



BOARD OF DIRECTORS MEETING
Central Coast Fire & Rescue Training Room
125 East Alsea Highway
Waldport, Oregon 97394
Thursday, August 19, 2021
Board Meeting 5:30 PM

BOARD OF DIRECTORS MEETING REGULAR SESSION

I. CALL TO ORDER BOARD OF DIRECTORS MEETING, REGULAR SESSION

Announcement that the meeting is being streamed "Live" and if anyone has public comments or questions, they can text, or email Information Station and the questions will be relayed to the Board members and answered at the end of the meeting.

II. PLEDGE OF ALLEGIENCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

- a. Regular Session Minutes
- b. Special August 5th Minutes

V. CITIZEN PARTICIPATION

VI. STAFF PRESENTATIONS

- a. Training, Maintenance, & Admin Report (Policy)

VII. UNION REPORT

VIII. VOLUNTEER REPORT

IX. FINANCE REPORT

- a. Approval of financial report
- b. Approval of expenditures
- c. Resolution# 2021-13 (establish LGIP signers)

X. CORRESPONDENCE

XI. OLD BUSINESS

- a. Tidewater -update
- b. Mackenzie - update & presentation

XII. NEW BUSINESS

- a. Notice of Measure, Explanatory statement & SEL803 form
- b. Elite Extrication & Equipment
- c. Seal Rock Extrication Unit

XIII. CHIEFS REPORT

XIV. PRESIDENTS REPORT

XV. QUESTIONS FROM CITIZENS OR VIEWING AUDIENCE.

XVI. GOOD OF THE ORDER

XVII. ADJOURNMENT

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS MEETING

JULY 15, 2021

- 1. Call to Order.** The regular meeting of the Central Oregon Coast Fire & Rescue District Board of Directors was called to order at 5:30 p.m. by Director Reda Eckerman. She explained the process for public comments or questions during the “live stream” of the meeting.
- 2. Pledge of Allegiance.** Mrs. Eckerman led those present in the Pledge of Allegiance.
- 3. Administration of Oaths of Office for New Board Members.** Newly elected Board Members Buster Pankey, Todd E. Holt, and Kathryn Menefee were sworn into office by Recording Secretary Jan Hansen.
- 4. Roll Call.** Directors present were Reda Eckerman, Buster Pankey, Todd Holt, Kathryn Menefee, and Kevin Battles. A quorum was present.
- 5. Election of Officers.** Mrs. Menefee, seconded by Mr. Holt, nominated Buster Pankey as President; motion carried. Mrs. Eckerman then turned the meeting over to President Pankey. Mr. Holt, seconded by Mr. Battles, nominated Mrs. Menefee as Vice President; motion carried. Following a short discussion regarding the nature of the position, Mr. Pankey, seconded by Mr. Battles, nominated Mr. Holt as Secretary/Treasurer; motion carried.
- 6. Approval of Minutes.** It was moved by Mrs. Eckerman, seconded by Mrs. Menefee, to approve the minutes of the regular meeting of the Board of Directors on June 17, 2021, as presented; motion carried.
- 7. Citizen Participation.** None.
- 8. Staff Presentations. Training.** Chief Mason reported a total of 1451.25 hours of training year to date. They are moving through Firefighter II, still working on it, and then will go to Fire Officer I. The Academy in September will be COC and Newport; there haven't been any training meetings for the county so he is not sure if there will be more participants. June training hours were 211.5. There was a total of 108 calls in June, 61 so far in July, and 676 ytd. **Maintenance.** Lt. Knudson reported that he and Chief Mason had met out at Five Rivers, which is looking badly overgrown. He had a company lined up to do the yardwork but it seemed the property was for sale, and they had met with the potential new owners. However, when the owner was contacted he advised that there was still some question about the sale and was concerned about it being brought up. So, the work is on hold right now until the situation can be settled. Mr. Holt then pointed out that it is written in the deed from the Lindsey's that Central Oregon Coast has that building and land in perpetuity for as long as they want it for a fire station. He said that Jimmy Smith, who lives nearby and has a landscaping business, had been taking care of the yard for several years but had stopped when he no longer got any acknowledgment of his work. Lt. Knudson will contact Mr. Smith, and Chief Mason said that if he will submit an invoice for the cost with the condition that it is a donation they will be very happy to send a letter acknowledging his contribution. Lt. Knudson reported that currently Engine 73 and Tender 73 are at the Tidewater station; there are a tender and engine at Station 74; new Engine 72 went into service on July 3rd; old Engine 72 is now Engine 75 and is the reserve engine at Station 72. A Safety Committee complaint about the shop has been corrected. Lt. Knudson has moved the shop to the back of Bay 2, which makes more room for storage, and where the shop was before will become the transitional room. **Administration.** Mrs. Knudson explained to the new Board members the way the notebooks are to be used and how their emails are set up. She had emailed to them the minutes of the last twelve months, last year's and this year's budgets, and those policies which have already been approved. The SDAO Handbook is in the front of the notebook, and Policies 2.1-2.6 are for Board members. There were postcards from SDAO in the front of the book; that is where correspondence will be placed. They are working on the website, trying to keep it compliant. With the

new updated uniforms she is getting new pictures of the staff and volunteers and would like to include Board members, so she will try to work out a schedule with them.

9. Union Report. On behalf of the Union, Representative Shi Bucher wanted to thank the previous Board members and those still here for establishing a good relationship with the Union and they are looking forward to continuing with the new Board. He thanked the Board for allowing the time and although there was nothing to report right now they appreciate the opportunity for the future. If anyone has questions or concerns they have his contact information, and he welcomed the new Board.

10. Volunteer Report. Volunteer Association President Rick Booth reported a total of 14 personnel, of which there are 6 active volunteers responding, depending on their jobs. In training on June 21st there were 6 for the fire drill; on the 28th Association meeting, 11 showed up; for July 3rd there were 9 personnel; and on July 12th EMS there were 10. He asked Wendy to break out the numbers for the July 4th weekend, and one volunteer did 5 calls, one did 4 calls, and one worked 32 ½ hours. On all calls two or three show up to ensure station coverage. Volunteers are sparse, but anxious to work. His other job is as Chaplain, and he works with two others who are available as needed.

11. Finance Report. Mr. Quick reported cash on hand at the end of June of \$734,555, which is down by \$110,834 from last year, but we spent \$188,810 for the property and upgrades to the Tidewater station. Net assets grew by \$155,075. Payroll ended under budget by \$87,252 but that had been based on Chief Woodson's predictions and an additional employee had not been hired. These were not final figures as there are still some bills for that fiscal year. It was moved by Mr. Battles, seconded by Mrs. Eckerman, to accept the finance report as presented; motion carried. Moved by Mrs. Eckerman, seconded by Mr. Battles, to pay the bills; motion carried.

Resolution #2021-12, A Resolution Authorizing Bank Account Signer Removals and Additions was read into the record by Mrs. Eckerman. Moved by Mr. Battles, seconded by Mrs. Menefee, to adopt the resolution; motion carried.

12. Correspondence. Mrs. Knudson said that a card of "thanks" and a carrot cake had been received in response to the recent actions of Shi Bucher and Cody Woods in extinguishing a truck fire.

13. Old Business.

a. Tidewater. Lt. Knudson reported that the station is fully secured; a lock had been cut off but his tools were still there and he replaced the lock. He explained there will be a concrete pad behind the station to house a 9000-gallon water tank which will refill a tender and a pump system which will draw out of the creek and provide a hydrant for fill ups. A full backup propane generator will support the whole station. The electrician is scheduled to start on the 26th and when the power is completed there will be security cameras all around. When the pad is laid the lines will go under it and it will be set up to go through filtration for future drinking water. Discussion followed regarding a septic tank, which can't be done and was the reason for trying to get the adjoining property. A grant was obtained for the security system at Tidewater to provide the cameras and a security lock system using cards instead of codes. He plans to work on the siding, etc. next week and hopefully get that finished by the end of the month. It is close to being done but he can't set a definite date for completion.

b. Mackenzie. The architects came on June 2nd to evaluate the station; they will be providing three blueprints for the Board and what it would cost to upgrade this to a 50-year station. They have been working on meeting the seismic grant deadline by December; the grant will provide up to \$2.5 million for seismic upgrades. Part of their proposal is that Mackenzie writes that grant for us and submits it on our behalf. The idea of the geotech survey is to determine if the station can be upgraded and to provide the information necessary to submit for the seismic grant.

14. New Business. Surplus Letter. The buyer of the Seagrave Ladder Truck that had been sold sent a check that bounced so after giving the buyer ample opportunity to make the check good the truck was brought back. Chief Mason wanted to make sure it was declared surplus before putting it up for sale again. Discussion followed of the history of that truck purchase; Chief Mason pointed out that he had ensured that Erich made a trip to evaluate the new truck before it was purchased and Mrs. Eckerman commented on the detail of the report which he had submitted to the Board. The letter submitted to the Board included all the identification information on the Seagrave Ladder Truck. It was moved by Mrs. Menefee, seconded by Mr. Holt, to surplus the truck; motion carried.

15. Chief's Report. Chief Mason welcomed the new Board Members and looks forward to working with them. He reviewed his report. **Mackenzie.** Already discussed. **Boat House.** After meeting with Roxy and working with the funds available a boat house is out of the question. The plan is to put the rescue boat on a jet lift, cover it, put in a fence, get power and water, and pull it out when the weather calls for it. Depending on how much is left of the Port's bond, they could go 50-50 on the cost. There is \$20,000 in the budget. John Townley had an initial estimate of about \$37,000 for a lift but that included the jet ski; he is working on new estimates for just the boat. Total cost is anticipated to be under \$40,000 and will cut the deployment time down significantly from the present 15 to 20 minutes. **Fire Season.** Discussion at the Fire Defense Board meeting today had been to hold off on a full ban until ODF, parks, campgrounds, and all the other agencies are ready to go at the same time; it's not extreme yet but getting close. He described the recent fires on Hwy. 34 and up Five Rivers. **Squad 21.** Chief Mason reviewed for the new Board members the history of the trade of the ambulance for the Squad 21 Rescue Truck from Depoe Bay. Chief Daniels from Depoe Bay had called with approval from his District. Discussion of the lack of use of the ambulance, cost for drug maintenance, and lack of staffing and the need for a specialized rescue equipment vehicle. Mr. Holt recommended checking out any FEMA time limitations involved in the transaction. Moved by Mr. Holt, seconded by Mrs. Menefee, to approve the exchange of vehicles; motion carried. **ISO.** ISO evaluation took place on June 29th and Chief Mason felt that with the information he was able to provide the ISO rating could come down to a 4. Discussion of insurance ratings. When he gets the official report he will publicize it and make sure homeowners know of any change. Seal Rock was evaluated at the same time, and he hopes their rating will also improve. **SDAO Board Training.** The training had been postponed until the new members had been sworn in; there is an SDAO virtual training scheduled on July 30th from 8:00 to 4:30. Mrs. Menefee will be unable to make it, so Mrs. Eckerman suggested Chief Mason check on whether the session could be or has been recorded. The local law group was willing to come out before to cover the legal aspects related to the District; Chief Mason will get some tentative dates that might work. **New Engine 72.** Previously covered. **Connex Boxes.** One of the connex boxes contains the breathing apparatus compressor and some storage; the other one was a collection spot for stuff. After surplus and donating extraneous supplies and equipment, that connex will be moved to Tidewater rather than purchasing another one. **Equipment Levy.** The current equipment levy will expire in June 2022; it provides about \$95,000 each fiscal year for equipment for district operations. He spent most of last year's levy and has budgeted for this year to close it out. His question for the Board is do we continue that levy when it expires, let it expire, or go for an operational levy to provide more staffing. The current operational levy covers 3 Firefighters and 1 Engineer Firefighter plus the Maintenance Officer. He feels that the cleanest way if we were to reroll that levy would be to separate out the Lieutenants from the Firefighters and fund them on alternate levies. Since we run three shifts, we need to have 3-3-3, and we need one more firefighter. Mrs. Menefee wondered what happens to the equipment without the levy; Chief Mason said he has changed out a lot of equipment, updated a lot of equipment, and moved PPE into the general budget. The key is to decide when major equipment can't be covered out of the general fund and then go for grants. Discussion of staffing, the status of the equipment, and alternate methods of going for levies or bonds. Chief Mason said a decision needs to be made by the next meeting in order to go on the November ballot. Following

more discussion, Mrs. Menefee recommended a special meeting to go over the information in depth; Chief Mason will check on the ballot title requirements and work up the figures for the cost of firefighters and equipment. **Open House.** The open house and recruitment campaign is scheduled for July 24th from 11-2 so that people can come in and see the station, ask questions, check out the equipment, and maybe get some volunteers. Advertising is on Facebook, banner, board, Quinton Smith will do the Yachats News, and Shi Bucher will do some radio spots.

16. President's Report. Mr. Pankey expressed his concern over the potential purchase of the building from the City for \$1.2 million and would like to pursue legal advice on this issue. He feels asking the taxpayers to pay for a building they already paid for once will not go over well. Discussion of pursuing legal counsel followed, with Mr. Holt recommending that up to \$10,000 should be allocated to follow up in order to show due diligence. Mrs. Eckerman asked what the question would be; Mr. Holt said "Do we have to buy the building?" Mrs. Menefee wants to know if there are legal ways around it. Chief Mason recommended a subcommittee to do the legal counsel research and then meet with the City Council and to also get an independent appraisal. Moved by Mr. Battles, seconded by Mrs. Menefee, that Mr. Pankey and Mr. Holt represent the Board in consulting legal counsel to determine whether their legal determination of what the City is asking to be paid is factual; motion carried. Mrs. Menefee moved that Mr. Pankey and Mr. Holt be the subcommittee to work on behalf of the Board to communicate with the City regarding the purchase; the Board concurred.

17. Questions from Citizens or Viewing Audience. Kay McElroy was present to express her concern over fire coverage up by Tidewater; Chief Mason advised that everything within 5 miles of a station now has an ISO rating of 5. She also commented on the purchase of the station and the geotech survey. She questioned the work at the Tidewater station and if it had gone out for bid; Chief Mason explained that it went out for bid but there were none so it was decided to do the majority of the work using District employees, which was legal. There were no questions or comments from the viewing audience.

18. Board Member Comments. Mr. Battles said it is good to have new members on the Board; it was great serving with the previous Board but he welcomed new perspective. Mr. Holt asked about a rumor he was resigning and hoped not; Mr. Battles has been considering it for a while for family reasons but is not making any decisions right now. Mr. Holt asked about the status of the rescue boat operations. Chief Mason explained there are 4 documented operators; there is a plan to bring in a water rescue class. Cody Johnson is a Certified Surface Water Technician, with John Townley as partner. Long term plan is to teach our own class. He explained the certification process. Mrs. Menefee stated that she is very happy to be here and intends to serve the community and the Fire District members. Mr. Pankey commented that he wants to see the best come forward in this department. He recounted his history with the community and the Department and he wants it to be the best it can be. He wants to be upfront with the citizens with regard to the finances. Chief Mason talked about the budget and the training programs; he is very proud of his people and how they respond and gave several examples of recent calls. Mr. Holt talked about his history with the community and how he wants to see the District grow and move forward. He felt the Chief has laid the groundwork and the Board is here to support. He also wanted to make it clear that the Board sets the policy but the Chief does the work.

19. Good of the Order. Mrs. Knudson wanted to ask the Board to check their email often, as some things are very time sensitive. Mrs. Eckerman recommended that they always try to use their official email for Board related business to keep it separate from personal information. Mr. Battles reminded them not to "reply all" as that can amount to a meeting. Lt. Knudsen invited the members to stop in at the station and keep up to date with what is going on.

John Townley reported that he had contacted two local companies regarding a cover for the rescue boat; one was too busy but the other company came up with an estimate of \$3645; the description was

included in the Board packet. The material is light weight but very strong and will allow for quick deployment, but

should last for 15 years. Chief Mason said it will come out of a line item in the budget but he wanted Board approval. This will mean that the rescue boat can be in the water, even without the jet lift. The consensus of the Board was to get the cover.

20. Adjournment. There being no further business to come before the Board the meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Jan K. Hansen, Recording Secretary

Approved:

Board Chair

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

August 5, 2021

1. Call to Order. The special meeting of the Central Oregon Coast Fire & Rescue District was called to order by President Buster Pankey at 5:30 p.m. on Thursday, August 5, 2021.

2. Pledge of Allegiance. President Buster Pankey led those present in the pledge of allegiance.

3. Roll Call. Directors present were Buster Pankey, Reda Eckerman, Todd Holt, Kathryn Menefee, and Kevin Battles was running late. A quorum was present.

4. New Business. Levy Proposal

Chief Mason presented the board with 3 options for the serial levy that is set to expire next June. Discussion on the different options; It was agreed to not renew the levy but to change the levy to cover for more firefighters. 5:37pm Kevin Battles arrived. Discussion continued on what amount the levy should be. Kathryn was concerned about the need of apparatus, Holt concerned about not having Labor to put on apparatus. Lt. Knudson explained that the best equipment is at the main station and has implemented a preventive maintenance program that is more thorough than the district has had in the past. Concerns about asking too much of taxpayers would cause the levy to fail. Short discussion on the IGA with Seal Rock helping with staffing. It was consensus that the decision needs to be made as if the IGA wasn't there. Everyone agrees that the IGA needs to stay in place. A 5-year operational Levy was proposed to hire more firefighters. The amount was then discussed and agreed that it should not be raised at this time. Kevin asked what the benefit of hire more firefighter under a higher rate would be. Chief Mason explained that it could mean the difference of how many are staffed on an engine. Right now, it is 2 on two shifts and 3 on another. With more firefighters it could balance that out. Without the IGA it puts it back to 1 person on the engine for 2 shifts and that is a safety issue. A motion was made by Kathryn to change the existing serial levy to an operational levy at the same rate of .25/1000, Todd seconded, motion passed. Chief Mason will get paperwork into the County Clerk.

5. Good of the Order. Kevin appreciates the forethought of Chief Mason to give the board the information needed to make a better decision. Kathryn agreed, the more information the better to make informed decisions. Buster stated that he glad to see the maintenance getting under control as it is a huge cost prevention.

There being no further business to come before the Board, the meeting adjourned at 6: p.m.

Respectfully submitted,

Wendy Rush Knudson, Office Administrator

Approved:

Board Chair



Central Coast Fire & Rescue District
145 NW Alsea Hwy
Waldport, OR 97394
(541)-563-3121

Seal Rock Rural Fire Protection District
10349 NW Rand Street
Seal Rock, Oregon 97376



To: Board of Directors
From: District Training Chief
Date: 12 August 2021
Subject: Monthly Training Report

Monthly Training Report

- 1. Total Annual Hours Training: 1708.25 Hours**
- 2. Upcoming Training – Training Sessions coming up over the next few months:**
 - a. NFPA Fire Officer I**
 - b. NFPA Firefighter II**
- 3. Academy Progress – Upcoming Academy in September possibly moved to October to allow more time for recruitment**
- 4. Monthly Hours Combined (June): 195.5 Hours**



Central Coast Fire & Rescue District
145 NW Alsea Hwy
Waldport, OR 97394
(541)-563-3121

Maintenance Report

August 19th, 2021

Station 74

Brush Clearing – Work Party

Station 73

Separate Update on the agenda

Station 72

Brush 72 Controls

Network and Data Security

McKenzie – Separate Agenda Item



Central Coast Fire & Rescue District
145 NW Alsea Hwy
Waldport, OR 97394
(541)-563-3121

To: Central Coast Fire & Rescue Board of Directors
From: Wendy Rush Knudson
Date: 8/13/2021
Subject: Admin Report

Website:

Website had 15,493 visitors in July and so far for August it has had 6,659 visitors.

EF Recovery:

Claims have been submitted and are in various stages of billing, working on updating pricing to bring in more revenue.

Policy 9.1-9.5

Please review the policy, email me any suggestions. We will review and adopt in September.

POLICY 9.1: PERFORMANCE EVALUATION /
THE EVALUATION PROCESS / PREPARING FOR AND CONDUCTING THE
PERFORMANCE REVIEW

Policy 9.1.1: Performance Evaluations

A. Purpose - Communication.

Employee performance reviews are an essential communication process between the employee and the immediate supervisor. Such reviews provide information relating to merit, identify areas of training needs, target the strengths and weaknesses of the employee's work performance, and measure the relationship between goals and objectives and the individual employee's job performance. The purpose of evaluations is to let employees know how well they are performing their job and whether they have performance problems. It also serves as a basis of personnel decisions -- merit increases, promotion and termination.

B. Goal - Form Desirable Behaviors

The goal of the employee performance review process is to establish a pattern of expected work performance and habits. The review process gives employees and supervisors an opportunity to measure, review and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance.

C. Review Process

Performance reviews shall be completed at least annually and in accordance with the guidelines and instructions set forth below. Employees and supervisors are required to sign the completed performance review forms. All performance reviews will be reviewed by the supervisor and placed in the employee's personnel file. Employees will be provided with a copy of performance reviews, if requested.

D. Employees Affected

All regular employees of the District will be evaluated under this policy. The Fire Chief shall be evaluated by the Board Members based upon the consensus of the Board, using a written performance evaluation.

E. Regular Review

All employees will be evaluated at least annually.

F. Probationary Review

Probationary employees will participate in goal-setting interview/reviews as often as appropriate and will be evaluated in at least two performance progress reviews before being transitioned to regular employee status.

G. Pay and Probation Recommendations

A recommendation for a merit or step increase and/or extension of probation, or passing probation to regular employee status, or termination shall be set forth in a performance evaluation as appropriate.

H. Supplemental Evaluation

A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor.

POLICY 9.1.2: THE EVALUATION PROCESS

Meaningful performance assessments require both the supervisor and the employee's evaluation of the employee's performance.

A. The Office Administrator will:

Forward the forms to the appropriate supervisor. The forms are as follows:

Employee Evaluation Report (Form #12)

Employee Evaluation Report – Self Evaluation (Form #12)

B. The Supervisor:

The employee's immediate supervisor is responsible for timely completion of the official evaluation report. The feedback report should be used by the supervisor as a tool in completing the evaluation.

The supervisor will do the following:

The Employee Self-Evaluation. Forward the self-evaluation (Form #12) to the employee to complete. The employee shall complete the form for self-evaluation prior to formally discussing past performance with the supervisor. Employee should return the completed self-evaluation

form to his supervisor prior to the performance review interview. Employees should be notified in writing in advance that an interview is planned. Employees will actively participate in the performance review interview and will be given advance notice of the review date.

The supervisor will complete the Employee Evaluation Report (Form #12). The supervisor will set up a time with the employee to review the evaluation.

After the review is completed, a copy of the forms should be forwarded to the Fire Chief for review. After his review, the forms will be filed in the employee's personnel file.

A. **VERY IMPORTANT: Common Errors to Avoid in Evaluating an Employee.**

No matter how well designed, a performance appraisal program can fail if the supervisors doing the appraisal are not adequately trained and informed. The following guidelines describe some frequent errors to avoid.

1. Avoid rating most employees at the high end of the scale. Experience shows that "excellent" and "very good" ratings are used more frequently than competent or adequate. This is often a reflection of supervisor's lack of confidence in the supervisor's own ability than the employee's performance. A rating of "competent" or "adequate" is not adverse and can generate suggestions for improvement needed to merit a higher rating. Descriptions of excellence should be reserved for those whose performance is truly superior.
2. Avoid the "Halo Effect." Raters tend to rate an individual consistently high, average, or low on all factors based on an overall impression. A dependable, conscientious employee does not necessarily produce high-quality work. Consider each factor separately and indicate strong and weak points. Don't hesitate to use the entire scale in your ratings. If the evaluations are to provide meaningful information, they must take advantage of the entire scale.
3. Avoid labels. Describe exact behavior. For example, telling an employee of a "bad attitude" does not offer an alternative for improvement or provide the employee with understandable examples of the behavior.

POLICY 9.1.3: PREPARING FOR AND CONDUCTING THE PERFORMANCE REVIEW

A. Briefly Review General Background Information.

The more you know about an employee, the easier it is for you to understand and discuss work performance and behavior. Some time prior to the appraisal discussion, you should review the employee's past history, work experience, education, and previous performance appraisals.

B. Arrange for the Interview.

1. Set a time and place for the discussion and avoid postponement. Arrange for appropriate privacy and time for the discussion. It is important to prevent interruption if at all possible. A private office or conference room creates a setting in which you and the employee can communicate effectively.

2. Notify the employee several days beforehand, so that the employee has enough time to prepare for the performance review. One good method of having the employee prepare is to require that the employee evaluate himself. Ask the employee to fill out an appraisal form for discussion and comparison with yours during the interview.

C. Conduct the Interview

Approach evaluations as a helper, not a judge. Too often performance appraisal discussions are viewed as a time when the supervisor is the "judge". This is a difficult role which often prevents positive discussion. This is a time when you and the employee can look at job performance and find and discuss ways to improve it.

"Rating" performance involves judgments. However, in the discussion you should focus on specific ways to improve performance, in the role of a helpful teacher.

D. Structure and Format of the Evaluation

1. The interview should have some structure to it, varying with individual circumstances.
2. Create a relaxed climate by indicating overall satisfaction and honest appreciation of job performance.
3. Outline the purpose and objectives of the review. Explain the benefits of positive two-way communications about performance -- a clear idea of how the employee is doing and potential steps to improve performance.
4. Follow a comfortable sequence during the discussion, for example:
 - a) Past performance -- on each relevant job performance factor.
 - b) Major strong points and weak points needing greater effort.
 - c) Specify developmental steps to be taken to improve performance.
 - d) Goals and the role of the department/district.
5. Encourage the employee to participate. The more an employee discusses performance, the better the review. Listen and gather information. Active listening is very important.

- a) Use open-ended questions (who, what, when, why and how) which encourage discussion rather than simple "yes/no" responses.
 - b) Tell the employee you are receiving information, not judging.
 - c) Use restatement or reflection. This is a clarification process and feeds back what you are hearing to the employee.
6. Discuss areas of good performance first. This is easier if you have required the employee to appraise performance as preparation for the review.
 7. Focus on areas of performance the employee identifies as not fully satisfactory. Determine what corrective action should be taken, and by whom. Collaborate on the action steps. Do you agree on areas of strengths and weaknesses? The more the employee participates in the plans for improvement, the greater will be the commitment to those plans. Offer useable criticism tactfully and constructively in the context of a discussion of strengths.
 8. Use specific and realistic improvement targets. Don't try to eliminate all areas of weakness in one session. Concentrate on the most important ones. A development plan with two or three steps is often accomplished. One with eight or nine may cause the employee to give up.
 9. Discuss personal goals and interest.
 10. Close the discussion by summarizing what has been covered and reviewing the specific steps to be taken by supervisors and the employee. If appropriate, set a follow-up date to discuss progress towards performance improvement.

E. Follow-Up

During the review, specific steps to improve performance were identified. If action needs to be taken by you, take it.

If specific training has been recommended, it is important that it be undertaken. If parts of the job description have become obsolete, it should be rewritten.

POLICY 9:2: FAIR TREATMENT POLICY

A. GENERAL POLICY

It is the policy of the District to provide for an orderly process whereby employees may have their problems and complaints considered as fairly and rapidly as possible without fear of retaliation. Every effort shall be made to find an acceptable solution by informal means at the lowest possible level of supervision.

B. DEFINITION OF NON-DISCIPLINARY APPEAL

If an employee or group of employees in the District believes [an injustice] has occurred because of:

1. Lack of a District policy or a department policy;
2. A policy that is unfair;
3. Misapplication of a policy;
4. Disagreement with another employee or supervisor;
5. A discretionary action of the District or a department in the application of the rules and regulations of the District; or
6. Discrimination on the basis of race, color, religion, sex, national origin, marital status, age, expunged juvenile record, association with anyone of a particular race color, sex, national origin, marital status, age or religion, family relationship, mental or physical disability, or application for Workers' Compensation benefits;

C. NON-DISCIPLINARY APPEAL PROCEDURE

A request written may be filed under the following established procedures.

1. POLICY NO. 1

OPEN DOOR POLICY - An employee wishing to discuss any issue or problem of a non-disciplinary nature may meet with the department head at any reasonable time. This is the established non-disciplinary policy. Access to supervisors may be delayed by District operational requirements.

2. POLICY NO. 2

CHAIN OF COMMAND POLICY - Employees wishing to discuss a specific non-disciplinary matter shall start with the immediate supervisor and follow the chain of supervisory command. In the event the employee cannot start with the immediate supervisor, s/he

shall be entitled to commence the process at whatever level of supervisory command is available.

11. HEARING OF APPEAL

When an appeal of a non-disciplinary policy cannot be resolved with the department procedure, the appeal shall be directed to the Fire Chief to cause investigation of the matter and make a recommendation on the appeal.

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 the **District Fire Chief**, absent special circumstances, as soon as you are aware there is a problem or have a question. Your District Fire Chief 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 the **District Fire Chief**, you may go directly to **District Board Chair** for assistance.

Appeal Process

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

If you feel a policy has been inappropriately applied, or you have been unfairly treated or unjustly disciplined by your District Fire Chief, you may present the matter to the District Board Chair. That official will review the issue and make a decision. The decision of this individual will be final.

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

POLICY 9:3: DISCIPLINE

A. GENERAL DISCIPLINE

On-the-job conduct of District employees affects the ability of the District to serve its citizens and affects the taxpayer's impression of District government. Employee safety, public safety, productivity and morale are dependent upon employee conduct.

Occasionally it is necessary for supervisors to resort to corrective action when other actions are inappropriate, or where a particular employee fails to respond to informal guidance.

In order to provide a fair method of correcting, and when necessary, disciplining employees, the District will use progressive discipline procedures when it deems such progressive procedures appropriate. This section concerning discipline does not apply to the District's chief executive officer, who serves [at the pleasure of the Board of Directors] [under the terms of an employment agreement].

B. DISCIPLINE - GENERAL GUIDELINES

1. Discipline may be initiated for many proper reasons, including, but not limited to, violations of the work rules, insubordination or poor job performance. The severity of the action generally depends on the nature of the offense and an employee's work record and may range from verbal counseling to discharge.
2. Progressive discipline for infractions include:
 - a. Verbal counseling
 - b. Written counseling or warning
 - c. Temporary reduction in pay in lieu of suspension
 - d. Suspension
 - e. Demotion
 - f. Discharge

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever the District deems it appropriate, case by case.

C. APPLICATION OF PROGRESSIVE DISCIPLINE

1. For performance deficiencies, employees will normally be verbally counseled once before receiving a written warning. A supervisor may or may not choose to make the imposition of a verbal warning part of the employee's personnel file.
2. There is no appeal from a verbal counseling or a written reprimand or warning. The employee may place an explanatory statement in their personnel file.
3. Supervisor may issue verbal counseling and written reprimands or warnings. All other discipline shall be referred to the Fire Chief.

D. DISCHARGE PROCEDURE

Pre-Discharge Conference

If a Fire Chief determines there is cause for the discharge of an employee, the Fire Chief shall notify the employee of the specific reasons and that a suspension without pay and/or discharge is being considered.

The employee shall be provided with the facts upon which the actions are based.

The Fire Chief shall afford the employee a formal opportunity to refute the charges orally or in writing. Once the employee has been afforded an opportunity to refute the charges and explain the circumstances, the employee may be suspended without pay.

If a pre-discharge conference is to be held, it will be scheduled and held three [3] days after notice of action has been given. The employee will be given adequate time to develop a response and to seek necessary outside assistance as the employee feels necessary. The time limits may be varied by the District to meet individual needs.

The Fire Chief will conduct the conference and decide whether to impose discharge or a lesser degree of discipline. The Fire Chief shall advise the employee in writing of the decision, mailed to the employee at the last address which the employee has provided to the District in writing.

E. APPEAL OF DISCIPLINE ACTION

1. Right to Appeal from Discipline

Any non-probationary full-time or part-time employee who has been suspended without pay, reduced in pay, demoted or discharged, shall have the right of appeal to the Board of Directors or its designee.

2. Filing of Appeal

The appeal must be filed, in writing, with the Fire Chief no later than fifteen (15) days after the date of the mailing of the Fire Chief's written decision to the employee.

3. Procedure

- a. Upon riling an appeal, the Fire chief shall inform the Board of Directors of the appeal and shall provide the Board of Directors and the employee with copies of all documents which the District deems relevant to the appeal, including all documents submitted by the employee, and a written statement of the charges against the employee.
- b. The Board of Directors shall determine whether it wishes to hear the appeal or whether it wishes to delegate the matter to an independent hearings officer.
- c. A hearing shall be scheduled and the employee and Fire Chief shall be informed of the time, date and place of hearing. If the hearing is to be conducted by the Board of Directors, it shall be scheduled for Executive Session unless the employee requests it be held in open session.
- d. At the hearing, the employee shall be entitled to be represented by legal counsel or other representative, present oral and written testimony, call witnesses, and cross-examine any adverse witness.
- e. No employee of the District holding a position that exempts them from receiving overtime for excess hours of work shall be subject to any suspension or wage deduction pursuant to disciplinary suspensions lasting for periods of less than one week. This provision does not apply to suspension for violations of safety rules of a major significance.

POLICY 9.4: EDUCATION AND TRAINING

The District encourages continued education and training for employees to enhance job performance and assist in potential career advancement within the District. The District shall provide such in-service training as deemed necessary and beneficial to the delivery of services and performance of duties.

Employees may request compensation for the costs of college-level, technical or other academic course work, seminars, and conferences relevant to their current or future roles in the organization. Such requests must be made in writing to the Fire Chief.

Reimbursement for college-level course work will only be made if the employee receives a passing grade. All training activities involving a cost to the District must be approved in advance, in writing.

POLICY 9.5: POLICY ON ALCOHOL AND DRUGS IN THE WORKPLACE

Central Oregon Coast Fire & Rescue has a strong commitment to its employees to provide a safe environment and to promote high standards of employee health. Consistent with the spirit and intent of this commitment, we have established this policy on drug and alcohol use. Our goal is to establish and maintain a work environment that is completely free from the effects on employees of alcohol and drug use.

We have no intention of interfering with the private lives of our employees. However, we expect employees to report to work in a condition to perform their duties in a safe, effective and efficient manner. An employee's "privacy" right to his or her "personal life" does not mean that he/she has the "right" to endanger themselves or any co-worker by working under the influence of drugs and alcohol.

A. EMPLOYEE ASSISTANCE PROGRAM

1. An employee who believes that she/he has a problem involving the use of alcohol and drugs can ask the personnel supervisor for assistance. No discipline or discrimination will result from an employee asking for such assistance. We will work with the employee to identify programs that may be available to help deal with the problem. The request for help and any later treatment program will be kept as confidential as possible under all the factual circumstances.
2. A "last-chance agreement" or performance contract will be required of an employee once the problems have been identified or assessed. Failure to sign the agreement/contract or failure to comply with all treatment program obligations will be grounds for discipline, up to and including termination.
3. The District encourages employees to ask for assistance if they believe they have a problem involving the use of alcohol or drugs. Although we recognize that alcohol and drug abuse can sometimes be successfully treated and we are willing to work with employees who may suffer from such problems, it is each employee's responsibility to seek such assistance before drug and alcohol problems lead to on- the-job safety or misconduct incidents, or violation of our policy and to corresponding disciplinary action. After a violation of our policy occurs, willingness to seek District or outside assistance will NOT "excuse" the violation and will result in disciplinary action, up to and including termination of employment.

B. ALCOHOL

1. The possession, sale, consumption or present in one's system, of any intoxicating liquor while on, or in route to, district property, district time, or in other circumstances is against this policy and will result in disciplinary action up to and including termination of employment.
2. The conduct prohibited includes consumption of any intoxicating liquor prior to reporting to work or during breaks or meal periods. An employee who tests positive for alcohol to any degree (0.02 BRAC/BAC or greater) will be deemed "under the influence" for purposes of this rule.
3. District functions: There may be some district functions (for example, awards banquets or social holiday parties) where beer or wine will be served. Alcohol will only be served with prior approval from management in these situations, and consumption will be strictly monitored and controlled.

C. DRUGS

The possession, transfer, manufacture, attempted transfer/manufacture, consumption or being present in one's system any illegal drug while on, or in route to, district property, district time, or in other circumstances we believe might affect our operations or safety, will be subject to discharge. The conduct prohibited by this rule includes consumption of any such substance prior to reporting for work or during breaks or meal periods. An employee who tests "positive" for any such substance by screening and confirmation tests, will be deemed "under the influence" for purpose of this rule.

D. RIGHT TO TEST AND SEARCH

1. Where evidence indicates to us that an employee may have violated this policy, the employee may be required to submit to search of her/his possessions and to submit to chemical testing.
2. When reasonable grounds exist to believe an employee has consumed or is under the influence of alcohol or any substance in violation of this policy, the District may search the employee's possessions located on District property or job site, including clothes, locker, lunch box, toolbox, desk, car, etc. The District, in such circumstances, may also require the employee to submit to appropriate tests for alcohol or prohibited drugs or substances in her/his system, including urinalysis, blood and breath tests. Failure to promptly permit such searches and tests will be grounds for immediate discharge.
3. Among the situations where the District may exercise its "reasonable cause" right to test and search include the following:

- a) An observable symptom of an employee being under the influence of drugs or alcohol.
 - b) On the job accidents involving medical treatment or property damage.
 - c) Unexplained significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.)
 - d) Failure to complete or comply with a treatment program already started.
 - e) Failure to sign a "Last Chance" or work performance contract after treatment has started.
 - f) Employee admissions regarding drug or alcohol use.
4. These are examples of situations in which the District may ask an employee to submit to a chemical test or search. The District will enforce this policy rationally based on each individual's factual circumstance and at its discretion. In some cases it may, based on all factual circumstances, decide not to search or test an employee, despite the fact that it could do so under this policy. Such individual situations of District discretion shall not affect the district's right to enforce the policy in other situations.
5. Employees subject to discharge under Section 4 may be offered the opportunity to participate in a chemical dependency rehabilitation program as an alternative to discharge, provided the employee voluntarily agrees to the terms of a "Last Chance" agreement. This option will only apply to a first-time violation of the drug-free policy. The decision to offer a "Last Chance Agreement" will be made on a case-by- case basis depending upon the circumstances, not all employees will be offered this option. All treatment, follow-up drug/alcohol testing and other associated costs incurred from a rehabilitation program will be the sole responsibility of the employee.

E. TESTING PROCEDURES

A drug test that is confirmed by G.C./M.S. technology at or above the cut- off levels established by the Department of Health and Human Services (DHHS). Opiate Testing will be at a lower cut-off than DHHS at 300ng/d1 or greater. The District will attempt to notify covered employees as these changes occur.

1. PRE-EMPLOYMENT TESTING

Employees applying for positions may be required to pass a chemical screen test as a condition of employment. This will be completed before any job offers are finalized. If a pre-employment chemical screen is diluted, the job applicant shall be warned that a second dilute test may result in the job offer being withdrawn.

2. REASONABLE SUSPICION

All employees will be tested for drugs and/or alcohol when there is reasonable suspicion to believe that the employee has violated the District Alcohol and Drug Policy. Whether reasonable suspicion exists depends on the indicators used to determine that an employee may use or be under the influence of drugs or alcohol. Reasonable suspicion also exists when the employee has been arrested during non- working hours for drug or alcohol use.

It is the responsibility of the employee to notify employer of arrests made for alcohol or drug offenses. Employees who are instructed to submit to testing under reasonable suspicion will be escorted to the collection facility; they will not be allowed to operate a motor vehicle or return to work until the test results are confirmed. If the test results are negative the employee will be compensated for the normal amount of

hours that they would have worked while waiting for the results. If the test is positive, no compensation is given for time loss.

3. POST-ACCIDENT

Post-accident testing may be required when an employee is involved in an accident, whether the employee is responsible for the accident in whole or in part when another person is operating the equipment or motor vehicle. Post-accident testing may be required in the event of an injury requiring medical care, damage to property or in a near miss situation that could have resulted in injury or damage.

4. FOLLOW UP TESTING

If the "Last Chance" contract requires chemical or alcohol monitoring, then the employee will submit to all unannounced requests for drug or alcohol screening during the term of the "Last Chance" agreement.

Refusal or failing to show up for the test within 2 hours of a request will result in a presumption that the employee was incapable of passing the test and the test results would have indicated an unacceptable level of prohibited substances. If a "Last Chance" follow- up drug or alcohol test is positive during the term of the contract the employee will be subject to disciplinary action, up to and including termination.

12. TEST RESULTS

1. The employee's test results, positive or negative, and the fact that a test was performed, will be kept as confidential as possible under all the factual circumstances. Positive test results will be considered with medical and other evidence to determine what action, if any, is to be taken.
2. If an employee is currently using legal prescription or nonprescription medications, the employee may be asked to identify any such medications on the consent form prior to testing. If the medication was properly authorized and appropriately used, a positive test result related to such medication will not be cause for discharge or discipline unless the employee failed to notify the testing facility prior to the test of the use of a medication that could impair the employee's ability to work safely.
3. Employees are responsible for knowing the effects of any such medications. If an employee is taking any medication that may interfere with her or his ability to perform on the job, such as medications that cause drowsiness, the employee must report the use of such medication to her or his supervisor before reporting to work.
4. If a chemical or alcohol specimen screen is determined to be invalid or unreliable by the clinic or certified lab due to circumstances unrelated to the conduct of the employee, the employee will be notified of the circumstances that require a re-test and will have the option of immediately collecting a new specimen.
5. If a chemical screen or breath specimen is determined to be invalid or unreliable by the clinic or the certified lab because of circumstances related to the conduct of the employee, including tampering with a specimen, a presumption will arise that the employee was incapable of passing the test, and that the test results would have indicated an adverse level of prohibited substances, subjecting the employee to termination as prescribed by the District policy.

13. MEDICINAL USE OF MARIJUANA

The District considers marijuana an illicit substance as defined by the federal government as a Class I controlled substance. The District prohibits employees from having any detectable level of marijuana in their system while working for this District. An exception may be made, if an employee is taking marijuana upon the advice of a State-licensed medical provider and the employee can provide conclusive evidence of recommended use by submitting a formal recommendation document signed by the licensed provider and a current state issued permit.

14. REFUSALS TO TEST

Refusal to test includes failure to cooperate with the testing process in a manner which does not allow the test to be conducted, refusal to offer an adequate specimen, failure to immediately report to the collection location when requested, adulterating, substituting or tampering with a

specimen or other behavior that interferes with the testing. Consequences of refusals to test will, in most cases, result in termination from employment.

15. SHY-BLADDER

Employees unable to provide an acceptable urine sample in a three- (3) hour time period after arrival at the testing location will be deemed as "refusing to test." If the employee is able to demonstrate that the "shy- bladder" situation is due to a qualified medical condition, the District will reverse the "refusal" and consider the test as a negative test result. The employee claiming a medical condition will automatically be placed on unpaid administrative leave for up to five- (5) working days after the shy- bladder situation to obtain a written report prepared by a physician who has medical expertise in the condition the employee claims is the reason for the shy-bladder. For the purpose of this paragraph, a medical condition includes an ascertainable physiological condition (e. g. a urinary system dysfunction) or a medically documented pre - existing psychological disorder; but does not include unsupported assertions of "situational anxiety" or dehydration. If the employee has not presented a physician report that is acceptable to the District Medical Review Officer at the end of the five- (5) day period, the employee will be terminated from employment.

16. SITUATIONS NOT COVERED BY POLICY

We recognize that situations may arise which are not specifically covered by these guidelines. We deal with them on a "case by case" basis taking into account such things as the nature of the situation or problem, the employees overall employment record and job assignment, the potential impact on safety, production and customer service, etc.

CERTIFICATE OF RECEIPT

I, the undersigned, have received a copy of **Central Oregon Coast Fire & Rescue** Alcohol and Drug Policy.

Effective Date _____ . I agree to the terms and conditions set forth in this policy and agree to abide with the requirements.

Print Name: _____

Signature: _____

Date: _____

Central Oregon Coast Fire & Rescue
Balance Sheet
As of July 31, 2021

	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
LGIP	
Building/Property Reserve Account	204,536.66
Equipment Reserve Account	81,285.03
Public Funds	
Equipment Levy Fund	52,430.76
Public Funds - Other	60,848.47
Total Public Funds	113,279.23
Total LGIP	399,100.92
Oregon Coast Bank Public Funds	95,800.95
Oregon Coast Operating Account	121,766.72
Petty Cash	400.00
Total Checking/Savings	617,068.59
Accounts Receivable	
Accounts Receivable	6,428.82
Property Taxes	56,804.78
Total Accounts Receivable	63,233.60
Other Current Assets	
Interfund Receivable	137,145.22
Prepaid Expenses	
Dispatch Service	3,546.99
Insurance	9,168.80
Licenses & Permits	579.51
Memberships	1,726.30
P.O. Box Rental	76.00
Storage Lease	1,041.71
Subscriptions	2,067.59
Prepaid Expenses - Other	6,286.54
Total Prepaid Expenses	24,493.44
1710 · Deferred OF - Contib. After M.D	112,634.00
Total Other Current Assets	274,272.66
Total Current Assets	954,574.85
Fixed Assets	
1600 · Capital Assets	
1605 · Tidewater Station	71,073.00

Central Oregon Coast Fire & Rescue
Balance Sheet
As of July 31, 2021

	Jul 31, 21
1600 · Capital Assets - Other	1,252,326.86
Total 1600 · Capital Assets	1,323,399.86
1650 · Allowance For Depreciation	-678,856.71
Total Fixed Assets	644,543.15
TOTAL ASSETS	1,599,118.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,686.92
2210 · Interfund Payable	137,145.38
Total Accounts Payable	147,832.30
Credit Cards	
Oregon Coast Bank Visa	3,158.45
Total Credit Cards	3,158.45
Other Current Liabilities	
1700 · Net Pension Asset	77,886.00
2110 · Direct Deposit Liabilities	118.83
2150 · Union Dues, IAFF Local 4619	292.50
2200 · Deferred Revenue-Ambulance Reve	95.66
2201 · Deferred Revenue	43,676.04
2202 · Compensated Absences	15,135.92
2203 · 941 Tax Payable	298.86
2204 · SIT Payable	684.00
2205 · SUTA Payable	106.03
2206 · Workers' Benefit Fund	13.62
2207 · 457 Deferred Compensation Payab	-120.00
2222 · Deferred Revenue Contra	-41,147.00
2301 · Capital Lease Obligation	82,144.89
2310 · Deferred IF - Investment Return	334,284.00
Total Other Current Liabilities	513,469.35
Total Current Liabilities	664,460.10
Long Term Liabilities	
2500 · Capital Lease Obligation - LT	100,000.00
Total Long Term Liabilities	100,000.00
Total Liabilities	764,460.10

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08/16/21

Accrual Basis

Central Oregon Coast Fire & Rescue
Balance Sheet
As of July 31, 2021

	<u>Jul 31, 21</u>
Equity	
Fund Balance	
Fire	440,672.73
Unreserved	
Beginning Fund - FY 2020/2021	<u>-1,234,448.00</u>
Total Unreserved	-1,234,448.00
4300 · FB Prior Period Adjustment	-20,714.00
4510 · FB Debt Proceeds	-95,720.00
Fund Balance - Other	<u>253,957.49</u>
Total Fund Balance	-656,251.78
1110 · Retained Earnings	1,266,476.03
4100 · Investment In Fixed Assets	71,073.00
4120 · F/B - Depreciation	-58,553.35
4400 · F/B - Capital Asset Additions	225,091.76
4500 · Fund Balance-Comp Abs	553.55
4560 · GASB 34 Fund Balance	8,213.00
4600 · GAAP - Pension Income	51,859.00
4620 · F/B -Deferred Revenue	-95.66
Net Income	<u>-73,707.65</u>
Total Equity	<u>834,657.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,599,118.00</u></u>

Central Oregon Coast Fire & Rescue
Profit & Loss Budget vs. Actual
July 2021

	Jul 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · Current Levied Taxes				
Operating Levy	0.00	326,311.05	-326,311.05	0.0%
Permanent Levy	0.00	504,830.00	-504,830.00	0.0%
Total 4010 · Current Levied Taxes	0.00	831,141.05	-831,141.05	0.0%
4015 · Equipment Replacement Levy	0.00	99,376.01	-99,376.01	0.0%
4020 · Previous Levied Taxes	5,072.07	15,890.00	-10,817.93	31.9%
6025 · AFG Grant	0.00	131,250.00	-131,250.00	0.0%
6030 · Interest	97.02	2,500.00	-2,402.98	3.9%
6032 · Insurance Recovery/Refund	0.00	4,000.00	-4,000.00	0.0%
6040 · Donations & Memorials	0.00	200.00	-200.00	0.0%
6051 · Pac. West Agreement	1,200.00	14,400.00	-13,200.00	8.3%
6090 · Sale of Surplus Property	0.00	5,000.00	-5,000.00	0.0%
6120 · Conflagration	0.00	5,000.00	-5,000.00	0.0%
6121 · Beginning Fund - FY 2021/2022	0.00	674,566.55	-674,566.55	0.0%
Total Income	6,369.09	1,783,323.61	-1,776,954.52	0.4%
Gross Profit	6,369.09	1,783,323.61	-1,776,954.52	0.4%
Expense				
8000 · Personnel Services				
8010 · Gross Payroll				
Base Wages	27,034.12	368,878.36	-341,844.24	7.3%
Call Stipend	510.00	8,000.00	-7,490.00	6.4%
FSLA	368.70	1,500.00	-1,131.30	24.6%
Overtime Wages	3,983.60	20,000.00	-16,016.40	19.9%
Total 8010 · Gross Payroll	31,896.42	398,378.36	-366,481.94	8.0%
8011 · Employer FICA	2,440.10	30,475.94	-28,035.84	8.0%
8012 · SUTA	459.12	9,361.89	-8,902.77	4.9%
8014 · PERS	1,640.48	59,218.94	-57,578.46	2.8%
8015 · Medical Insurance	10,859.37	102,000.00	-91,140.63	10.6%
8016 · Workmans Comp	0.00	12,825.06	-12,825.06	0.0%
8025 · Recruitment & Retention	0.00	2,200.00	-2,200.00	0.0%
8027 · 457 Deferred	75.00	750.00	-675.00	10.0%
8029 · Payroll Expenses - Other	21.00	360.00	-339.00	5.8%
Total 8000 · Personnel Services	47,391.49	615,570.19	-568,178.70	7.7%
8019 · Materials				
8023 · Bank Fees	4.00	750.00	-746.00	0.5%
8031 · Office Supply/Postage	1,960.39	6,000.00	-4,039.61	32.7%
8032 · Legal Services	228.90	8,000.00	-7,771.10	2.9%
8033 · Lab Fees	36.00	250.00	-214.00	14.4%
8034 · Medical Supplies	1,183.21	5,000.00	-3,816.79	23.7%
8035 · Minor Equipment	73.44			
8037 · Protective Equipment/Uniforms	104.00	10,000.00	-9,896.00	1.0%
8040 · Equipment Maintenance	258.40	3,080.00	-2,821.60	8.4%
8045 · Building Maintenance	648.78	2,600.00	-1,951.22	25.0%
8050 · Vehicle Fuel	2,069.35	12,000.00	-9,930.65	17.2%
8055 · Vehicle Repair	2,094.15	20,000.00	-17,905.85	10.5%
8056 · Annual Equipment Testing	0.00	10,000.00	-10,000.00	0.0%

Central Oregon Coast Fire & Rescue
Profit & Loss Budget vs. Actual
July 2021

	Jul 21	Budget	\$ Over Budget	% of Budget
8135 · AFG Grant	0.00	175,000.00	-175,000.00	0.0%
8172 · Public Eduction	0.00	5,000.00	-5,000.00	0.0%
8178 · Department Software/Hardware	14.99	1,900.00	-1,885.01	0.8%
8179 · Subscriptions	0.00	3,825.00	-3,825.00	0.0%
8180 · Training/Mileage	40.00	8,180.00	-8,140.00	0.5%
8186 · Volunteer Appreciation	486.00	14,000.00	-13,514.00	3.5%
8187 · Membership/Dues	813.19	4,500.00	-3,686.81	18.1%
8190 · Insurance	1,508.76	15,600.00	-14,091.24	9.7%
8200 · Bookkeeping	1,287.50	15,600.00	-14,312.50	8.3%
8210 · Audit	0.00	8,400.00	-8,400.00	0.0%
8235 · Dispatch Service	1,773.50	24,535.00	-22,761.50	7.2%
8236 · Telephone	855.03	2,400.00	-1,544.97	35.6%
8237 · Water/Sewer	332.33	2,100.00	-1,767.67	15.8%
8238 · Electricity/Propane	435.70	12,900.00	-12,464.30	3.4%
8239 · Rent	208.33			
8240 · Internet Service	0.00	3,600.00	-3,600.00	0.0%
8270 · Miscellaneous Expense	0.05			
8271 · Oregon Ethics Commission	0.00	439.09	-439.09	0.0%
8272 · Copier Agreement	0.00	2,160.00	-2,160.00	0.0%
9092 · Uniforms	514.22	3,500.00	-2,985.78	14.7%
9300 · Simulcast Network - Maint. Agre	0.00	4,165.44	-4,165.44	0.0%
Total 8019 · Materials	16,930.22	385,484.53	-368,554.31	4.4%
8400 · Operating Contingency	0.00	20,000.00	-20,000.00	0.0%
9020 · Capital Outlay				
8036 · Communications Equipment	573.00			
8195 · Interest Expense	0.00	3,965.46	-3,965.46	0.0%
8925 · D/S - Principal	0.00	82,145.00	-82,145.00	0.0%
9000 · Work-in-Progress				
9400 · Tidewater Station Improvements	17,456.13			
9405 · Waldport Station House Upgrade	3,663.26			
Total 9000 · Work-in-Progress	21,119.39			
9049 · Boat Facility & Related	0.00	20,000.00	-20,000.00	0.0%
9056 · CERT Team	0.00	3,000.00	-3,000.00	0.0%
9093 · Technical Rescue Equipment	0.00	4,500.00	-4,500.00	0.0%
9095 · Rescue Boat	3,469.00	1,500.00	1,969.00	231.3%
9096 · Engine/Ambulance Equipment	0.00	5,765.55	-5,765.55	0.0%
9102 · New Station Property	0.00	200,000.00	-200,000.00	0.0%
Total 9020 · Capital Outlay	25,161.39	320,876.01	-295,714.62	7.8%
Total Expense	89,483.10	1,341,930.73	-1,252,447.63	6.7%
Net Ordinary Income	-83,114.01	441,392.88	-524,506.89	-18.8%
Other Income/Expense				
Other Income				
5820 · Equipment Reserve Fund Transfer				
Interest	41.02	600.00	-558.98	6.8%
Total 5820 · Equipment Reserve Fund Transfer	41.02	600.00	-558.98	6.8%
5825 · Building/Property Rsrv Transfer				
Interest	103.34	2,500.00	-2,396.66	4.1%

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08/16/21

Accrual Basis

Central Oregon Coast Fire & Rescue
Profit & Loss Budget vs. Actual
July 2021

	Jul 21	Budget	\$ Over Budget	% of Budget
Total 5825 · Building/Property Rsrv Transfer	103.34	2,500.00	-2,396.66	4.1%
6033 · Grants	0.00	10,000.00	-10,000.00	0.0%
Total Other Income	144.36	13,100.00	-12,955.64	1.1%
Other Expense				
9025 · Gain/Loss Sale of Assets	-9,262.00			
Total Other Expense	-9,262.00			
Net Other Income	9,406.36	13,100.00	-3,693.64	71.8%
Net Income	-73,707.65	454,492.88	-528,200.53	-16.2%

Central Oregon Coast Fire & Rescue Profit & Loss by Class

July 2021

	Bldg/Property Rsv	Equipment Levy Fund	Equipment Reserve	General Fund	TOTAL
Ordinary Income/Expense					
Income					
4020 · Previous Levied Taxes	0.00	0.00	0.00	5,072.07	5,072.07
6030 · Interest	0.00	0.00	0.00	97.02	97.02
6051 · Pac. West Agreement	0.00	0.00	0.00	1,200.00	1,200.00
Total Income	0.00	0.00	0.00	6,369.09	6,369.09
Gross Profit	0.00	0.00	0.00	6,369.09	6,369.09
Expense					
8000 · Personnel Services					
8010 · Gross Payroll					
Base Wages	0.00	0.00	0.00	27,034.12	27,034.12
Call Stipend	0.00	0.00	0.00	510.00	510.00
FSLA	0.00	0.00	0.00	368.70	368.70
Overtime Wages	0.00	0.00	0.00	3,983.60	3,983.60
Total 8010 · Gross Payroll	0.00	0.00	0.00	31,896.42	31,896.42
8011 · Employer FICA	0.00	0.00	0.00	2,440.10	2,440.10
8012 · SUTA	0.00	0.00	0.00	459.12	459.12
8014 · PERS	0.00	0.00	0.00	1,640.48	1,640.48
8015 · Medical Insurance	0.00	0.00	0.00	10,859.37	10,859.37
8027 · 457 Deferred	0.00	0.00	0.00	75.00	75.00
8029 · Payroll Expenses - Other	0.00	0.00	0.00	21.00	21.00
Total 8000 · Personnel Services	0.00	0.00	0.00	47,391.49	47,391.49
8019 · Materials					
8023 · Bank Fees	0.00	0.00	0.00	4.00	4.00
8031 · Office Supply/Postage	0.00	0.00	0.00	1,960.39	1,960.39
8032 · Legal Services	0.00	0.00	0.00	228.90	228.90
8033 · Lab Fees	0.00	0.00	0.00	36.00	36.00
8034 · Medical Supplies	0.00	0.00	0.00	1,183.21	1,183.21
8035 · Minor Equipment	0.00	0.00	0.00	73.44	73.44
8037 · Protective Equipment/Uniforms	0.00	0.00	0.00	104.00	104.00
8040 · Equipment Maintenance	0.00	0.00	0.00	258.40	258.40
8045 · Building Maintenance	117.82	0.00	0.00	530.96	648.78
8050 · Vehicle Fuel	0.00	0.00	0.00	2,069.35	2,069.35
8055 · Vehicle Repair	0.00	0.00	0.00	2,094.15	2,094.15
8178 · Department Software/Hardware	0.00	0.00	0.00	14.99	14.99
8180 · Training/Mileage	0.00	0.00	0.00	40.00	40.00
8186 · Volunteer Appreciation	0.00	0.00	0.00	486.00	486.00
8187 · Membership/Dues	0.00	0.00	0.00	813.19	813.19
8190 · Insurance	0.00	0.00	0.00	1,508.76	1,508.76
8200 · Bookkeeping	0.00	0.00	0.00	1,287.50	1,287.50
8235 · Dispatch Service	0.00	0.00	0.00	1,773.50	1,773.50
8236 · Telephone	0.00	0.00	0.00	855.03	855.03
8237 · Water/Sewer	0.00	0.00	0.00	332.33	332.33
8238 · Electricity/Propane	0.00	0.00	0.00	435.70	435.70
8239 · Rent	0.00	0.00	0.00	208.33	208.33
8270 · Miscellaneous Expense	0.05	0.00	0.00	0.00	0.05
9092 · Uniforms	0.00	0.00	0.00	514.22	514.22
Total 8019 · Materials	117.87	0.00	0.00	16,812.35	16,930.22

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08/16/21

Accrual Basis

Central Oregon Coast Fire & Rescue
Profit & Loss by Class
 July 2021

	Bldg/Property Rsv	Equipment Levy Fund	Equipment Reserve	General Fund	TOTAL
9020 · Capital Outlay					
8036 · Communications Equipment	0.00	573.00	0.00	0.00	573.00
9000 · Work-in-Progress					
9400 · Tidewater Station Improvements	17,375.45	0.00	0.00	80.68	17,456.13
9405 · Waldport Station House Upgrade	3,663.26	0.00	0.00	0.00	3,663.26
Total 9000 · Work-in-Progress	21,038.71	0.00	0.00	80.68	21,119.39
9095 · Rescue Boat	0.00	0.00	0.00	3,469.00	3,469.00
Total 9020 · Capital Outlay	21,038.71	573.00	0.00	3,549.68	25,161.39
Total Expense	21,156.58	573.00	0.00	67,753.52	89,483.10
Net Ordinary Income	-21,156.58	-573.00	0.00	-61,384.43	-83,114.01
Other Income/Expense					
Other Income					
5820 · Equipment Reserve Fund Transfer Interest	0.00	0.00	41.02	0.00	41.02
Total 5820 · Equipment Reserve Fund Transfer Interest	0.00	0.00	41.02	0.00	41.02
5825 · Building/Property Rsrv Transfer Interest	103.34	0.00	0.00	0.00	103.34
Total 5825 · Building/Property Rsrv Transfer Interest	103.34	0.00	0.00	0.00	103.34
Total Other Income	103.34	0.00	41.02	0.00	144.36
Other Expense					
9025 · Gain/Loss Sale of Assets	0.00	0.00	0.00	-9,262.00	-9,262.00
Total Other Expense	0.00	0.00	0.00	-9,262.00	-9,262.00
Net Other Income	103.34	0.00	41.02	9,262.00	9,406.36
Net Income	-21,053.24	-573.00	41.02	-52,122.43	-73,707.65

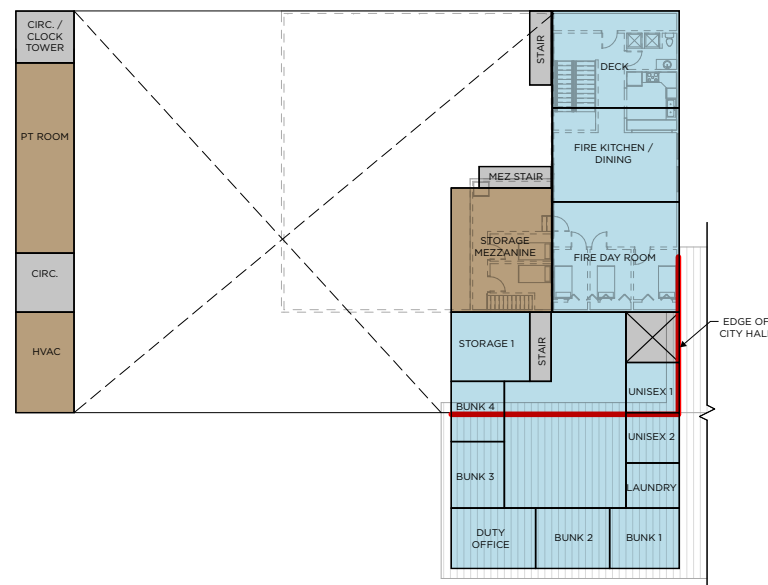
BLOCK DIAGRAMS



N
First Floor Block Diagram
N.T.S.



N
Site Plan
N.T.S.



N
Second Floor Block Diagram
N.T.S.

SCHEME 1

ADVANTAGES

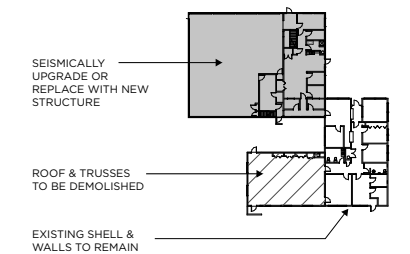
- PWA, Fire, and Police all have reception windows at front lobby.
- Large mezzanine space provided over PWA unisex restrooms.

DISADVANTAGES

- Expanding second floor over existing structure will require significant costs.
- App bay will need to be seismically upgraded or replaced. Due to connection of app bay and living quarters to existing City Hall structural recommendations matching existing framing, not PEMB.
- Second floor does not utilize space efficiently.

LEGEND

- CIRCULATION
- APPARATUS BAY
- PUBLIC AREAS
- ADMINISTRATION
- LIVING AREAS



Block Diagrams - Scheme 1

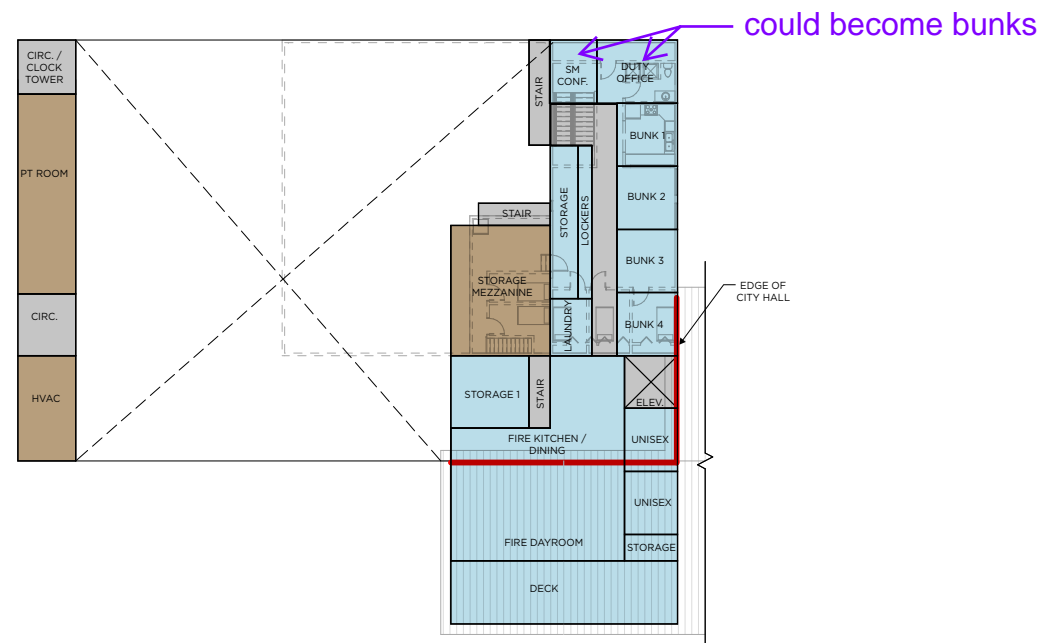
BLOCK DIAGRAMS



N
First Floor Block Diagram
N.T.S.



N
Site Plan
N.T.S.



N
Second Floor Block Diagram
N.T.S.

SCHEME 1A

ADVANTAGES

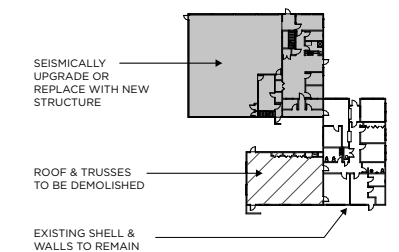
- PWA, Fire, and Police all have reception windows at front lobby.
- Second floor layout provides for a more efficient use of space.
- Large mezzanine space provided over PWA unisex restrooms.
- Deck off south end of building provides added privacy.

DISADVANTAGES

- Expanding second floor over existing structure will require significant costs.
- App bay will need to be seismically upgraded or replaced with new structure. due to connection of app bay and living quarters to existing City Hall structural recommendations matching existing framing, not PEMB.

LEGEND

- CIRCULATION
- APPARATUS BAY
- PUBLIC AREAS
- ADMINISTRATION
- LIVING AREAS

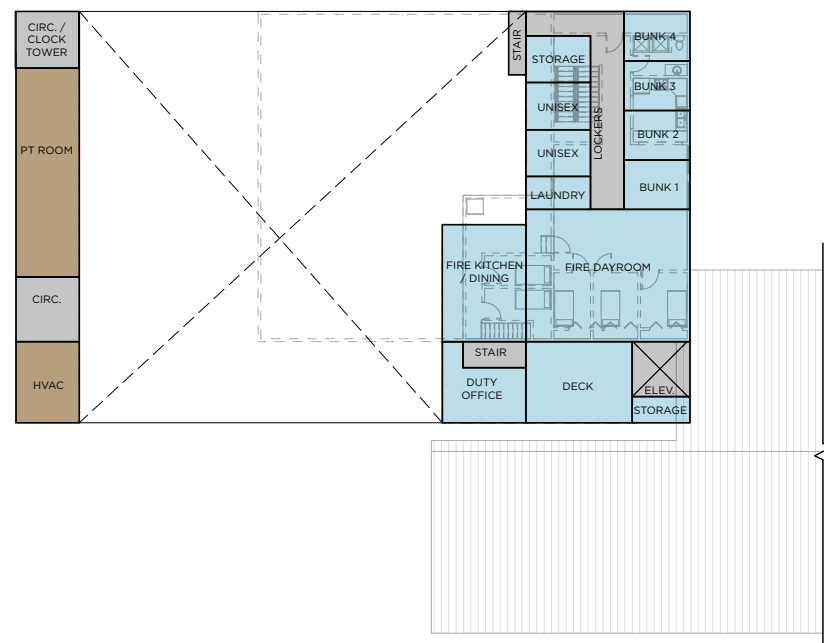


Block Diagrams - Scheme 1A

BLOCK DIAGRAMS



N
First Floor Block Diagram
N.T.S.



N
Second Floor Block Diagram
N.T.S.



N
Site Plan
N.T.S.

SCHEME 2

ADVANTAGES

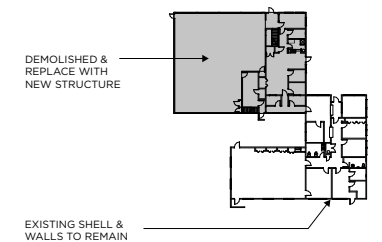
- PWA, Fire, and Police all have reception windows at front lobby.
- Second floor living quarters directly over new portion of building. Reducing re-work of existing structure.
- Layout of second floor living quarters is compact and efficient.

DISADVANTAGES

- Second floor within a PEMB is more complicated than single-level arrangement.

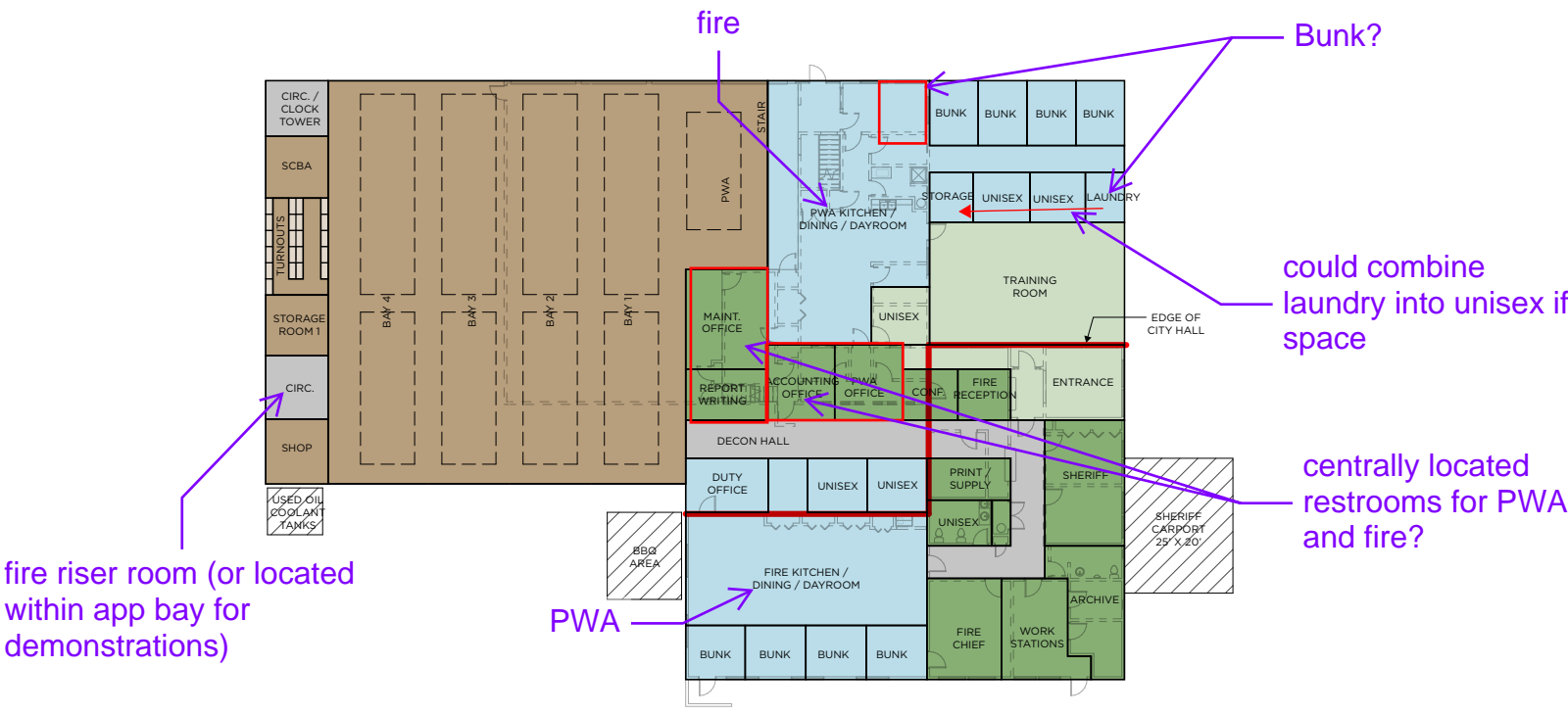
LEGEND

- CIRCULATION
- APPARATUS BAY
- PUBLIC AREAS
- ADMINISTRATION
- LIVING AREAS

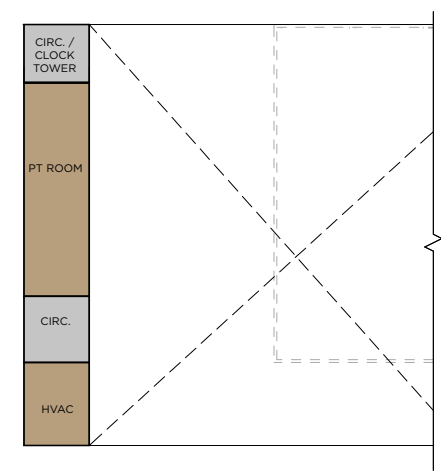


Block Diagrams - Scheme 2

BLOCK DIAGRAMS



N
First Floor Block Diagram
N.T.S.



N
Second Floor Block Diagram
N.T.S.



N
Site Plan
N.T.S.

SCHEME 3

ADVANTAGES

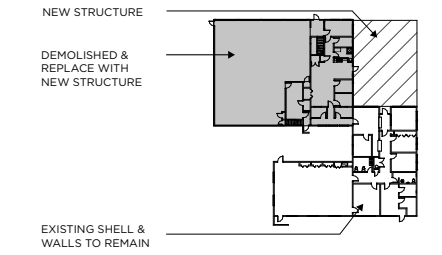
- PWA, Fire, and Police all have reception windows at front lobby.
- Single-level living quarters reduces costs on vertical circulation, framing.
- Public component of building expanded easily visible from roadway and parking lot.
- Direct adjacency between fire living quarters, app bay, and office.
- Additional bunk provided in PWA space for future growth.

DISADVANTAGES

- Building expansion reduces opportunity for exterior parking, site improvements.

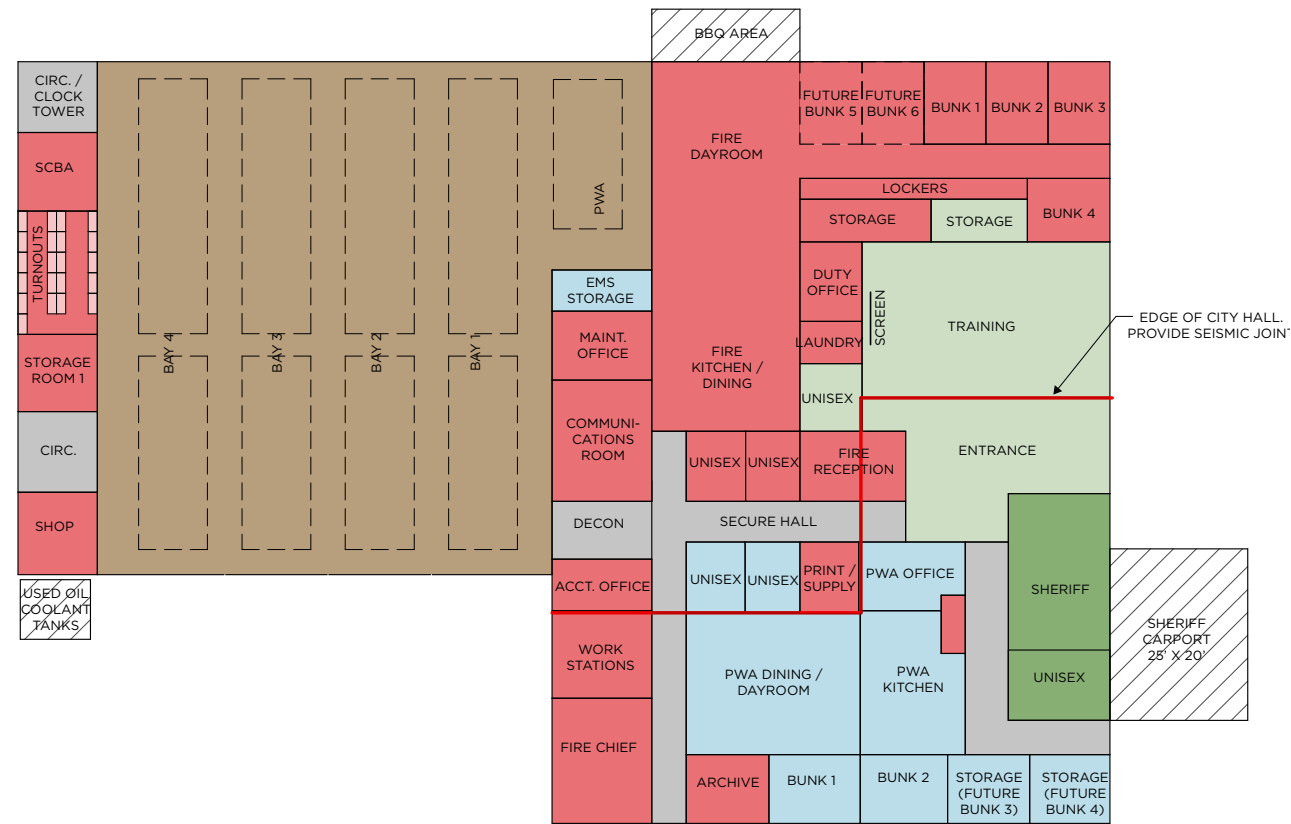
LEGEND

- CIRCULATION
- APPARATUS BAY
- PUBLIC AREAS
- ADMINISTRATION
- LIVING AREAS



Block Diagrams - Scheme 3

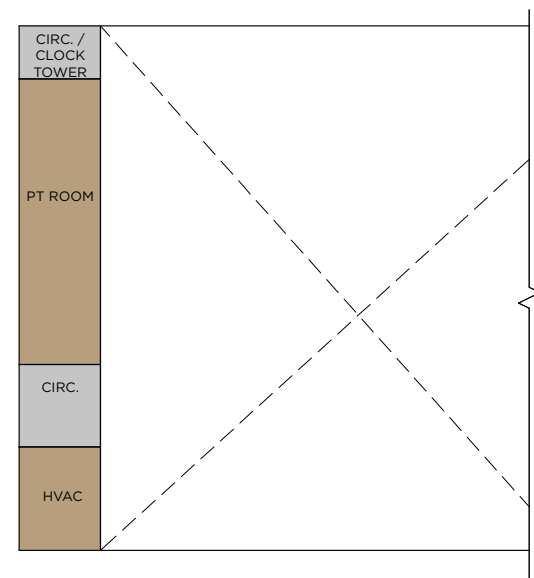
BLOCK DIAGRAMS



First Floor Block Diagram
N.T.S.



Site Plan
N.T.S.



Second Floor Block Diagram
N.T.S.

LEGEND

- CIRCULATION - 1,115 SF
 - APPARATUS BAY - 5,375 SF
 - PUBLIC AREAS - 1,545 SF
 - SHERIFF - 490 SF
 - PWA - 1,725 SF
 - FIRE - 4,550 SF
- TOTAL: 14,800 SF (+860 SF MEZ.)**

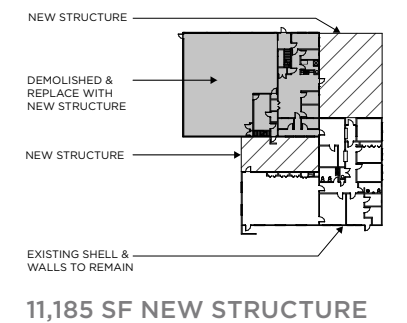
SCHEME 3

ADVANTAGES

- PWA, Fire, and Police all have reception windows at front lobby.
- Single-level living quarters reduces costs on vertical circulation, framing.
- Public component of building expanded easily visible from roadway and parking lot.
- Direct adjacency between fire living quarters, app bay, and office.
- Additional bunks provided for Fire & PWA future growth.

DISADVANTAGES

- Building expansion reduces opportunity for exterior parking, site improvements.



Block Diagrams - Scheme 3

NOTICE OF MEASURE ELECTION

Notice is hereby given that on Tuesday, November 2, 2021, a measure election will be held in the Central Coast Fire & Rescue (CCF&R) on the question of a five year local option tax for the district.

The county clerk has advised that the election will be conducted by mail.

The following shall be the ballot title of the measure to be submitted to the voters of this district in Lincoln County on this date:

CAPTION

Local Option Tax For Central Coast Fire & Rescue

QUESTION

Shall CCF&R establish a tax for operations of \$0.25 per \$1000 assessed value for five years beginning 2022-2023? This measure may cause property taxes to increase more than three percent.

SUMMARY

Approval of this measure would establish a five-year local option tax, replacing the current serial levy tax set to expire in tax year 2022, at the same rate now in effect, for five years.

It is estimated that this measure would raise approximately \$108,890.73 in tax revenues for 2022-2023; \$112,157.45 in tax revenues for 2023-2024; \$115,522.17 in tax revenues for 2024-2025; \$118,987.83 in tax revenues for 2025-2026 and \$122,557.47 for 2026-2027.

Revenues would be used by the Central Coast Fire & Rescue to continue to increase staffing of Fire, EMS, and Rescue personnel, update and replace equipment, purchase personal protective equipment, hose, and other tools.

EXPLANATORY STATEMENT:

Central Coast Fire & Rescue proposes to replace a current Serial Levy at \$0.25 per \$1000 assessed, scheduled to expire on June 30th 2022, with a 5-year Operations Levy at the same rate of \$0.25 per \$1000 assessed. Beginning on July 1st 2022.

The proposed Levy will provide 5 years of funding to allow the Fire District to hire an additional Firefighter/EMT. Additionally, the Levy will provide funding for the District to purchase personal protective equipment, firefighting equipment, EMS equipment, and replace worn or out of service equipment as needed.

During the May election of 2012 a 10-year Serial Levy was approved to provide the Fire District with an annual fund to purchase and replace equipment. The Levy was approved at \$0.25 per \$1000 for the 10-year duration. The funding provided the ability for the District to purchase Firefighter protective clothing, Self-Contained Breathing Apparatus for firefighter respiratory protection, replacement of worn and damaged fire hose to support fire suppression efforts, and small equipment purchases to ensure fire and rescue personnel have the tools needed to complete emergency responses.

The proposed Levy will continue to provide funding needed to purchase equipment to support emergency responses and personnel protection. Each year the Levy will provide up to \$25,000.00 toward equipment purchases.

Currently, Central Coast Fire & Rescue participates in an Inter-Governmental Agreement with Seal Rock Fire District. The primary function of the agreement is the combined staffing of Firefighting personnel on a daily basis. The personnel are assigned within three shifts that rotate every 48 hours. Under the current staffing the shift personnel are unbalanced. With the continued decline in volunteer firefighting personnel and the increase in emergency responses, the need to ensure a minimum responder availability is dependent on career staffing of Firefighters. The additional hiring of a Firefighter/EMT will improve the minimum responder availability and balance the three shifts with 3 Firefighter/EMTs per shift.

In summary the proposed Levy will generate funds to hire 1 additional Firefighter/EMT and provide \$25k per year for equipment purchases to support Fire, Rescue, and EMS emergencies. The Levy proposed replaces a Levy currently in place, expiring June 30 2022, at the same rate of \$0.25 per \$1000 assessed. The Levy proposed will begin July 1st 2022.

Notice of Measure Election

District

SEL 803

rev 03/18 ORS 250.035,
250.041, 255.145, 255.345

Notice

Date of Notice

Name of District

Name of County or Counties

Date of Election

Final Ballot Title The following is the final ballot title of the measure to be submitted to the district's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

Caption 10 words which reasonably identifies the subject of the measure.

Question 20 words which plainly phrases the chief purpose of the measure.

Summary 175 words which concisely and impartially summarizes the measure and its major effect.

Explanatory Statement 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the district elections authority; **or**

→ any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached?

Yes

No

Authorized District Official Not required to be notarized.

Name

Title

Mailing Address

Contact Phone

By signing this document:

→ I hereby state that I am authorized by the district elections authority to submit this Notice of Measure Election; **and**

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature

Date Signed

Estimate

Elite Extrication & Equipment
 5530 Diamond Ridge Way
 Nampa Idaho 83686
 e3equipment@gmail.com
 Tyler Bryner- Owner

Name/Address
Central Oregon Coast Fire & Rescue 145 E. Alsea Highway Waldport , Oregon 97394

Date	Estimate No.	Project
08/11/21	21-86	

Item	Description	Quantity	Cost	Total
MISC ITEM	Demo Set ESLC-29-D ESL-28-D To include trading in of departments current equipment: ~Pump 10,500 PSI S/N BT652632 ~Pump BT.1.5 S/N BT151263 ~Cutter C-25 S/N C251814 ~Manual Pump S/N HDP1993 ~Spreader S-100 S/N S282608 ~Ram TLS.50 S/N TR503358 ~Cutter BFCC.28 S/N BFCC281097 ~Ram R-Series S/N R501292 ~Three Hoses from Spreader, Cutter and Combi Sales Tax		5,000.00	5,000.00
			0.00%	0.00
Thank You for Your Business			Total	\$5,000.00



Central Coast Fire & Rescue District
145 NW Alsea Hwy
Waldport, OR 97394
(541)-563-3121

To: Central Coast Fire & Rescue Board of Directors
From: Chief Jamie Mason
Date: 8/12/2021
Subject: Board Report

CHIEF'S REPORT

Makenzie Group – We met via zoom meeting with Mackenzie Group on August 6th. We were presented with the floor plan options. We have asked Mackenzie to provide a presentation to the Board to include updates on the overall evaluation.

Boat 72 – The new cover for the Boat has arrived. At this time we are prepared to place the Boat in a ready for response status at the Port after water and power is available to maintain the boat.

Surplus Property – The ladder truck was sold for \$5000.00. Lt. Knudson has a detailed report on the surplus properties that have been sold over the last year.

Fire Season – As of August 12th CCF&R and SRFD went into a full fire ban in conjunction with a Red Flag Warning issued. The Ban will most likely be in effect until a significant amount of rain fall is provided and/or the expiration of the fire season.

Squad 21 – Depoe Bay is working to confirm that they will be allowed to use the ambulance as a mutual aid transport. Once they confirm this capability, they will return the documents for FEMA.

ISO – Dave Hyland completed the re-evaluation on June 29th. Hopefully, we will have our results soon.

SDAO Board Training – The conference room has been improved to provide a space where zoom or go to meeting type session could be facilitated. If any of the Board Members would like to do their training with SDAO via a digital session the room is available for that session.

Portable Radios – The radios that were order in May have arrived and are in the programing process for Bank 1. Once programmed the chargers will be installed on the vehicles and radios will then be assigned to each vehicle ensuring communications capabilities on scene.

Connex Boxes – The connex box from station 72 has been relocated to station 73 and all of the tidewater items have been moved to tidewater temporarily stored in the connex until ready to move into the building.

Equipment Levy – The Notice of Measure election has been submitted to the County Elections office and will be published on time. A copy of the SEL 803 and Explanatory statement is included in your Board packets for review. They are due by September 2nd.

Station 74 Property and Grounds Maintenance – We have been attempting to contact the persons that have been suggested for working on the Five Rivers properties. If we cannot get a confirmation from them to complete the work, the District will establish a work party and rent the equipment needed to complete the work with District personnel. I have set a deadline of August 30th to have a confirmation or plan in place to accomplish this work.

Open House/Campaign Kick-Off – The open house was very successful. I appreciate everyone who attended and assisted with the event. The next upcoming event needed will be to conduct a townhall type meeting to provide information and answer questions from the public regarding the upcoming Levy and future planning of the District. We are tentatively looking at scheduling this session in early October.

ZOLL AED's – The AEDs that were ordered have arrived and will be placed in service to include a public access AED just inside the front door of the station admin area.