



**BOARD OF DIRECTORS MEETING**  
Central Coast Fire & Rescue Training Room  
125 East Alsea Highway  
Waldport, Oregon 97394  
Thursday, October 21, 2021  
Board Meeting 5:30 PM

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**BOARD OF DIRECTORS MEETING REGULAR SESSION**

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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

V. PRESIDENTS REPORT

VI. SUB-COMMITTEE REPORT

VII. CITIZEN PARTICIPATION

VIII. STAFF PRESENTATIONS

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

IX. VOLUNTEER REPORT

X. FINANCE REPORT

- a. Approval of financial report
- b. Approval of expenditures

XI. CORRESPONDENCE

XII. OLD BUSINESS

XIII. NEW BUSINESS

XIV. CHIEFS 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

SEPTEMBER 16, 2021

- 1. Call to Order.** The regular meeting of the Board of Directors of the Central Oregon Coast Fire & Rescue District was called to order by President Pankey at 5:30 p.m. on Thursday, September 16, 2021.
- 2. Pledge of Allegiance.** Mr. Pankey led those present in the Pledge of Allegiance.
- 3. Roll Call.** Directors present were Reda Eckerman, Buster Pankey, Todd Holt, Kathryn Menefee, and Kevin Battles. A quorum was present.
- 4. Approval of Minutes.** It was moved by Mrs. Menefee, seconded by Mr. Holt, to approve the minutes of the regular Board of Directors meeting of August 19, 2021 as presented; motion carried.
- 5. Citizen Participation.** None.

Before the Staff Presentation, Mr. Pankey brought to the attention of the Board an email received from an attorney regarding the purchase of the building and a report from Mackenzie, copies of which had just been distributed prior to the meeting. Mrs. Eckerman read into the record the email received from J. Michael Keane of Garrett Hemann Robertson in which he summarized the process for selling city owned property and enclosed a draft open records request letter and form. Mr. Holt said that he had talked to Mr. Keane last week and requested all documents from the time of the City owning the Fire Department to the transfer to the Fire District and all information thereof. Mrs. Menefee said that it seemed the City could sell the building for \$1 or for market value. Mr. Holt said that they still must have a public hearing. Mrs. Menefee pointed out that since the Mackenzie report says half the building is unusable the price should maybe be \$500,000. Mrs. Eckerman then read the report from Jeff Rhys Humphreys, of Mackenzie, which stated that the entire apparatus bay and associated supporting spaces would need to be demolished and rebuilt, consisting of 56% of the total existing structure. Bernice Barnett requested copies of the letters. Chief Mason reported that following the Board's request he had obtain two quotes from appraisal companies; they would cost more than had been approved. They were in the packet as part of his report but could be dealt with now. Mrs. Menefee questioned the two-approach appraisal from Ryan Prusse. Chief Mason had asked for a fair-market appraisal rather than as a fire station; Prusse was proposing to do both. Mrs. Menefee asked about a seismic appraisal also. As the engineers had already determined that a majority of the building needed to be demolished, both appraisers said that they would have to appraise the building as is but would also make an additional allowance for that portion. The proposal from Marineau and Associates was for \$6,950 and completion in 6 weeks; that of RSP & Associates LLC was for \$5,000 and 3 weeks. Following discussion of the two companies, Mrs. Menefee moved to go with Marineau and Associates, seconded by Mr. Holt; motion carried. The subcommittee of Mr. Pankey and Mr. Holt will continue to work with the City regarding the building.

Mr. Holt expressed his concern over the condition in which he had found the Five Rivers Station the previous week, especially with regard to the infestation of rats and the lack of maintenance. Chief Mason explained that they had gone up yesterday and blew out the bays and got traps for the rats. The grass has been cut. They have been unable to get any professional rodent control companies to take care of the station but have professional quality rat control on order. The apparatus at Five Rivers is ready to go, with a full complement of required equipment, in the event it is needed and someone is available to take it out.

Mr. Pankey questioned the media connection between Information Station and the Fire Station. Wendy Knudson explained that Information Station is owned by her and work is done on her own time; Chief Mason agreed. When the Information Station closed their office they offered to bring their color printer to the station and charge only for materials. The current printer contract the District has expires in November, and at that time an agreement will be made with Information Station. She also pointed out that their meeting broadcasts are done at no charge.

**6. Staff Presentations. Training.** Chief Mason reported a total of 94 calls for August; year-to-date there have been 904 and 69 so far this month. Mr. Pankey asked how the new engine is working and Chief Mason reviewed several updates they have done, including a new light bar. The extrication gear will be here the end of the month. Training hours to date are 1989.75 hours. The Academy has been moved to October and they have 2 so far and working on another couple for at least 4 in attendance; still recruiting but not getting a lot of response. Training hours went down because of the crew out doing maintenance on hydrants but should start going up again. **Maintenance.** Facility Engineer Erich Knudson reported that the brush has been cleared at Station 74 and the apparatus is functional. Five Rivers has been moved up on the priority list; he is getting professional grade bait boxes and bait for both Five Rivers and Tidewater which will be checked regularly. They were going to re-gravel but when he checked it out it was going to be too expensive so it was decided to wait and budget for it next year. As Chief Mason explained, they are already having a lot of overages just trying to get apparatus in shape. Station 74 needed a lot of work to bring it up to ISO standards, even though it may never get used. Mr. Holt recommended meeting with Consumer Power about bringing electricity to Five Rivers. Chief Mason agreed that there should be a meeting as Consumer Power is asking us to do what we shouldn't have to at Tidewater, calling for far more extensive work than was originally agreed upon. Instead of a simple reconnect to the previous line, Mr. Knudson is having to brush-cut and run a conduit to a transformer. Mr. Holt will talk to the power companies in any future deals and he will talk to Consumers regarding Five Rivers. Currently the generator at Five Rivers works every Friday to charge the engines and there are two thermostats and a furnace that work to maintain temperature so it meets ISO requirements. Siding at Tidewater should be done by the middle of next week and the electrician is almost done; with good weather the painting should be finished by the end of next week. All of the apparatus from the three stations has been tested and is ready to go, after a few small repairs that had to be made.

**Administration.** Office Administrator Wendy Knudson reported 15,961 website pageviews in August and 6,589 so far in September, mainly from people watching calls. EF Recovery got a few more claims for a total of \$3,752.48 currently submitted. She had made the changes submitted in Policy 9.1-9.5 and asked if there were any more corrections. Mrs. Menefee expressed concern with the provision under Policy 9.5, Section 13, regarding medicinal use of marijuana and feels it should not be allowed under any circumstances. Chief Mason advised that this section falls under state requirements. After discussion, it was decided that Mrs. Menefee will talk to the District's Medical Advisor, Dr. Wisham, and Chief Mason will contact SDAO to ensure proper procedures are being followed. Policy 9.1-9.5 will go back on the agenda for discussion at the next scheduled meeting, along with Policy 9.6-9.10 which was submitted for review. Mrs. Knudson said that at that meeting she will have the final policies to be reviewed for November, which should finalize the entire process. When completed everyone will get a copy, with a signature page verifying that it has been received.

**7. Union Report.** Union Representative Shi Bucher was unavailable as he was on duty as EMS stand-by at the football game, for which the District provides coverage.

**8. Volunteer Report.** None.

**9. Finance Report.** Mr. Quick reported a total of cash on hand of \$535,034.55 at the end of August and feels we should get through to November with no problem. Payroll year to date is \$95,650, of which medical insurance is about \$10,000 a month. Tidewater so far this year is at \$17,839.73; from the beginning of the project it has been \$100,049.52. Rescue boat to date is at \$4,776, which includes the

new canvas cover and some repairs. He also mentioned the cost of \$1,750 for brush removal at Five Rivers. Discussion of maintenance costs and the fact that it has been catch-up going on for several years as funds built up. Chief Mason feels that everything is caught up and expenses should just be ongoing now. Moved by Mr. Battles to accept the financial report as presented; seconded by Mrs. Eckerman; motion carried. Moved by Mrs. Eckerman, seconded by Mrs. Menefee, to pay the bills; motion carried.

**10. Correspondence.** Mrs. Knudson read a "Thank You" card of appreciation for all the rescue services which also included a \$100 gift certificate to Grand Central. She said that at their next Association Meeting there will be a pizza party and PacWest and the Sheriff's Department will be invited, as they were included in the thank-you.

**11. Old Business.** Mr. Pankey indicated that both Tidewater and Mackenzie had already been covered.

**12. New Business.** Selection of Appraiser had already been done. Chief Mason submitted two letters, each requesting equipment to be declared surplus and sold at government auction. Letter one specified a Mako Air Compressor Station, Serial No. 54051812; Hours – 456.83; Serviced 7/20/20017. Letter two specified a Red ARE Truck Canopy; Sized for 2008 Dodge Ram 1500 Pick-up Standard; Previously Assigned to – Utility 72. Moved by Mrs. Eckerman, seconded by Mr. Holt, that the equipment be declared surplus; motion carried.

**13. Chief's Report.** Chief Mason reported that they met with Mackenzie to go over details on the floor plan; copies of the floor plan and a concept plan of what it would look like were in the packet. They had submitted two other plans, neither of which would work. Not everything was on the drawing, such as the required solar panels, but it is a start. Mackenzie has also been helping in researching for grants. We are still in fire season and there was some Fire Board discussion of allowing recreation fires and camp fires after the forecasted rain, but it was decided to keep the burn season closed probably until the end of October. We were not able to trade Ambulance 72 to Depoe Bay. Pac-West is interested in a swap so we are working through legal to see what options are available, and he had just heard from legal before the meeting. They didn't see any reason it couldn't be done but did have some questions regarding insurance. Chief Mason will contact FEMA anyway next week. What they are proposing is to lease the ambulance to Pac-West until the contract is finished and they will lease a rescue to us, and swap titles at the end. He detailed some of the components of the proposed rescue vehicle, which also includes a compressor so that there will be no need for the Connex outside. He asked the Board if he can proceed if FEMA and legal say it's okay. Mrs. Menefee moved that with the approval of FEMA and legal Chief Mason be authorized to proceed with the contract with Pac-West; seconded by Mrs. Eckerman; motion carried. ISO still hasn't sent the results; he will contact them. They have been spending a lot of time looking for grants and options for building, including contacting a fire department in Springfield, Ohio which had been very successful and who gave them a number of leads to follow. He had proposals from two grant research and writing groups, Sequoia and Ryan. Following discussion of rates, experience, and procedures, Mrs. Menefee moved to go with Ryan; seconded by Mr. Battles, motion carried. Chief Mason met with FEMA regarding Building Resilient Infrastructure and Communities (BRIC) Funds and is now pursuing two routes of funding opportunities, one for reconstruction funding for the facility and the second for hazard mitigation projects. This allows for separating out various parts for different funding sources. He asked about hazard mitigation funding for a fuel tank, but that would not be covered. This is state-level FEMA and they are looking at funding for the reconstruction side as well as for the seismic work on the other side. Mackenzie is working on the seismic grant and needs a Geotech survey done so we will have to find someone to drill, similar to the work done at Tidewater. He is researching eligibility for Rural Development grants, submitted a request to Siletz Charitable Contribution Fund for \$13,000 for fire hose to ensure consistency in equipment, and will apply for a 2-year SAFER grant to establish funding for an additional firefighter position. He feels the more small grants we can get the less we have to ask from the voters. He got confirmation from the County Elections office that the equipment levy does not expire until 2023 so a copy of the Notice of Measure Election Withdrawal which was filed was included in the

packet. It will be eligible for the November 2022 election. Roxie wanted to know when we are going to bring the boat down to the Port; not until power and water are available. He reviewed the list of appraisers he had contacted and how helpful they were even if it wasn't in their field; out of 16 he was able to find two.

**14. President's Report.** None.

**15. Questions from Citizens or Viewing Audience.** None.

**16. Good of the Order.** Mr. Holt questioned whether something should be discussed in open session or in Executive Session. Discussion of what qualifies for an Executive Session and the need for prior notification. It was decided that if it was already discussed in a prior open meeting then it should be continued in open session. Mr. Holt was referring to a statement made at the last meeting concerning an overheard comment made by someone on the Board regarding low morale in the department. Mrs. Menefee felt that when someone makes an allegation, and it is detrimental, there could have been another avenue for dealing with it. It was explained that it was thought best to bring it up without indicating who it was and to make sure it is known to the public that things are okay and everyone is doing fine. Mr. Holt said if someone said it they need to be called out; he just wanted it cleared up.

**17. Adjournment.** There being no further business to come before the Board the meeting was adjourned at 7:47 p.m.

Respectfully submitted,

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Jan K. Hansen, Recording Secretary

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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



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**To: Board of Directors**  
**From: District Training Chief**  
**Date: 18 October 2021**  
**Subject: Monthly Training Report**

## **Monthly Training Report**

- 1. Total Annual Hours Training: 2279.75 Hours**
- 2. Academy Progress – Academy started October 5<sup>th</sup>.**
- 3. Monthly Hours Combined (September): 176 Hours**



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## Maintenance Report

October 21<sup>st</sup>, 2021

### Station 74 – Pictures/Details on Page 10

All Apparatus Fully Functional and Certified

#### Engine 74

- \* Initial Pump Test on 7/26/2021 – Failed due to bad Primer
- \* Repaired and re-tested on 9/01/2021 – Passed – Page 9
- \* Discovered when trying to use it for water supply on 9/24/2021 that it would not fully go into pump. True North was called back out and repaired on 9/28/2021.
- \* All required Insurance Service Office equipment is on the apparatus.

#### Tender 74

- \* Pump Test was attempted on 7/26/2021 but could not be completed to current standards due to age and style of pump and gauges. Pump did draft and provided the 250psi of pressure when needed.
- \* All required Insurance Service Office equipment is on the apparatus.

Garbage and Old Training Props Hauled to the Dump

Bays and Apron Pressure Washed

Gutters Cleaned Out

Surplus SCBA Compressor Listed on GovDeals

Pest Control Bait Stations Placed – Page 10

Weekly Preventive Maintenance Check Started – Computer Implementation

### Station 73 – Pictures/Details on Pages 11 - 12

All Apparatus Fully Functional and Certified

#### Engine 73

- \* Initial Pump Test on 7/26/2021 – Failed due to bad Relief Valve
- \* Repaired and re-tested on 9/01/2021 – Passed – Page 7
- \* All required Insurance Service Office equipment is on the apparatus.

### Tender 73

- \* Pump Test was done on 7/26/2021 - Passed – Page 8
- \* All required Insurance Service Office equipment is on the apparatus.

### Brush 73

- \* Pump Test was done on 7/26/2021 – Passed – Page 5
- \* All required Insurance Service Office equipment is on the apparatus.

### Construction Update

- \* Consumers Power
- \* Electrician
- \* Siding

### Pest Control Bait Stations Placed

### Preventive Maintenance Checks Started – Computer Implementation

## Station 72 – Details on pages 9 thru 12

### All Apparatus Fully Functional and Certified

#### Engine 72 – First Out

- \* Pump Test was done on 7/26/2021 - Passed – Page 3
- \* All required Insurance Service Office equipment is on the apparatus.

#### Engine 75 – Second Out

- \* Pump Test was done on 7/26/2021 - Passed – Page 6
- \* All required Insurance Service Office equipment is on the apparatus.

#### Brush 72

- \* Pump Test was done on 7/26/2021 - Passed – Page 4
- \* All required Insurance Service Office equipment is on the apparatus.

#### Boat 72

- \* All Equipment Operational – Ready for Deployment

### McKenzie – Floor Plans Printed





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### TRUE NORTH EMERGENCY EQUIPMENT

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Washington Sales & Service Center  
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 Marysville, Washington 98271  
 Phone (360) 653-7844 - Fax (360) 653-7992

#### ANNUAL PUMP TEST RECORD

CITY OR DEPARTMENT		PUMP HOUR		TEST DATE	
Central Oregon Coast Fire and Rescue		NA		7/26/2021	
STREET ADDRESS		MR. FAIR		APPARATUS NO.	
PO BOX 505		101451		E72	
CITY STATE ZIP		PHONE NUMBER		YEAR BUILT	
WALDPORT OR 97384		0257		2009	
MANUFACTURER	CHASSIS	MPG SERIAL NUMBER	VEHICLE IDENTIFICATION NUMBER (VIN)		
Spartan	CrimsonFive	08022-001	497AT2P069C068123		
ENGINE MAKE	ENGINE MODEL	ENGINE SIZE	ENGINE SERIAL NO.		
N/A	N/A	NA	N/A		
ENGINE RATED	ENGINE B HP	HP @ MINIMUM RPM (3000)	GOVERNED PEAK SPEED		
N/A	N/A	2100			
Hilsberg, Oregon 97128	PUMP MODEL	PUMP TYPE	PUMP CAPACITY (GPM)	PUMP SERIAL NO.	
Waterous	CSU	M/S	1500	135405	
PUMP GEAR RATIO	COUNTER RATIO	SACTION SIZE	SACTION HOSE SIZE	LIFT	AIR TEMPERATURE
2.27	N/A	8	8	3	70
					WATER TEMPERATURE
					69
					ELEVATION
					10

#### TEST DATA

CAPACITY TEST (20 MIN)						ENGINE POWER TEST (10 MIN)		
LAYOUT	3 X 3 X 50		NOZZLE	2 1/2		GPM		PSI NET PUMP PRESSURE
TIME	COUNTER	RPM	PUMP PRESS	PIST	VACUUM	1500		
9:20		1850	150	66	6	ENGINE RPM		PUMP RPM
9:30		1550	150	66	6	1600		
9:40		1350	150	66	6	TIME TO PUMP (SECS)		12
TOTAL		4650	450	198	18	GENERAL RESULTS		
AVERAGE		1550	150	66	6	CAPACITY	20 MIN	10 MIN

TEST REMARKS						20 MIN	10 MIN	10 MIN	
ROAD GEAR	4TH GEAR					AV NOZZLE PRES	66	78	68
PUMP STAGE	SINGLE					GAL PER MIN	1500	1050	750
200 PSI TEST (10 MIN)						RPM END	1550	1660	1840
LAYOUT	SAME		NOZZLE	2		ISAWPUMP			
TIME	COUNTER	RPM	PUMP PRESS	PIST	VACUUM	AV PUMP PRES	147	198	249.6
9:41		1660	200	78	4	SUCTION PRES	3	2	0.5
9:46		1660	200	78	4	NET PUMP PRES	150	200	250
9:51		1660	200	78	4	PUMP STAGE	SINGLE	SINGLE	SINGLE
TOTAL		4980	600	234	12	GENERAL REMARKS AND INFORMATION			
AVERAGE		1660	200	78	4	OIL PRESSURE	ENGINE TEMPERATURE		

TEST REMARKS						@ 150 PSI - 58	@ 150 PSI - 210
ROAD GEAR	SAME					@ 200 PSI - 54	@ 200 PSI - 210
PUMP STAGE	SINGLE					@ 250 PSI - 64	@ 250 PSI - 210
250 PSI TEST (10 MIN)						DRY VACUUM (IN) LOSS	TANKFLOW - SPURT TEST
LAYOUT	SAME		NOZZLE	1 3/4		-5	618
TIME	COUNTER	RPM	PUMP PRESS	PIST	VACUUM	RE. REMARKS	GOVERNOR
9:52		1640	260	68	1	@ 150 PSI +	@ 150 PSI + 15
9:57		1840	250	68	1	@ 90 PSI +	@ 90 PSI + 10
10:02		1840	260	68	1	@ 250 PSI +	@ 250 PSI + 10
		5520	750	204	3	TESTED BY	ZACH BELT
AVERAGE		1840	250	68	1	AT	CENTRAL COAST

TEST REMARKS						WITNESSED BY	
ROAD GEAR	SAME					DATE	
PUMP STAGE	SINGLE						
PASS OR FAIL	PASS					REASON	

# TRUE NORTH EMERGENCY EQUIPMENT

**Corporate Office & Factory**  
 3150 SW 234th Ave, Suite 100  
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**Washington Sales & Service Center**  
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 Marysville, Washington 98271  
 Phone (360) 653-7844 • Fax (360) 653-7992

## ANNUAL PUMP TEST RECORD

<b>CITY (OR PARTY) / PUMP HOURS / TEST DATE</b>		
<b>Central Oregon Coast Fire and Rescue / 7/26/2021</b>		
<b>STREET ADDRESS / W/LEAGE / AIR VOLUME</b>		
<b>PO BOX 505 / 14426 / B72</b>		
<b>CITY, STATE, ZIP / ENGINE HOURS / YEAR BUILT</b>		
<b>WYALDPORT OR 97394 / NA / 2018</b>		
<b>MANUFACTURER</b>	<b>CYRRESS</b>	<b>W/CS SERIAL NUMBER</b>
	<b>DODGE</b>	
<b>ENGINE MAKE</b>	<b>ENGINE MODEL</b>	<b>ENGINE SIZE</b>
<b>N/A</b>	<b>N/A</b>	<b>NA</b>
<b>ENGINE RATED</b>	<b>ENGINE B.H.P.</b>	<b>OR P.M. GOVERNED SPEED</b>
<b>N/A</b>	<b>N/A</b>	<b>NA</b>
<b>Hitachi, Dodge 97123</b>	<b>PUMP MODEL</b>	<b>PUMP TYPE</b>
<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>PUMP GEAR RATIO</b>	<b>COUNTER RATIO</b>	<b>SUCTION SIZE</b>
<b>NA</b>	<b>AN</b>	<b>NA</b>

CAPACITY TEST (20 MIN)						EXCESS POWER TEST (5 MIN)					
LAYOUT	1 X 3 X 50			NOZZLE		1		GPM		@ PSI IN PUMP PRESSURE	
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM			ENGINE RPM		PUMP RPM	
4:00			70	60							
4:10			70	60							
4:20			70	60							
TOTAL			210	180							
AVERAGE			70	60							

TEST REMARKS						FINAL RESULTS					
ROAD GEAR						CAPACITY		200		250	
PUMP STAGE						20 MIN.		10 MIN.		10 MIN.	
200 PSI TEST (10 MIN)						GENERAL REMARKS AND INFORMATION					
LAYOUT	SAME			NOZZLE		1		SPM-RNG			
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM	SPM PUMP		AW NOZZLE PRES			
4:21			100	30				CAL PER MIN			
4:26			100	30				SPM-RNG			
4:31			100	30				SUCTON PRES			
TOTAL			300	90				NET PUMP PRES		150    200    250	
AVERAGE			100	30				PUMP STAGE			

TEST REMARKS						OIL PRESSURE		ENGINE TEMPERATURE			
ROAD GEAR						@ 150 PSI -		@ 150 PSI -			
PUMP STAGE						@ 200 PSI -		@ 200 PSI -			
250 PSI TEST (10 MIN)						@ 250 PSI -		@ 250 PSI -			
LAYOUT	SAME			NOZZLE		1		DRY VACUUM (IN) LOSS		TANK FLOW - SPURT TEST	
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM	RELIEF VALVE		DISCHARGE			
4:32			150	15		@ 150 PSI +		@ 150 PSI +			
4:37			150	15		@ 90 PSI +		@ 90 PSI +			
4:42			150	15		@ 250 PSI +		@ 250 PSI +			
AVERAGE			150	15		TESTED BY		ZACH BELT			
TEST REMARKS						AT		CENTRAL COAST			

ROAD GEAR						WITNESSED BY:					
PUMP STAGE						TITLE					
PASS OR FAIL						DT					
PASS						REASON					



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**ANNUAL PUMP TEST RECORD**

CITY FIRE DEPARTMENT		PUMP MODEL		TEST DATE	
Central Oregon Coast Fire		NA		7/26/2021	
STREET ADDRESS		MILEAGE		APPARATUS NO.	
PO BOX 55		48530		B-73	
CITY, STATE ZIP		ENGINE HOURS		YEAR BUILT	
Waldport OR 97394		NA		2004	
MANUFACTURER	MODEL	MANUFACT. NUMBER	VEHICLE IDENTIFICATION NUMBER (VIN)		
Ford	F550		1FDAX67P55EB65502		
ENGINE MAKE	ENGINE MODEL	ENGINE SIZE	ENGINE SERIAL NO.		
N/A	N/A	NA	N/A		
ENGINE RATED	ENGINE S.H.P.	CR.P.M COVERED SPEED	GOVERNED PEAK SPEED		
N/A	N/A	NA	NA		
PUMP MAKE	PUMP MODEL	PUMP TYPE	PUMP CAPACITY GPM	PUMP SERIAL NO.	
Waterous	2515-LE			16552B	
PUMP (PUMP RATIO)	EXHAUSTER RATIO	SUCTION SIZE	SUCTION PUMP SIZE	FR I	AUX. (PUMP) PUMP
NA	N/A	3	3	4	
				WATER TEMPERATURE	WAVATION
					10

**TEST DATA**

CAPACITY TEST (20 MIN)						EXCESS POWER TEST (3 MIN)		
LAYOUT	1 X 3 X 50		NOZZLE		1		GPM	PSI NET PUMP PRESSURE
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM		ENGINE RPM	PUMP RPM
12:00			75	30				
12:10			75	30				
12:20			76	30				
INITIAL			225	80				
AVERAGE			75	30				

**TEST REMARKS**

ROAD GEAR		DURATION	20 MIN.	10 MIN.	10 MIN.	
PUMP STAGE	SINGLE	AV NOZZLE PRES	30	20	20	
		GAL PER MIN				
		REF FLOW				
LAYOUT	SAME		NOZZLE		1	
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM	REF FLOW
12:20			100	20		
12:25			100	20		
12:30			100	20		
TOTAL			300	60		
AVERAGE			100	20		

**\*\* FINAL RESULTS \*\***

CAPACITY	200	250
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**GENERAL REMARKS AND INFORMATION**

TEST REMARKS						REL. PRESSURE	ENGINE TEMPERATURE
						@ 150 PSI -	@ 150 PSI -
ROAD GEAR						@ 200 PSI -	@ 200 PSI -
PUMP STAGE						@ 250 PSI -	@ 250 PSI -
250 PSI TEST (10 MIN)						DIFF VACUUM (IN) LOSS	TEMP (TEMP) (RPM) TEST
LAYOUT	SAME		NOZZLE		1		
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM	RELIEF VALVE	GOVERNOR
12:30			120	20		@ 150 PSI +	@ 150 PSI +
12:35			120	20		@ 90 PSI +	@ 90 PSI +
12:40			120	20		@ 250 PSI +	@ 250 PSI +
AVERAGE			380	80		TESTED BY	ZACH BELT
			120	20		AT	CENTRAL COAST
TEST REMARKS						WHEN ISSUED BY	
ROAD GEAR	SAME				TITLE		
PUMP STAGE	SINGLE				CF		
PASS OR FAIL	PASS		REASON				

# TRUE NORTH EMERGENCY EQUIPMENT

**Corporate Office & Factory**  
 3160 SW 234th Ave, Suite 100  
 Hillsboro, Oregon 97123  
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**Washington Sales & Service Center**  
 3707 "B" 124th Street NE - Suite 5  
 Marysville, Washington 98271  
 Phone (360) 653-7844 - Fax (360) 653-7992

## ANNUAL PUMP TEST RECORD

CITY OR DEPARTMENT			PUMP HOLDS			TEST DATE		
Central Oregon Coast Fire and Rescue			NA			7/26/2021		
STREET ADDRESS			W/LEASE			APPARATUS NO		
PO BOX 505			5281			E75		
CITY, STATE ZIP			ENGINE HOURS			YEAR BUILT		
WALDPORT OR 97394			3421			2001		
MANUFACTURER	CHASSIS	MPG SERIAL NUMBER	SCHEUCHE IDENTIFICATION NUMBER (VIN)					
Pierce	Pierce	12670	4P1CT02MX1A001759					
ENGINE MAKE	ENGINE MODEL	ENGINE SIZE	ENGINE SERIAL NO					
N/A	N/A	NA	N/A					
ENGINE RATED	ENGINE D HP	S/R P AT GOVERNED SPEED			GOVERNED PEAK SPEED			
N/A	N/A	2400			2400			
Hillsboro, Oregon 97123	PUMP MODEL	PUMP TYPE	PUMP CAPACITY GPM		PUMP SERIAL NO			
Waterous	CSU	T/M	1500		106752			
PUMP GEAR RATIO	COUNTER RATIO	SUCTION SIZE	SUCTION FUSE (IN)	LIFT	AIR TEMPERATURE	WATER TEMPERATURE	ELEVATION	
2.27	N/A	8	6	3	80	80	10	

### TEST DATA

CAPACITY TEST (20 MIN)						EXCESS POWER TEST (5 MIN)		
LAYOUT	3 X 3 X 60		NOZZLE	2 1/2		OPM	PSI NET PUMP PRESSURE	
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM	1500	PUMP RPM	
2:20		1500	150	66	15	1550		
2:30		1500	150	66	15			
2:40		1600	150	66	15			
TOTAL		4500	450	198	45		TIME TO FINAL (SECT) 10	
AVERAGE		1500	150	66	15		FINAL RESULTS	

### TEST REMARKS

ROAD GEAR	4TH GEAR					DURATION	20 MIN.	10 MIN.	10 MIN.
PUMP STAGE	SINGLE					AV NOZZLE PRES	66	78	88
200 PSI TEST (10 MIN)						GAL PER MIN	1500	1050	750
LAYOUT	SAME		NOZZLE	2		RPM-ENG	1500	1680	1880
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM	RPM-PUMP			
2:41		1680	200	78	8	AV PUMP PRES	142.5	196	248
2:46		1680	200	78	8	SUCTION PRES	7.5	4	2
2:51		1680	200	78	8	NET PUMP PRES	150	200	250
TOTAL		5040	600	234	24	PUMP STAGE	SINGLE	SINGLE	SINGLE
AVERAGE		1680	200	78	8	GENERAL REMARKS AND INFORMATION			

### TEST REMARKS

ROAD GEAR	SAME					DL PRESSURE	@ 150 PSI - 52			ENGINE TEMPERATURE	@ 150 PSI - 190		
PUMP STAGE	SINGLE					DL PRESSURE	@ 200 PSI - 50			ENGINE TEMPERATURE	@ 200 PSI - 190		
250 PSI TEST (10 MIN)						DL PRESSURE	@ 250 PSI - 52			ENGINE TEMPERATURE	@ 250 PSI - 200		
LAYOUT	SAME		NOZZLE	1 3/4		DRY VACUUM (IN) LINES	-4			TANK OIL - 50 WGT TEST	841		
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM	RELIEF VALVE				GOVERNOR			
2:52		1890	250	68	4	@ 150 PSI +				@ 150 PSI + 25			
2:57		1890	250	68	4	@ 90 PSI +				@ 90 PSI + 20			
3:02		1890	250	68	4	@ 250 PSI +				@ 250 PSI + 20			
		5670	750	204	12	TESTED BY:	ZACH BELT						
AVERAGE		1890	250	68	4	AT	CENTRAL COAST						

### TEST REMARKS

ROAD GEAR	SAME					WHEN TESTED BY							
PUMP STAGE	SINGLE					PITOT							
PASSE D'EAU	PASS					OP							
						REASON							



Central Coast Fire & Rescue District  
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#### ANNUAL PUMP TEST RECORD

CITY OR DEPARTMENT				PUMP HOURS		TEST DATE	
Central Oregon Coast Fire and Rescue				NA		7/27/2021	
STREET ADDRESS				MILEAGE		APPARATUS NO	
PO BOX 505				78167		E73	
CITY STATE ZIP				ENGINE HOURB		YEAR BUILT	
WALDPOROT OR 97394				NA		1988	
MANUFACTURER	CHASSIS	MFD SERIAL NUMBER		VEHICLE IDENTIFICATION NUMBER (VIN)			
International	American Eagle			1HTSETVR8LH209545			
ENGINE MAKE	ENGINE MODEL	ENGINE SIZE		PUMP SERIAL NO			
N/A	N/A	NA		N/A			
ENGINE MAKE	ENGINE MODEL	@RPM GOVERNED SPEED		GOVERNED PEAK SPEED			
N/A	N/A	2760		2700			
MANUFACTURER	PUMP MODEL	PUMP TYPE		PUMP CAPACITY GPM		PUMP SERIAL NO	
Hale	P100-2	F/M		1000		67370	
PUMP GEAR RATIO	COUNTER RATIO	SUCTION SIZE	SUCTION HOSE SIZE	DIFF	AIR TEMPERATURE	WATER TEMPERATURE	FLAMMATION
1.2	N/A	6	6	3	70		10

#### TEST DATA

CAPACITY TEST (20 MIN)						EXCESS POWER TEST (5 MIN)			
LAYOUT	COUNTER	RPM	NOZZLE	PUMP PRESS	PITOT	VACUUM	GPM	PSI NET PUMP PRESSURE	
10:50	/	2200	150	71	8		1750	165	
11:00	/	2200	150	71	8		ENGINE RPM	PUMP RPM	
11:10	/	2200	150	71	8		1550	3619	
TOTAL	/	6600	450	213	24		TIME TO FINISH (SEC)	12	
AVERAGE	/	2200	150	71	8		** FINAL RESULTS **		
							CAPACITY	200	350
							20 MIN.	10 MIN.	10 MIN.

#### TEST REMARKS

ROAD GEAR		CLASSIFICATION	20 MIN.	10 MIN.	10 MIN.
PUMP STAGE		AV NOZZLE PRG	90	87	54
		GAL PER MIN	1750	1225	876
		RPM-CHG	1500	1600	1720
		RPM-PUMP	3405	3832	3904
		AV PUMP PRES	145	196	248
		SUCTION PRES	5	4	2
		NET PUMP PRES	150	200	250
		PUMP STAGE	SINGLE SINGLE		
TOTAL	/	600	180		
AVERAGE	/	200	60		
		GENERAL REMARKS AND INFORMATION			
		@ 150 PSI - 42		@ 150 PSI - 175	
		@ 200 PSI - 40		@ 200 PSI - 200	
		@ 250 PSI - 40		@ 250 PSI - 200	

#### 200 PSI TEST (10 MIN)

ROAD GEAR	SAME	RELIEF VALVE	-2	TANK FLOW - SPIRAL TEST	1008
PUMP STAGE	SINGLE	GOVERNOR			
		TESTED BY:	ZACH BELT		
		AI:	CENTRAL COAST		
		INVESTIGATOR:			
		TITLE:			
		ID:			
		TEST REMARKS			
		TEST DATE			

ROAD GEAR	SAME	TEST DATE	
PUMP STAGE	SINGLE		
PASS OR FAIL	PASS		

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## ANNUAL PUMP TEST RECORD

CITY OR DEPARTMENT <b>Central Oregon Coast Fire and Rescue</b>			PUMP TESTER <b>NA</b>		TEST DATE <b>7/27/2021</b>
STREET ADDRESS <b>PO BOX 503</b>			MILEAGE <b>41078</b>		APPARATUS NO. <b></b>
CITY, STATE, ZIP <b>WALDPORT OR 97394</b>			ENGINE HOURS <b>NA</b>		YEAR BUILT <b>1991</b>
MANUFACTURER <b>Pierce</b>	CHASSIS <b>ENGIN</b>	MODEL SERIAL NUMBER <b>E690</b>	VEHICLE IDENTIFICATION NUMBER (VIN) <b>4P1CT92G1MA000790</b>		
ENGINE NAME <b>N/A</b>	ENGINE MODEL <b>N/A</b>	ENGINE SIZE <b>NA</b>	ENGINE SERIAL NO. <b>N/A</b>		
ENGINE RATED <b>N/A</b>	ENGINE BHP <b>N/A</b>	CRP M GOVERNED SPEED <b>2225</b>	GOVERNED PEAK SPEED <b>2200</b>		
Manufacturer Oregon #123 <b>Waterous</b>	PUMP MODEL <b>CSU</b>	PUMP TYPE <b>M/S</b>	PUMP CAPACITY GPM <b>1750</b>	PUMP SERIAL NO. <b>23178W</b>	
PUMP GEAR RATIO <b>2.27</b>	COUM ER RATIO <b>N/A</b>	SUCTION SUF <b>6</b>	SUCTION HOSE SUF <b>6</b>	LIFT <b>3</b>	AIR TEMPERATURE WATER TEMPERATURE <b>76</b> <b>71</b>
ELEVATION <b>10</b>					

### TEST DATA

CAPACITY TEST (30 MIN)						EXCESS POWER TEST (5 MIN)	
LAYOUT	3 X 3 X 60		NOZZLE			2 1/2	
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM	CPM	PSI NET PUMP PRESSURE
2:05		1500	150	90	10	1750	165
2:15		1500	150	80	10	ENGINE RPM	PUMP RPM
2:25		1600	150	90	10	1550	3619
TOTAL		4500	450	270	30	1 M (3) PUMP (PSI)	12
AVERAGE		1500	150	90	10	*** FINAL RESULTS ***	

### TEST REMARKS

ROAD GEAR <b>4TH GEAR</b>						DURATION	20 MIN.	10 MIN.	10 MIN.
PUMP STAGE <b>SINGLE</b>						AV NOZZLE PRES	90	87	54
200 PSI TEST (10 MIN)						GAL PER MIN	1750	1225	875
LAYOUT	SAME		NOZZLE			2 1/4			
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM	RPM/PUMP	3406	3832	3904
2:28		1600	200	87	8	AV PUMP PRES	145	196	248
2:31		1600	200	67	8	SUCTION PRES	5	4	2
2:36		1600	200	87	8	NET PUMP PRES	150	200	250
TOTAL		4800	600	201	24	PUMP STAGE	SINGLE	SINGLE	SINGLE
AVERAGE		1600	200	87	8	GENERAL REMARKS AND INFORMATION			

### TEST REMARKS

ROAD GEAR <b>SAME</b>	@ 150 PSI - 42		@ 150 PSI - 176	
PUMP STAGE <b>SINGLE</b>	@ 200 PSI - 40		@ 200 PSI - 200	
	@ 250 PSI - 40		@ 250 PSI - 200	

### 250 PSI TEST (10 MIN)

LAYOUT	SAME		NOZZLE			2		RELIEF VALVE		-2		TANK FLOW - SPURT TEST		1008	
TIME	COUNTER	RPM	PUMP PRESS	PITOT	VACUUM			GOVERNOR							
2:37		1720	250	54	4			@ 150 PSI + 10							
2:42		1720	250	54	4			@ 90 PSI + 10							
2:47		1720	250	54	4			@ 250 PSI + 15							
AVERAGE		5150	750	162	12			TESTED BY		ZACH BELT					
		1720	250	54	4			AT		CENTRAL COAST					

### TEST REMARKS

ROAD GEAR <b>SAME</b>	WITH PSI 2 BY			
PUMP STAGE <b>SINGLE</b>	TITLE			
PASS CRITIAL <b>PASS</b>	OP			
	RE-CON			



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**ANNUAL PUMP TEST RECORD**

CITY OR DEPARTMENT			PUMP HOUR		TEST DATE	
Central Oregon Coast Fire and Rescue			845		8/1/2021	
STREET ADDRESS			MESSAGE		APPARATUS NO	
PO BOX 505			103341		E74	
CITY STATE ZIP			ENGINE HOURS		YEAR BUILT	
WALDPOR OR 97394			8893		1994	
MANUFACTURER	CLASS	REF. #/RM. NUMBER	VEHICLE IDENTIFICATION NUMBER (VIN)			
H&W	Spartan	P07811194	457AT9D02RC013868			
ENGINE MAKE	ENGINE MODEL	ENGINE S/N	ENGINE SERIAL NO			
N/A	N/A	NA	N/A			
ENGINE RATED	ENGINE B - HP	@R.P.M COVERED SPEED	GOVERNED PEAK SPEED			
N/A	N/A	2225	2250			
Hillsboro, Oregon 97121	PUMP MODEL	PLINP TYPE	PLINP CAPACITY GPM	PLINP SERIAL NO		
Darley	EM1750	M/S	1750	65089		
PUMP GEAR RATIO	COUNTER RATIO	SUCTION SIZE	SUCTION HOSE SIZE	LIFT	AIR TEMPERATURE	ELEVATION
2.12	N/A	6	6	3	70	70
						10

TEST DATA

CAPACITY TEST (20 MIN)						EXCESS POWER TEST (10 MIN)	
LAYOUT	3 X 3 X 50		NOZZLE	2 1/2		RPM	PSI NET PUMP PRESSURE
TIME	COUNTER	RPM	PUMP PRESS	PISTON	VACUUM	ENGINE RPM	H.P. RPM
4:45		1510	150	90	10	1750	186
4:55		1610	160	90	10	1570	3328
5:05		1610	180	90	10		12
TOTAL		4530	450	270	30		
AVERAGE		1510	150	90	10		

FINAL RESULTS

TEST REMARKS						CAPACITY			
						20 MIN	10 MIN	10 MIN	
ROAD GEAR						AV. NOZZLE PRS	90	67	54
PUMP STAGE	VOLUME					GM 1+1+1 MIN	1750	1225	876
200 PSI TEST (10 MIN)						RPM-ENG	1610	1680	1500
LAYOUT	SAME		NOZZLE	2 1/4		RPM-PUMP	3201	3582	3180
TIME	COUNTER	RPM	PUMP PRESS	PISTON	VACUUM	R/W PUMP PRS	145	198.5	247.5
5:06		1680	200	67	7	SUCTION PRES	6	3.5	2.5
6:11		1680	200	67	7	NET PUMP PRESS	150	200	250
5:16		1680	200	67	7	PUMP STAGE	VOLUME	VOLUME	PRESSURE
TOTAL		5040	600	201	21	GENERAL REMARKS AND INFORMATION			
AVERAGE		1680	200	67	7	ON PRESSURE	@ 150 PSI - 190		

TEST REMARKS

ROAD GEAR	SAME		@ 150 PSI - 66		@ 150 PSI - 190	
PUMP STAGE	VOLUME		@ 200 PSI - 60		@ 200 PSI - 190	
250 PSI TEST (10 MIN)			DRY VACUUM (IN) LOSS		TANKFLOW - SNIPT TEST	

LAYOUT	SAME		NOZZLE	2		REDUC VALVE	COVERED
TIME	COUNTER	RPM	PUMP PRESS	PISTON	VACUUM	TESTED BY	AT
5:17		1500	250	54	5	@ 150 PSI +	@ 150 PSI + 20
6:22		1500	250	54	5	@ 90 PSI +	@ 90 PSI + 16
5:27		1500	250	54	6	@ 250 PSI +	@ 250 PSI + 10
		4500	750	182	15	TESTED BY	ZACH BELT
AVERAGE		1500	250	54	5	AT	CENTRAL COAST

TEST REMARKS

ROAD GEAR	SAME		WITNESSED BY	
PUMP STAGE	SINGLE		TITLE	
PASS OR FAIL	PASS		CP	
	REASON			

## Station 74 Details

\*~ Pest Bait Station Placements ~\*



\*~ Interior Pressure Washed and Cleaned ~\*



## Station 73 Details

\*~ Pest Bait Station Placements ~\*





Central Coast Fire & Rescue District  
145 NW Alsea Hwy  
Waldport, OR 97394  
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---



**\*~Construction Pictures~\***





**Central Coast Fire & Rescue District**  
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**Waldport, OR 97394**  
**(541)-563-3121**

---

**To: Central Coast Fire & Rescue Board of Directors**  
**From: Wendy Rush Knudson**  
**Date: 10/18/2021**  
**Subject: Office Administrator Report**

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**Website:**

Website had 15,450 pageviews in September

**Policy 9.1-9.5**

Make changes to 9.5 (E) and adopt policy.

**Policy 9.6-9.10**

Make changes if any and adopt policy.

**Policy 10.1-12.18**

Review for next meeting.

**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 too 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 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 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 written request 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.

#### **D. 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 filing 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 presence 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 of 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. Some 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 number 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.

## **D. 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.

#### **E. 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.

#### **F. 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.

#### **G. 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.

**H. 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 considering 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.

<p><b><u>CERTIFICATE OF RECEIPT</u></b></p>
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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: \_\_\_\_\_

### **Policy 9.6 – Pre-Hospital Care Record (PCHR) Collection Boxes**

As per ORS 192.553 regarding policy for protecting confidential health information, it is the policy of the State of Oregon that an individual has the right to have protected health information safeguarded from unlawful use or disclosure.

Central Oregon Coast Fire & Rescue emergency medical personnel, at times, utilize a form entitled “Pre-Hospital Care Record” (PCHR). These documents contain confidential medical information. Because of the HIPAA regulations regarding this type of information, all PCHR forms shall be handled in a confidential manner.

Upon completing the PCHR form, the form is to be put into the locked PCHR Collection Box which is located in the workstation office at COCFRD main station. Run reports are also put in the locked collection box.

Every Monday morning, an Officer will remove all the PCHR forms and run reports from the locked box. These PCHR forms and run reports are to then be given to the District Clerk for handling. The PCHR form will be handled as confidential non-public information and shall be filed in a secure locked file cabinet at the District’s administrative office.

### **Policy 9.7 – Car Allowance**

#### **General Provisions**

- 1) The Fire Chief is authorized to receive payment of a Car Allowance in lieu of being provided a District vehicle. The amount of the allowance is in accordance with the employment contract and currently is \$400 per month.
- 2) A person receiving a car allowance is required to maintain the vehicle in good condition for routine District use exclusively by that employee.
- 3) Insurance coverage is solely the responsibility of the employee receiving the allowance.
- 4) If an employee who receives a car allowance travels beyond Lincoln County, the employee shall be eligible for reimbursement at the current mileage rate as set in the District’s travel policy.
- 5) Repair and maintenance of the vehicle is the responsibility of the employee.
- 6) Special equipment required by the District (radios, emergency lighting, etc.) is provided by the District (parts, installation and removal).

## **Policy 9.8– Network and Data Usage Policy**

### **PURPOSE**

The Central Oregon Coast Fire & Rescue District recognizes the value of computer and other electronic resources to improve and enhance the administration and operation. To this end, the Central Oregon Coast Fire & Rescue District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Central Oregon Coast Fire & Rescue District.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and volunteers is impossible to control. Therefore, the Central Oregon Coast Fire & Rescue District adopts this guideline governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Central Oregon Coast Fire & Rescue District District-owned equipment or through Central Oregon Coast Fire & Rescue District-affiliated organizations.

### **POLICY**

#### *Central Oregon Coast Fire & Rescue District Rights and Responsibilities*

It is the policy of Central Oregon Coast Fire & Rescue District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and volunteers. It shall be a violation of this guideline for any employee, volunteer, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general guideline, the Central Oregon Coast Fire & Rescue District recognizes its legal and ethical obligation to protect the well-being of staff and volunteers in its charge. To this end, the Central Oregon Coast Fire & Rescue District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Central Oregon Coast Fire & Rescue District-owned equipment and, specifically, to exclude those who do not abide by the Central Oregon Coast Fire & Rescue District's acceptable use guideline or other policies governing the use of facilities, equipment, and materials. Central Oregon Coast Fire & Rescue District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and volunteers in acceptable use and policies governing online communications.

### **Staff Responsibilities**

1. Staff members who supervise volunteers, control electronic equipment, or otherwise have occasion to observe volunteer use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Central Oregon Coast Fire & Rescue District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### **User Responsibilities**

1. Use of the electronic media provided by the Central Oregon Coast Fire & Rescue District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, volunteers, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this guideline.

### **Acceptable Use**

1. All use of the Internet must be in support of research and/or work objectives consistent with the mission and objectives of the Central Oregon Coast Fire & Rescue District.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for volunteers and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your district and community. Be polite!
8. From time to time, the Central Oregon Coast Fire & Rescue District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### **Unacceptable Use**

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.

2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Central Oregon Coast Fire & Rescue District computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Central Oregon Coast Fire & Rescue District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Central Oregon Coast Fire & Rescue District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Central Oregon Coast Fire & Rescue District.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by Fire Chief for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

### **Disclaimer**

1. The Central Oregon Coast Fire & Rescue District cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Central Oregon Coast Fire & Rescue District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The Central Oregon Coast Fire & Rescue District makes no warranties (expressed or implied) with respect to:
  - a. the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - b. any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The Central Oregon Coast Fire & Rescue District reserves the right to change its policies and rules at any time.

### **Policy 9.8.1 – Cellular Phone and Camera Use Policy**

#### **PURPOSE**

The purposes of this policy are:

1. To ensure that Central Oregon Coast Fire & Rescue adheres to all applicable Medicare, Medicaid, and any other federally funded health care laws, rules, and policies, and
2. To prevent distractions in the workplace and help ensure the safety and privacy of all personnel and the people we serve.

#### **POLICY**

Cellular (cell) phone use and use of personal digital assistants (PDAs) while on duty shall be limited to necessary work-related calls made on work-issued phones (exception as allowed in Cellular Telephone Use/A, B, D). Personal use of cell phones, whether personal or company issued, is only permitted during limited times when work responsibilities are not being performed.



Use of personal cameras, whether cell phone cameras, stand-alone cameras, or cameras contained in any other such personal devices, while on duty or when performing any patient care functions for or on behalf of COCFRD is strictly prohibited. This policy includes both digital and conventional film cameras.

#### **CELL PHONE USE**

A. Personal cell phones are permitted to be carried while on duty but must be placed on silent mode and allow voice mail to answer the call. Messages may be checked on “down time” when not actively involved in an incident or performing work duties. All personal cell phones must be “intrinsically safe” consistent with the national standards for portable electronic equipment (such as portable radios) carried by emergency service personnel in hazardous environments and be carried in a safe and concealed area on the person that does not interfere with the physical requirements of the job. Phones shall not be carried in a manner where they could fall off or cause others to be distracted by the presence or appearance of the device.

B. Cell phones may be used for personal purposes but should not interfere with duty assignments. Personal cell phone use must never cause a delay in responding to an alarm or customer service.

C. While attending to a patient or while operating a District vehicle, personnel shall not, under any circumstances, respond to (or make) a personal cell telephone call, send text messages, or check electronic mail on PDAs or other such devices. Should it become necessary to make a call while driving, you shall first pull the district vehicle over to the side of the road.

D. Personnel are prohibited from using personal cell telephones or PDAs between the dispatch of an incident and the time that the incident is cleared. This is to prevent any distractions while engaged in patient care, and to avoid any possible interference with equipment that may occur based upon the cellular activity.

Example: Use of a personal cell phone is prohibited while at the hospital and while getting the unit ready to respond or while completing necessary paperwork. But once all post-run activities at the hospital are completed and the unit is back in service, the personal cell phone may be used if necessary, at an appropriate location as long as the use does not delay movement of the vehicle back to base or to the next assignment.

#### **CAMERA USE**

A. Under no circumstances shall any personnel be permitted to use the camera function of a personal cellular telephone while on duty.

B. Personnel are only permitted to use personal cell phone cameras or other image generating devices authorized and issued by COCFRD. These devices shall be used for medical purposes only, such as documenting the position of vehicles and patients at the scene of an accident or

documenting mechanism of injury for use by the receiving facility to assist in guiding treatment. Any pictures taken for those purposes will be deleted upon transfer to the receiving facility.

C. All on-scene photography shall be for clinical and/or documentation purposes only and conducted only at the direction of COCFRD personnel in charge at the scene or by medical command.

D. Any photographs containing individually identifiable information are covered by the HIPAA Privacy Rule and must be protected in the same manner as patient care reports and other such documentation.

E. Any on-scene images and any other images taken by an employee in the course and scope of their employment are solely the property of COCFRD and not the property of the individual employee. This includes any image inadvertently taken with an employee-owned cell phone camera or other digital imaging device.

F. No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, or distributed in any manner without the express, written approval of COCFRD's Public Information Officer.

Example: This prohibition includes posting photos on personal web sites, such as FaceBook or Instagram, or on other public safety agency web sites, or e-mailing images to friends, colleagues, or others in the EMS/FIRE industry.

## **PROCEDURES**

Central Oregon Coast Fire & Rescue and its members conduct themselves in a self-disciplined manner that reflects well on the District, instills confidence, and earns and maintains the trust of our customers.

In order to maintain this goal, should a disciplinary action in response to a violation of this policy become necessary, such discipline shall be of a generally positive nature with the primary goal of allowing employees to comply with work rules and procedures. All actions taken shall be in accordance with COCFRD Policy.

## **Policy 9.9 – Use of Social Media**

### **PURPOSE**

Central Oregon Coast Fire & Rescue recognizes the increasing popularity and usefulness of social media as a rapidly evolving means of communication. This policy provides employees and volunteers with important standards and guidelines when using social media.

### **SCOPE**

This policy shall apply to all district board of Directors, employees, and volunteers.

### **RESPONSIBILITY**

It is each individual's responsibility to comply with this policy. Failure to do so will result in disciplinary action, up to and including termination.

### **DEFINITION**

"Social Media" is an umbrella term for various forms of communication consisting of user-created text, audio and video published in a shared online environment, such as over the Internet or through mobile telephone networks (i.e. using personal cell phones, Smartphones, etc.) including, but not limited to, social network services (i.e. Facebook, Instagram, etc.), blogs, texts, forums or message boards, audio/video content commodities (i.e., YouTube, Tik Tok, etc.)

The differing forms of social media generally have the common characteristic of allowing for personal participation and feedback in a very fast and informal way. Social media is also typically open to vast multitudes of people to observe, copy, and use, with few, if any, access restrictions.

### **USING SOCIAL MEDIA FOR BUSINESS PURPOSES**

There are many potentially beneficial District business uses of social media, including industry related research; networking; and knowledge building.

Employees who use social media for business purposes are to always conduct themselves in a professional manner according to this policy and other applicable District policies and procedures including, but not limited to the District's Acceptable Use of Computers, Non-Discrimination/Harassment Policy; and Sexually Explicit Material in the Workplace Policy. Additionally, if you are unsure as to whether or not a particular social media activity is appropriate, you **must** consult with your supervisor or the Fire Chief before participating in it.

Each employee or volunteer is responsible for any on-line activity conducted using a District issued e-mail address or other access method that can be traced back to the District's domain, computer equipment or other devices and equipment, all of which can only be used to access social media if related to a valid business purpose directly related to your specific job duties with the district and/or in a manner consistent with the District's Acceptable Use of Computers Policy. Employees and volunteers should have no expectation of privacy while using the District's e-mail addresses, computer systems and other devices to access social media, and the District will monitor and investigate the use of its equipment as necessary.

The following standards are to be followed when using social media for business purposes:

1. Do not portray yourself as an official spokesperson for the District, or suggest you represent the District's position, unless specifically authorized to do so in writing by the Fire Chief. If you are not an official spokesperson, be clear that any social media comments you make are your own and not on behalf of Central Coast Fire and Rescue District.
2. Speak/write in the first-person voice not the third person voice when using social media (i.e. "I believe..." rather than "we believe...")
3. Disclose your true identity and affiliation with the District at all times when using social media for business purposes. It is inappropriate to hide behind false identities, pseudonyms, or partial names when utilizing social media.
4. Adhere to all applicable District policies concerning confidentiality when using social media. Most significantly, do not discuss or otherwise disclose non-public information learned through your work with the District including, but not limited to, confidential medical information about employees, volunteers, or members of the public.
5. Identify any copyrighted or borrowed material with citations and links. When publishing any authorized materials online through social media that include someone else's direct or paraphrased quotes, thoughts, ideas, photos or videos, always use citations and links to the original material where applicable.
6. Evaluate the accuracy and truthfulness of anything you write or produce before posting. Do not post any information that has not been verified and/or confirmed relative to accuracy and truthfulness.
7. Follow the terms and conditions of use established by the venue used for any social media activities (website, blog, discussion forum, etc.) It is your responsibility to review all such rules and to conform all of your social media activity to the applicable terms and conditions of each site.
8. Do not post any audio, video or photographic images taken at any of the District's work locations, unless specifically authorized to do so in writing by the Fire Chief.
9. Always be respectful when referring to the District's employees, volunteers, board of directors, service providers, vendors, and members of the public, including their privacy. This applies to both the type of information posted and the manner and context in which it is presented. Do not identify such individuals by name, post their pictures or provide other specific information without securing their approval.
10. Obey the law. Do not post any information or engage in any online conduct that may violate applicable local, state, or federal laws or regulations.

## PERSONAL USE OF SOCIAL MEDIA

Central Oregon Coast Fire & Rescue respects the rights of employees and volunteers to use social media as a medium of personal self-expression and conversation and does not want to discourage such self-expression and discussion. The District does not disapprove of employees or volunteers who use these mediums for non-work-related personal interests or other lawful purposes.

Social media sites have nearly unlimited communication potential, duration and retention, and generally can be accessed by anyone around the world. Thus, to protect the District's legitimate interests, and consistent with the District's responsibilities, employees or volunteers who maintain or contribute to social media sites are prohibited from engaging in certain activities:

1. Using the District's facilities and equipment, including computers and software, during working time to engage in personal social media activities in a manner that is inconsistent with the District's Acceptable Use of Computers Policy.
2. Posting social media that purports to represent the position, viewpoint, statements, opinions or conclusions of the District. When necessary to be clear, indicate that your posts represent your views and not necessarily the opinions of the District. Supervisors should take special note that by virtue of their position, they must consider whether the personal thoughts they choose to publish may be misunderstood as expressing the District's positions.
3. Using social media to threaten physical violence against the District's employees, volunteers, board of directors, service providers, vendors or members of the public we serve, or to harass such individuals based on their color, race, creed, national origin, religion, sex, age, disability, marital status, veteran status, sexual orientation, or other status protected by applicable law, which includes, but is not limited to, inappropriate posts, blogs, videos and pictures of a sexual nature (i.e., "sexting").
4. Using social media to post intellectual property, trademarks, logs or copyrighted materials owned by the District, service providers or vendors.
5. Posting proprietary or other confidential information learned through work with the District, including, but not limited to, confidential medical information regarding employees, volunteers, board of directors, or members of the public we serve.
6. Using photographs, recordings, marketing materials or other materials owned by the District for personal social media activities.
7. Using social media to engage in libelous, defamatory, obscene, violent, maliciously false or otherwise egregious behavior directed at the District, its employees, volunteers, board of directors, service providers, vendors, or members of the public we serve.

These limitations are not intended to infringe upon any rights employees, volunteers or board members may have under applicable local, state and federal employment and labor laws.

## **POLICY VIOLATIONS**

Employees, volunteers, and board members who are aware of potential violations of this policy should report such conduct to a supervisor or the Fire Chief. Employees, volunteers or board members who violate this policy are subject to disciplinary action, up to and including discharge. In addition, Central Oregon Coast Fire and Rescue reserves the right to take any appropriate legal action necessary to stop or remedy improper or unlawful conduct involving social media.

## **POLICY 9.10: VOLUNTEER DUTY SHIFT PROGRAM STIPEND**

### **Duty Shift Program Stipend**

The District wishes to thank its qualified volunteers for their donated skills, time, energy, and resources. We understand that our modest stipend program does not fully account for the hours of dedication you provide. We are grateful for your service to our community.

The Volunteer Duty Shift and Volunteer Duty Officer Stipend Program outlined below does not create an employee relationship between the Volunteer and the District.

Volunteers desiring to sign up for a Stipend Shift must utilize the Crew Sense portion of Target Solutions to request the date and available time slot for the desired shift. Upon approval, by the District's appointed supervisor, the Volunteer may attend their shift in accordance with this guideline. Upon completion of shift, the Volunteer member must complete the required documentation prior to the completion of their shift in accordance with section 3 of this guideline.

1. Shift Expectations: The following expectations will be followed to ensure the cleanliness and readiness of District property are maintained. Additionally, the following expectations shall outline the conduct of personnel and their guests as the District allows.

a. Apparatus Readiness: Apparatus are always to be kept in a state of readiness for emergency response. Maintenance inspections of vehicles shall be in accordance with District Guidelines.

b. Personnel conduct: Conduct must always be professional and courteous. No sexually explicit materials (magazines, videos, etc.) or activity on Fire District Property.

c. Visitors: Visitors are always to be accompanied by Fire District personnel while in the station. Visiting hours are from 17:00 hours until 22:00 hours.

## Central Oregon Coast Fire & Rescue District Policies

d. Station Cleanliness: All personnel on shift are expected to maintain cleanliness of District property including the areas of use by shift personnel i.e. bathrooms, dorm rooms, and the day room.

e. Dress Code: Members are expected to wear District issued uniform clothing during District Business Hours. Personnel may wear casual clothing after District Business Hours so long as the clothing identifies the responder on-scene as a member of the District. No gym shorts or shorts are acceptable when greeting the public or responding to calls.

### 2. Station Shifts (Required to pull in Station 7200):

There are three options available for volunteer responders and volunteer officers to pull shifts.

- 24 Hour Shift – 0800 to 0800
- 15 Hour Shift – 1700 to 0800
- 9 Hour Shift – 0800 to 1700

### Duty Officer Shifts (Not required to stay in a station):

There are two options available for volunteer duty officers to pull shift.

- 24 Hour Shift – 0800 to 0800 (Fri-Sun)
- 15 Hour Shift – 1700 to 0800 (Mon-Thur)

### 3. Documentation:

After completion of a shift, personnel shall document their activity on the District Duty Shift Form, available in the dispatch room of station 7200.

### 4. Stipends for Duty Shifts:

Volunteers will receive point credit toward LOSAP qualifications for alarms during all volunteer duty shifts. Additionally, shifts will receive the following stipends.

#### Volunteer Firefighter Duty Shifts

\$10.00 – 9 Hour Day Shift 0800-1700

\$15.00 – 15 Hour Night Shift 1700-0800

\$25.00 – 24 Hour Shift 0800-0800

Volunteer Duty Officers Shifts

\$20.00 – 15 Hour Night Shift 1700-0800

\$30.00 – 24 Hour Shift 0800-0800

Stipends are received in lieu of LOSAP (CCF&R) points for duty shifts. While participating in the Stipend Shift Program, LOSAP (CCF&R) points may be earned for scheduled training activities and alarm responses. No other LOSAP (CCF&R) points will be earned for stipend shifts. LOSAP (CCF&R) points have no cash value. Shift hours that vary due to time constraints, i.e. leaving an hour early to go home and get ready for work, will be rounded to meet the most appropriate shift stipend. Stipends paid to volunteers for duty shifts are taxable, must be reported to the IRS, and the volunteer will receive a W-2. Duty shifts will not be authorized unless the shift was requested and approved within the program(s) utilized by the District.

5. Volunteer Duty Firefighters Shift Selection:

Shifts will be approved on a first come first serve basis. Shifts may not consist of more than 48 consecutive hours without a 24-hour rest period.

Volunteers who participate in these duty shifts are responsible for responses to emergency care during the hours they are on duty. Firefighters and Duty Officers must sign up in advance with no guarantee of any minimum number of Stipend shifts to be assigned. All Stipend shifts must be approved in advance to qualify for any stipend amount. Payments are not guaranteed, since the program is limited by the District's budget funding the program. Volunteers may request up to an equivalent of eight 24-hour shifts per month. Volunteer Duty Officers may request up to an equivalent of ten 24-hour shifts per month.



## **POLICY 10.1: SAFETY AND LOSS PREVENTION POLICY**

### **A. PROMOTION OF SAFETY**

It is the policy of the District to promote safety in all phases of District operations. To that end, the District shall strive to provide safe equipment, necessary personal protection, and adequate training. It is the responsibility of every employee and officer to cooperate in promoting safety and integrating safety procedures into all operations.

### **B. ADMINISTRATION OF SAFETY PROGRAM**

The Chief Executive Officer shall be responsible for the day-to-day administration of the District's safety and loss prevention program, including:

1. Implementation of necessary loss prevention and risk control policies and programs, including the following:
  - a. Participation by and accountability for all officers and employees in loss prevention activities.
  - b. Hazard assessments and control.
  - c. Accident investigations.
  - d. Personal protective and safety equipment programs.
  - e. Training programs.
  - f. Operations evaluations.
  - g. Claims management and early return to work efforts.
2. Legal compliance with all federal, state and local safety and health regulations.
3. Providing personnel with needed resources to ensure compliance with the District's loss prevention and control policies.
4. Review of District loss data and accident investigation findings; evaluation of loss prevention activities, comparing them with current needs; assignment of responsibility for corrective action measures; and maintenance of necessary records of District activities.
5. Consulting with the District's insurance agents and carriers in developing loss control policies and procedures.
6. Creating and managing an early return-to- work program for injured employees.

7. Insuring personnel policies, manuals, job descriptions, and job placement practices are in place, and that all District volunteers, employees and officers are in compliance.

C. **Safety Committee Policy**

1. General

All Central Oregon Coast Fire & Rescue volunteers and staff will have access to and will be granted input at all safety committee meetings. Safety Committee responsibilities include, but are not limited to, conducting safety inspections, reviewing incident reports, analyzing data to determine trends, providing recommendations to managers with recommendations to enhance driver, fire-ground, rescue policies and worksite safety.

2. Compliance

Safety Committee members and Central Oregon Coast Fire & Rescue officers and managers shall comply with the OR-OSHA safety committee rules and the following specific requirements and clarifications. Safety Committees are encouraged to review the safety committee rules at OAR 437-001-0765.

3. Locations of Committees

All Central Oregon Coast Fire & Rescue Stations, staff and volunteers, shall be represented by a single committee.

4. Membership

Volunteers have the option of determining who will be its representatives and/or Officers may appoint representatives. Management will appoint its own representatives, which may include a non-management employee. There will always be at least one staff member on a safety committee.

5. Meetings

The purpose of a meeting is to conduct safety inspections as time allows, review incident reports, analyze data to determine trends, and provide recommendations to managers for enhancing driver, fire-ground, rescue policies and worksite safety.

Meetings will be held monthly, at selected Stations throughout the year, on the third Monday of the month. Officers who meet monthly may elect to perform the OSHA-required quarterly inspection instead of holding that month's meeting.

The safety committee meeting may be held in conjunction with a staff meeting as long as there is a clear delineation between the two meetings and all the OSHA rules relating to safety committees are met.

6. Recommendations to Management

Recommendations are to be made in writing to management. In turn, management will give consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time limit.

7. Minutes

OR OSHA has specific requirements for meetings including keeping minutes. Safety Committees and Managers are encouraged to review the OAR for additional requirements.

Minutes may be distributed to staff by electronic mail in lieu of posting on bulletin boards. Minutes and supporting documents shall be maintained for 3 years at the local office.

8. Inspections

See the Central Oregon Coast Fire & Rescue Safety Inspections form.

9. Review of incidents

The Committee shall review incident reports to identify additional contributing causes and corrective action in order to prevent similar incidents in the future.

When an incident report relates to disease exposure or other sensitive or confidential issue, neither the report nor name of employee shall be shared with the committee. It is recommended that the manager share the circumstances of the incident in order for the committee to make recommendations for how future similar incidents may be prevented.

10. Access to Safety Committee rules

All Oregon - OSHA rules shall be followed and up-dated as needed.

11. Training for Safety Committee Members

OR-OSHA requires training for safety committee members. The Safety Committee members and Managers are encouraged to review the OAR for additional requirements.

OR-OSHA workshops and on-line training meet OSHA's requirements.

## **POLICY 11.1: HAZARD COMMUNICATION PROGRAM**

### **A. Introduction**

Almost every workplace contains some substances, which could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. Central Coast Fire & Rescue is committed to the prevention of incidents or happenings that result in injury and / or illness and comply with all applicable federal and state health and safety rules.

## **B. General Statement**

Central Oregon Coast Fire & Rescue recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed. With this policy, Central Coast Fire & Rescue intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to Oregon Occupational Health and Safety and the Federal Occupational Safety and Health Act Hazard Communication Standard, Regulations 1910.1200.

A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e., compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances generally have a Material Safety Data Sheet (MSDS) provided by the manufacturer.

This policy is established to:

- a. Ensure compliance with the applicable state and federal standard.
- b. Safeguard the health and safety of staff and volunteers of Central Oregon Coast Fire & Rescue.
- c. Create guidelines to follow for implementation and maintenance of a hazard communication program.

The Safety Coordinator shall administer the Hazard Communication Program for Central Oregon Coast Fire & Rescue. The Safety Coordinator will communicate and coordinate with the Division Chief of Training and Division Chief of Maintenance as required assuring compliance with this policy.

Station Captains will be responsible for maintaining their own internal safeguards following established District guidelines at their assigned stations.

## **C. Material Safety Data Sheets**

Material Safety Data Sheets (MSDS's) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.

A master MSDS book shall be created and maintained by the Safety Coordinator, in a manner that will allow a listing of hazardous substances by the manufacturer and location within the District.

Each station in the District shall have a MSDS book. The book shall include an index listing of all hazardous substances present. Each time the District receives a new hazardous substance, the substance must be added to the MSDS book within 30 days. The original copy of the Material Safety Data Sheet (MSDS) shall be sent to the Safety Coordinator and a copy to the Division Chief of Maintenance. The Safety Coordinator shall check the Master MSDS list, update it as needed, and assure that the on-site MSDS books are updated.

Annual updates of Material Safety Data Sheets (MSDS) beginning January 1, 2008 are required. Record must be submitted and shall be updated as required by the Safety Coordinator and verified for completeness by the Division Maintenance Chief. Each MSDS book is subject to audit by the Chief, Assistant Chief and/or Safety Committee.

Purchasers of chemicals used by Central Oregon Coast Fire & Rescue must assure that MSDS is for all hazardous substances in the workplace are obtained. A copy of the MSDS's must be kept and be readily accessible to employees who work with the hazardous substances. If a MSDS sheet is not available or new chemicals in use that does not have an MSDS, immediately contact the Safety Coordinator.

Purchasers for any hazardous substance, regardless of the quantity ordered, shall require that an MSDS be obtained. It is the responsibility of the ordering individual to make every effort to obtain an MSDS from the manufacturer.

#### **I. Signs and Container Labels**

All existing labels on containers of hazardous substances must remain intact. The labels must be legible and written in English. Where labels are not present or are not legible, a new label will be affixed to those containers holding the hazardous substance.

It is the responsibility of the Maintenance Department and Station Captains to assure that each container of a hazardous substance in the workplace is marked, labeled or tagged with the...

- a. Common/trade name of the substance.
- b. Appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment if required.

Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

- a. The material is not used within the work shift of the employee making the transfer.
- b. The employee that made the transfer leaves the work area.
- c. The container is moved to another work area and is no longer in possession of the employee who filled the container.

#### **J. Training and Employee Information**

All employees of Central Oregon Coast Fire & Rescue shall receive Hazard Communication training. All employees will include temporary, volunteers, part-time, and full-time personnel. New employees will receive information on Hazard Communication from the Training Division at the start of employment. Training and education provided to employees and others must be documented with detailed records of training maintained by the Training Division.

- a. Employees and volunteers of Central Oregon Coast Fire & Rescue will be trained to chemicals they may come in contact with and location of all MSDS information.
- b. Central Oregon Coast Fire & Rescue will conduct a training and education program that shall be designed to inform employees of appropriate work practices, protective measures, and emergency measures regarding hazardous materials in the workplace.
- c. Supply employees with the chemical names of all hazardous substances.
- d. Maintain MSDS's and make them readily accessible to employees.
- e. Ensure that containers of hazardous substances bear a legible manufacturer's label or legible substitute label.
- f. Develop and implement safety measures to contain exposure to hazards.

#### **K. Exposure**

Exposure means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When the employer discovers that an employee has received a potentially hazardous exposure to any substance or agent, the employer must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring, or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify the employer of such exposure. After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's supervisor to fill out all appropriate "Incident / Accident" forms and federally or state required forms.

#### **L. Informing Contractors**

It is the responsibility of the Central Oregon Coast Fire & Rescue Safety Coordinator to provide contractors (with employees) of the following information:

- Hazardous chemicals / materials to which they may be exposed to while on the department premises and the location of the MSDS 3 ring binder.
- Precautions employees may take to lessen the possibility of exposure by using appropriate protective measures and an explanation of the labeling system used.

It is the responsibility of the Central Oregon Coast Fire & Rescue Safety Coordinator to identify and obtain MSDS's for chemicals / materials the contractor is bringing onto the premises for the completion of the task.

Containers used by outside service contractors shall be properly labeled prior to the use of the hazardous substance on District property.

(Other forms of this particular document may be adjusted for individual stations depending upon the type of chemical / material maintained and utilized by that fire station within the District.)

#### **M. Storage Tanks and Storage Areas**

Storage tanks must be labeled with the identity of the substances that it contains. The label must show the health, flammability, reactivity, and physical hazards associated with the substance. The National Fire Protection Association (NFPA) rating system must be used to show these ratings.

Employees that work in the storeroom areas, where sealed containers of hazardous substances are received for distribution to other departments, must assure that the manufacturer's labels are not defaced or removed. If the labels are removed or defaced, follow the procedure outlined for replacement of the labels. In addition, if a spill or leak occurs in a container of hazardous substance, the employees should leave the area, go to a place of safety, and call for assistance. MSDS sheets for all substances in the storeroom must be obtained and be readily accessible to employees for these substances.

#### **N. Hazardous Non-routine Tasks**

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee shall exercise personal responsibility and inquire as to the MSDS sheet location and availability. The designated supervisor for that task shall endeavor to make available that MSDS sheet and also shall inquire of the employee of their understanding of the task AND dangers associated with the chemical / material they are about to handle in the conduct of their task. Information to be provided by that designated supervisor shall include the following items:

- Specific chemical / material hazards.
- Protective / safety measures employees can take.
- Measures the department has taken to reduce the hazards, including ventilation methods, proper respirators for the chemical / material, presence of another employee as a safety, and emergency procedures.

An example of a non-routine hazardous task that may be undertaken by an employee, (volunteer) of Central Oregon Coast Fire & Rescue would be assisting with the removal of building insulation material.

**O. Exclusions**

These regulations do not apply to any substances, which are foods, drugs, cosmetics, or tobacco products intended for personal consumption by the employees while in the workplace. Additionally, these regulations do not apply to any consumer products and foodstuffs packaged for distribution to (and intended for use by) the general public. Consumer products are packaged and used as a normal consumer would use the product as defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.

**P. As Listed in Table of Contents (MSDS Books)**

- Section 1 Firefighting Foam
- Section 2 Fuel Additives
- Section 3 Gasoline
- Section 4 Diesel
- Section 5 Hand Soaps
- Section 6 Hydraulic Fluids
- Section 7 Solvents
- Section 8 Degreasers
- Section 9 Housekeeping Products
- Section 10 Car / Truck Soaps
- Section 11 Brake Fluids
- Section 12 Grease & Oil Products
- Section 13 Disinfectants
- Section 14 Eye Wash Additive / Preservative
- Section 15 Rust Treatment Solvents

**Policy 12.1 PERSONNEL RECORDS**

Central Oregon Coast Fire & Rescue shall maintain personnel records of all personnel employed by Central Oregon Coast Fire & Rescue that provide Emergency Medical Care and operate the District Ambulance.

If any of the information contained in the employee personnel record has changed the employee is required to notify Central Oregon Coast Fire & Rescue within 30 days of that change so that records may be updated.

The following information is required to be in an individual's EMS Personnel file:

- a. Full name and home address.
- b. Indication that he/she is volunteer / paid full time / paid part time.



- c. Copy of EMT, Paramedic or Emergency Medical Responder License.
- d. Copy of his/her current valid driver's license.
- e. Copy of his/her driving record for the past three years which must indicate that he/she has not been convicted of reckless driving or driving under the influence of alcohol or controlled substances and has not had his / her drivers license suspended or revoked within that three-year period.
- f. Copies of other required specialty certificates, i.e. CPR, ACLS, etc.
- g. Documentation that he/she has successfully completed a Division approved emergency vehicle operator's course.
- h. Documentation that he / she has completed orientation to all District policies, Training objectives, Patient Care Protocols, State Regulations and Statutes.
- i. Documentation that he/she has received a test for tuberculosis and immunizations for hepatitis-b or have signed waivers.
- j. Documentation that he/she has received bloodborne pathogen and infectious disease training as prescribed by OSHA.
- k. Documentation that he/she has received Hazardous Materials Awareness training meeting the requirements prescribed by the Department of Public Safety Standards and Training and OSHA.
- l. Signed statements for Non-EMT Medic Unit Drivers indicating that:
  - (1) He/she is not addicted to alcohol or any controlled substance.
  - (2) He/she is free from any physical or mental defect or disease that might impair his/her ability to operate a ground ambulance.
  - (3) EMS Coordinator Statement of Ability to assist in extrication, lifting and moving of patients by a non-EMT (if applicable).
- m. Annually signed Patient Confidentiality Statement.

### **Policy 12.2: CONFIDENTIALITY POLICY**

The purpose of this policy is to ensure that medical information remains confidential and protects both the patient from a violation of our confidence and the District from a violation of State Law.

All Central Oregon Coast Fire & Rescue personnel shall sign a confidentiality statement. This statement will be placed into their Employee Personnel File.

The policy will state that medical information is protected by State Law ORS 179.505, 192.525 and Federal Law 42 CRF, Part 2 and that divulging confidential information concerning a patient is grounds

## Central Oregon Coast Fire & Rescue District Policies

for immediate dismissal. Medical information is made available only as a "need to know" basis, as related to patient treatment. Any information received while in attendance at medical case reviews is also confidential and, therefore, privileged information.

District personnel will NOT discuss any medical information regarding any medical call, i.e. patient name, treatment, with anyone not connected with Central Coast Fire and Rescue. Deviation of this policy is only permitted when transferring medical care to another agency or receiving facility, under subpoena, or a "Release of information" has been signed by the patient; or if a juvenile, the patient's legal guardian.

**Central Oregon Coast Fire & Rescue**

**Alcohol / Substance Statement**

I, \_\_\_\_\_, am a non-EMT or EMR Medic Unit Driver with Central Oregon Coast Fire & Rescue, sign this statement stating that I am not addicted to alcohol or any controlled substance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Central Oregon Coast Fire & Rescue**

**Annual Confidentiality Statement**

As a member of Central Oregon Coast Fire & Rescue, *I understand the following:*

- Patient medical information is protected by ORS 179.505, 192.525 and Federal Law 42 CRF, Part 2;
- That Central Oregon Coast Fire & Rescue policies state that divulging confidential information concerning a patient is grounds for immediate dismissal;
- That medical information is only available to District personnel, other agencies and receiving facilities on a “need to know” basis, as related to patient treatment and transfer;
- That information received while in attendance at medical case reviews is also confidential and, therefore, privileged information.

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Print Name

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Signature

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Date

**Central Oregon Coast Fire & Rescue**

**Physical/Mental Statement**

I \_\_\_\_\_, am a non-EMT or EMR Medic Unit Driver with Central Oregon Coast Fire & Rescue, sign this statement stating that I am free from any physical or mental defect that might impair my ability to operate an Emergency Vehicle.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **POLICY # 12.2 - APPARATUS DRIVER / OPERATOR / DRIVING VIOLATIONS**

### **A. Purpose**

The purpose of this policy is to establish consistent procedures to address the consequences of traffic violation convictions; Central Oregon Coast Fire & Rescue has a duty to the public and to ourselves that requires us to ensure that only qualified and safety conscious personnel drive and operate equipment owned by the District. To assist in accomplishing this, Central Oregon Coast Fire & Rescue requires that individuals who drive District vehicles maintain an acceptable driving record.

The District will monitor the driving records of members who operate District owned vehicles and encourage and enforce safe driving practices.

Failure to maintain an acceptable driving record may lead to driving privileges being restricted, suspended, or revoked, and could lead to dismissal from the District.

An individual who has a suspended or revoked driver's license is not permitted to drive District owned vehicles under any circumstances.

### **B. Violation Conviction Guidelines and Definitions**

1. Following is a list of "Class A" violations:

- a. Driving while intoxicated
- b. Driving under the influence of drugs
- c. Negligent Homicide arising out of use of a motor vehicle (gross negligence)
- d. Operating a motor vehicle during a period of suspension or revocation
- e. Using a motor vehicle for the commission of a felony
- f. Aggravated assault with a motor vehicle
- g. Operating a motor vehicle without the owner's authority
- h. Permitting an unlicensed person to drive
- i. Reckless driving
- j. Hit and run driving

2. "Class B" violations:

Includes all moving violations not listed as Class A violations.

### **C. Consequence of Violation Convictions**

#### 1. "Class A" Violations

- a. An individual who has received a driving suspension as a result of a conviction of a Class A violation within the proceeding three (3) years shall not be permitted to drive District owned vehicles for a minimum of 18 months after that conviction.
- b. The individual shall not be permitted to drive Code 3 for a period of 3 years after the date of the conviction.
- c. It will be at the discretion of the Fire Chief to terminate service

#### 2. "Class B" Violations

- a. Any individual who has a combination of two (2) Class B violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from the Fire Chief, or designee.
- b. Any individual who has a combination of three (3) Class B violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension from driving all District vehicles for a period of ninety (90) days by the Fire Chief, or designee.
- c. Any individual who has a combination of four (4) or more Class B violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension from driving all District vehicles for a period of one year (365 days) by the Fire Chief, or designee.
- d. Any individual who has been convicted of any Class B violation related to excessive speed may be issued a suspension of Code 3 driving privileges for a period up to three (3) years. Application of this rule shall be at the discretion of the Fire Chief and shall be based upon the severity of the excessive speed, i.e. over 20 MPH of the posted speed limit, speeding in school zones, etc
- e. Any individual who has received a one (1) year suspension must attend and successfully complete an approved driver improvement program.

### **D. Code of Conduct**

Any individual who has been observed driving vehicles in a reckless manner, regardless of conviction may be suspended or have his/her service to the District terminated by the discretion of the Fire Chief, or his designee.

Because volunteers respond from their work or home in their private vehicles to alarms and to the stations, their driving practices in their personal vehicles are also subject to District scrutiny.

### **Policy 12.3: Medical Director Requirements and Responsibilities**

The purpose of this policy is to ensure compliance with OAR 847-35-0020 and OAR 847-35-0030 as they relate to the retention of an Oregon Health Authority approved Medical Director and his / her responsibilities to the District.

The District is required to maintain and make available the following items:

1. A signed contract or agreement with an Oregon Health Authority approved Medical Director annually updated.
2. A copy of the Medical Director's current physician license from the Board of Medical Examiners.
3. Copies of the Medical Director's DEA license.
4. A copy of standing orders / treatment protocols for each level of Licensed EMT, Paramedic and Emergency Medical Responder affiliated with the District that is signed and dated, within one year, by the Medical Director.
5. A copy of the quality assurance program.
6. A written procedure by which the Medical Director is able to audit the performance of the EMS system and its personnel.

The Medical Director is responsible for the following items:

1. Assist in developing, implementing and participating in the Quality Assurance program for all Paramedic's, EMT's and Emergency Medical Responders under his / her supervision with the District.
2. Auditing the performance of all EMS personnel with the District.
3. Any and all other responsibilities, as set forth in OAR 847-35-0020 and OAR 847-35-0030.

### **Policy 12.4: EMS COORDINATOR POSITION**

Central Oregon Coast Fire & Rescue shall have a designated EMS Coordinator, who shall provide, coordinate and be responsible for:

1. Training of all employees/volunteers on the proper use of any new equipment, procedure or medication prior to being placed on an apparatus .



## Central Oregon Coast Fire & Rescue District Policies

2. Continuing education provided by the District for the purpose of EMT, Paramedic and Emergency Medical Responder recertification.
3. Maintaining EMT, Paramedic and Emergency Medical Responder continuing education records for classes provided by the District. These records must contain: agency name; course subject; course date; course length; instructor name and signature; name and signature of the EMT, Paramedic and Emergency Medical Responder attending the course. These records must be maintained in a secure manner for a minimum of four years within the District Training Office.
4. All continuing education records for the District shall be maintained on the Training Roster form developed and adopted by Central Oregon Coast Fire & Rescue
5. Releasing of copies of all records of continuing education obtained by an EMT, Paramedic and Emergency Medical Responder through the District in a verifiable format to the requesting EMT within four days of being requested.
6. Notifying the Oregon Health Authority, in writing, within 10 days of any change in the EMS Coordinator.

**EMS Probation Requirements**

**The Following must be completed prior to completion of probation:**

1. Vehicle Operations

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

2. Understand District SOG's

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

3. Completed and passed Protocol testing

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

4. Understanding of Standing Orders for EMT level

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

5. Understanding of ORSs and OARs that apply to EMS

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

6. Know and demonstrate use of all equipment and supplies

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

7. Understand Multiple Injury Plan

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

8. Understand Lincoln County ASA plan

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

### **POLICY 12.5: NEW MEMBER ORIENTATION**

The purpose of this policy is to assure all new District members are properly oriented.

Prior to going on calls for Emergency Medical Service, all new members shall be orientated to all written guidelines, policies, procedures, training objectives, program standards, protocols, regulations, equipment operation, emergency vehicle operations, standing orders, state policies, county policies, federal policies and others as prescribed by the Board of Directors, Fire Chief, or law / statute.

The Training Officer and EMS Coordinator shall be responsible for orientation. It shall be completed prior to the new member ending probation or responding to calls for Emergency Medical Service.

### **POLICY 12.6: NEW EQUIPMENT, DRUG, PROCEDURE TRAINING**

The Purpose of this policy is to insure that affected EMS personnel have been trained on the use of new medication, equipment, or procedures prior to them being place into service.

This policy shall apply to any new equipment, medication or procedure that will be placed into service for the use in patient care by Central Oregon Coast Fire & Rescue

It is the responsibility of Central Oregon Coast Fire & Rescue to provide training and orientation for all new equipment, medication or procedures used in the treatment of patients requesting our service. Training will be completed by all affected District personnel prior to that new equipment, medication or procedure being place into service.

Prior to implementation of a new procedure, new medication use or new equipment, EMS personnel will document successful completion of training and orientation developed for that situation. One in-service will be offered two weeks prior to implementation. Personnel not attending this in-service will be required to contact the EMS Coordinator to receive training and orientation from a qualified instructor. Personnel not meeting this policy will be restricted in their scope of practice and / or equipment use.

Confirmation of training and orientation will be documented by each employee's signature being signed on the training roster.

**POLICY 12.7: HAZARDOUS MATERIALS TRAINING**

Hazardous Materials First Responder Awareness level as required by the Oregon Health Authority will be mandatory for all members responding to calls for Emergency Medical Services.

All employees are required to maintain this level with annual refresher training as required by OSHA.

**POLICY 12.8: EMT TRAINING RECORDS**

The Training Officer of Central Oregon Coast Fire & Rescue shall maintain EMS Training Records for all classes sponsored by the District in a secure manner for a minimum of four years.

The Training Officer will maintain an individual's training records if they are provided to the District Training Officer. It is also the individual's responsibility as outlined by the Oregon Health Authority to be responsible for their own continuing education records.

It is the responsibility of the EMT to document all continuing education on the Central Oregon Coast Fire & Rescue Training Attendance Form. If education is documented on other forms, they must contain the following information to be valid:

1. Name of Agency
2. Course Subject
3. Course Date
4. Length of Course
5. Name and Signature of Instructor
6. Name and Signature of EMT

It is the responsibility of the Training Officer to release copies of EMS continuing education records. The records will be released to the individual within four (4) days of being requested.

**POLICY 12.9: BIOHAZARDOUS WASTE STORAGE AND DISPOSAL**

The purpose of this policy is to insure the proper handling of biohazardous waste, its storage and disposal.

All personnel shall follow the Central Oregon Coast Fire & Rescue "Bloodborne Pathogens and Infectious Disease Control" Standard Operating Guideline 12.

Specifically included in this plan under section 12.5 “Engineering and Work Practice Controls” are guidelines for this policy.

**POLICY 12.10: ILLNESS / INJURY / FATIGUE**

The purpose of the policy is to insure that all personnel inform supervisory staff if he / she are unable to continue work because of illness, injury or lack of rest that would jeopardize patient care.

1. It is the responsibility of the EMT, Paramedic or Emergency Medical Responder to notify the Fire Chief, or Duty Officer if Fire Chief is not available, if the EMT, Paramedic or Emergency Medical Responder is unable to respond to calls when assigned to EMS duties.
2. It is the responsibility of the EMT, Paramedic or Emergency Medical Responder to notify the Fire Chief or Duty Officer as soon as possible after an on-the-job injury. Personnel must give the Fire Chief or Duty Officer the date, time and description of the injury and any other necessary information needed to fill out the required on the job injury forms.
3. The EMT, Paramedic or Emergency Medical Responder will contact the Fire Chief or Duty Officer by phone, in person or through dispatch.
4. All further requirements as outlined in Central Oregon Coast Fire & Rescue Standard Operating Guideline 6.3 will be adhered to.

**POLICY 12.13: DISPLAYING EMS CERTIFICATION LEVEL**

The purpose of this policy is to insure compliance with Oregon Administrative Rules pertaining to Emergency Medical Personnel displaying his/her level of EMS certification while providing pre-hospital emergency medical care.

All District personnel staffing the Ambulance or providing pre-hospital emergency medical care shall display his/her level of EMS certification on the outermost garment of his/her usual work uniform at all times while staffing the ambulance or rendering patient care. Personnel shall make reasonable efforts to display this information under other circumstances such as responding to the scene in private vehicles.

Central Oregon Coast Fire & Rescue shall provide EMT’s, Paramedic’s and Emergency Medical Responders with the means to display their certification. The following methods are acceptable: shoulder patches on street-type work jackets and uniform dress shirts, breast area of T-shirts or polo-style shirts, helmets of fire fighter turnout gear via reflective decals of the type normally utilized by structural firefighting agencies: name tags on the outer garment of any type.

Certifications need not be displayed on emergency work apparel not normally worn during the provision of pre-hospital patient care.

While responding from home or other off duty locations personnel shall make reasonable efforts to display certification levels.

## **POLICY 12.14: CONTROLLED SUBSTANCES**

The purpose of this policy is to insure compliance with State and Federal rules and regulations regarding the use and storage of controlled substances with relation to Emergency Medical Services.

It is the policy of Central Oregon Coast Fire & Rescue that all controlled substances utilized and authorized in our physician-approved standing orders be controlled and maintained in the strictest manners. The controlled substances utilized by Central Oregon Coast Fire & Rescue are as follows:

- Morphine Sulfate
- Fentanyl
- Versed

1. All controlled will be double locked in both the Medic Unit and in storage.
2. Only Paramedics with Standing Orders to operate under the District Physician Advisor shall have access to controlled substances and only the EMS Coordinator, Physician Advisor and the Fire Chief have access to the controlled substances kept in stock for resupply and can conduct inventories at random.
3. All controlled substances will be inventoried daily on staffed Medic Units. An inventory sheet will be signed by both on coming and off going crew members. Quantities will be confirmed and seals will be checked to assure that no tampering has occurred. This will occur at the beginning and ending of each shift at shift change by the oncoming and off going Paramedic's in charge. If the Medic Unit is not staffed daily this procedure will occur at the monthly check.
4. Each time a controlled drug is used, it will be documented on the patient care form, as well as in the controlled drug logbook. The entry will be made documenting the use with the run report number, the amount administered, the signature or initials of the Paramedic administering the controlled substance.
5. Wastage of drugs shall occur at the receiving facility, and such wastage shall be witnessed. It is preferred that the witness be a member of the hospital staff. However, if this is not possible, another EMT may be a witness. Witnesses are required to sign the Medic Unit controlled drug inventory sheet at the time of wastage.
6. When controlled substances need to be resupplied the EMS Coordinator will be responsible for filling out the requisition form and contacting the purchasing agency. Resupplied and newly introduced substances shall be entered in the inventory book. Newly introduced controlled substances shall be clearly marked as such the first time stocked.

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7. A team consisting of the EMS Coordinator, Physician Advisor and a designated Chief Officer shall investigate any discrepancies. In the event of findings of carelessness with no criminal intent, the person(s) involved will be subject to District discipline: in the event of finding a criminal intent the person(s) involved will be reported to law enforcement and, if an EMT, also be reported to the Oregon Health Authority.

8. If a controlled drug becomes expired or unusable as described in the Storing and Destroying Outdated Medication Policy, it shall be removed and given directly to the EMS Coordinator for disposal and the documentation will be done on the controlled substance inventory sheet. The disposal will occur as outlined in the Storing and Destroying Outdated Medication Policy.

Date implemented: \_\_\_\_\_

Approved by Physician Advisor: \_\_\_\_\_

### **POLICY 12.15: STORING & DESTROYING OUTDATED MEDICATIONS**

The purpose of this policy is to establish a procedure to identify, store and then destroy all medications that are deteriorated, outdated, misbranded, adulterated or otherwise unfit for use.

1. Medications will be checked during regular vehicle checks and will include all medications within those apparatus. Drugs will be checked for signs of deterioration (medication, packaging), expiration dates, correct labeling, adulterations or any other consideration making them unfit for use.
2. Checking the appropriate box on the vehicle inventory and check sheet will complete documentation of the regular vehicle check.
3. Medications deemed to be unfit for use will be immediately taken to the EMS supply storage room (Station 72) and placed in the locked area designated. This area is clearly marked with visible letters stating "DO NOT USE-EXPIRED MEDICATIONS" and the drawer will be secured at all times.
4. Medications being replaced in the apparatus or the jump kit will be checked for signs of deterioration (medication, packaging), expiration dates, correct labeling, adulterations or any other consideration making them unfit for use prior to placing them in-service.
5. Monthly the EMS Coordinator will inventory his supply of medications to ensure adequate supply and to order restock as necessary.
6. On a regular basis the EMS Coordinator will check the drawer containing the unusable and outdated medications and destroy them. The District may keep some outdated medications for training purposes but they must be kept in the secured area for outdated and unusable medications.
7. The medications will be destroyed by emptying the contents into a drain, flushing the drain with water and then disposing of the medication container in the garbage. In the case of a needle being used or part of the medication container it will be placed in a sharps type container for disposal with the biohazard waste.



**POLICY 12.16: OUT-OF-SERVICE MEDICAL EQUIPMENT**

The purpose of this policy is to ensure compliance with Oregon Administrative Rules regarding malfunctioning patient care equipment (OAR 333-250-0049)

To establish a procedure to identify and store all equipment that is deemed out of service until the equipment has been repaired or replaced. To assure that medical equipment is maintained at a reasonable level of mechanical safety and reliability.

Equipment Checks:

1. All medical equipment used in the treatment of ill and injured patients will be checked on each for all units staffed on a 24-hour basis. All units staffed “on call” will be checked on a weekly basis. The checks will be performed to assure that the piece of equipment is in a state of readiness and that it will function properly. These checks will also assure cleanliness of that equipment and that it is free of any obvious damage or defect. Equipment will also be checked for proper function and cleanliness following use.

Out of Service Equipment:

1. Any equipment found to be sufficiently unreliable so as to endanger or potentially endanger health, safety, or welfare of a patient or crew will be immediately taken out of service.
2. The out of service equipment will be tagged with an obvious tag that clearly states “Out of Service or “Danger”.
3. The equipment shall then be kept away from other in-service equipment and taken to station 72 and placed in the storage room in the area clearly marked for such out of service EMS equipment.
4. The EMS Coordinator will be notified of any out of service equipment that is not immediately replaced so that the timely and complete repair of such equipment can take place and the equipment be returned to an in-service condition.

**POLICY 12.17: Exposure Control Plan for Bloodborne Pathogens and Infectious Diseases**

The management and staff of Central Oregon Coast Fire & Rescue are committed to the prevention of incidents or happenings which result in employee injury and illness: and to comply with the Oregon OSHA Bloodborne Pathogens Standard, Oregon Administrative Rules (OAR) 437-02-0360 and OAR 437-02-1030; and through this written exposure control plan share assigned responsibility to ensure performance under that responsibility.

**Purpose:**

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or other body fluids.
2. Identify employees' occupational exposure to blood or other potentially infectious materials while performing their regular job duties.
3. To provide employees exposed to blood and OPIM information and training. A copy of this plan is available to all employees.
4. Comply with OR-OSHA Bloodborne Pathogen Standard, Oregon Administrative Rules (OAR) 437-02-1910.1030.

**Exposure Determination:**

The Central Oregon Coast Fire & Rescue has performed an exposure determination for all common job classifications which may expect to incur occupational exposures to blood or other potentially infectious materials. This exposure determination is made without regard to use of PPE. The following is a list of those job classifications in this category:

Emergency Medical Technicians (EMT's)	Firefighter / Paramedic
Paramedics	Firefighter / EMT
Firefighters	Emergency Medical Responders

The following is a list of job classifications in which some employees may have occupational exposures. Not all of these employees are expected to incur exposure to blood or OPIM. The job classification are listed below:

Job Classification Task/Procedure:

- Office Clerical work
- Maintenance work
- Fire Prevention

**Compliance Methods:**

1. Universal Precautions

“Universal precautions” recognizes all body fluids as though they are infected with bloodborne pathogens. This method of infection control requires the employer and employee to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other bloodborne

pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

## 2. Engineering Controls and Work Practices

Engineering and work practice controls will be used by all employees to eliminate or minimize occupational exposures at this facility. The engineering controls are:

- a. Self-sheathing needles
- b. Puncture resistant disposal containers for contaminated sharp instruments
- c. Disposal Bag-valve-masks ventilators
- d. Biodegradable laundry bags for contaminated linen or cloths
- e. Red bloodborne bags in vehicles, station, and jump-kits

The work practices are:

- a. No eating, drinking, applying lip balm or cosmetics in any area where occupational exposure to bloodborne or OPIM might occur.
- b. No handling of contact lenses in any area where occupational exposure to bloodborne or OPIM might occur.
- c. No storage of food or drink in any area where occupational exposure to bloodborne or OPIM might occur.
- d. Hand washing facilities are located in the EMS area and restrooms of the fire station, and a hand wash solution available in each medical kit or vehicle.
- e. Wash hands after gloves are removed with soap and water after each patient contact or contact with potentially infectious material (sheets, pillows, etc.).
- f. Flush eyes and mucous membranes immediately after any contact with body fluid.
- g. Eating, drinking and etc. not be done in the patient compartment of any Medic Unit.
- h. Recapping, removing, or bending of needles is prohibited.
- i. Contaminated disposable sharps will be disposed of in sharps container located in all Medic Units and ALS / ILS Kits.
- j. Shearing or breaking of contaminated needles is prohibited.
- k. EMS equipment will be inspected and/or cleaned and/or decontaminated a minimum of once per month.

### 3. Personal Protective Equipment (PPE)

The following PPE will be provided at no cost to employees:

- Gloves
- Eye Shields or glasses
- Gowns
- Face Masks

All appropriate PPE will be used when employee has reason to believe that he or she will be exposed to bloodborne or OPIM.

The EMS Coordinator is assigned the responsibility to ensure and issue appropriate readily accessible PPE, without cost, to employees. Hypoallergenic glove, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided. All PPE will be removed prior to leaving the work area. All PPE will be cleaned, laundered, and disposed of by the employer at no cost to the employee. PPE, when removed, will be placed in the (designated area) for storage, washing, decontamination and disposal.

### 4. Housekeeping

This facility will be cleaned and decontaminated according to the following schedule:

See SOG 11

### 5. Contaminated laundry

Laundry which is considered a biohazard because of contamination with large amounts of blood or OPIM shall be handled in the following matter.

- a. Laundry which becomes contaminated will be stored in the clearly marked biohazard laundry bags. These bags are water soluble and once placed in the bag, do not require any further contact.
- b. Biohazard laundry which is enclosed in the bags may then be placed in the regular laundry. Do not place soiled laundry in the dark red biohazard bags!

### 6. Regulated Waste

The following procedures will be followed:

- a. Contaminated trash will be stored in the clearly marked red biohazard bags and placed in the large biohazard disposal bin located in the main Station. The bin will be lined with a red plastic bag and clearly marked with biohazard symbol.
- b. Secured sharps containers are provided for use in each ALS kit for storage of contaminated sharps. Sharp containers will be transported in a secure location and shall be of the type which do not allow contents to escape. Full containers will be sealed and placed in the biohazard bin for disposal.
- c. Full biohazard bins will be disposed of by contacting the garbage service.
- d. Liquid bio-hazardous material will be disposed of by flushing down the toilet.

#### 7. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up:

- Hepatitis B vaccination

Central Oregon Coast Fire & Rescue will offer at no cost to exposed employees the Hepatitis B vaccine and vaccination series, and the post exposure follow-up to those who have had an exposure incident within 10 working days after receiving the initial job assignment. EMS Coordinator is in charge of the Hepatitis B vaccination program.

The Fire Chief or EMS Coordinator will ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylactic are:

- a. Made available at no charge to the employee at a reasonable place and time.
- b. Performed or supervised by a licensed healthcare professional according to the recommendations of the CDC.

- Post Exposure evaluation and Follow-up:

When an employee has an exposure incident, it will be reported to the Duty Officer and follow the current department protocol. (See appendix A)

Following a reported and confirmed exposure incident, the exposed employee will immediately receive a confidential medical evaluation including the following elements:

- Document route(s) of exposure
- Identify, if possible and legal the source individual
- Obtain consent and test source individual's blood to determine HIV and HBV status
- Provide the exposed employee with source of individual's blood test results
- Obtain employee's consent and test blood for HIV and HBV status
- if the employee does not consent to HIV serological testing, preserve baseline blood sample for at least 90 days

- Provide HBV and HIV serological testing, counseling, and safe and effective post-exposure prophylactic following the current recommendations of the U.S. Public Health Service.

All employees who incur an exposure incident will be offered post- exposure evaluation and follow-up in accordance with the standard. All post exposure follow-ups will be performed by Dr. Oksenholt D.O. or other Medical Doctor at Samaritan Pacific Communities Hospital.

- Information Provided to the Healthcare Professional:

The EMS Coordinator will ensure that the healthcare professional responsible for the employee's hepatitis B vaccination is provided the following:

- OR-OSHA standard
- description of employee's job duties relevant to exposure
- documentation of route(s) of exposure
- circumstances of exposure
- results of source individual's blood tests (if available)
- all relevant employee medical records
- vaccination status

- Healthcare Professional's Written Opinion

The Fire Chief or designee will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for HBV vaccination will be limited to whether HBV is indicated for an employee, and if the employee has received such vaccination. The healthcare professional's written opinion for post exposure follow-up will be limited to the following information:

- that the employee has been informed of the results of the evaluation and any medical conditions resulting from the exposure incident that may require further evaluation and treatment.
- all other diagnoses must remain confidential and not be included in this report

## 8. Labels and Signs

EMS Coordinator will ensure biohazard labels are on each container of regulated waste.

## 9. Information and Training

EMS Coordinator will ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated with 12 months of the previous training.

The training program will be tailored to the education and language level of the employee and offered during the normal Drill nights. The training will contain the follow information and interactive:

- How to obtain a copy of the regulatory text and an explanation of its contents;
- Information on the epidemiology and symptoms of bloodborne diseases;
- Ways in which bloodborne pathogens are transmitted;
- Explanation of the exposure control plan and how to obtain a copy;
- Information on how to recognize tasks that might result in occupational exposure;
- Explanation of the use and limitations of work practice and engineering controls, and PPE;
- Information on the types, selection, proper use, location, removal, handling, decontamination and disposal of PPE;

Additional training will be given to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

#### 10. Recordkeeping

The Fire Chief is responsible for maintaining medical records as indicated below. These records will be kept in the Fire Chiefs Office at Central Oregon Coast Fire & Rescue

Under the Bloodborne Pathogens Standard, medical records also must include the following information:

- Employee's name and social security number.
- Employee's Hepatitis B vaccination status including vaccination dates and any medical records related to the employee's ability to receive vaccinations
- Results of examinations, medical testing, and post-exposure evaluation and follow-up procedures.
- Health care professional's written opinion.
- A copy of the information provided to the health care professional.

An occupational bloodborne pathogens exposure incident (e.g., needle stick, laceration, or splash) should be classified as an injury since it is usually the result of an instantaneous event or exposure. It should be recorded if it meets one of the following:

- The incident is a work-related injury that involves loss of consciousness, transfer to another job, or restriction of work or motion.
- The incident results in the recommendation of medical treatment beyond first aid (e.g., gamma globulin, Hepatitis B immune globulin, Hepatitis

## Central Oregon Coast Fire & Rescue District Policies

- B vaccine, or zidovudine) regardless of dosage.
- The incident results in a diagnosis of seroconversion. The serological status of the employee is not to be recorded on the OSHA 200.

When a case of seroconversion is known, it should be recorded on the OSHA 200 as an injury (e.g., “needle stick” rather than “seroconversion”) in the following manner:

- a. If the date of the event or exposure is known, record the original injury date of the event or exposure in column.
- b. If there are multiple events or exposures, record the most recent injury date in column B.

Medical records must be kept confidential and maintained for at least the duration of employment plus 30 years.

### 11. Training Records

The EMS Coordinator is responsible for maintaining the following records. These records will be kept in the Training Office at Central Oregon Coast Fire & Rescue for a minimum of 3 years. These records will include:

- Training dates
- Content or summary of training
- Names and qualifications of instructor
- Names and job titles of trainees

All employee records will be made available to the employee or employee representative upon written request.

### Evaluation and Review

The EMS Coordinator is responsible for (annually or as needed) reviewing this program, and its effectiveness, and for updating as needed.



## APPENDIX A

This Protocol applies if an exposure occurs  
which involves body fluids, airborne, or bloodborne pathogens



Decontaminate exposure as well as possible



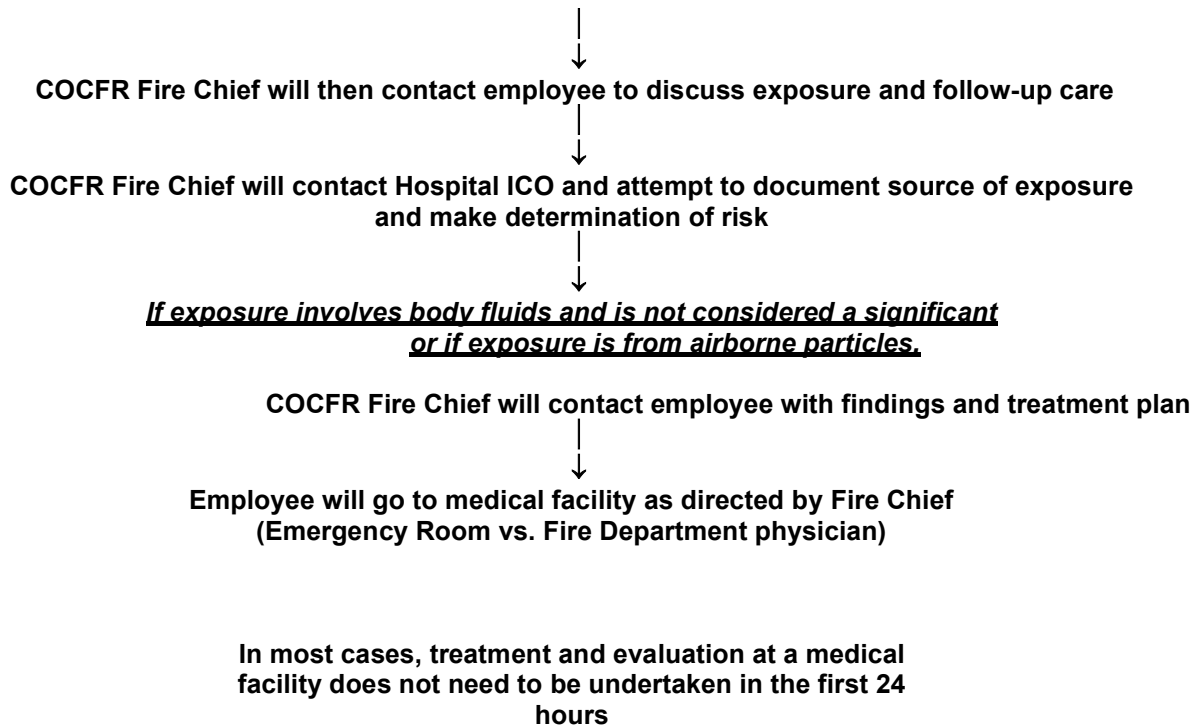
Contact Duty Officer  
and fill out exposure report and insurance information



**If exposure involves body fluids and is considered a significant exposure (or if unsure),**

Duty Officer shall:  
Have employee immediately evaluated in Emergency Room (within three hours)

**Plus Contact:**  
Fire Chief



**POLICY 12.18: EMS RECORDS POLICY**

EMT's and First Responders are required by the Oregon Health Division to have all of the below listed information and records on file with Central Coast Fire and Rescue. This information is reviewed annually to ensure it is complete and updated. If any of the information contained in this file is changed you are required to update this file within 30 days of that change.

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_

Certification Number: \_\_\_\_\_

Work Status: \_\_\_\_\_ ( PFT, PPT, V )

**Copies of the below listed information are required:**

- \_\_\_\_\_ Copy of Certification**
- \_\_\_\_\_ Copy of current ODL**
- \_\_\_\_\_ Copy of driving record (last 3 years)**
- \_\_\_\_\_ Copy of CPR Card**
- \_\_\_\_\_ Copy of ACLS Card (Paramedic's only)**
- \_\_\_\_\_ Documentation of completed Drivers Training**
- \_\_\_\_\_ Documentation of a completed orientation to all District policies, Training objectives, Patient Care Protocols, Regulations, and Statues.**
- \_\_\_\_\_ Documentation of Hazardous Materials Awareness Training**
- \_\_\_\_\_ Documentation of Bloodborne Pathogen Training (OSHA )**

**REQUIRED TO HAVE ALL THE BELOW SIGNED STATEMENTS ON FILE:**

- \_\_\_\_\_ Not addicted to alcohol or controlled substances.**
- \_\_\_\_\_ Is free from any physical or mental defect that might impair ability to operate an Ambulance / Rescue vehicle.**
- \_\_\_\_\_ Annually signed Patient Confidentiality Statement.**
- \_\_\_\_\_ If non-EMT a signed statement of demonstrated ability to properly assist in the extrication, lifting and moving of patients.**

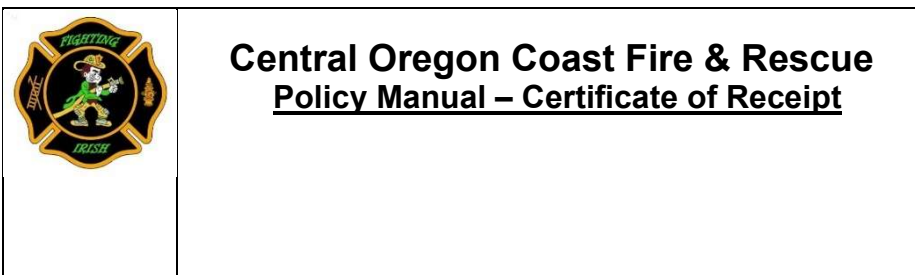
**REQUIRED MEDICAL INFORMATION ON FILE IN  
PERSONNEL MEDICAL FILE:**

\_\_\_\_\_ Documentation of annual test for Tuberculosis or signed waiver.

\_\_\_\_\_ (Date noted in EMS personnel file)

\_\_\_\_\_ Documentation of an immunization for Hepatitis-B or signed waiver.

\_\_\_\_\_ (Dates of immunization in EMS personnel file)



I certify that I have received a copy of the Personnel Policies and Procedures of the District. I understand that it is my responsibility to read and ask questions if necessary, regarding personnel policies.

I accept responsibility for understanding and complying with the District's policies. I understand that my employment can be terminated with or without cause, at any time, at the option of either the District or myself, subject however only to such restrictions as may appear in the District Policies and Procedures Manual, as each may be amended periodically.

I understand that no one except the Board has the authority to enter into any agreement in writing, contrary to the personnel policies and procedures of the District.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Central Oregon Coast Fire & Rescue Balance Sheet

As of September 30, 2021

Sep 30, 21

ASSETS		
Current Assets		
Checking/Savings		
LGIP		
Building/Property Reserve Account	204,724.71	
Equipment Reserve Account	81,359.76	
Public Funds		
Equipment Levy Fund	153,860.35	
Public Funds - Other	-40,476.98	
Total Public Funds	113,383.37	
Total LGIP	399,467.84	
Oregon Coast Bank Public Funds	18,769.02	
Oregon Coast Operating Account	21,700.69	
Petty Cash	400.00	
Total Checking/Savings	440,337.55	
Accounts Receivable		
Accounts Receivable	6,428.82	
Property Taxes	56,804.78	
Total Accounts Receivable	63,233.60	
Other Current Assets		
Interfund Receivable		
Prepaid Expenses	164,195.88	
Equipment Maintenance Agreement		
Insurance	829.16	
Licenses & Permits	7,858.53	
Memberships	579.51	
P.O. Box Rental	1,899.67	
Storage Lease	152.66	
Subscriptions	625.05	
Prepaid Expenses - Other	2,392.53	
	6,286.54	
Total Prepaid Expenses	20,623.65	
1710 - Deferred OF - Contib. After M.D	112,634.00	
Total Other Current Assets	297,453.53	
Total Current Assets	801,024.68	
Fixed Assets		
1600 - Capital Assets		
1605 - Tidewater Station	71,073.00	

# Central Oregon Coast Fire & Rescue Balance Sheet

As of September 30, 2021

	Sep 30, 21
1600 · Capital Assets - Other	1,252,326.86
<b>Total 1600 · Capital Assets</b>	<b>1,323,399.86</b>
1650 · Allowance For Depreciation	-678,856.71
<b>Total Fixed Assets</b>	<b>644,543.15</b>
<b>TOTAL ASSETS</b>	<b>1,445,567.83</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	22,187.78
2210 · Interfund Payable	60,657.33
<b>Total Accounts Payable</b>	<b>82,845.11</b>
<b>Credit Cards</b>	
Oregon Coast Bank Visa	2,006.61
2103 · Amazon Credit Line	-88.48
<b>Total Credit Cards</b>	<b>1,918.13</b>
<b>Other Current Liabilities</b>	
1700 · Net Pension Asset	77,886.00
2110 · Direct Deposit Liabilities	-1,177.51
2150 · Union Dues, IAFF Local 4619	346.00
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	-60.00
2211 · Garnishments Payable	172.12
2222 · Deferred Revenue Contra	-41,147.00
2301 · Capital Lease Obligation	95,720.00
2310 · Deferred IF - Investment Return	334,284.00
<b>Total Other Current Liabilities</b>	<b>526,033.74</b>
<b>Total Current Liabilities</b>	<b>610,796.98</b>
<b>Long Term Liabilities</b>	
2500 · Capital Lease Obligation - LT	86,424.89
<b>Total Long Term Liabilities</b>	<b>86,424.89</b>

# Central Oregon Coast Fire & Rescue Balance Sheet As of September 30, 2021

	Sep 30, 21
Total Liabilities	697,221.87
Equity	
Fund Balance	
Fire	440,672.73
4300 - FB Prior Period Adjustment	-20,714.00
4510 - FB Debt Proceeds	-82,144.89
Fund Balance - Other	399,850.11
Total Fund Balance	737,663.95
Suspense	103,538.71
1110 - Retained Earnings	-165,001.98
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	-225,996.02
Total Equity	748,345.96
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,445,567.83</b>



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

	Jul - Sep 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%
4010 - Current Levied Taxes - Other				
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	13,000.88	15,890.00	-2,889.12	81.8%
6025 - AFG Grant	0.00	131,250.00	-131,250.00	0.0%
6030 - Interest	244.42	2,500.00	-2,255.58	9.8%
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	3,600.00	14,400.00	-10,800.00	0.0%
6090 - Sale of Surplus Property	14,262.00	5,000.00	9,262.00	25.0%
6120 - Conflagration	0.00	5,000.00	-5,000.00	285.2%
6121 - Beginning Fund - FY 2021/2022	0.00	674,566.55	-674,566.55	0.0%
Total Income	31,107.30	1,783,323.61	-1,752,216.31	1.7%
Gross Profit	31,107.30	1,783,323.61	-1,752,216.31	1.7%
Expense				
6123 - Voided Checks	-	-	-	-
8000 - Personnel Services				
8010 - Gross Payroll				
Base Wages	90,450.82	368,878.36	-278,427.54	24.5%
Call Stipend	1,425.00	8,000.00	-6,575.00	17.8%
FLSA	1,323.16	1,500.00	-176.84	88.2%
Overtime Wages	6,485.87	20,000.00	-13,514.13	32.4%
8010 - Gross Payroll - Other	0.00	0.00	0.00	0.0%
Total 8010 - Gross Payroll	99,684.85	398,378.36	-298,693.51	25.0%
8011 - Employer FICA	8,276.85	30,475.94	-22,199.09	27.2%
8012 - SUTA	1,221.85	9,361.89	-8,140.04	13.1%
8014 - PERS	6,109.92	59,218.94	-53,109.02	10.3%
8015 - Medical Insurance	24,081.53	102,000.00	-77,918.47	23.6%
8016 - Workmans Comp	-3,168.73	12,825.06	-15,993.79	-24.7%
8025 - Recruitment & Retention	0.00	2,200.00	-2,200.00	0.0%
8027 - 457 Deferred	215.00	750.00	-535.00	28.7%
8029 - Payroll Expenses - Other	71.75	360.00	-288.25	19.9%
Total 8000 - Personnel Services	136,493.02	615,570.19	-479,077.17	22.2%
8019 - Materials				
8023 - Bank Fees	12.00	750.00	-738.00	1.6%
8031 - Office Supply/Postage	2,500.61	6,000.00	-3,499.39	41.7%
8032 - Legal Services	3,430.40	8,000.00	-4,569.60	42.9%
8033 - Lab Fees	36.00	250.00	-214.00	14.4%
8034 - Medical Supplies	2,688.83	5,000.00	-2,311.17	53.8%
8035 - Minor Equipment	118.42	10,000.00	-9,881.58	6.4%
8037 - Protective Equipment/Uniforms	644.65	3,080.00	-2,435.35	15.1%
8040 - Equipment Maintenance	464.24	2,600.00	-2,135.76	199.8%
8045 - Building Maintenance	5,195.23	2,600.00	2,595.23	

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
8050 · Vehicle Fuel	5,032.99	12,000.00	-6,967.01	41.9%
8055 · Vehicle Repair	9,700.37	20,000.00	-10,299.63	48.5%
8056 · Annual Equipment Testing	259.00	10,000.00	-9,741.00	2.6%
8135 · AFG Grant	0.00	175,000.00	-175,000.00	0.0%
8172 · Public Education	0.00	5,000.00	-5,000.00	0.0%
8178 · Department Software/Hardware	280.95	1,900.00	-1,619.05	14.8%
8179 · Subscriptions	0.00	3,825.00	-3,825.00	0.0%
8180 · Training/Mileage	236.25	8,180.00	-7,943.75	2.9%
8186 · Volunteer Appreciation	486.00	14,000.00	-13,514.00	3.5%
8187 · Membership/Dues	2,733.56	4,500.00	-1,766.44	60.7%
8190 · Insurance	2,959.03	15,600.00	-12,640.97	19.0%
8200 · Bookkeeping	3,862.50	15,600.00	-11,737.50	24.8%
8210 · Audit	0.00	8,400.00	-8,400.00	0.0%
8235 · Dispatch Service	5,320.49	24,535.00	-19,214.51	21.7%
8236 · Telephone	2,426.92	2,400.00	26.92	101.1%
8237 · Water/Sewer	994.06	2,100.00	-1,105.94	47.3%
8238 · Electricity/Propane	1,376.44	12,900.00	-11,523.56	10.7%
8239 · Rent	624.99	3,600.00	-3,600.00	0.0%
8240 · Internet Service	0.00	0.00	0.00	0.0%
8270 · Miscellaneous Expense	0.00	439.09	-439.09	0.0%
8271 · Oregon Ethics Commission	0.00	2,160.00	-1,621.35	24.9%
8272 · Copier Agreement	538.65	3,500.00	-2,965.78	14.7%
9092 · Uniforms	514.22	4,165.44	-4,165.44	0.0%
9300 · Simulcast Network - Maint. Agre	0.00	0.00	0.00	0.0%
<b>Total 8019 · Materials</b>	<b>52,436.80</b>	<b>385,484.53</b>	<b>-333,047.73</b>	<b>13.6%</b>
8400 · Operating Contingency	0.00	20,000.00	-20,000.00	0.0%
9020 · Capital Outlay	573.00	3,965.46	-3,965.46	0.0%
8036 · Communications Equipment	0.00	82,145.00	-82,145.00	0.0%
8195 · Interest Expense	0.00	0.00	0.00	0.0%
8925 · D/S - Principal	0.00	0.00	0.00	0.0%
9000 · Work-in-Progress	29,874.27	20,000.00	-16,531.00	17.3%
9400 · Tidewater Station Improvements	2,409.48	3,000.00	-3,000.00	0.0%
9403 · Waldport Station Crew Qtr Upgra	14,318.75	4,500.00	1,443.04	132.1%
9405 · Waldport Station Upgrade	46,602.50	1,500.00	-73.05	95.1%
<b>Total 9000 · Work-in-Progress</b>	<b>46,602.50</b>	<b>5,765.55</b>	<b>-765.55</b>	<b>86.7%</b>
9045 · Structure Gear (Protective Gear	5,566.10	200,000.00	-200,000.00	0.0%
9049 · Boat Facility & Related	3,469.00	320,876.01	-252,295.42	21.4%
9056 · CERT Team	0.00	1,341,930.73	-1,084,420.32	19.2%
9093 · Technical Rescue Equipment	5,943.04	441,392.88	-667,795.99	-51.3%
9095 · Rescue Boat	1,426.95	0.00	0.00	0.0%
9096 · Engine/Ambulance Equipment	5,000.00	0.00	0.00	0.0%
9102 · New Station Property	0.00	0.00	0.00	0.0%
<b>Total 9020 · Capital Outlay</b>	<b>68,580.59</b>	<b>320,876.01</b>	<b>-252,295.42</b>	<b>21.4%</b>
<b>Total Expense</b>	<b>257,510.41</b>	<b>1,341,930.73</b>	<b>-1,084,420.32</b>	<b>19.2%</b>
<b>Net Ordinary Income</b>	<b>-226,403.11</b>	<b>441,392.88</b>	<b>-667,795.99</b>	<b>-51.3%</b>
<b>Other Income/Expense</b>				
5820 · Equipment Reserve Fund Transfer				

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Interest	115.75	600.00	-484.25	19.3%
Total 5820 · Equipment Reserve Fund Transfer	115.75	600.00	-484.25	19.3%
5825 · Building/Property Rsrv Transfer	291.34	2,500.00	-2,208.66	11.7%
Interest	291.34	2,500.00	-2,208.66	11.7%
Total 5825 · Building/Property Rsrv Transfer	291.34	2,500.00	-2,208.66	11.7%
6033 · Grants	0.00	10,000.00	-10,000.00	0.0%
Total Other Income	407.09	13,100.00	-12,692.91	3.1%
Net Other Income	407.09	13,100.00	-12,692.91	3.1%
Net Income	-225,996.02	454,492.88	-680,488.90	-49.7%

# Central Oregon Coast Fire & Rescue Profit & Loss by Class

September 2021

3:32 PM

10/15/2021

Accrual Basis

Ordinary Income/Expense	Bldg/Property Rsv	Equipment Reserve	General Fund	TOTAL
<b>Income</b>				
4020 · Previous Levied Taxes	0.00	0.00	7,928.81	7,928.81
6030 · Interest	0.00	0.00	68.55	68.55
6051 · Pac. West Agreement	0.00	0.00	1,200.00	1,200.00
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>9,197.36</b>	<b>9,197.36</b>
<b>Gross Profit</b>				
<b>Expense</b>				
8000 · Personnel Services				
8010 · Gross Payroll				
Base Wages	0.00	0.00	28,430.82	28,430.82
Call Stipend	0.00	0.00	450.00	450.00
FLSA	0.00	0.00	427.66	427.66
Overtime Wages	0.00	0.00	125.45	125.45
<b>Total 8010 · Gross Payroll</b>	<b>0.00</b>	<b>0.00</b>	<b>29,433.93</b>	<b>29,433.93</b>
8011 · Employer FICA	0.00	0.00	2,902.68	2,902.68
8012 · SUTA	0.00	0.00	322.55	322.55
8014 · PERS	0.00	0.00	3,398.83	3,398.83
8015 · Medical Insurance	0.00	0.00	4,126.61	4,126.61
8016 · Workmans Comp	0.00	0.00	-3,168.73	-3,168.73
8027 · 457 Deferred	0.00	0.00	70.00	70.00
8029 · Payroll Expenses - Other	0.00	0.00	24.50	24.50
<b>Total 8000 · Personnel Services</b>	<b>0.00</b>	<b>0.00</b>	<b>37,110.37</b>	<b>37,110.37</b>
8019 · Materials				
8023 · Bank Fees	0.00	0.00	4.00	4.00
8031 · Office Supply/Postage	0.00	0.00	459.48	459.48
8032 · Legal Services	0.00	0.00	2,159.00	2,159.00
8034 · Medical Supplies	0.00	0.00	807.90	807.90
8037 · Protective Equipment/Uniforms	0.00	0.00	540.65	540.65

# Central Oregon Coast Fire & Rescue Profit & Loss by Class

September 2021

3:32 PM

10/15/2021

Accrual Basis

	Bldg/Property Rsv	Equipment Reserve	General Fund	TOTAL
8040 · Equipment Maintenance	0.00	0.00	102.92	102.92
8045 · Building Maintenance	0.00	0.00	1,999.83	1,999.83
8050 · Vehicle Fuel	0.00	0.00	1,510.75	1,510.75
8055 · Vehicle Repair	0.00	0.00	6,551.88	6,551.88
8056 · Annual Equipment Testing	0.00	0.00	259.00	259.00
8178 · Department Software/Hardware	0.00	0.00	14.99	14.99
8187 · Membership/Dues	0.00	0.00	1,247.18	1,247.18
8190 · Insurance	0.00	0.00	174.51	174.51
8200 · Bookkeeping	0.00	0.00	1,287.50	1,287.50
8235 · Dispatch Service	0.00	0.00	1,773.50	1,773.50
8236 · Telephone	0.00	0.00	912.36	912.36
8237 · Water/Sewer	0.00	0.00	316.86	316.86
8238 · Electricity/Propane	0.00	0.00	477.19	477.19
8239 · Rent	0.00	0.00	208.33	208.33
8272 · Copier Agreement	0.00	0.00	179.55	179.55
Total 8019 · Materials	0.00	0.00	20,987.38	20,987.38
9020 · Capital Outlay				
9000 · Work-in-Progress				
9400 · Tidewater Station Improvements	12,034.54	0.00	0.00	12,034.54
9403 · Waldport Station Crew Qtr Upgra	408.53	0.00	0.00	408.53
9405 · Waldport Station Upgrade	12,351.25	0.00	0.00	12,351.25
Total 9000 · Work-in-Progress	24,794.32	0.00	0.00	24,794.32
9049 · Boat Facility & Related	3,469.00	0.00	0.00	3,469.00
9093 · Technical Rescue Equipment	0.00	0.00	5,943.04	5,943.04
9095 · Rescue Boat	0.00	0.00	-3,349.02	-3,349.02
Total 9020 · Capital Outlay	28,263.32	0.00	2,594.02	30,857.34
Total Expense	28,263.32	0.00	60,691.77	88,955.09
Net Ordinary Income	-28,263.32	0.00	-51,494.41	-79,757.73
Other Income/Expense				

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

3:32 PM  
 10/15/2021  
 Accrual Basis

	Bldg/Property Rsv	Equipment Reserve	General Fund	TOTAL
Other Income				
5820 · Equipment Reserve Fund Transfer				
Interest	0.00	36.76	0.00	36.76
Total 5820 · Equipment Reserve Fund Transfer	0.00	36.76	0.00	36.76
5825 · Building/Property Rsv Transfer				
Interest	92.51	0.00	0.00	92.51
Total 5825 · Building/Property Rsv Transfer	92.51	0.00	0.00	92.51
Total Other Income	92.51	36.76	0.00	129.27
Net Other Income	92.51	36.76	0.00	129.27
Net Income	-28,170.81	36.76	-51,494.41	-79,628.46

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

3:30 PM  
 10/15/2021  
 Accrual Basis

Ordinary Income/Expense	Bldg/Property Rsv	Equipment Levy Fund	Equipment Reserve	General Fund	TOTAL
<b>Income</b>					
4020 · Previous Levied Taxes	0.00	0.00	0.00	13,000.88	13,000.88
6030 · Interest	0.00	0.00	0.00	244.42	244.42
6051 · Pac. West Agreement	0.00	0.00	0.00	3,600.00	3,600.00
6090 · Sale of Surplus Property	0.00	0.00	0.00	14,262.00	14,262.00
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,107.30</b>	<b>31,107.30</b>
<b>Expenses</b>					
8000 · Personnel Services					
8010 · Gross Payroll					
Base Wages	0.00	0.00	0.00	87,034.15	87,034.15
Call Stipend	0.00	0.00	0.00	1,425.00	1,425.00
FLSA	0.00	0.00	0.00	1,274.40	1,274.40
Overtime Wages	0.00	0.00	0.00	6,485.87	6,485.87
<b>Total 8010 · Gross Payroll</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>96,219.42</b>	<b>96,219.42</b>
8011 · Employer FICA	0.00	0.00	0.00	8,011.75	8,011.75
8012 · SUTA	0.00	0.00	0.00	1,220.12	1,220.12
8014 · PERS	0.00	0.00	0.00	6,109.92	6,109.92
8015 · Medical Insurance	0.00	0.00	0.00	24,081.53	24,081.53
8016 · Workmans Comp	0.00	0.00	0.00	-3,168.73	-3,168.73
8027 · 457 Deferred	0.00	0.00	0.00	215.00	215.00
8029 · Payroll Expenses - Other	0.00	0.00	0.00	71.75	71.75
<b>Total 8000 · Personnel Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>132,760.76</b>	<b>132,760.76</b>
8019 · Materials					
8023 · Bank Fees	0.00	0.00	0.00	12.00	12.00
8031 · Office Supply/Postage	0.00	0.00	0.00	2,500.61	2,500.61
8032 · Legal Services	0.00	0.00	0.00	3,430.40	3,430.40
8033 · Lab Fees	0.00	0.00	0.00	36.00	36.00

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

3:30 PM  
 10/15/2021  
 Accrual Basis

	Bldg/Property Rsv	Equipment Levy Fund	Equipment Reserve	General Fund	TOTAL
8034 · Medical Supplies	0.00	0.00	0.00	2,688.83	2,688.83
8035 · Minor Equipment	0.00	0.00	0.00	118.42	118.42
8037 · Protective Equipment/Uniforms	0.00	0.00	0.00	644.65	644.65
8040 · Equipment Maintenance	0.00	0.00	0.00	464.24	464.24
8045 · Building Maintenance	0.00	0.00	0.00	5,195.23	5,195.23
8050 · Vehicle Fuel	0.00	0.00	0.00	5,032.99	5,032.99
8055 · Vehicle Repair	0.00	0.00	0.00	9,700.37	9,700.37
8056 · Annual Equipment Testing	0.00	0.00	0.00	259.00	259.00
8178 · Department Software/Hardware	0.00	0.00	0.00	280.95	280.95
8180 · Training/Mileage	0.00	0.00	0.00	236.25	236.25
8186 · Volunteer Appreciation	0.00	0.00	0.00	486.00	486.00
8187 · Membership/Dues	0.00	0.00	0.00	2,733.56	2,733.56
8190 · Insurance	0.00	0.00	0.00	2,959.03	2,959.03
8200 · Bookkeeping	0.00	0.00	0.00	3,862.50	3,862.50
8235 · Dispatch Service	0.00	0.00	0.00	5,320.49	5,320.49
8236 · Telephone	0.00	0.00	0.00	2,426.92	2,426.92
8237 · Water/Sewer	0.00	0.00	0.00	994.06	994.06
8238 · Electricity/Propane	0.00	0.00	0.00	1,376.44	1,376.44
8239 · Rent	0.00	0.00	0.00	624.99	624.99
8272 · Copier Agreement	0.00	0.00	0.00	538.65	538.65
9092 · Uniforms	0.00	0.00	0.00	514.22	514.22
<b>Total 8019 · Materials</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,436.80</b>	<b>52,436.80</b>
9020 · Capital Outlay					
8036 · Communications Equipment	0.00	0.00	0.00	573.00	573.00
9000 · Work-in-Progress					
9400 · Tidewater Station Improvements	29,874.27	0.00	0.00	0.00	29,874.27
9403 · Waldport Station Crew Qtr Upgra	2,409.48	0.00	0.00	0.00	2,409.48
9405 · Waldport Station Upgrade	14,318.75	0.00	0.00	0.00	14,318.75
<b>Total 9000 · Work-in-Progress</b>	<b>46,602.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>46,602.50</b>



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

3:30 PM  
 10/15/2021  
 Accrual Basis

	Bldg/Property Rsv	Equipment Levy Fund	Equipment Reserve	General Fund	TOTAL
9045 · Structure Gear (Protective Gear	0.00	5,566.10	0.00	0.00	5,566.10
9049 · Boat Facility & Related	3,469.00	0.00	0.00	0.00	3,469.00
9093 · Technical Rescue Equipment	0.00	0.00	0.00	5,943.04	5,943.04
9095 · Rescue Boat	0.00	0.00	0.00	1,426.95	1,426.95
9096 · Engine/Ambulance Equipment	0.00	5,000.00	0.00	0.00	5,000.00
Total 9020 · Capital Outlay	50,071.50	10,566.10	0.00	7,942.99	68,580.59
Total Expense	50,071.50	10,566.10	0.00	193,140.55	253,778.15
Net Ordinary Income	-50,071.50	-10,566.10	0.00	-162,033.25	-222,670.85
Other Income/Expense					
Other Income					
5820 · Equipment Reserve Fund Transfer					
Interest	0.00	0.00	115.75	0.00	115.75
Total 5820 · Equipment Reserve Fund Transfer	0.00	0.00	115.75	0.00	115.75
5825 · Building/Property Rsrv Transfer					
Interest	291.34	0.00	0.00	0.00	291.34
Total 5825 · Building/Property Rsrv Transfer	291.34	0.00	0.00	0.00	291.34
Total Other Income	291.34	0.00	115.75	0.00	407.09
Net Other Income	291.34	0.00	115.75	0.00	407.09
Net Income	-49,780.16	-10,566.10	115.75	-162,033.25	-222,263.76



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

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**To: Central Coast Fire & Rescue Board of Directors**  
**From: Chief Jamie Mason**  
**Date: 10/18/2021**  
**Subject: Board Report**

## **CHIEF'S REPORT**

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**Makenzie Group** – Will have a meeting on Friday the 22<sup>nd</sup>. Cathy hopes to have the cost estimates in by then.

**Fire Season** – Fire season has ended. We are very thankful for everyone's cooperation to keep our communities fire safe. There were only a few fires that had the potential for widespread fire progression. Due to quick responses by personnel those fires were contained with minimal damage.

**Ambulance 72** – FEMA has responded to our request to conduct a lease option with Pac-West Ambulance. We have been approved to move forward. Jeff Mathias is working on vehicle acquisition to support the lease agreements.

**ISO** – Dave Hyland completed the re-evaluation on June 29<sup>th</sup>. I spoke with Dave on the phone on the 7<sup>th</sup> and he is looking into when we will get the final results.

**Grant Funding** – The following are grants that we are researching, applying, or have applied for:

***National Rescue Relief Act*** – This funding is controlled at the State/County level. We are still working to see if this will be an optional funding source for us.

***Ryan, LLC. (Ron Nichoalds)*** – I have included the agreement from Ryan LLC. Our legal office has reviewed and recommended changes which Ryan LLC. Has approved and revised. The agreement is ready for approval.

***FEMA Building Resilient Infrastructure and Communities (BRIC) Funds*** – Our OEM contact has verified that hazard mitigation funding can be used to support projects under the station retrofit. We most recently received information on additional funding that may contribute to the overall project.

***Oregon Seismic Grant*** – Makenzie's evaluation provides the information as well as the writing and submittal of this grant on our behalf. The next step we have to complete is the geo-tech information for the property. We need to select an organization to complete the survey and provide us with a stage 1 report. The information will be added to the grant application in support of seismic funding.

***USDA Rural Development Grant and Loan Process*** – Currently reading through the RD Instruction 3570-B to understand and verify if we qualify for grant funding due to our Districts status as a Rural Fire District. The 3570 identifies the procedure for applying for funding options.

***Siletz Charitable Contribution Fund*** – Submitted a request for grant funding to purchase fire hose. We have been working towards equipping all 4 Engines with the same equipment. This continuity will ensure that regardless of which Engine arrives they will all perform the same and provide the same level of suppression equipment.

***FEMA Staffing for Adequate Fire and Emergency Response (SAFER)*** – We will apply for a 2-year SAFER grant to establish funding for an additional firefighter position. Currently we are waiting for the FY2021 Notice of Funding Option to post so we can prepare and submit for the grant. Typically, applications are accepted in January-February. Once awarded we will be able to hire for the position right away. The FY2020 NOFO opened February 1<sup>st</sup>, 2021 and closed March 12<sup>th</sup>, 2021. The next NOFO should be relatively similar in dates for 2022.

***ODF Matching Grant*** – The remaining equipment from this purchase arrived. I will be submitting the documentation to close this grant out and receive the funds from ODF.

**Fire Academy** – Academy started on October 5<sup>th</sup>. the following student counts are listed below per District.

- *Central Coast Fire & Rescue – 5 Recruits*
- *Newport Fire Dept. – 5 Recruits*
- *Seal Rock Fire District – 1 Recruit*

**Building Appraisal** – The proposal from Marineau and Associates was provided officially on letterhead and accepted on the 22<sup>nd</sup> of September. The proposal has 6 weeks from notice completion date. We should expect to have the appraisal completed between November 3-10<sup>th</sup>.

**Pacific Office Automation (POA)** – We will be renewing our lease for the printer from POA. After questions were presented by the Board regarding the use of an agreement with Information station to use their printer. I sent the draft agreement to legal to verify if we were able to have an agreement. Legal clarified that having a leased printer would not be a violation however, allowing information station access to the printer would be a conflict. Due to the response from Legal, the agreement will not go forward, and the printer has been removed.

**Pro-Pest Solutions** – I received the proposal from Greg. The services to maintain the Five Rivers and Tidewater Stations will cost the following:

- Initial Setup Fee: \$690.00
- Annual Cost: \$2,280.00

The proposal is available and ready for Signature.



Three Galleria Tower  
13155 Noel Road  
Suite 100  
Dallas, TX 75240-5090  
Tel. 972.934.0022  
Fax 972.934.2091  
www.ryan.com

**VIA ELECTRONIC MAIL**

October 18, 2021

Mr. Buster Pankey  
Board President  
Central Oregon Coast Fire & Rescue  
125 Northwest Alsea Highway  
Waldport, Oregon 97394

Re: Business Incentives and New Markets Tax Credits Services

Dear Mr. Pankey:

Thank you very much for the opportunity to assist you with maximizing New Markets Tax Credits (as defined herein) and the development and execution of certain credits and incentive strategies which may result in state and local tax refunds, credits, and/or reductions due to Central Oregon Coast Fire & Rescue (“Central Coast Fire”). This letter (the “Agreement”) outlines the terms and conditions of our engagement to assist you and Central Coast Fire with credits and incentive services.

**ENGAGEMENT SCOPE**

***Business Incentives and New Markets Tax Credits***

Ryan, LLC (“Ryan”) will assist Central Coast Fire with the development and execution of credits and incentives strategies. Our approach is specifically designed to identify, negotiate, and/or secure credits and incentives for Central Coast Fire. We will perform this service for the following entities and/or locations:

Central Oregon Coast Fire & Rescue and its Affiliates and Subsidiaries / Oregon Operations

Our services will be performed in two phases: Business Incentives (not including New Markets Tax Credits) and New Markets Tax Credits.

***BUSINESS INCENTIVES***

Business Incentives will include, but will not necessarily be limited to, the following:

- Analyze past, present, and/or proposed future capital expenditures and business plans associated with Central Coast Fire’s operations in the United States, as provided by Central Coast Fire, and suggest strategies to maximize business incentives, including, but not limited to, federal, state and local tax refunds, credits, deductions, exemptions, abatements, reductions, and reimbursements, cash grants, forgivable loans, real

property grants or cost reductions, infrastructure grants or cost reductions, job training grants or cost reductions, utility rate reductions, and permit, development, and/or impact fee waivers or reductions (collectively, the “Business Incentives”).

- Develop presentations and attend meetings with Central Coast Fire personnel to outline available Business Incentives and develop a workplan for obtaining such.
- Upon Central Coast Fire’s approval, proceed with negotiations with federal, state and/or local economic development agencies and/or governing bodies to secure available Business Incentives.
- Develop presentations and attend meetings with federal, state and/or local economic development agencies and/or governing bodies to request and secure available Business Incentives.
- Develop and maintain productive and cooperative relationships with federal, state and local economic development and government representatives on behalf of Central Coast Fire.
- When necessary, potentially beneficial to Business Incentives negotiations, and/or upon Central Coast Fire’s request, recommend a firm to perform an economic impact study in order to maximize available Business Incentives. All expenses incurred for the economic impact study will be borne by Central Coast Fire.
- Develop and maintain a detailed timeline and checklist for securing the approval of available Business Incentives, including application deadlines, public meeting dates, etc.
- Prepare and, upon Central Coast Fire’s review and approval, file all paperwork associated with obtaining available Business Incentives, including required forms, applications, certifications, and other supporting documentation.
- At Central Coast Fire’s request, recommend legal counsel to assist with securing available Business Incentives where counsel is required. All expenses incurred by such legal counsel will be borne by Central Coast Fire.
- Develop and provide Central Coast Fire with a detailed timeline and checklist of compliance requirements associated with secured Business Incentives.
- Prepare and, upon Central Coast Fire’s review and approval, file all required compliance forms on a timely basis in conjunction with secured Business Incentives.
- At Central Coast Fire’s request, provide a representative to escort authorities on any scheduled on-site inspection that may be required in conjunction with secured Business Incentives.
- Respond to Central Coast Fire’s questions and requests for information pertaining to available and/or secured Business Incentives.
- Assist Central Coast Fire with the timely response to notices or correspondence from federal, state and/or local economic development agencies and/or governing bodies with respect to secured Business Incentives.
- Meet with Central Coast Fire on a mutually agreed-upon basis to review the progress on this engagement.

Mr. Buster Pankey  
Central Oregon Coast Fire & Rescue  
October 18, 2021  
Page 3 of 9

### ***NEW MARKETS TAX CREDITS***

Our New Markets Tax Credits (“NMTC”) services will be performed in four Phases:

Phase I: Assist and advise Central Coast Fire in identifying a Community Development Entity (“CDE”) with available Federal and/or State NMTC allocations.

Ryan will participate in meetings, discussions, and correspondence with Central Coast Fire in order to accomplish the following:

- Mutually agree on lines of communication between Ryan engagement personnel and Central Coast Fire personnel responsible for the Project (as defined herein) specifications (e.g., site selection, facility management, construction, and finance). Meet with Central Coast Fire on a mutually agreed-upon basis to review the progress on this engagement.
- Develop a detailed matrix with the Central Coast Fire’s current and potential future project location(s) to assist in the determination of whether the location(s) is/are within a census tract that meets the eligibility requirements under the NMTC program(s).
- Assist and advise Central Coast Fire in determining if any planned Central Coast Fire capital investment or job creation occurring within the location(s) determined to be within NMTC qualified census tracts is a qualified investment for NMTC purposes, and if so, assist Central Coast Fire with determining the scope of the Project (“Project”).
- Assist and advise Central Coast Fire in identifying CDE’s with NMTC allocations for which Central Coast Fire’s Project may potentially be eligible (i.e., CDEs that are interested in utilizing their allocations on facility investment and are prepared to invest in regions in which Central Coast Fire is planning to construct, improve, etc. the Project).

Phase II: Assist and advise Central Coast Fire in presentation to CDEs of proposed Project(s) and in securing NMTC allocations.

Upon completion of Phase I, Ryan will assist and advise Central Coast Fire in securing NMTC allocations from CDEs identified in Phase I. Specifically, Phase II will include assisting and advising Central Coast Fire with respect to the following:

- Preparing applications and other required documentation, for Central Coast Fire review, approval and execution to the extent necessary to secure the commitment of NMTC allocations from a CDE for the Project.
- Responding to information requests and developing materials for Central Coast Fire’s use in making presentations to, or for, CDE approval committees.
- Participating in meetings with the appropriate CDE, investor, and legal teams as necessary.

- Estimating the potential dollar value of available NMTC allocations to Central Coast Fire for the Project.

Phase III: Assist and advise Central Coast Fire regarding Project funding utilizing a NMTC allocation

Upon completion of Phase II, Ryan will assist and advise Central Coast Fire in identifying and documenting compliance measures for the various NMTC program requirements in order to implement a NMTC project. Specifically, Phase III of the engagement may include the following:

- Facilitating communications among Central Coast Fire personnel responsible for managing and overseeing the Project, Ryan engagement team members, CDEs, investors, and Central Coast Fire's outside legal counsel, if applicable.
- Identifying and evaluating various structuring alternatives for the Project.
- Updating the estimated value of benefits to Central Coast Fire of the NMTC allocation due to changes in terms during negotiations.
- Preparing applications and other required documentation, for Central Coast Fire review, approval and execution to the extent necessary to obtain formal approval for the NMTC allocation.
- Assisting and advising Central Coast Fire throughout the NMTC closing process including gathering and preparing any due diligence necessary to complete the closing of the Project.
- When necessary, and/or upon Central Coast Fire's request, recommend a firm to perform an economic impact study in order to maximize available NMTC allocation. All expenses incurred for the economic impact study will be borne by Central Coast Fire.
- When necessary, and/or upon Central Coast Fire's request, recommend a qualified law firm to provide legal services for the NMTC closing which may arise from a secured NMTC allocation. All expenses incurred for any legal services will be borne by Central Coast Fire.
- Reviewing and commenting on any supporting documentation provided by the CDE relating to funding received in utilization of a NMTC allocation.
- Preparing for, and participating in, to the extent necessary, discussions with the CDEs and investors. These discussions are extremely important in order to review program requirements and outline the potential consequences should NMTC program requirements not be achieved or maintained by the Project. Central Coast Fire will need to rely upon its legal counsel, as necessary, for legal review, interpretation and advice regarding program requirements and supporting documentation.

Phase IV: Assist and advise Central Coast Fire regarding NMTC post-closing compliance and project unwind.

- Advising and assisting Central Coast Fire with the documentation and reporting requirements of post-closing compliance.

Mr. Buster Pankey  
Central Oregon Coast Fire & Rescue  
October 18, 2021  
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- Advising and assisting Central Coast Fire with the unwind of the NMTC transaction at the end of the seven (7) year holding period.
- When necessary, and/or upon Central Coast Fire's request, recommend a qualified law firm to provide legal services for the NMTC unwind which may arise from the secured NMTC allocation. All expenses incurred for any legal services (should Central Coast Fire elect, in its sole discretion, to engage such legal counsel) will be borne by Central Coast Fire.

Ryan will not give any assurance with respect to the likelihood of the approval of any NMTC allocations. All such determinations are made exclusively by the applicable CDE vested with the authority to award NMTC allocations.

### **ENGAGEMENT PERIOD**

This engagement is effective as of the date of Central Coast Fire's execution of this Agreement (the "Effective Date") and will terminate three (3) years from such Effective Date (the "Termination Date"). For any NMTC services, once Ryan begins a Project, Central Coast Fire agrees that if the Project receives an allocation from any CDE, investor, person, firm or other entity that represents a CDE or investor (collectively defined as "Source") that Ryan has had contact with through email, mail, facsimile, phone or in person, Central Coast Fire will owe Ryan the agreed upon Compensation as set forth below.

### **ELECTRONIC DATA FILES**

Central Coast Fire agrees to provide electronic data files to Ryan that will facilitate the identification and location of records to be reviewed. Ryan generally utilizes general ledger, accounts payable, and sales and use tax accrual data in text/ASCII files, database files, or spreadsheet files. Ryan will assist Central Coast Fire information systems personnel with determining the appropriate system file layouts, required data fields, file types, and transfer media. Any out-of-pocket costs of preparing, modifying, or transferring such data will be the responsibility of Ryan. Central Coast Fire further agrees to assist Ryan in using Ryan's data extraction applications and other tools by providing all necessary access and configurations. Central Coast Fire acknowledges that Ryan's data extraction applications and other tools are proprietary to Ryan, and Central Coast Fire shall acquire no rights whatsoever with respect to such applications and other tools.

### **INCENTIFY ACCESS**

**Sublicense:** Ryan grants to Central Coast Fire a nonexclusive, nontransferable right to access and use the Incentify Tax Credits & Management System ("Incentify System") through the Internet as hosted by Incentify, LLC ("Incentify") for, and only for, use in connection with the management of tax credits and incentives work that is being performed by Ryan for Central Coast Fire. Central Coast Fire shall receive limited access privileges as administered and applied by Ryan. Central Coast Fire shall not be charged an additional fee for such access to the Incentify System.



Mr. Buster Pankey  
Central Oregon Coast Fire & Rescue  
October 18, 2021  
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**Termination:** Access to the Incentify System will terminate upon the termination of the Agreement. Ryan may terminate Central Coast Fire's access to the Incentify System without cause at any time by written notice. Central Coast Fire shall cease access and surrender any Incentify System documentation at the termination of Central Coast Fire's access.

**Incentify Property Protection:** No title or ownership of the Incentify System is transferred to Central Coast Fire. Other than to the limited extent granted pursuant to this Amendment, Central Coast Fire shall not have any right, title, or interest to the software used in the Incentify System and shall not have access to the software code or have any right to download any software used in the Incentify System. Central Coast Fire shall not use the Incentify System to provide computer service bureau or computer time-sharing or similar services to any third party. Central Coast Fire is authorized to use the Incentify System in connection with the management of tax credits and incentives work that is being performed by Ryan. Central Coast Fire is prohibited from directly or indirectly using the Incentify System to sell or provide tax credits or incentives services. Incentify's aggregate exposure for all claims made by Central Coast Fire and any other third party is collectively limited to the insurance carried by Incentify.

## **RESPONSIBILITIES**

All services will be conducted under the supervision of Ms. Melissa Munoz, Principal, who will serve as the Client Principal for Central Coast Fire and will also serve as the Engagement Principal for this project. Ms. Caitlin Glenn, Director, will serve as Project Manager for this engagement and will be responsible for staffing, project coordination, technical direction, and related issues. Additionally, throughout the course of this engagement, we will make every effort to arrange and schedule all work to avoid interruption to Central Coast Fire normal business operations.

## **COMPENSATION**

### ***Business Incentives Savings and NMTC Allocation Amount***

#### ***Business Incentives***

In the event Ryan identifies, negotiates, and/or secures any Business Incentives, Central Coast Fire agrees to pay Ryan and hereby transfers, conveys, and assigns to Ryan, as compensation for this service, all rights, title, interest, and ownership in and to twenty-five percent (25%) of any such Business Incentives, including interest and penalties, which Central Coast Fire receives from governmental authorities, taxing authorities, and/or vendors.

Central Coast Fire agrees that Ryan's fees shall be based upon the gross amounts attributable to Ryan and shall not be reduced by any existing liabilities of Central Coast Fire that may be applied or offset against such amounts. If Central Coast Fire obtains any Business Incentives using Ryan work products for any other locations, entities, or periods, Central Coast Fire agrees to notify Ryan and pay Ryan as outlined herein.

Mr. Buster Pankey  
Central Oregon Coast Fire & Rescue  
October 18, 2021  
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Our fee for Business Incentives will be invoiced upon Central Coast Fire's receipt or utilization of such Business Incentives, including, but not limited to, the following examples:

- Receiving or utilizing Business Incentives from governmental authorities, taxing authorities, and/or vendors;
- Receiving a refund as a result of filing an amended federal or state tax return and/or claim for refund in conjunction with claiming tax credits;
- Receiving a reduction in an audit assessment in conjunction with claiming tax credits;
- Utilizing tax credits as a reduction to the income tax provision for financial statement reporting purposes;
- Utilizing tax credits as a reduction to estimated tax payments for a current year tax return; and/or
- Claiming tax credits on an originally filed tax return.

### ***NMTC Allocation***

In the event Ryan secures a NMTC allocation commitment for Central Coast Fire, Central Coast Fire agrees to pay Ryan's fees in the amount of four percent (4%) of all funded NMTC allocations or NMTC revolving loan amounts.

One hundred percent (100%) of the fee is earned and owed to Ryan when the NMTC closing occurs. Fifty percent (50%) of the amount owed for Ryan's fees is to be collected when the closing occurs and is to be paid from the NMTC proceeds. The remaining fifty percent (50%) of the fee owed to Ryan is payable when the last NMTC reimbursement request is submitted to the CDE for disbursement.

All invoices are due and payable in full within thirty (30) days. Central Coast Fire agrees to pay interest of one and one-half percent (1½%) per month on any past due fees. Central Coast Fire further agrees to pay all costs of collection, including, but not limited to, any collection agency or attorneys' fees incurred by Ryan in connection with fees more than sixty (60) days past due. Ryan's preferred method of payment is via electronic funds transfers ("EFT"), and EFT instructions will be provided to Central Coast Fire on each invoice. In the event Central Coast Fire is unable to remit payment via EFT, Ryan will accept checks, credit cards, or purchasing cards; however, if payment is made using a credit card or purchasing card, Central Coast Fire authorizes Ryan to add a processing fee to the payment. Such processing fee is currently three percent (3%) of the payment amount and is subject to change upon thirty (30) days prior notice.

Mr. Buster Pankey  
Central Oregon Coast Fire & Rescue  
October 18, 2021  
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### **NOTICE**

Any notice to be given under this Agreement shall be given in writing and may be made by personal delivery or hand delivery by courier, by overnight reputable national courier, or by placing such in the United States certified mail, return receipt requested. Notices to Central Coast Fire should be sent to the address indicated on the first page of this Agreement and notices to Ryan should be addressed as follows:

Ryan, LLC  
Three Galleria Tower  
13155 Noel Road  
Suite 100  
Dallas, Texas 75240  
Attn: Chairman and CEO

With a copy to:           Attn: General Counsel

### **INTEGRITY AND CONFIDENTIALITY**

We guarantee that all matters associated with the professional services we render will be directed with the highest degree of professional integrity. Accordingly, all information that Central Coast Fire makes available to Ryan shall be considered confidential, proprietary information, and Ryan shall not disclose such information to any third party except as required in fulfilling duties described by this Agreement or to comply with an official order of a court of law.

Additionally, Central Coast Fire agrees that Ryan's work product, including specific engagement procedures and techniques, constitutes proprietary and exclusive information, and Central Coast Fire further agrees, subject to Oregon's public records law, not to disclose such information to any third party without obtaining prior written approval from Ryan. Additionally, Ryan's tax saving strategies constitute proprietary and exclusive information; provided, however, that notwithstanding the foregoing, Ryan does not limit Central Coast Fire's disclosure of the tax treatment or the tax structures of the transactions. This Agreement does not include information independently developed by Central Coast Fire, information previously known to Central Coast Fire, or information rightfully received by Central Coast Fire from a third party without confidential limitations.

### **LIMITATION OF LIABILITY**

Ryan does not guarantee a particular result as part of the services and Ryan shall not be liable for an adverse or unsatisfactory result unless such result is solely and directly caused by Ryan's negligence. Ryan shall not be liable for the following: (i) any failure or delay by Central Coast Fire in executing returns, forms or letters of authorization; (ii) inaccurate, untimely, incomplete, or otherwise unreliable information provided by Central Coast Fire or third-parties engaged by Central Coast Fire; (iii) inaccuracies in data or forms published by taxing authorities; or (iv) statutory, administrative, or judicial changes occurring after the submission of claims or filings to the taxing authority.

Mr. Buster Pankey  
Central Oregon Coast Fire & Rescue  
October 18, 2021  
Page 9 of 9

Ryan shall not be liable to Central Coast Fire for any claim, liability, damage or expense under any theory ("Claim" or "Claims") in excess of the following: (i) for any single Claim, \$20,000; and, (ii) for all Claims occurring in a twelve (12) month period, the lesser of \$100,000, or the fees paid by Central Coast Fire to Ryan for the specific services giving rise to the Claim during the preceding twelve (12) months. Central Coast Fire may not assert any cause of action against Ryan more than one (1) year after the date the cause of action accrues. In no event shall either party be liable for indirect, exemplary, incidental, special or consequential damages or costs, including lost or damaged data, loss of profit or goodwill, whether foreseeable or not, even if such party has been advised of the possibility of such damages.

**LAW GOVERNING AGREEMENT**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, including applicable provisions of ORS Chapter 279A and ORS Chapter 279B as if fully set forth herein. Exclusive venue for any dispute with respect to this Agreement shall reside in a court of competent jurisdiction in Lincoln County, Oregon.

**ACKNOWLEDGEMENT**

Thank you for the opportunity to assist you with this project. If the above terms and conditions meet with your approval, please sign and return the enclosed copy of this Agreement at your convenience. Upon acceptance, we will contact you to arrange a mutually acceptable time to begin our review. If you have any questions, or if you would like to discuss this Agreement further, please contact Ms. Melissa Munoz at (505) 312-4665.

**RYAN, LLC:**

**CENTRAL OREGON COAST FIRE & RESCUE:**

By: 

By: \_\_\_\_\_

Name: Melissa Munoz

Name: \_\_\_\_\_

Title: Principal

Title: \_\_\_\_\_

Date: 10/18/2021

Date: \_\_\_\_\_



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120 SW Green Drive Waldport, OR 97394 Phone: 541-961-5627  
[propestsolutions@hotmail.com](mailto:propestsolutions@hotmail.com) www.propestsolutions.net  
CCB 206267 AG-L1022252CPA

October 10, 2021

Jamie Mason (Fire Chief)  
Central Oregon Coast Fire & Rescue  
125 NW Alsea Hwy  
Waldport Oregon, 97394

I would like to take this opportunity to thank you for allowing us to submit the following proposal for Rodent Control and maintenance at both Five Rivers and the Tidewater Fire Stations.

### **Inspection of Five River Station**

When I inspected the Five rivers Station on 9/28/2021 I did my initial walk around and this station does have 4 commercial bait stations around the building. These stations are used by licensed pest control companies to help eliminate and push back rodents. As I was walking around, I spotted a large rat in a tree at the back of the station. This rodent jumped onto the roof of the building. As I went inside, I found the rodent walking on the inside joist. This is why the insulation on the ceiling is damaged in many locations. I witnessed this rodent run down to the back NW corner and then he was gone. In the same location outside I found another opening where they are getting in and out. The grounds around the property were cut and cleaned well, my suggestion here would be the tree branches be cut away from the back side of the building ( 3 feet from roof). Droppings were also found inside of the building which is to be expected since the rodents have access inside of building. I also inspected both units that were parked in this building and I did find activity in the battery compartment in the Tender. I also noted that the bottom trim of the rollup door was chewed up, which could be another point of entry (See Pictures).

### **Recommendations:**

Use the existing rodent stations that are around the building and fill with a powerful bait such as Fastrac Bait Blox. This will allow for a fast kill so we can start getting control. Inside we would set traps to catch any active rodents, we will also use liquid bait inside of building. The liquid bait is a toxic bait that can only be used in secure locations. This also has a fast kill time. The liquid bait is the only bait I would use inside and only for the initial first mouth. We could use stainless steel wire mesh to close off opening in back of building. We could block the opening at the rollup door until you could get someone out to install a new seal. You would also need to have someone cut back the tree limbs.

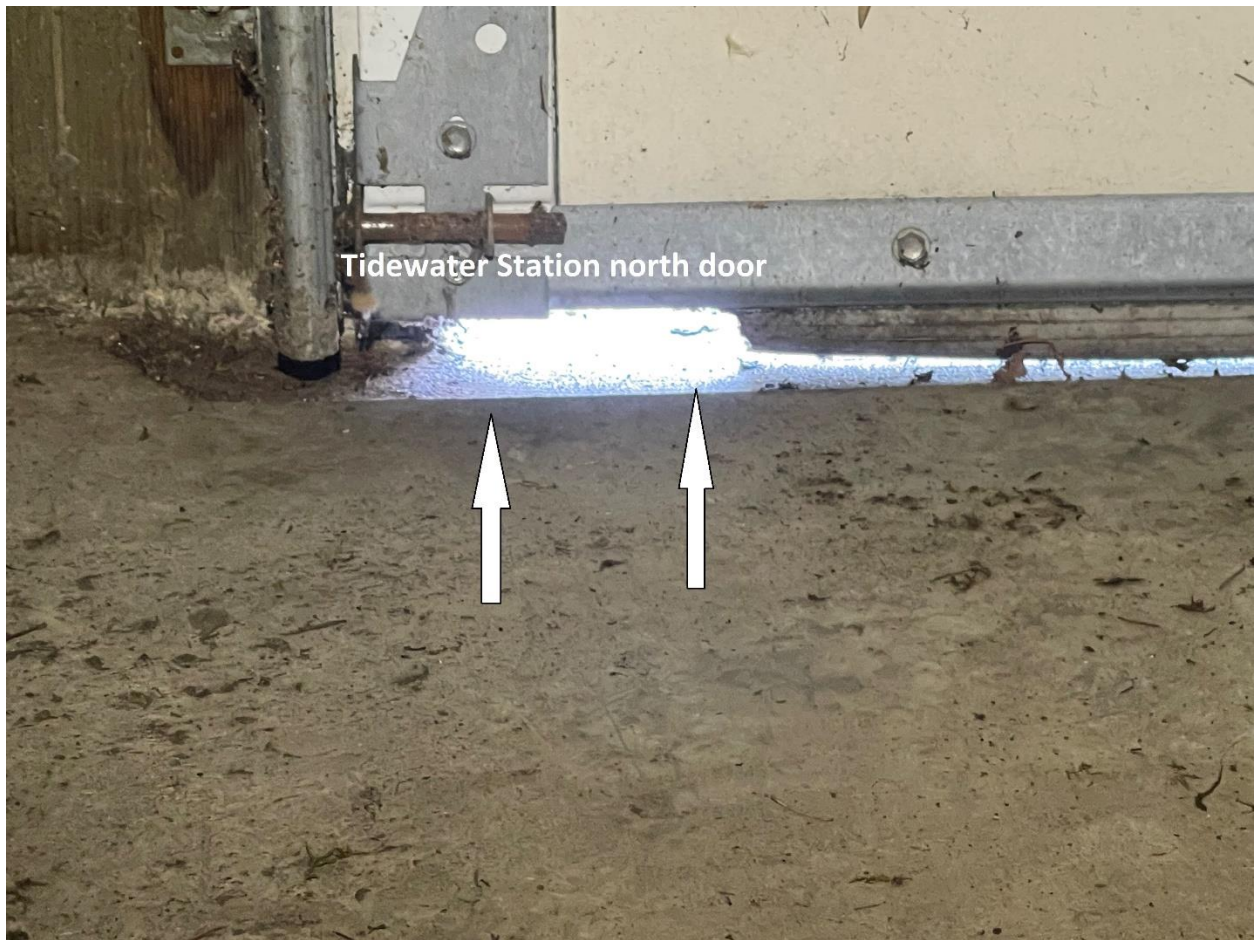
I recommend going on a Monthly Rodent program, where we would come out every month to refill Bait stations and check all rat traps. The first month of service we will come out weekly to check all stations until we have better control on this issue. Once access points are sealed and we have better control of the situation we would start servicing monthly. this service should cut down on equipment being damaged.



Five River Station



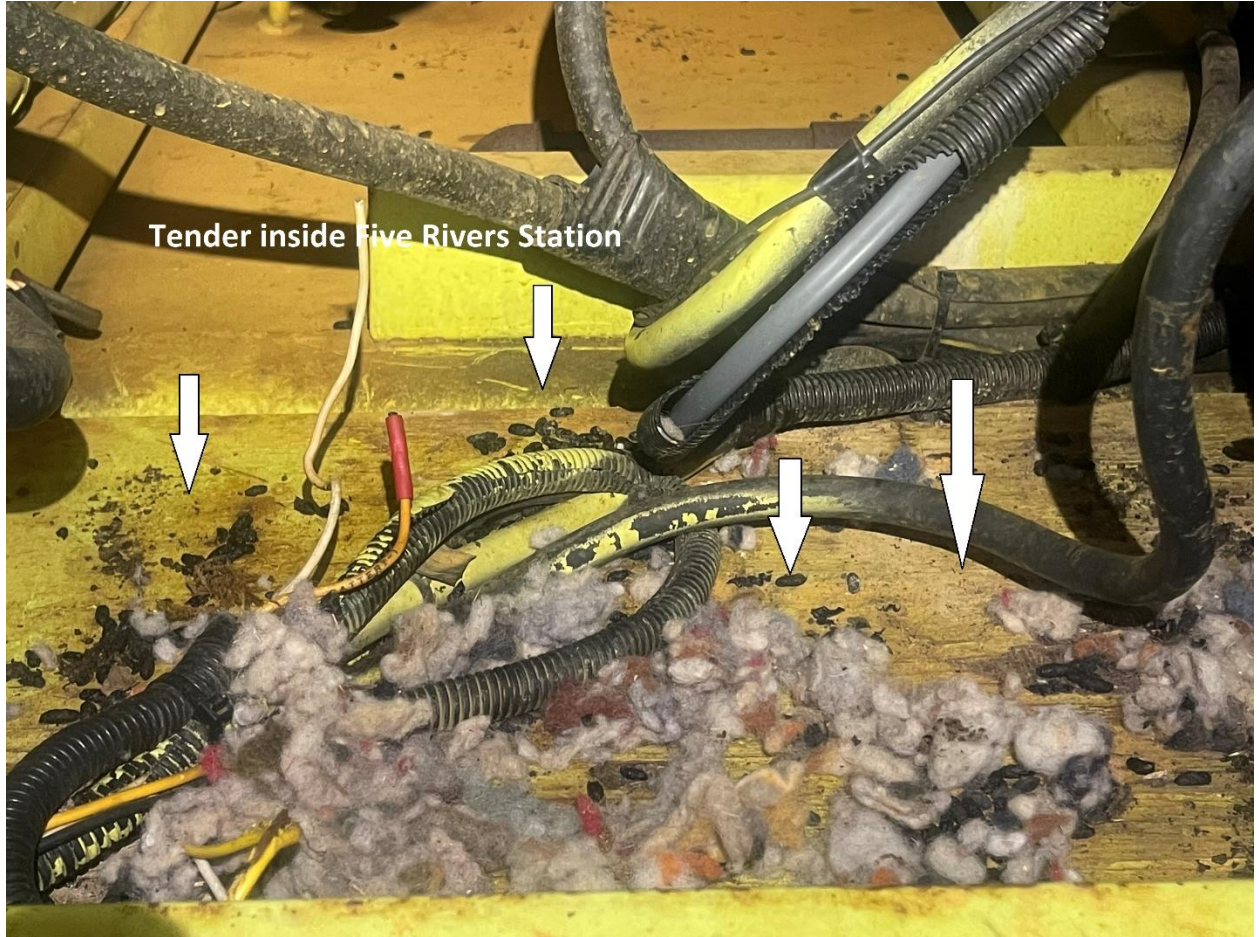
Five Rivers station right bay door



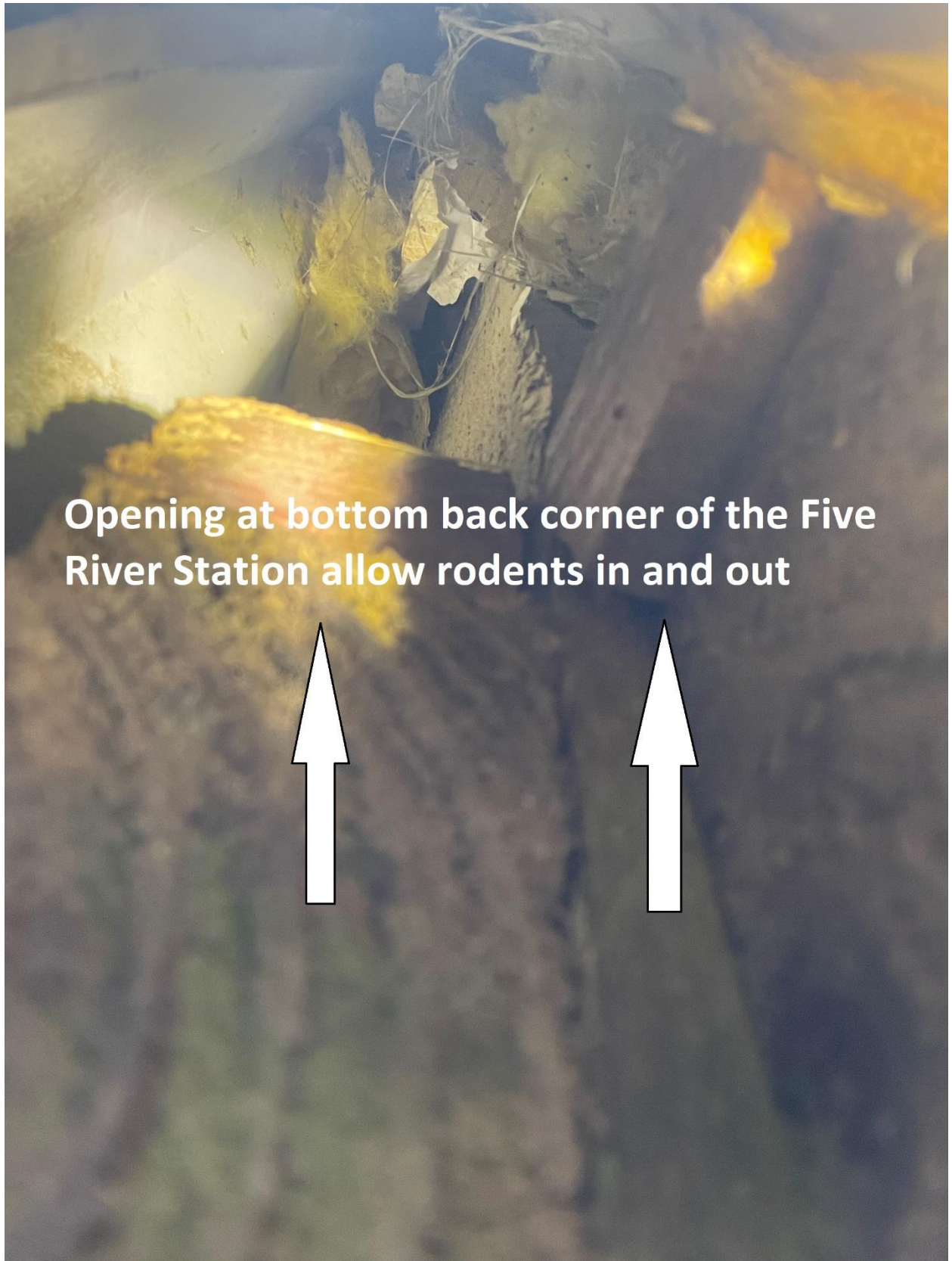
Tidewater Station north door



Five Rivers inside building roof, South east side







**Opening at bottom back corner of the Five River Station allow rodents in and out**





**Tree at back of Five River Station**

## **Inspection Of Tidewater Station**

When I inspected the Tidewater Station on 9/28/2021 I started by doing my initial walk around of the outside of the building. This building has been remodeled and was in great shape on the outside. The only thing I found was there was a tree that is too close to the roof at the back south east side of building. The building also has 4 rodent bait stations being used around the building. Inside the building I inspected both units that were there and found no rodent droppings in them. The inside of the building also looked nice and clean with no rodent problems found. The only thing I found was a gap at the rollup doors. This could allow rodents to get inside of the building.

## **Recommendations:**

We would use the existing rodent stations that are around the building and fill with a bait like Contrac to help kill and control the rodents. I don't feel we have any rodents inside the building, but we would set out traps inside for the first month and check weekly. After the first month we would service monthly checking and filling all rodent stations. Someone would need to cut back the tree from the building (3 Feet), also you would need to adjust the rollup door to get rid of the gap.





Tree at back of Tidewater station



Gap at door in Tidewater Station

## **GENERAL OPERATING PROCEDURES**

### **Material Usage**

Pro-Pest Solutions will furnish all labor and materials necessary, to render this service. All materials used and methods of application will be in accordance with Federal, State and Local Regulatory agencies. We will use the existing rodent stations already on location.

### **Security**

All Pro-Pest Solutions staff are uniformed, and our vehicles are clearly marked for ready identification by your personnel.

### **Insurance and Licenses**

We warrant that we have the proper licenses and insurance prior to commencing any work.

Pro-Pest Solutions maintain 2 million dollars (\$2,000,000.00) liability coverage. A certificate of such coverage is available upon request.

All Service Technicians are licensed through examination by the state of Oregon. These licensed technicians are carefully trained and closely supervised.

We appreciate this opportunity and feel we can assist you in maintaining a comfortable rodent free environment.

The pertinent facts covering our services and pricing are enclosed. If you have any questions, please feel free to contact me at 1-541-961-5627 at your earliest convenience.

Sincerely,

**Greg Dunn**

Pro-Pest Solutions

**DETAILED COST AND TERMS**

**Five Rivers Fire Station**

**Initial Cost \$395.00... First Month**  
**Monthly Cost \$95. 00.. After First Month**

**Tidewater Fire Station**

**Initial Cost \$295.00... First Month**  
**Monthly Cost \$95. 00.. After First Month**

**Total Cost**

First Month \$690.00  
After First Month \$190.00

For your convenience you may sign below if you wish to start service. This will become part of our working agreement. A signed contract will be needed before any work can start.

Respectfully Submitted By,  
Pro-Pest Solutions

Thanks  
Greg Dunn

**ACCEPTED FOR: Central Oregon Coast Fire & Rescue**

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE OF SERVICE TO BEGIN:** \_\_\_\_\_