

AGENDA

This meeting will include the boards of Sheridan Fire District, SW Polk Fire District and West Valley Fire District

West Valley Fire District
825 NE Main St.
Willamina, OR 97396
October 8, 2020 at 6:00 pm

The public is welcome to attend on our virtual platform. Masks are encouraged for any board members and staff attending the meeting in person. In accordance with Governor Brown's Executive Order 2020-12, our stations are not currently open to the public. The public is encouraged to relay concerns and comments to the Boards in one of three ways:

- Email at any time up to 12 p.m. the day of the meeting to mprescott@sheridanfd.org
- If attending via telephone only; please sign up prior to the meeting by emailing mprescott@sheridanfd.org
- If virtually attending the meeting; send a chat directly to Admin Assistant, Mariah Prescott, to request to speak and use the raise hand feature to request to speak, once it is your turn, we will announce your name and unmute your mic.

Join from computer or smartphone: <https://meetings.ringcentral.com/j/1488293952>

Or Telephone: +1(623)404-9000 Meeting ID: 148 829 3952

Supplemental budgets will be considered at this meeting.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions or corrections to the agenda
5. Approval of Minutes/All Agencies
6. Financial Report
 - A. Sheridan
 - B. SW Polk
 - C. West Valley
7. Financial Review Presentation
8. Audience Participation
9. Old Business
 - A. Employee Handbook.....ALL.....Discussion/Action
 - B. Board Policies.....ALL.....Discussion
 - C. 2018-2019 Financial Audit.....WVFD.....Tabled
 - D. Billing Ordinance.....ALL.....Discussion/Action
 - E. West Valley Fire District.....WVFD.....Discussion
10. New Business
 - A. Conflagration Resolutions.....SFD.....Discussion/Action
 - B. E8911 Surplus.....SFD.....Discussion/Action
 - C. Professional Development Training and Funding.....WVFD.....Discussion
11. Chief's Report
12. Director comments and/or agenda items for next month
13. Adjournment.
 - a. Next meeting October 22, 2020 at West Valley Fire District's Willamina Fire Station

Minutes for Joint Regular Board Meeting on September 24, 2020 6 PM
Sheridan/SW Polk/West Valley Fire Districts
275 N Main St. Rickreall, OR 97371
 Meeting was held virtually via RingCentral Meetings

Board Members Present			Board Members Absent
Sheridan Fire District Scot Breeden Tammy Heidt Brice Ingram Carol Harlan Vacant	SW Polk Fire District Rod Watson Keith Moore Bruce Sigloh (V) - late Frank Pender	West Valley Fire District Rick Mishler Gary Brooks Connie Brown Roy Whitman (V) Chris Greenhill	Bob Davis - SWP
			Administration Present
			Fred Hertel Mariah Prescott

GENERAL BUSINESS

Call to Order		President Rod Watson, SW Polk Fire District, opened the meeting at 6:02 pm. Each agency has a quorum of directors and will allow deliberation, decision making and will take public comment per the posted agenda. Pledge of allegiance was recited.
Executive Session		EXECUTIVE SESSION authorized under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.
Board Member Arrives		Bruce Sigloh arrives.
Approval of Minutes- ALL	Action	<p>Watson asked if the August 27, 2020 minutes had already been approved. Hertel clarified that they were approved with the expectation that Rogers' changes were going to made and brought back to this meeting. Watson opened the floor for a motion. Brooks requested that the changes be highlighted in the future.</p> <p>Motion: Frank Pender Second: Carol Harlan Move to approve the minutes from the joint board meeting from August 27, 2020. Discussion: Mishler states he did not realize that the additional funding for the leadership shadowing program was due to extra hours being required of staff. Hertel clarified that currently career staff are not allowed to do this type of shadowing while they are shift, so it would require them to work extra shifts. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously.</p> <p>Motion: Rick Mishler Second: Gary Brooks Move to approve the minutes from the West Valley Special Board Meeting from September 9, 2020. Discussion: None. WVFD- Motion approved unanimously.</p> <p>Motion: Frank Pender Second: Rick Mishler Move to approve the minutes from the joint board meeting from September 10, 2020. Discussion: Hertel pointed out the new format of the meeting minutes and asks for feedback. It was unanimously stated that the new format is helpful. Brooks asks if</p>

		<p>the comments that Rogers made during the motions for SFD Resolutions 2020-21-03 and 2020-21-04 were truly identical. Hertel clarified that Rogers requested the same note be made on both motions.</p> <p>SFD- Motion approved unanimously.</p> <p>SWP- Motion approved unanimously.</p> <p>WVFD- Motion approved unanimously.</p>
Not included on agenda		Hertel requested a sound check for people attending virtually. Audience members stated they could hear well.
Audience Participation		None.
OLD BUSINESS		
Citizen Letter		<p>Watson stated that late SFD Vice President Rogers requested this be put on the agenda. Brown stated that she believed that there was already a decision made to address any citizen comments made to the Boards. Heidt clarifies that no decision had been made by the SFD Board. Brown emphasized that if the citizens reach out to the boards, the boards should respond. Watson states that it should be up to the board and what they wish to do. Harlan stated that Hertel had already responded and that the subject did not need addressed further. Brooks stated that Rogers requested it be addressed. Brown suggested that the board should apologize to the family. Breeden suggested the fire call be reviewed. Watson addresses they split response from the board and asks for a direction. Ingram stated that he believes the citizens would like clarity, but that he only heard the letter read. Hertel states that Ingram had probably not seen his response to the citizens and offered a copy of the response. Ingram suggested that Hertel should go see the citizens personally and offer support. Heidt states that Hertel already addressed the concerns and that him responding was appropriate because the concerns were all at an operational level. However, it would be good community relations for Hertel to follow up with them in person. Harlan states she agrees, citing when individual phone calls were made to residents being evacuated during the Chehalem Fire, the automated calls that came later went over better. Brown stated that communication is important. Hertel clarifies that he responded immediately to ensure the communication lines stayed open with the citizen. Watson states it appeared as though the policies and procedures were already addressed with the citizens, but that more information and a personal visit would be good in this situation. Breeden agrees that a personal touch is needed. Breeden, also, states that he does not think that a discussion without letting the citizens know that a discussion would be held during this meeting was not what Rogers had in mind and that Rogers would be disappointed. Heidt stated that it depends on the situation so a black and white policy cannot be made. Heidt stated it is not the boards' job to respond if it is an operational level response. For example, the relief nursery was addressed to the board but was directed to staff to respond. Harlan agrees and states that the immediate response from the Chief was appropriate but a personal follow up would be good in this situation. Brooks expressed that he thought Rogers intended for the board to respond. Heidt states the board did respond during the meeting in which the letter was read, thanking them for their input and referring the Chief's response. Watson stated it needs to be addressed issue by issue. Ingram states he agrees and that they response needs to be agreed upon by the board. Watson asked if something could be drafted by the Chief. Hertel stated he believed the board was requesting that he go out and speak with the family personally. This was confirmed by Harlan who suggested Heidt go with Hertel. Ingram asked Breeden if that was satisfactory. Breeden stated the billing practices need reviewed as the family will want that addressed. Watson suggested to</p>

		move on to the next agenda item. Ingram agreed, but requests a report on how the meeting goes between the family, Hertel and Heidt. Hertel agreed.
Employee Handbook - ALL		Watson asked if the handbook is ready. Hertel stated that the attorney has reviewed the handbook but that he is now comparing it to the drafted union contract. This is expected to be done by October.
Board Policies - ALL	Action	<p>Watson asks for clarification if the public contraction rules portion is already approved. Hertel confirmed this and stated there is an updated policy in section 001.10 with the updated minutes policy as requested last meeting. Greenhill adds one change to be made on page four to add "of" to read "Any expenses for family of Directors who accompany the Board Director on a trip are not recoverable." Watson asked if this change should be made for all three districts. Hertel confirmed. Watson suggested that the county name listed on page five be changed to the appropriate county for each district. Brown asked if the districts are ready for a joint board policy. Hertel stated it will bring us to one playbook being used as well as updates all board policies to be legal. Brown stated the West Valley policies are due to be reviewed in December of 2020 per the latest copy she has reviewed. Watson clarifies that these policies remain separate but the same for each district. Greenhill stated that the counties could be listed as "respective county" since the counties are different between the three districts. Mishler asked what is out of date in the policies. Hertel stated he could get a copy and mark it up. Greenhill stated there are a lot of out of date items. Ingram suggests that comparing the new version to the old versions would be helpful. Brown agreed, stating she thinks there are parts she might want to keep. Brooks gave the example that board directors cannot be volunteers. Watson stated that SW Polk currently has that. Breeden added that Sheridan also has a similar policy. Brooks stated this would be a change for West Valley. Watson stated it has been a long-time policy for SW Polk and it has worked well. Brooks asks about 001.6, specifically about not holding an officer position for more than 2 terms. Watson stated that he would already be in violation of that rule. Breeden stated that Sheridan does not currently have that limit. Harlan stated she did not think it was a bad idea. Hertel stated these policies are borrowed and can be changed for the most part. Brooks stated they are all still in a draft form. Moore reminded the group that the districts are still separate, and they can have different policies. Hertel stated differences can easily be notated. Watson asked if the boards were ready to decide on term limits for officers now. Ingram states he does not want limits at this time but is not ready to decide. Watson asks if SW Polk is ready.</p> <p>Motion: Keith Moore Second: Frank Pender. Move to change policy number 001.6 to exclude term limits for officer positions. Discussion: None. SWP- Motion approved unanimously.</p> <p>Motion: Scot Breeden Second: Carol Harlan Move to change policy number 001.6 to exclude term limits for officer positions. Discussion: None. SFD- Motion approved unanimously. Brooks asked if West Valley would like term limits on officers. Greenhill stated he likes the idea as it forces rotation.</p> <p>Motion: Gary Brooks Second: Rick Mishler Move to change policy number 001.6 to include a four single term limit for officer positions.</p>

		<p>Discussion: None. WVFD- Motion approved unanimously.</p> <p>Moore asked for clarification on where the Chief's office is for the purpose of these policies. Hertel states that should be changed to the main station of the district since he does not have a single designated office. Watson asked about records requests. Are records only available to read at the station and not available to take home? Is there a time limit for how long someone can review the records to limit staff time required? Brown asked why a staff member would be required for someone to review records. Harlan asked if there is a law against taking pictures of the records. Hertel stated he did not know but would look into it. Harlan stated she believes there is a law prohibiting pictures. Greenhill stated most information the public would like to review is already posted online. Watson asked if that is sufficient. Hertel confirmed. Brooks asked if there should be a procedure since there is not always an office person available from 8-5. Hertel said he can develop that. Brooks asks if the last paragraph in 001.7 is enforceable and if any other boards have a policy like that currently. Watson states SW Polk does not have one. Moore stated he expected the conduct clause to be applied during meetings to ensure the peace is kept. Ingram stated that should be clarified in the policy that is the intention. Breeden requested the policies be sent to legal for review. Brooks pointed out that the executive session earlier was to review a draft document, but these policies are also draft document being reviewed in open session. Hertel stated these could have been reviewed in executive session but he did not feel that was necessary. Breeden asked if these policies require two readings like ordinances. Hertel stated he did not believe so, but he would review the law. Watson suggested to move on to the next agenda item.</p>
<p>2018-2019 Audit - WVFD</p>		<p>Watson asked if the audit is ready. Hertel stated the auditor postponed the final report again and that it could be taken off the agenda if the board requested. Watson stated it should stay on the agenda. Ingram asked why the audit is being continually postponed. Hertel stated all he had been told was that it was still waiting on a final review. Harlan suggested the Chief call the auditor himself. Brown asked where the 2017-2018 audit could be found. Hertel stated if they are not on the website, he would get them posted. Tabled until next meeting.</p>
<p>Land Sale- WVFD</p>	<p>Action</p>	<p>Mishler stated the property was a mess. He saw two options: 1) leave it the way it is now or 2) ask Hampton to take it back. Watson asked what the liability was with those options. Mishler stated there may not be liability as the district may not even own the property. Hertel clarified it was just a portion that was in question according to the new information from the title company. Hertel recommends that nothing is done with the property for now. Mishler asked if there was any indication why the portion of the property was in question. Hertel stated he did not know and that while it will need addressed at some point, he did not think now was the time. Brooks suggested a letter to the Hamptons explain the situation may get them to fix it. Harlan asked if the Hamptons knew it was an issue. Brooks said no. Hertel stated that Hampton may not be able to fix the issue. Mishler stated it should just be left for now.</p> <p>Motion: Chris Greenhill Second: Gary Brooks Move to not continue to pursue the sale of the land adjacent to West Valley's Willamina station. Discussion: None. WVFD- Motion approved unanimously.</p>

Not included on agenda		Watson suggested that the second monthly board meeting be replaced by the meeting with the three board presidents and the Chief. Ingram inquired as to why this request was made. Watson stated that 3 meetings for the board presidents is a large time commitment. Discussion dies due to Mishler changing the subject.
NEW BUSINESS		
Not included on agenda	Action	<p>Mishler states West Valley is not giving their 6-month notice to remove themselves from the IGA between the three districts.</p> <p>Motion: Rick Mishler Second: Gary Brooks Move to rescind Section 21 of Resolution 2020-21-02, which allows the Chief to enter into contracts and agreements, which would bind or hold West Valley Fire District responsible. All existing contracts in place to do business will remain intact. All new contracts or agreements will be reviewed by the Board as they arise. Discussion: Document provided by Mishler was reviewed. Watson asked if West Valley is contiguous with McMinnville. Mishler stated they would be looking for a contract for administration only so it would not be required to be contiguous. WVFD- Motion approved with a split vote of 3 for the motion and 2 against the motion.</p> <p>Watson asked where West Valley is planning to go from here? Mishler stated that if the Confederated Tribes of Grand Ronde (CTGR) breaks their contract sooner, that would cause West Valley to need to do something sooner. West Valley would no longer be able to carry their 40% of the split between the three districts. Watson stated he needed to process the information and asked if there were any other questions. No questions posed.</p>
Coronavirus Relief Fund Resolutions - ALL	Action	<p>Motion: Scot Breeden Second: Brice Ingram Move to approve SFD Resolution Number FY 2020-21-07 adopting a supplemental budget. Discussion: Watson asked where the revenue would be used. Hertel referred to the resolution which outlines where the money will be allocated to. Watson asked if the money will be saved or spent. Hertel stating the money will be saved, but he will be proposing a plan to spend some of it on a new ambulance for Sheridan. Motion approved unanimously.</p> <p>Motion: Gary Brooks Second: Connie Brown Move to approve WV Resolution Number FY 2020-21-03 adopting a supplemental budget. Discussion: Watson requested an explanation from Hertel. Hertel referred to the resolution which outlines where the money will be spent. The money allocated to the grants line item will be used as the matching funds for the Assistance to Firefighters Grant (AFG) for self-contained breathing apparatus (SCBA). Hertel also stated he is trying to be able to buy the ambulance without the need for a loan. Hertel stated there is a possibility of the cap for the CRF grant and the documentation for the district to get reimbursed for more has already been submitted. Brown states that since the cash carryover for next year could be low, maybe this money would be better used there instead. Hertel stated he still would anticipate more of a carryover than last year even if the ambulance was to be purchased outright. Brooks asked when the money would have to be spent for the ambulance. Hertel stated it would be due when the ambulance was received. A decision on how to pay for the ambulance does not need to be made tonight because this resolution just puts the money in a reserve status until the board makes</p>

		<p>a decision. Hertel noted the account that the money is in would not be an interest earning account. Mishler asked if there was any unappropriated money from the GEMT funds. Hertel clarified that the GEMT money was all appropriated. Mishler stated that the public was promised a new ambulance with levy money, not CRF money, so it could be saved. Hertel stated he thought purchasing the ambulance outright was a conservative option to prevent having to pay interest but it ultimately up to the board. Watson asked what the savings would be if both Sheridan and West Valley purchased at the same time. Hertel stated it would save \$3000 per ambulance. Hertel clarified that he is asking for the money to be put. Brown stated that the levy was passed with intention of spending it on personnel and an ambulance so that is how the money should be spent. Hertel stated that it will be spent appropriately still, but that the CRF money could be used to front the money this year to save interest payments of roughly \$5,000-10,000. Mishler suggested a larger down payment could be made and the district could still put some CRF money away.</p> <p>Motion approved unanimously.</p>
Out of order agenda item- AFG Resolution	Action	<p>Motion: Gary Brooks Second: Connie Brown Move to approve WVFD Resolution Number FY 2020-21-04 adopting a supplemental budget, direct staff to make the purchase per the grant, and allow the chief to sign any agreements necessary for the process. Discussion: Hertel stated that staff wrote an AFG to get West Valley compliant with their SCBA. Hertel thanked Sheridan and SW Polk for loaning SCBA's to West Valley to get them through until funding to purchase them could be secured. West Valley would have had no compliant SCBA's as of September 2020.</p> <p>Motion approved unanimously.</p>
Return to Coronavirus Relief Fund Resolutions - ALL		<p>Motion: Frank Pender Second: Bruce Sigloh Move to approve SW Polk Resolution Number FY 2020-21-03 adopting a supplemental budget. Discussion: Hertel clarified that the amount being appropriated is the cap for the district, however it is unknown what the actual amount being received is. Hertel estimated we are currently be between \$30,000-\$50,000. The money will be allocated as it come is proportionately to the resolution proportions and only funds received will be allocated. Watson clarified that there could only be \$50,000 actually received. Moore confirmed this and stated that the proportions will remain the same.</p> <p>Motion approved unanimously.</p>
Ambulance Purchase- WV		<p>Hertel reviewed the staff report in the board packets and requested a motion including approval for Chief to sign. Watson clarified that the motion needed to include approval for the Chief to sign due to the motion made earlier that limited the Chief to only signing agreements approved by the board. Hertel confirmed. Mishler confirmed that the cot and radios are included in the quote and asked what the timeline would be. Hertel sated he believed it was 130 days from purchase date. Mishler asked if that included acquiring the chassis. Hertel confirmed this and clarified that the purchase would be after the cooperative purchase process.</p> <p>Motion: Chris Greenhill Second: Roy Whitman Move that we approve staff to purchase the identified ambulance and gurney/lift using an inter-state cooperative purchasing agent and allow the chief to sign any necessary documents. Discussion: Mishler requested that if there are any issues with acquiring a chassis that they board be notified. Brown asked why there is a difference between</p>

	<p>Sheridan’s quote and West Valley’s. Hertel clarified that Sheridan already has a power cot and gurney so there is not a need to purchase that for them. Brooks asked if the current medics both have cots. Hertel confirmed. Brooks mentioned that a demo unit could be available sooner and cheaper.</p> <p>Motion approved unanimously.</p>
<p>Ambulance Purchase- SFD</p>	<p>Hertel stated the ambulance is the same but could be funded out of CRF and conflagration revenue without using reserve funds. Hertel stated he believed this would be an appropriate use of CRF funds since it is COVID-19 related. Ingram stated he did not think the money should be spent and that Sheridan does not need three medics.</p> <p>Motion: Carol Harlan Second: Tammy Heidt Move that we approve staff to purchase the identified ambulance and power lift using an inter-state cooperative purchasing agent.</p> <p>Discussion: Brooks asked why this was needed if there was no staffing for the ambulance. Hertel stated it would replace the older ambulances and would allow for a reserve ambulance like the international was being used for before it broke down. The 2012 ambulance already has high mileage and an additional ambulance would cover any breakdowns. Heidt stated that the ambulances get the most wear and tear and are a source of revenue, so it is important to have a backup. The CRF and conflagration funding is also not a consistent revenue</p> <p>Motion did not pass with 2 aye votes and 2 nay votes.</p>
<p>Billing Ordinance</p>	<p>Mishler stated he requested this topic and suggested that since FireMed members are not aware of the terms, taxpayers could get two free treatment no transports with education that the third one would be charged at the normal rate. Watson stated the districts are fire districts. Brown stated the district tried to charge for a fire. Hertel clarified that insurance information was collected on scene, per protocol. Brooks stated he felt that was not handled appropriately because the information was collected while the fire was still burning. Ingram stated that if insurance information was requested of him during a fire, he would not respond kindly. Breeden emphasizes the importance of the difference between fire and emergency medical services (EMS). The Sheridan Fire District took on EMS without raising taxes with the expectation that EMS would be charged fee for service. Breeden also stated that the treatment no transport fees started to cover costs of expenses drugs that were given and then transports were refused by the patient. Breeden agrees that if the district incurs a cost during the call, the fee should be charged. Ingram stated that the fee was to deter care facilities from abusing district services. Breeden clarifies that residents of facilities still are taxpayers since they rent the room in the facility. Brown states that no matter what decision is made, the public needs to be educated because they have been previously told that if they are not transported, they will not be charged. Brown expressed concern about people not calling 9-1-1 if they are afraid of being charged and that may ultimately cause a life to be lost. Brown also expressed concern about creating a financial burden on the small community. Watson provides the example of a motor vehicle accident with high cost. Breeden states he does not want to be in trouble for what he says, but that he believes a lot will got to collections which is why Sheridan stopped charging the treatment no transport fee. Brown stated she did not have a solution. Breeden stated that some of the calls cost a lot of money. Brooks states that per the fee schedule his friend was picked up from the floor with assessment multiple times and was charged the treatment no transport fee per the resolution. Brooks states this could be negotiated. Harlan asked what other districts charge for this fee. Hertel</p>

		stated that McMinnville charges \$538, Dallas charges \$530, Polk 1 charges \$490 and we charge \$515. Breeden requested statistics on collection. Hertel stated that Sheridan has collected \$20,000 in the last 9 months and has billed \$40,000 more that is not collected yet. West Valley has collected \$15,000 in the last 9 months and \$45,000 more that is not collected yet. Discussion was held clarifying that fire lift assists are charged differently than treatment no-transport medical calls. Moore suggested that a more materials and labor style bill could be developed to justify the fee. Mishler repeated his request to give taxpayers two free treatment no transports to prevent hardship. Hertel also reminded the boards that there is a financial hardship program to ensure the bills do not create hardship. Staff was directed to bring back options for a softer enforcement of the fee schedule.
COMMENTS		
Director Comments		<p>Breeden stated that late Vice President Rogers' position will need filled. It was decided to move forward with advertising the position.</p> <p>Harlan thanked the districts for their help and clear communication during the fires with the EOC.</p> <p>Brooks suggests that "additions and corrections to the agenda" be added to the beginning of the agenda for every meeting to allow for clarifications as needed. He also asked if meetings are still being recorded and kept for 12 months. Hertel confirmed this. Brooks asked if the new policy not allowing board directors to apply to fire corps? Discussion was held that this would apply and prevents board directors needing to respond during meetings which could reduce the board to less than a quorum.</p>
Adjournment	Action	<p>Motion: Rick Mishler Second: Gary Brooks Move to adjourn meeting at 8:46 PM Discussion: None. SFD- Motion approved unanimously. SWP- Motion approved unanimously. WVFD- Motion approved unanimously.</p>

Action Items/Items for Follow-Up		
Deliverable	Responsible Party	Timeline
Personal response to citizen letter	Staff	1-2 weeks
Take board policies to legal (ask about reading requirement and collect old board policies for comparison)	Staff	1-2 weeks
Place budgets and audits on websites	Staff	1-2 months
Produce a couple options to lessen impact of treatment no transport fees	Staff	1-2 months
SFD Board position advertisement	Staff	1-2 weeks
Add "any additions to the agenda" to future agendas	Staff	By 10/8/2020

Upcoming meetings/events:

- 10-8-2020 Joint Meeting
- 10-22-2020 Joint Meeting

Board packet and handouts included:

- Agenda
- 8-27-2020 Joint Meeting Minutes
- 9-9-2020 West Valley Special Minutes
- 9-10-2020 Joint Meeting Minutes
- Board Policy update

- Land Sale Staff Report
- SFD Resolution No. FY 2020-21-07
- WVFD Resolution No. FY 2020-21-03
- WVFD Resolution No. FY 2020-21-04
- SWP Resolution No. FY 2020-21-03
- WVFD Ambulance Purchase Staff Report
- SFD Ambulance Purchase Staff Report

In our Board Meetings, we agree to...

- **Begin and conclude meetings on time**
- **Be on time and come prepared to participate**
- **Be respectful, including:**
 - Keeping our cell phones silent
 - Listening without interrupting when someone else is speaking
 - Allowing for all to contribute to the discussion
 - Honoring the Chair
- **Follow Robert's Rules of Order for parliamentary procedures**
- **Honor confidentiality**
- **Have fun!**

Sheridan/SW Polk/West Valley Fire Districts

President's Meeting

Meeting Minutes- September 28, 2020 6 PM

Board Members Present			Board Members Absent
<u>Sheridan Fire District</u> Tammy Heidt	<u>SW Polk Fire District</u> Rod Watson	<u>West Valley Fire District</u> Rick Mishler	None
			Administration Present
			Fred Hertel Mariah Prescott

GENERAL BUSINESS		
Call to Order		Meeting opened at 3:02 PM
Goal of meeting		The goal of this meeting is to get agenda items ahead of time to give to the Chief so he has time to prepare data and document required.
Executive Sessions		It was clarified that not all draft documents are required to be in executive sessions, but that if the created of the document is not ready for the document to be public, draft documents can be reviewed in executive session.
Union		It was discussed that the union contract is close to being completed. The next meeting is scheduled with the union sometime next week. Union members have expressed concern with the board turmoil, with one employee citing this as a reason he is leaving. A new paramedic will need to be hired to replace him which will require a new paramedic testing process as the last list was exhausted. A project is being developed by the West Valley board that is not ready to be discussed yet, but the goal is to attempt to get the career staff more training.
Conflagrations		Rob Foster remains deployed and Chief Thomas is redeployed as of today. All other resources have returned.
Board demeanor		Discussion was held on the importance of a professional demeanor of board members.
Long term goals		Discussion was held about all three districts with moving forward towards consolidation because if the plan is delayed much longer the districts may be put in a difficult financial situation. West Valley has made a motion with the intent to slow things down and look at other options, this needs to be wrapped up as soon as possible to ensure the three districts can continue to move forward. Public education is an important piece of the plan, but staff should not begin a large amount of the education until there is further direction from the boards.
Adjourn Meeting		Meeting closed at 4:50 PM

Action Items

- Change October 22, 2020 Board Meeting to Board Workshop

Upcoming meetings/events:

- 11-2-2020

Date	Name	Who Paid	Total	SFD 40%	WVFD 40%	SW POLK 20%	What
9/1/2020	Amazon	SFD	\$ 10.99	\$ -	\$ 4.40	\$ 2.19	Office
9/11/2020	USPS	SFD	\$ 55.00	\$ -	\$ 22.00	\$ 11.00	Office
9/11/2020	Staples	WVFD	\$ 63.98	\$ 25.59	\$ -	\$ 12.80	Office
9/11/2020	Staples	WVFD	\$ 63.98	\$ 25.59	\$ -	\$ 12.80	Office
8/11/2020	Microsoft	SFD	\$ 8.00	\$ -	\$ 3.20	\$ 1.60	Contracted
8/11/2020	Microsoft	SFD	\$ 112.50	\$ -	\$ 45.00	\$ 22.50	Contracted
9/3/2020	Target Solutions	SFD	\$ 6,903.57	\$ -	\$ 2,761.43	\$ 1,380.71	Contracted
8/31/2020	Factory 40	SFD	\$ 550.00	\$ -	\$ 220.00	\$ 110.00	Consumable
8/31/2020	Speer Hoyt	SFD	\$ 73.50	\$ -	\$ 29.40	\$ 14.70	Attorney
9/12/2020	Verizon	SFD	\$ 178.08	\$ -	\$ 71.23	\$ 35.62	Cell phones
9/22/2020	Daily Dispatch	SFD	\$ 405.00	\$ -	\$ 162.00	\$ 81.00	Advertising
8/20/2020	Amazon	WVFD	\$ 65.98	\$ 26.39	\$ -	\$ 13.20	Office
8/27/2020	Amazon	WVFD	\$ 20.99	\$ 8.39	\$ -	\$ 4.20	Office
8/28/2020	Amazon	WVFD	\$ 9.99	\$ 4.00	\$ -	\$ 2.00	Office
9/4/2020	Fire Protection Publications	WVFD	\$ 261.00	\$ 104.40	\$ -	\$ 52.20	Fire/EMS Training
9/4/2020	Carlton Farms	WVFD	\$ 120.00	\$ 48.00	\$ -	\$ 24.00	Fire/EMS Training
8/26/2020	USPS	WVFD	\$ 55.00	\$ 22.00	\$ -	\$ 11.00	Office
8/24/2020	Lucid Software	WVFD	\$ 95.40	\$ 38.16	\$ -	\$ 19.08	Office
8/27/2020	supplycache.com	WVFD	\$ 323.04	\$ 129.22	\$ -	\$ 64.60	Wildland PPE
9/8/2020	Adobe	WVFD	\$ 179.88	\$ 71.95	\$ -	\$ 35.98	Office
8/24/2020	RingCentral	WVFD	\$ 1,829.07	\$ 731.63	\$ -	\$ 365.81	Telephone
8/25/2020	Subway	WVFD	\$ 40.00	\$ 16.00	\$ -	\$ 8.00	Fire/EMS Training
10/1/2020	The Bulletin Board	SFD	\$ 177.00	\$ -	\$ 70.80	\$ 35.40	Advertising
			\$ 11,601.95	\$ 1,251.32	\$ 3,389.46	\$ 2,320.39	

\$ -	\$ 220.00	\$ 110.00	\$ -	Consumable
\$ 731.63	\$ 71.23	\$ 365.81	\$ 35.62	Telephone
\$ 129.22	\$ -	\$ 64.60	\$ -	Wildland PPE
\$ -	\$ 2,809.63	\$ -	\$ 1,404.81	Contracted service
\$ -	\$ 232.80	\$ -	\$ 116.40	Ads
\$ -	\$ 29.40	\$ -	\$ 14.70	Attorney
\$ 168.40	\$ -	\$ 84.20	\$ -	Fire/EMS Training
\$ -	\$ -	\$ -	\$ -	Comm. relations
\$ 222.07	\$ 26.40	\$ 111.05	\$ 13.19	Office
\$ 1,251.32	\$ 3,389.46	\$ 735.66	\$ 1,584.72	\$ 2,320.39

September 40/40/20 bills

SFD to WV	WV to SFD	SW to WV	SW to SFD
CK# 10/8/2020	CK# 10/8/2020	CK# 10/8/2020	CK# 10/8/2020

Name	Base	OT	FLSA	Gross	Employer Cont. Taxes/Ins.	PERS	W/C	Total
SHERIDAN FIRE								
Brown, Micah (EMT)	\$ 3,781.17	\$ 3,084.84	\$ -	\$ 6,866.01	\$ 2,362.64	\$ -	\$ 372.82	\$ 9,601.47
Elliott, Michael (P)	\$ 4,206.08	\$ 1,248.00	\$ -	\$ 5,454.08	\$ 1,216.10	\$ 1,390.24	\$ 296.16	\$ 8,356.58
Hammer, Donna (P)	\$ 4,776.33	\$ 1,162.72	\$ 196.80	\$ 6,135.85	\$ 1,727.93	\$ 1,564.03	\$ 333.18	\$ 9,760.98
Heiser, Henry (P)	\$ 4,083.58	\$ 2,929.00	\$ -	\$ 7,012.58	\$ 547.39	\$ -	\$ 380.78	\$ 7,940.75
Homer, Daniel (P)	\$ 4,083.58	\$ 1,256.40	\$ -	\$ 5,339.98	\$ 1,206.44	\$ 1,361.16	\$ 289.96	\$ 8,197.54
Pozzessi, Nicholas (P)	\$ 4,206.08	\$ 676.00	\$ 242.62	\$ 5,124.70	\$ 1,189.44	\$ 1,306.29	\$ 278.27	\$ 7,898.70
	\$ 25,136.82	\$ 10,356.96	\$ 439.42	\$ 35,933.20				\$ 51,756.03
WEST VALLEY FIRE								
Alguire, Jacob (EMT)	\$ 4,782.64	\$ 9,117.20	\$ -	\$ 13,899.84	\$ 1,853.95	\$ 2,873.10	\$ 455.91	\$ 19,082.80
Carmony, Kaleb (P)	\$ 4,084.14	\$ 1,590.75	\$ -	\$ 5,674.89	\$ 1,228.80	\$ -	\$ 186.14	\$ 7,089.83
Chapman, Andrew (EMT)	\$ 1,246.40	\$ -	\$ -	\$ 1,246.40	\$ 164.30	\$ -	\$ 40.88	\$ 1,451.58
Hines, Eric (P)	\$ 4,332.24	\$ 4,659.72	\$ 249.90	\$ 9,241.86	\$ 1,498.44	\$ 1,910.29	\$ 303.13	\$ 12,953.73
Hoy, McKenna (P)	\$ 4,206.48	\$ 1,674.63	\$ -	\$ 5,881.11	\$ 1,235.13	\$ 1,215.63	\$ 192.90	\$ 8,524.77
Lamberg, Ryan (P)	\$ 3,021.92	\$ 1,236.48	\$ -	\$ 4,258.40	\$ 1,117.96	\$ -	\$ 139.68	\$ 5,516.04
Nodine, Luke (EMT)	\$ 3,870.00	\$ 1,854.02	\$ 155.80	\$ 5,879.82	\$ 2,175.00	\$ -	\$ 192.86	\$ 8,247.68
Payne, Jay (P)	\$ 4,207.20	\$ 138.72	\$ 173.30	\$ 4,519.22	\$ 2,046.46	\$ 934.12	\$ 148.23	\$ 7,648.03
Sessa, Jakob (P)	\$ 4,332.00	\$ 1,405.95	\$ -	\$ 5,737.95	\$ 1,229.17	\$ 1,186.03	\$ 188.20	\$ 8,341.36
Vauble, Ryan (EMT)	\$ 4,211.20	\$ 7,387.20	\$ -	\$ 11,598.40	\$ 2,616.50	\$ 2,397.39	\$ 380.43	\$ 16,992.72
Walters, Cooper (EMT)	\$ 3,973.20	\$ 1,600.52	\$ 229.18	\$ 5,802.90	\$ 519.63	\$ 1,199.46	\$ 190.34	\$ 7,712.32
Woods, Michaela (P)	\$ 4,207.20	\$ 1,646.72	\$ 173.30	\$ 6,027.22	\$ 1,249.35	\$ 1,245.83	\$ 197.69	\$ 8,720.09
	\$ 46,474.62	\$ 32,311.91	\$ 981.48	\$ 79,768.01				\$ 112,280.94

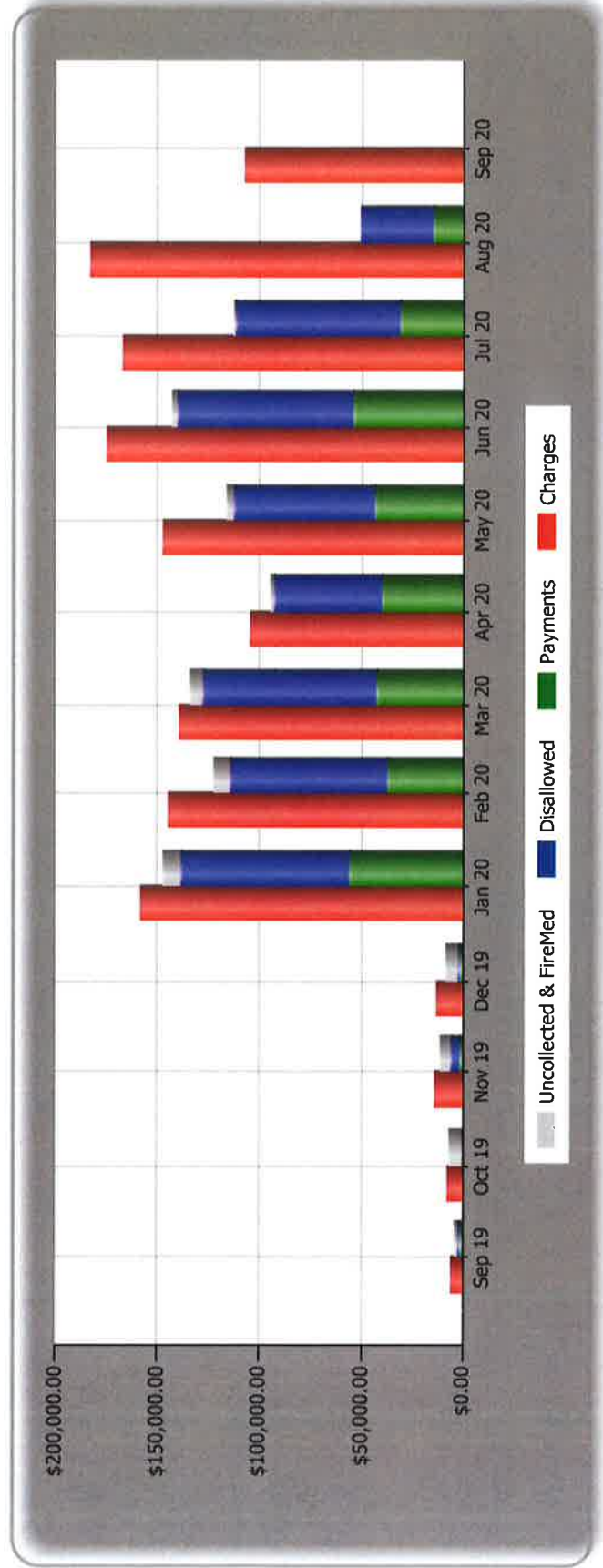
September-20

ANNUAL COLLECTION STATISTICS

Date Of Service	09/01/2019
Date Of Service	09/30/2020
Invoices	0
Company	Sheridan

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Sep 19	3	6,074.94	-1,346.19	22 %	0.00	0 %	-1,102.38	18 %	-1,769.39	29 %	1,856.98	31 %
Oct 19	4	7,512.60	-400.00	5 %	0.00	0 %	0.00	0 %	-6,342.23	84 %	770.37	10 %
Nov 19	8	14,266.63	-1,031.42	7 %	0.00	0 %	-4,547.09	32 %	-5,313.39	37 %	3,374.73	24 %
Dec 19	8	13,423.72	-1,095.24	8 %	0.00	0 %	-1,191.02	9 %	-6,627.95	49 %	4,509.51	34 %
Jan 20	84	158,407.50	-56,210.03	35 %	-275.00	0 %	-81,748.72	52 %	-9,169.50	6 %	11,004.25	7 %
Feb 20	77	144,177.50	-37,305.27	26 %	-1,050.00	1 %	-77,054.97	53 %	-6,456.34	4 %	22,310.92	15 %
Mar 20	20	138,970.00	-42,288.95	30 %	-1,044.00	1 %	-85,711.75	62 %	-4,454.95	3 %	5,470.35	4 %
Apr 20	57	104,402.50	-40,134.47	38 %	-1,345.79	1 %	-52,835.36	51 %	-500.00	0 %	9,586.88	9 %
May 20	78	146,812.50	-43,498.97	30 %	-746.76	1 %	-68,550.40	47 %	-3,172.50	2 %	30,843.87	21 %
Jun 20	95	175,420.00	-54,497.73	31 %	-3,272.50	2 %	-85,362.22	49 %	0.00	0 %	32,287.55	18 %
Jul 20	89	166,749.44	-30,742.07	18 %	-1,190.00	1 %	-80,577.88	48 %	0.00	0 %	54,239.49	33 %
Aug 20	99	182,626.92	-14,390.75	8 %	0.00	0 %	-35,925.73	20 %	0.00	0 %	132,310.44	72 %
Sep 20	51	107,066.03	0.00	0 %	0.00	0 %	0.00	0 %	0.00	0 %	107,066.03	100 %
729		1,365,910.28	-322,941.09		-8,924.05		-574,607.52		-43,806.25		415,631.37	

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



Sheridan Fire District

Cash Report Fund Balance
September 30, 2020

For October 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
Checking/First Federal	\$ 44,502.95	\$496,019.86	-\$397,506.26	\$0.00	\$0.00	\$ 143,016.55 ✓
LGIP	\$ 889,933.37	\$2,965.13	-\$80,000.00	\$665.58	-\$0.10	\$ 813,563.98 ✓
Checking/US Bank	\$ 584,714.22	\$147,747.72	-\$300,000.00	\$4.66	\$0.00	\$ 432,466.60 ✓
Petty Cash	\$ 56.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 56.00 ✓
Totals	\$ 1,519,206.54	\$646,732.71	\$ (777,506.26)	\$ 670.24	\$ (0.10)	\$ 1,389,103.13

✓ Indicates reconciled to statement

Sheridan Rural Fire Protection District
Profit & Loss
 September 2020

	Sep 20
Income	
General Fund.	
Contractual Services	
IGA for Personnel Services	90,183.64
Total Contractual Services	90,183.64
Yamhill/Polk Prior Taxes	
Yamhill County-Prior	2,901.40
Polk County-Prior	421.17
Total Yamhill/Polk Prior Taxes	3,322.57
Miscellaneous Income	
Account Interest	670.24
Address Signs	100.00
Misc	650.00
Tax Interest	64.21
Total Miscellaneous Income	1,484.45
User Fees & Fire Med	
Ambulance User Fees	149,755.91
Cost Recovery	316.72
Fire Med	10,200.00
Total User Fees & Fire Med	160,272.63
Total General Fund.	255,263.29
Total Income	255,263.29
Gross Profit	255,263.29
Expense	
General Fund	
MATERIALS & SERVICES	
Apparatus & Equipment Maint	
Fuel & Oil	1,826.62
Maintenance Supplies & Tools	555.04
Vendor Services	110.16
Total Apparatus & Equipment Maint	2,491.82
Conflagration	27,578.41
Dispatch & Radio Services	2,516.08
EMS Supplies	3,455.66
Facility Maintenance	
Station 190	300.00
Total Facility Maintenance	300.00
General Supplies	
Consumable Response Supplies	451.42
Janitorial Supplies	588.97
Office Supplies	435.17
Total General Supplies	1,475.56
Miscellaneous	
Banking Fees	2.73
Community Relations	599.47
Subscriptions, Ads & Publishing	99.80
For SW Polk	-1,705.16
For West Valley Fire	-3,162.19
Total Miscellaneous	-4,165.35

Sheridan Rural Fire Protection District
Profit & Loss
September 2020

	Sep 20
Professional Fees	
Attorney	837.90
Billing Services	2,110.80
Contracted Services	1,140.50
Payroll Expenses	170.75
Total Professional Fees	4,259.95
Travel & Education	
Fire/EMS Training	1,104.01
Travel	275.00
Total Travel & Education	1,379.01
Utilities	
Station 190	
Electricity	540.95
Garbage	191.04
Internet/TV	110.79
Natural Gas	103.89
Telephone/Cellphones	773.10
Water/Sewer	152.90
Total Station 190	1,872.67
Station 197	
Electricity	68.30
Garbage	31.90
Water/Sewer	65.01
Total Station 197	165.21
Station 198	
Electricity	90.72
Natural Gas	15.69
Water/Sewer	40.00
Total Station 198	146.41
Total Utilities	2,184.29
Total MATERIALS & SERVICES	41,475.43
Total General Fund	41,475.43
Payroll	
Administrative Staff	
Admin. Asst.	7,421.16
Batallion Chiefs	19,727.94
Deputy Chief	9,012.50
Division Chief	8,154.17
Fire Chief	9,833.33
Administrative Staff - Other	974.08
Total Administrative Staff	55,123.18
Firefighter/Paramedic & EMT's	
FF/EMT	11,887.75
Paramedic	31,911.25
Total Firefighter/Paramedic & EMT's	43,799.00
Over Time	
Admin	51,001.12
Other Staff	21,777.90
Total Over Time	72,779.02
Health Insurance	27,374.94
PERS	24,981.96
Workers' Compensation	-8,845.43

Sheridan Rural Fire Protection District
Profit & Loss
September 2020

	<u>Sep 20</u>
Payroll Taxes	
Federal Taxes	13,135.13
State Taxes	59.80
Total Payroll Taxes	<u>13,194.93</u>
Total Payroll	228,407.60
005 · General Equipment Reserve Fund	
G.E.R. Equipment Purchase	94,932.00
Total 005 · General Equipment Reserve Fund	<u>94,932.00</u>
Total Expense	<u>364,815.03</u>
Net Income	<u><u>-109,551.74</u></u>

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Income				
General Fund Beginning Balance	0.00	628,193.00	-628,193.00	0.0%
General Fund.				
Contractual Services				
IGA for Personnel Services	268,620.22	964,000.00	-964,000.00	0.0%
Contractual Services - Other	0.00			
Total Contractual Services	268,620.22	964,000.00	-695,379.78	27.9%
Estimated Taxes to be Rec'd	0.00	710,000.00	-710,000.00	0.0%
Yamhill/Polk Prior Taxes				
Yamhill County-Prior	11,730.63			
Polk County-Prior	2,606.90			
Total Yamhill/Polk Prior Taxes	14,337.53			
Miscellaneous Income				
Account Interest	2,583.82			
Address Signs	100.00			
Conflagration	26,162.71			
Grants	250,000.00			
Misc	882.19			
Surplus Sales	3,600.00			
Tax Interest	200.03			
Miscellaneous Income - Other	0.00	2,257,359.00	-2,257,359.00	0.0%
Total Miscellaneous Income	283,528.75	2,257,359.00	-1,973,830.25	12.6%
User Fees & Fire Med				
Ambulance User Fees	272,712.87			
Cost Recovery	2,620.66			
Fire Med	10,200.00			
User Fees & Fire Med - Other	0.00	790,000.00	-790,000.00	0.0%
Total User Fees & Fire Med	285,533.53	790,000.00	-504,466.47	36.1%
Total General Fund.	852,020.03	4,721,359.00	-3,869,338.97	18.0%
R5 - Gen. Equipment Reserve Fund				
G.E.R. ending balance	0.00	405,000.00	-405,000.00	0.0%
G.E.R. Transfer Gen-Fund	0.00	55,201.00	-55,201.00	0.0%
Total R5 - Gen. Equipment Reserve Fund	0.00	460,201.00	-460,201.00	0.0%

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
R7 · John Fancher Memorial Fund Rev.				
J.F.M. Ending fund bal.	0.00	5,127.00	-5,127.00	0.0%
Total R7 · John Fancher Memorial Fund Rev.	0.00	5,127.00	-5,127.00	0.0%
R8 · Building Maint. Fund Revenue				
B.M. F. Ending Fund Balance	0.00	296,000.00	-296,000.00	0.0%
B.M.F. Transfer From Gen. Fund	0.00	2,100,000.00	-2,100,000.00	0.0%
Total R8 · Building Maint. Fund Revenue	0.00	2,396,000.00	-2,396,000.00	0.0%
R9 · Station 9 Spending Authority				
Miscellaneous Income	0.00	1,000.00	-1,000.00	0.0%
Transfer in - General Fund	0.00	18,000.00	-18,000.00	0.0%
R9 · Station 9 Spending Authority - Other	0.00	25,000.00	-25,000.00	0.0%
Total R9 · Station 9 Spending Authority	0.00	44,000.00	-44,000.00	0.0%
Total Income	852,020.03	8,254,880.00	-7,402,859.97	10.3%
Gross Profit	852,020.03	8,254,880.00	-7,402,859.97	10.3%
Expense				
General Fund				
MATERIALS & SERVICES				
Apparatus & Equipment Maint				
Equip Servicing/Testing/Calibr	791.42			
Fuel & Oil	4,901.56			
Maintenance Supplies & Tools	940.71			
Vendor Services	2,610.52			
Apparatus & Equipment Maint - Other	0.00	60,000.00	-60,000.00	0.0%
Total Apparatus & Equipment Maint	9,244.21	60,000.00	-50,755.79	15.4%
Conflagration	27,578.41	40,414.00	-12,835.59	68.2%
Dispatch & Radio Services	7,548.24	31,193.00	-23,644.76	24.2%
EMS Supplies	7,928.99	27,000.00	-19,071.01	29.4%
Equipment	0.00	26,000.00	-26,000.00	0.0%
Facility Maintenance				
Station 190	1,308.64			
Station 198	230.00			
Facility Maintenance - Other	0.00	50,000.00	-50,000.00	0.0%
Total Facility Maintenance	1,538.64	50,000.00	-48,461.36	3.1%

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
General Supplies				
Awards/Incentives	20.00			
Consumable Response Supplies	1,236.71			
Janitorial Supplies	970.55			
Office Supplies	1,673.68	20,000.00	-20,000.00	0.0%
General Supplies - Other	0.00			
Total General Supplies	3,900.94	20,000.00	-16,099.06	19.5%
Grants				
Insurance	0.00	50,000.00	-50,000.00	0.0%
Miscellaneous	734.00	35,000.00	-34,266.00	2.1%
Banking Fees	13.17			
Community Relations	719.47			
Subscriptions, Ads & Publishing	744.84			
For SW Polk	203.67			
For West Valley Fire	1,390.00	10,000.00	-10,000.00	0.0%
Miscellaneous - Other	0.00			
Total Miscellaneous	3,071.15	10,000.00	-6,928.85	30.7%
PPE & Uniforms				
Wildland PPE	228.00			
PPE & Uniforms - Other	0.00	35,000.00	-35,000.00	0.0%
Total PPE & Uniforms	228.00	35,000.00	-34,772.00	0.7%
Professional Fees				
Attorney	6,290.93			
Billing Services	31,659.90			
Contracted Services	75,792.89			
Member Physicals, Testing & Vac	1,323.32			
Payroll Expenses	505.75			
Professional Fees - Other	0.00	54,000.00	-54,000.00	0.0%
Total Professional Fees	115,572.79	54,000.00	61,572.79	214.0%
Student Resident Volunteer Prog				
Travel & Education	0.00	20,000.00	-20,000.00	0.0%
Fire/EMS Training	1,429.01			
Travel	1,199.00			
Travel & Education - Other	0.00	25,000.00	-25,000.00	0.0%
Total Travel & Education	2,628.01	25,000.00	-22,371.99	10.5%

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Utilities				
Station 190				
Electricity	1,629.56			
Garbage	376.70			
Internet/TV	462.27			
Natural Gas	207.78			
Telephone/Cellphones	2,288.68			
Water/Sewer	336.47			
Station 190 - Other	485.13			
Total Station 190	5,786.59			
Station 197				
Electricity	182.73			
Garbage	95.70			
Water/Sewer	179.42			
Total Station 197	457.85			
Station 198				
Electricity	257.50			
Natural Gas	31.25			
Water/Sewer	120.00			
Total Station 198	408.75			
Utilities - Other	0.00	35,000.00	-35,000.00	0.0%
Total Utilities	6,653.19	35,000.00	-28,346.81	19.0%
Total MATERIALS & SERVICES	186,626.57	518,607.00	-331,980.43	36.0%
05 · Transfers				
Building Maintenance Fund	0.00	2,100,000.00	-2,100,000.00	0.0%
General Equip. Reserve Fund	0.00	55,201.00	-55,201.00	0.0%
St. 9 Spending Authority	0.00	18,000.00	-18,000.00	0.0%
Total 05 · Transfers	0.00	2,173,201.00	-2,173,201.00	0.0%
06 · Contingency				
Contingency	0.00	50,000.00	-50,000.00	0.0%
Total 06 · Contingency	0.00	50,000.00	-50,000.00	0.0%

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
07 - Unappropriated EFB				
UEFB	0.00	130,000.00	-130,000.00	0.0%
Total 07 - Unappropriated EFB	0.00	130,000.00	-130,000.00	0.0%
Total General Fund	186,626.57	2,871,808.00	-2,685,181.43	6.5%
Payroll				
Administrative Staff				
Admin. Asst.	22,799.27			
Battalion Chiefs	56,531.57			
Deputy Chief	27,037.50			
Division Chief	24,462.51			
Fire Chief	29,499.99			
Administrative Staff - Other	4,472.18	665,870.00	-661,397.82	0.7%
Total Administrative Staff	164,803.02	665,870.00	-501,066.98	24.8%
Firefighter/Paramedic & EMT's				
FF/EMT	35,349.26			
Paramedic	92,727.98			
Firefighter/Paramedic & EMT's - Other	0.00	745,000.00	-745,000.00	0.0%
Total Firefighter/Paramedic & EMT's	128,077.24	745,000.00	-616,922.76	17.2%
Over Time				
Admin	88,757.96			
Other Staff	35,752.33			
Over Time - Other	0.00	80,874.00	-80,874.00	0.0%
Total Over Time	124,510.29	80,874.00	43,636.29	154.0%
Health Insurance	80,298.39	445,000.00	-364,701.61	18.0%
Part-Time	0.00	15,000.00	-15,000.00	0.0%
PERS	62,167.25	328,000.00	-265,832.75	19.0%
Workers' Compensation	33,378.99	45,000.00	-11,621.01	74.2%
Payroll Taxes				
Federal Taxes	31,930.37			
State Taxes	474.65			
Payroll Taxes - Other	0.00	153,000.00	-153,000.00	0.0%
Total Payroll Taxes	32,405.02	153,000.00	-120,594.98	21.2%

Sheridan Rural Fire Protection District
Profit & Loss Budget vs. Actual

July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
FICA	0.00	0.00	0.00	0.0%
Payroll - Other	-0.01			
Total Payroll	625,640.19	2,477,744.00	-1,852,103.81	25.3%
005 · General Equipment Reserve Fund				
G.E.R. Equipment Purchase	94,932.00	410,201.00	-315,269.00	23.1%
Total Gen Eq Res UEFB	0.00	50,000.00	-50,000.00	0.0%
Total 005 · General Equipment Reserve Fund	94,932.00	460,201.00	-365,269.00	20.6%
007 · John Fancher Memorial				
J.F.M. Individual Awards	0.00	200.00	-200.00	0.0%
Total J Fancher Memorial UEFB	0.00	4,927.00	-4,927.00	0.0%
Total 007 · John Fancher Memorial	0.00	5,127.00	-5,127.00	0.0%
008 · Building Maint. Fund				
Seismic Grant Upgrades	0.00	2,100,000.00	-2,100,000.00	0.0%
B.M.F. Repair and Upkeep Bldg.	0.00	265,000.00	-265,000.00	0.0%
Total Building Maint UEFB	0.00	31,000.00	-31,000.00	0.0%
Total 008 · Building Maint. Fund	0.00	2,396,000.00	-2,396,000.00	0.0%
009 · St. 9 Spending Authority				
Appreciation Program	0.00	44,000.00	-44,000.00	0.0%
Total 009 · St. 9 Spending Authority	0.00	44,000.00	-44,000.00	0.0%
Total Expense	907,198.76	8,254,880.00	-7,347,681.24	11.0%
Net Income	-55,178.73	0.00	-55,178.73	100.0%

Sheridan Rural Fire Protection District

Check Detail

September 2020

Type	Num	Date	Name	Account	Paid Amount
Liability Check		09/01/2020	QuickBooks Payroll Service	Payroll Expenses	-112.25
			QuickBooks Payroll Service	Payroll Liabilities	-86.88
			QuickBooks Payroll Service	Direct Deposit	-517.16
TOTAL					<u>-716.29</u>
Check		09/01/2020	LGIP/5354	Banking Fees	-0.10
Paycheck		09/02/2020	Brown, Micah S	Payroll	-517.16
Liability Check		09/29/2020	QuickBooks Payroll Service	Payroll Expenses	-58.50
				Payroll Liabilities	-61,823.50
				Direct Deposit	-114,728.72
TOTAL					<u>-176,610.72</u>
Paycheck		09/30/2020	Breeden, Judy L	Payroll	-3,268.48
Paycheck		09/30/2020	Brown, Micah S	Payroll	-4,018.37
Paycheck		09/30/2020	Crowe, Jason R	Payroll	-7,332.17
Paycheck		09/30/2020	Cummins, Daniel L	Payroll	-5,456.07
Paycheck		09/30/2020	Elliott, Michael R	Payroll	-3,756.31
Paycheck		09/30/2020	Hammer, Donna E	Payroll	-4,161.61
Paycheck		09/30/2020	Hari, Brendan R	Payroll	-3,818.26
Paycheck		09/30/2020	Heiser, Henry R	Payroll	-5,097.19
Paycheck		09/30/2020	Hertel, Frederick J	Payroll	-7,346.68
Paycheck		09/30/2020	Homer, Daniel B	Payroll	-3,820.62
Paycheck		09/30/2020	Hoxie, Sean R	Payroll	-7,336.67
Paycheck		09/30/2020	Leigh, Zachariah A	Payroll	-6,944.10

Sheridan Rural Fire Protection District
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Paycheck		09/30/2020	Mock, Robert C	Payroll	-6,908.63
Paycheck		09/30/2020	Pozzesi, Nicholas M	Payroll	-3,654.44
Paycheck		09/30/2020	Prescott, Mariah N	Payroll	-3,028.01
Paycheck		09/30/2020	Ryan, Suzanna R	Payroll	-3,983.81
Paycheck		09/30/2020	Schulze, Damon R	Payroll	-16,467.37
Paycheck		09/30/2020	Thomas, Leslie E	Payroll	-18,329.93
Bill Pmt	Online	09/02/2020	CenturyLink	Telephone/Cellphones (190)	-215.15
Bill Pmt	Online	09/02/2020	PGE	Electricity (198)	-90.72
Check	Online	09/03/2020	Citi Cards	Citi VISA/9805 JB Citi VISA 3867FH	-241.73 -4,986.28
TOTAL					<u>-5,228.01</u>
Bill Pmt	Online	09/04/2020	Verizon Wireless	Telephone/Cellphones (190)	-248.01
Liability	Online	09/04/2020	West Valley Local 4861	Payroll deduction	-1,000.00
Liability	Online	09/04/2020	Employee Benefits Service Trust	Health insurance	-29,223.41
Bill Pmt	Online	09/08/2020	PGE	Electricity (197)	-68.30
Bill Pmt	Online	09/08/2020	PGE	Electricity (190)	-540.95
Bill Pmt	Online	09/09/2020	NW Natural Gas	Natural Gas (198)	-15.69
Bill Pmt	Online	09/09/2020	NW Natural Gas	Natural Gas (190)	-103.89
Bill Pmt	Online	09/10/2020	City of Sheridan	Water/Sewer (190)	-152.90
Liability	Online	09/15/2020	Aflac	Payroll deduction	-140.01

Sheridan Rural Fire Protection District
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Liability	Online	09/15/2020	Nationwide Retirement Solutions	Payroll deduction	-5,183.32
Bill Pmt	Online	09/17/2020	Recology Western Oregon	Garbage (190)	-191.04
Bill Pmt	Online	09/17/2020	Recology Western Oregon	Garbage (197)	-31.90
Bill Pmt	Online	09/17/2020	CenturyLink	Telephone/Cellphones (190)	-49.95
Bill Pmt	Online	09/18/2020	Buell-Red Prairie Water District	Water/Sewer (197)	-65.01
Bill Pmt	Online	09/21/2020	Crystal Springs	Office Supplies	-95.71
Check	Online	09/25/2020	Public Employees Retirement System	PERS	-24,981.96
Bill Pmt	Online	09/30/2020	Canon Solutions America	Office Supplies	-304.42
Bill Pmt	26299	09/10/2020	Bound Tree Medical LLC	EMS Supplies	-348.51
Bill Pmt	26300	09/10/2020	Bretthauer Oil Co.	Fuel & Oil	-1,807.88
Bill Pmt	26301	09/10/2020	CFO Selections	Contracted Services	-2,351.25
Bill Pmt	26302	09/10/2020	City of Dallas	For West Valley Fire	-206.25
Bill Pmt	26303	09/10/2020	Davison Auto Parts	Maintenance Supplies & Tools	-225.64
Bill Pmt	26304	09/10/2020	F.V.M.CO	Vendor Services	-45.90
Bill Pmt	26305	09/10/2020	Kontrol Solutions	Facility maint. (190)	-300.00
Bill Pmt	26306	09/10/2020	Labsource, Inc.	EMS Supplies	-401.49
Bill Pmt	26307	09/10/2020	Life-Assist, Inc.	EMS Supplies	-2,587.17
Bill Pmt	26308	09/10/2020	Midwest Fire	G.E.R. Equipment Purchase	-94,932.00
Bill Pmt	26309	09/10/2020	News-Register	Subscriptions, Ads & Publishing	-35.00

Sheridan Rural Fire Protection District
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt	26310	09/10/2020	Perrydale Domestic Water Assn	Water/Sewer (198)	-40.00
Bill Pmt	26311	09/10/2020	Schulze, Damon	Travel	-275.00
Bill Pmt	26312	09/10/2020	Sheridan Building Materials	Fuel & Oil	-18.74
Bill Pmt	26313	09/10/2020	Streamline	Contracted Services	-200.00
Bill Pmt	26314	09/10/2020	Systems Design West, LLC	Billing Services	-2,110.80
Bill Pmt	26315	09/10/2020	The Bulletin Board	Subscriptions, Ads & Publishing	-162.00
Bill Pmt	26316	09/10/2020	Traffic Safety Supply	Community Relations	-1,580.00
Bill Pmt	26317	09/10/2020	Walter E Nelson Co	Janitorial Supplies	-986.64
Bill Pmt	26318	09/10/2020	Yamhill Communication Agency	Dispatch & Radio Services	-2,516.08
Bill Pmt	26319	09/10/2020	ZOLL Medical Corp.	EMS Supplies	-169.05
Check	26320	09/10/2020	West Valley Fire District	Conflagration reimbursement	-12,016.73
Check	26321	09/10/2020	West Valley Fire District	Square sales	-425.29
Check	26322	09/10/2020	West Valley Fire District	Jiffy Lube (7/24/2020) Vendor Services	-64.26
			Misc. bills	Dollar General (7/30/2020) Janitorial Supplies	-25.93
				eReplacement Parts (7/30/2020) Maintenance Supplies & Tools	-313.86
				Davison Auto Parts (8/11/2020) Maintenance Supplies & Tools	-10.55
				Sheridan Bldg. (8/12/2020) Maintenance Supplies & Tools	-4.99
				Skyberg Lumber (8/2/2020) EMS Supplies	-16.58
TOTAL					-436.17

Sheridan Rural Fire Protection District

Check Detail

September 2020

Type	Num	Date	Name	Account	Paid Amount
Check	26323	09/10/2020	West Valley Fire District 40/40/20	Health & Safety Institute (7/24/2020) Fire/EMS Training	-52.00
				Health & Safety Institute (8/3/2020) Fire/EMS Training	-8.00
				Staples (7/22/2020) Office Supplies	-7.65
				Firehouse Subs (8/12/2020) Fire/EMS Training	-71.12
				Dollar General (8/7/2020) Consumable Response Supplies	-1.20
				Amazon (7/20/2020) Janitorial Supplies	-23.99
				Walmart (7/22/2020) Janitorial Supplies	-7.15
				Amazon (7/22/2020) Consumable Response Supplies	-15.72
				Amazon (7/23/2020) Consumable Response Supplies	-3.19
				Amazon (7/23/2020) Consumable Response Supplies	-1.26
				Amazon (7/23/2020) Consumable Response Supplies	-263.57
				Amazon (7/23/2020) Consumable Response Supplies	-56.35
				Amazon (7/25/2020) Consumable Response Supplies	-8.05
				Amazon (7/25/2020) Consumable Response Supplies	-5.59
				Amazon (7/26/2020) Consumable Response Supplies	-5.20
				Amazon (7/25/2020) Consumable Response Supplies	-2.23
				Amazon (7/27/2020) Consumable Response Supplies	-2.67
				Amazon (7/28/2020) Consumable Response Supplies	-40.23
				Amazon (7/28/2020) Consumable Response Supplies	-46.16
				Figaro's (7/28/2020) Fire/EMS Training	-29.39
				Home Depot (8/6/2020) Community Relations	-65.82
				Lowe's (7/22/2020) Fire/EMS Training	-93.97
				Best Buy (7/22/2020) Fire/EMS Training	-635.99
				Walmart (7/29/2020) Fire/EMS Training	-35.74
				Firehouse Subs (8/11/2020) Fire/EMS Training	-177.80
				Skyberg Lumber (8/31/2020) Community Relations	-6.99
				TOTAL	-1,667.03
Check	26324	09/10/2020	SW Polk Fire District.	Confagration reimbursement	-15,561.68
Bill Pmt	26325	09/24/2020	Speer Hoyt LLC	Attorney	-1,347.50

SW Polk Fire District

Cash Report Fund Balance
September 30, 2020

For October 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
District/Columbia Bank	\$ 164,647.11	\$917,403.35	-\$899,171.77	\$0.00	-\$25.00	\$ 182,853.69 ✓
Volunteer/Columbia Bank	\$ 35,415.65	\$0.00	-\$1,536.78	\$0.00	\$0.00	\$ 33,878.87 ✓
LGIP/4884	\$ 938,605.93	\$2,183.74	\$0.00	\$770.72	\$0.00	\$ 941,560.39 ✓
LGIP/6043	\$ 2,951,818.05	\$0.00	-\$840,000.62	\$2,052.31	-\$0.05	\$ 2,113,869.69 ✓
Totals	\$ 4,090,486.74	\$919,587.09	\$ (1,740,709.17)	\$ 2,823.03	\$ (25.05)	\$ 3,272,162.64

✓ Indicates reconciled to statement

**SW Polk Fire District
 Profit & Loss
 September 2020**

	<u>Sep 20</u>
Income	
General Fund.	
Estimated Taxes to be Rec'd	
Polk County-Previous	2,181.06
Total Estimated Taxes to be Rec'd	<u>2,181.06</u>
Miscellaneous Income	
Misc	9,897.53
Account Interest	2,823.03
Address Signs	1.75
Conflagration	15,561.68
Grants	51,943.52
Tax Interest	2.68
Total Miscellaneous Income	<u>80,230.19</u>
Total General Fund.	<u>82,411.25</u>
Total Income	<u>82,411.25</u>
Gross Profit	82,411.25
Expense	
General Fund	
MATERIALS & SERVICES	
Conflagration Expenses	94.81
Apparatus & Equipment Maint	
Fuel & Oil	61.61
Total Apparatus & Equipment Maint	<u>61.61</u>
Contractual Services	
Administration	19,569.13
Firefighters	31,476.25
Total Contractual Services	<u>51,045.38</u>
Facility Maintenance	
Station 130	2,959.99
Station 140	9.99
Total Facility Maintenance	<u>2,969.98</u>
General Supplies	
Consumable Response Supplies	225.72
Janitorial Supplies	214.22
Office Supplies	3.82
Total General Supplies	<u>443.76</u>
Miscellaneous	
Banking Fees	26.80
Communtiy Relations	563.07
Subscptions, Ads & Publishing	32.40
Miscellaneous - Other	0.00
Total Miscellaneous	<u>622.27</u>
PPE & Uniforms	
Uniforms	261.00
Total PPE & Uniforms	<u>261.00</u>
Professional Fees	
Billing Services	63.20
Contracted Services	3,134.95
Total Professional Fees	<u>3,198.15</u>

SW Polk Fire District
Profit & Loss
September 2020

	<u>Sep 20</u>
Travel & Education	
Fire & EMS Training	552.01
Total Travel & Education	552.01
Utilities	
Station 130	
Electricity	352.22
Garbage	118.05
Natural Gas/Propane	17.34
Telephone/Cellphones	267.31
Water/Sewer	72.95
Total Station 130	827.87
Station 140	
Water/Sewer	1,131.37
Total Station 140	1,131.37
Station 150	
Water/Sewer	30.44
Total Station 150	30.44
Total Utilities	1,989.68
Appreciation Program	
4030 · Building	170.97
4040 · Business Meeting	535.69
4050 · Donations	250.00
4060 · Equipment	40.00
4110 · Operations	69.99
4160 · Pop Machine	143.43
4170 · Rehab	65.70
Total Appreciation Program	1,275.78
Total MATERIALS & SERVICES	62,514.43
Total General Fund	62,514.43
8000 · Capital Outlay	
Apparatus Replacement	284,796.00
Facillites (Stations)	555,204.62
Total 8000 · Capital Outlay	840,000.62
Total Expense	902,515.05
Net Income	-820,103.80

SW Polk Fire District
Profit & Loss Budget vs. Actual
 July through September 2020

9:20 AM
 10/02/20
 Cash Basis

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Income				
Beginning/Carryover Balance	0.00	5,750,000.00	-5,750,000.00	0.0%
General Fund.				
Estimated Taxes to be Rec'd	0.00	0.00	0.00	0.0%
Polk County-Current	14,265.14	0.00	14,265.14	100.0%
Polk County-Previous	0.00	895,000.00	-895,000.00	0.0%
Estimated Taxes to be Rec'd - Other				
Total Estimated Taxes to be Rec'd	14,265.14	895,000.00	-880,734.86	1.6%
Miscellaneous Income				
Misc	9,897.53			
Account Interest	10,933.52			
Address Signs	151.75			
Conflagration	22,134.88			
Grants	325,963.98			
Tax Interest	21.52			
Miscellaneous Income - Other	0.00	527,000.00	-527,000.00	0.0%
Total Miscellaneous Income	369,103.18	527,000.00	-157,896.82	70.0%
User Fees	0.00	8,000.00	-8,000.00	0.0%
Total General Fund.	383,368.32	1,430,000.00	-1,046,631.68	26.8%
Transfer In GF-Firefighter	0.00	22,000.00	-22,000.00	0.0%
Total Income	383,368.32	7,202,000.00	-6,818,631.68	5.3%
Gross Profit	383,368.32	7,202,000.00	-6,818,631.68	5.3%
Expense				
Unappropriated Ending Fund Bal	0.00	495,000.00	-495,000.00	0.0%
General Fund				
MATERIALS & SERVICES				
Conflagration Expenses	94.81			
Apparatus & Equipment Maint				
Fuel & Oil	872.11			
Maintenance Supplies & Tools	498.30			
Apparatus & Equipment Maint - Other	0.00	18,000.00	-18,000.00	0.0%
Total Apparatus & Equipment Maint	1,370.41	18,000.00	-16,629.59	7.6%
Contractual Services				
Administration	57,810.32			
Firefighters	95,189.28			
Contractual Services - Other	0.00	603,000.00	-603,000.00	0.0%
Total Contractual Services	152,999.60	603,000.00	-450,000.40	25.4%

SW Polk Fire District
Profit & Loss Budget vs. Actual
 July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Dispatch Services				
Polk County Radio System	2,044.50			
WVCC	9,089.71			
Dispatch Services - Other	0.00	52,000.00	-52,000.00	0.0%
Total Dispatch Services	11,134.21	52,000.00	-40,865.79	21.4%
Equipment				
Facility Maintenance	0.00	5,000.00	-5,000.00	0.0%
Station 130	2,959.99			
Station 140	9.99			
Facility Maintenance - Other	0.00	18,000.00	-18,000.00	0.0%
Total Facility Maintenance	2,969.98	18,000.00	-15,030.02	16.5%
General Supplies				
Awards/Incentives	795.00			
Consumable Response Supplies	674.69			
Janitorial Supplies	382.37			
Office Supplies	37.07			
General Supplies - Other	0.00	5,000.00	-5,000.00	0.0%
Total General Supplies	1,889.13	5,000.00	-3,110.87	37.8%
Grants	0.00	400,000.00	-400,000.00	0.0%
Insurance	0.00	17,000.00	-17,000.00	0.0%
Miscellaneous				
Banking Fees	80.60			
Community Relations	683.07			
Subscriptions, Ads & Publishing	521.00			
For Sheridan	-187.89			
Miscellaneous - Other	0.00	5,000.00	-5,000.00	0.0%
Total Miscellaneous	1,096.78	5,000.00	-3,903.22	21.9%
Personnel Services				
Workers Compensation	3,501.29	5,000.00	-1,498.71	70.0%
Total Personnel Services	3,501.29	5,000.00	-1,498.71	70.0%
PPE & Uniforms				
Uniforms	1,549.50			
Wildland PPE	684.00			
PPE & Uniforms - Other	0.00	14,000.00	-14,000.00	0.0%
Total PPE & Uniforms	2,233.50	14,000.00	-11,766.50	16.0%

SW Polk Fire District
Profit & Loss Budget vs. Actual
 July through September 2020

9:20 AM
 10/02/20
 Cash Basis

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Professional Fees				
Attorney	3,212.77			
Billing Services	223.20			
Contracted Services	10,419.35			
Member Physicals, Testing, Vacc	407.26			
Professional Fees - Other	0.00	30,000.00	-30,000.00	0.0%
Total Professional Fees	14,262.58	30,000.00	-15,737.42	47.5%
Repairs & Maintenance				
Fuel & Oil	247.14			
Total Repairs & Maintenance	247.14			
Travel & Education				
Fire & EMS Training	745.01	4,000.00	-4,000.00	0.0%
Travel & Education - Other	0.00			
Total Travel & Education	745.01	4,000.00	-3,254.99	18.6%
Utilities				
Station 130				
Electricity	799.95			
Garbage	118.05			
Natural Gas/Propane	32.75			
Telephone/Cellphones	798.99			
Water/Sewer	319.18			
Total Station 130	2,068.92			
Station 140				
Water/Sewer	1,355.37			
Total Station 140	1,355.37			
Station 150				
Water/Sewer	30.44			
Total Station 150	30.44			
Utilities - Other				
	0.00	10,000.00	-10,000.00	0.0%
Total Utilities	3,454.73	10,000.00	-6,545.27	34.5%

SW Polk Fire District Profit & Loss Budget vs. Actual July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Appreciation Program				
4030 · Building	170.97			
4040 · Business Meeting	893.68			
4050 · Donations	250.00			
4060 · Equipment	40.00			
4110 · Operations	69.99			
4160 · Pop Machine	210.36			
4170 · Rehab	93.66			
4999 · District	76.00			
Appreciation Program - Other	0.00	57,000.00	-57,000.00	0.0%
Total Appreciation Program	1,804.66	57,000.00	-55,195.34	3.2%
MATERIALS & SERVICES - Other				
	0.00	0.00	0.00	0.0%
Total MATERIALS & SERVICES	197,803.83	1,243,000.00	-1,045,196.17	15.9%
Total General Fund	197,803.83	1,243,000.00	-1,045,196.17	15.9%
9901 · Transfer to Station 130	0.00	22,000.00	-22,000.00	0.0%
9970 · Contingency	0.00	30,000.00	-30,000.00	0.0%
DEBT SERVICES				
Principal Payments	0.00	220,000.00	-220,000.00	0.0%
Interest Payments	0.00	192,000.00	-192,000.00	0.0%
Total DEBT SERVICES	0.00	412,000.00	-412,000.00	0.0%
8000 · Capital Outlay				
Apparatus Replacement	284,796.00	1,500,000.00	-1,215,204.00	19.0%
Facilities (Stations)	1,341,729.27	3,500,000.00	-2,158,270.73	38.3%
8000 · Capital Outlay - Other	0.00	0.00	0.00	0.0%
Total 8000 · Capital Outlay	1,626,525.27	5,000,000.00	-3,373,474.73	32.5%
Total Expense	1,824,329.10	7,202,000.00	-5,377,670.90	25.3%
Net Income	-1,440,960.78	0.00	-1,440,960.78	100.0%

**SW Polk Fire District
Check Detail
September 2020**

Type	Num	Date	Name	Account	Paid Amount
Check		09/01/2020	Bond LGIP	Banking Fees	-0.05
Check		09/15/2020	9840 Columbia Bank	Banking Fees	-25.00
Bill Pmt -Check	Online	09/02/2020	CenturyLink	Telephone/Cel/phones (130)	-160.32
Bill Pmt -Check	Online	09/11/2020	NW Natural	Natural Gas/Propane (130)	-17.34
Bill Pmt -Check	Online	09/15/2020	Pacific Power	Electricity (130)	-352.22
Check	Online	09/17/2020	Bank of America	Conflagration Expenses Conflagration Expenses	-34.47 -60.34 <u>-94.81</u>
TOTAL					
Check	Online	09/17/2020	Bank of America	VOLS - 9832 Columbia Bank 4030 · Building 4040 · Business Meeting 4050 · Donations 4060 · Equipment 4160 · Pop Machine 4170 · Rehab 4030 · Building 4040 · Business Meeting 4110 · Operations 4160 · Pop Machine 4170 · Rehab	-14.99 -345.00 -250.00 -40.00 -11.39 -45.74 -155.98 -83.16 -69.99 -132.04 -19.96 <u>-1,168.25</u>
Check	Online	09/18/2020	Intuit Supplies	Billing Services	-63.20
Bill Pmt -Check	Online	09/22/2020	Spectrum Business	Internet/TV (130)	-66.98

SW Polk Fire District

Check Detail

September 2020

Type	Num	Date	Name	Account	Paid Amount
Check	212	09/04/2020	Chet Graham	VOLS - 9832 Columbia Bank 4040 · Business Meeting	-107.53
Check	213	09/21/2020	Daniel Cummins	VOLS - 9832 Columbia Bank Uniforms	-261.00
Bill Pmt -Check	6264 # 5	09/10/2020	Ben Fackler Construction, Inc	Facilities (Stations)	-553,771.17
Bill Pmt -Check	6265	09/10/2020	Branch Engineering, Inc.	Facilities (Stations)	-1,433.45
Bill Pmt -Check	6266	09/10/2020	Garber Excavating Inc.	Facility maint. (130)	-2,950.00
Bill Pmt -Check	6267	09/10/2020	Luckiamute Domestic Water Cooperative	Water/Sewer (150)	-30.44
Bill Pmt -Check	6268	09/10/2020	Midwest Fire	Apparatus Replacement (Bond)	-284,796.00
Bill Pmt -Check	6269	09/10/2020	Perrydale Domestic Water Assc.	Water/Sewer (140)	-1,059.37
Bill Pmt -Check	6270	09/10/2020	Rickreall Community Water	Water/Sewer (130)	-72.95
Bill Pmt -Check	6271	09/10/2020	Rickreall Farm Supply, Inc	Fuel & Oil	-36.61
Bill Pmt -Check	6272	09/10/2020	Royal Flush Portable Toilets	Water/Sewer (140)	-72.00
Bill Pmt -Check	6273	09/10/2020	Brandt's Sanitary Service, Inc.	Garbage (130)	-118.05
Bill Pmt -Check	6274	09/10/2020	ESO Solutions, Inc.	Contracted Services	-2,564.70
Bill Pmt -Check	6275	09/10/2020	Streamline	Contracted Services	-100.00
Check	6276	09/10/2020	Sheridan Rural Fire Protection District August contractual	Administration Firefighters	-19,569.13 -31,476.25 -51,045.38
TOTAL					
Check	6277	09/10/2020	Sheridan Rural Fire Protection District 40/40/20	CFO Selections (9/9/2020) Contracted Services Bulletin Board (9/1/2020) Subscriptions, Ads & Publishing	-470.25 -32.40 -502.65
TOTAL					

**SW Polk Fire District
Check Detail
September 2020**

Type	Numb	Date	Name	Account	Paid Amount
Check	6278	09/10/2020	Sheridan Rural Fire Protection District Misc. bills	Verizon (8/12/2020) Telephone/Cellphones Walter E Nelson Co. (8/14/2020) Janitorial Supplies Traffic Safety Supply (8/19/2020) Community Relations	-40.01 -198.64 -526.67 <u>-765.32</u>
TOTAL					
Check	6279	09/10/2020	West Valley Fire District Misc. bills	Skyberg Lumber (8/6/2020) Facility maint. (130) Skyberg Lumber (8/6/2020) Facility maint. (140) Safeway (8/8/2020) Fuel & Oil	-9.99 -9.99 -25.00 <u>-44.98</u>
TOTAL					
Check	6280	09/10/2020	West Valley Fire District 40/40/20	Health & Safety Institute (7/24/2020) Fire/EMS Training Health & Safety Institute (8/3/2020) Fire/EMS Training Staples (7/22/2020) Office Supplies Firehouse Subs (8/12/2020) Fire/EMS Training Dollar General (8/7/2020) Consumable Response Supplies Amazon (7/20/2020) Janitorial Supplies Walmart (7/22/2020) Janitorial Supplies Amazon (7/22/2020) Consumable Response Supplies Amazon (7/23/2020) Consumable Response Supplies Amazon (7/23/2020) Consumable Response Supplies Amazon (7/23/2020) Consumable Response Supplies Amazon (7/23/2020) Consumable Response Supplies Amazon (7/25/2020) Consumable Response Supplies Amazon (7/25/2020) Consumable Response Supplies Amazon (7/26/2020) Consumable Response Supplies Amazon (7/25/2020) Consumable Response Supplies Amazon (7/27/2020) Consumable Response Supplies Amazon (7/28/2020) Consumable Response Supplies Amazon (7/28/2020) Consumable Response Supplies Figaro's (7/28/2020) Fire/EMS Training Home Depot (8/6/2020) Community Relations Lowe's (7/22/2020) Fire/EMS Training Best Buy (7/22/2020) Fire/EMS Training Walmart (7/29/2020) Fire/EMS Training Firehouse Subs (8/11/2020) Fire/EMS Training Skyberg Lumber (8/31/2020) Community Relations	-26.00 -4.00 -3.82 -35.56 -0.60 -12.00 -3.58 -7.87 -1.59 -0.62 -131.79 -28.18 -4.02 -2.80 -2.60 -1.12 -1.33 -20.12 -23.08 -14.69 -32.90 -46.99 -317.99 -17.88 -88.90 -3.50 <u>-833.53</u>
TOTAL					

SW Polk Fire District

Check Detail

September 2020

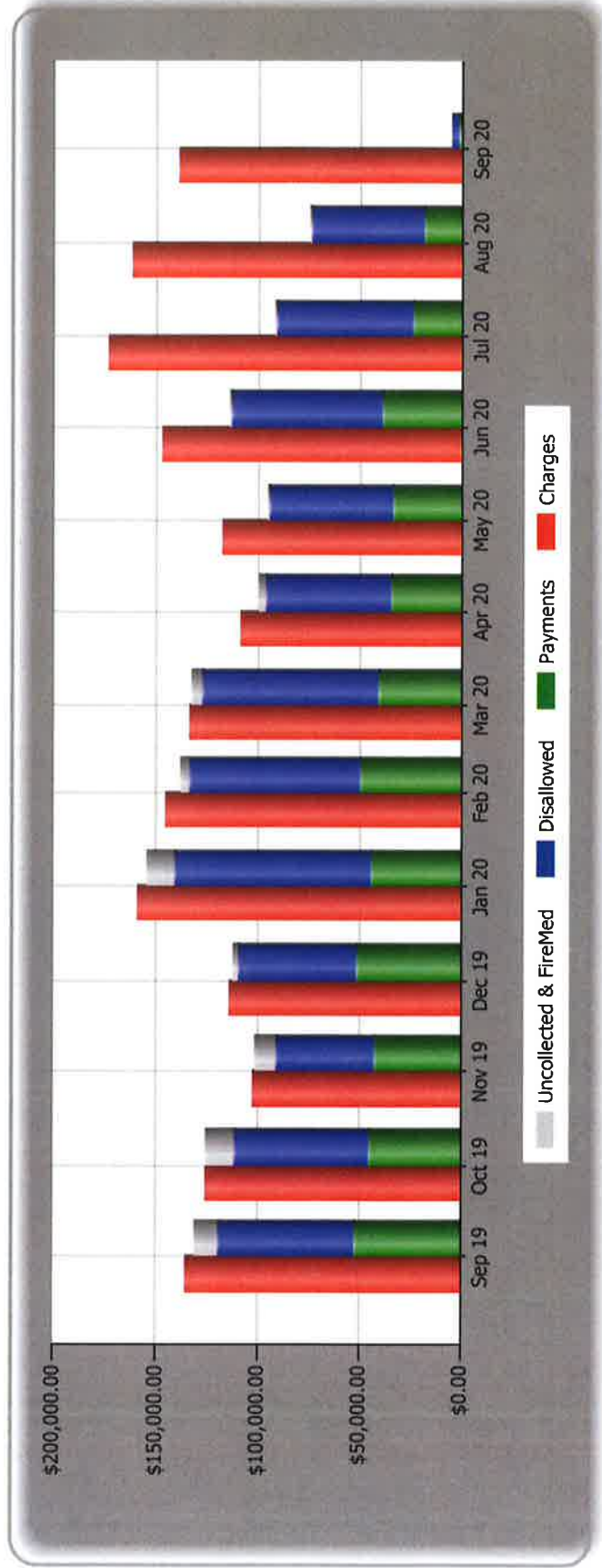
Type	Num	Date	Name	Account	Paid Amount
Check	6281	09/21/2020	Void	Void	0.00

ANNUAL COLLECTION STATISTICS

Date Of Service	09/01/2019
Date Of Service	09/30/2020
Invoices	0
Company	West Valley

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Sep 19	82	135,750.00	-52,130.14	38 %	-3,813.00	3 %	-67,776.44	50 %	-7,461.62	5 %	4,568.80	3 %
Oct 19	73	125,521.00	-45,476.79	36 %	-400.00	0 %	-65,667.52	52 %	-14,106.80	11 %	-130.11	0 %
Nov 19	56	102,760.60	-42,123.01	41 %	-550.00	1 %	-49,042.79	48 %	-9,518.80	9 %	1,526.00	1 %
Dec 19	66	113,736.40	-51,130.83	45 %	-250.00	0 %	-58,702.22	52 %	-2,708.20	2 %	945.15	1 %
Jan 20	81	158,785.00	-43,992.86	28 %	-525.00	0 %	-97,374.64	61 %	-12,592.50	8 %	4,300.00	3 %
Feb 20	79	145,905.00	-49,952.83	34 %	-1,459.56	1 %	-84,297.92	58 %	-2,760.00	2 %	7,434.69	5 %
Mar 20	68	133,415.00	-40,697.55	31 %	-800.00	1 %	-86,967.53	65 %	-4,130.00	3 %	819.92	1 %
Apr 20	65	108,625.00	-34,254.59	32 %	-250.00	0 %	-62,301.12	57 %	-2,765.00	3 %	9,054.29	8 %
May 20	71	117,322.50	-33,401.53	28 %	-250.00	0 %	-61,132.51	52 %	-500.00	0 %	22,038.46	19 %
Jun 20	73	147,627.50	-38,886.69	26 %	-682.95	0 %	-74,652.89	51 %	0.00	0 %	33,404.97	23 %
Jul 20	90	172,854.80	-23,835.16	14 %	-250.00	0 %	-67,310.14	39 %	0.00	0 %	81,469.50	47 %
Aug 20	84	161,282.72	-18,361.33	11 %	-500.00	0 %	-55,952.16	35 %	0.00	0 %	86,469.23	54 %
Sep 20	69	139,353.99	-950.54	1 %	0.00	0 %	-3,903.29	3 %	0.00	0 %	134,500.16	97 %
957		1,762,939.51	-475,193.85		-9,730.51		-835,081.17		-56,542.92		386,391.06	

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



West Valley Fire District

Cash Report Fund Balance
September 30, 2020

For October 2020 Board Meeting

	BALANCE	DEPOSIT	WITHDRAWAL	INTEREST	FEES	BALANCE
US Bank Checking	\$ 174,416.05	\$351,481.22	-\$196,590.44	\$0.00	\$0.00	\$ 329,306.83
LGIP/5640	\$ 23,665.64	\$1,346.74	\$0.00	\$20.19	\$0.00	\$ 25,032.57
Totals	\$ 198,081.69	\$352,827.96	\$ (196,590.44)	\$ 20.19	\$ -	\$ 354,339.40

√ Indicates reconciled to statement

West Valley Fire District

PROFIT AND LOSS

September 2020

	TOTAL
Income	
INCOME	
Contractual Services	
CTGR	112,500.00
Total Contractual Services	112,500.00
Estimated Taxes to be Rec'd	
Polk County-Prior	410.95
Yamhill County-Prior	918.49
Total Estimated Taxes to be Rec'd	1,329.44
Miscellaneous	
Account Interest	21.24
Conflagration	12,016.73
Grants	71,052.04
Tax Interest	17.30
Total Miscellaneous	83,107.31
User Fees and FireMed	
Ambulance User Fees	145,132.84
Cost Recovery	1,314.13
Total User Fees and FireMed	146,446.97
Total INCOME	343,383.72
Total Income	\$343,383.72
GROSS PROFIT	\$343,383.72
Expenses	
MATERIAL & SERVICES	
Apparatus & Equipment Maintenance	
Fuel & Oil	1,958.75
Maintenance Supplies and Tools	676.20
Vendor Services	5,557.50
Total Apparatus & Equipment Maintenance	8,192.45
Contractual Services	
IGA	
Admin	36,865.82
Admin OT	2,272.44
Total IGA	39,138.26
Total Contractual Services	39,138.26
Dispatch Services	1,875.00
EMS Supplies	2,430.33
Facility Maintenance	
Station 180	949.74

West Valley Fire District

PROFIT AND LOSS

September 2020

	TOTAL
Station 182	9.78
Station 183	4,277.03
Total Facility Maintenance	5,236.55
General Supplies	
Janitorial Supplies	256.10
Office Supplies	835.96
Total General Supplies	1,092.06
Miscellaneous	
Community Relations	533.67
For Sheridan Fire	-3.79
For SW Polk	-459.42
Subscriptions, Ads & Publishing	64.80
Total Miscellaneous	135.26
PPE & Uniforms	
Structural PPE	2,500.00
Total PPE & Uniforms	2,500.00
Professional Services	
Attorney	2,978.50
Contracted Services	30,077.50
Member Physicals, Testing, and Vaccines	1,455.30
Total Professional Services	34,511.30
Travel & Education	
Fire/EMS Training	274.93
Total Travel & Education	274.93
Utilities	
Station 180	
Electricity	894.73
Garbage	103.25
Internet/TV	15.51
Natural Gas/Propane	67.58
Telephone/Cellphones	863.70
Water/Sewer	824.81
Total Station 180	2,769.58
Station 183	
Electricity	31.22
Water/Sewer	64.00
Total Station 183	95.22
Total Utilities	2,864.80
Total MATERIAL & SERVICES	98,250.94

West Valley Fire District

PROFIT AND LOSS

September 2020

	TOTAL
PERSONNEL SERVICES	
FF/P & FF/EMT	
FF/EMT	34,157.92
FF/Paramedic	31,423.38
Total FF/P & FF/EMT	65,581.30
Health Insurance	10,764.56
Overtime	
Other Staff	14,096.71
Total Overtime	14,096.71
Payroll Taxes	
Federal Taxes	6,095.35
State Taxes	74.78
Total Payroll Taxes	6,170.13
PERS	7,448.14
Worker's Compensation	-6,058.48
Total PERSONNEL SERVICES	98,002.36
Total Expenses	\$196,253.30
NET OPERATING INCOME	\$147,130.42
NET INCOME	\$147,130.42

West Valley Fire District

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July - September, 2020

	ACTUAL	BUDGET	TOTAL	REMAINING	% OF BUDGET
Income					
GF Beginning Balance		110,000.00		110,000.00	
INCOME					
Contractual Services		480,000.00		480,000.00	
CTGR	112,500.00			-112,500.00	
Total Contractual Services	112,500.00	480,000.00		367,500.00	23.44 %
Estimated Taxes to be Rec'd		600,000.00		600,000.00	
Polk County-Prior	2,391.83			-2,391.83	
Yamhill County-Prior	3,615.34			-3,615.34	
Total Estimated Taxes to be Rec'd	6,007.17	600,000.00		593,992.83	1.00 %
Miscellaneous	13,737.24	510,685.00		496,947.76	2.69 %
Account Interest	62.80			-62.80	
Address Signs	50.00			-50.00	
Conflagration	13,734.19			-13,734.19	
Grants	250,000.00			-250,000.00	
Misc.	582.00			-582.00	
Surplus Sales	41,352.00			-41,352.00	
Tax Interest	56.51			-56.51	
Total Miscellaneous	319,574.74	510,685.00		191,110.26	62.58 %
User Fees and FireMed		830,000.00		830,000.00	
Ambulance User Fees	235,799.07			-235,799.07	
Cost Recovery	1,811.24			-1,811.24	
FireMed	150.00			-150.00	
Total User Fees and FireMed	237,760.31	830,000.00		592,239.69	28.65 %
Total INCOME	675,842.22	2,420,685.00		1,744,842.78	27.92 %
Unapplied Cash Payment Income-1	0.00			0.00	
Total Income	\$675,842.22	\$2,530,685.00		\$1,854,842.78	26.71 %
GROSS PROFIT	\$675,842.22	\$2,530,685.00		\$1,854,842.78	26.71 %

West Valley Fire District

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July - September, 2020

	ACTUAL	BUDGET	TOTAL	REMAINING	% OF BUDGET
Expenses					
CAPITAL OUTLAY					
Contingency		261,675.00		261,675.00	
MATERIAL & SERVICES		25,000.00		25,000.00	
Apparatus & Equipment Maintenance		50,000.00		50,000.00	
Equip. Servicing/Testing/Calibration	1,626.41			-1,626.41	
Fuel & Oil	5,227.39			-5,227.39	
Maintenance Supplies and Tools	989.26			-989.26	
Vendor Services	6,738.49			-6,738.49	
Total Apparatus & Equipment Maintenance	14,581.55	50,000.00		35,418.45	29.16 %
Contractual Services		422,000.00		422,000.00	
IGA					
Admin	109,681.78			-109,681.78	
Admin OT	5,938.84			-5,938.84	
Total IGA	115,620.62			-115,620.62	
Total Contractual Services	115,620.62	422,000.00		306,379.38	27.40 %
Dispatch Services	5,625.00	30,000.00		24,375.00	18.75 %
EMS Supplies	6,644.36	34,000.00		27,355.64	19.54 %
Equipment		5,000.00		5,000.00	
Facility Maintenance		10,000.00		10,000.00	
Station 180	1,717.51			-1,717.51	
Station 182	34.35			-34.35	
Station 183	4,277.03			-4,277.03	
Total Facility Maintenance	6,028.89	10,000.00		3,971.11	60.29 %
General Supplies		14,000.00		14,000.00	
Consumable Response Supplies	934.32			-934.32	
Janitorial Supplies	570.04			-570.04	
Office Supplies	2,919.44			-2,919.44	
Total General Supplies	4,423.80	14,000.00		9,576.20	31.60 %

West Valley Fire District

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July - September, 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Grants		222,010.00	222,010.00	
Insurance		30,000.00	30,000.00	
Miscellaneous		7,000.00	7,000.00	
Banking Fees	309.27		-309.27	
Community Relations	599.49		-599.49	
For Sheridan Fire	1,367.65		-1,367.65	
For SW Polk	511.68		-511.68	
Subscriptions, Ads & Publishing	1,177.87		-1,177.87	
Total Miscellaneous	3,965.96	7,000.00	3,034.04	56.66 %
PPE & Uniforms		15,000.00	15,000.00	
Structural PPE	2,500.00		-2,500.00	
Wildland PPE	927.22		-927.22	
Total PPE & Uniforms	3,427.22	15,000.00	11,572.78	22.85 %
Professional Services	23.88	68,000.00	67,976.12	0.04 %
Attorney	4,612.53		-4,612.53	
Billing Service	25,302.87		-25,302.87	
Contracted Services	38,571.63		-38,571.63	
Elections	272.98		-272.98	
Member Physicals, Testing, and Vaccines	2,087.62		-2,087.62	
Total Professional Services	70,871.51	68,000.00	-2,871.51	104.22 %
Student Resident Volunteer Program		15,000.00	15,000.00	
Travel & Education		15,000.00	15,000.00	
Fire/EMS Training	1,554.13		-1,554.13	
Total Travel & Education	1,554.13	15,000.00	13,445.87	10.36 %
Utilities		35,000.00	35,000.00	
Station 180				
Electricity	2,644.09		-2,644.09	
Garbage	303.93		-303.93	
Internet/TV	346.53		-346.53	

West Valley Fire District

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July - September, 2020

	ACTUAL	BUDGET	TOTAL	REMAINING	% OF BUDGET
Natural Gas/Propane	100.39			-100.39	
Telephone/Cellphones	2,948.81			-2,948.81	
Water/Sewer	1,285.69			-1,285.69	
Total Station 180	7,629.44			-7,629.44	
Station 183					
Electricity	91.78			-91.78	
Water/Sewer	192.00			-192.00	
Total Station 183	283.78			-283.78	
Total Utilities	7,913.22	35,000.00		27,086.78	22.61 %
Total MATERIAL & SERVICES	240,656.26	972,010.00		731,353.74	24.76 %
PERSONNEL SERVICES					
FF/P & FF/EMT		635,000.00		635,000.00	
FF/EMT	68,244.96			-68,244.96	
FF/Paramedic	75,288.24			-75,288.24	
Total FF/P & FF/EMT	143,533.20	635,000.00		491,466.80	22.60 %
Health Insurance	29,018.16	200,000.00		170,981.84	14.51 %
Overtime		60,000.00		60,000.00	
Other Staff	28,853.61			-28,853.61	
Total Overtime	28,853.61	60,000.00		31,146.39	48.09 %
Part-Time		10,000.00		10,000.00	
Payroll Taxes		97,000.00		97,000.00	
Federal Taxes	13,187.60			-13,187.60	
State Taxes	217.93			-217.93	
Total Payroll Taxes	13,405.53	97,000.00		83,594.47	13.82 %
PERS	23,474.44	165,000.00		141,525.56	14.23 %
Worker's Compensation	5.34	30,000.00		29,994.66	0.02 %
Total PERSONNEL SERVICES	238,290.28	1,197,000.00		958,709.72	19.91 %
Unapplied Cash Bill Payment Expense	371.10			-371.10	

West Valley Fire District

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July - September, 2020

	ACTUAL	BUDGET	TOTAL	
			REMAINING	% OF BUDGET
Unappropriated Ending Fund Balance		75,000.00	75,000.00	
Total Expenses	\$479,317.64	\$2,530,685.00	\$2,051,367.36	18.94 %
NET OPERATING INCOME	\$196,524.58	\$0.00	\$ -196,524.58	0.00%
NET INCOME	\$196,524.58	\$0.00	\$ -196,524.58	0.00%

West Valley Fire District
Check Detail
September 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/01/2020	Bill Payment (Check)	Online	CenturyLink	Telephone/Cellphones (180)	-309.14
09/02/2020	Bill Payment (Check)	Online	Sierra Springs	Office supplies	-22.00
09/03/2020	Expense	Online	OR Department of Revenue	September payroll taxes	-3,313.62
09/04/2020	Expense	Online	IRS	September payroll taxes	-12,836.71
09/09/2020	Bill Payment (Check)	Online	NW Natural	Natural gas (180)	-67.58
09/09/2020	Bill Payment (Check)	5377	SDIS	Health insurance	-11,892.93
09/09/2020	Bill Payment (Check)	5376	Bretthauer Oil Co.	Fuel/oil	-203.37
09/10/2020	Check	5380	Sheridan Fire District	August August OT August contractual	-36,865.82 -2,272.44 <u>-39,138.26</u>
09/10/2020	Bill Payment (Check)	5350	A & E Security & Electronic Solutions	Facility maint. (180)	-485.40
09/10/2020	Bill Payment (Check)	5351	Aumsville Rural Fire District	Structural PPE	-2,500.00
09/10/2020	Bill Payment (Check)	5352	Bound Tree Medical LLC	EMS supplies	-55.74
09/10/2020	Bill Payment (Check)	5353	Bretthauer Oil Co.	Void	0.00
09/10/2020	Bill Payment (Check)	5354	City Of Dallas	Vendor services	-4,571.67
09/10/2020	Bill Payment (Check)	5355	Davison Auto Parts	Maintenance supplies and tools	-39.98
09/10/2020	Bill Payment (Check)	5356	Grand Ronde Community Water	Water/Sewer (183)	-24.00
09/10/2020	Bill Payment (Check)	5357	Kontrol Solutions	Facility maint. (180)	-450.00

TOTAL

West Valley Fire District
Check Detail
September 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/10/2020	Bill Payment (Check)	5358	MLynn Designs	Contracted services	-142.50
09/10/2020	Bill Payment (Check)	5359	Speer Hoyt LLC	Attorney	-1,778.00
09/10/2020	Bill Payment (Check)	5360	Tactical Business	Contracted services	-25,000.00
09/10/2020	Bill Payment (Check)	5361	Technical Genius Solutions	Contracted services	-315.00
09/10/2020	Bill Payment (Check)	5362	Yamhill Communications Agency	Dispatch	-1,875.00
09/10/2020	Bill Payment (Check)	5363	Zoll Medical Corporation	EMS supplies	-163.58
09/10/2020	Check	5379	Sheridan Fire District Misc. bills	Walter E Nelson Co (8/14/2020) Janitorial supplies Traffic Safety Supply (8/19/2020) Community relations Bound Tree (8/20/2020) EMS supplies Intuit (8/14/2020) Office supplies	-256.10 -526.67 -67.14 -87.19 <u>-937.10</u>
09/10/2020	Check	5378	Sheridan Fire District 40/40/20	The Bulletin Board (9/1/2020) Ads CFO Selections (9/9/2020) Contracted services	-64.80 <u>-940.50</u> <u>-1005.30</u>
09/10/2020	Bill Payment (Check)	5364	Life-Assist Inc.	EMS supplies	-1,710.50
09/10/2020	Bill Payment (Check)	5365	Barker Surveying	Contracted services	-3,352.50
09/10/2020	Bill Payment (Check)	5366	Grand Ronde Sanitary District	Water/Sewer (183)	-40.00
09/10/2020	Bill Payment (Check)	5367	Industrial Welding Supply, Inc	EMS supplies	-75.00
09/10/2020	Bill Payment (Check)	5368	L & L Equipment	Maintenance supplies and tools	-8.79
09/10/2020	Bill Payment (Check)	5369	McMinnville Immediate Health Care LLC	Member physicals	-1,455.30

TOTAL

West Valley Fire District
Check Detail
September 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/10/2020	Bill Payment (Check)	5370	Recology Western Oregon	Garbage (180)	-103.25
09/10/2020	Bill Payment (Check)	5371	Sheldon Oil Company	Fuel/foil	-1,492.15
09/10/2020	Bill Payment (Check)	5372	Skyberg Lumber	EMS supplies & Facility maint. (180)	-74.77
09/10/2020	Bill Payment (Check)	5373	Streamline	Contracted services	-200.00
09/10/2020	Bill Payment (Check)	5375	Zoll Medical Corporation	EMS supplies	-240.00
09/10/2020	Bill Payment (Check)	5374	Wave Business	Utilities/TV (180)	-15.51
09/11/2020	Bill Payment (Check)	Online	Portland General Electric (8)	Electricity (180)	-894.73
09/11/2020	Bill Payment (Check)	Online	Verizon Wireless	Telephone/Celphones (180)	-643.46
09/15/2020	Bill Payment (Check)	Online	Portland General Electric	Electricity (183)	-31.22
09/17/2020	Check	Online	US Bank	Hertel CC Hoxie CC Crowe CC Mock CC Thomas CC Schulze CC 7/21-8/20/2020	-346.92 -3.00 -1,578.41 -320.36 -2,860.44 0.00 <u>-5,109.13</u>
09/24/2020	Bill Payment (Check)	5381	City of Willamina	Water/Sewer (180)	-824.81
09/24/2020	Bill Payment (Check)	5382	Speer Hoyt LLC	Attorney	-1,200.50
09/25/2020	Expense	Online	PERS	August PERS	-2,131.97
09/25/2020	Expense	Online	PERS	August PERS	-5,316.17
TOTAL					

West Valley Fire District
Check Detail
September 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/29/2020	Expense	Online	Intuit Complete Payroll	Payroll fee	-127.00
09/30/2020	Check	DD	ALGUIRE, JACOB.	Payroll	-8,393.34
09/30/2020	Check	DD	KALEB S CARMONY	Payroll	-4,053.33
09/30/2020	Check	DD	ANDREW R CHAPMAN	Payroll	-940.87
09/30/2020	Check	DD	HINES, ERIC	Payroll	-6,138.21
09/30/2020	Check	DD	McKENNA A HOY	Payroll	-4,023.47
09/30/2020	Check	DD	RYAN A LAMBERG	Payroll	-3,319.25
09/30/2020	Check	DD	LUKE B NODINE	Payroll	-4,457.57
09/30/2020	Check	DD	JAY W PAYNE	Payroll	-2,777.58
09/30/2020	Check	DD	SESSA, JAKOB	Payroll	-3,935.28
09/30/2020	Check	DD	VAUBLE, RYAN.	Payroll	-7,099.80
09/30/2020	Check	DD	WALTERS, COOPER	Payroll	-4,167.28
09/30/2020	Check	DD	WOODS, MICHAELA	Payroll	-4,113.36
09/30/2020	Bill Payment (Check)	Online	TIAA Bank	Office supplies	-603.64
09/30/2020	Check	5383	IAFF Local #4861	Payroll deduction	-1,200.00

CFO SELECTIONS LLC

Attachment B

Please reference the original Agreement dated July 7, 2020 between Sheridan Fire District and CFO Selections LLC

STATEMENT OF WORK

Effective Date: September 28, 2020

Initial Duration: 90 days; month-to-month thereafter

Primary Consultant Todd Kimball

Time and Scheduling: As mutually determined by Client and Consultant; expected to be approximately 4-8 hours per month.

Scope of Engagement: Consultant will diligently work with client and designated client personnel on a best efforts basis to prioritize and complete engagement objectives as stated below within the stated time and scheduling parameters. Any further consulting and or time increases beyond this scope are expressly outside of this statement of work and thus will first be mutually agreed upon and detailed under a separate and/or revised Statement of Work as appropriate prior to commencement.

Generic Scope

Provide support to the accounting department on key projects, system improvements, and training.

Specific Scope

Consultant deliverables and projects will include, but is not necessarily limited to areas of:

- Assist in the implementation of key accounting-related projects, including a payroll system conversion, accounting system conversion, development of improved processes and procedures, and other projects as assigned.
- Provide coaching and training to the accounting and admin teams.
- Provide other consultative services, which may be mutually agreed upon under this scope by Client, Consultant and CFO Selections.

Agreed upon Rate: \$165 per hour; billed weekly in arrears.

Client Approval: _____

Client Approval Date: _____

Consultant Approval: _____

Consultant Approval Date: _____

CFOS Approval: _____

CFOS Approval Date: _____



Sheridan Fire District SW Polk Fire District West Valley Fire District Employee Handbook

October 2020

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INTRODUCTION

WELCOME TO SHERIDAN, SW POLK AND WEST VALLEY FIRE DISTRICTS!

We're happy to welcome you to Sheridan, SW Polk and West Valley Fire Districts – we're glad you've joined us! We take pride in selecting people such as you to join our districts, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve is to help you understand our districts and your role in them. This Handbook has been prepared as a guide to give you a better understanding of the districts' policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

Our districts value two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We sincerely hope you will like it here.

Fred Hertel



Fire Chief
Sheridan, SW Polk and West Valley Fire Districts

OUR HISTORY

SHERIDAN FIRE DISTRICT

Sheridan Fire Department began in 1886 as part of the city of Sheridan. It served a population of approximately 200 people and about forty square miles to include the city of Sheridan and the farming community around it. As the city has grown and the surround area has become more populated the Fire Department transitioned away from a city department to a special district, not limited by the city boundaries and becoming a separate entity from the city all together. Sheridan Fire District now covers 103 square miles made up of forest land, farmland and the communities of Sheridan, Buell and Ballston. Additionally, Sheridan Fire District's ambulance service area is nearly 150 square miles.

SW POLK FIRE DISTRICT

The Southwestern Polk County Rural Fire Protection District provides rescue services to the rural communities of Polk County, Oregon. The District was formed in 1947 to provide more adequate protection for rural residents, their homes, and crops. Additionally, the District was formed to have the immediate effect of reducing insurance premiums on all property within the boundaries of the District. Currently, SW Polk Fire District covers approximately 123 square miles including Rickreall and the communities of Bridgeport, Oakgrove, and Salt Creek.

WEST VALLEY FIRE DISTRICT

West Valley Fire District (WVFD) is located in the West Willamette Valley in the foothills of the Oregon coastal range, spanning two different counties: Polk and Yamhill. Willamina Fire District was formed from two separate agencies combining Willamina Fire District and Willamina Ambulance Service. Then, West Valley Fire District was formally organized in 2004. The emergency service delivery systems date back to 1948. The fire district coverage area spans 62 square miles and the ambulance service area is approximately 264 square miles. Service is provided to the City of Willamina, unincorporated area of Grand Ronde, and The Confederated Tribes of Grand Ronde. The resident population is approximately ~5,000 in our service area, and a transient population of ~9,500 daily at Spirit Mountain Casino.

THREE AGENCIES WORKING TOGETHER

Sheridan, SW Polk and West Valley Fire Districts are working collaboratively. They share a joint administration as well as share apparatus, equipment, and supplies. The three districts together cover over 500 square miles of fire district and ambulance service areas.

ABOUT THIS HANDBOOK

This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all of our employees. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please contact your supervising Battalion Chief.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we'll try to make fair and equitable decisions while making sure that the best interests of the districts are served.

Neither this Handbook nor any other district document confers any express or implied contractual right to remain in Sheridan, SW Polk and West Valley Fire Districts' employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by Sheridan, SW Polk and West Valley Fire Districts or you for any reason, at any time.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. Please note that when discrepancies occur between benefit language in this Handbook and the Collective bargaining Agreement (CBA), the CBA will take precedence. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

EMPLOYMENT POLICIES

EMPLOYMENT RELATIONSHIP

You and Sheridan, SW Polk and West Valley Fire Districts are engaged in an “at-will” employment relationship. Therefore, employment at Sheridan, SW Polk and West Valley Fire Districts is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the districts may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the districts has the authority to enter into any agreement contrary to this “at-will” relationship except the Fire Chief. It cannot be altered, except when in writing and signed by the Fire Chief and you. Sheridan, SW Polk and West Valley Fire Districts will not make and will not be bound by any oral promises concerning the length or terms of your employment.

EQUAL EMPLOYMENT OPPORTUNITY

Sheridan, SW Polk and West Valley Fire Districts are equal opportunity employers and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

Our districts recognize same-gender domestic partners, consistent with the law. If you have any questions regarding this matter, please direct them to the Fire Chief.

The districts employ affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the districts are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to Management’s attention. If you believe you have been harassed (see page 9), or if you witness or suspect any violation of this policy, you should report the matter immediately to your supervisor. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by Management or co-workers.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function (walking, seeing, hearing, breathing, bodily functions, etc.);
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

Sheridan, SW Polk and West Valley Fire Districts offers equal employment opportunities to qualified individuals who may have a physical or mental disability, but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodations are available to employees and applicants, as long as the requested accommodations don't cause an undue hardship on the districts. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the Human Resources Department.

HARASSMENT

Sheridan, SW Polk and West Valley Fire Districts will not tolerate conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at Sheridan, SW Polk and West Valley Fire Districts. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Each supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies conduct in the workplace, at social functions sponsored by the districts (holiday dinners, picnics, sporting events, etc.), and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the districts or work environment, regardless of where it occurs.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to your supervisor. The Fire Chief is responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination. For further information on discriminatory harassment see Lexipol policies.

WORKPLACE BULLYING

While harassment due to a person's protected class is prohibited, so too is inappropriate behavior, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom they come into contact with courtesy, respect, and professionalism. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships. In that light, bullying or similar disruptive behavior does nothing positive to enhance our working conditions and will not be tolerated here.

Sheridan, SW Polk and West Valley Fire Districts defines bullying as *“repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect; conducted by one or more persons toward a victim(s); and which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship.”* Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in districts operations. This policy also applies to off-site behavior exhibited by employees that negatively impacts the working relationship.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully will be considered. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Sheridan, SW Polk and West Valley Fire Districts will not, in any instance, tolerate bullying behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

When determining whether or not bullying has occurred, we will consider the following examples; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered. Verbal bullying can include slandering, ridiculing, or maligning a person; persistent name calling that is hurtful, insulting, or humiliating; using a person as a butt of jokes; or abusive and offensive remarks. Physical bullying can include the obvious, such as pushing or shoving or a threat of physical assault, as well as damage to a person's work area, personal possessions, or property. Other examples of emotional bullying include threatening gestures or glances, which can convey the same message, and excluding someone socially at work.

Additional examples include:

- Making comments on Facebook, texting, misuse of other forms of social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas

Any Sheridan, SW Polk and West Valley Fire Districts employee who has experienced bullying should immediately report the behavior according to the reporting process outlined in our policies. All reports will be investigated and addressed. Making false/baseless or malicious complaints of

bullying will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

DISPUTE RESOLUTION

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the districts have established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your manager will generally follow-up to your concern, in writing, within one week.

We realize there may be valid reasons to forego this initial step; in those circumstances (*i.e.*, a concern involves an immediate manager/supervisor), you may go directly to the next level of management or to the Fire Chief for assistance.

Appeal Process

Honest differences of opinion occur, and some situations will require the review or decision of a higher management level. A higher-management review, however, is only intended to occur after you have discussed a situation with your immediate supervisor and a satisfactory solution has not been reached.

If you feel a policy has been inappropriately applied, or you have been unfairly treated or unjustly disciplined by your supervisor, you may present the matter to the Deputy Chief. The Deputy Chief will review the issue and make a decision. If you are not satisfied with this decision you may present the matter to Fire Chief for review and settlement. The decision of this individual will be final.

All cases will be reviewed on an individual basis and without regard to precedent.

EMPLOYMENT

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or in utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law.

We will always try to select the most qualified person for each available job, favoring existing employees over outside applicants when possible. External recruiting may be initiated concurrently with the internal posting process, but no hiring commitment or decision will be made until the position has been posted internally for a minimum of five (5) working days. Sheridan, SW Polk and West Valley Fire Districts reserves the right to deviate from this policy as it deems appropriate.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale.

In order to be eligible to transfer to a different job, the transfer must be complaint with Civil Service Rules and you must not be under any corrective action.

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job classification, schedule, shift, or department. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills, and transfer any employee who has an illness or disability that requires modified duty without posting the position.

NEW EMPLOYEES, PROMOTIONS, AND TRANSFERS

New Employee Orientation

New employees are expected to attend a thorough orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies. Orientation sessions are documented using the New Employee Orientation Checklist, which is signed and dated by you and the person conducting the session and will be kept in your employee personnel file.

Introductory Period

As a new employee, you are hired on a 12- month introductory period. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made. If you have successfully completed the introductory period, you will be moved to regular status. If your skills border on satisfactory, but fall a little short, the introductory period may be extended if there is reason to believe that your skills will improve within 60 days. This period may be extended only by approval of the Fire Chief. The request for an extension won't be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Completion of the introductory period does not alter the at-will employment relationship. Employment may be terminated at our will or discretion or by you at any time during or after the introductory period, with or without reason or notice, if either party regards it as necessary or appropriate.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete an introductory period of 12-months to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

Re-employment

Employees who resign from the districts in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the districts will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees.

Credit for Prior Seniority

Rehires shall be considered new employees, except where federal or state law requires otherwise (e.g., the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement).

Employment Classifications

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the districts. Employees may be considered introductory, full-time or part-time, temporary, or on-call as described below:

Introductory*: Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, benefits.

Regular Full-time: An employee who is regularly scheduled to work 30 hours or more per week. Classification normally is eligible for benefits. (For health insurance coverage, 30 hours per week is considered full-time.)

Regular Part-time: An employee who is regularly scheduled to work at least 15 but less than 30 hours per week. This classification is normally eligible for benefits, but on a pro-rata basis.

Temporary*: An employee who is hired for a specified period of time, usually no more than six (6) months. This classification is not eligible for benefits, except for those mandated by law.

On-Call*: An employee who does not have a set schedule and works only when called upon. This classification is not eligible for benefits, except for those mandated by law.

****NOTE: This category may be eligible for benefits under the Affordable Care Act depending on hours worked.***

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor.

Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

The districts maintain a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies or any management representative involved in a pending personnel action.

Your personnel file is available for review (except for any references and other material exempt from disclosure under state law) by making advance arrangements with the Fire Chief. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the Finance Officer and Administrative Assistant:

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary(ies)
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment

A Change in Personal Data form is available for your use in reporting any changes in your personal information.

EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

We believe in treating people with respect and adhering to ethical and fair practices in business. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of our districts or to compromise our reputation or our integrity. Employees who violate the Ethics Policy or who create an equally detrimental impact on the districts will be subject to corrective action, depending upon the circumstance, up to and including termination.

Conflict of Interest

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer/client, or any individual or agency doing or seeking business with Sheridan, SW Polk and West Valley Fire Districts. This means you may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the districts or interferes with your ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the individual responsible must have no proprietary or financial interest in any business that furnishes products, materials, or services to the districts or in any related transaction. An employee may not benefit directly or indirectly from a third party who furnishes products, materials, or services to the districts either.

Misrepresentation

As an employee, you should consider how you represent Sheridan, SW Polk and West Valley Fire Districts in your transactions and interactions. You should be careful not to misrepresent the district's policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. You should also avoid using the district's name, likeness, facilities, assets, resources, or the authority of your position with the districts for personal gain or private interests.

Gratuities/Gifts

No employee may receive, give, pay, promise, or offer to our customers anything of value, whether cash or any other property, to secure or appear to secure preferential treatment. This includes any form of gratuity to or from employees of our customers or members of their families.

The following exceptions to this policy may be permitted, but you must have supervisor approval in advance:

- Purchase of business meeting meals
- Gifts of food or other consumable products offered to the entire work group when rejection of the gift would damage business relationships

Outside Employment

While employed at Sheridan, SW Polk and West Valley Fire Districts, you may not engage in outside employment that conflicts with the nature of the district's business, competes with the districts, or that otherwise interferes with your ability to perform according to established standards of performance and work rules. Additionally, you may not work at an agency that conducts business with Sheridan, SW Polk and West Valley Fire Districts. During hours you are scheduled to work for Sheridan, SW Polk and West Valley Fire Districts, or when using district equipment for such purposes, you may not conduct any business connected with outside employment.

Off-Duty Conduct

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potentially negative impact on the district's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct (*i.e.*, that which adversely affects the district, its public image, or their own ability or credibility to carry out employment responsibilities) may be subject to corrective action, up to and including termination.

Solicitation and Bulletin Boards

To make sure employees aren't disturbed or interrupted while on work duty, we have established the following non-solicitation policy:

Individuals who are not employed at the districts may not solicit our employees or distribute literature on district property at any time.

If you wish to solicit or distribute literature to other employees by or on behalf of any individual, agency, club, or society, you may do so only during times when you are on a rest or lunch break. You may solicit or distribute literature only to those employees who are also on a rest or lunch break. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or lunchrooms.

Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.

You may not solicit, expect, or accept contributions from vendors, clients, or anyone doing business with the districts.

You may not sell merchandise or collect funds of any kind without prior approval from the Fire Chief.

We use our districts bulletin boards to keep you up-to-date and to post notices and information required by law. We also use them to announce activities and other items of interest to employees. We ask that you check the bulletin board regularly to obtain information that may be important to you. Bulletin boards are to be used only for posting or distributing notices or announcements of a business nature that apply equally and are of interest to all employees or are directly concerned with district business.

CONFIDENTIALITY

District and Customer relationships

At Sheridan, SW Polk and West Valley Fire Districts, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any of the above information pertaining to the districts or their customers without prior explicit approval of their supervisors and must sign a form stating such.

No district records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from the Fire Chief, except in the ordinary course of performing duties on behalf of Sheridan, SW Polk and West Valley Fire Districts. Additionally, the contents of district records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records

Sheridan, SW Polk and West Valley Fire Districts' philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the districts will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the districts include employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, Equal Employment Opportunity data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained securely in electronic form, and are not used by the districts in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under district proprietary electronic transmission/Virtual Private Network use and security systems. Participants in district benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

District-assigned information, which may include organizational charts, department titles and staff charts, department budgets, district coding and recording systems, telephone directories, and e-mail lists is considered by the districts to be proprietary district information to be used for internal purposes only. The districts retain the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Deputy Chief. The Deputy Chief has the responsibility to investigate the incident and take corrective action. Please understand that the

reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates (*i.e.*, day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates).
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers in order to facilitate district work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit, statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

WORKPLACE RULES

Sheridan, SW Polk and West Valley Fire Districts believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate the work behaviors considered important to Sheridan, SW Polk and West Valley Fire Districts.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. Sheridan, SW Polk and West Valley Fire Districts records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Sheridan, SW Polk and West Valley Fire Districts or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, *etc.*) will be condoned.
5. You are expected to maintain the confidentiality of district information or customer information in your possession (*i.e.*, personnel information, trade secrets, *etc.*).
6. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, and other employees as well as the need to promote district and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all of our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Grievance Procedure, which can be found in Lexipol.

WHISTLEBLOWER PROTECTIONS

Sheridan, SW Polk and West Valley Fire Districts encourages any employee with knowledge of an illegal or dishonest district activity to report it to their supervisor. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Fire Chief.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the Fire Chief. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. Sheridan, SW Polk and West Valley Fire Districts will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Fire Chief immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to their supervisor who is responsible for investigating and coordinating corrective action.

DRESS CODE

Employees contribute to the atmosphere and reputation of Sheridan, SW Polk and West Valley Fire Districts in the way they present themselves. A professional appearance is essential to a favorable impression with consumers. Good grooming and appropriate dress reflect employee pride and inspire consumer confidence.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and may not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly-revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

Additionally, clothing, jewelry, and hair should not be loose or dangle in such a way that creates any kind of safety hazard.

Body piercing jewelry and body art that does not convey a professional image should not be visible.

Management may make exceptions to the Dress Code for special occasions. An employee unsure of what is appropriate should check with the designated manager or supervisor.

COMMUNICATION AND SOFTWARE SYSTEMS

Electronic Communications Systems

Sheridan, SW Polk and West Valley Fire Districts provides electronic communication systems to maintain superior communications both within the districts and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the districts who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the districts provide are district tools and are to be used for business purposes only during business hours. Use of district systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the districts reserve and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the districts.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on district letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the districts reserve the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to district systems must be disclosed to the districts' Administrative Assistant.

Laptop Security

All staff that are issued laptops and other computer-related equipment shall review the Lexipol computer-related equipment guidelines. These guidelines include security precautions and procedures as recommended by Sheridan, SW Polk and West Valley Fire Districts.

Mobile Devices

Allowing Remote Wipe Provisions/Data Liability

If you are connected to the district's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the information was accessed is lost or stolen. In order to protect this information, the districts retain the right to delete data and applications from any device that contains the districts' information. ***This right to delete such information may be exercised remotely or on-site if the district determines such action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the districts' ability to delete this information at any time.*** This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that you regularly sync any personal data (e.g., applications, information, photos) to another device/computer for safekeeping, as the wipe command does not differentiate between business and personal information.

Obviously, it is critical that any loss or theft of a mobile device, including laptops, be immediately reported to Administrative Assistant. Security of these devices should consider including two (2) levels (*i.e.*, locked in a trunk if kept in a car; locked in a hotel safe, not left out in a hotel room; etc.) of safeguarding. Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the device or loss of district-related information addressed in this policy, and further corrective action, up to and including termination.

Use of Internet, VPN (Virtual Private Network), and Commercial Online Systems

See Lexipol policies.

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Instagram are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to market Sheridan, SW Polk and West Valley Fire Districts' services and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using district-provided computers or cell phones or is representing the districts via social networking activity, that individual is expected to represent the districts in a professional and positive light. Sheridan, SW Polk and West Valley Fire Districts wish to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws (including copyright) and ethical considerations.

Posting

Business Use

Employees may use social networking websites to conduct district business, as long as such use is authorized and complies with the district's policies. District logos or other district information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

Ownership of Social Media Accounts

In the case that a social media account is set up for business purposes, the district has the right to review, edit, and delete content associated with the account. The districts will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the district. If an employee separates from Sheridan, SW Polk and West Valley Fire Districts, the district has the right to assume control of this account.

Monitoring

While the districts do not routinely monitor social networking sites, other employers, agencies, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the districts' operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Telephone Usage

Sheridan, SW Polk and West Valley Fire Districts realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should

impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the districts, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at Sheridan, SW Polk and West Valley Fire Districts is the property of the districts and is provided for use in conducting district business. All communications and information transmitted by, received from, or stored in this system are district records and property of Sheridan, SW Polk and West Valley Fire Districts. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. Sheridan, SW Polk and West Valley Fire Districts, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the Fire Chief.

Cell Phones

Where job or business needs necessitate immediate access to an employee, the districts may provide/require a business cell phone for work-related communications. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If a district-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be limited to breaks and lunches.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The districts prohibit the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both district-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which Sheridan, SW Polk and West Valley Fire Districts can continuously monitor the effectiveness of district operations and employee performance, all employees will receive regularly scheduled formal performance review annually.

The objectives of our performance management and formal review process are to:

- Ensure that employees know their individual performance against established performance standards;
- Determine how well the districts are doing in assisting employees with work performance and meeting goals;
- Ensure communication and two-way feedback;
- Provide a consistent, objective, and fair method of making compensation decisions;
- Provide a tool for career planning; and,
- Provide a permanent record of employee performance and district contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training;
- Assigning, directing, controlling, and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

The performance review is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the districts. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the districts;
- Ask for assistance in developing a goal-oriented path for advancement within the department or districts; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance reviews serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Reviews identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the districts and their employees. It is the philosophy of Sheridan, SW Polk and West Valley Fire Districts to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid other disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include **any** of the following:

- Verbal counseling with you, which may be confirmed in writing by your supervisor and placed in your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the districts' premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

COMPENSATION

PAY ADMINISTRATION

Sheridan, SW Polk and West Valley Fire Districts value high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the districts to ensure internal equity is achieved.

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous knowledge, skill, responsibility and effort. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

Pay Increases

It is Sheridan, SW Polk and West Valley Fire District's intent to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis or at preset intervals. Your supervisor will determine if an increase is warranted at the time of your performance review; factors considered will include knowledge, skill, responsibility and effort. Recommended increases are not effective until approved by both the next level of management and the Fire Chief.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

PAY PRACTICES

Paydays

You will be paid monthly. Paydays are the last business day of the month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks will be distributed on the Friday prior to the established payday. If a payday falls on a district holiday, you will receive your check on the last workday prior to the holiday.

Payroll Deductions

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

Pay Advances

Pay advances are not provided by the districts. Employees are encouraged to find other appropriate resources for any financial difficulties. An Employee Assistance Program offers some form of financial counseling, please see in-station postings

Delivery of Paychecks

Your paycheck will be direct deposited into an account provided by you. Final paychecks may be provided in paper form.

Method of Payment

A statement showing gross earnings, deductions, and net salary will accompany each paycheck or notice of direct deposit. Employees are paid by direct deposit.

Employee Withholding Allowance Certificates (Form W-4)

You are required to furnish the districts with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the districts will implement the desired changes by the start of the first payroll period ending on or after the 30th day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

Time Records for Non-Exempt Employees

The time card/time sheet is a record of time worked and must be filled out in CrewSense. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be granted access to CrewSense upon start of employment.

Time cards should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Supervisors will review time cards each pay period. Time cards must be completed via computer. If an error needs to be corrected, the time card should be taken to the supervisor for appropriate action. All manual entries or corrections must be made, reviewed, and initialed by the supervisor or other appropriate management member. Time cards should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time card. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees classified as exempt do not fill out time cards and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because

Sheridan, SW Polk and West Valley Fire Districts does have vacation and sick pay benefits programs, if you have earned time in these accrual bank(s), you must use this time first to cover any time off that is less than your normal work day.

Dispute Resolution Process for Paycheck Errors

If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the Fire Chief.

Final Paycheck

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the districts, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

HOURS OF WORK AND WORK SCHEDULES

District Hours

The general office hours at Sheridan, SW Polk and West Valley Fire Districts are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Specific workday and workweek schedules for each employee will be determined from time-to-time by the appropriate supervisor based on the districts' needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the districts.

The normal shifts are 8, 12, 16, 24, 48 hours as assigned. The total hours in a normal workweek 40, 45, or 56 Sunday through Saturday. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

Overtime

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times (1.5) the regular rate of pay for all hours worked in excess of the employee's normal assigned workweek, or as otherwise required by state and federal laws. Generally, paid time off will not be considered when computing overtime. However, Under ORS 652.080: In computing the average or total number of hours a week for the purposes of ORS 652.060 (Maximum working hours for firefighters) and 652.070 (Overtime pay for firefighters), authorized vacation or sick leave time shall be considered as time on regular duty. Your department supervisor must approve any overtime hours in advance or else you may face corrective action, up to termination.

Meal and Rest Periods

Meal and rest periods will be provided for you according to any applicable state regulations. Non-exempt employees not permitted to work through a meal period unless approval from a supervisor (in an emergency situation) is obtained before the scheduled meal break. In these situations, the meal period will be paid time. Non-exempt emergency response employees may be required to work through meal and rest periods during emergency incidents.

Lactation

Sheridan, SW Polk and West Valley Fire Districts promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods of no less than 30 minutes during every four-hour work period (or major part thereof) to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as required. Management and employees should work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

Sheridan, SW Polk and West Valley Fire Districts will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

Social and Recreational Activities

Participation in off-duty social or recreational activities such as district picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt district operations. In extreme cases, these circumstances may require the closing of our office.

In the event that Sheridan, SW Polk and West Valley Fire Districts makes the decision to close the office prior to the start of the business day, the closure will be announced via a district-wide communication from the administration. A closure message may also be recorded on Sheridan, SW Polk and West Valley Fire Districts' general voice message line. It is the responsibility of each employee to check e-mail and call their supervisor for an update, if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via district-wide communication.

Exempt employees will be paid for all absences related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available vacation time may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours, whichever is greater. Non-exempt emergency response employees are expected to fulfill all assigned work hours.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

Sheridan, SW Polk and West Valley Fire Districts will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by your supervisor before payment will be made.

Expense reports must be supported by proofs of purchase, *e.g.*, receipts. Expense reports are due to the Administrative Assistant within five (5) days following the purchase date.

Mileage Reimbursement

The three districts discourage the use your own vehicle for district business. Any reimbursement for personal vehicle use must be submitted and pre-approved with the submittal of the Travel Request Form.

You assume liability for your vehicle when you use it for business purposes. All employees who want to use their personal vehicles for district business must verify that they have a current driver's license and the minimum vehicle liability insurance required by state law. This insurance will be primary.

PAY EQUITY STATEMENT

Sheridan, SW Polk and West Valley Fire Districts strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their knowledge, skill, responsibility and effort. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on Sheridan, SW Polk and West Valley Fire Districts' objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with your supervisor to obtain clarification.

BENEFITS

PURPOSE AND POLICY

Sheridan, SW Polk and West Valley Fire Districts strives to provide the most equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the districts' benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to temporary or on-call employees.

Some benefits may accrue during your new-hire introductory period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Benefit Pro-ration and Employee Cost Sharing

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. Essentially, you accrue sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by Sheridan, SW Polk and West Valley Fire Districts. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the districts' interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

Benefit Design and Modification

Sheridan, SW Polk and West Valley Fire Districts reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the districts' best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

Benefit Plan Documents

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the Finance Officer for your review. We ask that you refer any questions about this information to the Finance Officer.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

HEALTH INSURANCE BENEFIT

Sheridan, SW Polk and West Valley Fire Districts currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Finance Officer.

Eligibility

This benefit is provided for all regular full time employees. If otherwise eligible, you may begin to participate in the plan after you have completed 30 days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of 30 days of employment. Part-time, temporary, and on-call employees are generally not eligible to participate in the health insurance plan.

Plan Enrollment

Once you are eligible, you may complete enrollment forms available through the Finance Officer. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The districts pay the full monthly premium for enrolled employees.

Insurance coverage for your dependents is also available. The districts provide assistance with the cost by contributing 70% of the monthly premium.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA regulations. Sheridan, SW Polk and West Valley Fire Districts realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

Premium Cost

Specific types of coverage and benefit payment schedules are described in the districts' health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the districts will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. Sheridan, SW Polk and West Valley Fire Districts determines the payroll deduction schedule.

Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under the continuation coverage provided for by state law. Eligibility can be lost if certain "qualifying events" occur that

would otherwise cause your or a dependent's group health coverage to terminate. Examples of qualifying events include termination of employment, a reduction in hours, being absent without leave, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

You, your spouse, and dependents may continue group health insurance for up to nine (9) months at your own expense if you were enrolled in the plan for at least three (3) months. However, continuation does not occur automatically. You must elect coverage within insurer's required response time or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within a specified timeframe for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

Portability/Conversion of Health Plan

If you've been continuously covered under our group medical insurance policy for at least 180 days and your employment with us ends, you may be eligible to convert to an individual policy with our insurance carrier. You may request this portability coverage before, during, or at the end of the benefit extension period described above. However, you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

DENTAL INSURANCE BENEFIT

Sheridan, SW Polk and West Valley Fire Districts provides a Dental Insurance plan for employees.

Eligibility

Employees regularly scheduled to work 30 hours or more per week are eligible for dental insurance coverage on the first day of the month after 30 days of employment. Part-time, temporary, and on-call employees are not eligible to participate in dental insurance.

Cost

At the time of eligibility and during open enrollment each year, you will be notified of how much the districts will contribute towards monthly premiums.

Employees may enroll dependents in the dental care plan, but must pay 30% of the premium costs associated with this coverage, which will be deducted from the employee's paycheck.

OTHER INSURANCE BENEFITS

Group Life Insurance

We provide group life insurance coverage for eligible employees. Employees who are regularly scheduled to work 30 hours per week or more become eligible for this coverage on first day of the month after 30 days of employment. The amount of insurance coverage is \$25,000, further coverage is available at the employee's expense. Sheridan, SW Polk and West Valley Fire Districts pays the full premium.

Long Term Disability

Sheridan, SW Polk and West Valley Fire Districts provides a Group Long-Term Disability plan. Employees who are regularly scheduled to work 30 hours or more per week become eligible for this plan on first day of the month after 30 days of employment. Sheridan, SW Polk and West Valley Fire Districts pays the full premium.

VACATION BENEFIT

All full-time and regularly scheduled part-time employees are eligible for vacation based on the schedule below. All accruals begin after the completion of 30 days of employment. At the end of the specified initial employment period, credit is given from the first day of employment. No vacation time may be taken or paid during the introductory period, unless specific arrangements have been made at the time of hire.

You will earn vacation benefits according to the following monthly schedule:

<u>Length of completed service</u>	<u>40/45 hours per week</u>	<u>56 hours per week</u>
1 through 12 months	7 hours/month	10 hours/month
13 through 60 months	8 hours/month	13 hours/month
61 through 120 months	10 hours/month	17 hours/month
121 through 180 months	14 hours/month	19 hours/month
181 plus months	15 hours/month	24 hours/month

We provide vacation so you can enjoy periods of time away from work. Vacation is intended for rest and recreation and vacation pay may not be taken instead of time off. Vacation accrual **will** be paid out at separation in accordance with this policy and any applicable law.

Time is not to be banked and never used; therefore, accrual cannot exceed 240 hours. Vacation benefits will stop accruing when the maximum allowed has been reached. The benefit will begin accruing again when you reduce the total to less than the allowed maximum.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in CrewSense and submitted to your Battalion Chief. Generally, employees won't be allowed more than two (2) weeks off at a time. We'll try to grant each request, but we cannot guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

Exempt employee vacation leave

The districts grant an additional 40 hours of vacation leave per year in lieu of compensatory time or overtime for exempt employees. This exempt vacation leave is granted at the beginning of each fiscal year (July 1) and must be used during the fiscal year. Any unused portion of the exempt vacation leave remaining at the end of the fiscal year (June 30) is forfeited.

SICK LEAVE

Sheridan, SW Polk and West Valley Fire Districts provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the on-duty Battalion Chief or the Deputy Chief.

The accrual of sick time begins on the first day of employment at the rate of 8 hours for 40/45 hour per week employees and 10 hours for 56 hour per week employees of sick time earned for every one month worked, up to a maximum of 960 hours. Employees will be granted 40 hours for 40/45 hour per week employees and 48 hours for 56 hour per week employees on their first day of employment. Sick time may be used as it is accrued moving forward.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, or to care for an immediate family member with an illness. Sheridan, SW Polk and West Valley Fire Districts does not allow employees to donate sick time to other employees in need. Unused sick time is not paid out upon separation from employment.

PAID HOLIDAY BENEFIT

Sheridan, SW Polk and West Valley Fire Districts observes the following holidays each year and our offices are officially closed on these days:

- New Year's Day - January 1
- Martin Luther King, Jr.'s Birthday – 3rd Monday in January
- Presidents' Day - 3rd Monday in February
- Memorial Day - last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Veterans Day - November 11
- Thanksgiving Day - the 4th Thursday in November
- Day after Thanksgiving Day- the 4th Friday in November
- Christmas Day - December 25

These holidays or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion.

Eligibility

Employees regularly scheduled to work 20 hours or more per week will be paid for the above holidays. Part-time employees between 20 and 40 hours will receive a prorated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four (4) hours of holiday pay because 50% of a full-time schedule is worked.

Non-Exempt Employees

If a regular or probationary nonexempt employee is required to work on a holiday, unless otherwise specified as a condition of the employee's position (such as part-time employees) or as otherwise

provided in this Handbook, the employee shall be compensated by payment at a rate of one and one-half times the hourly rate of base pay.

Exempt Employees

If a regular or probationary exempt employee is required to work on a holiday, the employee shall be compensated by time off at a rate of one hour per hour worked.

OTHER BENEFITS

Employee Assistance Program (EAP)

The districts recognize that employees and their family members may, from time-to-time, face personal issues that affect their careers and personal lives or both. Solutions to some of these problems may not be readily apparent. To this end, we offer, at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as family relationships, substance abuse, etc. You or a member of your family may consult with these professionals on a confidential basis at no cost, within the guidelines of the program. Literature describing plan provisions and how to contact our providers is made available during your introductory period and to all staff members as plan provisions change.

Employees regularly scheduled to work 30 hours or more per week become eligible on the first day of the month following hire.

Employee-Funded 457 Deferred Compensation Plan

As a public sector employee, you have the opportunity to build your retirement investments – with tax advantage – through an employee-funded 457 deferred compensation plan.

Deferred compensation is a program that allows you to invest today for your retirement. Federal, and in most cases state, income taxes are deferred until your assets are withdrawn, usually during retirement when you may be in a lower tax bracket.

Under Section 457 of the Internal Revenue Code, you may defer each year a maximum of 100% of your “gross compensation” or an annual dollar limit, whichever is less.

The districts will provide employees who qualify for a 457 plan with an enrollment information at the time of eligibility.

LEAVES OF ABSENCE

LEAVE OF ABSENCE

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We address several different types of leaves of absence for the following purposes:

Bereavement Leave
Civic Duty
Personal Leave

Family and Medical Leave
Military Leave
Crime Victims' Leave

Leave to Donate Bone Marrow
Domestic Violence Leave

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please review the Lexipol Policy or contact the Deputy Chief.

BEREAVEMENT LEAVE

You are eligible to take a Bereavement Leave in the event of the death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent
- Grandparent/Grandchild
- Parent-in-law
- Another Person of “In Loco Parentis” Relation

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral (or alternative) of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you qualify for OFLA, at a minimum, you are allowed to take up to two weeks off per death of an immediate family member. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

Request Procedure

If possible, you should provide notice of the need for leave 10 days in advance. You are required to at least provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf, if necessary. You must provide written notice of the request for time off within three (3) days of returning to work.

Pay While on Leave

You will continue to receive regular pay for up to three (3) days or 24 shift hours, which is the maximum district-paid absence allowed. Employees may choose to cover an additional period of absence with any available sick time.

Status of Benefits

District-paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our sick time policy.

CIVIC DUTY LEAVE

Jury or Witness Duty Leave

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the districts, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid vacation time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

Length of Leave

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within five (5) days after you received it.

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay for up to one week if you are a non-exempt employee; after that period, you may utilize paid time off if desired. For exempt employees, any partial day or partial week worked will be paid in full; employees are required to remit any jury fees received in connection with their service.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

CRIME VICTIMS' LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment (under the public offenses statutes), you may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

The districts will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the districts for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the districts. If the districts must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave, and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave are required to use any accrued paid vacation time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment (under the public offenses statutes), sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Eligibility

All Sheridan, SW Polk and West Valley Fire Districts employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the district.

Request Procedure

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Safety Measures

The districts will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking.

Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave are required to use any accrued paid vacation time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time **must** be used first.

Status of Benefits

Benefits are not affected by domestic violence leave. We would also strongly encourage any employee experiencing such an issue to avail themselves of the EAP's services and support.

FAMILY AND MEDICAL LEAVE

OREGON AGENCIES WITH 25-49 EMPLOYEES

NOTE: Sheridan, SW Polk and West Valley Fire District do not individually meet the requirements for Family and Medical Leave.

LEAVE TO DONATE BONE MARROW

Eligibility

Employees working 20 or more hours per week are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid. In extenuating circumstances, approval to take more unpaid time off unpaid may be granted by a supervisor or manager.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

PERSONAL LEAVE OF ABSENCE

Full-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Family and Medical Leave Policy or any other leave policy. A personal leave of absence is granted at the districts' discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

Eligibility

You become eligible for a personal leave of absence after 12 months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with your supervisor.

Length of Leave

The leave may be requested for any time over 30 consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 90 days.

Request Procedure

A written request, using the Leave of Absence Request Form, should be submitted at least one-week before time off that will exceed 30 days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three (3) days of that date and no extension has been requested, the districts will assume you have resigned.

Pay While on Leave

Personal leaves of absence are without pay.

Status of Benefits

Insurance coverage will **not** be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits through state continuation provisions. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence, but are instead retained at the same level.

Reinstatement

Sheridan, SW Polk and West Valley Fire Districts will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis bi-weekly to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically-related.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Eligibility

All employees of the districts except those hired on a brief, non-recurrent basis are eligible for leave.

Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

Request Procedure

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously

employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Sheridan, SW Polk and West Valley Fire Districts, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or
longer:

You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Sheridan, SW Polk and West Valley Fire Districts, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, Sheridan, SW Polk and West Valley Fire Districts will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

OREGON MILITARY FAMILY LEAVE

NOTE: Sheridan, SW Polk and West Valley Fire District do not individually meet the requirements for Oregon Military Family Leave. See Lexipol policies for military leave.

HEALTH AND SAFETY

DRUGS AND ALCOHOL

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, Sheridan, SW Polk and West Valley Fire Districts believe that we have a responsibility to our employees, to those who use or come into contact with our products and services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this drug and alcohol policy in addition to the Lexipol Policies.

The following conditions and activities are expressly prohibited on district premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or illegal substances that impair job performance or pose a hazard when use or possession occurs;
- Reporting for or being at work with the presence of alcohol, illegal drugs, or controlled substances in your system.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for ensuring that your ability to maintain work performance standards, including safety, will not be affected by the medication. If you are in doubt, please discuss this with the Deputy Chief before beginning work. Any medical issues discussed will be kept confidential.

If you have a problem with drugs or alcohol and wish to undertake rehabilitation, you may be granted an unpaid leave of absence for this purpose, as long as your work performance warrants and there have been no violations of this policy. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Deputy Chief. No one will be discriminated against for undertaking rehabilitation.

For purposes of this policy, having any detectable level of alcohol or drugs in one's system while covered by this policy will be considered to be a violation. Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance (including, for example, noticeable odor of an alcohol), behavior, or speech of the employee, or as being involved in an accident on district premises that results in physical injury or property damage.

Presence of is defined as any detectable level of alcohol or drugs in an employee's blood or urine, or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties and whose availability is restricted by law.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination. We also reserve the right to involve law enforcement officials for any conduct that we believe might be in violation of state or federal law.

If a professional assessment is made that you have a problem with alcohol or drugs, your continued employment may be conditioned upon your entering into and completing a treatment program (including follow-up recommendations) approved by the districts. You also may be required to sign and live up to the terms of a performance agreement in order to demonstrate your commitment to rehabilitation and staying alcohol- and drug-free. This course of action is likely if you come forward on your own and ask for help in overcoming your problem. If you are caught selling, distributing, using, or having the presence of drugs or alcohol in your system while at work, we may terminate your employment without offering you the opportunity to participate in a treatment program.

Testing Paragraphs

If you voluntarily request assistance in dealing with a personal drug or alcohol problem, you may do so through the Employee Assistance Program. The request for assistance will not jeopardize your employment as long as this assistance is sought before work performance has deteriorated or disciplinary problems have begun. Other treatment programs for drug and alcohol problems may be available through our health insurance coverage.

As a result of corrective action arising from a drug or alcohol problem, you may be required to participate in a drug or alcohol treatment program. If so required, you will regularly be evaluated for drug and alcohol use by a professional. When such an evaluation is scheduled, we will pay the cost. You may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct that led to your mandated participation in an alcohol and drug treatment program, you may be required to submit to random or unannounced screening for alcohol or drugs for a specified period of time. You may also be required to meet various performance standards that are imposed as a condition of continuing employment.

If you are involved in a job-related accident resulting in property damage in excess of \$1,200, or physical injury requiring off-site medical attention, you will be required to submit to testing to determine the presence or absence of a controlled substance. We may waive the requirement if we do not have a reasonable basis to conduct drug or alcohol testing or, if we determine, at our discretion, that the accident could not have been caused by the use of a controlled substance.

You will be subject to testing upon transfer or promotion into another position.

You may be required to submit to testing on a random or unannounced basis to determine the presence of, use of, or involvement with drugs or alcohol. This may include testing by random

selection, testing of an entire department or work unit, or testing of specific identified categories of employees as a group.

We will also conduct testing as required or recommended under the provisions of any state or federal government regulations. If you are within a regulated group requiring testing, you will be required to abide by policy as well as any government programs.

When being tested, you may request that any sample be split into two parts, with one part tested and the other retained by the testing laboratory for future re-testing in the event of a positive test result. If you request a re-test, it will be at your expense and must be conducted by a laboratory that is acceptable to us. A list of approved laboratories will be provided upon request.

If you believe that your specimen was not collected in accordance with established procedures, you must report any deficiencies within 24 hours of the collection. Deficiencies reported after 24 hours have expired and will not be considered.

WORKPLACE VIOLENCE

Sheridan, SW Polk and West Valley Fire Districts recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, these districts specifically prohibits any employee, customer, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the district or that threaten the safety, security, or financial interests of the districts. Employees should make such reports directly to their supervisor or the Deputy Chief.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the districts' property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

EMPLOYEE HEALTH AND SAFETY

Sheridan, SW Polk and West Valley Fire Districts is committed to providing our employees with a safe and healthful work environment. To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

While we respect personal taste in clothing, jewelry, and body modification, when any of these areas have the potential to make an employee more vulnerable to injury, we reserve the right to prohibit the attire or behavior or ask the employee to take some steps for safety.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject Sheridan, SW Polk and West Valley Fire Districts to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you.

If an injury occurs you are required to:

1. Take remedial first aid actions; seek emergency care if necessary.
2. Report the injury as soon as possible.
3. Fill out the accident and injury report form and workers' compensation form.
4. Provide your supervisor with a medical release from a doctor.
5. Review the incident with our Deputy Chief.

Early Return to Work Program

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury. The program is not intended to be a substitute for a reasonable accommodation when an injured employee also qualifies as an individual with a disability.

The Return to Work program consists of a team effort by supervisors, injured employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning injured employees to productive work. Through this

team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the districts will attempt to provide such a job until you are able to resume your regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries will typically require the use of accrued leave and/or long term disability and will be reviewed on a case-by-case basis.

Smoking in the Workplace

Sheridan, SW Polk and West Valley Fire Districts is a non-smoking facility. This includes the use of electronic cigarettes and vaping devices. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 10 feet of any entrance, exit, window, or air intake device. If any employee has a concern about the areas designated, that individual should speak with the appropriate supervisor.

Employee Right to Know/Hazard Communication Program

Sheridan, SW Polk and West Valley Fire Districts provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or Battalion Chief.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

The Battalion Chief will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see the Battalion Chief.

Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of these districts may be exposed to will be kept electronically and all employees shall have access. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the Battalion Chief before using the chemical or the machine containing it.

Employee Information and Training

Before starting work, you will attend a health and safety orientation and receive information and training about the following:

- An overview of the requirements contained in the Globally Harmonized Hazard Communication System;
- Chemicals present in your workplace operations;
- Location and availability of our written hazard communication program;
- Physical and health effects of the hazardous chemicals;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and,
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

After attending the training class, you will sign a form to verify that you attended, received our written materials, and understand our policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of these districts, each employee of that section will be given information as outlined above. The Battalion Chief is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

For more information on health and safety policies, please login to Lexipol.

Emergency Preparedness

Sheridan, SW Polk and West Valley Fire Districts may be subject to major disruptions as a result of occurrences beyond the control of the districts. All employees should exercise good judgment in responding to these events as the situation necessitates. Sheridan, SW Polk and West Valley Fire Districts will try to provide emergency and limited services during periods of disruptions. The Fire Chief shall make the determination to close the district offices, suspend activities, or make the districts available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact your supervisor.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available vacation.

Should a threat to district property or an employee be received, it should be reported immediately to your supervisor.

EMPLOYMENT SEPARATION

SEPARATION FROM EMPLOYMENT

Separation from employment with Sheridan, SW Polk and West Valley Fire Districts occurs when you voluntarily resign, are laid off, or are discharged by the districts.

Resignation

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure. For supervisors and management-level personnel, at least 30 days’ notice of a resignation is requested.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the districts; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work, job abandonment and voluntary resignation will be assumed after the third day of absence.

Job Elimination, Reduction in Work Hours

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;
- Your job knowledge, skills, and ability to do the required work;
- Your performance, attendance, and safety and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to go the extra mile for the districts, co-workers, and customers; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of twelve (12) months. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during

the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

Discharge

Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The districts have a corrective action policy found on page 29 of this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found on page 29 of this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the districts. It also allows us to solicit your opinions about our districts and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

Return of District Property

Upon separation from employment, either voluntarily or otherwise, you must return all district property in your possession. Such property may include credit cards, district vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the districts.

Employee's Notes

Sheridan, SW Polk and West Valley Fire Districts
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

As an employee of Sheridan, SW Polk and West Valley Fire Districts, I acknowledge the following:

I have been given access to the Employee Handbook. I understand that the Handbook contains important information about Sheridan, SW Polk and West Valley Fire Districts' policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked my supervisor for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the districts has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The Fire Chief is the only person authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the districts is “at-will” and either the districts or I can end the relationship at any time, with or without reason or notice. The Fire Chief is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary district plans, and other information. I understand this information is critical to the success of Sheridan, SW Polk and West Valley Fire Districts and I agree not to disseminate or use it outside of the districts, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature

Date

Print Employee's Name



McMinnville Fire Department

M E M O R A N D U M

DATE: September 30, 2020

TO: Rick Mishler, Board Chairman West Valley Fire Protection District

CC: Fred Hertel, Fire Chief Sheridan/SW Polk/West Valley Fire Protection Districts

FROM: Rich Leipfert, Fire Chief;

Subject: Question regarding IGA for services to West Valley Fire Protection District

Gentlemen, I wanted to follow up after our telephone conversations on Tuesday. Specifically your question about the City of McMinnville providing a quote for services for the administration of the West Valley Fire Protection District.

During our discussion I advised you that I was not in a position to offer any kind of "quote" for services. I do not have the ability at this time to determine what would be a market value of such services. I also have concerns about our ability to administratively manage the organization that is not contiguous and has its own ASA.

I do believe that in the future if we are talking about consolidating a larger number of departments together it would make sense. In my opinion, doing a "one off" contract would be a challenge, since administratively overseeing a department that distant with no operational role would be problematic for both parties.

I look forward to working together with the West Valley Fire District, as well as all of our partners, as we work through these exciting times. Each of us seeking opportunities to serve our respective communities through partnerships and collaborative services.



SHERIDAN FIRE DISTRICT

RESOLUTION NO. FY 2020-21-08

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, Oregon Budget Law, under ORS 294.338(1), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, there was an inaccuracy in resolution no. FY 2020-21-06; and

WHEREAS, the Sheridan Fire District Board of Directors wishes to correct the inaccuracy,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Sheridan Fire District that the following appropriation adjustment be made:

GENERAL FUND	ORIGINAL BUDGET	CHANGE	ADJUSTED BUDGET
<u>Requirements</u>			
Conflagration Expenses	\$64,949	-\$2,752	\$62,197

PASSED BY THE Board of Directors of the Sheridan Fire District this 8th day of October 2020.

APPROVED AND SIGNED BY THE President of the Board of Directors of the Sheridan Fire District this 8th day of October 2020.

Tammara Heidt, Board President

Carol Harlan, Board Secretary

Conflagration Name	Vehicle and Personnel Deployed	Reimbursement	Net Revenue	Net Revenue by District	
ODF- Steet/Laurel	Personnel	\$ 18,637.45	\$	4,199.25	SFD \$ 1,679.70
	Apparatus	\$ 7,070.00	\$	7,070.00	SWP \$ 7,909.85
	Total	\$ 25,707.45	\$	11,269.25	WVFD \$ 1,679.70
White River	Personnel	\$ 9,801.08	\$	817.01	SFD \$ 2,803.91
	Apparatus	\$ 4,799.30	\$	4,799.30	SWP \$ 130.70
	Total	\$ 14,600.38	\$	5,616.31	WVFD \$ 2,681.70

TOTAL NET REVENUE \$16,885.56

SFD NET REVENUE \$4,483.61

SWP NET REVENUE \$8,040.55

WVFD NET REVENUE \$4,361.40



SHERIDAN FIRE DISTRICT

RESOLUTION NO. FY 2020-21-09

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, Oregon Budget Law, under ORS 294.338(1), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, the Sheridan Fire District has received conflagration funds from Oregon Department of Forestry, Steet/Laurel, of \$25,710; and

WHEREAS, Oregon Budget Law, under ORS 294.338(1) allows the Sheridan Fire District to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Sheridan Fire District that the following appropriations be made:

GENERAL FUND	BUDGET APPROPRIATION	INCREASE	ADJUSTED BUDGET
<u>Resources</u>			
Miscellaneous Income	\$2,551,764	\$25,710	\$2,577,474
<u>Requirements</u>			
Payroll			
Admin Staff	\$667,569	\$1,681	\$669,250
Over Time	\$98,040	\$14,186	\$112,226
Conflagration Expenses	\$62,197	\$9,843	\$72,040

PASSED BY THE Board of Directors of the Sheridan Fire District this 8th day of October 2020.

APPROVED AND SIGNED BY THE President of the Board of Directors of the Sheridan Fire District this 8th day of October 2020.

Tammara Heidt, Board President

Carol Harlan, Board Secretary



SHERIDAN FIRE DISTRICT

RESOLUTION NO. FY 2020-21-10

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2020-2021

WHEREAS, Oregon Budget Law, under ORS 294.338(1), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, ORS 294.471 authorizes a supplemental budget without public hearing when the estimated expenditures differ by 10 percent or less from the most recent amended budget prior to the supplemental budget, the governing body may adopt the supplemental budget at a regular meeting, and fund budgets requiring an increase or a decrease in appropriations may be included pursuant to ORS 294.471; and

WHEREAS, the Sheridan Fire District has received conflagration funds from Oregon State Fire Marshal, White River, of \$14,600; and

WHEREAS, Oregon Budget Law, under ORS 294.338(1) allows the Sheridan Fire District to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Sheridan Fire District that the following appropriations be made:

GENERAL FUND	BUDGET APPROPRIATION	INCREASE	ADJUSTED BUDGET
<u>Resources</u>			
Miscellaneous Income	\$2,577,474	\$14,600	\$2,592,074
<u>Requirements</u>			
Payroll			
Admin Staff	\$669,250	\$261	\$669,511
Over Time	\$112,226	\$5,790	\$118,016
Conflagration Expenses	\$72,040	\$8,549	\$80,589

PASSED BY THE Board of Directors of the Sheridan Fire District this 8th day of October 2020.

APPROVED AND SIGNED BY THE President of the Board of Directors of the Sheridan Fire District this 8th day of October 2020.

Tammara Heidt, Board President

Carol Harlan, Board Secretary

Sheridan/SW Polk/West Valley Fire Districts Joint Board of Directors Staff Report

MEETING DATE: 10/8/2020

TOPIC: 1989 Engine (SFD)

PREPARED BY: BC Sean Hoxie

APPROVED BY: Damon Schulze

ATTACHMENTS: None

RECOMMENDED ACTION:

Declare the Sheridan 1989 Ford engine surplus property.

BACKGROUND:

The 1989 Ford engine shop number E8911 was removed from service in November of 2019 and a SW Polk engine was put in its place as a dual response unit. At that time, the board decided to keep the engine as a reserve pending future developments with the three districts. The engine has suffered a rust through in the plumbing that has removed it from service completely. Visual examination found two failures in the tank to pump plumbing, and the piping through out to be severely deteriorated, not uncommon for a 31-year-old apparatus. Sheridan has on order a new pumper/tender, with current mutual aid resources Sheridan exceeds ISO pump capacity needs therefore, the 1989 engine is no longer needed in the fleet. The original points for declaring the engine surplus: Age of apparatus, open cab design, manual transmission, and readily available replacement.

SUMMARY TIMELINE:

The engine is currently out of service and stored at station 180, once declared surplus it can be posted on GovDeals.com auction site within a 1-2 week period to remove equipment and identifying markings. Previous units have been sold and removed from the station within a month of listing.

FINANCIAL IMPACT:

There will be a small savings to the district by not having to insure, maintain, and test this engine. Hose, ladder, and pump testing have not been completed on this unit for 2020.

RECOMMENDED MOTION:

Motion to declare Engine 8911 surplus and dispose of via auction as soon as practical.

CHIEF'S REPORT

- ❖ Upcoming Events
 - Sheridan Volunteer picnic occurred on Saturday October 3rd in Buell
 - The City of Sheridan is hosting a Trunk or Treat event on Halloween evening, Saturday October 31st from 5:30 to 7:30pm

- ❖ Firefighter/Paramedic Hiring
 - With our latest hires we have again exhausted our Firefighter/Paramedic list.
 - The Civil Service Commission has approved the exhausted list and a new process
 - Chief Schulze will be proceeding with a new process that we hope to complete in November

- ❖ Ground Emergency Medical Transport (GEMT)
 - Staff is submitting documentation for the next year of GEMT process that will lead to additional Medicare reimbursement for both Sheridan & West Valley Fire Districts

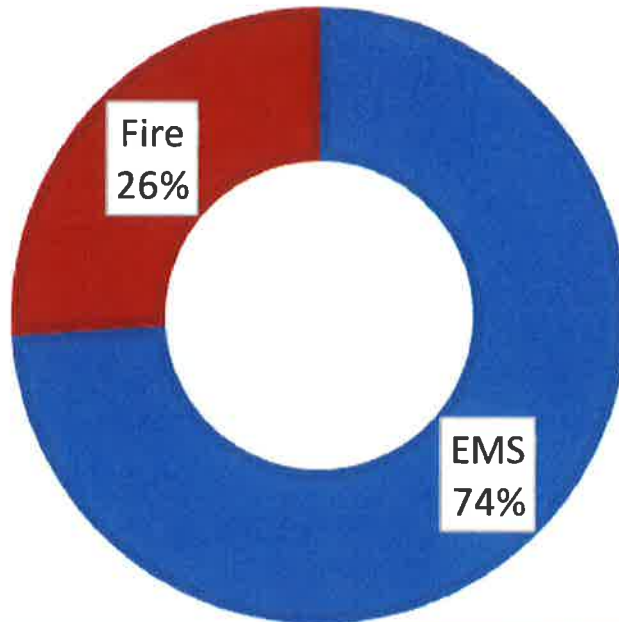
- ❖ Sheridan Revitalization
 - Staff attended a "town hall" style meeting over the Christmas lights in downtown Sheridan. At the meeting a committee was established to take on the organization, installation and coordination of the Christmas lighting and maybe even some other seasonal decorations

- ❖ Citizen contact
 - Staff has contacted Travis Grauer. He stated he believed this issue was already handled but that he would be happy to meet with us after the farming season

- ❖ Monthly Activity Report
 - Please find attached the Monthly Activity Report for all three districts
 - Please find attached the Monthly EMS compliance and reliability report

Sheridan Fire District

SEPTEMBER 2020 MONTHLY REPORT



Fire Stats

Structure Fire	1
Outside fire	3
Medical assist	1
EMS incident	11
Equipment problem	2
Public service assistance	3
Canceled	9
Controlled burning	2

Total 32

EMS Stats

Public Assist	2
Cancelled	13
Patient Dead on Scene	2
Not Transported	14
Stand By	6
Transported Lights/Siren	54

Total 91

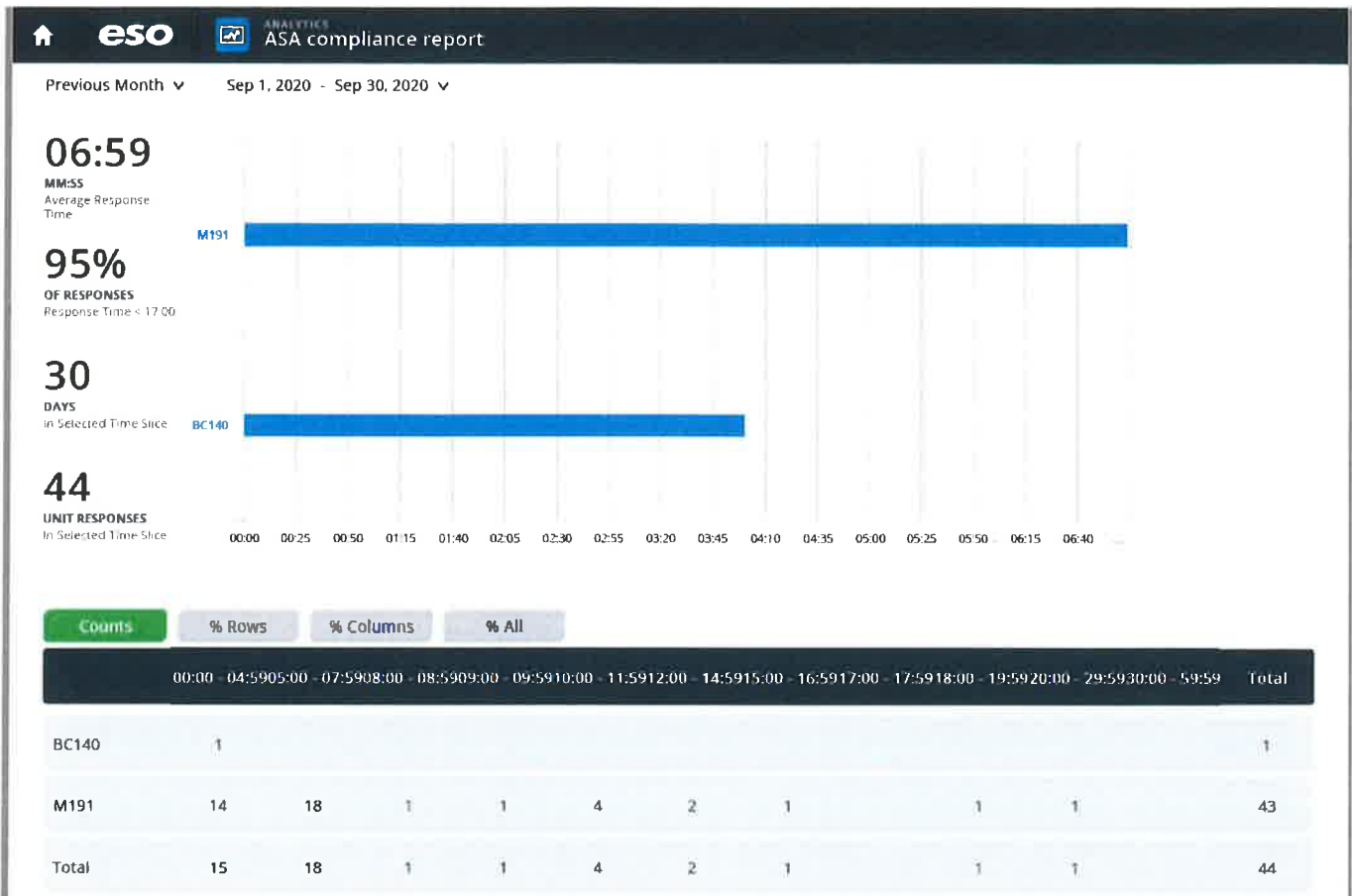
Total Calls

123

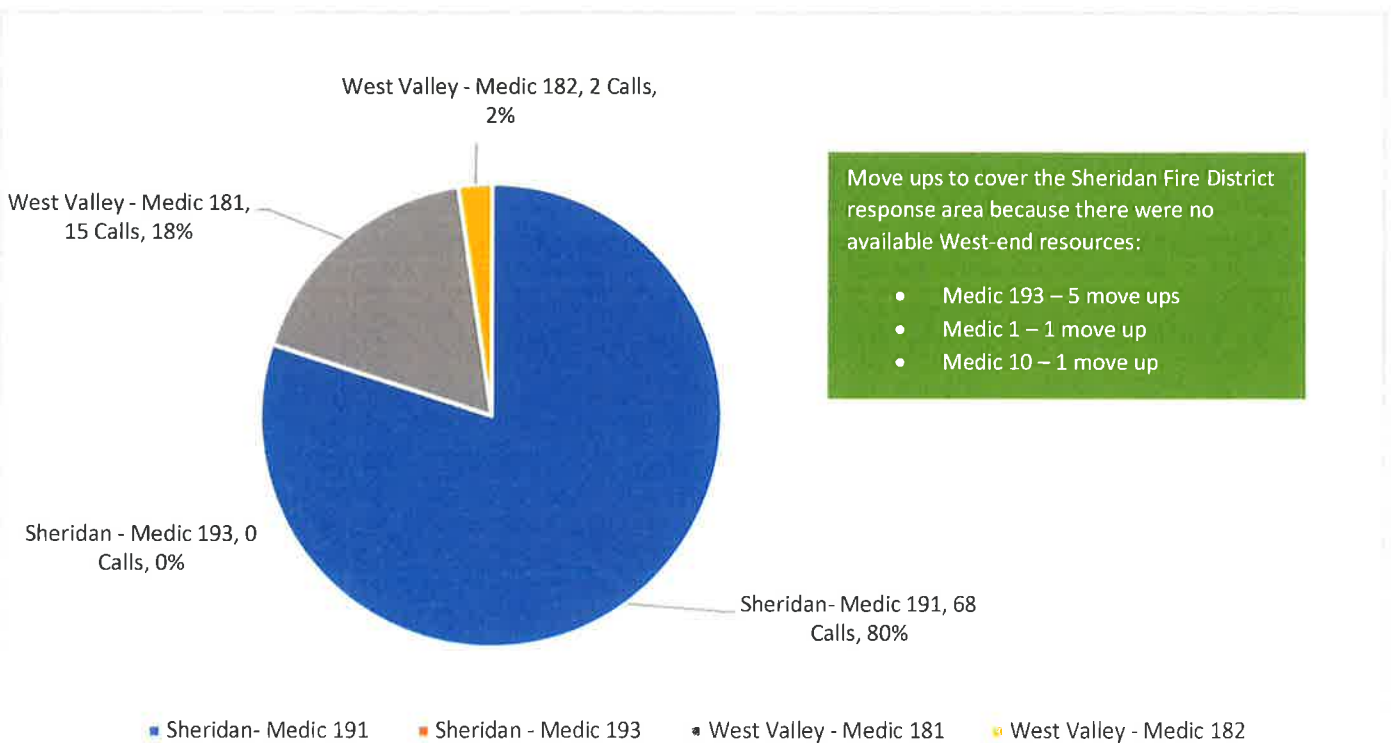
Training Hours

231.66

Sheridan Fire District - ASA Compliance

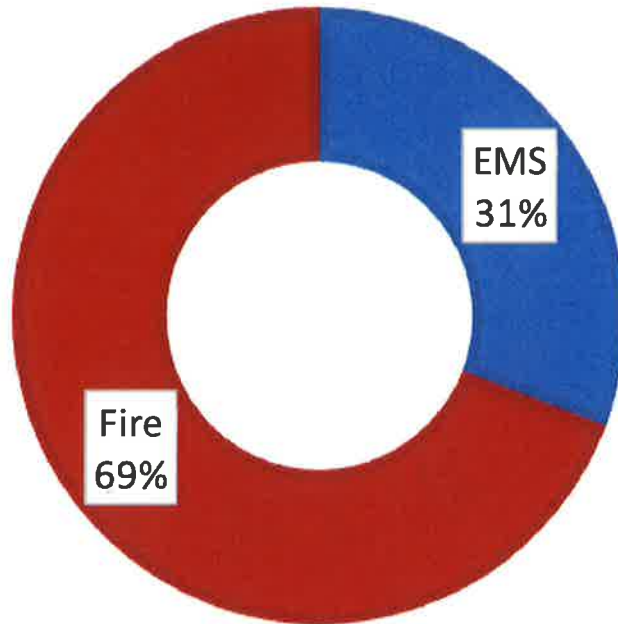


Sheridan Fire District – All EMS Incidents



SW Polk Fire District

SEPTEMBER 2020 MONTHLY REPORT



Fire Stats

Structure Fire	3
Outside fire	3
Equipment problem	3
Accident, potential accident	1
Unauthorized burning	6
Canceled	10
Controlled burning	1
Total	27

EMS Stats

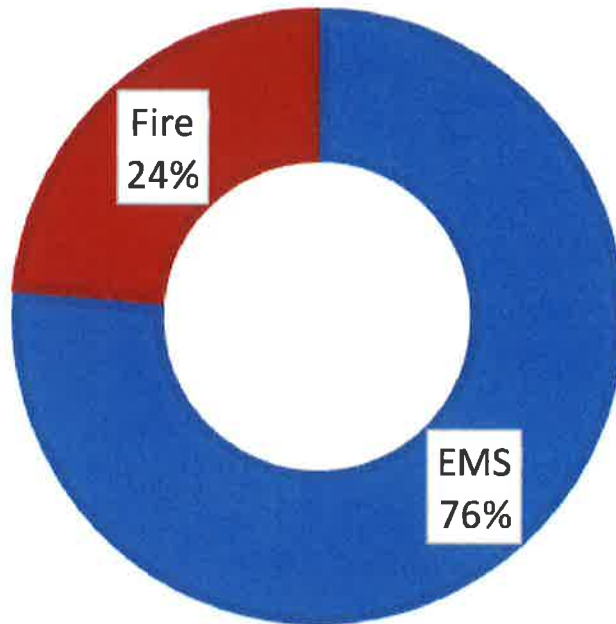
Medical assist	1
EMS incident	11
Total	12

Total Calls 39

Training Hours 33.83

West Valley Fire District

SEPTEMBER 2020 MONTHLY REPORT



Fire Stats

Fire, other	1
Structure Fire	1
Natural vegetation fire	2
Medical assist	2
EMS incident	10
Equipment problem	3
Public service assistance	5
Good intent call, other	3
Canceled	8
Total	37

EMS Stats

Public Assist	8
Canceled	12
Patient Dead on Scene	4
Standby	4
Not Transported	25
Transported No Lights/Siren	66
Total	119

Total Calls 156

Training Hours 156.5

West Valley Fire District - ASA Compliance

Previous Month ▾ Sep 1, 2020 - Sep 30, 2020 ▾

08:00

MM:SS
Average Response Time

97%

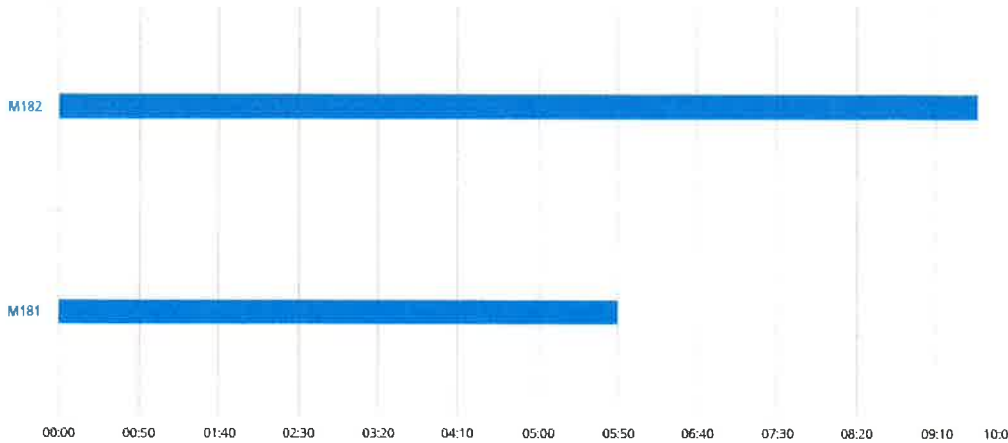
OF RESPONSES
Response Time < 17:00

30

DAYS
In Selected Time Slice

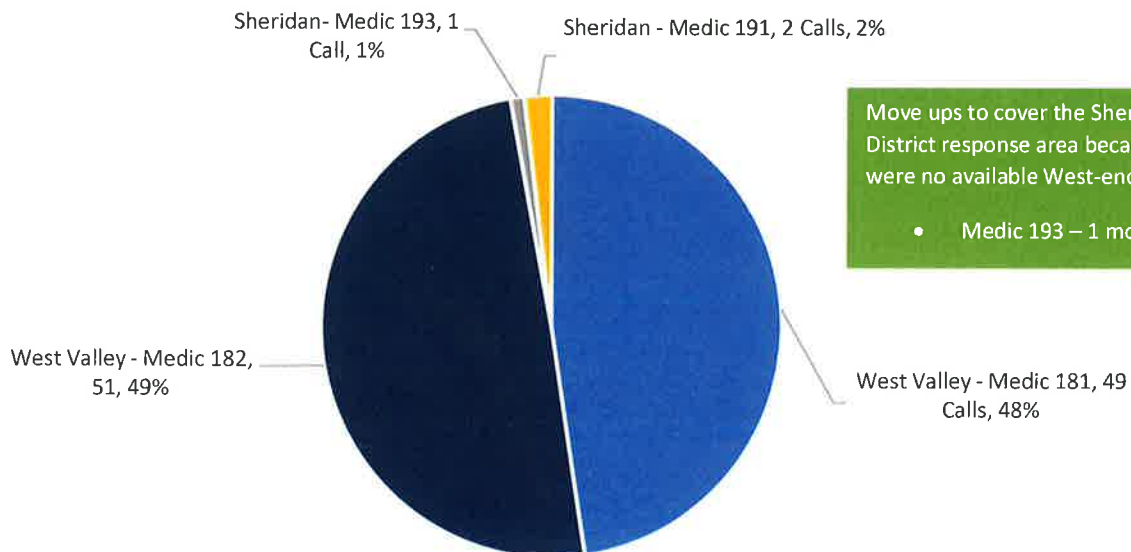
66

UNIT RESPONSES
In Selected Time Slice



	Counts	% Rows	% Columns	% All												Total
	00:00 - 04:59	05:00 - 07:59	08:00 - 08:59	09:00 - 11:59	12:00 - 14:59	15:00 - 16:59	17:00 - 17:59	18:00 - 19:59	20:00 - 29:59	30:00 - 59:59						
M181	12	11	2	1	1	1										28
M182	10	8	8	2	1	3	4	1		1						38
Total	22	19	10	3	2	4	4	1		1						66

West Valley Fire District – All EMS Incidents



Move ups to cover the Sheridan Fire District response area because there were no available West-end resources:

- Medic 193 – 1 move up