

**WRFPD – ANNUAL INTERNAL EXPENSE CONTROLS
FOR THE PERIOD 2024 -2025**

The Williams Rural Fire Protection District Internal Expense Controls to be adopted and followed during the 2024-2025 financial year.

Signature Authority, both check issuance and electronic payments - The authority to sign for disbursements is restricted to three board members. The three board members, by name at the organization's financial firm, Umpqua Bank, are Heather Glass, Bill Ertel, and Claudia Pratt. Expenditures over \$2,500.00 require two signatures.

Expenditure authorizations – All expenditures are reported by line item in monthly financial reports and approved by the WRFPD Board, in an open public session, and noted in approved board minutes.

Separation of Duties – The **designated WRFPD Finance person** prepares the issuance of check(s), direct deposit, or electronic disbursements from written or electronic invoices. After reviewing the supporting documentation, the disbursement is signed by one of the authorized board members (two signatures if over \$2,500.00). *As noted above, the final step is the review and approval by a quorum of the board members. (what does this mean?)*

Security – The building is secured by coded door access during non-business hours. The building provides an administrative office-room with space that is available for the handling and processing of disbursements, financial activities, and board records. The administrative room is locked during non-use hours. One of the keys is held by the Board. *(is this true?)* The other key is secured in a locked key box in the operations-training office. Blank check stock is secured at the department headquarters and separately within the administrative room in a locked cabinet. The computer used for department business is retained in the administrative room to include the QuickBooks software and are password protected. **The designated WRFPD finance person** may take the computer with software home. The QuickBooks data is backed up monthly and a copy delivered to the Brewster CPA office annually. The building is protected by 16 CCTV cameras that utilize a record system.

WRFPD Credit Cards – The District *uses three* credit cards. *The name on the credit cards will be in the name of the district "WRFPD."* One card is used for Operations and has a **\$6,000 limit**. The second card is used by the Board Assistant/Human Resource Manager for monthly and recurring expenses (some vendor invoices are recurring) and placed on this card with a \$1,000.00 limit. The Board reviews the charges on the cards during the monthly board meeting. Board members are afforded the opportunity to ask questions and request more detail. As noted above, the final step is the review and approval by a quorum of the board members.

Non-Routine Operational Expenditures (Emergency) - From time-to-time an emergency may up that is not in the course of routine business. In those cases, the Chief or **designated WRFPD finance person** must contact the Chair or Vice Chair or another board member, in their absence, and get verbal approval to make the purchase/expenditure which is ratified at the next board meeting. For example, our heat pump failed mid-month and this process was used to have the system replaced quickly. The threshold for activating this process is \$500.00.

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Bank Reconciliation – The bank statements are reconciled each month by a board member and the WRFPD clerk/accountant.

Financial Statements – Every month, financial statements are to be reviewed by the Fire Chief and the Board Chairperson or designated board member, for accuracy and will be acknowledged as reviewed by signature or initials on each financial statement cover page.

Safe Deposit Box – Access requires an **authorized board member or a board member and the designated WRFPD finance person, or can be designated by name**, at the organization financial firm, Umpqua Bank in south Grants Pass. The authorized board members are David Applegate and Bill Ertel. There are two keys. One key is kept locked with **the designated WRFPD finance person**. The other key, is in a lock box that must be accessed by a department officer who keeps a log. The key can only be used in conjunction with a banker at the bank location who records access by eligible members, who present/verify identity via picture ID.

Gifts and Gift Cards – The individual limit is \$50.00 with advance Board Approval.

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NOTE: The credit card named holders are are being reviewed, but the two referenced entscarsa continue to be used for ongoing business requirements.

Authors: B. Ertel

Approved by WRFPD Board on XXXXX XXXX

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1. **Salary** – I did an analysis of a group of similar Fire Chief job postings within the past few years, made some "educated" calculations as to where the salary range might be now, threw in Jacksonville Fire and came up with an average range of **\$86,402 - \$98,263/year**. A few disclaimers: a.) I know what salary was advertised and I am estimating what they are currently (I don't know for sure). b.) I only looked at base salary and am making an assumption that the benefits are reasonably similar. c.) The "pool" comes from all over the State so it is difficult to say how much regional effect is involved. I can give you the raw data if you are interested. **Decision for the Board – What salary range is appropriate for Williams RFPD?**
2. **Hours of Work** – As you can see from the salary discussion above the current Williams RFPD salary of **\$65,000 - \$80,000/year** would be considered low. However, the average of salaries when calculated at a .75 time rate (30 hours/week) is **\$64,801 - \$73,697/year** which is roughly equivalent to the Williams posted salary range. **Decision for the Board – How many hours per week do they wish the Fire Chief to work?**
3. **Desired Experience** – I highlighted the Executive Fire Officer line. I am not sure that it is in line with the other requirements (in other words it may be too much to expect). **Decision for the Board – should the EFO desired qualification remain?**
4. **Residency Requirement** – This may be a difficult requirement to make stick. Neither Nicco Holt nor Cody Goodnough met it, and there was no guarantee that Charlie Williams – or any other candidate - would find property inside the District. **Decision for the Board – Should the in-District residency requirement remain or should a broader residency requirement (i.e. 30 minutes from fire station) be adopted?**
5. Additionally, the Board needs to decide what to do with the previous hiring process(es). Specifically, is the Board terminating all previous processes and anyone that applied before must reapply to be considered? Or is the Board going to carry any previous applicants forward? Also, the Board should decide if the previous methodology (application screening, interview process, background, etc.) is still what they want or do they wish any changes. All of this needs to be discussed and voted on.

**Special Districts Association of Oregon
Consulting Services Agreement**

This Agreement (“Agreement”) is made effective as of November 22, 2024 by and between the Special Districts Association of Oregon (SDAO) 727 Center St NE, Salem Oregon 97301 and Williams Rural Fire Protection District P.O. Box 81 Williams, Oregon 97544. In this Agreement, the party who is contracting to receive services will be referred to as “Williams Rural Fire Protection District” and the party who will be providing the Services will be referred to as “SDAO”

- 1. DESCRIPTION OF SERVICES.** Beginning on November 22, 2024, as a continuation of previous fee agreements (dated 04/04/2024 and 06/27/2024) SDAO will provide to Williams Rural Fire Protection District the following services (collectively, the “Services”) specified in the scope of work:

Management Recruitment – Fire Chief

- 2. PAYMENT FOR SERVICES.** In exchange for services Williams Rural Fire Protection District will pay compensation to SDAO for the Services in the amount not to exceed **\$6000.00**. This will be payable in a lump sum upon completion of the Services.
- 3. TERM.** This Agreement will terminate upon completion of project by SDAO. Contract term will be defined in the scope of work.
- 4. CONFIDENTIALITY.** SDAO, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for personal benefit of SDAO, or divulge, disclose, or communicate in any manner, any information that is proprietary to Williams Rural Fire Protection District. SDAO and its employees, agents and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this agreement.

Upon termination of this Agreement, SDAO will return to Williams Rural Fire Protection District all records, notes, documentation, and other items that were used, created, or controlled by SDAO during the term of this Agreement.

- 5. LIMITATION OF LIABILITY.** Except for Consultant’s confidentiality, Consultant’s total liability to Williams Rural Fire Protection District shall not exceed the total payment for services value regardless of whether any action or claim is based upon contract, tort (including negligence) or strict liability.

6. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement superseded any prior written or oral agreements between the parties.
7. **SEVERABILITY.** If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and unenforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
8. **AMENDMENT.** This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.
9. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Oregon.
10. **NOTICE.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
11. **SIGNATORIES.** This Agreement shall be signed on behalf of Williams Rural Fire Protection District by Heather Glass, Board of Directors and on behalf of SDAO by Frank Stratton, Executive Director and effective as of the date first written above.

Williams Rural Fire Protection District

By: _____ Date: _____
Heather Glass, Chair
Board of Directors

Special Districts Association of Oregon

By: _____ Date: _____
Frank Stratton
Executive Director



**WILLIAMS RURAL FIRE PROTECTION DISTRICT
POSITION DESCRIPTION**

Job Title: Fire Chief

Classification: FLSA-Exempt

Reports To: Board of Directors

Salary Range: \$65,000 to \$80,000 per year depending on experience.

Creation Date: April 17, 2024

Revised Date: June 19, 2024

General Position Summary:

Under direction of the Board of Directors, the Fire Chief oversees the operation of Williams Fire District, all personnel, and activities. Exercises command over all day-to-day operations of the District's Fire and Emergency Medical Services.

Supervisory Responsibility:

The Fire Chief exercises supervision over all District operations, personnel, volunteers, facilities, equipment, training, and budgeted funds of the district.

Supervision Received:

The Fire Chief works under the general direction of the Board of Directors but is required to exercise independent judgement to carry out the policies established by the Board.

Work Schedule

The work schedule is flexible, and it is generally understood that the Fire Chief will dedicate as much time as needed to assure the needs of the district are met. Normal work schedule will be 30-40 hours per week, though may fluctuate greatly depending on needs and demands.

Essential Functions/Major Assignments:

The Fire Chief shall be expected to perform any or all of the following listed functions. These are only examples and do not include all of the tasks which the Fire Chief may be required to perform.

- Oversees the development and administration of a competent training program for all personnel of the district.
- Assigns work to staff and holds them accountable for the completion of such work and reviews their performance.
- Directs the implementation of standard operational guidelines and policies, and the evaluation of District performance standards.
- Oversees and manages full recruitment responsibilities for all personnel and volunteers.
- Directs or assigns District personnel and equipment at fires, rescue incidents, or other times as needs may dictate.

- Oversees the investigations of fires when necessary to determine cause, origin, and circumstances.
- Effectively manages the finances of the district including development and recommendation of the annual budget, presentation of budget to the Board and management of the budget throughout the year.
- Coordinates the use of all available resources to provide stability to the district and the best possible fire protection and medical services to the citizens of the district.
- Constantly seeks to improve the public image of the district with an active public relations program which may include regular press releases, public presentations, and public education regarding the services the district provides.
- Analyzes district's services in relation to community fire prevention, suppression, and medical needs. In conjunction with the Board of Directors, develops short and long-term goals and objectives for the district while keeping plans and operations in agreement with current operations, rules, and regulations.
- Maintains information and statistics as required by law, and as desired by the Board of Directors; Prepares special reports as required.
- Makes recommendations to the Board of Directors regarding district purchases of items above the limits authorized by the Board.
- Coordinates maintenance and repair of facilities, apparatus, and equipment belonging to the district.
- Responsible for the enforcement of all the fire prevention codes of the District, the County, and the State.
- Attends regular board meetings and other events as required by the Board of Directors.
- Required to drive district vehicles as a regular function of the job.

Secondary Functions:

- Maintains and works to enhance relationships with all mutual aid partners and cooperative agencies.
- Attends administrative level conferences, schools, and seminars related to enhancement of the position and the district to deliver effective fire and life safety services to the public.
- All other duties as required.

Specific Job Knowledge, Skill, and Ability:

- Able to demonstrate the highest standards of integrity, ethics, and leadership and must possess keen judgment, innovation, and foresight.
- Extensive knowledge in the principals, practices, methods, and techniques of current emergency services including firefighting, emergency medical services, fire training programs, fire protection, fire prevention, and the Incident Command System.
- Working knowledge of laws and statutes relating to the operation of the Fire Districts.
- Must have an understanding of the principles of leadership, supervision, and training.
- Knowledge of the development and administration of an annual budget.
- Extensive experience working with volunteer personnel.
- Knowledge, skill and ability with human resources functions such as recruitment, discipline, coaching etc.
- Must have the ability to plan, assign and direct the work of personnel as well as the ability to effectively motivate and listen to the staff.

- Ability to establish and maintain effective working relationships within the district and with the general public.
- Ability to react quickly and calmly in emergencies, and to direct the work of subordinates on scene.
- Ability to speak and write effectively and to give clear and concise instructions that can be readily understood.
- Ability to plan, supervise and coordinate the work of others.
- Ability to meet health and physical qualifications established by the district for this position.
- The Fire Chief must be able to annually demonstrate the ability to conduct interior firefighting activities.

Education, Experience, and Certification/Licensure:

Required

- Associates' degree in Fire Science or related field.
- NFPA Firefighter 2 or equivalent
- NFPA Fire Officer 1 or equivalent
- NFPA Instructor 1 or equivalent
- NFPA Hazmat Operations or equivalent
- NIMS 100, 200, 300, 400, 700, 800
- Oregon certified Emergency Medical Technician (EMT) or ability to obtain within one year of hire.
- Minimum of ten (10) years' experience in public fire service, with documented progression in responsibility and rank, with at least five (5) years at the rank of company officer or above
- Valid Oregon Drivers' license and be insurable by the district.
- OR-
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

Desired

- Previous supervisory experience of a volunteer and career fire district
- National Registered Paramedic
- NFPA Fire Officer 2 or equivalent
- National Fire Academy Executive Fire Officer (EFO)

Special Residency Requirements

A priority of the Board of Directors is that the Fire Chief is an engaged member of the community. Therefore, they desire that the Fire Chief live within the boundaries of the Williams Fire District within 12 months of employment. A residency location outside the District boundaries may be approved after a discussion between the Fire Chief the Board.

Tools and Equipment Used

Emergency medical vehicles, fire apparatus, fire pumps, hoses, and other firefighting equipment, ladders, medical aid equipment, radios, pagers, computers, and phones.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the Fire Chief is frequently required to sit; talk or hear; stand; walk; use hand to handle or operate objects, tools, or controls; and reach with hands and arms. The Fire Chief is occasionally required to climb, balance, stoop, kneel, crawl, crouch, and smell.
- The Fire Chief frequently must lift and move up to ten pounds and occasionally move over 165 pounds. Vision abilities required are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. They must pass a hearing test within normal range.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is primarily performed in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night.
- Work is often performed in emergency and stressful situation.
- The Fire Chief is exposed to hearing alarms, and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, or oils.
- During firefighting activities, the Fire Chief is exposed to restricted environment with temperature variance and periods of extreme physical exertion.
- The Fire Chief occasionally works near moving mechanical parts and in highly precarious places and is exposed to wet or very dry conditions, fumes, airborne particles, toxic or caustic chemicals, and a risk of electrical shock and vibration.
- The noise level is usually quiet in the office setting and loud at the emergency scene.

Employee Print/Signature _____ Date _____
 (The signature of the employee indicates this document has been read and is understood.)

Board of Directors Print/Signature _____ Date _____
 (The signature of the Chairperson of the Board confirms the assignment of work to the employee.)