



AGENDA

YAMHILL FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING 275 South Olive, Yamhill, Oregon July 11, 2022 – 7:30 p.m.

1. Call to Order
2. Roll Call
3. Public Comment This time is provided for persons in the audience to speak on any item of District business, except those items which appear on this agenda; however, the district reserves the right to defer any request for action from persons addressing the Board who have not been placed on the agenda. Comments shall be limited to two to five minutes, at the Board Presidents discretion.
4. Approval of Board Minutes for the June 14, 2022, and June 20, 2022
5. Approval of the Financial Report.
6. Fire Chief & Assistant Fire Chief's Reports. The Board may review any or all, of the items included in the full Chief's Reports.
7. Old Business
 - 1) Open House Planning
 - 2) Strategic Plan
8. New Business
 - 1) Promotion Policy
 - 2) Captain's Job Description
 - 3) Boot Policy
 - 4) Updated Driver Promotion Procedure
 - 5) Policies and Handbooks that need updated – Board Policy, Employee Handbook
10. Committee Reports
 - 1) Safety Committee Report
11. Good of the Order
 - 1) Fire Board Meeting August 8, 2022 @ 7:30 pm
12. Announcements
 - 1) Derby Days – July 15, 16, 2022
 - 2) District Community Event – July 23, 2022
13. Adjournment

Topic: Fire Board Meeting

Time: Jul 11, 2022 07:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82034902299?pwd=U0FycFNVRXJSb2VkaTI5KzlDeUdVdz09>

Meeting ID: 820 3490 2299

Passcode: 386342

One tap mobile

+13462487799,,82034902299#,,,,*386342# US (Houston)

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Dial by your location

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Yamhill Fire Protection District

Board Of Directors Meeting

Date – June 14, 2022

7:30 – Call to order

- Members present – Jim P., Jon P., Clint G., Paul V., Josh E
- Staff present – Chief Jensen, Chief Bergstrom, Volunteers

7:35 – Public Comment

- Rocky ____ - question on staffing and equipment level at Flying M Road substation.

7:40 – Open 2022/23 Budget Hearing

- Motion to approve past meeting minutes – Clint G, motion second Paul V. Motion approved
- Motion to approve financial report – Jim P, motion second Jon P. Motion approved

7:40 – Chief Jensens Report

- SDAO Board & Management Training – Clint G (in person), Josh E (Virtual), Chief Jensen to attend (virtual).
- Fuel Cloud/Fueling station Issues – more info needed on the “fuel Cloud”, not purchasing at this time. Fuel tank/refilling issues need addressed. 150ish gallons of fuel “unaccounted for”, Chief Jensen believes staff are not appropriately recording the fuel they have used, Chief Jensen also states the fuel pump meter is not properly working. This could be the unaccounted-for fuel, but we do not know. Chief Jensen has been tasked with solving issue of non-properly functioning fuel meter.

7:55 – Chief Bergstroms Report

- Fire Science program at YCHS finished for the year
- This years wildfire season looks to be more “chaotic” but a shorter season overall.
- Next years YCHS Fire Science program has been preapproved through Chemeketa Community College, the yearlong course will offer up to 9 college credits, will require signed agreement with Chemeketa CC.

8:10 – Motion to approve signing a non-financially binding agreement with Chemeketa Community College to offer up to 9 college level credits for next school years Fire Science program at YCHS – Clint G, motion second Jon P. Motion approved.

8:10 – Old Business

- Bounce house discussion with insurance – bounce house would be ok if waiver is signed. Board all agrees to bounce house with signed waiver from parents.
- Strategic planning discussion, will continue discussion at later date when things are less busy.

8:20 – New Business

- Revised org chart including one Assistant Chief, two Captains approved. Motion made to accept this new Org Chart – Clint G, motion second Paul V. Motion approved.
- Personnel policy regarding Captains positions will be reviewed.

State funded Wildland Firefighter positions (3) –

- Need to add pay scale for vested PERS employees
- This will be posted inhouse for current YFPD volunteers. 3 positions total.
 1. Motion to approve “Title 2022 OSFM Wildfire Season Staffing Grant” Seasonal Firefighter positions as presented - Clint G, motion second Jon P. Motion approved.
 2. Motion to approve the Seasonal Firefighter position announcement as presented – Paul V, motion second Clint G. Motion approved
 3. Wage scale presented by Chief Jensen, based off the states conflagration wage scale. Motion to approve proposed wage scale for Seasonal Firefighter PER717 – Paul V, motion second Clint G. Motion passed.

Chief Jensen will add column for PERS vested employees and get the position posted.

8:50 – Close Budget Hearing

8:50 – Budget Review

- Motion to approve edit to Line 15 (Spirit Mountain/State Wildland Grant) – Clint G, motion second Jon P. Motion passed.
- Motion to direct Chief Jensen to provide boot allowance money for all volunteers conducting Wildland fire fighting – Clint G, motion second Jon P. Motion passed.
- Personnel Service – motion to make changes to lines 3,4,5,7,8,12 and 13 regarding change to position titles and new wildland positions – Clint G, motion second Paul V. Motion passed.
- Capitol Outlay – Motion to make change to line 24 total personnel services – Clint G, motion second Paul V. Motion passed
- Motion to adopt Resolution No. 21-22-02 the 2022/23 Budget – Clint G, motion second Jon P. Motion passed.

9:30 – Good of The Order

- Clint G requests Chief Jensen to provide all current and past policies going back 10 years on a thumb drive and present to each board member.
- Board requests Chief Jensen and Chief Bergstrom to work together on creating a Policy to cover \$200 annual allowed boot policy.
- New Org chart to take effect immediately – new captains positions will be posted as soon as the policy for the position is accepted.
- Josh E requesting the fire districts Zoom meeting Login information as well as a device to stream/record with. Will need by next board meeting.

9:40 – Motion to adjourn meeting Clint G, motion second Jon P. Motion passed.



Yamhill Fire Protection District

Board Of Directors Meeting

Date – 6-20-22

7:30 – Call to order

7:30 – Roll call , Members present – Josh E, Clint G, Jim P, Jon P, Paul V

7:30 – Call for Executive session ORS 192.660 (2)(i) proposed by Clint, Second Jon

9:10 – Return to regular session proposed by Paul, second Clint

9:10 – Public comment

9:11 – Motion to adjourn made by Clint, second Paul



Yamhill Fire Protection District
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Yamhill, Oregon 97148-0249
Phone: (503) 662-4653
Fax: (503) 662-3740
<http://www.yamhillfpd.org>

Serving the people of the Yamhill Fire Protection District since 1896

Fire Chief Report

July 11, 2022

1. District ran a total of 23 calls for the month of June 2022. See attached report.
2. Projects currently
 - a. We have finalized the build for the new Brush Rig. – Fouts is just waiting on Ford for the Chassis. Ford still has not released a build date.
3. Grants
 - a. Safer Act – Will be resubmitting in 2023
 - b. The AFG application has been submitted for 10 sets of Turnouts and 23 pagers. Just waiting. – Received and email last week to verify 3 questions. Now just waiting.
 - c. Murray Paolo is finishing up the Homeland Security Application for Phase 4 of the District Radio Project. – We have placed the order for the Radios that we were awarded in the Phase 3 Project. We have received the reimbursement. We are looking at September before we might see them. We did submit Phase 4 of this project and the committee has reviewed everything, just waiting to see if we were awarded. If awarded it would complete the Tri-Band Mobile Radio update project for the district.
 - d. The district was awarded the SDAO Grant for \$6,240 which is a 50/50 grant for cybersecurity. Will be finalizing the equipment and ordering this month. Finishing up the final steps to get everything online. The Firewall is in and working.
 - e. Will be submitting the VFA Grant in April for New Pagers. This has been submitted.
 - f. Will be resubmitting the DEQ Grant for a New Brush Rig. Grant is due in June with an award notice in August and funding in November. I have resubmitted the DEQ Grant. The updated quote is \$215,000 to \$250,000.
 - g. I have submitted a grant request to the State of Oregon for 11 I-pads. We received 5 I-pads on Friday. Working this next week to get them ready to go into service.
 - h. The Seasonal grant, we received the funds this last week. We currently have folks signing up for shifts.
4. Been working on the setup of the new ESO Reporting software. We started doing all Medical and Incident reports on the new software as of January 1, 2022. Currently working on the Inventory and equipment checks piece, along with the Asset Management. Work in progress!
5. Engine 42 is in Yakima having the pump repaired and should be done this next week.
6. Brush 4 had to have one of the Alternators replaced as it was bad and draining the batteries.

7. The Door Strut on Recuse 4 has been replaced.
8. Have one of are seasonal personnel assigned to going thru all the medical supplies and rigs. Will be updating several items.
9. August 3 thru the 6 is Yamhill County Fair and we will have the MCI Trailer at the Fair Groups and providing EMS coverage. I have been asked by McMinnville Fire to oversee the EMS coverage for the Fair.
10. Updated Apparatus Operator Training and Promotion Procedure
11. Copy of the 2018 SAFER Grant Application and a Staff response report
12. My hours for the month of June

District Work	212.75 hours
Calls	19.25 hours.
Drills	8 hours
Class	0 hours
Other	11.25 hours
Total	251.25 hours

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

OPERATIONS

OPS - GEN - 403

Vehicle Safety Standards

Page 1 of 5

Issued: January 11, 2005

Revised: September 9, 2014

It is the Policy of the Yamhill Fire Protection District to ensure that all drivers of District vehicles are well trained, in good physical condition, have a safe driving attitude and driving record and are capable of handling the apparatus with a high degree of skill and good sense. Drivers must meet the following minimum standards. Standard Operating Guidelines for vehicle safety are outlined in SOG OPS-GEN #403.2

1. It is the policy of the Yamhill Fire Protection District to obtain motor vehicle reports through the district's insurance carrier, as outlined in Policy 712 "Driving Record", for any new member for the purpose of determining if an individual meets driver underwriting guidelines before the driver may operate any District vehicles.
2. No person shall drive a District vehicle under emergency conditions prior to being authorized by the proper authority. See SOP OPS-GEN #403.1
3. No person under 18 years of age shall drive a District vehicle under emergency conditions, unless authorized by the Chief or a designated representative.
4. No person shall drive any District vehicle without a valid driver's license.
5. All vehicles owned by the district shall bear external identification indicating that they are property of the district.
6. All drivers **shall**:
 - a. Complete an approved Emergency Vehicle Operators Course (EVOC) prior to being authorized to drive.
 - b. Complete the department driver's manual for each specific vehicle they are assigned to drive. Demonstrate proficiency in operating the vehicles annually through direct observation on responses, during drills and or exams by the Fire Chief or his designee.
 - c. Complete individual fire department training as required.

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

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OPERATIONS

OPS - GEN – 403

Vehicle Safety Standards

Page 2 of 5

Issued: January 11, 2005

Revised: September 9, 2014

7. District drivers **SHALL NOT**:
 - a. Be under the influence of alcohol.
 - b. Be under the influence of illegal drugs.
 - c. Be under the influence of prescription drugs that have the potential to impair the individual unless released by their physician.
8. Operators of District vehicles shall not transport civilians or other unauthorized persons in or on District vehicles except as authorized by the Fire Chief or his/her designated representative, in an official capacity, or as provided in this policy.
 - a. Staff Vehicles. Civilians are not permitted to travel in District staff vehicles, except when such civilians are:
 - i. Accompanying a District Member to an official District function.
 - ii. Directly involved in the transaction of District business.
 - iii. Transported as a result of District response to a public assistance call.
 - iv. Only civilians participating in an authorized ride-along program with proper forms recorded are allowed to ride code three to calls.
 - b. All other emergency vehicles. Only District members shall be allowed to ride in all other district vehicles. Civilians are not permitted to ride in District emergency vehicles, except when such civilians are:
 - i. Directly involved with an alarm emergency.
 - ii. Participating in an authorized ride-along program with proper forms recorded.
 - iii. Participating in a scheduled and approved public relations program.
9. Seat belts shall be worn at all times when the vehicle is in motion unless doing so interferes with patient care.
10. To assure a safe response to emergencies, vehicles shall be operated subject to the conditions stated in ORS 820.300 – 820.320 with particular attention to ORS 820.300 (2)(a) and (b) (See attached) and District SOG #403.2.

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

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Vehicle Safety Standards

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Issued: January 11, 2005

Revised: September 9, 2014

11. District vehicles shall be used only in the course of official District business, and not for personal business or private gain. However, those personnel that are expected to respond to calls, such as the "Duty Officer" and/or Fire Chief, will be allowed discretionary use of their assigned vehicle, which could include the transportation of civilian personnel as above in section 8 a. i-iv.
12. The Fire Chief with approval of the Board may assign vehicles to personnel. Members that have vehicles assigned to them must be cognizant of their high visibility and the potential damage to the public trust if misuse occurs. Violation of this policy or any misuse of District vehicles shall result in disciplinary action.
13. District vehicles are not to leave the district other than on official District business, for maintenance purposes or as approved in advance by the Fire Chief.
14. Unless authorized by a supervisor, operators assigned to a District vehicle equipped with a radio shall maintain the radio on the appropriate frequency and shall not turn the radio off while operating the vehicle except when responding to situations involving explosive devices believed to be electrically or electronically activated.
15. It is the responsibility of each member to immediately report any and all accidents to their supervisor and complete the required paperwork.

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Vehicle Safety Standards

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Issued: January 11, 2005

Revised: September 9, 2014

AMBULANCES AND EMERGENCY VEHICLES

(Application of Traffic Laws)

820.300 Exemptions from traffic laws.

1. Subject to conditions, limitations, prohibitions, and penalties established for emergency vehicle and ambulance drivers under ORS 820.320, the driver of an emergency vehicle or ambulance may do any of the following:
 - a. Park or stand in disregard of a statute, regulation or ordinance prohibiting that parking or standing.
 - b. Proceed past a red signal or stop sign.
 - c. Exceed the designated speed limits.
 - d. Disregard regulations governing direction of movement or turning in specified directions.
 - e. Proceed past the flashing bus safety lights without violating ORS 811.155 if the driver first stops the vehicle and then only when the driver:
 - A. Determines that no passengers of the bus remain on the roadway; and
 - B. Proceeds with caution.
2. The provisions of this section:
 - a. Do not relieve the driver of an emergency vehicle or ambulance from the duty to drive with due regard for the safety of all other persons.
 - b. Are not a defense to the driver of an emergency vehicle or ambulance in an action brought for criminal negligence or reckless conduct.
 - c. Except as specifically provided in this section, do not relieve the driver of an emergency vehicle or ambulance from the duty to comply with ORS 811.155. [1983 c.338 s.757; 1985 c.16 s.362; 1995 c.209 s.5]

820.310 [1983 c.338 s.758; 1985 c.16 s.363; 1985 c.278 s.2; repealed by 1995 c.209 s.7]

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Vehicle Safety Standards

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Issued: January 11, 2014

Revised: September 9, 2014

820.320 Illegal operation of emergency vehicle or ambulance; penalty.

1. A person commits the offense of illegal operation of an emergency vehicle or ambulance if the person is the driver of an emergency vehicle or ambulance, and the person violates any of the following:
 - a. The driver of an emergency vehicle or ambulance may only exercise privileges granted under ORS 820.300 when responding to an emergency call or when responding to, but not upon returning from, an emergency. The driver of an emergency vehicle may exercise privileges granted under ORS 820.300 when in pursuit of an actual or suspected violator of the law.
 - b. The driver of an emergency vehicle or ambulance must use a visual signal with appropriate warning lights when the driver is exercising privileges granted under ORS 820.300.
 - c. In addition to any required visual signal, the driver of an emergency vehicle or ambulance must make use of an audible signal meeting the requirements under ORS 820.370 when the driver is proceeding past a stop light or stop sign under privileges granted by ORS 820.300 (1)(b).
 - d. A driver of an emergency vehicle or ambulance who is exercising privileges granted under ORS 820.300 by parking or standing and emergency vehicle in disregard of a regulation or ordinance prohibiting that parking, stopping, or standing, shall not use the audible signal.
 - e. In exercising the privileges under ORS 820.300 (1)(e) relating to buses and bus safety lights, the driver of an emergency vehicle or ambulance must first stop the vehicle and then must:
 - A. Determine that no passengers of the bus remain on the roadway; and
 - B. Proceed with caution.
 - f. In proceeding past any stop light or stop sign under the privileges granted by ORS 820.300, the driver of an emergency vehicle or ambulance must slow down as may be necessary for safe operation.
 - g. The driver of an emergency vehicle or ambulance must not exceed any designated speed limit to an extent which endangers persons or property.
2. The driver of an emergency vehicle that is operated as an emergency police vehicle is not required to use either visual signal or the audible signal as described in this section in order to exercise the privileges granted in ORS 820.300 when it reasonably appears to the driver that the use of either or both would prevent or hamper the apprehension or detection of a violator of a statute, ordinance or regulation.
3. The offense described in this section, illegal operation of an emergency vehicle or ambulance, is a Class B traffic violation. [1983 c.338 s.759; 1985 c.16 s.364; 1995 c.209 s.1]

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

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District Procedure

OPERATIONS

OPS-GEN – 403.1

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Apparatus Operator Training and Promotion

Issued: September 9, 2014

Revised: December 27, 2019

PURPOSE:

To establish an operational statement regarding the responsibilities and requirements of the Driver/Operator while operating fire district apparatus for all manner of response types. Safety is the key. The apparatus and personnel must arrive, complete tasks on scene and return safely to the fire station. Citizens place a high regard on fire fighters and those in control of fire apparatus. It is the Driver/Operator's duty to perform safely reducing the risk of accident, injury and loss of life.

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To provide a systematic way of training, and checking off members of the district, enabling those members to operate emergency vehicles utilized by the Yamhill Fire Protection District, also allows for the requirements needed by those members to be promoted to the rank of Engineer within the district.

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SCOPE:

This Standard Operating Procedure shall apply too all active members of Yamhill Fire Protection District who are at least 18 years of age or older.

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Establish how to drive and operate all apparatus in a manner consistent with safety and due regard for the welfare of the public and fire district personnel shall govern the operation of all apparatus.

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ENFORCEMENT:

Enforcement of this standard operating procedure is the responsibility of the District's Officers. Any person deviating from the provisions of this procedure may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

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DEFINITIONS:

Light emergency Apparatus:

Those vehicles within the Yamhill Fire Protection District that respond to emergencies, such as Brush 4, Brush 41, Car-4, and Car-41.

Engines:

Those vehicles within the Yamhill Fire Protection District that respond to emergencies such as Engine 41, Engine 42, Engine 43, and Engine 4.

Water Tenders:

Those vehicles within the Yamhill Fire Protection District that respond to emergencies such as Water Tender 4 and Water Tender 41 (Engine 41).

Other Emergency Vehicles:

Those vehicles within the Yamhill Fire Protection District that respond to emergencies, such as Rescue 4.

Other Vehicles:

Those vehicles owned by the Yamhill Fire Protection District that may or may not respond to emergencies, such as duty vehicles and support units.

Apparatus Operator:

The person assigned to an apparatus, during an emergency or training situation that is responsible for the safe and knowledgeable operation of that apparatus.

Company Officer:

The person assigned to an apparatus during an emergency or training situation that is responsible for the safe and knowledgeable operation of that apparatus.

TRAINER:

Any member who holds an Operator status may train other members however a District Officer must complete the driver's check sheet.

Each Trainer shall receive all the necessary information regarding course content and testing requirements for each vehicle involved in the program.

To maintain a Trainer status, the Trainer must be a current Operator of the apparatus.

TRAINEE:

Every member of the district is designated a Trainee until the member has successfully completed the training and testing program for those District vehicles included in this program.

Each Trainee shall be issued a driver's check sheet. The trainee shall log the driving and pumping time for each of the district's vehicles on a drill roster.

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**Yamhill Fire
Protection District**

District Policies, Procedures, & SOG's

**District Procedure
OPERATIONS**

OPS-GEN – 403.1

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Apparatus Operator Training and Promotion

<p>MISSION</p> <p><i>Yamhill Fire Protection District is dedicated to serve and protect our community</i></p>	<p>Issued: September 9, 2014</p> <p>Revised: December 27, 2019</p>
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Fast Track:

~~A process of qualifying a person to operate District Equipment without first completing the driver's training manual. All behind the wheel requirements will still apply.~~

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TRAINING:

All members wishing to be considered for Apparatus Operator training must meet the minimum qualifications:

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- 18 years of age for the following classification of vehicles... Light Emergency Apparatus, Other Emergency Vehicles, and Other Vehicles.
- ~~18 with a CDL or~~ 21 years of age for the following classification of vehicles...Engines, and Water Tenders.
- Have completed ~~an approved Emergency Vehicle Operator's Course~~ the IFSTA Driver course, ~~with the following modification: must complete the cone course with 9 points or less.~~
- Have completed an approved Apparatus Operator Cone course, and completed the DPSST Task Book for NFPA Fire Apparatus Driver/Operator.
- Have an insurable driving record for at least three years, as indicated by DMV license checks.
- Have at least ~~one (1) two~~ years of experience as a firefighter with the Yamhill Fire Protection District, or one-year experience with two years, experience at another firefighting agency to drive Engines and Water Tenders.
- Have passed the district's map test and area familiarization test.

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The number of hours needed to achieve competency in both the driving aspect as well as the operational aspect of the vehicles will vary depending on both the trainee and the vehicle in which they are training. The following guidelines are to be followed:

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DRIVE TIME:

The Following minimum drive hours for each apparatus: ~~For all vehicles, with the exception, of the Engines and Water Tenders, at least ~~three (3)~~ hours of behind the wheel training with a qualified Training operator or officer for each vehicle Car 4, Car 41. At least ~~five (5)~~ hours of behind the wheel training for each vehicle Rescue 4, Brush 4, and Brush 41. ~~Engines or and Tender will require a minimum of Ten (10) hours of behind the wheel Training, the first hour and -all training must be supervised by an EVOG Training Operator instructor or Officer the remaining four hours with an engineer or officer.~~ Additional hours may be required by individual needs to accomplish the necessary training.~~

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Yamhill Fire Protection District

District Policies, Procedures, & SOG's

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Apparatus Operator Training and Promotion

Issued: September 9, 2014

Revised: December 27, 2019

OPERATION TIME:

This time frame will depend on how long it takes the member to complete both the task book and performance evaluations.

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EVALUATION:

The practical examinations are pass/fail for each component.

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It is the responsibility of the trainee to schedule the practical component with an Officer and Operator.

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The responsibility for safety during the practical examination rests with the Trainer.

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The Trainer shall be supplied a list of scenarios that the Trainee must demonstrate proficiency in to successfully complete the examination.

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The Trainee may make no critical safety errors during the tests for successful completion of the examination. Should a critical safety error occur, the Trainer shall end the examination and inform the Trainee of the error.

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The Trainee may make a maximum of three (3) minor errors. Should the Trainee exceed the maximum number of errors, the examination shall end, and the Trainee will be informed of the errors.

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To maintain the validity of the testing process, the Trainer may not prompt the Trainee during the testing process.

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Upon successful completion of the practical examination, the Trainee's driver check sheet shall be signed by the Trainer. The examination check sheets shall be submitted to the Fire Chief for verification and his/her signature. The examination check sheets shall become part of the member's training file.

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Any recognized officer or apparatus training operator may work with the individuals working towards their engineer position. At least one officer and Engineer (Note: The Final evaluation must be done by an Officer and Operator that has not be working with the candidate) will perform evaluations. All evaluations and training time must be logged in the individual's logbook and a drill roster must be completed.

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RETESTING:

Any member who fails the practical examination must complete any remedial training as directed by the Trainer. Upon completion of the remedial training, it is the member's responsibility to reschedule a practical examination.

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FINAL DECISION:

The Fire Chief will make the final decision for **any** member to drive **any** district vehicle. After consulting with the Apparatus Trainers and Board of Officers. No one will be promoted to Engineer without first being discussed at the regular monthly officers meeting, including the "Fast-Tracked" personnel.

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HARDSHIP CASES:

In the event, that the Fire District, becomes shorthanded in the number of trained apparatus operator's, the Fire Chief may make exceptions to this policy and allow by "Fast-Tracked" individuals who are currently going through the training process to drive apparatus if needed. Those individuals will still be required to complete all, of the training as described above within a reasonable time frame, to be decided by the officers.

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PROMOTION:

Upon completion of all training, evaluations, and final approval, the firefighter's who have completed the training will be eligible to be promoted to the rank of Engineer. This promotion is subject to a twelve-month probationary period.

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APPARATUS # _____

Apparatus Operator Driver Training Log

Name: _____
(Drivers Name)

Date	Beginning Time	Ending Time	Beginning Mileage	Ending Mileage

Summary of Performance: _____

Evaluators Name (Printed) _____

Evaluators Signature: _____

Date	Beginning Time	Ending Time	Beginning Mileage	Ending Mileage

Summary of Performance: _____

Evaluators Name (Printed) _____

Evaluators Signature: _____

Date	Beginning Time	Ending Time	Beginning Mileage	Ending Mileage

Summary of Performance: _____

Evaluators Name (Printed) _____

Evaluators Signature: _____

Date	Beginning Time	Ending Time	Beginning Mileage	Ending Mileage

Summary of Performance: _____

Evaluators Name (Printed) _____

Evaluators Signature: _____

APPENDIX "B"

**YAMHILL FIRE PROTECTION DISTRICT
DRIVER OPERATOR EVALUATION CHECKLIST**

Purpose:

To provide documentation that an individual has completed the required minimum training before receiving authorization from the Fire Chief to drive fire district apparatus.

Scope:

This checklist and required Driver/Operator Course Documentation shall apply to all fire district members who will be authorized to drive fire district apparatus. It is expected that competency will be demonstrated in all areas before authorization will be made.

The following checklist will be completed and signed by the member and evaluator. The completed document will be submitted to the Fire Chief for his/her review and approval before a member can operate the designated apparatus other than for training purposes. The completed form will be kept in the members training folder (may be electronic).

Driver / Apparatus Information

Driver's Name:	Date of evaluation:
Officer Evaluator's Name:	No. of miles driven:
Apparatus Number:	

Start Date:	Start Time:	Finish Date:	Finish Time:
Driver's License No.:	License Class:	Expiration Date:	Restrictions:

S – SATISFACTORY U – UNSATISFACTORY N/A – NOT APPLICABLE

	S	U	N/A
Reviewed differences from personal vehicle and stability issues			
Reviewed controls, Instrumentation, and equipment			
Review steering and maneuvering			

Review refueling procedures			
Discuss the limitations of the safe operation of the apparatus			
Difficult and/or restricted areas			
Winter driving			
Limitations when wearing Personal Protective Equipment (PPE)			
Demonstrate pre-response inspection walk around safety check			
Check and adjust mirrors			
Secure Seat Belts / Seat adjustment – Driver and Crew			
Check braking system for function, air pressure, and E-brake			
Check Instruments for normal readings			
Four left and four right hand turns			
Straight section of urban street or two-lane rural road at least 1 mile			
One through intersection and two intersections where a stop must be made			
One curve, either left or right			
Section of a limited access highway that includes a conventional ramp entrance and exit (if applicable)			
Downgrade long enough to require down-shifting, braking, or use of “Jake Brake”, retarder, and/or ABS (if applicable)			
Upgrade steep enough and long enough to require gear changing to maintain speed (Manual Transmission only)			
One underpass or low clearance or bridge (if applicable)			
Verify audible back-up alarm			
Demonstrate backing with and without spotter			
Demonstrate securing unit – parking brake, wheel chocks			
Apply ABS and air brakes properly			
Reduce speed and brake/downshift before curves or down grades			
Shifting – downshift and change gears properly			
Proper Hand Position (10 and 2) (9and 3 with air bags)			
Follows all traffic control signs			
Use of tire chains (if applicable)			
Speed according to posted limits or reduced at the following:			
Intersections			

Congested highways			
Schools			
Weather conditions			
Passing other vehicles			
Cautionary areas (pedestrian etc.)			
Maintain a safe following distance (rule of thumb 4 sec under 40 mph)			
Intersections:			
Decelerate and cover brake			
Scan for hazards			
Complete stop before entering intersection			
Proceed through with caution			
Treat each lane of crossing traffic as a separate intersection			
Position vehicle to protect personnel and scene (according to district guidelines)			
<u>Off Road Driving (if applicable) 4x4, Forestry, Etc.</u>			
Place apparatus into all-wheel drive before going off-road if applicable			
Proceed at an angle to avoid "bottoming out" when crossing ditch			
Follow existing paths or trails			
Use scout where visibility is limited			
Proper hand placement (thumbs outside)			
Apparatus clearance obstacles (height, width, undercarriage, angle of approach, angle of departure.			
Set emergency brake and wheel chocks			

Comments

FINAL EVALUATION ROUTE

1. Leave Station 4 and turn Right on to South Olive
2. Turn Right onto W 1st Street
3. Turn Right onto Maple Street
4. Take Hwy 47 South and Turn Left onto Fryer Road
5. Turn Left onto Yamhill Road
6. Turn Right onto Hwy 240
7. Turn Left unto NE Laughlin Road
8. Turn Right onto NE Woodland Loop Road
9. Turn Right onto Hwy 240
10. Proceed straight onto NW Moores Valley Road until you come to NW west Side Road and NW Moores Valley Road, continue on NW Moores Valley Road
11. Turn Right onto NW Old Moores Valley Road
12. Turn Left onto NW Fairdale Road
13. Continue onto NW Old Railroad Grade Road
14. Turn Right onto NW Oak Ridge Road
15. Turn Left onto NW Rockyford Road
16. Turn Right onto NW Pike Road
17. Turn Right onto Maple Street
18. Turn Right onto W 1st Street
19. Pull into the District lot and back-up between the cones with no spotter
20. Back into the Station with a spotter

APPENDIX "C"

**YAMHILL FIRE PROTECTION DISTRICT
DRIVER OPERATOR EVALUATION CHECKLIST**

DRIVER APPROVAL FORM

Member's name (print) _____ has satisfactorily
Demonstrated appropriate skills as indicated by the attached driver/operator check
list(s). I _____, and _____
Driving evaluators recommend that the above individual be granted authorization to
drive the below referenced apparatus.

	YES	No
Driver License has been reviewed by the district Insurance and approved to drive district apparatus. (Attach copy of insurance approval)	___	___
Driver has completed the IFSTA Driver/Operator Course. (Attach course completion)	___	___
Driver has completed the NFPA 1002 course (Attach copy of completion)	___	___
Driver has completed the DPSST Task Book (Attach copy)	___	___
Driver has reviewed District Driving Policy, Procedure and Guidelines with Trainer.	___	___
Driver has completed the final examination (Attach Driver operator Evaluation checklist)	___	___
Apparatus Operator Driver Training Log (Attach Apparatus Operator Driver Training Log)	___	___

Officer Evaluator Signature

Date

Member's Signature

Date

Yamhill Fire Protection District

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Emergency Vehicle Response Guidelines

Issued: September 9, 2014

Purpose:

Responding to any emergency call, the Yamhill Fire Protection District places a great deal of responsibility on the drivers of our emergency vehicles. Not only must emergency vehicle drivers provide prompt conveyance of the apparatus, equipment, and personnel to provide service to those in need. But as importantly, must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task all emergency vehicles drivers shall become familiar with, and constantly abide by the following guideline.

Guidelines:

- 1. Circle of Safety:**
Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed, and any physical obstructions moved out of the way. During the circle of safety, the emergency vehicle driver shall encircle the vehicle and visually inspect all four sides and the top of the vehicle before entering the cab. He/she should also verify right side and rear clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.
- 2. Warning devices and true emergencies:**
When responding to a true emergency, visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. Audible devices will be operated as needed, especially when approaching on intersection or during heavy traffic. All emergency vehicle drivers must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not insure the right-of-way.

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Emergency Vehicle Response Guidelines

Issued: September 9, 2014

3. **Vehicle control and right-of-way:**

All drivers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Emergency vehicle drivers should be aware that the civilian vehicle operator may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

The emergency vehicle driver shall be aware of his/her rate of closure on other vehicles and pedestrians at all times. To make sure that a safe following distance is established and maintained. All drivers shall follow the rule for safe following distance and allow 1 second of following distance for every 10 feet of vehicle length for speeds under 40 mph and add 1 additional second for each 10 mph for speeds over 40 mph.

4. **Response speeds:**

When responding to a true emergency only, drivers shall operate the vehicle they are driving at as close to the posted speed limit as possible, but not to exceed ten (10) miles per hour over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to;

- Slippery road conditions
- Inclement weather
- Poor visibility
- Heavy or congested traffic conditions
- Sharp curves.

5. **Intersection Practices:**

Extreme care should be taken when approaching any intersection, as intersections are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the organizations intersection operating guidelines during all emergency responses.

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Emergency Vehicle Response Guidelines

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Uncontrolled intersection:

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle or where a traffic control signal is green upon the approach of the emergency vehicle all emergency vehicle drivers should do the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all 4 directions (left, right, front, rear).
- Slow down if any potential hazards are detected and cover the brake pedal with the driver's foot.
- Activate or change the siren cadence not less than 200' from the intersection.
- Avoid using the opposing lane of traffic if at all possible.

Emergency vehicle drivers should always be prepared to stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right-of-way, nor can you assume the right-of-way, therefore you do not have the right of way until the other vehicle yields to you.

Controlled intersection:

Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires a complete stop by the emergency vehicle driver. In addition to bringing the vehicle to a complete stop these additional steps must be followed as well;

- Do not rely on warning devices to clear traffic
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling to fast, etc.). Observe traffic in all 4 directions (left, right, front, rear).
- Begin to slow down well before reaching the intersection and cover the brake pedal with the driver's foot, continue to scan in 4 directions (left, right, front, and back).
- Activate or change the siren cadence not less than 200' from the intersection.
- Scan intersection for possible passing options (pass on the right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible.
- Come to a complete stop.
- Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped.
- Proceed one lane of traffic at a time, each lane of traffic as a separate intersection.

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Emergency Vehicle Response Guidelines

Issued: September 9, 2014

Railroad intersections:

At any time an emergency vehicle driver approaches an unguarded rail crossing he/she shall bring the apparatus or vehicle he/she is operating to a complete stop before entering the grade crossing. In addition the emergency vehicle driver shall perform the following prior to proceeding if they cannot see clearly 500 feet down the track in either direction:

- Turn off all sirens and air horns.
- Operate the motor at an idle.
- Open the windows and listen for a train's horn.

6. **Non-emergency response:**

When responding to a call in a non-emergency response mode or normal flow of traffic (non-code 3 or when not responding to a true emergency) the vehicle will be operated without any audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic.

7. **Ordinary travel procedures:**

All drivers shall obey all traffic laws and traffic control devices when driving any fire district vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.

8. **Riding policy:**

The district requires all persons riding on fire apparatus to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion except when directly performing patient care in the back of the Rescue. The emergency vehicle driver and/or the person riding in the officer position shall verify that all personnel are properly seated and in seat belts before the vehicle is moved:

9. **Backing:**

The district recognizes that backing emergency vehicle is made hazardous by the fact that the driver cannot see much of where he/she intends to go. The district recommends that whenever possible drivers should avoid backing, as the safest way to back up a vehicle is not to back up at all. When it is necessary to back-up and district vehicle all drivers shall follow one of the two following measures.

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Emergency Vehicle Response Guidelines

Issued: September 9, 2014

- The district's first choice of backing is that before any vehicle is put into reverse and backed that a spotter be put in place near the rear of the vehicle. The spotter should be safely positioned on the driver's side of the vehicle so that the emergency vehicle driver can see them at all times. If at any time the emergency vehicle driver loses sight of the spotter, he/she shall stop immediately until the spotter makes him/her self visible again.
- If conditions exist that make use of spotters impossible, all drivers before attempting to back up any fire district vehicle, shall make a circle of safety to see that; no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved out of the way. The emergency vehicle driver should also note all potential obstructions in the intended path of travel. When returning to quarters and there is no spotter available the driver shall complete the circle of safety once the vehicle has been backed out of the street and on to the apron prior to proceeding into the station.

10. Response in private owned vehicles:

When any member responds to the station or that responds to the scene of an emergency in his/her private vehicle, shall strictly adhere to all applicable motor vehicle laws. Privately owned vehicle are not provided with the same exemptions that are provided to emergency vehicle. No member of the organization will be permitted to violate any motor vehicle laws, including but not limited to;

- Speed limits
- Going through traffic control devices
- Passing in an unsafe manner

While it is recognized that timeliness response to an emergency is important, it is imperative that all drivers understand that their **private vehicles are not emergency vehicle and therefore are not afforded any exemptions or special privileges under state law.** Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including suspension, loss of driving privileges and or termination.

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District Procedure

OPERATIONS

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Mechanical Failures

Issued: September 9, 2014

OBJECTIVE:

To set a procedure to standardize the handling of mechanical failure at any time. That is required by Oregon Administrative Rule 333-250-0042 1(c) (C). Failure includes all incidents that cause a unit to discontinue its movement for the safety of all involved.

PROCEDURES:

1. If failure occurs during a response (en-route or returning), safety first. Stop the unit in a safe location even if you have to drive a little ways to be safe and the unit is drivable.
2. Notify YCOM that the unit is out of service and if responding to an incident, have YCOM replace that unit with an appropriate unit to handle the incident. (R-4 replaced with CAR-41, E-42 replaced with E-41, etc...).
3. Also have YCOM notify the Duty Officer.

Contact information

Are you a member, or are you currently involved in the management of the fire department or organization applying for this grant with this application? **Yes**

Preparer information

Preparer's name **N/A**
Address **, , -**
Primary phone
Primary phone type **Select**
Email **N/A**

Contacts

Prefix **Mr.**
Name **Brian R Jensen**
Contact type **Primary**
Title **Fire Chief**
Primary phone **503-662-4653**
Primary phone type **work**
Secondary phone **503-680-8022**
Secondary phone type **cell**
Optional phone **503-662-4672**
Optional phone type **home**
Fax **503-662-3740**
Email **brian@yamhillfire.org**

Prefix **Mr.**

Name	James Phillips
Contact type	Contact1
Title	Board President
Primary phone	503-434-2901
Primary phone type	cell
Secondary phone	503-662-3551
Secondary phone type	work
Optional phone	
Optional phone type	Select
Fax	N/A
Email	jimcfl101@frontier.com

Prefix	Mr.
Name	Trampas Bergstrom
Contact type	Contact2
Title	Assistant Fire Chief
Primary phone	503-201-1935
Primary phone type	cell
Secondary phone	503-662-3611
Secondary phone type	home
Optional phone	
Optional phone type	Select
Fax	503-662-3740
Email	trampasbergstrom@yahoo.com

Organization information

Organization name	Yamhill Fire Protection District
What kind of organization do you represent?	Combination (Majority Volunteer)
If you answered "Combination" above, what is the	3.00

percentage of career members in your organization?

Type of jurisdiction served

Other (Explain)

If "Other", please enter the type of Jurisdiction served

N/A

In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?

N/A

SAM.gov (System for Award Management)

What is the legal name of your Entity as it appears in SAM.gov?

Yamhill Fire Protection District

What is the legal business address of your Entity as it appears in SAM.gov?

Legal business address

PO Box 249 , Yamhill, OR 97148-0249

Employer Identification Number (e.g. 12-3456789)

93-0848780

Is your organization using the DUNS number of your Jurisdiction?

Yes

I certify that my organization is authorized to use the DUNS number of my Jurisdiction provided in this application.

No

What is your 9 digit DUNS number?

618361328

If you were issued a 4 digit number (DUNS plus 4) by your Jurisdiction in addition to your 9 digit number please enter it here.

N/A

Is your DUNS number registered in SAM.gov?

Yes

I certify that my organization/entity is registered and active at SAM.gov and registration will be renewed annually in compliance with Federal regulations. I acknowledge that the information submitted in this application is accurate, current and consistent with my organization's/entity's SAM.gov record.

No

Headquarters or main station physical address

Physical address

275 S. Olive St. , Yamhill, Oregon 97148-0249

Mailing address

Physical address

PO Box 249 , Yamhill, Oregon 97148-0249

Additional information

For this fiscal year (Federal) is your jurisdiction receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request? **No**

Is the applicant delinquent on any federal debt? **No**

If you answered "Yes" to any of the additional questions above, please provide an explanation in the space provided. **N/A**

Applicant characteristics

Is this application being submitted on behalf of a Federal Fire Department or organization contracted by the Federal government which is solely responsible for the suppression of fires on Federal property? **No**

Does your organization protect critical infrastructure? **Yes**

If Yes, please describe the critical infrastructure protected **Transportation hazards include two high speed highways. Target hazards include a general store, a high school, an intermediate school, a gas station, a bank, 3 restaurants, 4 churches, wineries, a plant nursery, a cherry processing plant, 2 mushroom farms and 2 church camps with 2,500-5,000 attendees. Hazmat risks include 2 water treatment plants with one servicing 30,000+ residents and one servicing 1,110+ residents. Communication risks include the Frontier Communications switching office for phone and internet services, and 4 cell towers.**

How many stations are operated by your organization? **2**

Please indicate if your department has a formal automatic/mutual aid agreement with another community or fire department and the type of agreement that exists. **Both**

What services does your organization provide? **Structural Fire Suppression, Wildland Fire Suppression, Basic Life Support, Haz-mat Operational Level, Rescue Operational Level, Emergency Medical Responder**

Do you currently report to the National Fire Incident Reporting System (NFIRS)? **Yes**

Staffing levels

What is the department's current (at the start of the application period) budgeted operational staffing level? (NOTE: include all budgeted positions, even if they are not currently filled) **1**

	Total number of operational career personnel	Number of operational officers	Number of NFPA support
Staffing levels at the start of the application period	1	1	1
Staffing levels at one year prior to the start of the application period	1	1	1
Staffing levels at two years prior to the start of the application period	1	1	1
If awarded this grant, what will the staffing levels be in your department? Note: These numbers should reflect the staffing levels at the start of the application period plus the number of positions being requested in the application.	2	2	2

Please provide details on the department's existing staffing model to include the number of shifts, number of positions per shift, chief level officer staffing per shift (i.e., Battalion Chief, District Chief, etc.), and contracted work hours.

YFPD currently has 1 fulltime fire chief who is contracted to work 40 hours per week, Monday thru Friday, but is on call 24/7. When the fire chief is out of district for meetings, vacations and training, the volunteer assist fire chief, lieutenant, or a volunteer will be assigned as the duty officer during the fire chief's absences and receives a stipend of \$150 per day. The Fire Chief is supported by 35 volunteer's with the majority of them being firefighter/EMS and 4 being EMS only. During the day calls are covered by the fire chief and 3 to 4 volunteers, some days we have more or less depending on everyone's work schedule do to the fact that most of the volunteers work out of the district.

Does your department utilize part-time paid firefighters? **No**

If Yes, please provide details on how the part-time firefighters are used within your department to include the number of part-time firefighters, the number of full-time, NFPA compliant positions these part-time **N/A**

firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs.

Does your department utilize reserve/relief paid firefighters? **No**

If yes, please provide details on how the reserve/relief firefighters are used within your department to include the number of reserve/relief firefighters, the number of full-time, NFPA compliant positions these part-time firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs. **N/A**

Operating budget

What is your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) for the current (at time of application) fiscal year?

Fiscal year	Budget
2018	1435601

What was your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) for the previous three fiscal years?

Fiscal year	Budget
2017	679111
2016	419855
2015	438455

What percentage of your operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)? **12**

Does your department have any rainy day reserves, emergency funds, or capital outlay? **No**

If yes, what is the total amount currently set aside? **N/A**

If yes, describe the planned purpose of these funds. **N/A**

What percentage of your annual operating budget is derived from:

Taxes	29%
-------	-----

Bond issues	0%
EMS billing	0%
Grants	42%
Donations	14%
Fund drives	0%
Fee for service	1%
Other	14%

If you entered a value other than 0 into the "Other" field, please explain

In the 2018 budget year, YFPD obtained a \$100,000 loan to purchase a new command/brush truck. YFPD also received funds from responding on Oregon State conflagrations. There were also funds from a Seismic Grant, for Seismic upgrades to the Fire Station.

Community description

Please indicate the type of community your organization serves **Rural**

Please describe your organization and/or the community that you serve

Located 32 miles from Portland, OR, the Yamhill Fire Protection District (YFPD), Yamhill, OR is a combination department consisting of one full-time fire chief, one part-time assist fire chief/training officer, twenty-seven volunteer firefighters/EMS, three junior volunteer firefighters, three volunteer EMR's and one chaplain. The department protects a rural district of 72 square miles servicing 3,950 residents. Responding from one fire station, utilizing three pumpers, one tender, one brush truck, one rescue and two support vehicles, the department provides structural & wildland suppression, rescue services to the operational level, hazmat to the operational level and EMS to the BLS level. The department is also the Emergency Operations Center for the City of Yamhill and assists the City in Hazard Mitigation Planning. During 2018 the YFPD responded to 422 incidents, a 6.5% decrease from 2017. The 2018 calls included 12 structure fires, 8 vehicle fires and 21 wildland fires encompassing 2.5 acres. In addition to the above totals firefighters responded to 34 requests

for mutual aid and 55 requests for automatic of which 10 were for active structure fires. The department has provided manpower and apparatus to state conflagrations of which there have been 4 responses in 2018. The YFPD has a formal aid agreements providing mutual or automatic aid to agencies in Yamhill County, Washington County and the Oregon Department of Forestry. The YFPD's first due response district of 72 square miles is made up of open space (85%), residential properties (10%) and commercial/industrial purposes (5%). Even though a majority of the district is agricultural farming (wheat, grass seed, blueberries, grapes & cherries) and timber related businesses, firefighters are faced with unique risks and hazards. Transportation hazards include two high speed highways.

What is the square mileage of your first-due response area? Primary/First Due Response Area is a geographical area proximate to a fire or rescue facility and normally served by the personnel and apparatus from that facility in the event of a fire or other emergency and does not include daily or seasonal population surges.	72
What percentage of your primary response area is protected by hydrants?	6%
How much of your primary response area is for agriculture, wildland, open space, or undeveloped properties?	85%
What percentage of your primary response area is for commercial and industrial purposes?	5%
What percentage of your primary response area is used for residential purposes?	10%
How many occupied structures (commercial, industrial, residential, or institutional) in your primary response area are more than three (3) stories tall? Do not include structures which are not regularly occupied such as silos, towers, steeples, etc	2
What is the permanent resident population of your Primary/First-Due Response Area or jurisdiction served?	3950
Do you have a seasonal increase in population?	Yes

If Yes what is your seasonal increase in population? **5000**

Applicant and community trends

	2018	2017	2016
What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?	0	0	1

How many frontline vehicles does your organization have in each of the types or classes of vehicle listed below that respond to first alarm assignments in support of NFPA 1710/1720? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession. Enter numbers only and enter 0 if you do not have any of the vehicles below.

Type or class of vehicle	Number of frontline vehicles	Total number of available riding positions	Total number of filled riding positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Type I or Type II Engine Urban Interface	3	13	7
Ambulances for transport and/or emergency response	0	0	0
Tankers or Tenders (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more)	1	5	1
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint	0	0	0

Type or class of vehicle	Number of frontline vehicles	Total number of available riding positions	Total number of filled riding positions
Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pickup w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	1	4	2
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	1	5	3
Additional Vehicles: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle	3	17	2

Please use this comments section if you wish to provide any additional information with regards to the Type or Class of Vehicle section above.

YFPD tender has the capability to function as a pumper or a tender. At the current time YFPD main function for this apparatus is as a tender. We also have a Suburban and a Excursion that can operate as support vehicles or as another rescue as both are setup for EMS-BLS.

Call volume

Summary

Summary of responses per year by category	2018	2017	2016
Fire - NFIRS Series 100	41	32	32
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	1	0	0
Rescue & Emergency Medical Service Incident - NFIRS Series 300	211	232	191
Hazardous Condition (No Fire) - NFIRS Series 400	7	22	13
Service Call - NFIRS Series 500	51	41	45
Good Intent Call - NFIRS Series 600	96	109	77
False Alarm & False Call - NFIRS Series 700	13	16	12

Summary of responses per year by category	2018	2017	2016
Severe Weather & Natural Disaster - NFIRS Series 800	0	0	0
Special Incident Type - NFIRS Series 900	2	0	0
Total	422	452	370

Fires

How many responses per year by category?	2018	2017	2016
Of the NFIRS Series 100 calls, how many are "Structure Fire" (NFIRS Codes 111-120)	12	7	12
Of the NFIRS Series 100 calls, how many are "Vehicle Fire" (NFIRS Codes 130-138)	8	2	4
Of the NFIRS Series 100 calls, how many are "Vegetation Fire" (NFIRS Codes 140-143)	17	20	13
Total	37	29	29
	2018	2017	2016
What is the total acreage of all vegetation fires?	3	5	13

Rescue and emergency medical service incidents

How many responses per year by category?	2018	2017	2016
Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)	38	52	35
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)	0	0	0
Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)	161	165	138
How many EMS-BLS Response Calls	211	232	191
How many EMS-ALS Response Calls	0	0	0
How many EMS-BLS Scheduled Transports	0	0	0
How many EMS-ALS Scheduled Transports	0	0	0
How many Community Paramedic Response Calls	0	0	0
Total	410	449	364

Mutual and automatic aid

How many responses per year by category?	2018	2017	2016
How many times did your organization receive Mutual Aid?	20	26	21
How many times did your organization receive Automatic Aid?	24	29	15
How many times did your organization provide Mutual Aid?	34	48	39
How many times did your organization provide Automatic Aid?	55	45	33
Of the Mutual and Automatic Aid responses, how many were structure fires?	10	4	5

Grant request summary

Is there a grant-writing fee associated with the preparation of this request? **No**

In cases of demonstrated economic hardship, and upon the request of the grant applicant, the FEMA Administrator may waive or reduce a SAFER Recruitment and Retention (R&R) grant applicant's minimum budget requirement. Is it your department's intent to apply to waive this requirement? **No**

You indicated that the department intends to apply for an Economic Hardship Waiver; please attach your request for a waiver.

Filename	Date uploaded	Uploaded by	Label	Description	Action
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Grant request details

Review and make changes to the recipient's activity below. Then, enter justifications for each change.

Grand total: \$685,050.00

Program area: Recruitment and retention

▶	Category: Recruitment and Retention	\$685,050.00
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Budget summary

Budget summary

Object class categories	Year 1	Year 2	Year 3	Year 4	Total
Personnel	\$73,863.00	\$73,863.00	\$73,863.00	\$73,863.00	\$295,452.00
Fringe benefits	\$34,402.00	\$34,402.00	\$34,402.00	\$34,402.00	\$137,608.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$82,435.00	\$33,185.00	\$40,685.00	\$33,185.00	\$189,490.00
Supplies	\$11,250.00	\$5,000.00	\$5,000.00	\$11,250.00	\$32,500.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$30,000.00
Total direct charges	\$209,450.00	\$153,950.00	\$161,450.00	\$160,200.00	\$685,050.00
Indirect charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$209,450.00	\$153,950.00	\$161,450.00	\$160,200.00	\$685,050.00
Program income					\$0.00
Non-federal resources					
Applicant					\$
State					\$
Other sources					\$
Remarks					
Total Federal and Non-federal resources					
Federal resources	\$209,450.00	\$153,950.00	\$161,450.00	\$160,200.00	\$685,050.00
Non-federal resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Object class categories	Year 1	Year 2	Year 3	Year 4	Total
TOTAL	\$209,450.00	\$153,950.00	\$161,450.00	\$160,200.00	\$685,050.00

Assurances

Standard Form 424B

You must read and sign these assurances. These documents contain the Federal requirements attached to all Federal grants including the right of the Federal government to review the grant activity. You should read over the documents to become aware of the requirements. The Assurances and Certifications must be read, signed, and submitted as a part of the application.

O.M.B Control Number 4040-0007

Assurances Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol

- Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10, 000 or more.
 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signed by:

**Brian Jensen on 2019-03-20 20:25:29 in the legacy
AFG system**

FEMA Form 20-16C

You must read and sign these assurances.

O.M.B Control Number 1660-0025

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 44 CFR Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements.

1. Lobbying

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over \$100, 000, as defined at 44CFR Part 18, the applicant certifies that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal grant or cooperative agreement.
2. If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

2. Debarment, suspension, and other responsibility matters (direct recipient)

A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

2. Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification: and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-free workplace (grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

A. The applicant certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantees policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement and
 2. Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable DHS awarding office, i.e. regional office or DHS office.
6. Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Street

City

State

Zip

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for DHS funding. States and State agencies may elect to use a Statewide certification.

Signed by:

Brian Jensen on 2019-03-20 20:25:29 in the legacy AFG system

Acknowledgements

Paperwork burden disclosure notice

OMB No: 1660-0135

Expiration date: January 1st, 2021

FEMA Form 080-0-4

Public reporting burden for this data collection is estimated to average 9 hours per response for FEMA Form 080-0-4, Staffing for Adequate Fire and Emergency Response (SAFER) (General Questions All Applicants). The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0135) NOTE: Do not send your completed form to this address.

Applicant's Acknowledgements

- I certify the DUNS number in this application is our only DUNS number and we have confirmed it is active in SAM.gov as the correct number.
- As required per 2 CFR § 25, I certify that prior to submission of this application I have checked the DUNS number listed in this application against the SAM.gov website and it is valid and active at time of submission.
- I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatically allowable, technically feasible and can be completed within the award's Period of Performance (POP).
- I certify that the applicant organization is aware that this application period is open from 02/15 to 03/22/2019 and will close at 5 PM EST; further that the applicant organization is aware that once an application is submitted, even if the application period is still open, a submitted application cannot be changed or released back to the applicant for modification.
- I certify that the applicant organization is aware that it is solely the applicant organization's responsibility to ensure that all activities funded by this award(s) comply with Federal Environmental planning and Historic Preservation (EHP) regulations, laws, and Executive Orders as applicable. The EHP Screening Form

designed to initiate and facilitate the EHP Review is available at: <https://www.fema.gov/media-library/assets/documents/90195>.

- I certify that the applicant organization is aware that the applicant organization is ultimately responsible for the accuracy of all application information submitted. Regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the Office of the Inspector General.

Signed by:

Brian Jensen on 2019-03-02 18:51:38 in the legacy AFG system

May 29, 2022 - June 4, 2022

May 2022

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	29	30 Memorial Day Memorial Day	31	1	2	3 Trampas Off	4 Trampas Off
12 ^{AM}							
1							
2							
3							
4							
5							
6			ADMINISTRATI	ADMINISTRATI	ADMINISTRATI	ADMII	
7							
8							
9							
10						MEDI	
11						ADMINISTRATI	
12 ^{PM}							
1							
2							
3							
4							
5							
6							
7					VOLUNTEER BUSINESS MEETING		
8							
9							
10							
11							
Adm				14.5	9	8.25	
CAWS						.75	
DELL					2		

June 5, 2022 - June 11, 2022

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	5	6 Trampaas Off	7	8	9	10	11
12 ^{AM}							
1							
2							
3							
4							
5							
6		ADMINISTRATI	ADMII	ADMINISTRATI	ADMINISTRATI	ADMINISTRATI	
7							
8							
9							
10			MEDI		2022 Wildfire S		
11			ADMI		ADMINISTRATI		
12 ^{PM}			FORES GROV				
1			ADMI				
2			MEDI				POWERLINES D
3							
4							
5				ADMINISTRATI	ADMINISTRATI		DERBY DAY BREAKFAST SETUP
6			ADMINISTRATI		EMS DRILL		
7							
8							MVA
9							
10							
11		MEDICAL WITH					
ADM		9	10.5	10	8.75	9	
CAWS		1	2				2
DPWS					2		2.75 <i>over</i>

June 12, 2022 - June 18, 2022

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	12	13	14 Flag Day	15	16	17	18
12 ^{AM}	MEDICAL CALL						
1							
2							
3							
4							
5	Put Fl.		Put Flags Up				
6	DERBY DAY BREAK	ADMINISTRATI	ADMINISTRATI	ADMINISTRATI	ADMINISTRATI	ADMINISTRATI	
7							
8							
9							OUT OF OFFICE
10							
11			MEDI			ADMINISTRATI	
12 ^{PM}	MEDICAL CALL		ADMII				
1							
2							
3							
4							
5					PUBLI		
6	GRADUATION E		ADMINISTRATI			ADMII	
7					DRILL		
8		BOARD EXEC SESSION	FIRE BOARD MEETING				
9							
10							
11					POWERLINES D		
ADM		11	13.25	9	9.25	6.5	
CALLS	2		1.75		1.75		
DRILLS	8		1.5		2		

June 19, 2022 - June 25, 2022

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	19 Father's Day Father's Day Juneteenth	20	21	22	23	24	25
12 ^{AM}							
1							
2							
3							
4			ADMINISTRATI				
5		ADMINISTRATI		ADMINISTRATI		ADMINISTRATI	
6					ADMINISTRATI	ADMINISTRATI	
7							
8		OUT OF THE OFFICE					
9							
10							
11		ADMINISTRATI					
12 ^{PM}							
1							
2							
3							
4				Laughlin Logging CPR			
5		ADMINISTRATI					
6				MEDICAL CALL			
7		ADMI			DRILL		
8		Fire Board Exec					
9							
10							
11						TRAFFIC CRASH	
ADM		10.5	11	12.5	9	9	
CAUS				1.25		1	
DRILL					2		

June 26, 2022 - July 2, 2022

June 2022							July 2022							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	
26	27	28	29	30			24	25	26	27	28	29	30	
							31							

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	26	27	28	29	30	1	2 TRAMPAS AT
12 ^{AM}							
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5							
6		ADMINISTRATI	ADMII	ADMINISTRATI	ADMII	ADMINISTRATI	
7						MEDI	
8							ADMII
9							
10			ILLEG,	DRIVE			OUT OD OFFICE FOR UNCLE FUNERAL
11			ADMII		ADMII		
12 ^{PM}						FIRE A	
1		DRIVE		LAW ENFORCEMENT	TRAFF ACCID		
2		ADMII		ADMINISTRATI	ADMINISTRATI		
3							
4							
5							
6							
7	MUTUAL AID -						
8	TRAFFIC COLLIS						MEDIC CALL WI
9							
10							
11							
AD		9	8.75	8	7	3	
CH	2		.5	1.25	2	1	1
DR							

212.25
19.25
8.0 Drive

11.25 7/6/2022 7:38 AM
Event



Yamhill Fire Protection District
275 S. Olive St
Yamhill OR, 97148
503-662-4653

Assistant Chief Report

July 11th 2022

July 6, 2022 Held the Annual wildland classroom portion for the new volunteers and those that have not completed the basic wildland classes.

July 2nd 2022 myself and Kyle Smith and Darci Ancalade assisted with a burn to learn in Sheridan. Assisted with the command structure due to their shortage. Had the opportunity to work with Chiefs from Sheridan, Grande Ronde and McMinnville.

EMR Class is complete, a few our just going through the process of fingerprinting and application through the state.

We have completed our annual wildland refresher including shelters, pump and Roll, initial attack, and tactics. We are also implementing a new initial attack pack for wildland. We drilled on it in the park and seems to be very effective.

Working on updating Drivers policy and procedures for new drivers and training. New system should be more standardized.

Working on Syllabus for Chemeketa Community College for the Fire Science course in the fall for the High School.

Working with the County Training group to standardize our passport system for the county. To also start training more diligently.

The next County wide Drill will be hosted by the CTGR and it will be a wildland drill, response and calling for a conflagration.

Dundee fire is looking at hosting a Fire Officer I class this fall.



YAMHILL FIRE RECRUIT RETENTION

YAMHILL FIRE
PROTECTION DISTRICT
OUTLINE



OUTLINE OF CONTENTS

DESCRIPTION OF GRANT

CATEGORIES OF FUNDING

NFPA COMPLIANCE

GROWTH OF THE DEPARTMENT

COMMUNITY "BUY IN"

MOVING FORWARD

DESCRIPTION OF RECRUIT RETENTION GRANT

- The SAFER Recruit Retention Grant was designed and created to help small rural volunteer fire departments help develop and maintain sustainable volunteer staffing within their communities.
- Yamhill Fire Protection District was awarded this grant and has seen outstanding results.

CATEGORIES OF FUNDING

Yamhill Fire Protection District was awarded \$685,050.00 for 4 years.

\$295,452 is Dedicated to payroll to be paid over the 4 years.

\$137,608.00 if allocated for Fringe Benefits including guest instructors and insurance.

\$189,490.00 Is for Equipment which included gear, Reader Board, and marketing material.

\$32,500 is allocated for Supplies which included training material and our Recruit Retention Video.

\$30,000 is assigned as other items which included new uniforms for new recruits and Student program.

NFPA

NFPA: The National
Fire Protection
Association.

The National guidelines
Fire Departments
Operate under.

NFPA 1720

- NFPA 1720: Standard for Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.



NFPA COMPLIANCE

By adhering to the National Fire Protection Association ensures that, not only are we following the guidelines in which the Grant was based on, but we are producing and retaining the highest quality volunteer.

Yamhill Fire Protection District's goals are to be 90% compliant with NFPA 1720 be the end of the grant. Under suggested response times with adequate personnel.

Compliance to NFPA guidelines and protocols results in higher quality training, professionalism, and offers more opportunities for future grants and funding.

RUN STATISTICS

2019 – 422 CALLS

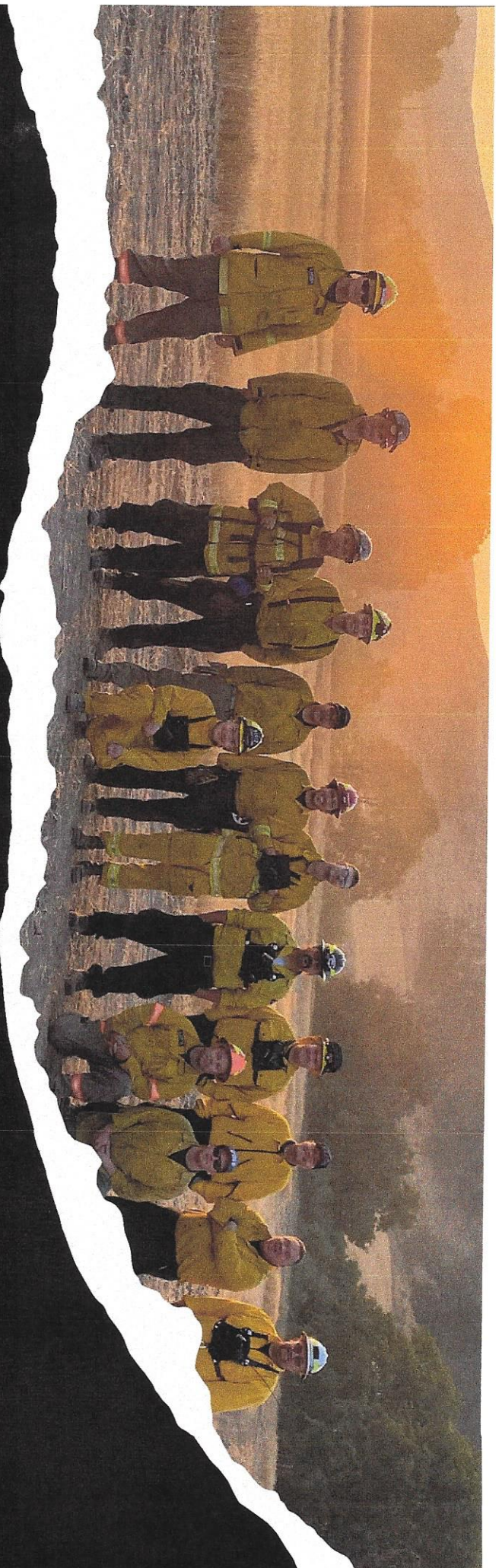
AVERAGE RESPONSE TIME 12.33 MIN

2020 – 431 CALLS

AVERAGE RESPONSE TIME 14.22 MIN

2021 – 489 CALLS

AVERAGE RESPONSE TIME 17.98 MIN



NFPA 1720

- STAFFING: NFPA 1720 standard is that a minimum of 4 staff per incident in rural areas, and 6 staff per incident in town.
- From 2019 to 2021 Yamhill Fire averaged 5.6 people per call.

- Yamhill Fire Protection District has doubled the number of active volunteers within the Department
- With the High School Fire Science Program, we have increased the size of our student numbers, along with a healthy supportive working relationship with the school district.
- Yamhill Fire Protection District has increased the frequency and depth of our training program. This allows for a more consistent path for certification for all volunteers.
- Yamhill Fire Protection District has increased the number of volunteers responding to in-district and out of district emergency calls with fewer mutual aid calls, providing a better service to our community.
- Yamhill Fire Protection District has focused on community outreach and community involvement which increased “buy in” and more support from our community.

GROWTH OF THE DEPARTMENT

COMMUNITY “BUY IN”

Recruit Retention: Community is the corner stone of most Recruit Retention programs for a volunteer fire department. It is communicating the need for volunteers to serve and give back in the communities that we serve and live in.

Buy In: Communicating and involving individuals to what the needs, direction, and service model of what the District is trying to provide. Allowing input, constructive feedback, and involvement of those that we are providing a service to, gives ownership and investment of our organization.

Community outreach and community programs help build and foster the support of those people that we are proving a service to.

- GOALS:
- To continue to provide professional, prompt fire and emergency services.
- To continue a quality and beneficial school program, with emphasis on bridging the gap for students between high school and college.

MOVING FORWARD



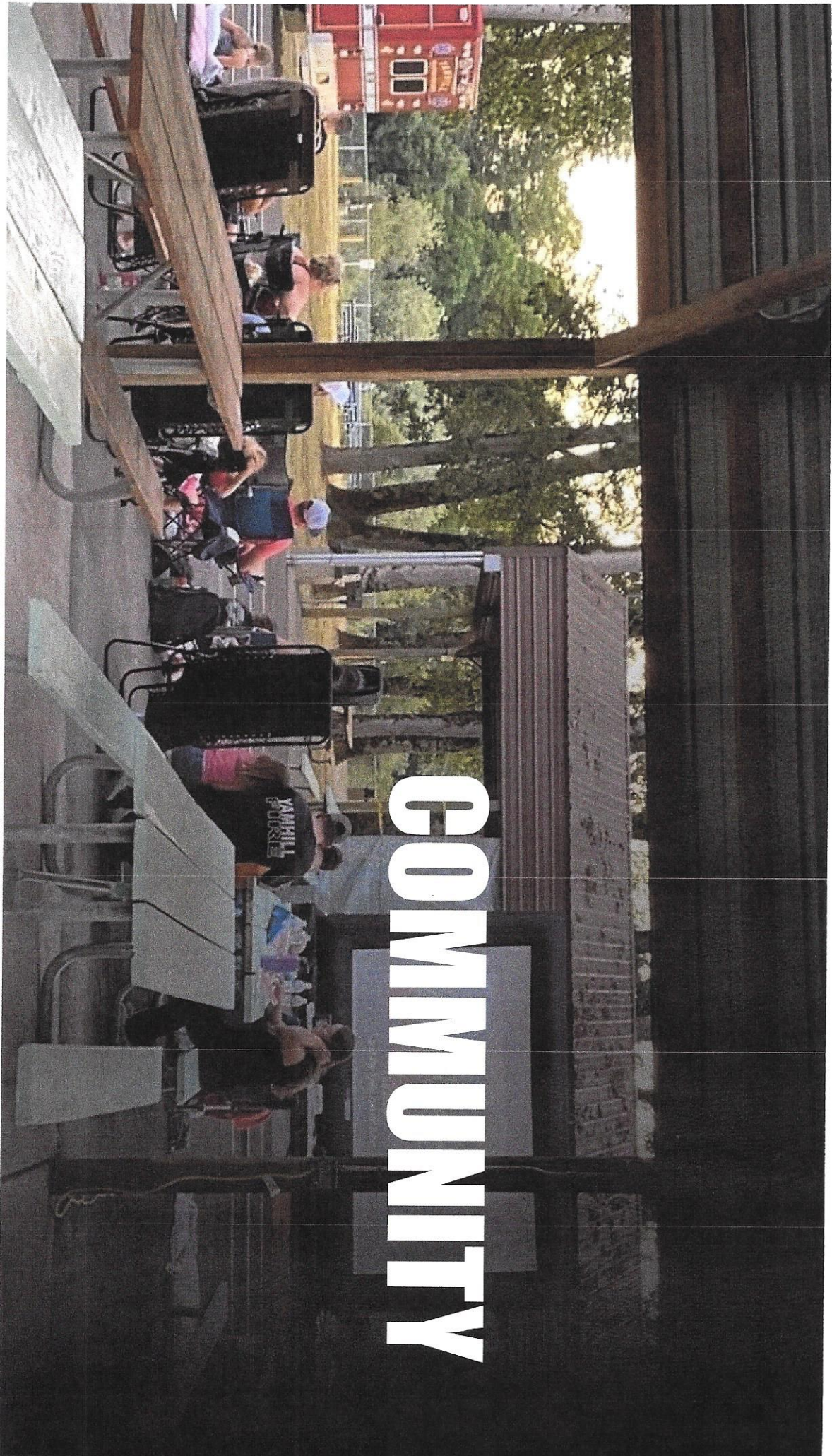
SCHOOL PROGRAM

- Fire Science Program

MOVING FORWARD

- Increasing communication and BUY IN within the community.
- Continue to provide and develop more opportunities to gap the relationship between Yamhill Fire and the community.

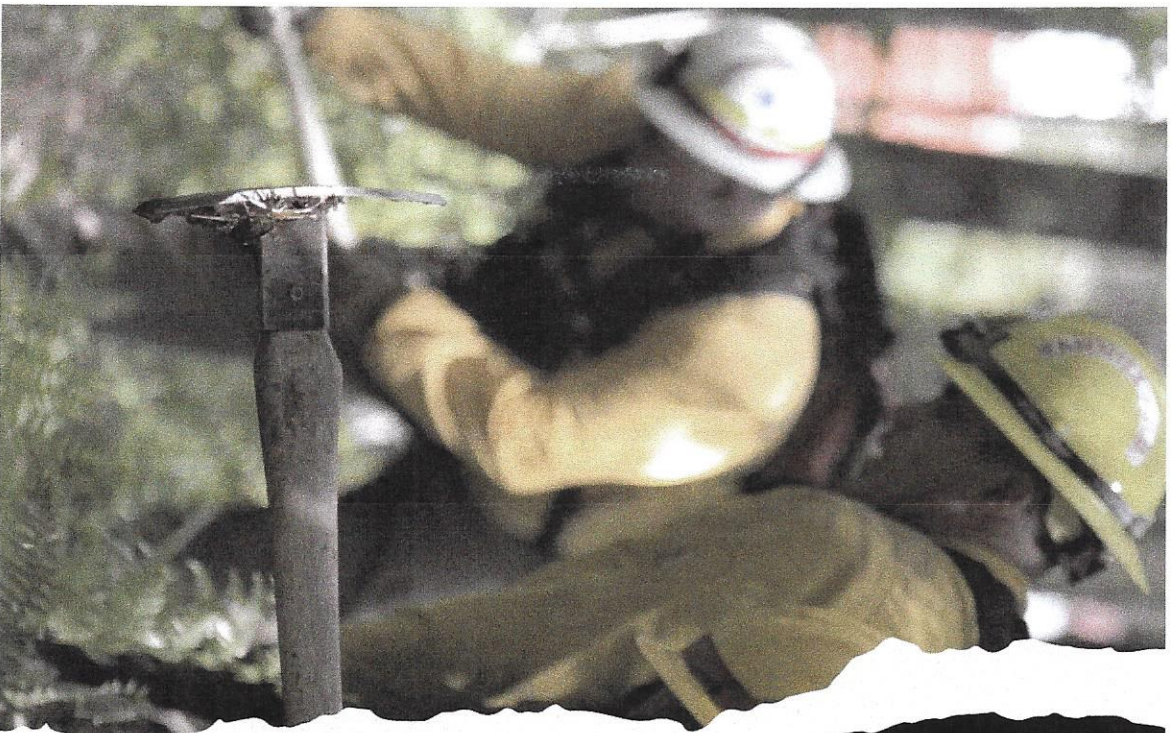




COMMUNITY

COMMUNITY

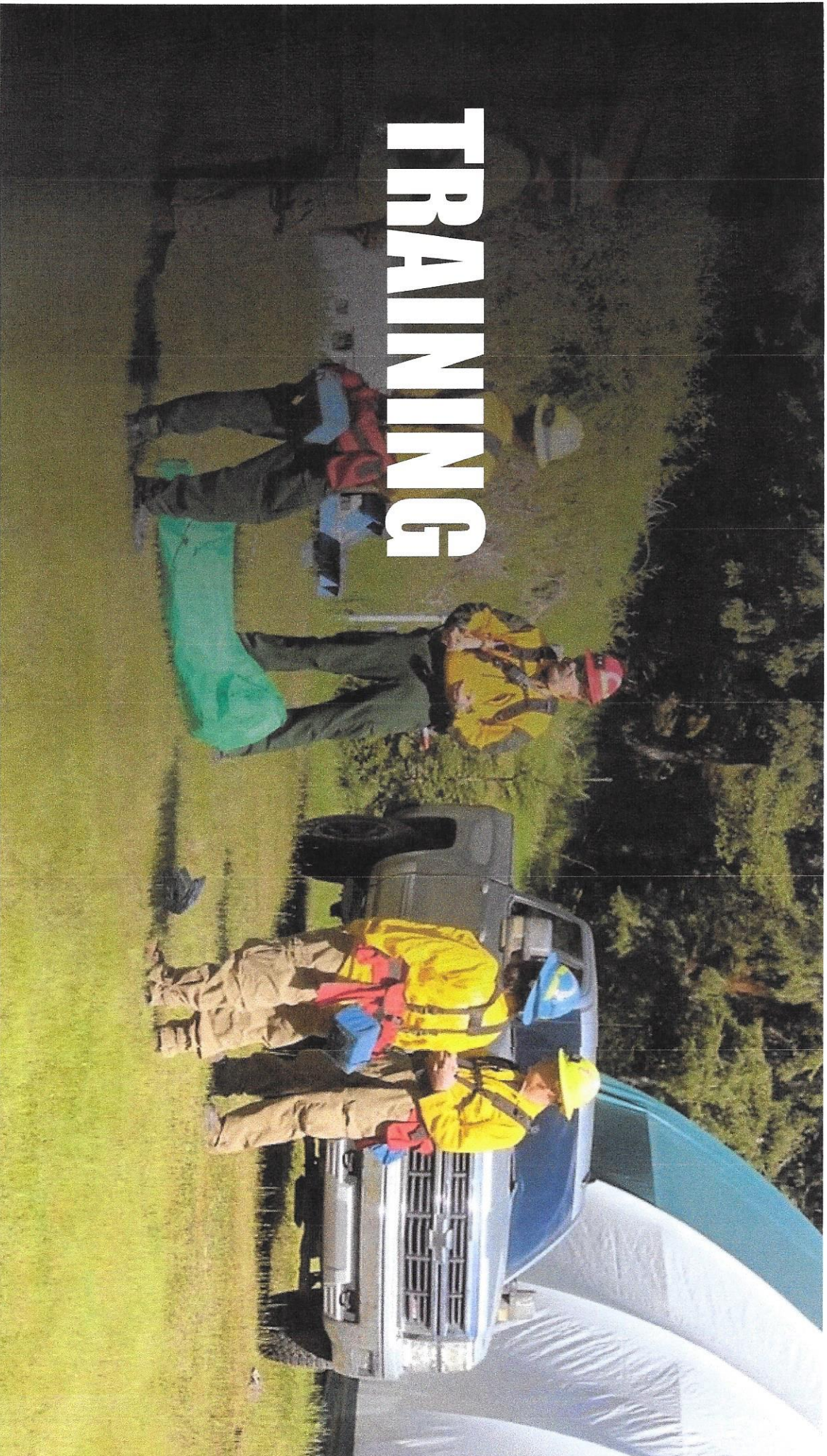




MOVING FORWARD

- Continue to improve and develop the most effective and professional training, following the N.F.P.A., in allowing Yamhill Fire to deliver the best possible service to our community.
- Offering more opportunities for training and classes to allow larger growth for all Yamhill Fire members.
- To help foster those members who wish to pursue a career in Fire / EMS.

TRAINING



TRAINING





MOVING FORWARD

- To continue to instill confidence, professionalism, community, and service.
- To be the best Volunteer Fire Department that we can

YAMHILL FIRE PROTECTION DISTRICT



STATION: 503-662-4635
 FAX: 503-662-3740
 www.yamhillfire.org

Serving the people of the Yamhill Fire Protection District since 1896

Time Sheet Month: June

Name: **Trampas Bergstrom**

Position: **Recruit Retention Coordinator**

Date	Start	Stop	Total Hours	Description Work Performed
1	0700	1600	9	Recruit Retention
2	0700	1400	7	Recruit Retention
3				Family Leave
4				Weekend
5				Weekend
6				Family Leave
7	1030	1830	8	Recruit Retention
8	0730	1730	10	Recruit Retention
9	0700	2100	14	Recruit Retention
10	0700	1600	9	Recruit Retention
11				Weekend
12				Weekend
13	0730	2100	13.5	Recruit Retention
14	0630	1900	12.5	Recruit Retention
15	0700	1300	6	Recruit Retention
16	0730	2000	12.5	Recruit Retention
17	0730	1530	8	Recruit Retention
18				Weekend
19				Weekend
20	0730	1530	8	Recruit Retention
21	0600	1500	9	Recruit Retention
22	0730	1530	8	Recruit Retention
23	0700	2100	14	Recruit Retention
24	0700	1500	8	Recruit Retention
25				Weekend
26				Weekend
27	0715	1615	9	Recruit Retention
28	0730	1630	8	Recruit Retention
29	0730	1630	9	Recruit Retention
30	0715	1615	9	Recruit Retention

Promotion Policy

Intent

Yamhill Fire Protection District has adopted this policy to foster the advancement of its staff. This policy enhances the upward mobility of staff members and complements the present business practices at Yamhill Fire Protection District which allow for personnel development.

The Promotion Policy is based on the recognition that while meeting organizational objectives, the duties and functions of any staff may change in complexity and responsibility. Promotions, therefore, are based on status changes that involve increasing responsibility levels. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition. While good past performance enhances the validity of the promotion, it should not, of itself, be the primary nor sole reason for recommending a candidate for promotion. Consistent with prior practice, all positions will be filled through Yamhill Fire Protection District search and screen procedures. Exceptions may be requested through the Fire Chief or Board of Directors; the district, organizational, fiscal, and legal implications of the request must be fully explained and justified.

Employment or advancement opportunities at Yamhill Fire Protection District may occur because an incumbent has been given expanded duties, responsibilities, and authority, progressing, for example, through a recognized family of titles (e.g., Assistant Fire Chief, Division Chief, Captain, Lieutenant), or has moved to a different position vacated because of another incumbent having been promoted, transferred, discharged, or retired. The promotion of a staff person at Yamhill Fire Protection District does not typically involve an additional budget line being added to the promotion district's budget. Along with the increased responsibilities, the promoted person will receive an increase in salary (if moving from a volunteer position to a part-time paid or full-time paid), sufficient direction to begin the new position, and a new job description.

Persons seeking to promote staff members in their respective areas are reminded to pay particular attention to past annual performance evaluations. These documents indicate prior performance levels and accomplishments in the district, illustrating, for example, how effectively the tasks assigned were completed.

Policy Statement

It is Yamhill Fire Protection District goal to ensure maximum opportunity for promotion from within, consistent with the commitment to organizational needs, equal opportunity, and applicable contractual agreements.

It is recognized that a promotion may occur in the following cases:

1. A reclassification of the individual's existing position because of the individual performing duties at a higher degree of responsibility and complexity than the current classification calls for. This requires an audit of the position through the job evaluation process.
2. The filling of an existing higher-level vacancy by a promotable individual at a lower classification.

Both processes must include a current job description and a new job description of the individual being promoted. Accordingly, it is Yamhill Fire Protection District policy to provide internal advancement to qualified candidates through intra-district promotion whenever possible.

The criteria used when considering staff qualifications for promotion must be fair and unbiased, and all Yamhill Fire Protection District employment policy requirements must be fully met and documented. Staff are to be considered for promotion regardless of age, sex, race, color, national origin, or disability.

Eligibility

For this policy, a promotion is defined as advancement to a different position which has increased responsibilities and adjustment to a higher level. All Yamhill Fire Protection District staff who have successfully completed the probationary period specified by conditions of volunteering or contract are eligible to be considered for promotion. They are encouraged to review all job vacancies circulated to each area and posted on the Yamhill Fire Protection District bulletin board on a regular basis.

Supervisors should also be aware that promotable candidates need only satisfy the qualifications as specified in the job description and not the qualities, skills, or knowledge of the incumbent.

Implementation

Posting and/or Advertising

Supervisors should encourage all staff members within the district in the pursuit of promotional advancements and should ensure that all qualified internal applicants are duly considered for vacancies in the district before recruiting outside candidates. Accordingly, to promote internal mobility, a procedure for waiving job posting requirements and/or external advertisement has been established.

For promotions, the following criteria should be considered:

1. The positions are in the same scope, and one position genuinely prepared the incumbent for the next. This allows for upward movement within the same or related family of job groups where skills are easily transferable.
2. The incumbent has already demonstrated the ability to perform the higher job.

3. The incumbent has met any special requirements such as a course or a skill.

All district promotions will be posted if the intra-district search has not been successful.

Procedures for Promotion

Responsibilities of Appropriate Department Head

A completed Personnel Action Form is signed by the Fire Chief and/or the Board of Directors and placed in the Personnel File. The "current status" of the candidate and the recommended "new status" should be stipulated under the remarks section.

Accompanying the Personnel Action Form should be the following documents:

- I. A memorandum justifying the reasons for the recommendation. If the promotion exists either through the filling of a vacancy or through a reclassification, all relevant data chronicling the person's most recent evaluation(s) and the criteria being evaluated should be included. Also included should be a statement of functional and organizational changes within the district impacting the position; other data such as, but not limited to proof of graduation from certificate, completion of job-related service training courses which enhance current job knowledge and skills.
- II. A current job description of the candidate.
- III. A copy of the vacant position or a statement outlining the new duties and responsibilities to be evaluated.

Responsibilities of the Director of Personnel

The Fire Chief and/or Board of Directors shall review all aspects of the promotion with respect to payroll, salary, benefits, seniority change, range/step movements, change in union membership (Where Applicable), effective start date and the organizational structure created by these movements. If a position is to be reclassified, the Fire Chief conducts a job evaluation, determines the new range, and develops the new job description and title for the position. Upon completion of this review, the Fire Chief signs the Personnel Action Form and places all materials in personnel file.

Responsibilities of Human Resources

The Fire Chief reviews all the data compiled to determine the appropriateness of the promotion with respect to the short- and long-term staffing needs of the district and Yamhill Fire Protection District as well as the budget implications. The determination of the Fire Chief will be communicated to the candidate, staff, and Fire Board.

Effective Date of Promotion

A promotion resulting from a reclassification becomes effective retroactive to the date of receipt of the Personnel Action Form to the Fire Chief.

Acknowledgment and Agreement

I, (Employee Name), acknowledge that I have read and understand the Promotion Policy of Yamhill Fire Protection District. I agree to adhere to this agreement in its entirety and will ensure that staff working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face legal, punitive, or corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____

DRAFT

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

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District Policies

PERSONNEL

PER – 784

Captain

Page 1 of 6

Issued: May 23, 2022

GENERAL PURPOSE

The primary duties of this position include incident command at emergency scenes, supervision of emergent and non-emergent response to fire suppression calls, response to pre-hospital medical care of sick and injured patients, emergency rescue operation, apparatus response readiness, public education, inspections, clerical duties, reports, and training responsibilities. Performance of the work may result in significantly hazardous and life-threatening situations requiring initiative and the exercise of independent judgment. This is a Volunteer with a Stipend exempt position.

SUPERVISION RECEIVED

Incumbent is an employee of the Yamhill Fire Protection District through the Fire Board of Directors, the Fire Chief and is directly accountable to the Assistant Fire Chief for work performed.

SUPERVISION EXERCISED

Command level direction at declared and non-declared disasters and emergencies. Supervision of volunteer staff directly and indirectly involved in response and operational readiness.

POSITION REQUIREMENTS:

- a. Must be eighteen (18) years or older at the time of appointment
- b. Possess a High School Diploma or GED Equivalent.
- c. Current valid driver's license in good standing for a minimum of 2 years and ability to meet insurability requirements of the district insurance carrier.
- d. Must be lawfully entitled to work in the United States.
- e. Ability to legally apply for, possess and/or receive fire certifications from the Oregon Department of Public Safety Standards and Training (DPSST).

Yamhill Fire Protection District

Standard Operating Guidelines

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PERSONNEL

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Captain

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Issued: May 23, 2022

- f. Must be able to read, write and communicate effectively with the English language, bilingual abilities is beneficial.
- g. Computer skills including use of Microsoft Word, Excel, PowerPoint, and district report writing software (ESO).
- h. Must be to pass\maintain physical capabilities, abilities testing to perform duties of a Firefighter\EMR or EMT. Ability to perform the essential functions of the position in all environments for emergency and non-emergency situations, where there may be significant health and safety hazards.
- i. Must be current in compliance with all Oregon Health Authority (OHA) and District requirements for vaccination with infectious disease.
- j. A minimum of 3 years' experience in structural firefighting and fire district related emergency medical service activities.
- k. Must be a current Lieutenant in good standing with the Yamhill Fire Protection District

Minimum Requirements at time of appointment or application:

- a. NFPA Firefighter I
- b. NFPA Fire Instructor I
- c. Oregon EMR
- d. NFPA Hazardous materials Awareness and Operations
- e. NFPA Driver Operator
- f. NFPA Pumper Operator
- g. ICS 100, 200, 700 and 800
- h. NWCG Firefighter Type 1

Yamhill Fire Protection District

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PERSONNEL

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Captain

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Issued: May 23, 2022

Desired Requirements

- a. NFPA Firefighter II
- b. NFPA Fire Officer I
- c. ICS 300, and 400
- d. NWCG Engine Boss
- e. Oregon EMT

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- a. Ability to direct the Yamhill Fire Protection District Emergency Preparedness and Fire Operations program, while maintaining district objectives, policies, procedures, and work standards.
- b. Supervision of volunteer staff and community members in emergent and non-emergent response situations. Work may be in hazardous environments to self or others, practices personal safety under conditions regardless of exposure.
- c. Ability to manage an incident using ICS/NIMS for both emergency and non-emergency events.
- d. Ability to implement policy and procedures to meet district objectives as directed by the Fire Chief.
- e. Ability to wear full structure fire suppression PPE including SCBA, in accordance with OSHA 1910.134 Appendix D. Ability to carry and use charged fire hose, ladders, forcible entry tools, fans, tarps and general fire suppression equipment, ability to operate power extrication equipment to assist in patient removals from motor vehicles. Ability to lift patients, ability to bend, strain, stretch, contort, push, pull, twist, walk with weight, or lift to remove a victim from an emergency scene and place the victim on a stretcher.

Yamhill Fire Protection District

Standard Operating Guidelines

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PERSONNEL

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Captain

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- f. Ability to drive various emergency units during the day and night in emergency situations, in congested traffic, and in road conditions that may have the potential to become unsafe caused by factors such as fog, rain, ice, and snow.
- g. Ability to complete fire suppression, EMS and rescue functions and tasks, which are very physically demanding over an extended period with limited breaks.
- h. Ability to respond to an emergency alarm, awaken, and go from a sound sleep to full activity and exertion in a matter of minutes.
- i. Ability to maintain composure and confront stressful situations in a calm and respectful manner. Lead volunteer personnel in same when dealing with public in emergent and non-emergent situations.
- j. Ability to hear and orally respond to verbal orders, calls for assistance, radio communications, as well as the ability to identify and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by, breaking glass, sirens, traffic, and victims. Ability to shout orders, warnings, and responses when necessary.
- k. Ability to read, learn and remember new, updated, and detailed complex information, and changes in policy or procedures. Ability to apply information in a logical manner.
- l. Ability to communicate with a diverse range of people and deal with verbal and physical confrontations while remaining within the Yamhill Fire Protection District work ethic. Successfully deescalate and/or mitigate highly agitated personnel and situations. Works well with local Law Enforcement and other Fire Officials on scene as needed.
- m. Ability to prepare incident reports, inspection reports, prehospital care reports either by hand or by computer, using proper, detailed descriptions, and appropriate grammar.

Yamhill Fire Protection District

Standard Operating Guidelines

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PERSONNEL

PER – 784

Captain

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Issued: May 23, 2022

- n. Ability to plan, develop and implement the maintenance and repair program for the fire district vehicles, equipment, and buildings. Is responsible for emergency equipment being ready to respond, and that inventories and supply levels are adequate. Maintains file for equipment repair and maintenance.
- o. Attends meetings, trainings and conferences that are in the best interest of the district. Serves on committees as assigned.
- p. Ability to establish and maintain effective working relationships with district officials, other government agencies, area businesses, civic and community organizations, and the public.
- q. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- r. Ability to administer the district training program, including accreditation with DPSST and OHA. Maintains training records for licensure, certification, and recertification.
- s. Ability to verify that fire incident reports are completed, properly entered, and sent to the appropriate destination.

PRINCIPAL DUTIES:

- a. Performs emergency response duties including duty officer when assigned.
- b. Attends drills and other training specific to responsibilities.
- c. Attends drills and other training specific to responsibilities.
- d. Maintain apparatus and equipment inventory for emergency response.
- e. Assist with new member orientation and training.
- f. At all times, both on and off duty, conducts him/herself in such a way as to not bring discredit to Yamhill Fire Protection District.

Yamhill Fire Protection District

Standard Operating Guidelines

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District Policies

PERSONNEL

PER – 784

Captain

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Issued: May 23, 2022

- g. Ability to work with the other Captain and Lieutenants in developing the district training program.
- h. Assist with clerical duties as assigned.
- i. Perform basic housekeeping, cleaning, and maintenance at the station.
- j. Take command and control of an emergency scene as needed or directed until relieved by a higher-ranking district officer. Supervises emergent and non-emergent response activities by volunteer personnel in a safe manner.
- k. Performs public education, inspections and training as directed.

GENERAL GUIDELINES

Essential Functions and Principal Duties are listed in no order of importance. Duties listed are representative and are not intended to serve as an all-inclusive or comprehensive list always performed by all employees. These listed functions and duties are intended to provide a representative summary of the essential duties, functions and activities of a Captain within the Yamhill Fire Protection District and may at times include additional, reassigned duties, or modified from time to time based on the needs of the district.

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

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District Policies

OPERATIONS

OPS – 416

Wildland Firefighter Boots

Revision 1 @ 1450

Issued: June 16, 2022

DRAFT

1.0 PURPOSE

To provide an 8" lace up, leather boot with a Vibram sole, to those firefighters involved in wildland fire suppression.

2.0 The District realizes the importance of good footwear during a wildland fire suppression activity. Structural firefighting boots are adequate for a short period of time, on extended wildland fires the firefighter may be on their feet for several hours on rough terrain. For safety and comfort a good 8" leather boot is required.

3.0 The District will provide a one-time stipend of \$200 for the purchase of an 8" leather boot to all current and future members that meet the requirements listed below. All costs over the \$200.00 stipend will be the responsibility of the firefighter.

4.0 All firefighters trained to the wildland Firefighter Type 2 level, or the equivalent of the NWCG firefighter, or the discretion of the Fire Chief are eligible. All firefighters requesting a boot stipend must be in good standing with the district, including training and incident response standards.

5.0 It is understood that the boot will be required on all wildland firefighting activities. If the boots are damaged during a wildland event the district will pay the repair costs which exceed normal wear and tear. If the boots are destroyed during such an event, the district will provide a second stipend.

6.0 The Fire Chief will monitor the program for compliance. Any firefighter abusing or taking advantage of this policy for personal gain will may be reprimanded and/or dismissed from the district.

7.0 The firefighter is to obtain a boot purchase order form from the Fire Chief prior to the purchase of the boots. The signed purchase order along with the original receipt is to be to the Fire Chief for processing of payment at the next regular scheduled District Fire Board meeting.

8.0 In the event a firefighter leaves or is dismissed from the district within the first year of the agreement, the firefighter will be required to refund 100% of the stipend or the boots if still in serviceable condition.

9.0 Based on years of use and the number of wildland incidents a member has worked at the discretion of the Fire Chief the district may elect to rebuild or replace a pair of

boots that were previously purchased for a member, if the boots don't meet the standards.

BOARD DUTIES AND RESPONSIBILITIES
POLICY MANUAL

YAMHILL FIRE PROTECTION DISTRICT

DRAFT

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SECTION 1: OVERVIEW

The policies compiled in this guidebook represent the board member duties and responsibilities of Yamhill Fire Protection District. Board member's signature on the Acknowledgment and Agreement to Comply page of this manual (pg. 22) constitutes board member's agreement to comply with the board policies and guidelines stated herein.

SECTION 2: THE BOARD

2.1 Members of the Board

The board of Yamhill Fire Protection District shall be comprised of five (5) board members, who are duly elected public officials serving a term of four (4) years. Each board member is charged with serving the best interests of the district and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Yamhill Fire Protection District, ORS Chapter [ENTER CHAPTER]. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except that expressly delegated by the board.

2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall substantially similar to the following:

"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of Board Director of the Yamhill Fire Protection District to the best of my abilities; that I will abide by the rules, regulations, and policies of the Yamhill Fire Protection District; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."

2.3 Board Officers

The board shall elect annually, from among its members, officers as prescribed by the Principal Act of Yamhill Fire Protection District. These shall include President (or Chair), Vice-President, Secretary, Treasurer, Clerk, Assistant Secretary/Treasurer and/or Secretary pro tempore. Officers have the general powers and duties outlined below:

President – The president of the board shall preside at board meetings and shall prepare or confer with the Clerk on preparation of the meeting agenda. The president is charged with conducting meetings, preserving order and enforcing the rules of the board. He or she may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board). He or

she should also, when authorized to do so by a majority of the board, be the source of contact for the district's general counsel attorney on behalf of the district. The president has the same right as other members of the board to move, second, debate and vote.

Vice-President – In the president's absence, the vice-president shall act as president pro tempore, and shall have the powers and duties of the president of the board as prescribed by district polices.

Secretary – The secretary shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district's records permanently. Responsibilities associated with meeting minutes may be delegated to a staff member by majority vote of the board, but in such a case are still under the supervision and responsibility of the board secretary. In the absence of both the president and vice-president, the secretary may act as president pro tempore.

Treasurer – The treasurer shall ensure that accurate accounting and financial records are maintained by the district, and that all requirements of Oregon's Local Budget Law are followed. The treasurer should provide regular financial updates to the board, as the board deems appropriate.

Clerk – The board may appoint a clerk, such as the District Manager or other individual designated by the board. The clerk will respond directly to routine correspondence and handle other correspondence of interest to the board as directed (this may include drafting correspondence or replies for board review). The clerk may be charged with preparing the board meeting agenda and drafting policy motions and maintaining and updating the district's policy and procedure manual. He or she should attend all board meetings and may be charged with providing meeting notice and making physical meeting arrangements according to Public Meetings law.

2.4 Vacancies

As provided by ORS 198.320, if a board member should resign from the board before his or her term is up, the vacancy shall be filled by appointment decided by majority vote of the board. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Yamhill County will appoint a replacement. The appointed replacement shall serve until the next regular election of board members. [NOTE: *If the Principal Act of your district authorizes it, the board may consider a board seat vacant if the board member is absent from four or more consecutive regular meetings and board declares the position vacant. Check your Principal Act before adding this section; otherwise delete.*] The board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

2.5 Board Member Conduct

A) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

B) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the district manager. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state *in writing* the board member's operational duties/functions, and the board president and district manager shall agree to said arrangement prior to the board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

SECTION 3: BOARD MEETINGS

3.1 Required Meetings

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate and take action as appropriate on all agenda items.

3.2 Notice

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least five calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting.
- C. Notice shall be given in at least two of the following ways:
 1. By publication in newspaper of general circulation in the community.
 2. By publication on the district website.

3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.

4. By physical posting in at least one public place, such as a community bulletin board or in a public area of the district office.

3.3 Agenda

The board president (or clerk/other assigned individual if applicable) shall prepare an agenda for each regular board meeting, special meeting, or executive session. If the responsibility to prepare the agenda is delegated to the clerk or another staff member, the board president shall review and approve the final agenda. The agenda shall specify all matters scheduled to come before the board at the meeting, under the following headings:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PRESENTATION AND REPORTS
- D. PUBLIC HEARING (if any)
- E. AUDIENCE TIME
- F. CONSENT AGENDA
- G. OLD BUSINESS
- H. NEW BUSINESS
- I. PUBLIC COMMENT (if applicable)
- J. ADJOURNMENT

Board members may request items to be placed on an agenda through the board president, clerk, or individual responsible for preparing the agenda. Agenda suggestions by board members should be made at least five days in advance of meeting. The agenda and any attachments thereto, including any Manager's or financial reports, shall be made available to board members and to the public at least three days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under New Business.

The board may place certain items on a Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

3.4 Executive Sessions

The board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board meetings and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions are closed to the public, but the media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite persons not part of the board to attend executive sessions.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

3.5 Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

3.6 Minutes

Written minutes shall be taken at every meeting of the district. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect the matters discussed and views of the participants. The board secretary is responsible for ensuring that accurate minutes are transcribed and distributed to board members and available to the public within a reasonable

time after the meeting. The secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the district permanently.

Tape or video recordings of meetings are not required, but may be utilized at the board's discretion, and will be subject to the same permanent retention requirement. Minutes of an executive session will be kept in the form of a tape recording rather than written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

- A. Name of board members and staff present;
- B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- C. The result of any votes, including the names of each board member and how they voted;
- D. The substance of the discussion on any matter; and
- E. Reference to any document discussed at the meeting.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, board members may submit any corrections or additions to the clerk so that a corrected copy may be issued to the board and public prior to the next meeting for board approval. The board must authorize any changes to the meeting minutes.

3.7 Procedural Rules

To ensure focused and efficient meetings, the board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the board shall use Robert's Rules of Order to decide such issue.

- A. Motions - General
 - 1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
 - 2. Board member motions will be clearly and concisely stated. The president will state the name of the board members making the motion and the second.
 - 3. The president will repeat the motion prior to a board vote.
 - 4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
 - 5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
 - 6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the president prior to speaking on the motion.

7. The president may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The clerk will maintain a record of the votes.
 8. The president will announce the results of any vote. Board members may explain their votes but must do so succinctly.
- B. Ties: A motion receiving a tie vote fails.
 - C. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board.
 - D. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
 - E. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
 - F. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
 - G. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member who wishes it should have one opportunity to speak before the motion is called. Once called, the president will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
 - H. Reconsideration: When a motion has been decided, a board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
 - I. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
 - J. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.8 Order and Decorum

Board members will assist the board president in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the president or board, and the following rules will be observed to maintain order and decorum during meetings:

- A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- B. Any board member desiring to be heard will request to the president to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.
- C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
- D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
- E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
- F. Board members should keep discussions moving and adhere to established time limits on discussions.
- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

3.9 Public Participation/Comment

[Optional: Except in limited circumstances, Public Meetings Law does not require that participation be allowed by the public.] In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of Yamhill Fire Protection District to allow public comment at all open board meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular board meeting. The board will provide audience time at the beginning of each regular meeting, according to the agenda (see Sect. 3.3 (E) *Audience Time*). During this time members of the public may speak to the board about district items that are not already included on the agenda. Once recognized by the board president, members shall state their name and address for the record and address the board. The board may set time limits comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks.

- B. Board members should not respond to comments made during Audience Time except to ask clarifying questions. Any public requests for board action should be referred to staff for review before being placed on a future agenda.
- C. The district is under no obligation to take public comment on any agenda item under discussion but may choose to do so at the discretion of the board president, unless otherwise decided by the board. The president may also limit duration or subject matter at his or her discretion.

3.10 Virtual Attendance [Required for districts that have the ability to host virtual meetings]

In-person public meetings of the board of Yamhill Fire Protection District shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

- A. The board shall designate the district manager, or other such staff person as deemed appropriate to oversee requests for remote accommodation.
- B. Meeting notices will include an instruction that directs any person wishing to attend the meeting by virtual means to contact the district (and will include a phone number and/or email at which to do so) at least 48 hours before the scheduled meeting. The district manager or delegee will monitor the requests.
- C. If a request is received, the requestor will be provided with the appropriate link, virtual meeting invite, etc.
- D. Requests for remote attendance received with less than 48 hours' notice may be accommodated at the discretion of the district, and a reasonable effort will be made to accommodate such requests.
- E. If remote attendance requests have been received, the board will delegate a board member or staff attendee responsible to set up the device at the meeting (laptop, desktop computer, etc., with functional camera, speakers and microphone), start the virtual meeting, monitor any remote attendees, technical issues, etc., and end the feed upon adjournment of the board meeting.
- F. The presiding officer will have the same authority for control of the meeting for virtual attendees as addressed in Section 3.7 (J).
- G. Virtual attendees will have the same opportunity as in-person attendees for Audience Time, if requested. The delegee in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for Audience Time. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

SECTION 4: COMMITTEES

4.1 General

A. The board will create district committees/advisory committees as needed. The board will create committee, determine the number of committee members and length of term, and appoint members to any district committees by resolution. Qualifications for committee members will be as follows:

1. Committee members shall be residents of the district.
2. Committee members will be required to pass a background check consistent with the operational policies of the district prior to appointment to a committee.
3. Neither district employees nor persons having a contractual relationship with the district may serve on district committees as public members.
4. A member of the public may not simultaneously serve on more than two district committees or one district advisory committee, nor may a member of the public simultaneously serve as chair on two district committees, except relative to service on the budget committee.
5. Candidates for committees will complete a board-approved application or statement of interest.

B. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility.

C. The district will give public notice of committee vacancies.

D. Committees will select a chair and a secretary and determine the committee's meeting schedule and rules for operation. Minutes must be taken of all committee meetings. Minutes will be retained by the committee secretary and distributed to committee members, board members and district manager.

E. The board may, by resolution, remove a member of the public from a district committee prior to the expiration of the term of office.

F. Committees and their members have no authority to represent the district's official position on any matter except by express and explicit approval of the board for such.

G. All advisory committee meetings are public meetings under state law **and subject to all requirements thereof.**

4.2 Standing Advisory Committees

A. The board will create standing advisory committees as needed for each major service area.

1. Terms for standing advisory committees will be [ENTER NUMBER] years.

2. The district manager may, at his or her discretion, appoint a staff liaison to be present at committee meetings.

3. Standing advisory committees will make a report and respond to questions from the board once a year, unless more frequent reports are requested by the board.

4.3 Ad Hoc Advisory Committees

The board may create ad hoc committees as needed to assess the needs of the district, evaluate existing programs and/or facilities, recommend long-range goals and plans, or any other needs as determined by the board. Any ad hoc advisory committees formed will operate for such time as needed to accomplish the assigned purpose and may be discharged after their recommendations to the board, or at any other time at the discretion of the board.

SECTION 5: ADMINISTRATION

5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the district's chief executive officer. Administrative authority for the daily operations of the district and the management of all district personnel shall be delegated to the district manager to the extent reasonably possible. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the district manager. Any board communications relative to district business must be directed to the board president, who will then communicate the question, request, or concern to the district manager.

5.2 Management

The board shall be responsible for the following supervisory duties:

- A. District Manager:
 1. Hire the district manager.
 2. Define the duties and responsibilities of the district manager.
 3. Approve the plan, form and amount of management compensation, to include salary, benefits, bonuses, vacation, travel, etc.
 4. Evaluate the district manager annually.

5. Approve programs for management development.
6. Provide advice and consultation to management on matters within the purview of the board's responsibilities.
7. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the district manager, up to and including termination.

B. Financial:

1. Approve contracts for professional services required by and for the board, and any other contracts binding the district.
2. Approve the form and amount of reimbursement for board members.
3. Approve specific important projects.
4. Review and approve the annual budget.
5. Review and approve any employee benefit plans.
6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
7. Select the district's independent municipal auditor and annually approve the audit report.

C. District Plans and Objectives:

1. Become familiar with and abide by all laws and policies governing the operation of the district.
2. Approve any significant departure from established plans or policy.
3. Review and approve major changes in the district's organization or structure.
4. Develop and approve long-range plan of growth and development for the district.
5. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
6. Receive, discuss and take action on committee or other planning body recommendations.
7. Pass district resolutions and adopt ordinances.

D. Compliance and Legal

1. Select legal counsel and consultants for the district.
2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a board member without the concurrence of the board. Before requesting research or other action by legal counsel, the board should, if appropriate, consult with the district manager to determine if the request or action can be accomplished cost-effectively. Outside a board meeting, the board should make requests of legal counsel through the district manager, with the exception of issues related to performance of the district manager.
3. Ensure that the district is in compliance with all federal, state, and local laws.

5.3 Board Member Expenses and Compensation

A. Compensation

Pursuant to ORS 198.190, board member compensation is limited to \$50 per day of duties performed in service of the board. Per resolution passed by the Yamhill Fire Protection District, board member compensation will be set at [enter dollar amount up to \$50, or language such as “board members will serve as unpaid volunteers”, etc. per the policy determined for your district board].

B. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars; and
5. Other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary district expense and should not undertake any board business that will generate reimbursable expenses without the express approval of the board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the board and, if deemed unreasonable, may be declined for reimbursement.

SECTION 6: ETHICS

Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the district's liability coverage, and the costs of investigation and any penalty issue are the responsibility of the board member.

6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed, and the board member may not participate in discussion of the matter or vote on the issue.

6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

- A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
- C. Seeking employment of relatives with the district without making appropriate disclosures.
- D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
- E. Taking an action that benefit special interest groups at the expense of the district as a whole.
- F. Any other action or request for preferential treatment that places the

interests of the board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the district.

SECTION 7: COMMUNICATIONS

7.1 Communications with the Media

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the board president and/or the district manager. Any other communication with the media by board members shall be considered unauthorized and shall not represent the official position of the district.

7.2 Communication with Staff

The board will respect the separation between policymaking and administration (board and district manager functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

- A. The board will work with the district staff as a team in the spirit of mutual respect and support.
- B. Outside of board meetings, board members will not attempt to influence a district employee or the district manager, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with district staff to the district manager, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the board as a whole from receiving information. The district manager will determine the most effective way to respond to board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.
- E. Any written materials or information requested of staff by board members will be submitted to the entire board and include a notation stating who requested the information.
- F. The board president will refer comments or questions regarding district personnel or administration to the district manager. The district manager may, at his or her

discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

7.3 Confidentiality

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, district manager, or legal counsel.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the district manager, legal counsel, or designated board member.
- C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

SECTION 8: BUDGET

8.1 Governing Statutes and the Budget Process

The board will be responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

- A. Budget Process
 - 1. The board appoints a budget officer (ORS 294.331)
 - 2. The board appoints a budget committee consisting of all board members plus an equal number of electors of the district (ORS 294.414).
 - 3. Vacancies on the budget committee are filled by appointment of a majority of the board.
 - 4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
 - 5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.

6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The board adopts the budget, makes appropriations, imposes and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456)
11. The board certifies taxes to the county assessor.

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials and are subject to conflict-of-interest disclosure and other ethics requirements.

SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board.

9.2 Minimum Requirements

All board members will be required to complete certain curricula as recommended by the Yamhill Fire Protection District strategic plan. The curricula shall consist of the following minimum

criteria, but the board may add additional board training requirements or recommendations as needed:

- A. Attend a SDAO Board Training once per year.
- B. Read and be familiar with Oregon Ethics Guide for Public Officials.
- C. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- D. Read and be familiar with all board policies and duties outlined herein.

Yamhill Fire Protection District

BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

I am a duly elected board member of the board of Yamhill Fire Protection District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board member. I have read and understand the policies contained in the Manual and have asked the currently presiding board president or president tempore for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

Board Member's Name (Print)

Board Member's Signature

Date

SDAO

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

OREGON GOVERNMENT
EMPLOYEE HANDBOOK
TEMPLATE



ANSWERS, Inc.

**Sample
Employee Handbook**

January 2022

Provided by the Special Districts Association and

HR Answers, Inc.

This Resource Guide was created in the USA.

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INTRODUCTION

DRAFT

WELCOME TO YAMHILL FIRE PROTECTION DISTRICT!

We're happy to welcome you to **Yamhill Fire Protection District** – we're glad you've joined us! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our most important asset – our employees.

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

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

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

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

Brian Jensen
Fire Chief

OUR HISTORY

In 1896, a group of twenty-seven North Yamhill citizens sent a letter (at right) to the city council concerning the need for additional fire protection. In 1899, the city council constructed a new Town Hall and Fireman Hall. The building, along with a tower and 400-pound bell, was completed in 1900.

From its beginning in the early 1900's, the department has been an integral part of the community. The first apparatus was, as many with of the small townships, comprising a horse drawn wagon and buckets hung from the side. The buckets were round bottomed to make them useless for any other function. The Township of North Yamhill funded the department. Most of the early storeowners were volunteers and leaders in the young department.

They established basic bylaws that wove Standard Operation Procedures (SOGs), job descriptions, and volunteer organizational rules into a common document. This type of document, and the later amendments, served for many years.

Records of early apparatus purchases and use are non-existent. Fire apparatus, at that time, was steam powered and very expensive. McMinnville and Forest Grove were two cities that purchased and used the horse-drawn steam apparatus. It was not until after the Second World War, that the department maintained a record of purchases. It may well be that the department had no formal motorized vehicles in service during the early 1900's.

In 1948, with the return of soldiers from the war, the department was reborn. That year, twelve citizens formed the City of Yamhill Fire Department with charter status and new Bylaws. With sponsorship from the city, the volunteer organization purchased one piece of apparatus, a Ford pick-up with a front mounted pump, a hose bed, and ladder rack. By 1949, the fire department was housed in a small Quonset hut located south of the current city hall.

The rural citizens developed a Rural District Fire Department and established a taxing structure to fund it. This department, formed in 1949, started with a charter membership of twelve volunteers.

The two departments shared the same building beginning in the late 1940's, when a new Yamhill City Hall was constructed. For the period of the 1950's, membership in the city department grew to twenty members. The rural department fought to maintain a membership of ten.

While, the city and rural departments operated as one department, funding came from both taxing entities. Combining funding resources permitted the larger Yamhill City Fire Department / Yamhill Rural Fire Department to purchase equipment and apparatus, often from traveling salesmen passing through the city. Accounting within the combined departments was difficult. The two departments eventually combined in the 1980s to form the Yamhill Fire Protection District and elected a Board of Directors.

The combined department was cyclical in its growth pattern. While it maintained a steady membership during the 1950s; the early 1960s, however, saw a drop-in membership activity, only to rejuvenate again in mid-1960. With another drop in attendance in the late 1960s and early 1970s, a change of leadership in the mid-1970s produced another influx of members only to taper off again in the late 1970s. Another change of leadership produced another influx of members. This pattern was the result of the social expectations of the time.

While not much written evidence has survived the years, looking through microfilms of local newspapers, a story of the volunteers in the department can be pieced together. As noted above, it is a story of a department that was sometimes active, sometimes not. One can read of organizational meetings and elections, drills and monthly meetings, picnics and banquets, ice cream and pie socials. There were struggles to maintain equipment from hydrants to hose carts to chemical fire extinguishers. Efforts to acquire ladders, hose, or an engine resulted in efforts to raise funds through wrestling matches, benefit dances, and firemen even produced and acted in plays and donkey basketballs games at the high school. There were field fires and chimney fires; houses, barns, sawmills, and prune and nut dryers burned. It is a story of those past and those present, a group of volunteers donating selflessly of themselves, their time, and energies for the benefit of their neighbors and their community.

Today, the Board of Directors and the chief officers of the Yamhill Fire Protection District can readily interface with any department, local or national, to compare or acquire regional or national programs. District firefighters interested in advanced training can and do attend government funded training classes with peers from across the nation, at the National Fire Academy in Emmitsburg, Maryland, as well as training opportunities throughout the region.

The district has applied for and received national and regional grants enhancing funding received from district citizens. These grant funds have purchased equipment such as training and audio-visual equipment, personal protective equipment, and apparatus. The awards total one quarter of a million dollars thus far. The district will continue to seek grants to improve the safety of its members and service to the community.

The demands of twenty-first century society will produce a new incarnation of the old *volunteer* departments. Extremely dedicated members of the community, highly trained and fitted with the latest and finest equipment the district citizens can afford, staff the modern volunteer departments. “When it is clear that the present system is not working well, departments can follow a progressive path that leads from a completely volunteer-staffed organization to one that is staffed by some combination of volunteer and paid personnel. A department can stop anywhere along the path when that step leads to a satisfactory resolution of the community’s (staffing) problem. The stop may be transitory, or it may be permanent. The incremental approach helps a community achieve the best possible resolution of its issues at the lowest cost.”¹

“The perception of emergency services changed with the events of September 11, 2001. These attacks against America changed the expectations of local emergency providers who are now clearly each community’s first line of response, regardless of the event. Community protection and well-being depends on the experience, expertise, and longevity of local emergency service providers. It becomes imperative that local communities understand that the homeland is secure when the hometown is secure.”

ABOUT THIS HANDBOOK

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

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

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

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

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

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

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

EMPLOYMENT POLICIES

DRAFT

EMPLOYMENT RELATIONSHIP

You and **Yamhill Fire Protection District** are engaged in an “at-will” employment relationship. Therefore, employment at **Yamhill Fire Protection District** is for no definite period-of-time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the **Fire Chief or Board of Directors**. It cannot be altered, except when in writing and signed by the **Fire Chief or Board of Directors** and you. **Yamhill Fire Protection District** will not make and will not be bound by any oral promises concerning the length or terms of your employment.

Equal Employment Opportunity

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

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

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

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

NOTE: *Organizations with 50 or more employees and serve as a contractor or subcontract for federal government valued at \$50,000 or more OR with 50 or more*

employees and serve as a depository for government funds, in any amount, are required to have an Affirmative Action Plan should include the following paragraph:

Yamhill Fire Protection District has adopted an affirmative action plan that addresses efforts to seek out, hire, develop, and promote qualified members of protected groups [defined as racial minorities, women, the physically or mentally disabled, or other protected veterans, and those 40 years of age and older]. This Affirmative Action Plan is on file in the **Fire Station**.

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AMERICANS WITH DISABILITIES ACT

NOTE: *Organizations with 6 or more employees are covered by the Americans with Disabilities Act and should have a policy that is included in their Employee Handbook.*

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

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

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

The ADA also prohibits discrimination based on an individual's relationship to someone [parent, sibling, child, spouse, friend, etc.] with a disability.

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

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

HARASSMENT

Yamhill Fire Protection District will not tolerate conduct by any employee, elected official, board or commission member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with an employees work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment;

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

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

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

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of **Yamhill Fire Protection District**, you have the responsibility to immediately report any actions or words, which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to **Fire Chief** or the **Yamhill Fire Board President**. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within **[two weeks]**. In all cases, you will be notified of the outcome of the investigation. We will also check in with you quarterly following receipt of the information to ensure the matter has been resolved and continues to meet the organizations standards.

NOTE: If you provide sexual harassment and discrimination training to your managers/supervisors, you may use the following language in addition to HR: “your manager, or any other management representative with whom you feel comfortable speaking.” Also, organizations with 24-hour shifts and remote locations must provide a process that allows immediate reporting of incidents, as immediate supervisors or managers may not be available or may be associated with a complaint.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

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

External Complaint Procedure

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, 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.

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.

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:

NOTE: *This is required*

- Legal services
- Counseling and Support Services and/or Employee Assistance Services

WORKPLACE PROFESSIONALISM

While harassment due to a person's protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

Yamhill Fire Protection District defines unprofessionalism as repeated or one-time behavior, which is inappropriate, and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that **Yamhill Fire Protection District** will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We will consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

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

Any **Yamhill Fire Protection District** employee/volunteer who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our anti-harassment [or other similar policy named here] policy. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

DISPUTE RESOLUTION

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

Reporting Issues Other than Harassment/Discrimination

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

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

EMPLOYMENT

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

Our goal will always be to select the most qualified person for each available job.

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

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

New Employee Orientation

New employees are expected to attend a thorough orientation within the [time frame, first week] of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

Introductory Period

As a new employee, you are hired on a [30, 60, 90]-day introductory period. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made and shared with you in writing. If you have successfully completed the introductory period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment. If your skills border on satisfactory, but fall a little short, the introductory period may be extended if there is reason to believe that your skills will improve within [30 days]. This period may be extended only by approval of the **Fire Chief**. The request for an extension won't be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete an introductory period of [30, 60, 90] days to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

Re-employment

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees. If an employee returns within 12 calendar months their previous Sick Leave balance will be restored in full.

Credit for Prior Seniority

NOTE: *The language in this section will vary from employer to employer.*

Employees who are rehired by Yamhill Fire Protection District will receive credit for prior time worked as follows:

- Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within **[one [1] year]** after the separation date.

NOTE: *It is important to align this with official benefit plan documents.*

- Employees who voluntarily resigned from their employment with Yamhill Fire Protection District will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within **[six [6] months]** after the resignation date. However, a new anniversary date will be established based on the date of rehire.
- All other rehires shall be considered new employees, except where the Employee Retirement Income Security Act may rule otherwise for pension purposes.

NOTE: *Oregon small employers with fewer than 20 employees or employers subject to state-based continuation coverage requirements with rehire benefit provisions may wish to use the following statement as an alternative:*

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

Employment Classifications

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

Introductory*: Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, benefits. **NOTE:** *Evaluate employees for mandatory benefit eligibility. For example, if the probationary period exceeds 90 days, the employee will be eligible to use Oregon Sick Time on the 91st day, or Washington Sick Leave on the 90th day]*

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

Regular Part-time: An employee who is regularly scheduled to work at least **[15, 20]** but less than **[30]** hours per week. This classification is normally eligible for benefits, but on a pro-rata basis.

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

On-Call*: An employee who does not have a set schedule and works only when called upon.

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

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

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

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

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

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

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

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the **Fire Chief or Designee**:

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

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

EMPLOYMENT RELATIONS AND CONDUCT

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ETHICS

We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the states Ethics laws found in ORS 244.

Public Officials

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an “agent.” An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization you became a Public Official.

Gifts

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

Use of Official Position or Office

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official’s holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.

- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person's employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

Honoraria

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

Financial Interest in Public Contracts

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

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CONFIDENTIALITY

Organization and Customers

At **Yamhill Fire Protection District**, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

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

Employee Records

Yamhill Fire Protection District's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

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

Organization-assigned information, which may include organizational charts, department titles and staff charts, Designated Positions, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to **Fire Chief**. The **Fire Chief** has the responsibility to investigate the incident and **take** corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

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

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

WORKPLACE RULES

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

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

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

We also believe that all of our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found on page [X] of this Handbook.

WHISTLEBLOWER PROTECTIONS

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

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

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

All reports of illegal and dishonest activities will be promptly submitted to the **Fire Chief** who is responsible for investigating and coordinating corrective action.

DRESS CODE

Employees contribute to the atmosphere and reputation of **Yamhill Fire Protection District** in the way they present themselves. A professional appearance is essential to a favorable impression with the **public**. Good grooming and appropriate dress reflect employee pride and inspire **public** confidence.

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

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

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

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

Business casual dress will be permitted on Fridays, except during specified periods when casual days may be suspended. Business casual is defined as follows:

Casual shirts: All shirts with collars. This will include shirts and blouses, golf and polo shirts.

Inappropriate: T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, and crop tops. T-shirts may be approved and provided for specific events only.

Pants: Casual slacks and trousers. Jeans must be without holes, frays, etc. and may be worn on Fridays only.

Inappropriate: Shorts, except for walking shorts on Fridays.

Footwear: Depending on the department, athletic shoes may be worn on Fridays only.

Inappropriate: Athletic sandals, flip-flops.

Some departments may require specific guidelines. People who need to leave work to change clothes for meetings must utilize personal time or vacation time. If you are meeting clients, business dress is always appropriate. These policies may be changed as fashion trends in clothing for the business world change.

COMMUNICATION AND SOFTWARE SYSTEMS

Electronic Communications Systems

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

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

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

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

As an employee, you must not permit any proprietary or confidential information of **Yamhill Fire Protection District** to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

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

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

Electronic Mail System

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

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

Organization-owned Personal Computers

To protect the integrity of our systems, all software used on our computers must be registered with the **Fire Chief**. Personal or downloaded software may only be installed after written authorization from that individual. A virus check of all such software must be made immediately before it is installed on any organization computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to its use with an organization-owned computer. The copy or transfer of organization-owned software may occur only with the written authorization of **Fire Chief**.

Laptop Security

All staff that are issued laptops and other computer-related equipment will be given a copy of **Yamhill Fire Protection District's** computer-related equipment guidelines. These guidelines include security precautions and procedures as recommended by **Yamhill Fire Protection District**.

Laptops and other applicable equipment will only be replaced by the company if the laptop and other equipment were secured by two anti-theft devices at the time they were stolen. For example, a computer camera stored in a locked cabinet within a locked office; a laptop locked in a safe in a locked motel room; a laptop secured in a locked drawer within a locked residence. An exception applies for a laptop or equipment taken during an assault situation.

In other situations, a deductible will apply to lost or stolen laptops and computer equipment. Employees should always follow company guidelines in safeguarding equipment. If an employee has followed these recommendations, the laptop and other equipment will be replaced. If the employee has not, however, the **Fire Board** has the option of paying the deductible or, for example, having the laptop replaced with a personal computer.

Mobile Devices

Allowing Remote Wipe Provisions/Data Liability

If you are connected to the organization's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the information was accessed is lost or stolen. In order to protect this information, the organization retains the right to delete data and applications from any device that contains the organization's information. ***This right to delete such information may be exercised remotely or on-site if the organization determines such action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the organization's ability to delete this information at any time.*** This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that

you regularly sync any personal data [e.g., applications, information, photos] to another device/computer for safekeeping, as the wipe command does not differentiate between business and personal information.

Mobile devices should be set to lock after every [two [2]] minutes for security reasons. A PIN-based lockout is required, and the PIN must be given to the Information Technology department.

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

Use of Internet, Virtual Private Network, and Commercial Online Systems

Although **Yamhill Fire Protection District** recognizes that the Internet may have useful applications to our business, you may not engage in Internet use without prior written approval from **Fire Chief** and unless a specific business purpose requires such use. Absent such approval, you may not access the Internet using our computer systems at any time or for any reason.

Also, management approval is required before anyone can post any information on commercial online systems, the VPN, or the Internet. Any material not owned by **Yamhill Fire Protection District** that will be posted must have received all proper copyright and trademark permissions from its originators prior to approval. For newly generated material, an employee should obtain copyright and trademark designations, as appropriate, prior to posting any content; the posted content should include copyright and trademark notices. Absent prior approval to act as our official representative from **Yamhill Fire Protection District**, you must include the following disclaimer with any information you post: "Views expressed by the author do not necessarily represent those of **Yamhill Fire Protection District**."

Social Media and Networking

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

Business Use

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

Ownership of Social Media Accounts

NOTE: *While many employers do not have an interest in "owning" the social media accounts of employees, there may be situations where such ownership/control may be important in protecting the information and reputation of the organization. In such cases, language such as the following should be utilized to evidence such ownership intent.*

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from **Yamhill Fire Protection District**, the organization has the right to assume control of this account.

Monitoring

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

Protection

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

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

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements

are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

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

Telephone Usage

Yamhill Fire Protection District realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

Voice Mail System

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

Cell Phones

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

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

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

[Optional:] Employees should not use handheld cell phones for business purposes while driving. Should an employee need to make a business call while driving, a lawfully designated area to park should be located and the individual should pull over to make the call. Employees may use hands-free cell phones to make business calls, but only in emergency situations. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather, unfamiliarity with area), the employee should locate an appropriate area to pull over to continue the call.

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PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which **Yamhill Fire Protection District** can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive regularly scheduled formal performance evaluations **Annually**.

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

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

NOTE: *Since the handbook language often sets an expectation of certain actions (i.e., can create an obligation), please understand the following verbiage is illustrative of a manager or supervisor's responsibilities. This language should be edited to conform with your process or culture.*

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

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

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

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

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

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CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of **Yamhill Fire Protection District** to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

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

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

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

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

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

Counseling, verbal warning and written warnings may be undertaken by a **supervisor** without prior approval from the **Fire Chief**. However, the **Fire Chief** must be informed by the **supervisor** of any such actions taken. Suspension with or without pay, demotion and discharge require prior approval from the **Fire Chief and/or Fire Board** before the action is taken.

COMPENSATION

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PAY ADMINISTRATION

Yamhill Fire Protection District values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internal equity is achieved.

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

Pay Increases

It is **Yamhill Fire Protection District's** policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. Recommended increases are not effective until approved by the next level of management, **Fire Chief and Board of Directors**.

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

PAY PRACTICES

Paydays

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

Payroll Deductions

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

Pay Advances

Advance payments of salary may be granted in emergency situations but must be approved by an immediate supervisor and the **Fire Chief**. Each request for an emergency draw will be reviewed individually. Employees are generally encouraged to find other appropriate resources for any financial difficulties, however.

In order to receive approval, emergency draws cannot exceed an amount equal to the hours accumulated at the time of the request, less any funds required for voluntary and involuntary deductions; advances may never exceed an employee's net salary for the pay period. The amount of any pay advance will be withheld from the employee's paycheck covering the pay period the wages were drawn against.

NOTE: *If appropriate, the following alternate language may be used in place of the above:*

Pay advances are not provided by the organization. Employees are encouraged to find other appropriate resources for any financial difficulties. **[If you have an Employee Assistance Program which offers some form of financial counseling, you may wish to reference contact information here]**

NOTE: *You may wish to add language regarding deductions from final pay. Please check your state law regarding any such deductions, as regulations vary.*

Delivery of Paychecks

[Describe your organizations process. Example: Your paycheck will be hand-delivered to you each payday; paychecks will not be delivered to anyone else without your written request.]

Method of Payment

[Describe your organizations process. Example: A statement showing gross earnings, deductions, and net salary will accompany each paycheck [or notice of direct deposit]. Employees are normally paid by direct deposit.]

Employee Withholding Allowance Certificates (Form W-4)

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

Time Records for Non-Exempt Employees

The time card/time sheet is a record of time worked and must be filled out **[daily/weekly]**. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be issued a time card at the start of the pay period.

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

Time Records for Exempt Employees

Employees classified as exempt do not fill out time cards and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because **Yamhill Fire Protection District** does have **[paid time off, vacation, sick pay]** benefits programs, if you have earned time in these bank(s), you must use this time first **[from whichever benefit applies]** to cover any time off that is less than your normal work day.

Dispute Resolution Process for Paycheck Errors

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

Final Paycheck

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

HOURS OF WORK AND WORK SCHEDULES

Organization Hours

The general office hours at Yamhill Fire Protection District are [7:00 a.m. to 4:00 p.m., Monday through Friday].

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

The normal workday is 8 hours. The total hours in a normal workweek are [40, 37.5, 35], [Monday through Sunday or another specified 7-day workweek]. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

Overtime

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times [1.5] the regular rate of pay for all hours worked in excess of 40 in a regular workweek, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime. Your department supervisor must approve any overtime hours in advance or else you may face corrective action, up to termination.

Compensatory Time

NOTE: *The district may provide Compensatory Time off in lieu of overtime. Insert the following note when applicable.*

Non-Exempt employees accrue compensatory time off when working in excess of 40 hours per week. Employees receive 1.5 hours of comp time for every hour worked beyond 40 in a work week. Employee may not accrue more than 240 hours [Law enforcement, fire protection, and emergency response personnel and employees engaged in seasonal activities are capped at 480]. Upon separation employees are paid for any comp time hours they have on the books at the time of separation.

Meal and Rest Periods

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency situation, is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

Lactation

NOTE: *exemption may exist for employers with 10 or fewer employees.*

Yamhill Fire Protection District promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks,

although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

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

Yamhill Fire Protection District will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the **Fire Chief**. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

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

NOTE: *Since breast milk is a bodily fluid, and as such, could harbor certain communicable diseases, it is important it be labeled with the employee's name.*

Social and Recreational Activities

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

Incident Weather and Emergency Closures

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

In the event that **Yamhill Fire Protection District** makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email from the **[Designated Position]**. A closure message will also be recorded on **Yamhill Fire Protection District's** general voice message line. It is the responsibility of each employee to check e-mail and call the voice message line **[or other point of contact]** for an update, if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via e-mail **[other method]**.

Exempt employees will be paid for all absences **[full-day or partial day]** related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available **[PTO, vacation, personal time]** may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of **[two [2]]** hours, whichever is greater.

TELEWORK OR TELECOMMUTE

Both telework and telecommute are a flexibility that may be available to some positions within the organization. These are two different arrangements. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee's residence. Telecommute is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee's residence.

All telework and telecommute arrangement require the prior approval of **the Fire Chief** and may be changed at the discretion of **the Fire Chief**. Telework and telecommute may be permissible for some jobs and not all jobs.

Employees are responsible for ensuring a safe work environment when telecommuting or teleworking. Employees are also responsible to meet the expectation of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

Any employee who is teleworking or telecommuting must be available during established work hours and provide timely response to email, phone calls etc. Absences, including unavailability during work hours, must be pre-approved. Employees must account for all time worked. Supervisors may consider an employee's request to alter regular work hours in the same way they would evaluate these requests for a person working at an organization address.

An employees' salary, benefits and insurance coverage does not change as a result of teleworking or telecommute.

Employees are responsible for the utilization of **Yamhill Fire Protection District** networks while working remotely in a safe and secure manner as directed by **the Fire Chief**.

As mentioned above these are planned arrangements. Employees and supervisors must work together to determine if an arrangement can be made and the details of the arrangement.

Information Technology

Teleworking or telecommuting employees are expected to be able to set up a remote office and use both organization and their own equipment without direct physical help from organization. While any equipment supplied by the organization will be maintained by or at the direction of organization, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

Employees are expected to have sufficient Internet access if work assignments require use of Web resources in the performance of their duties while working at a remote worksite.

The organization will determine, with information supplied by the employee and the supervisor, what equipment will be supplied for each telecommuting situation. The employee must sign an inventory of organization property and agree in writing to take appropriate action to protect the inventoried items from damage or theft.

All equipment supplied by the organization will be maintained by or at the direction of organization. Equipment supplied by the employee, will be maintained by the employee. The organization accepts no responsibility for damage or repairs to employee-owned equipment.

All equipment and software supplied by the organization are only for organization business and must comply with the organization's security and maintenance policies and practices. Portable equipment must, at all times, have organization authorized security measures installed and running

If the teleworking employee provides equipment, the employee provided equipment must comply with organization's security and maintenance policies and practices, and any additional safeguards required by the organization.

Employees will notify the organization immediately in the event of a breakdown or other issue with supplied equipment, software or other materials. Employees will follow the organization's direction regarding any necessary repair, update, replacement, etc.

Upon separation of employment, or discontinuation of a planned arrangement, whichever comes first, all organization property issued to the teleworking employee must be returned.

Organization stored on any employee's personal electronic equipment is subject to public records requests and discovery, and to review by the organization at any time.

Security

Employees are expected to ensure the protection of organization and district information accessible from their home office.

Steps include making sure that:

- All devices have anti-virus software **[business-class, centrally managed by IT professionals]**.
- All Wi-Fi, cellular or similar access points are protected with strong passwords or passphrases.
- All Wi-Fi, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
- Login and password information is secure and protected, even from family members.
- Basic network practices are being applied **[firewall with appropriate security standards]**.
- Web-based systems are secure **[“https” URL, not just “http”]**.
- Two factor authentication is enabled and being used **[if available]**.
- All data is saved to organization authorized shared network drives or cloud locations **[example: OneDrive]**. Similarly, no data is saved or stored on portable machines **[example: C-Drive or Desktop]**.
- VPN access **[if available]** is only via organization issued devices. No personal devices are connected via VPN.

Physical Security

Employees are expected to ensure physical office security by taking steps like keeping proprietary material in locked file cabinets and desks, securing doors, windows, hiding devices when not in use, and any other measures appropriate for the job and the environment.

Employees will follow all organization policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential information, paper and electronic, in transit or at the alternate worksite.

When accessing the organization's network from a personal computer, employees are responsible for preventing access to any computer resources or data by non-authorized users. In addition, employees are expected to ensure the remote host is not connected to any other network at the same time, except for personal networks that are under their complete control or under the complete control of the employee.

Performance of illegal activities through the organization network or on organization time by any user **[authorized or otherwise]** is prohibited. The employee bears responsibility for and consequences of misuse of their access.

The IT Department will confirm that the user's device does not contain any traces of protected, sensitive, organization, or proprietary information and delete any protected, sensitive, organization and/or proprietary data, licensing, and information remaining on the device.

Technology Support

The IT Department will only provide device support that relates to organization devices and connection.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

Yamhill Fire Protection District will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by the **Fire Chief** before payment will be made.

Expense Reimbursement Procedure and Reports

Requests for expense and mileage reimbursement must be submitted on a [quarterly, monthly, weekly] basis. Supporting documentation and/or itemized receipts must be provided to each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense.

Mileage Reimbursement

While in the course and scope of duties on behalf of **Yamhill Fire Protection District**, employees, with their [Designated Position] approval, may use their vehicle for business purposes. While driving on behalf of [Organization Name] and in the course and scope of duties assigned, liability would accrue to [Organization Name] for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by [Organization Name] for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are encouraged to have comprehensive and collision coverage on vehicles used for [Organization Name] business.

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

In order to recover these costs, an expense report must be signed by you and dated, initialed by your **supervisor**, and submitted to the **Fire Chief** for processing according to policy. If you have questions about expense reports and mileage allowances, please ask.

Credit Card Payment

If a credit card is provided to you, the employee, all receipts must be provided monthly to the **Fire Chief** for the credit card reconciliation process. You must follow the protocol for reconciliation of your statement and submission of documentation as required by the **Fire Chief**. This may include the utilization of an electronic system provide by the financial institution that the credit card is tied to.

Employees may expense and/or use a company provided credit card, for business related activities or incidental supplies following IRS guidelines.

Overnight Travel and Meal Expense Reimbursement

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverage and any incidental expenses that are necessary and business related.

Meal Reimbursement Limits

Yamhill Fire Protection District will not reimburse more than the following amounts for any meal unless approved in advance by the **Fire Chief**; these maximums are inclusive of gratuity.

Breakfast	[amount example \$15.00]
Lunch	[amount example \$15.00]
Dinner	[amount example \$30.00]

Exceeding meal reimbursement limits

Yamhill Fire Protection District recognizes that there may be certain group meal functions at locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations should be known in advance and prior approval obtained from **the Fire Chief**.

Alcoholic Beverages

Yamhill Fire Protection District will not pay for alcoholic beverages and such costs should not be submitted for reimbursement.

Transportation Expense Reimbursement

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental and fuel for such rental.

Spouse/Guest Expense Reimbursement

Yamhill Fire Protection District will not pay for meals or entertainment of spouses/guest/significant others.

Yamhill Fire Protection District expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

PAY EQUITY

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

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BENEFITS

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PURPOSE AND POLICY

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

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

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

Benefit Pro-ration and Employee Cost Sharing

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

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

Benefit Design and Modification

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

Benefit Plan Documents

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

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for

the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

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HEALTH INSURANCE BENEFIT

Yamhill Fire Protection District currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the **Fire Chief**.

Eligibility

This benefit is provided for all regular **full time** employees. If otherwise eligible, you may begin to participate in the plan after you have completed **[30, 60, 90]** days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of **[30, 60, 90]** days of employment. **[Part-time, temporary, and on-call]** employees are generally not eligible to participate in the health insurance plan.

NOTE: *Employers may need to consider equal pay laws and regulations when determining benefits provided to different groups of employees.*

Plan Enrollment

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

NOTE: *Choose all statements below that apply and revise according to your plan costs/requirements:*

The organization pays the full monthly premium for enrolled employees.

The cost of the monthly premium for enrolled employees is shared between our employees and the organization. **Yamhill Fire Protection District** contributes **\$1,000.00** of the monthly premium and you are required to pay the remaining **balance**.

If you are a regular part-time employee, you will receive a proportionately smaller organizational contribution to your insurance premium.

Coverage for dependents of employees is also available; however, you are responsible for the full cost of the monthly premium associated with this coverage.

Insurance coverage for your dependents is also available. The organization provides assistance with the cost by contributing **[percentage amount]** of the monthly premium.

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

Medical information is covered by HIPAA regulations. **Yamhill Fire Protection District** realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

Premium Cost

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

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. **Yamhill Fire Protection District** determines the payroll deduction schedule.

Termination of Coverage [Employers with 20 or more employees]

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the health plan coverage extended for a period of time. Eligibility can be lost due to a prolonged absence from work or if certain "qualifying events" occur that would otherwise cause your or a dependent's group health coverage to terminate. Examples of qualifying events are termination of employment, a reduction in hours, divorce or legal separation, entitlement to benefits under Medicare, a dependent child reaching the age of 26, or a leave of absence. You must notify us or the plan when a dependent child loses eligibility or in the event of divorce or legal separation.

You, your spouse, and dependents may continue group health insurance for a certain period of time at your own expense under COBRA. However, continuation does not occur automatically. You and any dependents have 60 days to enroll in the plan, which starts on the later of **a]** the date the election notice is received or **b]** the date you and any dependent would otherwise lose coverage; you have 45 days to pay the initial premium. Coverage will be retroactive to the date of the qualifying event. You and any covered dependent will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

Termination of Coverage [Oregon employers with fewer than 20 employees]

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under the continuation coverage provided for by state law. Eligibility can be lost if certain "qualifying events" occur that would otherwise cause your or a dependent's group health coverage to terminate. Examples of qualifying events include termination of employment, a reduction in hours, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

You, your spouse, and dependents may continue group health insurance for up to nine [9] months at your own expense if you were enrolled in the plan for at least three [3] months. However, continuation does not occur automatically. You must elect coverage within **[insurer's required response time]** or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within a specified timeframe **[or insert insurer's**

specific requirement] for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

[Option: If your insurer's response time is not more generous than the minimum timeframe required by law, an employer should instead state that an employee must notify [Organization Name and/or the insurer], in writing, within the later of a] ten [10] days after the date of eligibility or b] ten [10] days after being notified by the insurer of eligibility.]

Portability/Conversion of Health Plan

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

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DENTAL INSURANCE BENEFIT

Yamhill Fire Protection District provides a Dental Insurance plan for employees.

Eligibility

Employees regularly scheduled to work [20, 30] hours or more per week are eligible for dental insurance coverage on the [first day of the month following the date of hire, first day of the month after 60 days of employment, 90 days after employment, etc.]. [Part-time, temporary, and on-call] employees are not eligible to participate in dental insurance.

Cost

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

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

NOTE: Employers may need to consider equal pay laws and regulations when determining benefits provided to different groups of employees.

OTHER INSURANCE BENEFITS

Group Life Insurance

We provide group life insurance coverage for eligible employees. Employees who are regularly scheduled to work [20, 30, 32] hours per week or more become eligible for this coverage on [specified timeframe or schedule]. The amount of insurance coverage is equal to your base annual salary with a [\$50,000, \$60,000] maximum. [Organization Name] pays [the full premium].

Long Term Disability

[Organization Name] provides a Group Long-Term Disability plan. Employees who are regularly scheduled to work [20, 30, 32] hours or more per week become eligible for this plan on [specified timeframe or schedule]. [Organization Name] pays [the full premium].

Premium Only 125 Plan

[Organization Name] provides a Premium Only 125 Plan that allows employees to have any group medical, dental, or vision premium contributions deducted from their checks on a pre-tax basis. Details will be provided to employees at the time of eligibility [1st day after 60 days of employment or 90 days after employment commences].

NOTE: Insert information on other benefit plans, such as medical reimbursement [HRA, HSA, or FSA]. Employers may need to consider equal pay laws and regulations when determining benefits provided to different groups of employees.

VACATION BENEFIT

NOTE: *This section may be replaced by the Paid Time Off Policy section if your organization has such a plan.*

All full-time employees are eligible for vacation based on the schedule below. All accruals begin after the completion of [30, 60, 90, 180] days of employment. At the end of the specified initial employment period, credit is given from the first day of employment. No vacation time may be taken or paid during the introductory period, unless specific arrangements have been made at the time of hire.

You will earn vacation benefits according to the following schedule:

NOTE: *Revise according to your organization's vacation schedule.*

<u>Number of continuous years of service</u>	<u>Benefit per year</u>
Earned during 1 st year	[One [1] week
Earned during 2 nd through 5 th years	Two [2] weeks
Earned upon 6 th year	Three [3] weeks

Continuous service will be calculated from the first of the month nearest your date of hire.

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

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

NOTE: *Employers can choose to take a "use it or lose it" posture either in regard to maximum accrual and in regard to carryover from one year to the next, unless otherwise restricted by law.*

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

NOTE: *Any employer who wishes to change the accrual rate may consider grandfathering existing employees at their current rate. Either way, advance notice of the change should be provided. Employers may need to consider pay equity laws and regulations when determining benefits provided to different groups of employees.*

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SICK LEAVE

NOTE: *This section may be replaced by the Paid Time Off Policy section if your organization has such a plan. This policy can easily be modified to comply with state sick leave laws or federal requirements. Employers may need to consider equal pay laws and regulations when determining benefits provided to different groups of employees.*

[Organization Name] provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the [Designated Position].

The accrual of sick time begins on the first day of employment at the rate of [one [1] hour] of sick time earned for every [30, 40] hours worked, up to a maximum of [40,80] hours in one year. Employees may use accrued sick time beginning on the 90th calendar day of employment. Sick time may be used as it is accrued moving forward.

Employees may carry over up to [20, 40, 80] hours of unused sick time from one leave year to the next, but sick leave balances may never exceed [20, 40, 80] hours at a time.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, or to care for an immediate family member with an illness. [Organization Name] [does or does not] allow employees to donate sick time to other employees in need. Unused sick time [is or is not] paid out upon separation from employment.

PAID TIME OFF BENEFIT

NOTE: *If your organization has a Paid Time Off program, this policy generally replaces vacation and sick leave policies, at minimum. Ensure it complies with any state laws regulating sick or vacation leave. Additional paid time [personal days, paid jury duty paid time, small necessities leave, leave to donate bone marrow, etc.], if offered, can also be included here.*

The Paid Time Off (PTO) program provides paid time off to be used at the employee's discretion, while protecting an allotment of time for illness, injury, or preventative care, in compliance with applicable sick time regulations. PTO is a combination of vacation and sick time days.

Eligibility

All regular employees are eligible for PTO accrual. Full-time employees earn PTO hours at the following rates:

NOTE: *Revise according to your organization's policy and any accrual rates mandated by applicable law. Employers may need to consider equal pay laws and regulations when determining benefits provided to different groups of employees.*

<u>Length of Service</u>	<u>Hours Accumulated</u>
Until 1 st anniversary	160 [twenty 8-hour days]
From 1 st to 2 nd anniversary	200 [twenty-five 8-hour days]
Following 2 nd anniversary	240 [thirty 8-hour days]
Following 5 th anniversary	280 [thirty-five 8-hour days]

Accrual begins on the first day of regular employment, but employees are not eligible to use PTO until the introductory period has been successfully completed.

Appropriate notice is necessary so that PTO time can be scheduled for employees.

NOTE: *The following schedule is recommended, but supervisors can revise it to meet their needs, except where doing so would conflict with applicable law.*

<u>Reason for Time Off</u>	<u>Required Notice</u>
Illness/Injury	Two [2] hours prior to start of shift
Planned Needs	Two [2] weeks

PTO time is considered replacement time and may be taken only for scheduled work days and hours.

The notice schedule should provide time for departments to arrange for adequate coverage during employee absences. However, if management is unable to schedule time off, requests may be denied even though sufficient advance notice has been given. If more than one employee in a department asks for the same time off and gives the required advance notice, length of service within the department will be considered in granting the requests. PTO must be used in increments of [30 minutes, one [1], four [4]] hours or more.

NOTE: Check minimum increments for compliance with any applicable law.

All PTO will be paid at an employee's regular rate of base pay, including applicable shift differentials.

At the end of the PTO year, employees with remaining hours may exercise any of the following options:

- Have remaining hours credited to the disability bank.
- Have remaining hours transferred to next year's earned leave, not to exceed 100 hours.
- Cash out hours at 75% of face value to be paid in a December check.

The election of these options will take place in November so that December checks can be written and January PTO balances adjusted.

At separation, any unused PTO will be cashed out at full value and will be included in the final paycheck, unless a separation for willful misconduct creates a loss of eligibility.

NOTE: Check for conformance with state law regarding non-payment upon separation as some states differ on how this is handled.

Extended Absence/Disability Bank

NOTE: This is an optional component of a PTO Program.

The disability bank is another component of the PTO Program. Disability bank hours are to be used for extended absences related to illness, injury, disability, or hospitalization only. Disability related to pregnancy will be treated like any other medical condition.

Employees may accumulate up to **[1,040 hours or six months]** in their disability banks. **[Organization Name]** **[does or does not]** allow employees to donate disability bank time to other employees in need.

No payment will be made for any hours in the disability bank upon separation.

NOTE: Check for conformance with state law regarding non-payment upon separation as some states differ on how this is handled.

PAID HOLIDAY BENEFIT

[Organization Name] observes the following holidays each year and our offices are officially closed on these days:

New Year's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	

NOTE: *Personalize the above list to reflect the holidays your organization observes.*

Employees will receive a schedule each year showing the date each of these holidays will be observed. These holidays or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion.

Eligibility

Employees regularly scheduled to work **[20]** hours or more per week will be paid for the above holidays. Part-time employees between **[20]** and **[40, 37.5, 35]** hours will receive a prorated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four **[4]** hours of holiday pay because 50% of a full-time schedule is worked.

NOTE: *Employers may need to consider equal pay laws and regulations when determining benefits provided to different groups of employees. If your organization requires an employee to work on the day before or after the holiday in order to receive holiday pay, be sure to discuss that requirement in this section.*

VETERANS DAY HOLIDAY

Eligible employees have the option of taking Veterans Day off by requesting it as a holiday during any year it falls on a scheduled work day. Individuals may use any **[vacation/sick/personal]** time available **–or–** This time will be paid.

Establishing Eligibility

Employees are eligible if they fall within specific parameters outlined by law. Generally, an individual must have been deployed **[for at least one [1] day]** or must have served on active duty with the Armed Forces for at least 178 days and received an honorable discharge, if no longer a member of the military. Please inquire about additional qualifying circumstances. We may request that you provide documents establishing your eligibility.

Request Procedure

You must notify your manager or supervisor of your request at least 21 calendar days prior to the holiday. Your manager or supervisor will respond to your request no less than 14 calendar days prior to the holiday.

Employer Response

Due to situations where providing time off would create a significant economic or operational disruption, or undue hardship would occur, the decision may be made not to allow anyone to take the day off or to allow only the minimum amount of employees to avoid such a situation. If a veteran does not receive time off for Veterans Day, the employee may choose a single day off within the same year with supervisory approval.

OTHER BENEFITS

NOTE: Insert information on other benefits offered, such as pensions, 401[k]s, IRAs, educational assistance, an employee assistance program, child care, elder care, credit union membership, etc.; some examples are shown below.

Employee Assistance Program

The organization recognizes that employees and their family members may, from time-to-time, face personal issues that affect their careers and personal lives or both. Solutions to some of these problems may not be readily apparent. To this end, we offer, at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as family relationships, substance abuse, etc. You or a member of your family may consult with these professionals [up to six [6] consultations per incident] on a confidential basis at no cost. Literature describing plan provisions and how to contact our providers is made available during your introductory period and to all staff members as plan provisions change.

Employees regularly scheduled to work [20, 30, 40] hours or more per week become eligible on the first day of the month following hire.

401[k] Retirement Plan

Full-time and part-time benefit-eligible employees may participate in the 401[k] Retirement Plan on [January 1st or July 1st following six [6] calendar months from date of hire]. Contributions are made through voluntary pre-tax salary deduction [indicate if a Roth option is available as well]. Employees may elect and adjust their contribution amounts as desired, not to exceed the maximums allowed by applicable law. [Organization Name] may elect to make contributions to the plan on your behalf depending on the financial wellbeing of the organization. In order to be eligible for any employer contribution to the plan, you must have been employed with us for [immediately upon hire, six [6] months, one [1] year] and have worked more than [1,000] hours. Your contributions to the plan are always 100% vested. Any contributions made to your account by [Organization Name] are vested gradually based on years of service [consider including vesting schedule]. You will be provided more detailed information upon eligibility.

LEAVES OF ABSENCE

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LEAVE OF ABSENCE POLICY

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

NOTE: *List leaves your organization provides at will as well as any leaves mandated by law and regulation [FMLA must be included in detail, as applicable], if practical. Depending upon your employer coverage, it may benefit you to be less specific due to complex interactions between local, state, and federal law.*

Bereavement Leave	Disability Leave [Non-FMLA]	Family and Medical Leave
Civic Duty	Military Leave	Leave to Donate Bone Marrow
Personal Leave	Crime Victims' Leave	Domestic Violence Leave

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

BEREAVEMENT LEAVE

[OFLA and Sick Time only apply to same-gender registered domestic partners. However, we have not delineated this category in the following policy. While siblings, cousins, and others who have been involved in an employee's life in a familial way are generally not covered by the law, you may wish to recognize that these are important relatives or relationships, and therefore may wish to cover absences related to their deaths.]

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

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

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

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

You will continue to receive regular pay **[based on straight-time work hours missed up to eight [8] hours a day]** for up to **[three [3], five [5]]** days, which is the maximum company-paid absence allowed. Employees may choose to cover an additional period of absence with any available **[sick time, PTO]**.

Status of Benefits

Company-paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our **[PTO, Sick Time, OFLA]** policy.

NOTE: *If the employee has available Oregon Sick Time leave and is OFLA eligible, the time off will run concurrently, except for any company-paid portion of the leave, which would be covered only by OFLA since the employee's own paid sick leave is not being used. If dual coverage applies, employees can use more than 40 hours of their own paid sick time in addition to any company-paid time granted. Lastly, if leave is granted only to some employees or beyond what is required by law and afforded by the policy, consider any implications this may have in regard to pay equity laws and regulations.*

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CIVIC DUTY LEAVE

Jury or Witness Duty Leave

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

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

NOTE: Oregon employees may use accrued (vacation/sick/personal) paid time available to them when the time is not company-paid.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

NOTE: In Oregon, employers with nine (9) or fewer employees are not required to maintain insurance coverage for employees.

Voting Leave

We encourage all employees to vote and to take advantage of polling hours before or after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

Request Procedure

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

Pay While on Leave

Time off to vote will be without pay for non-exempt employees, unless you have earned hours of vacation or personal time that you can use for that purpose.

CRIME VICTIMS' LEAVE

NOTE: *This policy applies to employers of six (6) or more persons in Oregon for 20 or more weeks in the calendar year in which the employee takes the leave or in the immediately preceding year. Other states may have laws similar to Oregon's which govern this type of leave.*

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

Safety Measures

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

Eligibility

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

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

Status of Benefits

Benefits are not affected by crime victims' leave.

NOTE: *Oregon Sick Time may apply.*

DOMESTIC VIOLENCE LEAVE

NOTE: This policy applies to Oregon employers of six (6) or more persons for each working day during 20 or more calendar workweeks in the year in which an eligible employee takes leave. Other states may have laws similar to Oregon's governing this type of leave.

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

Eligibility

All [Organization Name] employees are eligible to take domestic violence leave.

Types of Services/Treatment

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

Length of Leave

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

Request Procedure

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

Safety Measures

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

NOTE: You may wish to include the following sentence in a comprehensive managerial policy manual, which may be helpful for supervisors'/managers' awareness:

Examples of such measures may include transfer, reassignment, modified schedule, unpaid leave, different work phone number or work station, installing new locks, and other accommodations."

Pay While on Leave

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

Status of Benefits

Benefits are not affected by domestic violence leave.

NOTE: *If the employer has an Employee Assistance Program, you might want to add a note here that you would also strongly encourage any employee experiencing such an issue to avail themselves of the EAP's services and support.*

NOTE: *Oregon Sick Time may apply.*

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FAMILY AND MEDICAL LEAVE (FMLA & OFLA)

OREGON ORGANIZATIONS WITH 50 OR MORE EMPLOYEES

Purpose

Our Family and Medical Leave policy allows you to take a leave of absence for your own serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, spouse or registered same-gender domestic partner, parent, parent-in-law, grandchild, or grandparent with a serious health condition and for the care of a sick child with a non-serious illness, military exigency and bereavement due to the death of a family member. This handbook language is intended to outline our practices regarding this leave.

Eligibility

You are eligible for Oregon specific family leave act as soon as the following requirements are met:

- You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption, or placement of a child, there is no hours-worked requirement.
- Rarely, an employee may otherwise be eligible. Speak to the **[Designated Position]** for additional details.

You are eligible for Federal specific family and medical leave as soon as the following requirements are met:

- You have been employed for at least one year (12 months weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 1250 or more hours in the previous year.
- Rarely, an employee may otherwise be eligible. Speak to the **[Designated Position]** for additional details.

Some situations, such as military caregiver leave, are covered only by the federal Family and Medical Leave Act. This type of leave requires that an employee worked at least 1,250 hours in the preceding 12 months of employment.

Reasons for Family and Medical Leave

The following situations qualify for family and medical leave:

- To care for an infant, adopted child, or newly placed foster child under the age of 18, or older than 18 if incapable of self-care due to a mental or physical disability, within 12 months of the event (parental leave);
- To care for a family member with a serious health-condition or your own serious health condition. Oregon covers child, parent, parent-in-law, grandchild, grandparent, spouse, registered same-gender domestic partner, and “in loco parentis” relationships. Federal law covers only child, parent, spouse, and “in loco parentis” relationships. This means an employee may be eligible for 12 weeks under Oregon law and an additional 12 weeks of federal leave in some situations;
- For a pregnancy-related disability or prenatal care, including morning sickness. Employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks leave for any OFLA qualifying purpose;
- To care for a sick child who does not have a serious health condition but requires home care. Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave;
- The death of a family member, which is bereavement leave under Oregon law;
- To care for a qualified family member or “next of kin” as defined under Federal law who is in the military; and,
- A military exigency, which is when a family member is called to active duty. Oregon includes spouse and registered same-gender domestic partners and time when a service member is on leave from active duty; federal legislation includes spouse, sons, daughters, and parents.

Length of Leave

You may take up to twelve (12) weeks of family and medical leave during a 12-month period. The 12-month period will be measured forward from the date leave begins; a week is defined as your normal work week schedule. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the certifying health care professional on the "Health Care Provider Certification" form, if applicable. In certain situations, you may be eligible for additional leave including pregnant employees, new parents, and employees taking military caregiver leave, for example.

You may be required to provide periodic status reports to the organization while on a family and medical leave.

Request and Certification Procedure

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all the benefits to which you are entitled; however, you are expected to adhere to our workplace rules and make every effort to communicate your situation to us immediately. So that we can best work with you, it's important that you complete all requested leave documentation.

In situations where the need for medical leave is known, you must give at least thirty (30) days' written notice of your intent to take family and medical leave by filling out and turning in the "Request for Family and Medical Leave" form. Failure to provide 30 days' notice can impact your eligibility and the timing of the leave. Upon submitting the completed leave request, you may be required to provide verification of the need for the leave. Examples of such documentation

include a “Health Care Provider Certification” form, deployment orders, adoption papers, a birth certificate, or confirmation of a death.

Requests for family and medical leave for a serious health condition, except parental leave, must be verified by a health care professional by using the “Health Care Provider Certification” form, which needs to be returned within 15 days of our request. You are required to provide sufficient information for us to determine if your situation qualifies for leave. If sufficient information is not provided, we may request that you provide additional information within seven (7) days. If you fail to return the form at all, your leave request may be denied.

If you are taking family and medical leave related to the birth of a child or to care for a family member with a serious health condition, you may be asked to provide proof of your relationship to this person. Please check with the **[Designated Position]** to discuss how best to provide this proof.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any documentation provided, including medical information provided for either a personal health condition or the health condition of a family member, is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the **[Designated Position]**.

Subsequent medical verification may be requested in connection with an ongoing absence, but not more often than every 30 days. Exceptions exist, however, in situations where:

- Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
- Information is received casting doubt on the employee’s stated reason for the leave or the continuing validity of the certification.

Additional recertification exceptions may apply in the event your leave is covered only by the federal Family and Medical Leave Act (FMLA).

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

You **[are required to/may]** use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid.

The organization will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of **[four [4] work weeks]** in duration. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave (OFLA & FMLA). You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the **[Designated Position]**.

NOTE: *Employers are required to pay for any expenses incurred by the employee to provide a certification from a medical provider.*

Military Caregiver Leave Under FMLA

An extension of our Family and Medical Leave Policy provides a leave of absence for up to 26 weeks to care for a family member who is a covered servicemember or veteran. This leave requires that an employee worked 1,250 hours in the preceding 12 months of employment. Eligibility for this leave is also based upon the specific family relationship and the existence of a certain situation or conditions.

Family Relationship: This leave is available for care of your spouse, parent, or son or daughter of any age, or if you are designated as “next of kin” by, or qualify as the nearest blood relative to, the covered family member.

Qualifying Condition or Situation: Care for a qualified family member who has a serious injury or illness requiring such care.

You may be required to provide documentation supporting both the required family relationship and the qualifying condition or situation. You will be required to complete and return a certification completed by an authorized health care provider within 15 days. If caring for a covered servicemember, however, a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to a member of your family can be used instead.

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OREGON FAMILY LEAVE ACT (OFLA)

OREGON ORGANIZATIONS WITH 25-49 EMPLOYEES

NOTE: *This policy applies to an Oregon organization with 25-49 employees. The handbook language covers only the state family leave; the policy does not create or grant any right to leave beyond the rights guaranteed by applicable state law. Although we intend for this section to accurately describe employee leave rights, if any statements below are inconsistent with applicable law, either as it exists now or as it may be amended in the future, the provisions of law will govern.*

Purpose

We are covered by the Federal Family and Medical Leave Act and the Oregon Family Leave Act (OFLA) which allow you to take a leave of absence for your own serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, grandchild, spouse or registered same-gender domestic partner, parent, parent-in-law, or grandparent with a serious health condition, and for the care of a sick child, a spouse's or registered same-gender domestic partner's call to active duty in the military or leave from deployment, and bereavement due to the death of a family member. This handbook material is intended to outline our practice regarding this leave.

Eligibility

Due to the size of our organization you are eligible for Oregon Family Leave Act and not Federal Family and Medical Leave Act when the following requirements are met:

- You have been employed for at least 180 consecutive days (26 weeks) or more before the first day of the family and medical leave.
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated based upon the 180 days immediately preceding the request for leave. Some exceptions exist, including leave taken for the birth, adoption, or placement of a child called parental leave.

Reasons for Leave

The following situations qualify for family and medical leave:

- To care for an infant or a newly-placed adopted or foster child under the age of 18, or older than 18 if incapable of self-care due to mental or physical disability, within 12 months of the event called parental leave;
- To care for a family member with a serious health condition or your own serious health condition. Oregon covers child, parent, parent-in-law, grandchild, grandparent, spouse, registered same-gender domestic partner, and "in loco parentis" relationships.;
- For a pregnancy-related disability or prenatal care. Employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks of parental leave;

- To care for a sick child who does not have a serious health condition, but requires home care. Medical certification of sick child leave will be required after the third leave occurrence in each leave year. **[Organization Name]** will reimburse any out-of-pocket costs for medical certification. Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave. If only part of the 12 weeks is used for parental leave, the employee will only be eligible for the balance remaining on the 12 weeks for sick child leave or any other OFLA qualifying leave;
- To attend the funeral or alternative of a family member; make arrangements necessitated by the death of a family member; or to grieve the death of a family member; up to two (2) weeks of leave is available in each such case, and not to exceed 12 weeks per leave year. The leave must be completed within 60 days after the date on which you receive notice of the death of your family member. See Bereavement Leave for details that may apply to those employees not eligible for OFLA leave.

Length of Leave

You may take up to 12 weeks of family and medical leave during a 12-month period. A week is defined as your normal work week schedule. The 12-month period will be measured forward from the date of leave **[organizations must choose to count a calendar year, a rolling forward or rolling backward leave year]**. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the Request for Family Leave form and should be verified by the certifying health care professional on the Health Care Provider Certification form, if applicable.

Under OFLA, an employee who takes leave for a disability related to pregnancy may qualify for up to 12 additional weeks of leave for any OFLA qualifying event in the same leave year; an employee who takes a full 12 weeks of parental leave may be eligible to take up to an additional 12 weeks of sick child leave in the same year.

Request and Certification Procedure

In situations where the need for medical leave is known, you must give thirty (30) days' written notice to take family and medical leave by filling out and turning in the Request for Family and Medical Leave form.

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all benefits to which you are entitled; however, you are expected to call us as required by our call-in policy and make every effort to communicate your situation to us immediately.

Most requests for family and medical leave require verification by a third party. Requests for leave related to a serious health condition, not parental leave, must be verified by a health care professional using the "Health Care Provider Certification" form, which needs to be returned within 15 days of our request for it. Bereavement leave may require a verification of the death in your family. You may also be asked to provide proof of your relationship to a person associated with your leave, as applicable. Please check with the **[Designated Position]** to discuss how best to provide this proof.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any medical information provided on either a personal health condition or the health condition of a family member is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact **[Designated Position]**.

Subsequent medical verification may be requested in connection with an ongoing absence but not more often than every 30 days. Exceptions exist, however, in situations where:

- Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
- Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

You **[are required to use, may]** use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid. You may be required to provide periodic status reports to the organization while on a family and medical leave. The organization will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of **[four [4] work weeks]** in duration. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave. You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from **[Designated Position]**.

FAMILY AND MEDICAL LEAVE (FMLA)

OREGON ORGANIZATIONS WITH 49 OR FEWER EMPLOYEES IN A 75 MILE RADIUS

The Federal Family and Medical Leave Act applies to all government employers. However, due to our size, below 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

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LEAVE TO DONATE BONE MARROW

NOTE: *This is an Oregon leave law for organizations with one or more employees.*

Eligibility

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

Length of Leave

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

Request Procedure

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

Status of Benefits

Benefits are not affected by this leave.

PERSONAL LEAVE OF ABSENCE

NOTE: *This is optional and we encourage consideration of this benefit if the organization has fewer than 25 employees and is not required to provide FMLA or OFLA benefits.*

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

Eligibility

You become eligible for a personal leave of absence after [6, 12] months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with your supervisor.

Length of Leave

The leave may be requested for any time over [5, 10, 30] consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is [60 days, 90 days].

Request Procedure

A written request, using the Leave of Absence Request Form, should be submitted at least one-week [five [5] working days] before time off that will exceed [5, 10, 30] days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three [3] days of that date and no extension has been requested, we'll assume you have resigned.

Pay While on Leave

Personal leaves of absence are without pay.

Status of Benefits

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

Reinstatement

[Organization Name] will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis [weekly/bi-weekly/as agreed upon] to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically-related.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

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

Eligibility

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

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

Status of Benefits

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

NOTE: *Length of service requirements for benefits provided by the organization outside the minimum required by law would be stated here.*

Reinstatement

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

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

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by **[Organization Name]**, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

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

For service of 31 days or more, **Yamhill Fire Protection District** will request that you provide documentation to verify your rights to re-employment, including your separation papers.

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

OREGON MILITARY FAMILY LEAVE

NOTE: *This policy applies to Oregon employers with 25 or more employees.*

An employee may be eligible to take leave beginning on the first day of employment, if the employee's spouse/registered domestic partner is notified of an impending call to active duty and when the spouse/registered domestic partner is on leave from deployment.

Eligibility

You will be eligible to take military family leave if you work an average of at least 20 hours per week for the organization.

Length of Leave

The amount of leave time available is up to 14 days of unpaid leave per deployment.

Leave Interaction with the Oregon Family Leave Act (OFLA)

If an employee is also eligible for OFLA, generally at least 6 months on the job and working at least 25 hours per week, this time will run concurrently with OFLA leave, reducing the 12 weeks of leave available in any leave year.

Request Procedure

An employee accessing this leave provision needs to request time off from the designated manager or supervisor within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable. Obviously, the more advance notice given, the easier it is to handle scheduling issues. These types of leave situations, however, arise with little forewarning at times.

Pay While on Leave

Oregon military family leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid [vacation/sick/personal] time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week.

Status of Benefits

Benefits are not affected by Oregon military family leave.

HEALTH AND SAFETY

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EMPLOYEE HEALTH AND SAFETY

[Organization Name] is committed and legally responsible to provide our employees with a safe and healthful work environment while on-site, in the field, and working at an approved alternative location (such as an employee's home). To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

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

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

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

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If an injury or illness occurs you are required to:

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

Early Return to Work Program

NOTE: *It is an organization's decision whether to offer light duty. Good business practices suggest returning workers to light duty positions whenever feasible to minimize time away from work, and in helping to ensure a return to work for the*

employee after an injury. If you have light duty positions available, following is language to use:

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

The Return to Work program consists of a team effort by supervisors, employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning an employee to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

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

A return to work from non-work-related injuries or illness may be covered in the Leave section.

Smoking in the Workplace

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

Employee Right to Know/Hazard Communication Program

[Organization Name] provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or **[Designated Position]**.

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

Container Labeling

The **[Designated Position]** will verify that all containers received for use will:

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

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

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

Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the **[Designated Department or place]**. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the **[Designated Position]** before using the chemical or the machine containing it.

Employee Information and Training

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

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

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

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The **[Designated Position]** is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

NOTE: *Include information about any state specific requirements, such as safety committees, additional regulations and requirements, etc.*

SUBSTANCE AND ALCOHOL

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, **[Organization Name]** has a responsibility to our employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we have established a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this substance and alcohol policy.

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

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs (as a government employer this includes marijuana);
- Reporting for or being at work while impaired by the use of alcohol, drugs, or controlled substances.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for determining if you are able to maintain work performance standards, including safety. If you are not, you are to contact your **[Designated Position]** before returning work.

If you have a problem with substance or alcohol use and wish to undertake rehabilitation, you may be granted a leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the **[Designated Position]**. No one will be discriminated against for undertaking rehabilitation.

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

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

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

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

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

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

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WORKPLACE VIOLENCE

[Organization Name] recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

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

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the **[Designated Position]**.

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

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

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

EMERGENCY PREPAREDNESS

Yamhill Fire Protection District may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. **[Organization Name]** will try to provide emergency and limited services during periods of disruptions. The **[Designated Position]** shall make the determination to close the organization, suspend activities, or make the organization available for community support.

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

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

Should a threat to company property or an employee be received, it should be reported immediately to the **[Designated Position]**.

EMPLOYMENT SEPARATION

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SEPARATION FROM EMPLOYMENT

Separation from employment with **Yamhill Fire Protection District** occurs when you voluntarily resign, are laid off, or are discharged by the organization.

Resignation

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least **[10, 5]** working days before the intended date of departure. For supervisors and management-level personnel, at least **[thirty [30]]** days’ notice of a resignation is required.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. **If an employee fails to call in or show up for work for [three [3]] consecutive shifts or days, job abandonment and voluntary resignation will be assumed.**

Job Elimination, Reduction in Work Hours

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

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

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

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of **[eight [8] weeks, six [6] months]**. The order of recall will be determined using the above factors. An offer of re-employment may be made

orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

Discharge

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

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

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

Exit Interview

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

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

Return of Organization Property

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

Employee's Notes

DRAFT

Yamhill Fire Protection District
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

NOTE: *This signed form should be inserted into each employee's personnel file.*

As an employee of **Yamhill Fire Protection District**, I acknowledge the following:

I have been **provided a copy of, given access to** the Employee Handbook. I understand that the Handbook contains important information about **Yamhill Fire Protection District's** policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked a **Designated Position** for the clarification of any information I did not understand.

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

The **Executive Director, a designee** are the only persons authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

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

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of **Yamhill Fire Protection District** and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.

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

Employee Signature

Date

Print Employee's Name