether the extent of other audit procedures may be reduced.

We use audit checklists developed specifically for Audits of State and Local Governments as a part of our audits. We customize these audit checklists based on our internal control/risk assessment procedures.

The audit procedures for this engagement will be prepared in the form of a comprehensive work plan, broken down by major audit activity upon completion of the initial assessment which we expect to take place in July, 2017. We believe a well thought-out work plan is essential to performing a thorough, yet cost effective audit.

2. Technical review of audit reports - My firm requires all engagements to be properly planned, performed, supervised, reviewed, documented, and communicated in accordance with the requirements of professional standards and regulatory authorities.

Our internal review for all audits involves completion of standard disclosure checklists from the AICPA, as well as a review to determine that our workpapers support the audit report. All reviews are conducted at our local office.

3. Use of client personnel - Our fees are based on the assumption that we will receive a certain level of assistance from organization personnel. This includes preparation of account analyses and workpapers, as well as trial balances and schedules prepared in the normal course of business. We also expect organization personnel will be available to locate documents and answer questions encountered during our procedures.

We recognize that the organization staff has their own full workloads and priorities. We will make every effort to keep our requests to a minimum and avoid disruption. We anticipate that your personnel would need to spend approximately 40-60 hours working with us either while we are on-site doing fieldwork or following-up on questions related to the fieldwork.

4. Suggestions for improvement - My firm likes to view an audit as not only fulfilling legal obligations of the organization, but also as an opportunity to bring to the organization the best practices we see in other audit clients. My range of experience as an auditor in Oregon, as well as the hands-on experience of my staff, provides us with valuable perspective for helping our clients find areas to improve internal controls, as well as efficiency and effectiveness of day-to-day operations. We offer suggestions orally and informally during the course of the audit. We will discuss our observations, opinions and comments resulting from the audit with the Finance Officer and prepare a formal management letter of recommendations.

5. Additional information - To the greatest extent possible, we believe that audits must be conducted in an open and forthright manner. As we are conducting audit testing, we attempt to obtain explanations and answers to questions at the lowest possible level. Any unresolved questions are referred to appropriate supervisors, department heads, and/or Fire Chief, as we believe to be appropriate in the circumstances. We are not aware of any specific audit problems related to the audit of the financial statements of the organization. However, if we were to encounter unexpected problems during the audit, we would contact the Fire Chief to determine an appropriate course of action. If matters cannot be resolved at this level, then we would contact the Board Chair for guidance.

Any proposed journal entries will be discussed with appropriate personnel as they are discovered.

We commit to the delivery of the Audit Report no later than December 31 of each year being audited.
Our firm encourages all of our clients to contact us should any questions arise at any time during the course of the year. Our policy for all audit engagements is to provide advice to our clients concerning financial policies, practices, and internal controls both during audits and throughout the year on an as-needed basis. We provide this year-round professional/technical advice relating to budgeting, accounting and auditing issues at no additional charge. As a firm, we are committed to providing same day response to client queries.

AUDIT FEE PROPOSAL

Our fees for this engagement will be $8,250 for each year of the audit. We will bill monthly as work progresses. We expect to keep the same fees for the three years of this proposal, unless circumstances, such as major changes in your personnel or accounting systems, arise that require modification. We expect that it will take approximately 45 hours to complete the audit.

If additional work is required to complete the audit, which is outside the scope of the basic audit, we will immediately notify the Fire Chief or Finance Officer before such work is completed and arrange for an agreement for the required fee for such services.

Professional staff - Professional staff of my firm consists of the following individuals:

Richard Maxwell, MBA, CPA, Licensed Municipal Auditor – Owner. Richard has thirty-two years of audit experience with numerous not-for-profit and municipal corporations. He is active in the Eugene Chamber of Commerce as a member of the Finance Committee and is a member of the Lane County Chapter of the University of Oregon Alumni Association. He is also a member of the AICPA and the OSCPA.

Sherry Paulson, CPA – Licensed Municipal Auditor - Contract Auditor. Sherry is a member of the OSCPA. She has nineteen years of audit and over twenty-four years of accounting experience working with a number of government entities and not-for-profit organizations, including various cities, counties, school districts, special districts, and tribal governments. Sherry has experience with Single Audits.

Kris Zito, CPA – Contract Auditor. Kris has 10 years of public accounting experience, including extensive 990 tax preparation and is a QuickBooks Pro Advisor.
RICHARD MAXWELL, MBA, CPA
Résumé

General Information -

Background -
- Founding member of Maxwell & Company, Certified Public Accountants
- Thirty two years of experience as independent auditor of:
  Cities, counties, school districts, education service districts, community colleges,
  and other local governments
  Not-for-Profit organizations
  Federal programs and activities
- Provides data processing services to school districts, small cities, and nonprofit clients
- Assisted clients in preparing Medicare Part B and Medicaid cost reports
- Reviewed audit reports for Practice Review Committee of State of Oregon Board of Accountancy

CPA Credentials -
- Oregon CPA Certificate Number - 6425
- Oregon licensed municipal auditor - 1049

Education and Memberships -
- MBA, University of Oregon
- BS, University of Oregon
- Member, American Institute of Certified Public Accountants
- Member, Oregon Society of Certified Public Accountants
- Eugene Chamber of Commerce Greeters

Employment History –
14 years Richard Maxwell CPA LLC
2 years Maxwell & Hallis LLP
6 years Maxwell, Duchemin, Hallis & Trotter LLC
10 years Other Oregon CPA firms
6 years Experience in private industry
8 years Experience in Federal Government Service
System Review Report

November 26, 2014

To the Member of
Richard Maxwell, CPA, LLC
and the Peer Review Committee of the Oregon Society of CPAs

I have reviewed the system of quality control for the auditing and accounting practice of Richard Maxwell, CPA, LLC (the firm) in effect for the year ended May 31, 2014. My peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on my review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included audits performed under Government Auditing Standards.

In my opinion, the system of quality control for the accounting and auditing practice of Richard Maxwell, CPA, LLC in effect for the year ended May 31, 2014 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Richard Maxwell, CPA, LLC has received a peer review rating of pass.

William E. Maas, P.C.
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