Swisshome-Deadwood Rural Fire Protection District

Policy & Guideline Manual

SWISSHOME-DEADWOOD RURAL FIRE PROTECTION DISTRICT

POLICY & GUIDELINES MANUAL

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Introduction

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.1**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: MANUAL PURPOSE

Relative Information: A policy or guideline is a declared intent or objective used as a basis for decision making and action. Policies and guidelines provide direction not only for the Board of Directors, but for the entire organization. Formulation of policy is not an individual responsibility. It is the responsibility of the Board as a legal entity. State law defines the authority and areas of responsibility. Policies and guidelines are written to address issues of mission, scope and scale of service, and legal duty.
Once the Board of Directors adopts a policy or guideline, it is the responsibility of the Staff to administer it. The Board must evaluate whether or not it is accomplishing the intended results. If not, the policy, guideline, or the procedures should be revised accordingly. This process implies a teamwork approach of reporting, reviewing, and revising between the Board and the Staff.
Guideline:: The Board of Directors will develop and maintain a Board Policy Manual that provides direction for the administration of the District.

Reviewed 2/9/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.2**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: SCOPE AND APPLICATION

Relative Information: This Manual is intended to serve, along with state law, as the primary resource for all matters relative to District policy and guidelines. It is prepared by the Board of Directors to assist individual members in the conduct of their responsibilities.
No manual can anticipate the full range of topics and situations that may arise. As new issues arise, new guidelines are established, and/or existing guidelines modified. While these guidelines are intended to provide clear and consistent direction, the Board may, at its discretion, deviate from these guidelines if the current policy or guideline is found to be inappropriate. In such cases the decision should be documented, and a determination made if the current policy or guideline requires modification.
Guideline: The Board of Directors recognizes this Manual as the official reference source for District policy and guidelines and that in order to remain a useful reference source it must be reviewed and updated to reflect changes.
The Board to authorizes the Fire Chief to interpret and apply these guidelines within their written and stated intent and that deviation from these guidelines may only be applied in an emergency or to avoid a hardship for the District.

Reviewed 2/9/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.3**

POLICIES & GUIDELINES **EFFECTIVE DATE: 8/10/2023**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: VISION AND MISSION STATEMENTS

Relative Information: A vision statement is a clear understanding of what we want to accomplish as a District. A mission statement identifies how we work towards accomplishing the vision and why we exist as a governmental organization.
Guideline: The Board of Directors will adopt and maintain a vision and mission statement.

Mission Statement

"We proudly serve our community through safe, efficient, and effective delivery of emergency services to protect life and property."

Vision Statement

"To assist our community with emergency situations that threaten life and property with a team that is trained, equipped, and caring."

Diversity Statement

"We strive to be inclusive and do not discriminate based on identity or protected class."

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.4**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: ORGANIZATION STRUCTURE

Relative Information: The Board of Directors oversees the Fire Chief, and the Budget Committee. The Board authorizes all positions in the organization and entrusts the Fire Chief to organize them as necessary to carry out the business of the Fire District.
Guideline: The Board of Directors will oversee the Fire Chief, and Budget Committee.

Reviewed 2/9/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.5**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: DISTRICT MANAGEMENT

Relative Information: The Board is required by state law to appoint a Fire Chief. The Fire Chief operates under the direction of the Board of Directors.
Unity of command is established through the adoption of a formal organization chart and position classifications (job descriptions). Decision making authority and reporting responsibility (unity of command) must be maintained under normal and emergency conditions.
The Fire Chief has the discretion to appoint a temporary acting in capacity officer in his/her absence. District guidelines should establish a plan of temporary succession in the event of an unexpected or extended absence of the Fire Chief. Temporary succession of command should be based on predetermined procedures until the Board of Directors can meet to address the issue and determine the most appropriate course of action.
Guideline: The Board of Directors will adopt and maintain a fire district management structure that will maintain unity of command under both normal and unexpected circumstances.

Reviewed 2/9/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.6**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

Relative Information: Oregon Revised Statutes 478.050 states, "A director of a district shall be an elector or an owner within the district. A district may determine, by ordinance that takes effect at least one (1) year prior to the date of a regular district election, that firefighters of the district, volunteer or otherwise, and other district employees shall not serve as directors." Swisshome-Deadwood RFPD has no such ordinance.

A Director or interested person can seek election to any position. The term of office is four years. The Board of Directors must consist of five members. A district may, with voter approval, establish sub-districts (wards) for the purpose of nominating or electing two or more director positions. Swisshome-Deadwood RFPD elects all Directors at-large; sub-districts have not been established.

Directors or interested persons should view the statutory requirements highlighted above as the minimum qualifications for service on the Board of Directors. Directors should also ensure they have sufficient time and commitment to perform the duties of a Board as described in state law and necessary for the orderly governance of the District.

Policy Statement: The Board of Directors will continuously meet the requirements of ORS 478.050. If a Director no longer meets these minimum requirements, the Director will voluntarily resign.

Reviewed 2/9/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.7**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: DIRECTOR RESPONSIBILITIES

Relative Information: Oregon Revised Statutes, Chapter 478 addresses the duties, power, and authority of fire districts. ORS 478.210 states "The power and authority given to the district, except as otherwise provided, is vested in and shall be exercised by a board of five directors."
The key duty of a Board Director is to make decisions. The law requires that the Board of Directors make all decisions as a unit. Individual decisions are invalid.
In order to function effectively as a member of a board, each Director should:

A. Become familiar with the Oregon Revised Statutes, Oregon Administrative Rules and other regulations related to the routine and emergency activities of the District.
B. Directors are elected to work for the good of the District. Personal interest shall be Subordinate to working for the good of the overall board, District, and public interest.
C. Support board decisions and actions.
D. Suspend judgment until sufficient information is available to make informed and supportable decisions.
E. Recognize the difference between policy issues that the Board of Directors should address and administrative and operational issues that the District Staff should address.
F. Understand the need for teamwork with other Directors and District Staff.
G. Accept responsibility for total board operation. While board officers are elected, all Directors should prepare to function in any elected board officer position.
H. Commit sufficient time to prepare for each meeting by reading all materials provided and spending any additional time necessary to develop an understanding of the issues to be considered.
I. Be open to effectively deal with all forms of public input regardless of the form in which the public input is delivered.
J. Deal effectively with controversy, differences of opinion, and criticism in a manner that neither the board nor individual Director becomes the focus of acrimony.
K. Conduct all business with the highest moral and ethical standards and in accordance with the Oregon Government Ethics laws.

Guideline: An orientation session on the rights, duties, and restrictions of the Board of Director members will be provided for each new Board member.

Reviewed 2/9/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.8**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: DIRECTOR CONFLICT OF INTEREST

Relative Information: The state laws related to conflicts of interest were established in 1974. The laws are now known as "Government Ethics." Directors, Board Appointees, District employees, and District volunteers are Public Officials as defined by the law.
The laws require public officials to disclose any situation that could be either a potential or actual conflict of interest. An actual conflict of interest may arise when a public official takes official action that would financially impact the official, a relative or an associated business. A potential conflict of interest may arise when a public official takes official action that could financially impact the public official, the official's relatives, or a business with which the public official or a relative is associated. The standards for disclosure and subsequent action depend on whether the circumstance in question is an actual or potential conflict.
Policy Statement: It is the policy of the Board of Directors that all District members comply with the Oregon Ethics laws and may not request, accept, or take advantage of any preference that could result in financial gain or avoidance of financial detriment due to their association with the District.

Reviewed 2/9/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.9**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: ELECTED OFFICES

Relative Information: All Directors are eligible for election and should view the election to office as a routine and expected responsibility of being a Director. Oregon Revised Statutes require each Board to elect a President, Vice President, and a Secretary-Treasurer. While the term of office is one (1) year, there is no limitation on the number of sequential terms an individual may serve; however, rotation of officers is encouraged for fuller participation by Directors.
Board officers are elected annually in July at the first Board meeting of each fiscal year. Each elected officer takes office immediately and serves until the first Board meeting of the following fiscal year, or until a successor is elected.

The duties of the President include:
A. Presiding at meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes.
B. Consulting with the Fire Chief regarding the preparation of each Board meeting agenda.
C. Participating, along with other Board Directors, with all the rights to discuss issues, make motions, nominate candidates, and to vote.
D. Calling Special Meetings (study sessions, executive sessions, and/or additional regular sessions) of the Board as described by the Oregon Public Meetings Law.
E. Signing official District documents on behalf of the Board when authorized by the Board.
F. Making appointments as may be required by law and/or for the orderly representation of the Board.

The duties of the Vice-President include:
A. Serving as President in the absence of the President with all the powers and duties as described above.
B. Assuming the position of President in the event of absence, resignation, incapacity, or inability to serve of the President.
C. Serving on such committees and/or as representative as appointed by the Board President.

The duties of the Secretary-Treasurer include:
A. Ensuring accurate minutes of each Board meeting are taken, transcribed, and distributed. Ensuring official minutes are properly authenticated and maintained in chronological order. These duties may be delegated to District staff members under the supervision of the Secretary Treasurer.
B. Ensuring accurate accounting and financial records are maintained by the District. Reviewing the District's financial audit with the District auditor, Fire Chief, and Chief Finance Officer prior to submittal to the Board.
C. Conducting a properly called Board Meeting in the absence of the President and Vice-President.
D. Serving on such committees and/or as representative as appointed by the Board President.

Policy Statement: It is the policy of the Board of Directors that election to Board office is an accepted obligation of Board membership and that the Board will annually elect a President, Vice-President, and Secretary-Treasurer as required by State Law.

Reviewed 2/9/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.10**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: BOARD APPOINTMENTS

Relative Information: The appointment of committees and/or representatives is a routine function of a board. Ordinarily the Board President will make the appointments with the concurrence of the full Board. The appointees may be Board, Staff, and/or citizen appointments depending on the position. Appointments are made in response to statutory requirements, to study specific issues, or to represent the District in associations or other interagency activities.
The particular authority and duties of appointees whether a Director, District staff member, or citizen are either specified by statutory requirements or will be set by the Board President at the time of appointment.
Board appointments may be ad hoc or ongoing.
Current ongoing appointments include the Budget Committee – five (5) citizen members with three-year terms.
While the committees required by state law may have specific selection criteria, the Board generally has broad discretionary authority in the process.
The following process is used when making citizen appointments to the Budget Committee:
Advertise the vacancy to identify qualified applicants.
Review applicants for qualifications.
Interview qualified applicants as may be necessary.
Make selection and appointment in a manner selected by the Board.
The Board should give consideration to, but not be limited to, the following qualifications when making citizen appointments to the Budget Committee:

1. Prior budget committee experience, especially with the District.
2. Background and understanding of financial management or other professional experience that could benefit the District.
3. Availability of time and willingness to participate.
4. Decision making and group consensus skills.
5. Absence of known conflicts of interest.
6. A desire to help the District.

Guideline: The Board of Directors will make appointments to various committees and commissions as stated in this guideline.

Reviewed 7/13/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER:0.11**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: FILLING BOARD VACANCIES

Relative Information: When vacancies in Board positions occur midterm, state law charges the Board of Directors with the responsibility of filling the position. In the event there is less than a majority (quorum) of remaining Board Directors or if a majority of the remaining Board Directors cannot agree, the Lane County Court (County Commissioners) will make the appointment(s).
The person appointed to fill the vacant position will serve through June 30 following the next regular District election (odd-numbered year). The appointee may run for the position at the next regular District election.
The law does not give specific direction on either the process or the criteria that the Board of Directors should use to fill a vacancy other than the appointee must meet the basic statutory requirements.

A. Selection Process: The Board may select the process it determines is in the best interest of the District to identify and screen applicants, and make appointments. The following process is generally followed:
   1. Make the vacancy known through advertisement or other method;
   2. Screen applications as may be necessary;
   3. Interview the most qualified applicants;
   4. Select the most qualified applicant. Selection may be by Board consent or by ballot. The Board of Directors may base the vote on simple majority or on a score based on a total of the applicant ranking by each sitting Director.
   5. Officially appoint the successful candidate. The appointment will take effect immediately.

B. Selection Considerations: The Board should give consideration to, but not be limited to, the following qualifications:
   1. Past local government experience.
   2. Understanding of Oregon open meeting and public records laws.
   3. Prior budget committee experience, especially with the District.
   4. Prior Board of Director experience with other districts.
   5. Background and understanding of financial management or other professional experience that could benefit the District.
   6. Availability of time and willingness to participate.
   7. Decision making and group consensus skills.
   8. Absence of known conflicts of interest.
   9. A desire to help the District. Candidates seeking appointment for political reasons or the opportunity to interfere in District business should not apply and/or be appointed.

Policy Statement: It is the policy of the Board of Directors to fill Board vacancies as specified in state law and in accordance with these guidelines.

Reviewed 7/13/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.12**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: DISTRICT ELECTIONS

Relative Information: The County Clerk is responsible for the conduct and administration of all District elections. The Oregon Revised Statutes establish election dates, filing deadlines, and requirements. It is the responsibility of the District to ensure that all District elections comply with these statutes. There are a variety of reasons the District may require an election:

A. Local option tax levy,
B. Board of Director election,
C. Board of Director recall,
D. Annexation proposal,
E. Changes in service fee structure,
F. Consolidation, merger, or dissolution,
G. Sub-districts.

The Oregon Revised Statutes specify procedural requirements for each different type of election. An Elections manual, is available from the County Clerk which outlines the procedural requirements in detail. The County Clerk will issue a Certificate of Election finalizing the results after the election. The Board of Directors designates the Fire Chief as the contact person for Swisshome-Deadwood RFPD.

Policy Statement: It is the policy of the Board of Directors to plan and coordinate all District elections in accordance with state and county regulations.

Reviewed 7/13/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.13**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: ORDINANCES AND RESOLUTIONS

Relative Information: The general form for taking action on business items involves the passing of motions. In certain situations the Board may find the need to adopt an ordinance or a resolution.
An ordinance is an authoritative rule or law adopted by the Board in conjunction with State Law. Oregon Law provides specific procedures that must be followed in the advertisement and adoption of ordinances. Ordinances are effective until repealed.
A resolution is a formal motion that expresses formal opinion. The District adopts resolutions in the same manner as all main motions. In general, the District utilizes resolutions when required by law or when the proposal is lengthy and/or highly important. Resolutions are usually prefaced with whereas statements, that state the reasons for the resolution.
Resolutions remain in force until rescinded or for the length of time specified in the resolution.
Guideline: The Board of Directors will utilize Ordinances and Resolutions in accordance with their intended purpose and will review, amend and/or delete as may be indicated.

Reviewed 7/13/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.18**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: PARLIAMENTARY PROCEDURES

Relative Information: Rules of parliamentary procedure provide the means for orderly and expeditious disposition of matters before the Board. They govern the way Directors interact with each other. To facilitate decision-making, a simplified and flexible approach to parliamentary procedure is helpful. The Robert's Rules of Order shall be utilized to ensure a smooth and effective meeting takes place. The basic principles of parliamentary procedure that apply include:

1. All Directors have equal rights, privileges, and obligations
2. The majority vote decides all issues.
3. The rights of the minority are protected.
4. Each Director has the right to understand every proposition presented for decision, and to engage in full and free discussion of the proposition advantages and disadvantages before taking action.
5. The simplest and most direct procedure for accomplishing a purpose shall be observed, as long as it does not violate the rights of Directors or the laws.
6. Directors will be protected from abuse by visitors, spectators, and other participating in the Board's activities, by use and enforcement of orderly processes.
7. All meetings shall be characterized by fairness and good faith.

Guideline: The Board of Directors will use, except as otherwise required, Robert's Rules of Order as its parliamentary guide.

Reviewed 7/13/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 0.20**

POLICIES & GUIDELINES **EFFECTIVE DATE: 10/08/2026**

DIVISION TITLE: INTRODUCTION

SECTION TITLE: PUBLIC MEETINGS

Preparation for Board Meetings

Distribution of Materials to Board Members

The agenda, chief executive officer's report, treasurer's report/statement of bills and CPA financial report shall be given to each member of the Board of Directors at least one (1) day prior to any regularly scheduled Board meeting.

At the same time, the Chief Executive Officer shall provide members with detailed information relative to the agenda, including existing Board policy pertinent to Agenda items.

Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to the Deadwood Ditto, and posted at the Swisshome and Deadwood Post Offices and on the website.

Board Meeting Agenda

The clerk of the Board shall draft the agenda after conferring with the president of the Board. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Approval of the minutes and bills as stated
- Public comment (testimony from citizens)
- Old business
- New business
- Correspondence
- Chief Executive Officer's report
- Items not on agenda open to public, Board and staff participation
- Agenda suggestions for future meetings from Board members and District personnel
- Adjournment
- Executive Session *(include citation to statutory authority)*

Notice and Location of Meetings

Application

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees, or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:
(a) Access and attend the meeting by telephone, video or other electronic or virtual means;
(b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
(c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

Regular Meetings

The Board shall hold regular monthly meetings on the second Thursday of each month. Such meetings shall be held at the Swisshome Fire Station, at 7:00 PM or at such other places and times as the Board may designate from time to time.

Special Meetings

The Board may hold special meetings at the request of the President; the Vice-President in the absence of the President; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the minutes. Only business related directly to the emergency shall be conducted at an emergency meeting. If the Board determines that the reasons for calling the meeting are insufficient, the meeting shall be immediately adjourned.

Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, the Deadwood Ditto, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published or posted at the following locations within the District: Deadwood Ditto, Swisshome and Deadwood Post Offices and the department website

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.

- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.

- The requirement for an interpreter does not apply to emergency meetings.

- The chief executive officer shall be responsible for developing and maintaining a list of qualified interpreters and is responsible for arranging for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

Presiding Officer

The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, the remaining members shall select a board member to preside.

Conduct of Meetings

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the presiding officer at the meeting may be overridden by a majority vote of the Board.

Public Participation

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business.

Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action.

Vote Explanations
Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

Conflict of Interest/Ex Parte Contacts
Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

Smoking
Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

Adjournment
Upon completion of the entire agenda, or at an hour pre-determined for the meeting to end, a board member shall make a motion to adjourn the meeting. Another board member shall second the motion, and the board chair (or acting board chair) shall declare the meeting adjourned.

Special circumstances: in the case of emergency circumstances (medical emergency, threat to public safety, etc.), the meeting may be adjourned without motion or preamble. If a loss of board quorum occurs for any reason during the course of the meeting, the meeting is considered adjourned at that point. The minutes of the meeting shall reflect how and why the meeting was adjourned.

Executive Sessions
Notice
Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

No Final Decisions
The Board may fully discuss board members' views but may not make any final decisions during any executive session.

Authorized Purposes
Executive sessions shall be held only for the following purposes:

ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:

A. The District has advertised the vacancy;
B. The Board has adopted regular hiring procedures;
C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:
(1) The filling of a vacancy in an elective office.

(2) The filling of a vacancy on any public committee, commission or other advisory group.
(3) The consideration of general employment policies.
(4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.119 and 441.993 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

ORS 192.660(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ORS 192.660(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ORS 192.660(f). To consider information or records that are exempt by law from public inspection.

ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

ORS 192.660(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ORS 192.660(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

ORS 192.660(k). To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

ORS 192.660(n). To discuss information about review or approval of programs relating to the security of any of the following:

(A) A nuclear-powered thermal power plant or nuclear installation.
(B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.
(C) Generation, storage or conveyance of:
    (i) Electricity;
    (ii) Gas in liquefied or gaseous form;
    (iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);
    (iv) Petroleum products;
    (v) Sewage; or
    (vi) Water.
(D) Telecommunication systems, including cellular, wireless or radio systems.
(E) Data transmissions by whatever means provided.

ORS 192.660(o). To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

ORS 192.660(3). Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

Conduct of Executive Session
The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Minutes of Board Meetings
Minutes
The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio recording, and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

Disclosure of Executive Session Minutes
If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

Retention
Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

Availability to the Public
Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.1**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - ADMINISTRATIVE GUIDELINES

SECTION TITLE: MAINTENANCE/DISTRIBUTION OF MANUALS

COMPILATION OF MANUALS
The Fire Chief shall compile all of the policies, guidelines and procedures adopted by the Board into a District "Policy & Guideline Manual". The Fire Chief shall be responsible for updating the Manual.

DISTRIBUTION OF MANUALS
Orientation of the use of the manual will be part of volunteer recruit training. Revised or updated guidelines will be made available through ongoing training.

DISTRICT POLICY MANUAL TO BE AVAILABLE TO THE PUBLIC
The "Policy & Guideline Manual" is a public record. At least one hard copy of the updated manual shall be maintained and available for inspection and use by the public at the District's main Administrative office.

Reviewed 8/10/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.2**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PUBLIC RECORDS

SECTION TITLE: POLICY ON FEES FOR OBTAINING PUBLIC RECORDS

PURPOSE

Pursuant to the Oregon Public Records Law (ORS 192.410 to ORS 192.505), Swisshome-Deadwood RFPD adopts this guideline for recovering costs of obtaining or reviewing public records. This guideline applies only to records of Swisshome-Deadwood RFPD not exempt from disclosure under the Oregon Public Records Act. All requests for public records must be made in writing and must include the following information:

- Date of Request
- Name of Requester
- Address of Requester
- Telephone number and/or email address of Requester
- A description of the records requested
- A statement informing the District whether the Requester wishes to receive copies of the requested documents or inspect the documents in person
- Requester's signature

Records requests must be mailed to the District at P.O. Box 10, Swisshome, OR 97480 or e-mailed to the District at sd.rfpd@gmail.com. Readily available records will be provided as soon as possible. Records which are not readily available because of the size or complexity of the request will be produced within a reasonable time. In such case, the District shall inform the individual requesting the records when the requested records will be available for review and/or copying.

The District's nominal fee for search, review, release and copying of any public record, including photographs, are as follows:

- Copies of public records are $0.25 per page for letter size copies and $0.30 per copy for legal size copies. Double sided copies count as two (2) pages. If a request is for a certified copy of a record, the requester will be charged an additional $2.50 per record.
- Charges for tape recordings and other electronically stored materials will be calculated based upon the actual cost of the tape, computer disc, etc., plus the time required to make the copy, computed at the rate of $5.00/quarter hour, with a minimum charge of one quarter hour.
- If a request for District records requires personnel to spend more than 15 minutes collecting or reviewing the requested records, the requester will be billed at an hourly rate of $5.00/quarter hour for each staff member involved, with a minimum of one half hour ($10.00) charge. The total staff time to collect and review the requested records will be estimated by the District, and the estimated fee must be deposited with the District before District personnel will begin collecting, reviewing or copying the requested records. If the amount of time involved is less than estimated, the excess deposit shall be refunded to the requester. If the actual cost is in excess of the deposit, the difference must be paid by the requester before the requested documents are provided. The actual costs of research will be billed to the requester even if District personnel are unable to locate the requested records, or the District determines that the requested records are exempt from disclosure under the Public Records Act.

The District may furnish records without charge or at a substantially reduced fee if the District determines that the waiver or reduction of fees primarily benefits the general public.

If a request is of such size, complexity, or nature that compliance would disrupt the District's normal operation, separate arrangements will need to be made prior to such a release of records in accordance with advice from legal counsel.

If the request requires advice from the District's attorney, the requester will be billed for the actual cost to the District of the time spent by the District's attorney to review, redact and segregate the records. The District will not charge a requester for time spent by the District's attorney in determining the application of the Public Records Law to the request.

If the estimated fee for compliance with a request is more than $25.00, the District will provide a written cost estimate to the requester and will not proceed/respond to the request until the District receives confirmation that the requester wants the District to respond to the request.

At no time will original records or photographs of the District be removed from the District files or from the place of regular record retention. Original District records and/or photographs shall not be reviewed unless District personnel are available to oversee that review. The charge for District personnel time for monitoring will be at a rate of $5.00/quarter hour, with a minimum charge of one quarter hour.

Reviewed 8/10/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.3**

POLICIES & GUIDELINES **EFFECTIVE DATE: 9/14/2023**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PUBLIC CONTRACTING RULES

SECTION TITLE: PUBLIC CONTRACTING RULES SELECTION OF PERSONS TO PERFORM PERSONAL SERVICE CONTRACTS

DEFINITION OF PERSONAL SERVICE CONTRACT

A contract entered into by the Swisshome-Deadwood RFPD for the consulting services of registered or licensed professionals, including but not limited to engineers, architects professional land surveyors is a personal service contract.

SELECTION

When the Board desires to enter into a personal service contract, the Board shall direct the Fire Chief to select three (3) qualified applicants, if 3 qualified applicants are available, for the personal service contract at issue. The Fire Chief may solicit applications for the personal service contract by advertisement.

The Fire Chief's screening and selection procedures shall include a consideration of each candidate's:

- Specialized experience, capabilities and technical competence that meet the project requirements;
- Resources available to perform the work, including any specialized services, within the applicable time limit;
- Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;
- Ownership status and employment practices regarding women, minorities in emerging small businesses or historically underutilized businesses;
- Availability to project locale;
- Familiarity with the project locale;
- Cost of services;
- Bond/Insurance.

The Board shall select its preferred consultant from the pool of three applicants. If desired, the Board may interview candidates or request additional material from the applicants prior to making its final selection.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.4**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: PERSONNEL RECORDS AND RETENTION

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

MAINTENANCE OF PERSONNEL FILES
Official personnel records of employees and volunteers shall be maintained by the District Chief. If there is a change of name, address, telephone number, or any other change in status, the District Chief should be notified as soon as possible.

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

MEDICAL RECORDS
Documents containing medical information shall be kept in a separate, confidential file that is not part of the employee or volunteer's personnel file. While these records shall be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and necessary accommodations when appropriate. Government officials investigating compliance with discrimination laws shall be provided relevant information on request.

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

PERSONNEL FILES
This policy defines circumstances under which an employee or volunteer may examine his/her personnel records; and an individual who is not an employee or volunteer of the District may examine an employee or volunteer's personnel record. Employees and volunteers may inspect and review their personnel files, excluding confidential reports from previous employers. Employees and volunteers may protest, or comment upon, in writing, any materials placed in their personnel file. Such protest/comments shall be placed in the personnel file.

REVIEW OF PERSONNEL FILES
Personnel files are to be reviewed in the administrative office and are not to be removed from district property. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of the District Chief in response to a valid subpoena or a valid court order. Personnel file access by current and former employees will generally be permitted upon request within 5 business days of the request.

FILE RETENTION
I-9 Forms will be retained under the U.S. Citizenship and Immigration Services (USCIS) retention requirements: "I-9 forms should be retained for three years after the date of hire, or one year after the date employment ends—whichever is later." Payroll Records will be retained according to the OAR 166-150-0155 Personnel records will be retained according to OAR 166-150-0160.
Reviewed 9/14/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.5**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: USE OF SDAO'S PRE-LOSS LEGAL PROGRAM

PURPOSE
To ensure Swisshome-Deadwood RFPD follows the recommendations of the Special Districts Association of Oregon's (SDAO) liability coverage document.

GUIDELINE
Swisshome-Deadwood RFPD shall contact a member of SDAO's Pre-Loss Legal Team to receive legal advice before making any major decision that could lead to a lawsuit. Situations that require consultation with the SDAO Pre-Loss Legal Team include, but are not limited to, employee termination and significant disciplinary action resulting in demotion or extended suspensions without pay.

Reviewed 9/14/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.6**

POLICIES & GUIDELINES **EFFECTIVE DATE: 9/14/2023**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: ORGANIZATIONAL STRUCTURE

PURPOSE
The purpose of the following sections is to provide members of the district/department with a general outline of the District's organizational structure.

DEFINITION OF MANAGEMENT TEAM
District Chief
Assistant Chief
Captain

District Chief
In addition to being responsible for overall department operations, this position assumes the following responsibilities:

- Master Planning
- Budget
- Records
- Interagency and Interdepartmental Communications

Assistant Chief
This position is directly accountable to the District Chief with the following related areas of responsibility:

- Station operations and volunteer personnel of the district
- Training of volunteers to include:
    - Control and suppression of fires
    - Rescue including vehicle extrication
    - Pre-hospital emergency medical services by supporting WLAD with trained QRT (Quick Response Team) personnel

Captain
This position is directly accountable to the Assistant Chief with the following related areas of responsibility:

- Maintain their station, equipment and records
- Lead station meetings
- Communicate station needs to Chief Officer

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.7**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: ALCOHOL/CONTROLLED SUBSTANCES/LEGAL RECREATIONAL DRUGS

PURPOSE
To establish and maintain a drug and alcohol-free workplace in the interest of both public safety, and a safe and productive work environment.

SCOPE
All existing personnel and any applicants who receive offers of employment or membership with the Swisshome-Deadwood RFPD.

DEFINITIONS
Illegal Drugs - Any controlled substance, medication, or other chemical substance that is not legally obtained, is not being used legally, or is not being used for the purpose(s) for which it is prescribed or intended by the physician. Illegal drugs may include over-the-counter medications if they are not being used for the purpose(s) for which they are intended.

Legal Drugs - Prescribed or over-the counter drugs that are legally obtained by personnel and used for the purpose(s) for which the physician intended them. These drugs can include alcohol medicinal marijuana, recreational marijuana (in some states), synthetic cannabis, and other synthetic stimulants such as, but not limited to Bath Salts or spice.

On Duty - Any time a member is functioning in a capacity which represents Swisshome-Deadwood RFPD. This includes but is not limited to responding on emergency calls, training, or station duties. This applies whether paid or unpaid, as well as meal and break periods, regardless of whether or not the member is on district property.

GUIDELINE
The nature of fire and rescue services requires everyone involved in these activities to be mentally alert and have complete control of their physical actions. Therefore, it is the policy of Swisshome-Deadwood RFPD that we shall maintain a drug and alcohol-free work environment. Members and employees shall not consume any illegal drug on or off duty. Members and employees shall not respond to emergency calls or engage in any Swisshome-Deadwood RFPD related activity when they have consumed any alcohol or substance that could impair their physical and/or mental capabilities.

Reviewed 9/14/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.8**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: RESIDENCY

RESIDENCY
Residency is required of all employees and volunteer firefighters, and shall include the entire confines of Swisshome-Deadwood RFPD. Residency is defined as being the primary, full-time residence of said employees and volunteer firefighters.

RESIDENCY EXCEPTIONS
If no qualified applicants for a job opening reside within the District, the District may employ residents from outside of the District.

Residents residing outside of the confines of Swisshome-Deadwood RFPD who wish to volunteer for the District will be considered on a case by case basis by the District Chief using the following criteria:
-Special skills or expertise that would benefit the District
-Proximity to the District boundaries and stations

Any volunteer firefighter may make application to the District.

Reviewed 9/14/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.9**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: USE OF DATA – MOBILE DEVICES

GUIDELINE
Use of district computers and mobile communication/data devices shall be consistent with the mission of Swisshome-Deadwood RFPD. Access of inappropriate sites or personal use of these devices is strictly forbidden.

PURPOSE
- To provide guidelines and regulations for the use of district computers and mobile communication/data devices.
- To ensure inappropriate sites are not accessed from district computers and mobile communication/data devices.
- To ensure district computers and mobile communication/data devices are used for district business.
- To ensure the use of public funds are being spent appropriately and for the benefit of the citizens we serve.

DEFINITIONS
Inappropriate sites include, but are not limited to, sites that contain sexually explicit materials, promote hate or violence, or encourage any type of offensive behavior.

District computers and mobile communication/data devices include any district owned personal computers, laptops, tablets, or cell phones capable of sending and receiving voice and/or data from another device or the internet.

SCOPE
All district personnel.

PROCEDURE
Use of any computers and mobile communication/data devices shall be in conformity with all state, federal, network provider, and district policies, procedures, laws, and licenses. Users are responsible for the appropriateness of and content of the material they access, transmit, or publish from a district computer and mobile communication/data device. Use of the district computer system and/or mobile communication/data device shall occur under the following guidelines:

- No software or program shall be installed without the approval of the network administrator or the Fire Chief.
- Use of a district computer and/or mobile communication/data device to access, store, or distribute obscene pornographic material is strictly prohibited.
- Accessing social media, online shopping, or other websites for personal reasons is strictly prohibited.
- Malicious use of a district computer and/or mobile communication/data device is strictly prohibited.
- Logging onto the district network or a district database using another member’s username and password is strictly prohibited.
- Personal use of district computers and/or mobile communication/data devices is strictly prohibited.

- Personnel using a district owned computer and/or mobile communication/data device shall remember that there shall be no expectation of privacy when it comes to accessing the memory and databases of these devices.

Reviewed 9/14/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.10**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: DRESS CODE

RESPONSIBILITY

When representing Swisshome-Deadwood RFPD at meetings, medical calls or out of district trainings, personnel shall wear apparel that displays the Swisshome-Deadwood RFPD logo when possible. At no time should political, or otherwise divisive messages.

Reviewed 9/14/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.11**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: FIRE DEPARTMENT LOGO

FIRE DEPARTMENT LOGO
The fire department encourages the enthusiasm that is shown by wearing and displaying the Swisshome-Deadwood RFPD logo. The department, however, must assure that the image of the organization is maintained at a high level.

DEPARTMENT LOGO CLOTHING & HATS
Fire department logo clothing must not be worn in any place or manner to bring discredit to the organization. Any discredit brought upon the organization by wearing or displaying the logo will be considered a violation of the policies of Swisshome-Deadwood RFPD.

Reviewed 10/12/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.12**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: CODE OF CONDUCT

PURPOSE
The purpose of this guideline is to outline the basic standards of conduct expected of fire district personnel.

SCOPE
All fire district personnel are expected to abide by the standards of personal conduct outlined within this policy, and present themselves in a highly self-disciplined and professional manner both on and off duty.

GUIDELINE
As a basic condition of membership, all volunteers have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the department's resources. To this end, all volunteers have the responsibility to:

- Conduct and present themselves on and off duty in a manner which will bring credit to Swisshome-Deadwood RFPD and our community;
- Perform their duties to the very best of their abilities and in a manner that is efficient, cost effective, and meets the needs of the public;
- Demonstrate integrity, honesty, and ethical behavior in the conduct of all department business, both on and off duty;
- Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts when dealing with vendors, customers, and other individuals doing business or seeking business with the fire district;
- Ensure that all department resources, including funds, equipment, vehicles, and other property, are used in strict compliance with department policies and solely for the benefit of the department, unless prior authorization is received from the Fire Chief;
- Conduct all dealing with the public, other district members, city and federal employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the district;
- Treat the public and other employees fairly and equitably, without regard to age, color, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the department's business; Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions are consistent with the fire district policies and guidelines.

Reviewed 10/12/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.13**

POLICIES & GUIDELINES **EFFECTIVE DATE: 10/12/23**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: PROGRESSIVE DISCIPLINE

DISCIPLINE GENERALLY On-the-job conduct of District employees and volunteers affects the ability of the District to serve its citizens and affects the taxpayer's impression of District government. Volunteer safety, public safety, productivity, and morale are dependent upon volunteer conduct. Occasionally it is necessary for supervisors to resort to corrective action when a particular volunteer fails to respond to informal guidance. In order to provide a fair method of coaching, and when necessary, disciplining volunteers, the District's Fire Chief or his designee will use progressive discipline procedures to the extent appropriate under the circumstances. Officers engaging in the disciplinary process should use these opportunities to help the volunteer become successful and provide them with the tools needed to fulfill their professional goals and duties. When administered appropriately, discipline typically ends at the coaching/counseling phase because most employees and volunteers want to be successful.

This section concerning discipline does not apply to the District's Fire Chief, who serves under the terms of the District's Board of Directors.

CORRECTIVE ACTION - GENERAL GUIDELINES
Corrective action may be initiated for many reasons, including, but not limited to, violations of the SOG's, insubordination, or poor job performance. The severity of the action generally depends on the nature of the offense and an employee or volunteers work record. Corrective actions for poor performance or misconduct include:

- Coaching and counseling
- Written warning
- Suspension
- Demotion
- Discharge

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever the District deems it appropriate, on a case-by-case basis. Coaching and counseling for firefighters shall be administered by Company Officers. The intent of coaching and counseling is to help a member become successful. It is highly encouraged that Company Officers providing coaching and counseling utilize the following guidelines when interacting with a subordinate:

- Focus on the behavior and not the individual.
- Attempt to tie the negative behavior to a guideline and provide a copy of the guideline to the volunteer.
- Provide open, honest and respectful feedback to the volunteer.
- Conduct yourself professionally and respectfully at all times. Remember that coaching and counseling are intended to encourage success, not be punitive.
- Provide a short narrative describing the coaching / counseling session to the Assistant Chief for their records and to provide them with a historical background if discipline progresses to higher levels.
- Formal corrective action in the form of a verbal or written warning, shall only be administered by the Assistant Chief or the District Chief. Suspension, demotion, or discharge shall be administered by the District Chief.

- When a verbal warning or higher-level form of discipline is administered, the employee or firefighter shall be advised that they are receiving that level of discipline at the beginning of the interaction.

APPLICATION OF PROGRESSIVE PROCEDURES

For performance deficiencies, employees and volunteers will normally be verbally counseled once before receiving a written warning. The Assistant Chief or District Chief may or may not choose to make the imposition of a verbal warning part of the employee or volunteer's personnel file.

DEPRIVATION PROCEDURE

If the Fire Chief determines there is cause for the discharge, suspension or demotion of a volunteer, the Fire Chief shall notify the volunteer in writing of the specific reasons and that a suspension, demotion and/or discharge is being considered. The volunteer shall be provided with the facts upon which the actions are based. The Fire Chief shall afford the volunteer a formal opportunity to refute the charges during a scheduled pre-termination hearing. Upon completion of the pre-termination hearing the Fire Chief will decide to proceed with termination or impose a lesser degree of corrective action.

APPEAL OF DISCIPLINARY ACTION

Right to Appeal from Discipline: Any regular employee subordinate to the Fire Chief who has been suspended, demoted or dismissed, shall have the right of appeal to the Board of Directors. Notice of the appeal must be filed not later than ten (10) days of the effective date of the action. The notice of appeal shall include at least the following information: (1) a statement of the complaint and the facts upon which it is based; (2) the action requested; (3) a statement of the reasons why the action is appropriate; (4) a statement of any policies, procedures or law or rules which have not been adhered to or which should be followed. The appeal shall be heard by the Board President within twenty (20) days after receipt of the request. The Board President shall furnish the Fire Chief with a copy of the notice of appeal in advance of the hearing.

Who May Appeal: Only regular employees have a right to appeal disciplinary actions. In addition to formal appeals under this section, the Fire Chief may give consideration to all suggestions and complaints that concern administration of the personnel policies.

Conduct of Hearings: A hearing before the Board of Directors is intended solely for the purpose of receiving evidence either to refute or substantiate specific charges brought by the Fire Chief. The hearing shall be conducted accordingly. The Board President may impose limits on questioning in the interest of the orderly conduct of the hearing and fairness.

Counsel or Representative: In appealing a disciplinary action to the Board President, an employee may, but is not required to, have counsel or other representative.

Board President Findings: If, after receiving evidence presented in hearings on disciplinary actions, the Board President finds that sufficient evidence supports the charges, that the complained-of action taken by the Fire Chief was reasonable and was taken for a proper reason consistent with policy, the Board President may affirm the action; if the Board President finds that the complained-of action taken by the Fire Chief was not so made, the Board President shall fashion an appropriate remedy and the personnel file shall be purged of such record. The Board President, in lieu of affirming the disciplinary action, may modify the discipline as the circumstances warrant. At the time of the filing of the request of the appeal with the Board President, the Fire Chief shall supply the employee with an outline of the procedures used by the Board President. The decision of the Board President shall include findings of facts and shall be final.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.14**

POLICIES & GUIDELINES **EFFECTIVE DATE: 10/12/23**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: CONFLICT RESOLUTION

PURPOSE
The purpose of this guideline is to ensure that conflicts among District personnel are handled at the lowest possible level within the organization, and to provide members with an informal and formal process for resolving all work-related conflicts. All personnel are strongly encouraged to resolve disagreements quickly and in the most professional and respectful fashion possible.

SCOPE
This guideline applies to all personnel of the Swisshome-Deadwood RFPD (SDFD).

GUIDELINE
For the purposes of this guideline, the words: dispute, problem and complaint are all considered conflict.

For the purposes of this guideline, the word "employee" means anyone who is employed full-time, part time, or volunteers with SDFD.

Any employee who experiences a work-related disagreement with another employee shall first utilize the Informal Process to resolve the conflict.

If the conflict has failed to be resolved in the informal process, the employee shall proceed to resolving the conflict through the Formal Process.

Informal Process Procedure
Employees are encouraged to deal with conflict resolution at the time of the conflict. Many times, a small problem can be successfully resolved immediately, rather than allowing it to fester and grow, resulting in a bigger issue.

Persons in conflict are encouraged to use their own skills and resources to resolve conflict in a mutually satisfying way. Typically, this is accomplished through face to face communication at an appropriate time and location. Conflict resolution should not be conducted on-scene, in the presence of other district employees, or members of the public.

All employees are encouraged to discuss conflicts using open, honest, and respectful communication intended to help each other grow professionally and personally. Issues which are not successfully and satisfactorily resolved through face to face communication may benefit from utilizing the Formal Process.

Formal Process Procedures
When informal efforts have been unsuccessful in resolving conflict, one or both of the parties may request the formal review process by submitting a written grievance to their immediate supervisor.

The grievance shall state the complaint in writing and the action requested. This written grievance shall identify which policies or practices, principles or values were believed to have been violated, any attempts to resolve the conflict through the informal process, and the results, and setting forth a proposed remedy.

Supervisor Review:

- Upon notification of a conflict, the supervisor will document the issue, investigate the dispute and steps taken to attempt to resolve the problem, and make a decision on the outcome.
- A written response on the outcome will be presented to the employee within ten (10) calendar days of the supervisor's receipt of the grievance.
- If the grievance remains unresolved, the employee may proceed to Chief Officer Review.

Chief Officer Review:

- When either of the parties believes the problem has not been resolved through the Supervisor Review, either may present the dispute to a Chief Officer.
- Within seven (7) calendar days after the decision in Step 1 is due, the employee shall present the written grievance and such decision to the Assitant Chief and to the District Chief.
- The written grievance shall identify which policies or practices, principles or values were believed to have been violated, any attempts to resolve the conflict through the informal and supervisory process, and the results, and setting forth a proposed remedy.
- The representative will notify the other party that a dispute has been filed with Chief Officers.
- The Assistant Chief shall schedule a conference with party(s) within ten (10) calendar days after the receipt of the grievance. A conference with both parties shall be held within seven (7) calendar days of scheduling.
- Assistant Chief will investigate the problem and attempt to resolve the complaint in conference.
- Assistant Chief shall render a written decision to the employee within seven (7) calendar days after conclusion of the conference, unless additional time is needed in which case both parties will be informed of the expected date of response.
- If the grievance remains unresolved, the employee may appeal the decision directly to the Fire Chief.
- The Fire Chief's decision regarding the conflict shall be final.
- In grievances involving the Fire Chief that have not been resolved through the informal process, the member may contact the Board President to seek resolution following the same appropriate procedures. In these situations, the Board Presidents decision shall be final.

RESPONSIBILITIES

Every employee should first attempt to resolve any conflict at the lowest possible level within the conflict resolution chain of command, which is:

- Firefighter
- Captain
- Assistant Chief
- District Chief

Supervisors are strongly encouraged to resolve disputes within the department. If the dispute specifically involves the supervisor, the employee should address the problem with the next higher level of management. **Under no circumstance shall the employee address such conflict with members of the Board of Directors unless the situation involves the Fire Chief. In this case, communication shall be limited to the Board President.** Members shall not deviate from the above procedures. Failure to use the conflict resolution model in resolving conflict may be considered an act of insubordination and is subject to disciplinary action. All parties to a grievance shall refrain from discussing the grievance outside of the formal grievance steps, and any documents or oral communications regarding the issues shall be considered confidential.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.15**

POLICIES & GUIDELINES **EFFECTIVE DATE: 7/9/2020**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: WORKPLACE HARASSMENT

I. Equal employment opportunity

Swisshome-Deadwood Rural Fire Protection District (RFPD) is committed to fair employment practices and non-discrimination, including pay equity for all employees. We do not discriminate based on a protected class such as race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law including in the payment of wages or screen applicants based on their current or past compensation.

II. PURPOSE - STATEMENT PROHIBITING WORKPLACE HARASSMENT

Swisshome-Deadwood RFPD is committed to providing a work environment in which all individuals are treated respectfully. All employees of Swisshome-Deadwood RFPD should have the expectation that they work in a professional environment and that Swisshome-Deadwood RFPD promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

Swisshome-Deadwood RFPD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related events, or any activity coordinated by or through the organization.

III. POLICY

This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

This workplace harassment policy has been developed to ensure that all employees can work in an environment free from unlawful harassment, discrimination and retaliation. Swisshome-Deadwood RFPD will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact, the Fire Chief, or as an alternative (if, for instance, the complaint regards the Fire Chief), you may reach the Board President.

A. Retaliation

Swisshome-Deadwood RFPD encourages reporting of all perceived incidents of discrimination or harassment. Reports of incidents of discrimination and harassment will be promptly and thoroughly investigated. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

B. Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal and state laws.

For the purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Under Oregon Law sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

C. Harassment

Harassment based on any other protected class is also strictly prohibited. For this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

D. Reporting an Incident of Harassment, Discrimination or Retaliation

Swisshome-Deadwood RFPD encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Swisshome-Deadwood RFPD encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Fire chief or Board President. See the complaint procedure described in section E.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. However, employees should not wait for the management follow-up to share related experiences. If an employee would like to discontinue the follow-up process a request must be submitted in writing to the Fire Chief or Board President.

E. Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Fire Chief or if you are unable to reach the primary contact please reach out to Board President. We encourage employees to document the event(s), associated date(s), and potential witnesses.

Swisshome-Deadwood RFPD encourages the prompt reporting of complaints or concerns so that action can be taken quickly. Early reporting and intervention are very often the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

Swisshome-Deadwood RFPD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or corrective action. Examples of possible corrective action may include a warning, written reprimand, reassignment, temporary suspension without pay, or termination as Swisshome-Deadwood RFPD believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation, as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times however, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx

- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

F. Employment Agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

G. Additional Employee Support Services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal Resources: The Employee Assistance Program may provide some legal resources
- Counseling and Support Services: Available through Employee Assistance programs

Reviewed 10/12/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.16**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/13/2021**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: LOSS CONTROL POLICY (LCP)

Purpose
The purpose of this policy is to put forth the expectations of the Swisshome-Deadwood RFPD to support the goal of safeguarding the safety and health of all volunteers and participants.

Relative Information
The safety and health of all members is a shared goal of all who work in this district. The district's policy is that all volunteers and assigned officers share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The district has a safety committee consisting of appointed officers and the district board of directors. Meetings of the safety committee are held immediately following board meetings on the second Thursday of every month. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the district's safety program.

The district expects every volunteer to participate in the following LCP efforts by:
- Striving to achieve zero accidents and injuries
- Taking reasonable steps to improve safety and health policies and procedures in the district
- Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards
- Identifying reasonable and appropriate mechanical and physical safeguards
- Conducting reasonable safety and health inspections
- Training workers as needed in safe work practices and procedures
- Identifying and providing personal protective equipment (PPE) as appropriate to specific job tasks, and training employees in the proper care and use of PPE
- Using appropriate PPE
- Reporting hazards, unsafe work conditions, and on the job near misses/ accidents
- Assisting in the investigation into the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences
- Supervising workers in safe work practices
- Enforcing applicable safe work rules
- Disciplining and retraining workers that fail to work safely
- Participating in and supporting safety committee activities
- Reviewing the district's safety and health program annually, or as needed

Policy Statement:
It is the policy of the Swisshome-Deadwood RFPD to take reasonable actions to achieve the goal of providing a safe and healthy workplace for all volunteers. The district will adopt appropriate regulations when they can be reasonably met with the resources available.

Reviewed 11/9/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.17**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/13/2021**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: VOLUNTEER FUND POLICY

Purpose
The purpose of this policy is to establish the management and administration of the Swisshome-Deadwood Volunteers Fund.

Relative Information
Expenditures from the Volunteers Fund are made at the discretion of the volunteers as decided by a simple majority vote of all eligible volunteers in good standing. New recruits and probationary volunteers are not eligible for voting. Volunteers may vote to allow proxies.

Management:
A three-person committee manages the fund. Current non-probationary volunteers will select a volunteer in good standing to represent their station on the Management Committee. Volunteer firefighters who serve in positions appointed by the Swisshome-Deadwood RFPD Board of Directors, or who are members of the Board are excluded from serving on the Management Committee.

The Management Committee chooses a committee member for each of the following positions:

- Chairperson
  - Primary point of contact for the fund
  - Convenes and conducts committee meetings and general meetings
- Secretary
  - Records minutes from meetings and ensures safekeeping of all records subject to review.
- Treasurer
  - Keeps track of contributions to and expenditures from the fund.
  - Creates fund financial reports to be made available on request from any volunteer in good standing

Expenditures

- Only Management Committee members will be authorized signatories for the Volunteer Fund bank account.
- All proposed expenditures require majority approval at a general meeting of volunteers to be authorized.

Expenditures may only be authorized to the benefit one or more of the following groups:

- The Swisshome-Deadwood Volunteer Fund itself
- Swisshome-Deadwood RFPD volunteers in general
- Any individual Swisshome-Deadwood, Mapleton or Siuslaw Valley Fire & Rescue volunteer or their family
- Any Swisshome-Deadwood RFPD activity outside of those eligible for funding from the District's General Fund.
- Any fire service-related cause or charity
- Any other tax-exempt charitable organizations
- The Swisshome-Deadwood community at large.

Expenditures from the Swisshome-Deadwood Volunteer Fund are prohibited for:

- Alcoholic beverages of any kind

- Drugs, either illicit or legalized for recreational use
- Firearms, firearm accessories, or ammunition
- Explosive devices including fireworks
- Any illegal items or services

Policy Statement:
The Swisshome-Deadwood Volunteer Fund is managed by the volunteers of Swisshome-Deadwood Rural Fire Protection District and is solely funded by donations. No funds from the District's General Fund will be used.

Reviewed 11/9/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.18**

POLICIES & GUIDELINES **EFFECTIVE DATE: 6/12/25**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - PERSONNEL POLICIES

SECTION TITLE: PAID LEAVE OREGON

Swisshome-Deadwood RFPD provides a Paid Leave Oregon (PLO) insurance plan through the Oregon Employment Department This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

Cost
Employees will see an up to 60% of 1%deduction from gross wages for each paycheck.

The employee minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

Eligibility
Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by **the Fire Chief.** If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of leave
The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

Reasons for leave
Benefits may apply to a variety of situations, including:

- Family leave
    - During the birth of a child
    - Bonding with a child in the first year:
        - After birth
        - When the child is placed in the employee's home through foster care or adoption (beginning 1/1/2025)
- Employees own serious health condition*
- To care for a family member with a serious health condition*
- Medical leave - The employee caring for themselves when the employee has a serious health condition*
- Safe leave - For survivors of:
    - Sexual assault
    - Domestic violence
    - Harassment
    - Stalking
- Pregnancy Disability Leave (additional 2 weeks)

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death soon, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance benefit while on leave
The amount of benefit the employee will receive will be calculated based upon the employee's earnings from the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit **Employees and Paid Leave Oregon** for the current rates.

Notification of the need for leave
An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Filing a claim for coverage

Employees will need to establish an account at Frances Online and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

Job and benefit protection while on leave
If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, the employee will be restored to a different position with similar job duties and the same employment benefits and pay. [This position may or may not have the same terms and conditions.]

Complaints procedure
Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Fire Chief promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.30**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - JOB DESCRIPTIONS

SECTION TITLE: DISTRICT CHIEF/ FIRE CHIEF

Position

- The Fire Chief is the Chief Executive Officer (CEO) for the District. Responsibilities include budgeting, planning, coordination, and implementation of all District operations, policies and guidelines established by the Board of Directors.
- The Fire Chief coordinates the operations of the District with other local, regional, and state fire protection agencies and with other governmental agencies.
- The Fire Chief will ensure that the mission and vision of the District is achieved at the highest level possible with the funding available.
- Other duties may include functioning as a Command Officer at emergency scenes.

Representative Duties

The following duties are typical for this classification.

- Oversees the operation of all matters pertaining to the District;
- Provide effective leadership for all personnel necessary to carry out the business and mission of the District;
- Oversees the development and administration of the District Budget;
- Communicates effectively with District Personnel, Board of Directors, Budget Committee, and the Community;
- Ensures effective maintenance of all facilities and equipment owned or managed by the District, including managing a capital replacement program;
- Cultivates relationships with local, state, and regional partners and stakeholders;
- Responds to critical emergencies with the capability of supporting or assuming Command;
- Assumes management responsibility for all programs, activities and operations of the department including training, facility /equipment maintenance, communications, and related programs and services;
- Manages the development and implementation of goals, objectives, policies, and priorities for all programs and services;
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service levels.
- Meets with staff to identify and resolve problems; Participates in the selection and evaluation of personnel and volunteer officers; and implements discipline procedures according to policy.
- Oversees the development and implementation of the department's training programs; Identifies the fire training needs of volunteer personnel; Coordinates training programs within the District and with other departments and agencies.
- Manages the maintenance, and inventory of all fire related equipment, vehicles and property including communications equipment, vehicles, and related equipment; helps to establish replacement schedules for equipment, vehicles and property.
- Participates in facilities planning for the fire department; coordinates maintenance and repairs to existing facilities, as necessary.
- Attends and participates in professional groups meetings; stays abreast of new trends and innovations in the field of fire prevention, suppression, training, and management.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Qualifications

The following generally describes the knowledge and ability required /or to be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of the fire department.
- Principles, practices, and methods of governmental administration.
- Modern methods and techniques of fire department administration.
- Service delivery issues related to fire and emergency medical services.
- Principles of basic report preparation.
- Principles and practices of program development and administration.
- Principles and practices of customer service.
- Principles of supervision, training, and performance evaluations.

Ability to:

- Oversee and participate in the management and administration of the fire department.
- Supervise, direct, and coordinate the work of lower level staff.
- Participate in the development and administration of goals, objectives and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer budgets.
- Analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationship with those contacted in the course of work.

Education and Experience

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. The ideal candidate will possess experience in a senior management role.

Requirements:

- Candidate must have a current Oregon Driver's License.
- Successful candidate shall reside within the district boundaries of Swisshome-Deadwood RFPD.

Reviewed 6//8/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.31**

POLICIES & GUIDELINES **EFFECTIVE DATE: 6/8/2023**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES – JOB DESCRIPTIONS

SECTION TITLE: ASSISTANT CHIEF

Position:
- Under the direction of the District Chief. Assists the District Chief with the management of all operations, training, facility/equipment maintenance, and provides administrative support.
- Responds to emergency incidents when assigned.
- In the absence of the District Chief, the Assistant Chief assumes all duties and responsibilities of the District Chief.

Representative Duties
The following duties are typical for this classification:
- Assists in the management of assigned programs, activities and operations of the department including training, facility /equipment maintenance, communications and related programs and services.
- Assists in the development and implementation of goals, objectives, policies, and priorities of programs and services.
- Assists with the Implementation of discipline procedures according to policy.
- Assists with the development and implementation of the department's training programs.
- Assists with the maintenance and inventory of all equipment, vehicles and property.

Qualifications
The following generally describes the knowledge and ability required/or to be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:
- Operational characteristics, services, and activities of the fire department.
- Principles, practices, and methods of governmental administration.
- Modern methods and techniques of fire department administration.
- Service delivery issues related to fire and emergency medical services.
- Principles of basic report preparation.
- Principles and practices of program development and administration.
- Principles and practices of customer service.
- Principles of supervision, training, and performance evaluations.

Ability to:
- Oversee and participate in the management and administration of the fire department.
- Supervise, direct, and coordinate the work of lower level staff.
- Participate in the development and administration of goals, objectives and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer budgets.
- Analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. The ideal candidate will possess experience in a senior management role.

Requirements:

- Candidates must have a current Oregon Driver's License.
- Successful candidates shall reside within the district boundaries of Swisshome-Deadwood RFPD.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.32**

POLICIES & GUIDELINES **EFFECTIVE DATE: 6/8/2023**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES – JOB DESCRIPTIONS

SECTION TITLE: CAPTAIN

Position

The Captain reports to and is under the direction of the District Chief. The Captain shall supervise, mentor, and evaluate subordinates. The Captain shall assist with training, maintenance and inventory when directed. The Captain shall assume the duties of incident commander when first on scene of an emergency.

- The Captain shall have knowledge of operational procedures of the fire district, and the operation and maintenance of apparatus and equipment used in modern firefighting activities.
- The Captain shall have knowledge of the local geography including the location of streets and drafting spots.
- The Captain shall communicate clearly and concisely in both verbal and written format.
- The Captain shall mentor and lead subordinate personnel in a positive and professional manner.

Qualifications

- Must be a volunteer in good standing
- Must be approved by the Fire Chief to operate apparatus
- Must be able to train others on the use of station apparatus and equipment
- The Captain shall have three (3) years firefighting experience with Swisshome-Deadwood RFPD or a combination of appropriate experience.

Skills Knowledge and Abilities

- Effective communication, oral and written, with supervisors, peers and public.
- Understanding and following standard operating guidelines.
- Read, write, add and subtract.
- Skilled in driving, and use of two-way radio.
- Knowledge of fire protection systems, water supply, building construction, direct fire and rescue operations, extinguishment of combustible and flammable materials.
- Skills in firefighting, fire scene command and public relations.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.33**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES – JOB DESCRIPTIONS

SECTION TITLE: LIEUTENANT

Position

Lieutenants report to the Station Captain. Under the direction of the Captain, the Lieutenant is responsible for the supervision of a fire company at the station, during training, and emergency response. In the absence of a Captain, the Lieutenant acts as supervisor and assumes the duties of the Captain.

- The Lieutenant shall have knowledge of operational procedures of the fire district, and the operation and maintenance of apparatus and equipment used in modern firefighting activities.
- The Lieutenant shall have knowledge of the local geography including the location of streets and drafting spots.
- The Lieutenant shall communicate clearly and concisely in both verbal and written format.
- The Lieutenant shall be able to operate and train others in the use of station apparatus and equipment.

Qualifications

- Must be approved by the Fire Chief to operate apparatus and have at least Firefighter one training.
- The Lieutenant shall have two (2) years firefighting experience with Swisshome-Deadwood RFPD or a combination of appropriate experience.
- Be in good standing with the District and all supervisors.
- Maintains an annual minimum drill attendance of 65 percent.

Skills Knowledge and Abilities

- Effective communication, oral and written, with supervisors, peers and public.
- Understanding and following standard operating guidelines.
- Read, write, add and subtract.
- Organize, direct and coordinate written and oral reports.
- Skilled in driving and use of two-way radio

Reviewed 6/8/23

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.34**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES – JOB DESCRIPTIONS

SECTION TITLE: FIREFIGHTER

General Purpose
Protect life and property by performing firefighting, rescue, and emergency first aid duties. Maintain fire equipment, apparatus, and facilities.

Essential Duties and Responsibilities
- Perform firefighting activities including driving fire apparatus, operating pumps, laying hose, and performing fire combat, containment and extinguishment tasks.
- Administer first aid and providing other assistance as required.
- Participate in fire drills, attend classes in firefighting, emergency medical services, and related subjects.
- Operate radio and other communication equipment.
- Maintain fire equipment, apparatus and facilities. Perform repairs to departmental equipment. Perform general maintenance work in the upkeep of fire facilities and equipment; care for grounds around station; make repairs; wash, hang and dry hose; wash, clean, polish, maintain and test apparatus and equipment.

Peripheral Duties
- May act as the Company Officer, when necessary, and qualified.
- Assists in supervising other firefighters as required.
- Assists in training new volunteers as assigned.

Desired Minimum Qualifications
- Working knowledge of driver safety.
- Ability to learn the operation of fire suppression and other emergency equipment.
- Ability to learn to apply standard firefighting, emergency first aid, technical rescue, and fire prevention techniques.
- Ability to perform strenuous or peak physical activities during emergency, training or station maintenance activities under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in urgent and stressful situations.
- Ability to follow verbal and written instructions.
- Ability to effectively communicate in writing and verbally.
- Ability to establish effective working relationships with co-workers, other agencies, and the general public.
- Ability to make independent judgments which have considerable impacts on the organization.

Supervision Received
Works under the general supervision of a Company Officer.

Responsibility For Public Contact
Contact requiring courtesy, discretion, and sound judgment.

Job Requirements
A valid Oregon driver's license without any restrictions.

Physical Demands

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Due to the nature of this job, reasonable accommodations will not be made to enable individuals with disabilities to perform the essential functions. Firefighting is performed in hazardous conditions under emergency circumstances making physical ability to do the job a safety requirement. Therefore, firefighters shall be fit for duty. While performing the duties of this job, the volunteer is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The volunteer is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell. The volunteer must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 130 pounds.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.35**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES – JOB DESCRIPTIONS

SECTION TITLE: PART-TIME ADMINISTRATIVE SUPPORT

Position
Under the direction of the Fire Chief, the Part Time Administrative Assistant provides support in clerical details, maintains databases, provides customer service to both internal and external customers, and provides administrative support to the Board of Directors.

Representative Duties
The following is a list of duties assigned to this position. Nothing in this job description precludes the addition or removal of any duties assigned to this position:

- Responds politely to inquiries and promptly provides information within the scope of the position, and refers calls or other inquiries to other parties, as appropriate.
- Collects the mail from the mailbox and distributes it to the appropriate individuals.
- Data entry in a variety of Software programs.
- Assists in the maintenance of personnel, medical and training files.
- Provides secretarial support including composing, editing and typing a variety of correspondence, reports, memoranda and other material, requiring judgment as to content, accuracy and completeness.
- Performs the function of recording secretary to the District Board of Directors, which includes the preparation of the monthly meeting agendas and supporting documentation.
- Submits monthly board notices and other items as directed to the newspaper, prepares monthly newsletter and other flyers.
- Purchase orders, maintains master list of numbers and matches to invoices.
- Orders office supplies.
- Archive paperwork.
- General filing-organizes and maintains.
- Office equipment-operates office equipment.
-

Qualifications
The following generally describes the knowledge and ability required:

- Computer ability sufficient to use Microsoft Office Word, Excel, Publisher and to learn other software programs as the need arises.
- Must have a sound knowledge and ability in business correspondence, and the ability to proofread grammar, spelling, and punctuation with a high degree of accuracy.
- Must have a broad knowledge of general office skills and equipment
- Must be willing to acquire a basic working knowledge of Fire District operations, guidelines and procedures.
- Ability to communicate effectively in a courteous manner to diverse audiences.
- Ability to communicate calmly and effectively with diverse and sometimes upset individuals and the public
- Ability to maintain strict confidentiality

Requirements
Any combination of work experience and education which provides the applicant with the required level of knowledge and abilities may be considered. Successful candidate shall reside within the district boundaries.

Reviwed 11/9/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.40**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - FINANCIAL

SECTION TITLE: FISCAL POLICY

PURPOSE

In order to deliver efficient, cost effective service to the public, and meet the State and Federal regulations, Swisshome-Deadwood RFPD must operate within acceptable fiscal standards. The following guidelines should facilitate expenditure of funds approved in the current budget as well as provide a means to deal with unknown contingencies.

The Board of Directors shall act as the "Contract Review Board" in accordance with ORS 279A.060.

All purchasing shall conform to regulations contained in the "State of Oregon, Attorney General's Public Contracts Manual".

Quotes will be obtained and recorded on all major purchases unless specified otherwise. All budgeted single item expenditures for goods and services (not involving public improvements) will be made within the following guidelines. (OAR 137-047-0000 through OAR 137-047-0800)

- $1,000 or less – Shall have the approval of the District Chief
- $1,001 to $75,000 – Shall require the approval of the District Chief and the Board of Directors prior to commitment. All requests for approval shall have a minimum of three (3) competitive quotes before expenditure is made. If three quotes are not obtainable the purchaser shall document the steps taken in an attempt to obtain three price quotes.
- $75,001 and above – Shall require formal sealed bids or requests for proposals, or a cooperative procurement arrangement permitted by State adopted contracting rules, or by following an approved exception process outlined in the rules.

All budgeted single item expenditures for consultants, architects, land surveying and related service contracts will be made within the following guidelines. (OAR 137-48-000 through OAR 137-48-0320)

- $25,000 or less the Fire Chief may enter into a contract without a selection process as permitted in the rules.
- $25,001 to $150,000 the Board of Directors may use an informal selection procedure to award a contract as permitted by the rules.
- Greater than $150,000 The Board of Directors must use a formal selection process to award a contract as provided for in the rules.

All budgeted single item expenditures involving public improvements will be made within the following guidelines. (OAR 137-49-0000 through OAR 137-49-0910)

- $1,000 or less – Shall have the approval of the District Chief.
- $1,001 to $75,000 – Shall have the approval of the Board of Directors prior to commitment. All requests for approval shall have a minimum of three (3) competitive quotes before expenditure is made. If three quotes are not obtainable the purchaser shall document the steps taken in an attempt to obtain three price quotes.
- $75,000 and above – Shall require formal sealed bids or requests for proposals or a Cooperative procurement arrangement permitted by the rules, or by following an approved exception process outlined in the rules.

All checks or warrants shall bear two (2) signatures.

- Any two (2) board members may sign checks or warrants.

- The District Chief may sign checks or warrants when the signature of a board member is not available.

Any deviation from the approved budget document shall have the approval of the Board of Directors as per Oregon Budget Law requirements.

The Board may authorize the Fire Chief or his/her designee to issue credit/debit cards, on a limited and highly accountable basis, to those key staff members requiring those instruments. The card dollar limits will be periodically reviewed by the Board of Directors and will be reflective of the limits established in section above.

Reviewed 11/9/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.41**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/14/22**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - FINANCIAL

SECTION TITLE: FIRE PROTECTION CONTRACTS FOR OUT-OF-DISTRICT PROPERTIES

The Board may approve contracts for properties outside the regular boundaries of the District.

Considerations for whether a contract will be entered into may include, but not be limited to:

- Proximity to the Boundary
- Road condition
- Distance from Station
- Availability to water
- Type/condition of property; what is being protected

The cost for such contract is equal to the District's overall rate per $1,000 of assessed valuation before any offsets, as computed on the value of all improvements and on the real property to be protected, paid annually. The contract period is January 1st through December 31st of each year and billed once the new assessments are available. The initial contract will be prorated based on remaining days in the calendar year, and may include an administrative fee.

A description of the property will be appended to the original contract. A copy of the contract form is appended to this policy.

Reviewed 11/9/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 1.42**

POLICIES & GUIDELINES **EFFECTIVE DATE: 7/3/25**

DIVISION TITLE: ADMINISTRATIVE GUIDELINES - FINANCIAL

SECTION TITLE: CAPTALIZATION POLICY

PURPOSE
Establish a Capitalization Policy for the purpose of recording capital assets and operating expenditures.

The Swisshome-Deadwood Rural Fire Protection District's asset capitalization policy is to capitalize and depreciate assets greater than Five Thousand ($5,000) with a useful life beyond one year. Capital Assets costing less than Five Thousand ($5,000) or having a useful life of one year or less will be treated as operation expenditures.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 2.1**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: BOARD OF DIRECTORS POLICIES – BOARD MEETINGS AND DUTIES

SECTION TITLE: FUNCTIONALITY, OFFICERS, MEETINGS

MISSION STATEMENT
To preserve the quality of life for all who live, work or travel through the Swisshome-Deadwood RFPD.

VALUES
Excellence, by striving to always improve the delivery of emergency services through leadership, vision, and dedication to our mission.

Fiscal accountability, by being responsible and efficient in ensuring the financial health of the district today and in the future

Partnerships, by fostering an atmosphere of cooperation, trust, and resourcefulness with our patrons, co-workers, and neighboring emergency services agencies.

Customers, by interacting with people in a responsive, considerate, and efficient manner.

Staff, by honoring the contributions of each volunteer and recognizing them as absolutely essential to accomplishing our mission.

QUALIFICATIONS
A Director of Swisshome-Deadwood RFPD must be a voter within the boundaries of the fire district.

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

THE BOARD OF DIRECTORS AS A TEAM
The Board of Directors of Swisshome-Deadwood RFPD works together as a team of volunteers elected to represent district residents. The board is charged with developing policies, providing vision, and evaluating district operations. The board conducts its business through the deliberations of agenda topics to reach sound decisions and provide clear direction to the fire chief. At the conclusion of these deliberations, each board member agrees to support the final decision formalized by a vote of the Board, and to provide the fire chief with a unified direction. The following tenets support the Board's team dynamics:

The Board of Directors is a team of five district residents elected to act on behalf of and for the benefit of all District residents. Each Board member is equally responsible for ensuring that emergency services are properly managed in accordance with decisions reached by the Board in regular, special, or executive-session meetings.

Board members should be free from commitment or obligations to any special group or interest. Board members must avoid any actual or perceived conflict of interest with respect to their fiduciary duties, or actions that personally benefit board member(s).

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

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

Board members shall avoid taking a direct hand in the administration of the District, thereby keeping the role and function of its Fire Chief clear to the public, staff, volunteers, and other stakeholders.

The Fire Chief serves the Board as a technical advisor in planning and policy making, as an executive by ensuring that board actions are implemented, and as a consultant to evaluate the results of Board actions. The Board shall periodically evaluate the performance of the Fire Chief.

Board members exercise their duties only when the board is in session; however, many members of the community assume the board members are on duty 24 hours a day and expect them to answer questions and hear concerns at any time. An individual board member does not have the authority to speak on the Board's behalf; however, individual Board members have both the right and duty to discuss fire protection matters with the public.

A citizen may confront an individual Board member with concerns or complaints that should properly be addressed by the fire chief or referred to the entire board. In this case, the Board member should relay the concern to the fire chief to address or produce a report for the full board's consideration. If satisfactory resolution cannot be accomplished through this procedure, the Board may, if it deems it advisable, grant a hearing to the citizen. Such hearing will be held during a regular or special session of the board.

The Board president is the official spokesperson for the Board of Directors. Depending on the topic, the Board President may defer to the fire chief as the official spokesperson of the district.

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

BOARD FUNCTIONS

The Board recognizes and maintains the distinction between activities appropriate to the Board of Directors (as the District's legislative, governing body) and administrative duties performed by the fire chief (as the delegated administrator). The Board's three primary functions are policy-making, planning, and evaluation. The Board conducts its business in formal meetings with the support of the Fire Chief.

BOARD PRESIDENT

Presides over official meetings of the Board of Directors.

Assists the Fire Chief in establishing the agenda for official Board meetings.

Provides continuity in conducting district affairs by ensuring that the district operates in full compliance with the Oregon Revised Statutes.

Facilitates positive interaction among board members, encouraging and eliciting an open exchange of ideas, suggestions, and opinions.

Calls special meetings and work sessions, as necessary.

Works to build consensus, commitment and synthesis among board members when pursuing the districts goals.

Encourages citizen participation at board meetings by creating a cordial, friendly, open, and responsive atmosphere.

Ensures that all board members comply with district policies and informs the board of any deviation from said policies.

Serves as district spokesperson and represents the actions of the whole board in a manner that reflects positively on the district.

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

BOARD OF DIRECTORS
Works as a team member in performing the duties of a director to assure that the board speaks with one voice.

Conducts district affairs such that its integrity is maintained and perceived positively by the residents.

Formulates and evaluates legislative and other policies.

Fully participates in short-term and long-term planning, ensuring that district resources are used efficiently and effectively.

Actively promotes the district's vision, mission, philosophy, and programs.

Instills pride in the district's residents and its volunteer staff, by creating a dynamic and responsive organization dedicated to meeting the needs of its residents.

Ensures the district's long-term survivability by maintaining a stable fiscal base.

Develops, adopts, and monitors the district's budget, in compliance with the Oregon Revised Statutes. Participates in the Board's legislative decisions by offering ideas, suggestions, and opinions concerning policy formation.

Participates in goal-setting by sharing ideas, opinions, and suggestions thereby helping achieve the district's mission.

Encourages and monitors a system of accountability to ensure the district's financial affairs, official minutes, and other documents comply with applicable Oregon Revised Statutes.

Assists the Board President in appointing and evaluating the Fire Chief in accordance with the District policies to ensure continuity of operations.

Communicates with district staff through the Fire Chief, to maintain order and clear lines of authority within the organization.

BOARD SECRETARY
The Board is required to elect a Board Secretary-Treasurer, in accordance with ORS 266.370

As a matter of practice, a member of the district's administrative staff serves in the capacity. The Board Secretary-Treasurer represents the Board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, and deeds on behalf of the Board and the District.

RECORDING SECRETARY

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

Prepares and distributes meeting reports

Makes public meeting notifications in accordance with Oregon public meeting law.

Records the minutes of each board meeting (including special, work business, and executive sessions) and presents for board approval, except for executive sessions where discussion is held confidential.

Maintains archives of minutes and other related board documents in accordance with district and state policy.

BOARD MEETINGS

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

REGULAR MEETINGS

The Board will determine the place and time for regular Board meetings during the first regular meeting of each fiscal year. Regular Board meetings have historically been held at the Swisshome Fire Station, 13283 OR-36, at 7:00 p.m. on the second Thursday of each month, except when the Board has publicly posted an alternative date and/or locations. The Recording Secretary posts the meeting time and place as set forth in paragraph two (2) below and with the local media.

SPECIAL AND EMERGENCY MEETINGS (ORS 192.620-192.690)

Special and emergency meetings may be called at any time by the Board president or any three Board members by posting written public notification stating the date, time, place, and purpose of the meeting. If the Board President and any two Board members call a special or emergency meeting, the Fire Chief shall be advised to ensure that proper public notification of the meeting is made in accordance with Oregon public meetings requirement. Minutes will be recorded of all special and emergency meetings.

EXECUTIVE SESSIONS (ORS 192.660)

Executive sessions may be conducted, in accordance with Oregon's public meetings law, to discuss land acquisitions, litigations, and personnel matters. All matters discussed in executive session shall be kept confidential by all Board members. The Board may not take action in executive session; however, it is acceptable to reach a consensus. If discussion in an executive session results in a consensus requiring a formal decision of the Board, the executive session must be adjourned and a business session reconvened in order for a motion and vote of the Board be conducted. Minutes will be recorded for all executive sessions.

QUORUM (ORS 192.660)

The Board of Directors has five members; therefore, the presence of three members constitutes a quorum. If the Board has a vacancy, a four-member Board also constitutes a quorum of three. A three member Board requires a quorum of two. A Board member participating via teleconference may be counted as present both for quorum and voting. Those participating in a meeting by teleconference shall have their votes recorded in the usual manner, and the minutes of the meeting shall indicate such presence by teleconference. A quorum of affirmative (i.e.," Aye") votes is required to fill a Board-

officer vacancy, or to adopt any motion involving the expenditure of money, or letting of any contract, or any motion upon which the “Ayes” and “Nays” are demanded by any Board member.

AGENDA

An agenda, which shall set forth the order of business for meetings shall be prepared and made available to the board and the public no less than 48 hours before the meeting.

MINUTES OF BOARD MEETINGS (ORS 192.650(1) & ORS 192.410-192.505)

The “Records, Public Reports and Meetings” law (ORS 192.650) requires that minutes of each meeting be kept on file as a permanent record of the district. A record of Board actions shall be set forth in full in the official minutes of the Board. The Recording Secretary is custodian of the minutes and shall make them available to anyone, subject to Oregon public records statute and district public records policy.

Reviewed 11/9/2023

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 2.2**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: BOARD OF DIRECTOR POLICIES - BOARD OF DIRECTOR POLICIES

SECTION TITLE: DIRECTOR GIFTS

GIFTS

Definitions:

When Oregon Government Ethics law uses the word "gift" it has the meaning in ORS 244.020(6)(a):

"Gift" means something of economic value given to a public official, a candidate, or a relative or member of the household of the public official or candidate. In other words, a "gift" is something of economic value that is offered to: A public official or candidate or to relatives or members of the household of a public official or candidate without cost or at a discount or as forgiven debt and the same offer is not made or available to the general public who are not public officials or candidates. If the source of the offer of a gift to a public official has a legislative or administrative interest in the decisions or votes of the public official, the public official can only accept gifts from that source when the aggregate value of gifts from that source does not exceed $50 in a calendar year.

EXEMPTIONS FROM THE LEGAL DEFINITION OF "GIFTS"

- Campaign contributions as defined in ORS 260.005.
- Contributions to a legal expense trust fund established under ORS 244.209i.
- Gifts from relatives or members of the household of public officials or candidates.
- Anything of economic value received by a public official or candidate, their relatives or members of their household when:
    - The receiving is part of the usual and customary practice of the person's business, employment, or volunteer position with any legal non-profit or for-profit entity.
    - The receiving bears no relationship to the person's holding the official position or public office.
- Unsolicited gifts with a resale value of less than $25 and in the form of items similar to a token, plaque, trophy and desk or wall mementos.
- Publications, subscriptions or other informational material related to the public official's duties.
- Waivers or discounts for registration fees or materials related to continuing education or to satisfy a professional licensing requirement for a public official or candidate.
- Entertainment for a public official or candidate and their relatives or members of their households when the entertainment is incidental to the main purpose of the event.
- Entertainment for a public official, a relative of the public official or a member of the public official's household when the public official is acting in an official capacity and representing a governing agency for a ceremonial purpose.
- Cost of admission or food and beverage consumed by the public official, a member of the public official's household or staff when they are accompanying the public official, who is representing government, state, local or special district, at a reception, meal or meeting held by an organization.
- Food or beverage consumed by a public official or candidate at a reception where the food and beverage is an incidental part of the reception and there was no admission charged.
- When public officials travel together inside the state to an event bearing a relationship to the office held and the public official appears in an official capacity, a public official may accept the travel related expenses paid by the accompanying public official.
- Payment of reasonable expenses if a public official is scheduled to speak, make a presentation, participate on a panel or represent a government agency at a convention, conference, fact-finding trip or other meeting. The paid expenses for this exception can only be accepted from another government agency, Native American Tribe, an organization to which a public body pays membership dues or not-for-profit organizations that are tax exempt under 501(c)(3).

- Payment of reasonable food, lodging or travel expenses for a public official, a relative of the public official or a member of the public official's household or staff may be accepted when the public official is representing the government agency or special district at one of the following:

- Food and beverage when acting in an official capacity in the following circumstances:
  - In association with a financial transaction or business agreement between a government agency and another public body or a private entity, including such actions as a review, approval or execution of documents or closing a borrowing or investment transaction;
  - When the office of the Treasurer is engaged in business related to proposed investment or borrowing;
  - When the office of the Treasurer is meeting with a governance, advisory or policy making body of an entity in which the Treasurer's office has invested money.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 2.3**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: BOARD OF DIRECTOR POLICIES

SECTION TITLE: ADOPTION, AMENDMENT AND REPEAL OF POLICIES AND OTHER REGULATIONS

BOARD ADOPTION, AMENDMENT AND REPEAL OF POLICIES AND REGULATIONS
The Board shall base its regulations on the best available information and input from affected parties. Whenever the Board enacts, amends or repeals any policy or other regulation, it shall do so in accordance with ORS 198.510 to 198.600. A copy of these statutes is available online at www.Oregon.gov.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 2.4**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE BOARD OF DIRECTOR POLICIES - BOARD OF DIRECTOR POLICIES

SECTION TITLE: EXPENDITURE, RECOVERY, INVESTMENT OF PUBLIC FUNDS

EXPENDITURE OF PUBLIC FUNDS
All District expenditures shall be in compliance with the District Finance Policy.

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

Definitions:
Unprotected area – an area outside the boundaries of this fire district and not within the Boundary of another public or private fire district.

Transportation route – any roadway, waterway, railroad right-of-way or airplane route against which no taxes or assessments for fire protection are levied by this fire district.

Billing for Services Shall be in Compliance with the Following:
All costs associated with personnel and apparatus shall be billed at a rate in compliance with the standardized cost schedule established by the State Fire Marshal as identified in Oregon Administrative Rules, Chapter 837, Division 130.

The bill for service shall be sent:

- In the case of fire suppression service rendered in an unprotected area, to the owner of the property involved in such fire, or the property owner's designated agent.
- When the District responds to a call for assistance arising from an incident on a transportation route within the District or a public safety incident in an unprotected area, to the person or property receiving the direct fire or safety services as a result of the incident, or to the designated agent; or
- Whenever there is more than one party involved in the incident, the bill shall be divided equally among all parties.
- Persons who reside within the fire district boundary, or pay taxes to the District, shall not be billed for any services received.
- Whenever there is an incident which involves persons who are taxpayers and those who are not, the latter shall be billed an equitable percentage of the total service fee.
- Or in the case of fire suppression service provided to an unprotected area, will be submitted to the property owner or designated agent on forms furnished by the State Fire Marshal.

OREGON STATE FIRE MARSHAL'S COST RECOVERY SCHEDULE (OAR 837130020)
Cost recovery rates shall be in accordance with the current State Fire Marshal Cost Recovery Schedule.

All responses billed under the Fire Marshal's schedule are subject to a 30 minute minimum response charge.

Apparatus and personnel responsible to incidents will be based upon standards established by the District.

ADDITIONAL CHARGES

All costs incurred as a result of the District utilizing another governmental agency for the efficient mitigation of the emergency will be passed on directly to the person(s) receiving the service. An example of this condition may be costs associated with calling the Hazardous Materials Team from the City of Eugene.

All materials and supplies used for the benefit of those persons receiving services will be billed directly to those individuals. The only exception will be whenever materials and supplies are exchanged with the ambulance provider.

BILLING PROCEDURE

Personnel at the scene will strive to obtain vital information relating to the name, residential address, mailing address if other than residential, and the name of the insurance provider(s) of all persons involved in the incident.

Whenever this information is unobtainable due to the circumstances of the incident, the District will contact the billing department of the ambulance provider in an attempt to gain necessary information.

The District will endeavor to send all bills within thirty (30) days of providing service. If arrangements for payment are not made within sixty (60) days, the bill will be considered delinquent and the District will proceed with collection as they deem appropriate, on a case-by-case basis.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 2.5**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: BOARD OF DIRECTOR POLICIES - BOARD OF DIRECTOR POLICIES

SECTION TITLE: DISTRICT FACILITIES

GUIDELINE
All facilities of Swisshome-Deadwood RFPD are under the direct management of the Fire Chief.

Use of District Facilities
The meeting spaces are intended to further the mission of Swisshome-Deadwood RFPD to conduct training, Firefighter Association meetings, and other district related business.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 2.6**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: BOARD OF DIRECTOR POLICIES - BOARD OF DIRECTOR POLICIES

SECTION TITLE: DISTRICT VEHICLES

GUIDELINE:

All district owned vehicles are to be used for district business only. The use of any district vehicle is by approval of the Fire Chief. If a district vehicle is not available for district business, personal vehicle reimbursement may be authorized by the Fire Chief. Every effort should be made to use a district vehicle before using a personal vehicle.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER:2.7**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: BOARD OF DIRECTORS POLICIES - DIRECTOR CODE OF ETHICS

SECTION TITLE: OREGON ETHICS LAWS

PURPOSE

The purpose of this policy is to establish ethical standards of conduct for all district public officials in accordance with Oregon Government Ethics law.

SCOPE AND INTENT

- Applies to all elected and appointed officials, employees and volunteers
- Prohibits use of public office for financial gain
- Requires public disclosure of financial conflicts of interest
- Limits gifts that an official may receive per calendar year

FINANCIAL GAIN

Each public official is prohibited from using their position as a public official to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official. In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the public official's household, or for a business with which the public official, a relative, or a member of the public official's household is associated.

The following is a list of financial benefits that may be received:

- Official compensation
- Reimbursement of expenses
- Honorarium
- Unsolicited awards for professional achievement
- Some gifts

GIFTS

No public official shall solicit or receive any gift(s) with a total value of more than $50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the $50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to $50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

CONFLICT OF INTEREST

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest. The difference between an actual conflict of interest and a potential conflict of interest is determined by the words "would" and "could."

A public official is met with an actual conflict of interest when the public official participates in action that would affect the financial interest of the official, the official's relative or a business with which the official or a relative of the official is associated.

A public official is met with a potential conflict of interest when the public official participates in action that could affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held.

The following public officials must use the methods described below:

Potential Conflict of Interest:
Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.

Actual Conflict of Interest:
Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a public official is met with an actual conflict of interest and the public official's vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member's absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.

USEFUL LINKS
Oregon Government Ethics Commission Home Page: http://www.oregon.gov/OGEC/

Link to the Guide for Public Officials: https://www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx

Link to the ethics statutes found in ORS 244:
https://www.oregonlegislature.gov/bills_laws/ors/ors244.html

Link to the Oregon Administrative Rules that clarify and define the ethics statutes in ORS 244:
https://secure.sos.state.or.us/oard/displayChapterRules.action

Link to the public meeting statutes found in ORS 192:
https://www.oregonlegislature.gov/bills_laws/ors/ors192.html

Link to the Attorney General's Public Records and Meetings Manual, prepared by the Oregon Department of Justice: http://www.doj.state.or.us/pdf/public_records_and_meetings_manual.pdf

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 2.8**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: BOARD OF DIRECTORS POLICIES

SECTION TITLE: DISPOSAL/ TRANSFER OF SURPLUS ITEMS

DISPOSAL/ TRANSFER OF SURPLUS ITEMS

PURPOSE: To define the standardized procedure for disposal or transfer of surplus items. The goal is to ensure proper verification of the sale, donation, or disposal of items within State ethics laws, Federal rules for grant funded items and District regulations.

GUIDELINE: All trade-ins, returns to vendor/supplier, transfers, selling as scrap, sales, donations, destruction, advertising for third party liquidator or auction of Swisshome-Deadwood RFPD surplus property will be handled in accordance with this guideline.

AUTHORITY AND RESPONSIBILITY: It will be the responsibility of the Fire Chief, Board of Directors or their designee, to ensure surplus is disposed of in accordance with this guideline.

DEFINITION: Surplus Property: Property of the District that has been determined by the Fire Chief or the Board of Directors as being of limited remaining life, use, or value to the District.

SURPLUS PROPERTY

The Fire Chief will determine how to dispose of surplus property valued at $1,000 or less.

The Board of Directors and the Fire Chief will determine how to dispose of surplus property valued at more than $1,000 and less than $5,000.

The Board of Directors and the Fire Chief will determine how to dispose of surplus property valued at $5,000 or more through a District Resolution.

If the item has a value of $5,000 or more and has been purchased with grant funding, the funding agency shall be notified of the condition of the equipment and its potential for surplus or disposal. The funding agency will supply, in writing to the District, an approval to surplus the grant-funded item.

Methods of disposal may include, but are not limited to: trade-ins, returns to vendor/supplier, donations, selling as scrap, advertising for sale, auction, destruction, or disposal through the State of Oregon, Department of General Services, and Surplus Property Division.

All surplus property sold or donated pursuant to this section will be sold as-is without any warranty, either expressed or implied of any kind, including but not limited to warranties of title or fitness for any purpose. Upon receiving payment for the surplus property from the successful buyer or bidder, the person or company conducting the sale will execute an appropriate bill of sale, which will recite that the sale is without warranty as provided in this subsection.

PROPERTY DISPOSAL

Sales of Surplus Property

Surplus property may be sold at auction if the District determines that selling at auction will result in a higher net return.

Surplus property may be sold, including recyclable or reclaimed materials, without a competitive process if the District determines that a sale will result in increased net revenue and the following conditions are complied with:

- When the current market value per item is deemed to be less than $1,000, the District's Fire Chief may establish a selling price, schedule and advertise a sale date, and may sell to the first qualified buyer meeting the sale terms.
- When the current market value per item is $1,000 or more, but less than $25,000, the Fire District, through resolution, shall establish a selling price and terms. The District will schedule and advertise a sale date, and sell to the first qualified buyer meeting the sale terms upon approval by the Fire Chief or his designee.
- When the current value per item is deemed to be $25,000 or more, the surplus property through a District Resolution will be offered for written competitive bid and be advertised, or be offered for sale at public auction. If no bids are received or if a determination is made that the market value of the property exceeds the offer of the highest responsible bidder, all bids may be rejected.

The District may sell or dispose of any surplus property through the State of Oregon Department of General Services, Surplus Property Division without first offering the item to the public.

Liquidation Sales of Surplus Property
The District may sell surplus property as outlined in the policy through a commercially recognized third party liquidator, if the District determines that a liquidation sale will result in increased net revenue.

Dumpster Disposal or Recycling of Surplus Property
The Fire Chief may dispose of surplus property in any manner and without a competitive process, if the District determines that item's value is $1,000 or less; and the item meets one of the following criteria: unsafe, inoperable, or not reasonable to repair. The District will take all reasonable precautions to assure that all electronic office equipment is disposed of in a manner that is safe for the environment.

Donations of Surplus Property
The District may donate or sell surplus property, including, recyclable or reclaimed materials to another public agency, or nonprofit organization, subject to the following conditions:

The Fire Chief has determined that the surplus property is not needed for other District purposes and is of value less than $5,000.

The following conditions apply if the surplus property has a current market value of $5,000 or more:
- Include documentation that it is in the public interest;
- Approval by the Board of Directors and Fire Chief through a District Resolution.

The District will follow ORS 279A.190 when a donation is made to another fire department.

Trade-In of Surplus Property
All surplus property must be declared surplus by the District, following this policy, prior to being used as a trade-in.

DOCUMENTATION OF SURPLUS TRANSACTIONS
The Fire Chief will maintain a record of all surplus transactions. Records for surplus equipment originally purchased with State or Federal grant funding must be maintained for a minimum of five (5) years from the date of transaction.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.1**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: OPERATIONAL GUIDELINES - NATIONAL INCIDENT MANAGEMENT SYSTEM

SECTION TITLE: NIMS GUIDELINES

NIMS ADOPTION

Swisshome-Deadwood RFPD shall adopt the National Incident Management System (NIMS) standards and practices to ensure interoperability with other jurisdictions and to improve emergency response and safety.

INCIDENT COMMAND & INCIDENT MANAGEMENT

IMPLEMENTATION OF NIMS-PRESCRIBED ICS: Swisshome-Deadwood RFPD has implemented the use of the Incident Command System (ICS) and uses it for all-hazard incident response and for pre-planned events.

INCIDENT ACTION PLANNING: ICS implementation includes the consistent application of Incident Action Planning and Common Communications Plans, as appropriate. The scope and formality of these plans are driven by the magnitude and nature of the incident or event they are being applied to. During full scale operations, these plans will include:

- Designation of measurable objectives
- Designation of command staff positions
- Manageable span of control
- Clear chain of command
- Use of plain language

NIMS CONCEPTS/PRINCIPLES INCORPORATION: The following NIMS concepts and principles have been fully incorporated into Swisshome-Deadwood RFPD's incident management policies and SOGs:

- Flexibility
- Scalability
- Standardization
- Interoperability & Compatibility

PREPAREDNESS TRAINING

NIMS / ICS shall be incorporated into all local training and multi-agency exercises.

INFORMATION MANAGEMENT

IMPLEMENTATION OF COMMUNICATION STANDARDS DURING MULTI-AGENCY AND/OR MULTIJURISDICTIONAL EVENTS

During multi-jurisdictional and/or multi-agency events, Swisshome-Deadwood RFPD fully implements the following communication standards:

- Plain language - plain English communications are to be used for all public safety operations
- Standard terminology in response operations
- Standardized terminology in publications

Reviewed 3/14/24

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.2**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: VOLUNTEER FIREFIGHTER STANDARDS

Volunteer firefighter standards are essential to maintain a professional image and operational fitness for the District. The District requires its volunteer firefighters to employ a high degree of judgment and tact during the execution of their functions, both on and off the emergency scene. A volunteer firefighter must be beyond reproach safeguarding the assets of our fire district, our taxpayers and our clients. In addition, the mental and physical well-being of its volunteer firefighters contributes to his/her safety as well as the safety of his/her fellow firefighters and our staff.

Criminal history background checks may be performed on every entry level volunteer firefighter from a national data firm and information may be collected from:

- State Administrative Office of the Courts
- Department of Corrections
- County Court Records
- Traffic Court Records
- State Level Sex Offender Registries
- Probation, Parole, and Community Service Records

Questions regarding prior convictions of all types will be reviewed by the Administration. Convictions will not absolutely prohibit acceptance as a volunteer firefighter, but it is the desire of the Fire District Board of Directors to maintain a volunteer force with high moral standards.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.3**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: GENERAL PROVISIONS

INTENT

These Rules and Regulations are issued for the orderly coordination of effort among the members of Swisshome-Deadwood RFPD in the performance of their duties under routine and emergency conditions.

They, like the organization they serve, are subject to change and modification to reflect our growth and development, and to serve as an instrument for the guidance of effective constructive action.

They do not, nor are they intended to, provide a solution to every problem or condition that might confront an organization established to render emergency service.
Therefore, it must be left to the individual members to exercise judgement and initiative in coping with extraordinary situations. At such times, each member should be governed by those standards of behavior which would be observed by a reasonable and prudent person.

These Rules and Regulations are subject to repeal, modification, amendment, or supplementation whenever, in the judgement of the Board of Directors or the Chief of the Department, it is deemed in the best interest of Swisshome-Deadwood RFPD.

Reviewed 3/14/2024

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.4**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: GENERAL PROVISIONS

AUTHORITY

The following Rules and Regulations shall supersede and cancel all Rules and Regulations, general policies, special notices and resolutions issued prior to this date, now and as hereafter amended. All portions of General Policies and Special Notices that may be issued hereafter to these Rules and Regulations shall have equal force and effect, and shall become part of these Rules and Regulations.

DISTRIBUTION

A copy of these Rules and Regulations shall be maintained at each fire station, and it shall be the duty of each member to be familiar with the contents herein and to govern conduct accordingly. Any willful violation of these Rules and Regulations by any member of the Department will result in a reprimand or, in aggravated cases, suspension from duty, or dismissal.

POLICY OF APPOINTMENT

In accordance with departmental policies, all members shall be appointed for service on the basis of merit and qualifications for particular duties. Discrimination on the basis of sex, race, color, national origin, religious creed or any other protected identity is strictly forbidden.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.5**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: DEFINITION OF TERMS

DEFINITION OF TERMS
The following proper names and terms shall have the meaning indicated in this section for the purpose of these Rules and Regulations, and shall have the same meaning in all Department communications unless otherwise specifically stated.

ACTING - A member holding a temporary rank or position or performing services temporarily.

ALARM - A notification to respond to an emergency.

ALARM, GREATER - Any alarm which calls for a second or greater assignment.

APPARATUS - Any fire department vehicle equipped with emergency operations equipment.

CAPTAIN - A company officer.

CHAIN OF COMMAND - In order of rank, the Chain of Command is the Fire Chief, Assistant Fire Chief, Captain, Engineer, Firefighter.

CHANNELS - The transmission of orders and communications through the intermediate officers in ascending or descending order or rank.

CHIEF OFFICERS - The Fire Chief, Assistant Chief, Acting Chief, Duty Officer

COMPANY - Members under the command of a Company Officer.

COMPANY OFFICER - A Captain, or Acting Officer in command of a company and is the member's immediate superior in the chain of command.

DEPARTMENT - Swisshome-Deadwood RFPD.

DISCIPLINARY ACTION - Verbal or written reprimand, suspension, demotion, or dismissal.

DUTY OFFICER - The Fire Chief, Assistant Chief, or Acting Officer responsible for command activities at multi company emergencies.

FALSE ALARM
An alarm given with malicious intent or without reasonable cause or by malfunction of equipment.

FIREFIGHTER - A member of Swisshome-Deadwood RFPD.

FIRE ENGINEER - A member of the Department responsible for the operation of apparatus.

FIRST-IN-DISTRICT - The area in which a company is normally the first to arrive in response to an alarm.

GENERAL POLICY - An order of a permanent nature which requires the attention of all Department personnel. Each General Policy shall be identified for location in Department manuals.

HEADQUARTERS - The office of the Fire Chief. The administrative center of the Department.

INFORMATIONAL BULLETINS - Informational or general notice that does not affect the long-term policies of the Department.

MANUAL OF OPERATIONS AND PROCEDURES - Administrative directives by the Fire Chief establishing the practices and procedures of the Department.

OPERATIONAL PROCEDURES - Those policies and guidelines established to provide guidance to Department personnel in matters of procedures and responsibilities and may be used to implement those policies not specifically explained in the Rules and Regulations.

ORDER - Any directive, either verbal or written.

REGULAR ASSIGNMENT - A normal complement of equipment responding to a specific alarm.

RULES AND REGULATIONS - Those administrative policies established to provide guidance to Department personnel in matters of conduct and responsibilities.

SPECIAL NOTICE - A notice issued for the guidance or information of the entire personnel of the Department, or a group thereof. Special Notices are temporary in nature and any staff officer may be issuing authority, with approval of the Fire Chief.

STAFF - The Fire Chief, Assistant Fire Chief, Duty Officer, Clerical Staff, Office Administrator or any member.

STANDING GENERAL ORDER - A statement describing a method of operation proven to be safe and effective which shall be adhered to during emergency operations.

SUBORDINATE - A member who stands in order of rank below another.

SUSPENSION - An involuntary absence imposed by the appointing authority for disciplinary purposes, or pending an investigation of charges.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.6**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES – OPERATIONS

SECTION TITLE: RULES OF RANK – FIRE CHIEF

FIRE CHIEF

The Fire Chief shall be the general manager and chief administrative officer of the Fire Department, and shall control all its activities and Divisions.

The Fire Chief shall have control, management, and direction over all District staff of the Department in the lawful exercise of his or her functions.

The Fire Chief shall establish a system of operations and procedures, and rules and regulations for the uniform application of operations and guidelines, necessary for the efficient operation of the Department.

The Fire Chief shall take suitable measures to enable the Department to adequately discharge its duties and obligations in the extinguishment of all fires with the least possible danger to life and property.

The Fire Chief shall prescribe and approve the tools, appliances, equipment, uniform, and protective clothing of the Department and manner of use, wearing, and caring of such.

The Fire Chief shall be responsible for the performance, evaluation, and effectiveness of his/her subordinates and shall apply recognized supervisory techniques.

The Fire Chief shall investigate any complaints or charges that relate to the conduct of the Fire Department or Fire Department personnel.

The Fire Chief shall keep an accurate record of all business transacted in the Department.

The Fire Chief shall annually submit to the Board of Directors a budget of the amounts required for the ensuing year in the manner prescribed by the Board of Directors.

The Fire Chief may designate a lower ranking officer to be the Acting Fire Chief during his/her absence. If the Fire Chief designates anyone other than the Assistant Chief as Acting Chief they should also notify the Board President.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.7**

POLICIES & GUIDELINES **EFFECTIVE DATE: 6/8/2023**

DIVISION TITLE: OPERATIONAL GUIDELINES – OPERATIONS

SECTION TITLE: RULES OF RANK – ASSISTANT CHIEF

ASSISTANT CHIEF
The Assistant Chief shall be subordinate to the Fire Chief.

The Assistant Chief shall assist the Fire Chief in formulating and administering Rules and Regulations, practices and procedures governing personnel and operations.

The Assistant Chief shall hold officers under his/her command responsible for the discharge of their duties and for any neglect in carrying out and enforcing orders and rules governing the officers and members of the Department. He/she shall report cases of such violations to the Fire Chief.

The Assistant Chief shall respond to emergencies when available for assignment.

The Assistant Chief shall maintain records and reports for the efficient operation of the Fire District as may be required by the Fire Chief.

The Assistant Chief shall assume other duties from time to time as prescribed by the Fire Chief.

Reviewed 3/14/2024

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.8**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES – OPERATIONS

SECTION TITLE: RULES OF RANK – COMPANY OFFICER

COMPANY OFFICER

The Company Officer shall, under the direction of the Fire Chief, have command and control of his/her company personnel and should operate in accordance with all rules, regulations, and procedures of conduct pertaining to his/her rank and should enforce such rules, regulations and procedures by reason of his/her rank and responsibility.

The Company Officer should be responsible for the performance, evaluation, and effectiveness of his/her subordinates and should apply recognized supervisory techniques.

The Company Officer should be familiar with the general requirements of his/her command sufficiently to enable him/her to assume his/her responsibilities and effectively discharge his/her duties.

The Company Officer should cause all injurious fires to be extinguished with the least possible danger to life and property, prevent unnecessary water damage, take proper precautions against rekindle, and leave the premises in as safe a condition as practicable to do so.

The Company Officer should be responsible for the completeness, accuracy and dispatch of all reports with which he/she is concerned; Where such reports involve questions of policy, he/she will forward them to the Fire Chief.

The Company Officer should respond with their company to alarms and other emergency calls as dispatched and when first to arrive, the Company Officer should assume command of the scene until relieved by a Chief Officer.

The Company Officer, when in charge at the scene of any fire, should have the authority to direct the operation of extinguishment and to take the necessary precautions to prevent the spread thereof. In the course of such operations, he/she should prohibit approach to such fire by any person, vehicle, or thing. He/she should also remove or cause to be removed, any vehicle or thing, and all persons not actually and usefully employed in the extinguishing of such fire.

The Company Officer should take precautionary measures to prevent the exposure of members to unnecessary danger while on duty.

The Company Officer should avoid interference in matters of operations for which another officer is responsible, except with the latter's consent or by order of the Fire Chief, strictly avoiding conflicts of authority.

The Company Officer should preserve order and discipline within his/her company,

The Company Officer should have the authority to issue verbal or written reprimand to a member of his/her command for minor violations of the Rules and Regulations or Operational Guidelines.

The Company Officer should forward a copy of all written reprimands with complete details to the Fire Chief for review.

The Company Officer may temporarily relieve or suspend any member of the Department under his/her command for just cause, as indicated by the Rules and Regulations, supplementing such suspension

with charges in writing to the Fire Chief. Just cause may be defined as insubordination, conduct contrary to the good order of discipline, failure to obey a lawful order of an officer or serious willful misconduct.

The Company Officer shall determine that all apparatus and Department equipment assigned to his/her command or stored in quarters are properly cared for and protected.

The Company Officer should not put apparatus out of service without notifying the Fire Chief.

The Company Officer shall perform such other duties as the Fire Chief may direct.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.9**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/24**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: POLICY CHANGES

PURPOSE
To ensure operational changes are established correctly and communicated to the entire district properly. To avoid confusion and ensure all members are on the same page when delivering service to our community. To encourage collaboration in an effort to provide the best service possible.

SCOPE: All personnel.

GUIDELINE
Swisshome-Deadwood RFPD is committed to delivering the best service possible to our community. Suggestions in how we operate are best made by those who are responsible for providing the service. Therefore, suggestions from every member regardless of rank are valued and encouraged. When a member has a suggestion to change and/or improve operational effectiveness the following format shall be followed:

- Any member of the district may propose an operational change they feel could enhance safety, and improve on-scene effectiveness. When a member has a suggestion, they shall take the suggestion to the Fire Chief. It is best if the member has written the suggestion on paper and includes a brief statement why they feel the change is needed.
- The Fire Chief will consider the idea and determine if it could improve how we deliver service. If the Fire Chief feels the idea is valid they shall present the idea to the Assistant Chief and Captains for discussion.
- The management team shall discuss the suggestion and determine if any or all of the suggestion is of value. Feedback and status of the suggestion shall be provided to the member making the suggestion throughout the entire process.
- If the suggestion is approved, the Operations Chief shall work with the Assistant Chief and Captains and other appropriate members of staff to roll out the change to the entire district. The Fire Chief should consider a start date for the change to ensure proper notification and training has taken place. The Fire Chief may delegate portions of the roll out but shall remain responsible for its delivery and implementation.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.10**

POLICIES & GUIDELINES EFFECTIVE **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES – OPERATIONS

SECTION TITLE: VOLUNTEER FIREFIGHTER DEFINITIONS AND COMPENSATION

VOLUNTEER FIREFIGHTER DEFINITIONS:
Recruit Volunteer Firefighter: A volunteer is defined as a "Recruit" from the time his/her membership application has been approved, until such time as he/she:

- has been a member in good standing of the Swisshome-Deadwood RFPD (the District) for a minimum of three months, or
- has attended a minimum of 10 weekly training drills

To be determined by an appointed officer of the District:

- has attained a basic understanding of the tools and equipment used for fire suppression

Probationary Volunteer Firefighter: A volunteer is defined as "Probationary" after he/she has completed the above requirements, plus:

- has been a member in good standing of the District for a minimum of twelve months, or
- has attended a minimum of twenty-six weekly training drills

To be determined by an appointed officer of the District:

- is proficient with the safe use of tools and equipment used for fire suppression including hand tools, power tools, pumps, hoses, saws and ladders
- understands the concepts of the Incident Command System (ICS) and is proficient in fire department radio communications
- understands the principles of working safely at an emergency scene, to include structure fires, EMS, wildland fires, and roadways/motor vehicle collisions (MVA)

Volunteer Firefighter In Good Standing: A volunteer is defined as a "Volunteer Firefighter In Good Standing" upon satisfying the above requirements, plus:

- maintains a "good standing" status as defined in Section 3.11. Consistent participation in fire training is critical for volunteer safety and operational success
- maintains a current CPR certification

Quick Response Team (QRT): The QRT is a non-transport emergency medical team that provides basic life support to patients until transfer to a higher level of medical care from the Western Lane Ambulance District (WLAD).
The QRT responds to general medical emergencies, trauma emergencies, and rescue emergencies
QRT Requirements:

- must be licensed by the State of Oregon as an Emergency Medical Responder (EMR) at a minimum.
- must understand the concepts of the Incident Command System and be proficient in fire department and EMS radio communications
- must maintain "volunteer in good standing" status as defined in Section 3.11. Attendance requirements may be fulfilled in part by attending medical training events

COMPENSATION: Whenever possible, a district-owned vehicle will be used for all travel to and from out of district training. Any use of District vehicles outside of the District must be approved by the Fire Chief. When a district-owned vehicle is unavailable for out of district training, the District will compensate for the pre-approved use of privately-owned vehicles (POV) at the following daily rates:

- $5.00 for training in Mapleton, OR
- $15.00 for training in Florence, OR
- $20.00 for training in Veneta or Eugene, OR.

Only POVs that are pre-approved in writing by the Fire Chief will be eligible for

compensation.

Volunteers will receive incentive pay for attending training drills and for responding to emergency calls, to be paid quarterly after the District board meetings in January, April, July, and October of each year. Recruit Volunteer Firefighters are not eligible for incentive pay.

Pay rates:

Volunteer Firefighter In Good Standing:
- $5.00 per training drill attended
- $10.00 per training drill over 4 hours
- $10.00 per emergency response
- $10.00 per QRT response

Captain:
- $7.50 per training drill
- $12.50 per training drill over 4 hours
- $15.00 per emergency response
- $10.00 per QRT response

Assistant Chief:
- 25.00 per quarter
- $7.50 per training drill
- $12.50 per training drill over 4 hours
- $15.00 per emergency response
- $10.00 per QRT response

Fire Chief:
- $1,750 per quarter

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.11**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: PARTICIPATION REQUIREMENTS

PARTICIPATION REQUIREMENTS

In order to ensure the safety and effectiveness of our firefighters, the Department has set minimum participation requirements for training drills.

Firefighters are required to attend and participate in fifty (50) % of the Tuesday meetings/ drills and that equates to twenty-six (26) in a twelve (12) month period. Company and Chief Officers are required to attend and participate in (65%) of the meetings/drills (33). District training, other than regularly scheduled meetings, will be considered as "makeup opportunities" for this participation requirement. The whole purpose for having volunteer firefighters, is to have trained personnel and maintained equipment to respond to incidents.

Staff will review attendance records every six months to ensure members are meeting their minimum attendance. An average of the firefighter's service time will be used going back as far as two years. For example, if a firefighter has been a member for twelve (12) months, the average will be calculated over twelve (12) months. If he/she has been a member for five (5) years, the average will be calculated over twenty-four (24) months.

If a firefighter fails to maintain the minimum attendance, he/she will be notified and given six (6) months to correct their action. If, after an additional six (6) months, the firefighter does not meet the minimum attendance requirement, further corrective action will be taken including but not limited to: Demotion of rank, suspension or termination. Failure to meet the minimum attendance requirement, after an additional six (6) months may result in termination.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.12**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: FIRE TRAINING

TRAINING OVERVIEW

The emphasis for providing training is to ensure the maximum safety for fire department personnel and basic evolutions required to perform the various duties and responsibilities of the fire protection district.

DEFINITIONS

- Hot Zone: A working area of an emergency scene between the initial fire apparatus and the fire/ emergency scene itself.
- Cold Zone: The working area outside the Hot Zone.

INDIVIDUAL TRAINING REQUIREMENTS

A recruit volunteer firefighter may respond to emergencies on Swisshome-Deadwood RFPD apparatus if and when there are available positions on the responding apparatus. A recruit volunteer firefighter will limit his or her fire scene activity to the 'Cold Zone' and may not enter the 'Hot Zone'.

A probationary volunteer firefighter shall only operate in the ‘Hot Zone’, if under the immediate supervision of a regular volunteer firefighter or officer.

IN HOUSE TRAINING

In house training is considered the regularly scheduled training drills and activities, and special training events as scheduled by the Training Officer.

OFF-SITE TRAINING

Off Site training is considered those events that provide training activities outside of the Swisshome-Deadwood RFPD training activities, stations and boundaries.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.13**

POLICIES & GUIDELINES **EFFECTIVE DATE: 10/10/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: VEHICLE AND APPARATUS OPERATIONS

PURPOSE
To establish policies and guidelines for the use of district vehicles and privately-owned vehicles used during official business activities.

GUIDELINE
All Swisshome-Deadwood RFPD members shall abide by all State, Local and Department laws, ordinances and policies pertaining to the operation and use of District and privately-owned vehicles.

SCOPE
All authorized employees and volunteers of the District who operate a district or privately-owned vehicle.

DEFINITIONS
- **POV**- Privately Owned Vehicle, a vehicle owned by anyone other than the Swisshome-Deadwood RFPD
- **Swisshome-Deadwood RFPD**- Swisshome-Deadwood Rural Fire Protection District and its Board of Directors, Fire Chief, Officers and Firefighters
- **Official Business** - Activities directly related to district business such as but not limited to meetings, training, public education, fire prevention, and emergency response
- **Code Three** – Urgent emergency response using emergency lights and sirens

PRIVATELY OWNED VEHICLES
Any member of the Swisshome-Deadwood RFPD must have a valid Oregon driver's license when operating a privately-owned vehicle in conjunction with any event involving the Swisshome-Deadwood RFPD.

It shall be the responsibility of all members to adhere to the practices of safe and defensive driving when operating privately-owned and district-owned vehicles.

A POV may be used to attend out-of-district training events subject to prior approval by the Fire Chief. In this instance, the member must provide proof of liability insurance. The member will be reimbursed for prior approved out-of-district travel at the current Swisshome-Deadwood RFPD travel reimbursement rate.

Members of Swisshome-Deadwood RFPD will respond directly to their assigned fire station during emergencies even in the event that they pass the emergency scene.

DISTRICT OWNED VEHICLES
District-owned vehicles will be operated by District employees and volunteers only. The employee/ volunteer must have a valid driver's license, and must be authorized for vehicle operation by the Fire Chief.

EMERGENCY RESPONSES

During emergency responses, District-owned vehicles will be driven by Swisshome-Deadwood RFPD personnel authorized for Code Three vehicle operation.

All District-owned vehicles shall be driven during Code Three conditions with proper caution for the safety of assigned firefighters and the public.

Swisshome-Deadwood RFPD engines will not exceed the posted speed limit by more than five (5) mph when responding Code Three.

Swisshome-Deadwood water tenders will not exceed the speed limit when responding Code Three.

With the exception of tenders, no District owned fire apparatus larger than a pickup will be driven Code Three without at least one passenger to assist in vehicle safety and roadway observation as recommended by NFPA unless otherwise advised by the Fire Chief or Duty Chief.

LIMITATIONS OF VEHICLE USE

All members shall operate district-owned vehicles within the limitations of district policies.

APPARATUS DRIVER/PUMP OPERATOR

- Apparatus driver/pump operator must have completed department driver training and be authorized to drive assigned apparatus. Driver will be restricted to Code 1 response until they have the following:
    - Regular Volunteer status in the department and twenty-one (21) years of age.
    - Approved by the Fire Chief to be a safe and competent code 3 driver.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.14**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: DISTRICT BUSINESS/EDUCATION TRAVEL

All travel outside the district for business or educational reasons will have the approval of the Fire Chief and travel out-of-state will have the approval of both the Fire Chief and the Board of Directors.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.15**

POLICIES & GUIDELINES **EFFECTIVE DATE: 4/11/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: INVENTORIES AND SUPPLIES

RESPONSIBILITY

It shall be the responsibility of the Fire Chief to ensure an adequate storage of supplies needed is available to perform station housekeeping and maintenance functions.

USE OF MATERIALS AND SUPPLIES

It shall be the responsibility of each Department Member that all supplies and materials be used with safety, efficiency and in an economical manner. Nothing shall be placed, laid or set upon any Swisshome-Deadwood RFPD vehicle unless it is on the inventory of such vehicle. This will help to prevent loss of items such as portable radios, flashlights, turnouts, etc. and protect the painted surfaces of the vehicle from damage.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.16**

POLICIES & GUIDELINES **EFFECTIVE DATE: 8/8/24**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: FIRE HOSE MAINTENANCE AND TESTING

RESPONSIBILITY
It shall be the responsibility of the Fire Chief to ensure that all fire hose is tested. It shall be the responsibility of the Fire Chief to record the results for the permanent hose record cards.

FIRE HOSE RECORDS
It shall be the responsibility of the Fire Chief to maintain accurate hose records. Hose record cards shall include the following information: assigned identification number, manufacturer, vendor, size, length, type of hose, date received and put in service, date and results of each service test and any repairs made to the hose or couplings.

STORAGE
Hose in storage shall be maintained and ready for service. Hose shall be stored only after it has been properly inspected, tested if required, cleaned, dried and rolled. Hose that is out of service for repairs shall be properly tagged and stored apart from in service hose in storage.

FIRE HOSE IDENTIFICATION
Each length of hose shall be identified by the assigned identification number marked on the jacket. (Exception: Wildland single jacket hose no markings required). Care shall be taken to use an ink or paint which is not harmful to the hose.

CARE AND MAINTENANCE PROCEDURES
Inspecting: After use, all hose shall be inspected. The jackets shall be inspected for cuts, abrasions, burns or other damage. The couplings and gaskets shall be inspected for any type of damage.

WASHING
If the hose has come in contact with any harmful materials, the hose should be washed.

TESTING
All fire hose should be tested after being repaired.

The total length of each hose line to be tested shall not exceed 300 feet. The hose line shall be straight and without kinks or twists. The identifying number of each length being tested shall be recorded.

The hose test gate valve with a 1/4" opening drilled through the gate will minimize pressure surges if a hose bursts during testing. The gate valve is to be connected to a 2 1/2" discharge port leading to the hose to be tested.

The service test pressure shall be as specified.

1. 1 1/2" thru 4" multiple jacket 250 P.S.I.
2. 1 1/2" thru 2 1/2" single jacket 150 P.S.I.
3. 3 1/2" thru 4 1/2" supply hose 200 P.S.I.
4. 4" thru 6" soft suction 200 P.S.I.

Removing the Air:

With the hose test gate valve open and the nozzle or test cap open, the pressure shall be gradually raised to approximately 50 P.S.I. After the line is charged and all the air has been exhausted from the hose, the nozzle or test cap valve shall be slowly closed and the hose test gate valve shall be closed which will allow enough water to pass to keep pressure on the hose line.

Draining:
After 5 minutes, the pressure shall be reduced slowly, the pump discharge closed, and each nozzle or test cap opened to drain the hose.

DAMAGE OR REPAIRS
All hose that has been damaged or is need of repair shall be properly tagged, listing damage or repair, needs and the date tagged. A notice shall be forwarded to the Operations Chief for action.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.17**

POLICIES & GUIDELINES **EFFECTIVE DATE: 8/8/24**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: RESPIRATOR PROTECTION POLICY

STANDARD OPERATING PROCEDURES

General

Firefighters shall wear a self-contained breathing apparatus (SCBA) under the following conditions: while engaged in interior structural firefighting; while working in confined spaces where toxic products or an oxygen deficient atmosphere may be present; during emergency situations involving toxic substances; and during all phases of Immediately Dangerous to Life or Health (IDLH) firefighting, overhaul and investigation. Firefighters wearing an SCBA must confirm the personal alert safety system (PASS) device operates before entering an area where respiratory protection is required. Firefighters wearing SCBA shall conduct a seal check prior to each use. Firefighters shall not remove the SCBA at any time in the dangerous atmosphere. SCBA shall be used in accordance with training and the manufacturer's instructions. All firefighters shall continue to wear an SCBA until the officer in charge determines that respiratory protection is no longer required or should be reduced to HEPA filters or N95 dust masks.

Protective Clothing

Firefighters wearing an SCBA shall be fully protected with the use of approved structural firefighting clothing. Firefighters Protective clothing shall include turnout coat, bunker pants, gloves, boots, helmet, fire resistant hood, flashlight and PASS device.

TRAINING

Self-Contained Breathing Apparatus Training.

Firefighters wearing respiratory protection shall be trained in proper use, cleaning and maintenance. No firefighter shall wear respiratory protection without training as specified in this document. Training in the use of respiratory protection shall be done in two phases. Each new firefighter will be given initial training before using respiratory protection and annual training thereafter. No firefighter is to use respiratory protection unless training has been successfully completed. Firefighters trained at other than a state approved fire academy must be authorized as trained by the Fire Chief before wearing an SCBA.

On-going training shall be provided to all firefighters of the Department. Each firefighter must pass a facepiece fit-test during initial and annual training.

Inspection

Before Use: When using SCBA, each firefighter shall wear the correct size facepiece as determined by initial and annual fit testing. A firefighter shall not wear respiratory protection unless the proper size facepiece is available and the equipment is in proper working condition according to the manufacturer's specifications.

Effective Seal Required

An effective face-to-facepiece seal is extremely important when using respiratory protective equipment. Minor leakage can allow contaminants to enter the facepiece, even with a positive pressure SCBA. Any outward leakage will increase the rate of air consumption, reducing the time available for use and safe exit. The face piece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment. Nothing can be between the sealing surface of the mask and the face of the wearer, including but not limited to, eyeglasses, protective hoods, and beards or other facial hair. Firefighters shall perform a seal check prior to every SCBA use. SCBA can only be worn when an adequate seal is achieved.

Inspection

Regular periodic inspections are required to ensure that all respiratory protection equipment is properly operating and available for use. All SCBA and spare cylinders shall be inspected after each use and at least monthly. SCBA units determined to be unfit for use shall be taken out of service, and tagged with a description of the particular defect. In the event replacement or repair of SCBA components is necessary, it shall be performed according to manufacturer's instructions and only by persons trained and certified by the manufacturer or returned to the manufacturer's service facility. Firefighters will not subject SCBA units to unnecessary abuse due to neglect and/or carelessness. Caution must especially be exercised to protect the facepiece section of the mask from being scratched or damaged. Each SCBA shall be cleaned and disinfected after each use. Only cleaning/sanitizing solutions for respiratory equipment will be used for cleaning and disinfection. SCBA cylinders shall be hydrostatically tested within the period specified by the manufacturer and applicable governmental agencies. Composite cylinders must be tested every five (5) years. Composite cylinders will be removed from service after 15 years from the first hydrostatic test date.

Storage

All units shall be stored so that they are protected against direct sunlight, dust accumulation, severe temperature changes, excessive moisture, fumes, and damaging chemicals. Care is to be taken so that the means of storage does not distort or damage rubber or elastomeric components.

Air Supply

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association G7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum air quality of Grade D. Air cylinders for SCBA shall be filled only by personnel who have completed fill station training. Compressed oxygen shall not be used in open-circuit SCBA.

RECORD KEEPING

- Completed SCBA inspections will be recorded.
- Completed fit test records will be maintained.
- Each firefighter will receive a copy of his/her fit test record if requested.
- Records for both recruit training as well as ongoing SCBA training will be maintained.

Records for SCBA training will be maintained by the Fire chief.

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.17a**

POLICIES & GUIDELINES **EFFECTIVE DATE: 12/8/22**

DIVISION TITLE: OPERATIONAL GUIDELINES - OPERATIONS

SECTION TITLE: PROPERTY ACCESS STANDARDS

PURPOSE
The purpose of this guideline is to provide a minimum standard for access to properties for the purpose of structural firefighting and fire suppression.

SCOPE
All properties within Swisshome-Deadwood RFPD boundaries.

GUIDELINE
Swisshome-Deadwood RFPD will use Lane County Code 16.211(8)(e)(i)-(vii) fire safety design standards for roads and driveways to define acceptable access to properties for the purpose of structural firefighting and fire suppression.

Lane Code 16.211(8)(e) : Except for private driveways, roads or bridges accessing only commercial forest uses, an applicant shall provide evidence and a clear explanation which demonstrates why the route of access for fire fighting equipment, from the fire station to the destination point, across public roads, bridges, private roads or private access easements and driveways will comply with the standards specified below. Evidence of compliance would include objective information about the fire fighting equipment, the physical nature of the access route, and it may also include a written verification of compliance from the agency providing fire protection, or a written certification of compliance from an Oregon Registered Professional Engineer. As used herein, “road” means a way of access used for more than one use and accessory uses. As used herein, “driveway” means a way of access used for one use and accessory uses.

(i) Road and Driveway Surfaces . Roads shall have unobstructed widths of at least 20 feet including: travel surfaces with widths of at least 16 feet constructed with gravel to a depth of at least six inches or with paving having a crushed based equivalent to six inches of gravel, an unobstructed area two feet in width at right angles with each side of the constructed surface, curve radii of at least 50 feet, and a vertical clearance of at least 13 feet 6 inches. Driveways shall have constructed widths of at least 12 feet with at least six inches of gravel or with paving having a crushed base equivalent to six inches of gravel and shall have a vertical clearance of 13 feet 6 inches.

(ii) Cul-de-Sacs . Any dead-end road over 200 feet in length and not maintained by Lane County shall be considered a cul-de-sac and shall meet these standards for cul-de-sacs. Cul-de-sacs shall have a right of way width with a radius of at least 45 feet and an improved surface of at least 36 feet. Dead-end roads shall have cul-de-sacs spaced at intervals of not less than 500 feet. Cul-de-sacs on private roads shall be marked and signed by applicants as “NO PARKING,” and such signs shall be of metal or wood construction with minimum dimensions of 12 inches by 12 inches. No cul-de-sac shall be allowed to cross any slope which will allow chimney-effect draws unless the dangerous effects of the chimney-effect draws have been mitigated by the location of the road and, where necessary by the creation of permanent fire breaks around the road.

(iii) Bridges and Culverts . Bridges and culverts shall be constructed to sustain a minimum gross vehicle weight of 50,000 lbs. And to maintain a minimum 16-foot road width surface or a minimum 12-foot driveway surface.

Written certification of compliance from an Oregon Registered Professional Engineer must be provided to Swisshome-Deadwood RFPD for driveways with bridges. Fire fighting apparatus may not cross driveways with bridges that have not provided written certification.

(iv) Road and Driveway Grades . Road and driveway grades shall not exceed 16 percent except for short distances when topographical conditions make lesser grades impractical. An applicant must submit objective evidence demonstrating that road and driveway grades in excess of eight percent are adequate for the fire fighting equipment of the agency providing fire protection to access the use, fire fighting equipment and water supply.

(v) Identification . Roads shall be named and addressed in compliance with LC 15.305-15.335.

(vi) Driveway Vehicle Passage Turnouts . Driveways in excess of 200 feet shall provide for a 20-foot passage space (turn-out) at a maximum spacing of 400 feet, or wherever visibility is limited these distances shall be reduced to allow for safe visual conduct.

(vii) Modifications and Alternatives . The standards in LC 16.211(8)(e)(i)-(vi) above may be modified by the Approval Authority provided the applicant has submitted objective evidence demonstrating that an alternative standard would insure adequate access for fire fighting equipment from its point of origination to its point of destination. Examples of some possible alternatives to the standards are provided in this section of Lane Code, and are available upon request.

Reviewed 8/8/24

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.18**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: OPERATIONAL GUIDELINES – EMERGENCY OPERATIONS

SECTION TITLE: JAWS INCIDENT RESPONSE

Guideline:.
There will be a minimum of two jaws qualified firefighters and at least one support firefighter on scene before hydraulic jaws will be employed for the purpose of rescue.

Reviewed 8/8/24

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.19**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: OPERATIONAL GUIDELINES – EMERGENCY OPERATIONS

SECTION TITLE: FIRE RESPONSES:

FIRE RESPONSES

This procedure is to give direction in the response to fire calls. When responding to fire calls, the driver/engineer must be department qualified on the specific apparatus. The crew of the first responding apparatus will consist of one driver/engineer and one to five qualified firefighters.

The second and third responding apparatus may respond with only a driver/engineer if no other qualified firefighters are available to respond.

Reviewed 8/8/24

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.20**

POLICIES & GUIDELINES **EFFECTIVE DATE: 5/9/2019**

DIVISION TITLE: OPERATIONAL GUIDELINES – EMERGENCY OPERATIONS

SECTION TITLE: EMERGENCY SCENE SECURITY

EMERGENCY SCENE SECURITY

From time to time, firefighters will be asked to remain at an emergency scene for extended periods of time to perform security duties. These security assignments are to assure the public safety, to keep vigil for rekindles and to secure crime scenes. Firefighters will always be on security with at least one other firefighter and will have subsistence and communications.

Reviewed 8/8/24

SWISSHOME-DEADWOOD RFPD **SECTION NUMBER: 3.21**

POLICIES & GUIDELINES **EFFECTIVE DATE: 10/10/2024**

DIVISION TITLE: OPERATIONAL GUIDELINES – EMERGENCY OPERATIONS

SECTION TITLE: TWO-IN/TWO-OUT

PURPOSE
To ensure the safety of personnel when entering into Immediately Dangerous to Life and Health (IDLH) atmospheres by providing on-scene rescue capability.

SCOPE
The two-in/two-out rule applies to all personnel and other individuals who enter the hazard zone. All personnel must comply with the two-in/two-out standard any time they encounter an IDLH atmosphere, a potential IDLH atmosphere or an unknown atmosphere.

RESPONSIBILITY
It will be the responsibility of the Incident Commander to ensure that the two-in/two-out rule is followed at all incidents involving IDLH atmospheres. In addition, whenever an outside team is moved to the interior, another outside team must be put into place.

DEFINITIONS
IDLH ATMOSPHERES: Those atmospheres where respiratory protection is required in order to prevent immediate injury.

INCIPIENT STAGE/IGNITION: The first phase of the burning process, where the fire may be controlled or extinguished with portable fire extinguishers, class II standpipe or small diameter hose systems, without the need for protective clothing or breathing apparatus. During this phase, the oxygen content of the air has not been significantly reduced.

BUDDY SYSTEM: Two personnel in close contact with one another either visually or physically with one of the persons having radio communications with the outside.

INTERIOR STRUCTURAL FIREFIGHTING: The physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.

PROPERLY EQUIPPED PERSONNEL: That equipment necessary for standard interior structural firefighting, i.e. full turnouts with SCBA.

PROPERLY TRAINED: As it relates to the two in/two out rule, properly trained firefighters will be certified by DPSST (Department of Public Safety, Standards and Training) as Firefighter 1 or higher.

THE OR-OSHA TWO IN/TWO OUT RULE
When there is an identified IDHL atmosphere, considered by OSHA to be any interior structure fire beyond the incipient stage, a minimum of two personnel, using the buddy system, is required to make entry. These two personnel must use positive pressure SCBA, with a minimum of two properly equipped and trained stand-by personnel assembled outside the hazard zone, to be able to assist in rescue of the interior team.

EXCEPTIONS
These rules shall not apply to the following exempted firefighting activities:
- forest or uncultivated wildland firefighting

If upon arriving at the scene, members find an imminent life-threatening situation where immediate action may prevent the loss of life or serious injury, the requirements for personnel in the outside standby mode may be suspended, when notification is given by radio to incoming companies that they must provide necessary support and backup upon their arrival. (OAR 437-002-0182(5) (d), note).

OUTSIDE-TEAM DUTIES The members that are standing by outside the IDLH hazard zone may perform a variety of functions. One of the functions of a member of the outside-team is to maintain accountability and if necessary, initiate a firefighter rescue. These persons may also function as the equipment operator, safety officer, medical standby, or incident commander. Any task that the outside firefighter(s) perform while in stand-by rescue status must not interfere with the responsibility to account for those individuals in the hazard zone.