



AGENDA

YAMHILL FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

275 South Olive, Yamhill, Oregon

May 9, 22 – 7:30 p.m.

1. Call to Order
2. Roll Call
3. Public Comment This time is provided for persons in the audience to speak on any item of District business, except those items which appear on this agenda; however, the district reserves the right to defer any request for action from persons addressing the Board who have not been placed on the agenda. Comments shall be limited to two to five minutes, at the Board Presidents discretion.
4. Open Budget Hearing
4. Approval of Board Minutes for the May 9, 2022, May 11, 2022, May 16, 2022, June 6, 2022, and June 13, 2022
5. Approval of the Financial Report.
6. Fire Chief & Assistant Fire Chief's Reports. The Board may review any or all, of the items included in the full Chief's Reports.
 - 1) Trampas report on the Chemeketa College for the School Program
7. Old Business
 - 1) Open House Planning – Bounce House
 - 2) Strategic Plan – Include Levy Renewal in Planning
8. Close Budget Hearing
9. New Business
 - 1) Revised Organization Chart
 - 2) State Wildland Up Staffing Grant
 - 3) Seasonal Pay Scale Policy PER-717
 - 4) Seasonal Job Announcement
 - 5) Promotion Policy
 - 6) Budget Review and Adoption
 - 7) Budget Resolution 21-22-02 2022-2023 Budget
10. Committee Reports
 - 1) Safety Committee Report
11. Good of the Order

- 1) Fire Board Meeting July 11, 2022 @ 7:30 pm
12. Announcements
 - 1)
13. Adjournment

Brian Jensen is inviting you to a scheduled Zoom meeting.

Topic: Fire Board Meeting

Time: Jun 14, 2022 07:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86121118721?pwd=bWtGdXZGTINvSzAyL2g0UDkrbFpHQT09>

Meeting ID: 861 2111 8721

Passcode: 915541

One tap mobile

+13462487799,,86121118721#,,,,*915541# US (Houston)

+16699009128,,86121118721#,,,,*915541# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 861 2111 8721

Passcode: 915541

Find your local number: <https://us02web.zoom.us/j/86121118721>

Yamhill Fire Protection District
Fire Board meeting
Executive Session
May 16, 2022

7:30 PM - Call to Order

Board members present – Clint Giberson, Jim Phillips, John Peasley, Josh Ellis

Station employees present – Brian Jensen, Trampas Bergstrom, Brad Salter

7:35 PM – Chief Jensen did not request to have an open meeting. Motion to move to Executive Session
ORS 1926602-I Performance Evaluation

- Motion made – John Peasley
- Motion Second – Clint Giberson

Meet to discuss decision to add an additional Assistant Fire chief.

8:10 PM – At this time Trampas Bergstrom and Brad Salter were asked to excuse us so we may continue with Performance Evaluation of Chief Brian Jensen.

9:20 PM– Move back to regular session

9:25 PM - Motion to Adjourn

- Motion made – Clint Giberson
- Motion second – John Peasley



YAMHILL FIRE PROTECTION DISTRICT
Business Meeting Minutes
275 South Olive, Yamhill, Oregon

Date and place: The meeting of the Fire Board was called to order on Monday, May 9, 2022, at the Yamhill Fire Protection District Fire Hall, 275 South Olive, Yamhill Oregon and via Zoom at 7:30 pm.

Board Members Present: President – Jim Phillips, Vice-President – Jon Peasley Board Member- Paul Van De Grift, Secretary-Josh Ellis, and Treasurer - Clint Giberson.

Officers Present: Chief Brian Jensen, Assistant Chief Trampas Bergstrom, and Assistant Chief Brad Salter.

Guests: *Darci Ancalade, and Austin Pine.*

Public Comment: None

Minutes of the Last Meetings:

The Minutes for the April 11, 2022, and the April 18, 2022, Budget Committee meeting were presented. Chief Jensen did point out 2 corrections that were noticed on the Budget Committee minutes.

Motion: Clint Giberson moved to accept the April 11, 2022 Board meeting and the April 18, 2022 Budget Committee Minutes as corrected with a second by Paul Giberson.

Phillips – aye
Giberson – aye
Peasley – aye
VanDeGrift – aye
Ellis – aye
Motion passed 5 ayes, zero nays.

Financial Report: Clint Giberson presented the financial report.

Motion: Jon Peasley moved to accept the financial report as presented with a second by Paul Van De Grift.

Phillips – aye
Giberson – aye
Peasley – aye
VanDeGrift – aye
Ellis – aye
Motion passed 5 ayes, zero nays.



YAMHILL FIRE PROTECTION DISTRICT
Business Meeting Minutes
275 South Olive, Yamhill, Oregon

Chiefs Report:

Chief Jensen –



Fire Chief Report
5-9-2022.pdf

Chief Bergstrom –



C41 Assistant Chief
Report May 9, 2022.

Chief Salter –



C42 Assistant Chief
Report - May 9, 2022

Board President Jim Phillips at this time was going to go into Executive Session but do to the fact that it wasn't published on tonight's agenda, there needed to be a 24-hour notice. The Board asked Chief Jensen to Publish the notice in the morning and they would hold an Executive Session on Wednesday May 11, 2022, at 7:30pm.

Old Business: Items will remain on the agenda until completed.

- ITEM 1: Open House Planning – Darci reviewed the district summer event. The event will be July 23rd, 2022, starting at 7:00pm and go until 10:00 pm. The band has been booked and paid for. The Raffle items have been purchased or ordered.
- ITEM 2: Strategic Plan – Board President asked that this be tabled until the June 13, 2022, meeting.



YAMHILL FIRE PROTECTION DISTRICT
Business Meeting Minutes
275 South Olive, Yamhill, Oregon

New Business:

- ITEM 1: Chief Jensen reviewed with the Board regarding Engine 42 and the pump. He has received 2 quotes and was waiting on a 3rd. The Board also asked to check with Hughes Fire and see if they would provide a quote.
- ITEM 2: Chief Jensen presented the Board with the updated Organization Chart and Job Descriptions for the Recruit and Retention Assistant Chief and the Training Chief.

Committee Reports:

Safety: Chief Bergstrom gave the Safety Committee Report.

Good of the Order:

- ITEM 1: Budget Hearing will be June 13, 2022, at 7:30pm
- ITEM 2: Next Fire Board Meeting will be June 13, 2022, at 7:30pm.

Announcements:

ITEM 1:

Adjournment:

Motion: Clint Giberson made a motion to adjourn at 8:15 pm, seconded by Paul Van De Grift.

Phillips – aye

Giberson – aye

Peasley – aye

VanDeGrift – aye

Ellis – aye

Motion passed 5 ayes and 0 nays.

Meeting Adjourned: 8:15 pm

Respectfully submitted:

Fire Chief Brian Jensen

Josh Ellis – Board Secretary



Yamhill Fire Protection District
PO Box 249 – 275 South Olive St.
Yamhill, Oregon 97148-0249
Phone: (503) 662-4653
Fax: (503) 662-3740
<http://www.yamhillfpd.org>

Serving the people of the Yamhill Fire Protection District since 1896

Fire Chief Report

June 14, 2022

1. District ran a total of 32 calls for the month of May 2022. See attached report.
2. Projects currently
 - a. We have finalized the build for the new Brush Rig. – Fouts is just waiting on Ford for the Chassis. Ford still has not released a build date.
3. Grants
 - a. Safer Act – Will be resubmitting in 2023
 - b. The AFG application has been submitted for 10 sets of Turnouts and 23 pagers. Just waiting.
 - c. Murray Paolo is finishing up the Homeland Security Application for Phase 4 of the District Radio Project. – We have placed the order for the Radios that we were awarded in the Phase 3 Project. The state has advised that it will be about 3 months before we see the reimbursement. We have received the reimbursement. We are looking at August at this time before we will see them.
 - d. The district was awarded the SDAO Grant for \$6,240 which is a 50/50 grant for cybersecurity. Will be finalizing the equipment and ordering this month. The Server has been ordered and should be here in the next week or so. Everything is here and in the process of getting everything up and running. Goal is to be completed within the next 30 days. Have the new Firewall up and running. Still have some work to do on the Server with configuration and then fine tune everything.
 - e. Will be submitting the VFA Grant in April for New Pagers. This has been submitted.
 - f. Will be resubmitting the DEQ Grant for a New Brush Rig. Grant is due in June with an award notice in August and funding in November. I have resubmitted the DEQ Grant. The updated quote is \$215,000 to \$250,000.
 - g. I have submitted a grant request to the State of Oregon for 11 I-pads. Received noticed that the district has been awarded 6 I-pads and they should be here by the end of May.
 - h. On Thursday June 2, 2022, I received the State of Oregon Summer Up Staffing Grant application with a notice that they would start reviewing them on Monday June 6, 2022. Talked with Jim and I submitted this application Friday afternoon. On Monday June 6, 2022, at 11:14 am we were notified that we were awarded. On June 9th I attended a State Webinar on the program and that evening at 6:30 I received an email that they had added another 2 million to the program do to the interest in the State.
4. Been working on the setup of the new ESO Reporting software. We started doing all Medical and Incident reports on the new software as of January 1, 2022. Currently

working on the Inventory and equipment checks piece, along with the Asset Management. Work in progress!

5. This last month we had Pump Testing. We had the bearings fail in Engine 42. Currently working on cost to have this repaired. Local labor cost our estimated at around \$10,000 plus parts. Cascade Fire and Safety quote is \$12,829.00 for parts and labor, but we would need to take the rig to Yakima Washington. Waiting for a third quote from True North out of Hillsboro. **Delivered E-42 to Cascade Fire in Yakima on June 1, 2022. That to them last week and they were finishing tearing it down. At this point they believe that we will just need the bearings and seals. The plan if all goes well is to have it going back together this week and pump testing by the end of the week.**

6. When we were using Emergency Reporting they had a Fuel App that everyone could log the fuel usage with their phone, and it recorded in the ER software. ESO does not have that app. We currently use a key system to activate the pumps which is not a very secure system. Currently looking at options and have been working with the current fuel supplier for recommended options. What they have many customers using including Clackamas Fire is what is call Fuel Cloud. It would remove the key system and put in a system that would require you to provide information and a pin number to activate a pump and then it would log the gallons used. This would provide real time reports of fuel taken and to which apparatus and who did it. With the old system we were at about 80 to 85% of people logging the fuel and currently we are at about 30%. The cost to install could be around \$5,000, just in the beginning stage at obtaining information and options. Hope to have more information at the Board Meeting.

7. My hours for the month of May

District Work	221 hours
Calls	20 hours.
Drills	8 hours
Class	7 hours
Other	0 hours
Total	256 hours

Alarm Date between 2022-05-01 and 2022-05-31

Incident Count By NFIRS Code

Incident Type Group	2022-05-01	Total
300 - EMS	25	25
600 - Series	3	3
500 - Service Call	2	2
400 - HAZMAT	1	1
700 - False Alarm	1	1
Monthly Total	32	32

Incident Count by Shift

Shift	2022-05-01	Total
None	31	31
Volunteer	1	1
Total	32	32

Incident Count by Station

Station	2022-05-01	Total
Main Station 4	31	31
Flying M Station 41	1	1
Total	32	32

Incident Count by Unit

Unit	2022-05-01	Total
Station 4	14	14
C4	20	20
CAR4	3	3
E4	4	4
C41	11	11
R4	11	11
CAR41	2	2
Total	65	65

Alarm Date between 2022-05-01 and 2022-05-31

Personnel Name	Total Time	Details
ANCALADE, DARCI	2.25	2 Rows
BERGSTROM, TRAMPAS	13.75	20 Rows
BROWN, ROXANNE	1.25	2 Rows
COX, CODY	7.75	4 Rows
FEATHERSTON, CHRIS	0.75	1 Rows
HEDIN, MARCI	6.00	7 Rows
JENSEN, BRIAN	20.00	28 Rows
JENSEN, ESTHER	14.25	19 Rows
JOLLY, HANNAH	5.25	1 Rows
KERR, HALLE	0.75	1 Rows
LADNAUER, MARY	1.00	3 Rows
LANDAUER, BOB	2.25	3 Rows
LAWSON, NOLE	5.50	8 Rows
MCMULLEN, ANDREW	1.50	2 Rows
MITCHELL, MICHAEL	8.75	6 Rows
MOORE, JOE	6.50	3 Rows
PINE, AUSTIN	1.50	2 Rows
RICE, ASHLYN	3.50	5 Rows
SALTER, BRADLEY	4.50	9 Rows
SCHMIDT, PRESTON	0.50	1 Rows
SMITH, JOSIE	2.75	3 Rows
SMITH, KYLE	2.25	3 Rows
SPENCER, CHRISTIAN	6.00	2 Rows
TURNER, JOHN	3.00	5 Rows
TURNER, SUSAN	3.00	4 Rows
VANDEHEY, LOGAN	1.25	2 Rows
WOODRUFF, BRIAN	0.50	1 Rows

Personnel Name	2022-05-01	
COX, CODY	4	4
JENSEN, BRIAN	28	28
JENSEN, ESTHER	19	19
PINE, AUSTIN	2	2
TURNER, SUSAN	4	4

June 2022

July 2022

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

June 2022

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 29	30	31	Jun 1	2 7:00pm Volunteer Business Meeting	3	4
5	6	7	8	9 7:00pm Volunteer EMS Drill	10	11 6:00pm Station Prep for Derby Day Breakfast
12	13 5:00am Derby Day Breakfast Escort 6:30pm Fire Board Executive Board Meeting	14 Fire Board Meeting at 7:30 Yamhill Fire Station	15 Last Day of School	16 7:00pm Volunteer Fire Drill	17	18
19	20	21 6:00pm National Night Out Planning	22	23 7:00pm Volunteer Fire Drill	24	25
26	27	28	29	30 7:00pm Volunteer Fire Drill	Jul 1	2

July 2022

July 2022

August 2022

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 26	27	28	29	30	Jul 1	2
3	4 4th of July - Paid Staff Holiday	5	6	7 7:00pm Volunteer Business Meeting	8	9
10	11 7:30pm Fire Board Meeting	12	13	14 7:00pm Volunteer EMS Drill	15 Derby Days - Volunteers M	16 Derby Days
17	18	19 9:00am Yamhill County Fire Defense Board Meeting	20	21 7:00pm Volunteer Fire Drill	22	23 District Firemen's Ball in the Park
24	25	26	27	28 7:00pm Volunteer Fire Drill	29	30
31	Aug 1	2	3	4	5	6



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

Assistant Chief Report

June 14th 2022

The High School Fire Science class is finished and signups are already in progress for next year.

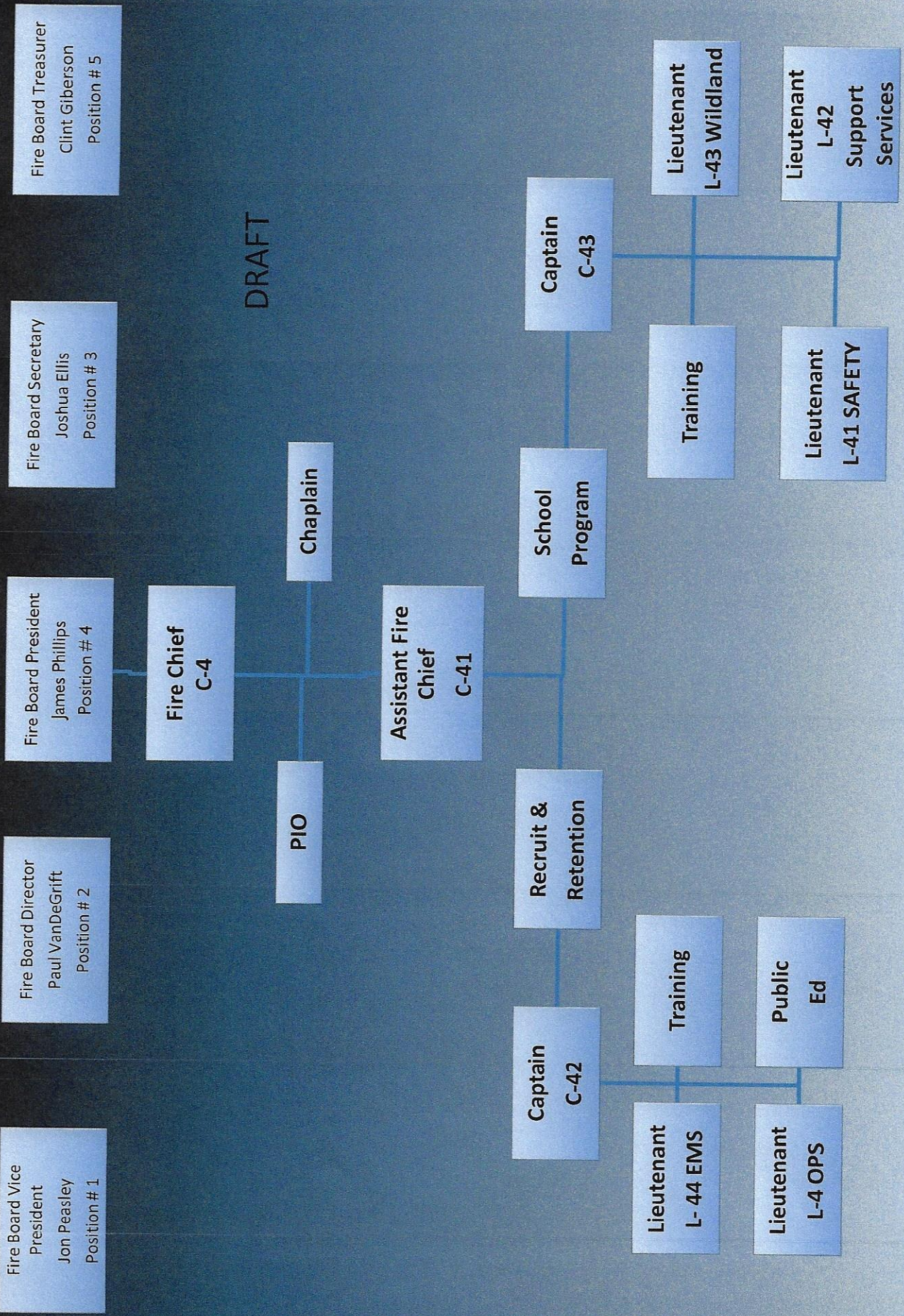
The Fire Science program has been preapproved through Chemeketa Community College for next year to be also used as college credits transferrable to the students. The year long course would be worth up to 9 college credits.

Our in house EMR class is complete, we just have a few of the high school students to complete the testing. The class did very well. At present county we have 4 people completing the OHA process with 3 students left to test on.

Our wildland refresher weekend was held last month and I will be teaching the classroom portion for those that need it in the coming weeks. This should give everybody the opportunity to acquire the necessary certifications they might need for the upcoming summer.

Christian Spencer assisted the county fire Academy in Lafayette on 6/5/22. He assisted in teaching pumps and chainsaws for the academy.

YAMHILL FIRE PROTECTION DISTRICT



DRAFT

Revised 05/20/2022

From: Shaun Parkman via Smartsheet <automation@app.smartsheet.com>
Sent: Monday, June 6, 2022 11:14 AM
To: Brian Jensen
Subject: 2022 Wildfire Season Staffing Grant Approval

Follow Up Flag: Follow up
Flag Status: Flagged



Hello,

Thank you for applying for the 2022 Wildfire Season Staffing Grant.

Your application for this Grant has been approved!

Here are the next steps:

1. OSFM will send a formal Agreement to the Grant Contact email address provided on your application.
2. Please review, sign, and return the Agreement by email to OSFM.Grants@osp.oregon.gov. If you are unable to return it electronically, please mail the signed Agreement to:
Shaun Parkman
OSFM Grant Coordinator
3565 Trelstad Ave SE
Salem, OR 97317-9614
3. OSFM will sign the same Agreement and then disperse the funds.

Please allow at least two weeks for processing following your submission of the signed Agreement to OSFM.

If you have any questions, please contact Shaun Parkman at OSFM.Grants@osp.oregon.gov.

Thanks for your patience.

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

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

District Policies

PERSONNEL

DRAFT

PER – 717

Wage & Comp Time Compensation

Page 1 of 2

Issued: June 14, 2022

Wage Policy

The district maintains a pay plan covering all positions in the district, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy and wage adjustments in the community, suggestions of Fire Chief, and the district's financial condition.

Salary Review

Compensation will be reviewed by the Fire Chief at the end of an employee's probation. An increase may be recommended to the Board based upon competent and commendable service.

Regular employee's wages or salaries will be reviewed after twelve (12) months of continuous employment in the current classification. Wage increases are not automatic. Fire Chief will make salary recommendations to the Board of Directors based upon merit. For exceptional performance a Fire Chief may recommend a merit increase to any employee paid below the top of the range, and if granted, it may be reduced to the step appropriate at any time extraordinary performance ceases.

Overtime

Employees who are non-exempt under the Fair Labor Standards Act will be given comp-time, for all hours more than 40 in a work week at the rate of time and one-half their regular rate.

Comp Time Policy

At the discretion of the Board of Directors on a consistent basis among District employees, an employee may receive compensatory time off instead of overtime at the rate of one and one-half (1 ½) hours for each hour worked. An employee may accrue compensatory time off for up to forty (40) hours. When an employee reaches forty (40) hours of compensatory time, the employee will be paid by the district for all time in excess at the end of each pay period, unless otherwise mutually agreed between the employee and the Fire Board of Directors.

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

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

District Policies

PERSONNEL

DRAFT

PER – 717

Wage & Comp Time Compensation

Page 2 of 2

Issued: June 9, 2015

An employee may utilize compensatory time off in conformity with the FLSA. The district will not be obligated to schedule compensatory time off, and that such request is unduly burdensome if the district does not receive at least seven days advance notice of the requested time off. The district may pay the employee the current value of the comp time balance at any time. Any unused accumulated compensatory time off shall be paid in cash at the time of termination or death.

Pay Scale

Position	Base Pay	2% EMR	Pay	4% EMT	Pay
FFI & Type II	\$15.73	+.32	\$16.05	+.63	\$16.36
FFI, Type I & AO	\$17.76	+.36	\$18.12	+.71	\$18.47
FFI, Type I & EB	\$18.78	+.38	\$19.16	+.75	\$19.53

Up Staff FFI - Type	Base \$15.73/hr - 520 Hrs	EMR \$16.05/hr - 520 Hrs	EMT \$16.36/hr - 520 Hrs
Salary	\$8,179.60	\$8,346.00	\$8,507.20
Workman Comp	\$114.51	\$116.84	\$119.10
FICA 0.062	\$507.14	\$517.45	\$527.45
Medicare 0.01449	\$118.52	\$120.93	\$123.27
WBF 0.011	\$98.16	\$100.15	\$102.09
State Unemployment 0.013	\$294.47	\$300.46	\$306.26
Retirement 21%	\$0.00	\$0.00	\$0.00
Insurance 80/20	\$0.00	\$0.00	\$0.00
Total	\$9,312.39	\$9,501.84	\$9,685.36
Total x 3	\$27,937.18	\$28,505.51	\$29,056.09

Up Staff FFI - Type I & AO	Base \$17.76/hr - 520 Hrs	EMR \$18.12/hr - 520 Hrs	EMT \$18.47/hr - 520 Hrs
Salary	\$9,235.20	\$9,422.40	\$9,604.40
Workman Comp	\$129.29	\$131.91	\$134.46
FICA 0.062	\$572.58	\$584.19	\$595.47
Medicare 0.01449	\$133.82	\$136.53	\$139.17
WBF 0.011	\$110.82	\$113.07	\$115.25
State Unemployment 0.013	\$332.47	\$339.21	\$345.76
Retirement 21%	\$0.00	\$0.00	\$0.00
Insurance 80/20	\$0.00	\$0.00	\$0.00
Total	\$10,514.18	\$10,727.31	\$10,934.51
Total x 3	\$31,542.55	\$32,181.92	\$32,803.54

Up Staff FFI - Type I & EB	Base \$18.78/hr - 520 Hrs	EMR \$19.16/hr - 520 Hrs	EMT \$19.53/hr - 520 Hrs
Salary	\$9,765.60	\$9,963.20	\$10,155.60
Workman Comp	\$136.72	\$139.48	\$142.18
FICA 0.062	\$605.47	\$617.72	\$629.65
Medicare 0.01449	\$141.50	\$144.37	\$147.15
WBF 0.011	\$117.19	\$119.56	\$121.87
State Unemployment 0.013	\$351.56	\$358.68	\$365.60
Retirement 21%	\$0.00	\$0.00	\$0.00
Insurance 80/20	\$0.00	\$0.00	\$0.00
Total	\$11,118.04	\$11,343.00	\$11,562.05
Total x 3	\$33,354.11	\$34,029.01	\$34,686.15

DRAFT



SEASONAL FIREFIGHTER

Yamhill Fire Protection District is seeking qualified Firefighters to apply for a temporary seasonal position. We will Be hiring three seasonal firefighters for the 2022 fire season. Schedule will be 5/8's 40hrs/Week.



APPLICATION DUE: JUNE 27, 2022

COMPENSATION: \$15.73 TO \$19.53/HR

TENTATIVE START DATE: JULY 5, 2022

PROCESS
APPLICATIONS AND RESUME
INTERVIEWS
SELECTION
BACKGROUND CHECK
PHYSICAL AGILITY

Position Description

This position responds to emergent and non-emergent incidents which may include significantly hazardous and life-threatening situations. Performs a full range of emergency medical duties, firefighting, hazardous materials, and rescue duties. Participates in maintenance, training, fire prevention. This is a Seasonal, FLSA, Non-Exempt, Non-Union position.

Expected duration is July 5, 2022 thru September 30, 2022.

Minimum Qualifications

- Must possess a valid Oregon driver's license with an insurable driving record.
- Must be at least 18 years of age
- Must be in good physical condition
- NFPA/DPSST Firefighter 1 or Equivalent
- Wildland Interface Firefighter Type 2 (FFT2)

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Desirable Qualifications

- Oregon EMR or higher
- 1 year of fire service or wildland firefighting experience
- NFPA/DPSST Driver
- Wildland Interface Firefighter Type 1 (FFT1)
- Wildland Engine Boss

Instructions: Complete an application and resume, email to brian@yamhillfire.org or deliver in person to 275 S Olive Street, Yamhill, OR 97148. Applications can be found on our website www.yamhillfpd.org and click on the seasonal position link and follow the instructions. Any Questions please contact Chief Jensen at 503-662-4653.

Promotion Policy

Intent

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

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

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

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

Policy Statement

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

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

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

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

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

Eligibility

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

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

Implementation

Posting and/or Advertising

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

For promotions, the following criteria should be considered:

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

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

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

Procedures for Promotion

Responsibilities of Appropriate Department Head

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

Accompanying the Personnel Action Form should be the following documents:

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

Responsibilities of the Director of Personnel

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

Responsibilities of Human Resources

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

Effective Date of Promotion

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

Acknowledgment and Agreement

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

Name: _____

Signature: _____

Date: _____

Witness: _____

DRAFT

RESOURCES
GENERAL FUND

(Fund)

YAMHILL FIRE PROTECTION DISTRICT
(Name of Municipal Corporation)

Historical Data			Adopted Budget This Year Year 2021-2022	RESOURCE DESCRIPTION	Budget for Next Year 2022 - 2023				
Actual Second Preceding Year 2019-2020	First Preceding Year 2020-2021	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body			
1	\$116,249.00	\$892,073.00	\$71,373.00	1	Available cash on hand* (cash basis) or	\$150,000.00	\$150,000.00	\$150,000.00	1
2	\$0.00	\$0.00	\$0.00	2	Net working capital (accrual basis)	\$0.00	\$0.00	\$0.00	2
3	\$16,438.00	\$13,669.00	\$18,000.00	3	Previously levied taxes estimated to be received	\$18,000.00	\$18,000.00	\$18,000.00	3
4	\$15.00	\$23.00	\$50.00	4	Interest	\$50.00	\$50.00	\$50.00	4
5	\$0.00	\$0.00	\$0.00	5	Transferred IN, from other funds	\$0.00	\$0.00	\$0.00	5
6				6	OTHER RESOURCES				6
7	\$65.00	\$13,805.00	\$2,000.00	7	MICELLANEOUS	\$2,000.00	\$2,000.00	\$2,000.00	7
8	\$0.00	\$179,524.00	\$194,000.00	8	AFG/FEMA GRANT	\$50,000.00	\$50,000.00	\$50,000.00	8
9	\$0.00	\$0.00	\$0.00	9	VFA/RFA GRANT	\$5,000.00	\$5,000.00	\$5,000.00	9
10	\$2,193.00	\$0.00	\$2,500.00	10	SDAO GRANT	\$5,000.00	\$5,000.00	\$5,000.00	10
11	\$67,169.00	\$162,964.00	\$230,000.00	11	CONFLAGRATION	\$200,000.00	\$200,000.00	\$200,000.00	11
12	\$0.00	\$218.00	\$3,000.00	12	COST RECOVERY	\$3,000.00	\$3,000.00	\$3,000.00	12
13	\$3,464.00	\$11,199.00	\$10,000.00	13	INSPECTION FEES	\$2,500.00	\$2,500.00	\$2,500.00	13
14	\$0.00	\$0.00	\$5,000.00	14	SILETZ GRANT	\$5,000.00	\$5,000.00	\$5,000.00	14
15	\$0.00	\$0.00	\$5,000.00	15	SPIRIT MTN GRANT / STATE WILDLAND GRANT	\$0.00	\$0.00	\$35,000.00	15
16	\$1,977.00	\$1,356.00	\$1,500.00	16	INSURANCE PROCEEDS	\$1,500.00	\$1,500.00	\$1,500.00	16
17	\$1,890.00	\$1,470.00	\$2,000.00	17	COMMUNITY EDUCATION CLASSES	\$2,000.00	\$2,000.00	\$2,000.00	17
18	\$201,435.00	\$40.00	\$2,000.00	18	DONATIONS	\$2,000.00	\$2,000.00	\$2,000.00	18
19	\$100,000.00	\$0.00	\$0.00	19	LOAN PROCEEDS	\$0.00	\$0.00	\$0.00	19
20	\$25,793.00	\$155,932.00	\$200,000.00	20	SAFER GRANT	\$175,000.00	\$175,000.00	\$175,000.00	20
21	\$0.00	\$0.00	\$125,000.00	21	HOME LAND SECURITY GRANT	\$30,000.00	\$30,000.00	\$30,000.00	21
22	\$193,742.00	\$210,083.00	\$0.00	22	CAPITAL PROJECT LOCAL OPTION LEVY	\$0.00	\$0.00	\$0.00	22
23	\$0.00	\$0.00	\$5,000.00	23	FIRE HOUSE SUBS	\$0.00	\$0.00	\$0.00	23
24	\$15,000.00	\$0.00	\$0.00	24	GAS STATION INSURANCE	\$0.00	\$0.00	\$0.00	24
25	\$0.00	\$0.00	\$5,000.00	25	WEYERHAEUSER GRANT	\$0.00	\$0.00	\$0.00	25
26	\$0.00	\$0.00	\$35,325.00	26	GAS STATION PROPERTY SALE	\$0.00	\$0.00	\$0.00	26
27	\$0.00	\$0.00	\$160,000.00	27	UMPOUA BANK LINE OF CREDIT	\$0.00	\$0.00	\$0.00	27
28	\$0.00	\$0.00	\$0.00	28	DEQ GRANT	\$300,000.00	\$300,000.00	\$300,000.00	28
29	\$745,430.00	\$1,642,356.00	\$1,090,248.00	29	Total resources, except taxes to be levied	\$951,050.00	\$951,050.00	\$986,050.00	29
30			\$343,623.00	30	Taxes estimated to be received	\$357,416.00	\$357,416.00	\$357,416.00	30
31	\$304,434.00	\$288,486.00		31	Taxes collected in year levied				31
32	\$1,049,864.00	\$1,930,842.00	\$1,433,871.00	32	TOTAL RESOURCES	\$1,308,466.00	\$1,308,466.00	\$1,343,466.00	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

DETAILED REQUIREMENTS

GENERAL FUND - PERSONAL SERVICES

(Name of Fund)

Historical Data			Adopted Budget This Year Year 2022-2022	REQUIREMENTS FOR: (YAMHILL FIRE PROTECTION DISTRICT)		Budget for Next Year 2022-2023				
Actual Second Preceding Year 2019-2020	First Preceding Year 2020-2021			Budget Officer	Approved by Budget Committee	Adopted by Governing Body				
1	\$71,583.00	\$73,729.00	\$78,353.00	1	FIRE CHIEF	1 - Full-Time	\$80,703.00	\$80,703.00	\$80,703.00	1
2	\$3,164.00	\$1,500.00	\$1,500.00	2	ASSISTANT FIRE CHIEF - C-41		\$3,045.00	\$3,045.00	\$3,045.00	2
3	\$0.00	\$0.00	\$0.00	3	ASSISTANT FIRE CHIEF C-42		\$6,000.00	\$6,000.00	\$6,000.00	3
4	\$6,110.00	\$9,510.00	\$12,000.00	4	WORKERS COMPENSATION		\$12,000.00	\$12,000.00	\$12,427.00	4
5	\$7,742.00	\$11,536.00	\$7,500.00	5	SOCIAL SECURITY		\$15,000.00	\$15,000.00	\$17,202.00	5
6	\$4,604.00	\$5,499.00	\$3,000.00	6	LIFE / DISABILITY		\$7,500.00	\$7,500.00	\$7,500.00	6
7	\$1,611.00	\$2,611.00	\$2,000.00	7	MEDI-CARE		\$3,000.00	\$3,000.00	\$3,441.00	7
8	\$150.00	\$0.00	\$0.00	8	PART-TIME FIREFIGHTER / EMT / SEASONAL STAFF		\$0.00	\$0.00	\$30,467.00	8
9	\$13,967.00	\$79,843.00	\$80,000.00	9	CONELAGRATION STAFF		\$80,000.00	\$80,000.00	\$80,000.00	9
10	\$19,953.00	\$24,988.00	\$27,500.00	10	FIREFIGHTER PAY (VOLUNTEER POINTS)		\$30,000.00	\$30,000.00	\$30,000.00	10
11	\$14,408.00	\$20,109.00	\$35,000.00	11	PERS		\$35,000.00	\$35,000.00	\$35,000.00	11
12	\$66.00	\$108.00	\$1,000.00	12	W/FB		\$1,500.00	\$1,500.00	\$1,866.00	12
13	\$1,905.00	\$1,922.00	\$5,000.00	13	UN-EMPLOYMENT		\$4,000.00	\$4,000.00	\$5,097.00	13
14	\$1,890.00	\$1,395.00	\$12,488.00	14	HIGH SCHOOL FIRE SCIENCE INSTRUCTOR - SAFER		\$12,488.00	\$12,488.00	\$12,488.00	14
15	\$33,333.00	\$49,752.00	\$50,000.00	15	RECRUIT & RETENTION COORDINATOR - SAFER		\$50,000.00	\$50,000.00	\$50,000.00	15
16	\$11,998.00	\$15,071.00	\$15,500.00	16	HEALTH INSURANCE - SAFER		\$17,000.00	\$17,000.00	\$17,000.00	16
17	\$7,247.00	\$10,816.00	\$13,500.00	17	PERS - SAFER		\$14,000.00	\$14,000.00	\$14,000.00	17
18	\$2,146.00	\$3,085.00	\$4,000.00	18	SOCIAL SECURITY - SAFER		\$4,000.00	\$4,000.00	\$4,000.00	18
19	\$502.00	\$721.00	\$1,200.00	19	MEDI-CARE - SAFER		\$1,500.00	\$1,500.00	\$1,500.00	19
20	\$16.00	\$25.00	\$500.00	20	W/FB-SAFER		\$750.00	\$750.00	\$750.00	20
21	\$563.00	\$1,791.00	\$1,500.00	21	UNEMPLOYMENT - SAFER		\$1,000.00	\$1,000.00	\$1,000.00	21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30	Total Full Time Equivalent (FTE)*					30
31				31	Ending balance (prior years)					31
32				32	UNAPPROPRIATED ENDING FUND BALANCE					32
33	\$202,958.00	\$314,011.00	\$351,541.00	33	TOTAL REQUIREMENTS		\$378,486.00	\$378,486.00	\$413,486.00	33

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DETAILED REQUIREMENTS

GENERAL FUND - MATERIAL SERVICES

(Name of Fund)

Historical Data			Adopted Budget This Year Year 2021-2022	REQUIREMENTS FOR: (YAMHILL FIRE PROTECTION DISTRICT)				Budget for Next Year 2022-2023			
Actual	First Preceding Year 2020-2021	Second Preceding Year 2019-2020		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
1	\$7,745.00	\$6,199.00	\$8,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	1		
2	\$18,798.00	\$14,665.00	\$12,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	2		
3	\$28,242.00	\$20,977.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	3		
4	\$2,281.00	\$0.00	\$2,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	4		
5	\$19,181.00	\$24,818.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	5		
6	\$15,591.00	\$12,241.00	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	6		
7	\$29,721.00	\$11,869.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	7		
8	\$5,977.00	\$3,450.00	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	8		
9	\$2,122.00	\$2,183.00	\$3,000.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	9		
10	\$2,283.00	\$7,243.00	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	10		
11	\$13,614.00	\$16,331.00	\$18,500.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	11		
12	\$4,038.00	\$6,182.00	\$8,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	12		
13	\$14,986.00	\$16,324.00	\$19,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	13		
14	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	14		
15	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	15		
16	\$1,896.00	\$1,481.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	16		
17	\$4,285.00	\$2,939.00	\$6,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	17		
18	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	18		
19	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	19		
20	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20		
21	\$560.00	\$530.00	\$800.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	21		
22	\$0.00	\$7,491.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	22		
23	\$0.00	\$1,995.00	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	23		
24	\$0.00	\$8,988.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	24		
25	\$0.00	\$16,833.00	\$16,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	25		
26	\$0.00	\$2,250.00	\$12,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	26		
27	\$0.00	\$6,025.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	27		
28	\$0.00	\$525.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	28		
29									29		
30									30		
31									31		
32									32		
33	\$171,320.00	\$191,239.00	\$278,300.00	\$314,000.00	\$314,000.00	\$314,000.00	\$314,000.00	\$314,000.00	33		

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DETAILED REQUIREMENTS

GENERAL FUND - CAPITAL OUTLAY

(Name of Fund)

Historical Data			Budget for Next Year <u>2022-2023</u>						
Actual	First Preceding Year <u>2020-2021</u>	Adopted Budget This Year Year <u>2021-2022</u>	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body				
REQUIREMENTS FOR: (YAMHILL FIRE PROTECTION DISTRICT)									
1	\$28,364.00	\$179,524.00	\$511,645.00	1	EQUIPMENT	\$351,881.00	\$351,881.00	\$351,881.00	1
2	\$7,620.00	\$41,446.00	\$10,000.00	2	BUILDING IMPROVEMENTS	\$5,000.00	\$5,000.00	\$5,000.00	2
3	\$99,641.00	\$857,921.00	\$51,373.00	3	OPTION LEVY - EQUIPMENT	\$0.00	\$0.00	\$0.00	3
4				4					4
5	\$135,625.00	\$1,078,891.00	\$573,018.00	5	TOTAL CAPITAL OUTLAY	\$356,881.00	\$356,881.00	\$356,881.00	5
6				6					6
7				7					7
8				8					8
9				9	DEBT SERVICES				9
10	\$235,000.00	\$237,706.00	\$0.00	10	LOAN PRINCIPAL	\$0.00	\$0.00	\$0.00	10
11	\$21,486.00	\$22,650.00	\$0.00	11	LOAN INTEREST	\$0.00	\$0.00	\$0.00	11
12				12					12
13	\$256,486.00	\$260,356.00	\$0.00	13	TOTAL DEBT SERVICES	\$0.00	\$0.00	\$0.00	13
14				14					14
15	\$0.00	\$5,356.00	\$25,000.00	15	CONTINGENCY	\$25,000.00	\$25,000.00	\$25,000.00	15
16				16					16
17	\$3,000.00	\$3,000.00	\$4,500.00	17	TRANSFER TO YAMHILL VOLUNTEERS FUND	\$4,500.00	\$4,500.00	\$4,500.00	17
18	\$0.00	\$0.00	\$164,512.00	18	TRANSFER TO DEBIT SERVICE FUND	\$204,599.00	\$204,599.00	\$204,599.00	18
19				19					19
20				20					20
21	\$19,800.00	\$0.00	\$0.00	21	LOAN FEES	\$0.00	\$0.00	\$0.00	21
22				22					22
23				23					23
24	\$203,412.00	\$314,011.00	\$363,541.00	24	TOTAL PERSONAL SERVICES	\$378,486.00	\$378,486.00	\$413,486.00	24
25	\$191,121.00	\$191,239.00	\$278,300.00	25	TOTAL MATERIAL SERVICES	\$314,000.00	\$314,000.00	\$314,000.00	25
26				26					26
27				27					27
28				28					28
29				29					29
30				30					30
31	\$116,249.00	\$118,431.00		31	Total Full Time Equivalent (FTE)*				31
32			\$25,000.00	32	Ending balance (prior years)				32
33	\$905,893.00	\$1,971,284.00	\$1,433,871.00	33	UNAPPROPRIATED ENDING FUND BALANCE	\$25,000.00	\$25,000.00	\$25,000.00	32
					TOTAL REQUIREMENTS	\$1,308,466.00	\$1,308,466.00	\$1,343,466.00	33

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**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

DEBIT SERVICE

Yamhill Fire Protection District

(Fund)

(Name of Municipal Corporation)

Historical Data		Adopted Budget This Year 2021-2022	DESCRIPTION OF RESOURCES AND REQUIREMENTS				Budget for Next Year 2022 - 2023				
Actual Second Preceding Year 2019-2020	First Preceding Year 2020-2021		Resources		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
1			1								
2	0	\$0.00	2	Beginning Cash on Hand (Cash Basis), or	\$24,229.00	\$24,229.00	\$24,229.00				
3		\$0.00	3	Working Capital (Accrual Basis)	\$0.00	\$0.00	\$0.00				
4		\$0.00	4	Previously Levied Taxes to be Received	\$500.00	\$500.00	\$500.00				
5		\$0.00	5	Interest	\$0.00	\$0.00	\$0.00				
6		\$164,512.00	6	Transferred from Other Funds	\$204,599.00	\$204,599.00	\$204,599.00				
7		\$164,512.00	7	Total Resources, Except Taxes to be Levied	\$229,328.00	\$229,328.00	\$229,328.00				
8			8								
9		\$208,118.00	9	Taxes Estimated to be Received *	\$216,472.00	\$216,472.00	\$216,472.00				
10			10	Taxes Collected in Year Levied							
11	0	\$372,630.00	11	TOTAL RESOURCES	\$445,800.00	\$445,800.00	\$445,800.00				
12			12	Requirements							
13		\$75,000.00	13	Bond Issue	\$153,000.00	\$153,000.00	\$153,000.00				
14		\$198,000.00	14	Bond Issue	\$209,000.00	\$209,000.00	\$209,000.00				
15		\$80,000.00	15	Bond Issue	\$65,000.00	\$65,000.00	\$65,000.00				
16	0	\$353,000.00	16	Total Principal	\$427,000.00	\$427,000.00	\$427,000.00				
17			17	Bond Interest Payments							
18		\$500.00	18	Bond Issue	\$4,950.00	\$4,950.00	\$4,950.00				
19		\$14,130.00	19	Budgeted Payment Date	\$12,000.00	\$12,000.00	\$12,000.00				
20		\$5,000.00	20	Budgeted Payment Date	\$1,850.00	\$1,850.00	\$1,850.00				
21	0	\$19,630.00	21	Total Interest	\$18,800.00	\$18,800.00	\$18,800.00				
22			22	Unappropriated Balance for Following Year By							
23			23	Bond Issue							
24			24	Projected Payment Date							
25			25								
26			26	Ending balance (prior years)							
27			27	Total Unappropriated Ending Fund Balance	\$0.00	\$0.00	\$0.00				
28			28	Loan Repayment to Fund							
29			29	Tax Credit Bond Reserve							
30	0	\$372,630.00	30	TOTAL REQUIREMENTS	\$445,800.00	\$445,800.00	\$445,800.00				

*If this form is used for revenue bonds, property tax resources may not be included.

This fund is authorized and established by resolution / ordinance number
09-10-05 on (date) 02-09-10 for the following specified purpose:
VOLUNTEER FIREFIGHTER

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

VOLUNTEER FIREFIGHTER RESERVE FUND

(Fund)

Year this reserve fund will be reviewed to be continued or abolished:
 Date can not be more than 10 years after establishment.
 Review Year: 2020

YAMHILL FIRE PROTECTION DISTRICT
 (Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023		
	Actual Second Preceding Year 2019-2020	First Preceding Year 2020-2021	Adopted Budget This Year 2021-2022		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1	\$6,292.00	\$9,477.00	\$12,000.00	1. Cash on hand* (cash basis) or	\$16,000.00	\$16,000.00	\$16,000.00
2	\$0.00	\$0.00	\$0.00	2. Working Capital (accrual basis)	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	3. Previously levied taxes estimated to be received	\$0.00	\$0.00	\$0.00
4	\$1.00	\$0.00	\$25.00	4. Interest	\$25.00	\$25.00	\$25.00
5	\$3,000.00	\$4,300.00	\$4,500.00	5. Transferred IN, from other funds	\$4,500.00	\$4,500.00	\$4,500.00
6	\$6,308.00	\$2,312.00	\$3,000.00	6. VOLUNTEER EVENTS	\$3,000.00	\$3,000.00	\$3,000.00
7	\$390.00	\$326.00	\$1,000.00	7. DONATIONS	\$1,000.00	\$1,000.00	\$1,000.00
8				8			
9	\$15,991.00	\$16,415.00	\$20,525.00	9. Total Resources, except taxes to be levied	\$24,525.00	\$24,525.00	\$24,525.00
10			\$0.00	10. Taxes estimated to be received	\$0.00	\$0.00	\$0.00
11	0			11. Taxes collected in year levied			
12	\$15,991.00		\$20,525.00	12. TOTAL RESOURCES	\$24,525.00	\$24,525.00	\$24,525.00
				REQUIREMENTS**			
13	\$6,514.00	\$2,364.00	\$20,525.00	13. VOLUNTEER EXPENSES	\$24,525.00	\$24,525.00	\$24,525.00
14				14			
15				15			
16				16			
17				17			
18				18			
19				19			
20				20			
21				21			
22				22			
23				23			
24				24			
25				25			
26				26			
27	\$9,477.00	\$14,051.00		27. Ending balance (prior years)			
28	\$0.00	\$0.00	\$0.00	28. RESERVED FOR FUTURE EXPENDITURE	\$0.00	\$0.00	\$0.00
29	\$15,991.00	\$16,415.00	\$20,525.00	29. TOTAL REQUIREMENTS	\$24,525.00	\$24,525.00	\$24,525.00

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.



Yamhill Fire Protection District
 PO Box 249 – 275 South Olive St.
 Yamhill, Oregon 97148-0249
 Phone: (503) 662-4653
 Fax: (503) 662-3740
<http://www.yamhillfpd.org>

Serving the people of the Yamhill Fire Protection District since 1896

RESOLUTION NO. 21-22-02

RESOLUTION ADOPTING THE BUDGET FOR 2022/2023

BE IT RESOLVED that the Board of Directors of the Yamhill Fire Protection District hereby adopts the budget for fiscal year 2022-2023 in the total of \$1,813,791.00 now on file at the Yamhill Fire Station, located at 275 S Olive Street Yamhill, Oregon 97148.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated:

General Fund

Personal Services	\$ 413,486.00
Materials & Services	\$ 314,000.00
Capital Outlay	\$ 356,881.00
Transfer to Volunteers	\$ 4,500.00
Transfer to Debt Service	\$ 204,599.00
Contingency	\$ 25,000.00

Total \$1,318,466.00

Debt Service Fund

Loan-Principal	\$427,000.00
Loan – Interest	\$ 18,800.00

Total \$445,800.00

Volunteer Firefighter Reserve Fund

Personal Services	\$ 0.00
Materials & Services	\$ 24,525.00
Capital Outlay	\$ 0.00
Contingency	\$ 0.00

Total \$ 24,525.00

Total Appropriations, All Funds	\$ 1,788,791.00
Total Unappropriated and Reserve Amounts, All Funds	\$ 25,000.00

TOTAL ADOPTED BUDGET \$ 1,813,791.00

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the Yamhill Fire Protection District for tax year 2022 -2023:

- (1) In the amount of \$0.9081 per \$1,000 of assessed value for permanent rate tax.
- (2) In the amount of \$0.55 per \$1,000 of assessed value for local option tax.

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as (subject to or not subject to) constitutional limitation.

RESOLUTION ESTABLISHING POLICIES FOR FUNDS

Authority

The Yamhill Fire Protection District Board of Directors reserves the authority to establish and modify commitments of funds.

Commitments

In compliance with GASB 54, the Board of Directors for the Yamhill Fire Protection District hereby makes the following commitments for funds and revenues for specific uses in 2022-2023:

1. \$427,000.00 of the General Fund is committed to use for the Debt Services, Loan-Principal Payment.
2. \$18,800.00 of the General Fund is committed to use for the Debt Services, Loan-Interest Payment.

Volunteer Firefighter Reserve Fund

The Volunteer Firefighter Reserve Fund is classified as an arrangement under GASB 54 and therefore reported as a special reserve fund. This fund is the result of the Yamhill Fire Protection District, Board of Directors, and the Yamhill Volunteer Firefighters action. This fund is therefore committed to the Yamhill Volunteer Firefighters, to be used at their directions per the guidelines adopted by, both, the Yamhill Fire Protection District, Board of Directors, and the Yamhill Volunteer Firefighters.

Assignments

Authority to classify funds not mentioned above in the Yamhill Fire Protection District, General Fund as Assigned is hereby granted to the Yamhill Fire Chief/Budget Officer.

The above resolution statements were approved and declared adopted on this 14th day of June 2022.

James Phillips, Board President

Josh Ellis, Secretary

Clint Giberson, Treasurer

Jon Peasley, Vice-President

Paul VanDeGrift, Director

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

FORM OR-LB-50 2022-2023

To assessor of Yamhill County

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Yamhill Fire Protection District has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Yamhill County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

Mailing Address of District PO Box 249	City Yamhill	State OR	ZIP code 97148	Date 06/14/2022
Contact Person Brian Jensen	Title Fire Chief	Daytime Telephone 503-662-4653	Contact Person E-Mail brian@yamhillfire.org	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.9081	
2. Local option operating tax	2		
3. Local option capital project tax	3	0.55	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.9081
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Capital Project	May 21, 2019	2019-2020	2024-2025	0.55

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

**The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.



Safety Meeting Minutes

"The purpose of the Yamhill Fire Safety Committee is to ensure safety in the work we do for ourselves and our citizens"

Date: 6/2/2022

Location: Station 4

Roll Call- Logan Vandehey, Ryan Berhorst, Kyle Smith, Brad Selter

Safety Chat: Scene safety, Other topics that come up

Old Business – None

Discussion Topics – Scene safety don't get complacent, Man door into the rescue is missing a strut could fly open on scene. Warmer weather and wild land season is coming fast, make sure you are staying hydrated. Liability in going POV, avoid if possible only stop if you cross the scene on your way to the station.

Incidents – N/A

Walk through – N/A

Action items- talk to the chief about monthly mask checks.

Safety Goals – Create a binder with 12 months of safety topics to guide the meeting.

Next Meeting – 7/7/2022