BLACK BUTTE RANCH RFPD – BOARD OF DIRECTORS
Thursday, January 23rd, 2025 ~ 9:00 a.m.
13511 Hawks Beard - Black Butte Ranch, OR

To attend this public meeting by telephone or virtually (video), contact Jamie Vohs at (541) 595-2288 or jvohs@blackbutteranchfire.com.

AGENDA

I. Call to Order
- A. Approval of November 21st, 2024 Board Meeting Minutes
- B. No Meeting in December for Holidays

II. Reports
- A. Treasurer Report
- B. Chief's Reports - Chief's
  - i. Fire & Ambulance Report - DC Ellison
  - ii. Strategic Planning & Goals - DC Ellison
- C. Firewise Report - Director Gibson or DC Ellison
- D. Forest Management Report - Director Gibson
- E. President's Report - Director Gabrielson

III. Old Business
- A. Policy Review - Multiple (see summary and attachments)

IV. New Business
- A. Job Description Fire Chief - Submitted for Approval
- B. Internal-First Hiring Policy - Submitted for Approval
- C. Retirement HRA/Veba - Discussion
- D. Begin Preparation for Fire Chief Replacement
  - i. Fire Chief Evaluation Process - Discussion for Approval

V. Good of the Order
- A. Annual Awards Banquet and Dinner - Scheduled for 3/20/25

VI. Next Meeting Dates
- A. February 27th, 2025

VII. Adjournment

The meeting location is accessible to persons with disabilities. Requests for other accommodations should be made to Black Butte Ranch RFPD at (541) 595-2288 at least 48 hours before the meeting.

Black Butte Ranch R.F.P.D.
Board Of Directors Meeting
November 21, 2024

To attend the meeting by telephone or virtually (video), contact Jamie Vohs at (541) 595-2288 or jvohs@blackbutteranchfire.com

Rodger Gabrielson called the meeting to order at 9:10 a.m.

Board of Directors:

- ✓ Don Bowler
- ✓ Rodger Gabrielson
- Dave Gibson
- ✓ Tom Sawyer
- ✓ Larry Stuker

Administration:

- ✓ Chief Dan Tucker
- Deputy Chief Jason Ellison
- ✓ Jamie Vohs

APPROVAL OF MINUTES

Motion: Don Bowler moved to approve the October 24, 2024 meeting minutes as presented, seconded by Larry Stuker, unanimously passed.

REPORTS

Treasurer Report

Motion: Don Bowler moved to approve the October 2024 financial reports as presented, seconded by Tom Sawyer, unanimously passed.

Chief's Report

Fire and Ambulance Report

Chief's Report Fire and Ambulance Report – Chief Tucker
October 2024, the department responded to the following:

- 34 total calls
- 2 fire
- 9 medical
- 5 ground transports
- 0 air transports
- 3 move-ups
- 20 public assists
- 6 mutual aids
- 3 duty officer response
- 0 move-up calls

- 0 8-PC
- Year-to-date calls 415 (25 more than YTD 2023 and 118 more than YTD 2022)

Strategic Planning & Goals
There is no real update other than progressing and completing the plan/goals.

D/C Ellison has a meeting with an apparatus representative today.

Chief Tucker Discussed:
Chief Tucker stated that the OFC and Oregon Fire Service convened to reach out to legislation as many departments are starting to struggle with EMS service. An example would be Baker City and Fossil. The struggle is affecting not only small districts but large ones as well. Chief Tucker identified that Crook County Fire and Rescue goes out miles as their ASA is wide. Sweet Home Fire District and Lebanon Fire District have effects due to their ASA going as far as Tombstone and Mackenzie passes.

In addition, yesterday, COFCA had a meeting with local representatives to discuss this issue. There are currently two legislative considerations:

1. LC711: create balance billing
2. LC 928: establish a $10/month per property fee for all properties to pay for services. It would be like a fire med program. Wherever there is a meter (like through a utility company), then the $10 fee would apply.

The chief stated that the congressional representatives online were very thankful for the awareness. The chief is not sure where this initiative will go but is hopeful, as 17 other states are focusing on it as well.

Firewise Report & Forest Management Report
Revisited the plan/document from the Sisters Ranger District that was discussed at the October 24, 2024 BOD meeting. The document identifies the proposed actions, past management, direction, desired conditions, and proposed maintenance in the project area.

Director Gabrielson discussed:
President's Report
President Gabrielson inquired about the department's organizational structure and wanted to see if there is more of an outreach function. He sees the good work that the staff is doing and wonders if it could be made more known to the constituents by offering classes such as first aid, stroke awareness, etc.

OLD BUSINESS
Policy Review
Policy Review – none this month

NEW BUSINESS
District Growth Rate
Chief Tucker stated the district's growth rate is 4.07%.

Post-work session-discussion if needed
Chief Tucker summarized the past work session, which focused on the transition that will take place as he has a potential retirement date set. The chief has created a hiring plan with an internal hiring policy and sent it to legal for review.

GOOD OF THE ORDER
BBR RFPD Holiday Brunch – Sunday 12/15/24

Annual Awards Banquet and Dinner – Tentatively Scheduled for 3/20/25

NEXT MEETING DATE
December – Canceled for Holiday's
January 23, 2024 – Board of Directors Meeting – 9:00 a.m.

ADJOURNMENT
Board meeting adjourned at 9:52 a.m.

OFFICIAL MEETING MINUTES

Approved by _____

_____ Date: _____

Black Butte RFPD

Statement of Revenues & Expenditures

Year-to-Date Performance, November 2024 - 2 months back, Consolidated by account

MONTH ENDING NOVEMBER 2024 ~ 41.67%

	5 Months Ended November 30, 2024	Annual Budget	Unused	% Used
Revenues				
Tax Revenue	2,251,137.99	2,380,583.00	129,445.01	94.6 %
Previous Tax Revenue	13,030.20	20,000.00	6,969.80	65.2 %
Interest Revenue				
5110.000 Interest General Fund	112,287.73	78,027.00	(34,260.73)	143.9 %
5120.000 Interest Vehicle & Equip Fund	30,344.16	43,640.00	13,295.84	69.5 %
5150.000 Interest Building & Grounds	1,102.80	1,700.00	597.20	64.9 %
5160.000 Interest Technology & Communicati	2,284.22	3,100.00	815.78	73.7 %
Grant, Gifts & Donation Income	0.00	26,893.00	26,893.00	
Ambulance Revenue	48,402.26	58,000.00	9,597.74	83.5 %
Surplus Sales (Bldg, Equip, Vehicle)	914.51	0.00	(914.51)	
Miscellaneous	48,022.19	20,000.00	(28,022.19)	240.1 %
Conflagration Revenue	0.00	10,000.00	10,000.00	
TOTAL Revenues	2,507,526.06	2,641,943.00	134,416.94	94.9 %
Total Revenues	2,507,526.06	2,641,943.00	134,416.94	94.9 %
Personnel Services				
Labor/Wages	459,047.18	1,145,472.00	686,424.82	40.1 %
Employee Benefits	283,678.56	1,719,683.00	1,436,004.44	16.5 %
TOTAL Personnel Services	742,725.74	2,865,155.00	2,122,429.26	25.9 %
	1,764,800.32	(223,212.00)	(1,988,012.32)	-790.6 %
Materials & Services				
Building Maintenance	13,616.33	39,176.00	25,559.67	34.8 %
Administrative	19,579.71	104,048.00	84,468.29	18.8 %
Fire Expenses	87,114.45	298,412.00	211,297.55	29.2 %
Ambulance Expenses	24,833.27	76,037.00	51,203.73	32.7 %
TOTAL Materials & Services	145,143.76	517,673.00	372,529.24	28.0 %
EXCESS REVENUE OVER EXP	1,619,656.56	(740,885.00)	(2,360,541.56)	-218.6 %
Capital Outlay				
Capital Expenditures	(87,816.02)	(86,500.00)	1,316.02	101.5 %

	5 Months Ended November 30, 2024	*Annual Budget*	*Unused*	*% Used*
TOTAL Capital Outlay	(87,816.02)	(86,500.00)	1,316.02	101.5 %
Excess Rev before Debt & Other	1,531,840.54	(827,385.00)	(2,359,225.54)	-185.1 %
Debt & Other Funds				
Vehicle & Bldg Fund	81,686.14	142,500.00	60,813.86	57.3 %
TOTAL Debt & Other Funds	81,686.14	142,500.00	60,813.86	57.3 %
NET REVENUE OVER EXPENDITURES	1,450,154.40	(969,885.00)	(2,420,039.40)	-149.5 %

DETAILED EXPENDITURE
FIRE DEPARTMENT

2024 NOV	ACTUAL FOR PERIOD ENDING **11/30/2024**	% SPENT	**PERSONNEL SERVICE** DESCRIPTION	ADOPTED 2024/25
$11,719.36	$58,596.82	41.7%	Chief	$140,633
$6,537.84	$32,689.19	41.7%	Administrative Asst	$78,455
$10,260.79	$51,303.95	41.7%	Deputy Chief	$123,130
$25,034.52	$127,995.55	40.5%	Captains	$316,111
$19,165.94	$83,405.79	36.1%	Firefighter/Paramedic	$231,143
-$1,541.58	$32,979.68	38.3%	Seasonal Firefighter	$86,000
$0.00	$0.00	0.0%	Engineer	$0
$0.00	$0.00	0.0%	Conflagration Labor	$10,000
$3,771.92	$72,076.20	45.0%	Overtime	$160,000
$20,936.23	$120,494.06	*9.1%*	*PERS*	$1,323,701
$5,826.04	$34,989.78	*39.9%*	*FICA*	$87,630
$21,113.58	$103,525.25	*38.0%*	*Health*	$272,352
-$19.70	$24,669.47	68.5%	W/C	$36,000
$47,856.15	$283,678.56	16.5%	Total Fringe Benefits/Taxes	$1,719,683
$122,804.94	**$742,725.74**	25.9%	**TOTAL**	**$2,865,155**

MATERIALS & SERVICES

			DESCRIPTION	
$838.04	$1,065.12	6.7%	Uniforms	$15,911
$2,873.82	$19,311.59	49.9%	Personal Protective Gear	$38,707
$1,900.68	$3,814.76	41.9%	Supplies & Expenses	$9,108
$713.44	$3,100.88	34.8%	Telephone & Pagers	$8,900
$0.00	$19.18	0.3%	Radio Maintenance	$5,500
$2,623.00	$7,247.68	89.8%	Dues & Subscriptions	$8,073
$0.00	$0.00	#DIV/0!	Fire Grant	$0
$2,905.50	$31,433.61	34.9%	Training Scholarship	$90,000
$652.03	$5,820.22	10.6%	Travel, Meals & Lodging	$54,737
$2,487.85	$6,249.13	32.5%	Vehicle Maintenance	$19,241
$504.34	$3,724.10	32.0%	Vehicle Gas & Oil	$11,640
$0.00	$0.00	0.0%	Chaplains Assoc. Donation	$1,000
$0.00	$805.00	8.5%	Training Education	$9,435
$0.00	$127.80	3.2%	Training Materials	$3,960
$595.00	$2,259.00	25.1%	Physicals	$9,000
$0.00	$1,964.34	61.4%	Public Education	$3,200
$0.00	$172.04	1.7%	Conflagration Expense	$10,000
$16,093.70	**$87,114.45**	**29.2%**	**TOTAL**	**$298,412**
$138,898.64	**$829,840.19**	**26.2%**	**TOTAL THIS PAGE**	**$3,163,567**

DETAILED EXPENDITURE
AMBULANCE

ACTUAL FOR PERIOD ENDING **11/30/2024**		% SPENT	**MATERIALS & SERVICES** DESCRIPTION	ADOPTED 2024/25
$2,335.79	$8,486.40	31.0%	Supplies & Expenses	$27,358
$0.00	$0.00	0.0%	Radio Maintenance	$3,300
$0.00	$1,669.50	21.5%	Dues & Subscriptions	$7,767
$0.00	$0.00	#DIV/0!	Ambulance Grant	$0
$0.00	$1,551.05	12.4%	Vehicle Maintenance	$12,486
$228.55	$1,550.32	29.0%	Vehicle Gas & Oil	$5,350
$1,350.00	$11,576.00	61.6%	EMT Training	$18,777
$0.00	$0.00	0.0%	Training Material	$117
$0.00	$0.00	0.0%	Defibulator Maintenance	$882
$3,914.34	**$24,833.27**	**32.7%**	**TOTAL**	**$76,037**

ADMINISTRATION

MATERIALS & SERVICES

DESCRIPTION				
$379.50	$8,035.50	39.3%	Professional & Legal	$20,435
$389.95	$3,346.01	32.3%	Supplies & Expenses	$10,345
$1,768.10	$3,668.38	22.6%	Office Equip Lease & Maint	$16,208
$0.00	$0.00	0.0%	Admin Grant	$0
$0.00	$0.00	0.0%	Administrative Training	$1,200
$0.00	$0.00	0.0%	Bond Paying Agent & Expense	$0
$0.00	$0.00	0.0%	Unemployment Ins.	$7,000
$0.00	$372.00	1.0%	Insurance	$37,000
$0.00	$0.00	0.0%	Borrowed Funds Int.	$0
$0.00	$1,978.02	98.9%	Elections & Public Notices	$2,000
$0.00	$0.00	0.0%	Civil Service Comm.	$1,000
$360.36	$2,179.80	24.6%	911 Data & Communications	$8,860
$2,897.91	**$19,579.71**	**18.8%**	**TOTAL**	**$104,048**

$6,812.25	**$44,412.98**	**24.7%**	**TOTAL THIS PAGE**	**$180,085**

DETAILED EXPENDITURE
BLDG. & GROUNDS MAINT

	ACTUAL FOR PERIOD ENDING **11/30/2024**	% SPENT	**MATERIALS & SERVICES** DESCRIPTION	ADOPTED 2024/25
$590.35	$3,291.62	40.4%	Supplies & Expenses	$8,150
$94.00	$1,404.45	56.9%	GM172/GM13 Repairs & Maintenance	$2,470
$7.70	$26.60	1.1%	Sewer & water	$2,500
$622.77	$2,323.34	21.8%	Electricity	$10,680
$0.00	$0.00	0.0%	Building Grant	$0
$255.00	$6,059.85	54.7%	Repairs & Maintenance	$11,076
$0.00	$0.00	#DIV/0!	Garbage Pick-up	$0
$0.00	$510.47	11.9%	Propane	$4,300
$1,569.82	**$13,616.33**	**34.8%**	**TOTAL**	**$39,176**

VEH. & BLDG RESERVE
CONTINGENCY - CAPITAL

			DESCRIPTION	
$1,995.74	$87,816.02	101.5%	Capital Expenses	$86,500
$0.00	$0.00	0.0%	Reserve Funds (Veh/Bldg & Grnds/Tech/Com)	$220,000
$0.00	$0.00	0.0%	Gen. Operating Cont.	$403,399
$1,995.74	**$87,816.02**	**12.4%**	**TOTAL**	**$709,899**
$3,565.56	**$101,432.35**	**13.5%**	**TOTAL THIS PAGE**	**$749,075**

	ACTUAL FOR PERIOD ENDING **11/30/2024**	% SPENT	**EXPENDITURE DESCRIPTION** **PERSONNEL SERVICE**	ADOPTED 2024/25
$122,804.94	$742,725.74	25.9%	Fire Department	$2,865,155
$122,804.94	**$742,725.74**	**25.9%**	**TOTAL**	**$2,865,155**
			MATERIALS & SERVICE	
$16,093.70	$87,114.45	29.2%	Fire Department	$298,412
$3,914.34	$24,833.27	32.7%	Ambulance	$76,037
$2,897.91	$19,579.71	18.8%	Administration	$104,048
$1,569.82	$13,616.33	34.8%	Building Maintenance	$39,176
$24,475.77	**$145,143.76**	**28.0%**	**TOTAL**	**$517,673**
			CAPITAL OUTLAY	
$1,995.74	$87,816.02	101.5%	Capital Expenses	$86,500
$1,995.74	**$87,816.02**	**101.5%**	**Total**	**$86,500**
			TRANSFER TO OTHER FUNDS	
$0.00	$0.00	0.0%	Reserve Funds	$220,000
$0.00	$0.00	0.0%	Gen Operating Cont.	$403,399
$0.00	**$0.00**	**0.0%**	**TOTAL**	**$623,399**
$149,276.45	**$975,685.52**	**23.8%**	**TOTAL EXPENDITURES**	**$4,092,727**

MONTH 5 OF 2024/25 FISCAL YEAR 41.7%

ACTUAL FOR PERIOD ENDING 11/30/24

DETAILED REVENUE
FIRE DEPARTMENT

% RECEIVED | **TAX REVENUE** | ADOPTED 2024/25

GENERAL RESOURCES:

$1,023,637.65		*General Fund Current Taxes*	*$1,082,499*
$1,227,500.34		*Local Option Levy Current Taxes*	*$1,298,084*
$2,251,137.99	**94.6%**	**Total Current Taxes Received: General Fund & Local Option Levy**	**$2,380,583**
$5,351,424.77		*General Fund Year End Balance*	$4,876,680
$13,030.20		*Previous Taxes Received: General Fund, Local Option Levy & Expired Debt Fund*	$20,000
$112,287.73		*General Fund Interest Earned*	$78,027
$0.00		*Grants & Donations*	$26,893
$48,402.26		*Ambulance Revenue*	$58,000
$914.51		*Surplus Sales (Building, Equipment, Vehicle, etc.)*	$0
$0.00		*Rent Income*	$0
$48,022.19		*Misc Income*	$20,000
$0.00		*Conflagration Income*	$10,000
$5,574,081.66	**109.5%**		**$5,089,600**
$7,825,219.65	**104.8%**	**TOTAL GENERAL RESOURCES**	**$7,470,183**

GENERAL (Debt) FUND

$0.00	**0.0%**	**Beginning Transfer Fund Balance**	**$0**
$2.88		*Previous Taxes Received (Expired Debt)*	
$2.88	**100.0%**	**Total Other Income**	**$0**
$2.88	**0.0%**	**TOTAL VEH/DEBT RESOURCES**	**$0**

MONTH ENDING BALANCES

	DESCRIPTION	
$1,249.66	*Petty Cash*	Acct # 1090
$61,963.54	*General Fund (Checking)*	Acct # 1010
$6,786,320.93	*General Fund (includes expired Debt)*	Acct# 1040
$0.00	*Less Invoices*	Acct# 3010

$6,849,534.13		General Fund (includes expired Debt)
$1,415,882.35		Vehicle Fund
$48,189.66		Bldg & Grnds
$107,763.35		Tech & Communications
$8,421,369.49		**TOTAL BALANCE**

$0.00

DETAILED EXPENDITURE

ACTUAL FOR PERIOD ENDING 11/30/24

FIRE DEPARTMENT

ADOPTED 2024/25

CAPITAL EXPENDITURE TOTAL BUDGET **$ 86,500.00**

		Admin Capital Expenditures Acct# 8015	**$ 20,000.00**
$0.00		*TOTAL ADMIN CAPITAL BALANCE*	*$ 20,000.00*

		Fire Capital Expenditures Acct # 8020	**$ 57,400.00**
$21,646.55	9/16/2024	843 Engine and A/C Repair (Peterson Trucks)	
$33,575.00	10/29/2024	Extrication Tools (M18 Volt 28 Inch Spreader, M18 Volt 7-3/4 Inch Brute Force C-Cutter, M18 Volt 40 Inch Ram, Storm Surge Ram Base Extension Kit - Lifetime Warranty) (Elite Extrication & Equipment)	
$1,798.00	10/29/2024	Milwaukee M18 Fuel One-Key Lithium-Ion Brushless Cordless 9 Inch Cut Off Saw Kit: Sku 1004521719 (M/C The Home Depot)	
$1,040.00	10/29/2024	14" Circular Saw: S/N 195358906 (Sisters Rental)	
$1,995.74	11/15/2024	TFT Low Profile Ball Intake Valve (M/C-LN Curtis)	
$60,055.29		*TOTAL FIRE CAPITAL BALANCE*	*$ (2,655.29)*

		Ambulance Capital Expenditures Acct #8025	**$ -**
$3,225.92	7/31/2024	871 Repairs (Wright Auto)	
$24,534.81	8/30/2024	872 Repairs (Ford of Bend)	
$27,760.73		*TOTAL AMBULANCE CAPITAL BALANCE*	*$ (27,760.73)*

		Building Capital Expenditures Acct #8010	**$ 9,100.00**
$0.00		*TOTAL BUILDING CAPITAL BALANCE*	*$9,100.00*

$87,816.02	**TOTAL CAPITAL EXPENDITURES**	

-1.52%	**BALANCE REMAINING**	**-$1,316.02**

1/20/2025

Black Butte RFPD

Purchases Journal

November 2024 Invoices

Date	Invoice No.	Vendor	Name	Reference	Original Inv Amount
11/01/24	HRA VEBA NOV 2	HRAVEBA		Employee Benefit	2100.00
11/06/24	095931-10/31/24	BBRC	Black Butte Ranch Corp.	H2O	7.70
11/06/24	095933-10/31/24	BBRC	Black Butte Ranch Corp.	Postage	26.13
11/06/24	85535574	BOUNDTREE	BOUND TREE MEDICAL LL	Medical Supplies	138.94
11/06/24	5612230100-10/25/	CEC	Central Electric Co op	Station Electricity	492.29
11/06/24	5608618104-10/25/	CEC	Central Electric Co op	GM172 Electricity	130.48
11/06/24	5617	COREY	David M Corey, Ph.D., P.C.	Linker Psych Eval	595.00
11/06/24	INV881217	CURTIS	L. N. CURTIS & SONS	SCBA Mask Lens	2236.85
11/06/24	25219	STATE PATROL	State Forester	Forest Patrol	53.94
11/06/24	1577-2025 DUES	SDAO	Special Districts Insurance Serv	2025 Membership Dues	2623.00
11/06/24	DECEMBER 2024	SDISINS	SDIS	Employee Benefit	8854.50
11/06/24	38322-00	SIS RENTAL	Sisters Storage & Rental	Blade Sharpening	135.00
11/06/24	306852	STAUB	Ed Staub & Sons	Fuel	438.03
11/07/24	15672-83034	BAXTER	Baxter Auto Parts	893 Repairs	52.71
11/07/24	264653	TERMINIX	Terminix	Pest Control	94.00
11/07/24	790128	WCP	WCP Solutions	Bldg Supplies	225.18
11/07/24	790005	WCP	WCP Solutions	Bldg Supplies	105.31
11/07/24	4319-11/7/24	MASTERCARD	Mastercard	Mop Buckets, Misc	313.07
11/07/24	4467-11/7/24	MASTERCARD	Mastercard	9" Diamond Blades	164.97
11/12/24	11/13/24-12/12/24	TDS	TDS	TV, Internet & Cable	189.60
11/25/24	4319-6167 11/25/24	MASTERCARD	Mastercard	NW Safe, Fire Line	2011.52
11/26/24	BROWN NOV 202	BROWNC	Carson Brown	Mileage	442.20
11/26/24	CREECH NOV 202	CREECH	Cameron Creech	Mileage	397.98
11/26/24	HEITSCHMIDT N	HEITSCHMIDT	Cade Heitschmidt	Mileage	450.00
11/26/24	HOBBS NOV 2024	HOBBS	Logan Hobbs	Mileage	450.00
11/26/24	JONES NOV 2024	JONESM	Madison Jones	Mileage	265.32
11/26/24	LOCHNER NOV 2	LOCHNER	Tony Lochner	Mileage	450.00
11/26/24	VRBATA NOV 20	VRBATA	Peter Vrbata	Mileage	450.00
11/26/24	124932	AFLAC	Aflac	Employee Deduction	368.47
11/26/24	917184	ALPINE	Alpine Internet	Webhosting	35.00
11/26/24	0537290	BENDTEL	BendTel	Local & Lng Distance	713.44
11/26/24	36361584	CANON	Canon Financial Services	Copier Lease	368.10
11/26/24	12469850	JUNIPER	FIRE PRO, LLC	Chemical Recarge	130.00
11/26/24	INV#15824	CASCADEFIRE	Cascade Fire Equip. Co.	Annual SCBA Service	610.25
11/26/24	287325673522X11/	FIRSTNET	AT&T Mobility	Ipad Data	360.36
11/26/24	068427-2024	ODOR	Oregon Department of Revenue	Hazardous Fee	120.00
11/26/24	71215	LGLG	Local Governement Law Group	Labor ?	199.50
11/26/24	1526833	LIFEASSIST	Life-Assist, Inc.	Medical Supplies	1672.99
11/26/24	1526919	LIFEASSIST	Life-Assist, Inc.	Medical Supplies	153.00
11/26/24	1528970	LIFEASSIST	Life-Assist, Inc.	Medical Supplies	174.40
11/26/24	941940	LUTT	Ace Hardware	Hardware	2.99
11/26/24	51720	NHTS	National Hose Testing Specialti	2024 Ladder Testing	708.75
11/26/24	393714178001	ODP	ODP Business Solutions, LLC	Office Supplies	27.90
11/26/24	393657380001	ODP	ODP Business Solutions, LLC	Office Supplies	14.74
11/26/24	61859910	OXARC	Oxarc Inc	Medical Supplies	196.46
11/26/24	1008529456	SAGESOFTWAR	Sage	Annual Subscription	1365.00
11/26/24	INV37295	SEAWESTERN	SeaWestern	Duty Pants-ML	396.88
11/26/24	0038589-00	SIS RENTAL	Sisters Storage & Rental	Carbide Chain	731.98

Black Butte RFPD

Purchases Journal

November 2024 Invoices

Date	Invoice No.	Vendor	Name	Reference	Original Inv Amount
11/26/24	0038602-00	SIS RENTAL	Sisters Storage & Rental	892 Batteries	429.90
11/26/24	312031	STAUB	Ed Staub & Sons	Fuel	294.86
11/26/24	20242190	SYSTEMS	Systems Design West, LLC	Ambulance Billing	188.76
11/26/24	267742	TERMINIX	Terminix	GM172 Pest Control	94.00
11/26/24	1744	TRAIN4RESP	William D. Giddings	ACLS-BLS	1350.00
11/26/24	PO 7130	TUCKER	DAN TUCKER	Plugs	13.12
11/26/24	11UNIONDUES24	UNION	International Teamsters	Employee Deduction	305.00
11/26/24	PO 7131	VOHS	Jamie Vohs	Cups & Napkin Brunch	36.92
11/27/24	4319-11/15/24	MASTERCARD	Mastercard	Travel Exp	3359.34
11/29/24	OSGP11/30/24	OSGP	ING-STATE OF OREGON PL	Employee Deduction	9841.82
11/29/24	PERS 11/30/24	PERS	PERS	Employee Benefit	20936.23
11/29/24	PLO 11/30/24	PFMLI	Oregon Department of Revenue	Employee Deduction	464.90
11/29/24	STT NOV 2024	OREGONSTT	Oregon Department of Revenue	Employee Deduction	67.60
11/30/24	JE 11/30/24	SUPPORT	Deptartment of Justice	Employee Deduction	164.00
11/30/24	12TEAMS2024	TEAMS	Oregon Teamsters	Employee Benefit	10159.08
			Report Total		79949.46

Black Butte RFPD

Statement of Revenues & Expenditures

Year-to-Date Performance, December 2024 - 1 month back, Consolidated by account

MONTH ENDING DECEMBER 2024 ~ 50.0%

	6 Months Ended December 31, 2024	Annual Budget	Unused	% Used
Revenues				
Tax Revenue	2,282,729.22	2,380,583.00	97,853.78	95.9 %
Previous Tax Revenue	16,896.62	20,000.00	3,103.38	84.5 %
Interest Revenue				
5110.000 Interest General Fund	140,880.75	78,027.00	(62,853.75)	180.6 %
5120.000 Interest Vehicle & Equip Fund	36,218.04	43,640.00	7,421.96	83.0 %
5150.000 Interest Building & Grounds	1,302.71	1,700.00	397.29	76.6 %
5160.000 Interest Technology & Communicati	2,731.29	3,100.00	368.71	88.1 %
Grant, Gifts & Donation Income	0.00	26,893.00	26,893.00	
Ambulance Revenue	52,466.94	58,000.00	5,533.06	90.5 %
Surplus Sales (Bldg, Equip, Vehicle)	1,146.51	0.00	(1,146.51)	
Miscellaneous	18,170.01	20,000.00	1,829.99	90.9 %
Conflagration Revenue	70,544.56	10,000.00	(60,544.56)	705.4 %
TOTAL Revenues	2,623,086.65	2,641,943.00	18,856.35	99.3 %
Total Revenues	2,623,086.65	2,641,943.00	18,856.35	99.3 %
Personnel Services				
Labor/Wages	538,141.20	1,145,472.00	607,330.80	47.0 %
Employee Benefits	332,982.89	1,719,683.00	1,386,700.11	19.4 %
TOTAL Personnel Services	871,124.09	2,865,155.00	1,994,030.91	30.4 %
	1,751,962.56	(223,212.00)	(1,975,174.56)	-784.9 %
Materials & Services				
Building Maintenance	22,066.00	39,176.00	17,110.00	56.3 %
Administrative	21,818.97	104,048.00	82,229.03	21.0 %
Fire Expenses	93,190.66	298,412.00	205,221.34	31.2 %
Ambulance Expenses	25,830.15	76,037.00	50,206.85	34.0 %
TOTAL Materials & Services	162,905.78	517,673.00	354,767.22	31.5 %
EXCESS REVENUE OVER EXP	1,589,056.78	(740,885.00)	(2,329,941.78)	-214.5 %
Capital Outlay				
Capital Expenditures	(88,413.02)	(86,500.00)	1,913.02	102.2 %

	6 Months Ended December 31, 2024	*Annual Budget*	*Unused*	*% Used*
TOTAL Capital Outlay	(88,413.02)	(86,500.00)	1,913.02	102.2 %
Excess Rev before Debt & Other	1,500,643.76	(827,385.00)	(2,328,028.76)	-181.4 %
Debt & Other Funds				
Vehicle & Bldg Fund	81,686.14	142,500.00	60,813.86	57.3 %
TOTAL Debt & Other Funds	81,686.14	142,500.00	60,813.86	57.3 %
NET REVENUE OVER EXPENDITURES	1,418,957.62	(969,885.00)	(2,388,842.62)	-146.3 %

DETAILED EXPENDITURE
FIRE DEPARTMENT

2024 DEC	ACTUAL FOR PERIOD ENDING **12/31/2025**	% SPENT	**PERSONNEL SERVICE** DESCRIPTION	ADOPTED 2024/25
$11,719.36	$70,316.18	50.0%	Chief	$140,633
$6,537.83	$39,227.02	50.0%	Administrative Asst	$78,455
$10,260.79	$61,564.74	50.0%	Deputy Chief	$123,130
$25,975.57	$153,971.12	48.7%	Captains	$316,111
$19,166.04	$102,571.83	44.4%	Firefighter/Paramedic	$231,143
$0.00	$32,979.68	38.3%	Seasonal Firefighter	$86,000
$0.00	$0.00	0.0%	Engineer	$0
$0.00	$0.00	0.0%	Conflagration Labor	$10,000
$5,434.43	$77,510.63	48.4%	Overtime	$160,000
$21,417.46	$141,911.52	*10.7%*	*PERS*	$1,323,701
$6,025.21	$41,014.99	*46.8%*	*FICA*	$87,630
$21,882.00	$125,407.25	*46.0%*	*Health*	$272,352
-$20.34	$24,649.13	68.5%	W/C	$36,000
$49,304.33	$332,982.89	19.4%	Total Fringe Benefits/Taxes	$1,719,683
$128,398.35	**$871,124.09**	30.4%	**TOTAL**	**$2,865,155**

MATERIALS & SERVICES

			DESCRIPTION	
$554.91	$1,620.03	10.2%	Uniforms	$15,911
$0.00	$19,311.59	49.9%	Personal Protective Gear	$38,707
$1,374.99	$5,189.75	57.0%	Supplies & Expenses	$9,108
$713.59	$3,814.47	42.9%	Telephone & Pagers	$8,900
$0.00	$19.18	0.3%	Radio Maintenance	$5,500
$0.00	$7,247.68	89.8%	Dues & Subscriptions	$8,073
$0.00	$0.00	#DIV/0!	Fire Grant	$0
$2,327.38	$33,760.99	37.5%	Training Scholarship	$90,000
$642.94	$6,463.16	11.8%	Travel, Meals & Lodging	$54,737
$0.00	$6,249.13	32.5%	Vehicle Maintenance	$19,241
$462.40	$4,186.50	36.0%	Vehicle Gas & Oil	$11,640
$0.00	$0.00	0.0%	Chaplains Assoc. Donation	$1,000
$0.00	$805.00	8.5%	Training Education	$9,435
$0.00	$127.80	3.2%	Training Materials	$3,960
$0.00	$2,259.00	25.1%	Physicals	$9,000
$0.00	$1,964.34	61.4%	Public Education	$3,200
$0.00	$172.04	1.7%	Conflagration Expense	$10,000
$6,076.21	**$93,190.66**	**31.2%**	**TOTAL**	**$298,412**
$134,474.56	**$964,314.75**	**30.5%**	**TOTAL THIS PAGE**	**$3,163,567**

DETAILED EXPENDITURE
AMBULANCE

	ACTUAL FOR PERIOD ENDING **12/31/2025**	% SPENT	**MATERIALS & SERVICES** DESCRIPTION	ADOPTED 2024/25
$663.05	$9,149.45	33.4%	Supplies & Expenses	$27,358
$0.00	$0.00	0.0%	Radio Maintenance	$3,300
$0.00	$1,669.50	21.5%	Dues & Subscriptions	$7,767
$0.00	$0.00	#DIV/0!	Ambulance Grant	$0
$148.96	$1,700.01	13.6%	Vehicle Maintenance	$12,486
$184.87	$1,735.19	32.4%	Vehicle Gas & Oil	$5,350
$0.00	$11,576.00	61.6%	EMT Training	$18,777
$0.00	$0.00	0.0%	Training Material	$117
$0.00	$0.00	0.0%	Defibulator Maintenance	$882
$996.88	**$25,830.15**	**34.0%**	**TOTAL**	**$76,037**

ADMINISTRATION

			MATERIALS & SERVICES DESCRIPTION	
$898.50	$8,934.00	43.7%	Professional & Legal	$20,435
$577.30	$3,923.31	37.9%	Supplies & Expenses	$10,345
$403.10	$4,071.48	25.1%	Office Equip Lease & Maint	$16,208
$0.00	$0.00	0.0%	Admin Grant	$0
$0.00	$0.00	0.0%	Administrative Training	$1,200
$0.00	$0.00	0.0%	Bond Paying Agent & Expense	$0
$0.00	$0.00	0.0%	Unemployment Ins.	$7,000
$0.00	$372.00	1.0%	Insurance	$37,000
$0.00	$0.00	0.0%	Borrowed Funds Int.	$0
$0.00	$1,978.02	98.9%	Elections & Public Notices	$2,000
$0.00	$0.00	0.0%	Civil Service Comm.	$1,000
$360.36	$2,540.16	28.7%	911 Data & Communications	$8,860
$2,239.26	**$21,818.97**	**21.0%**	**TOTAL**	**$104,048**

$3,236.14	**$47,649.12**	**26.5%**	**TOTAL THIS PAGE**	**$180,085**

DETAILED EXPENDITURE
BLDG. & GROUNDS MAINT

ACTUAL FOR PERIOD ENDING **12/31/2025**		% SPENT	**MATERIALS & SERVICES**	ADOPTED
			DESCRIPTION	2024/25
$1,798.28	$5,089.90	62.5%	Supplies & Expenses	$8,150
$568.56	$1,973.01	79.9%	GM172/GM13 Repairs & Maintenance	$2,470
$2,622.00	$2,648.60	105.9%	Sewer & water	$2,500
$724.01	$3,047.35	28.5%	Electricity	$10,680
$0.00	$0.00	0.0%	Building Grant	$0
$1,915.00	$7,974.85	72.0%	Repairs & Maintenance	$11,076
$0.00	$0.00	#DIV/0!	Garbage Pick-up	$0
$821.82	$1,332.29	31.0%	Propane	$4,300
$8,449.67	**$22,066.00**	**56.3%**	**TOTAL**	**$39,176**

VEH. & BLDG RESERVE
CONTINGENCY - CAPITAL

			DESCRIPTION	
$597.00	$88,413.02	102.2%	Capital Expenses	$86,500
$0.00	$0.00	0.0%	Reserve Funds (Veh/Bldg & Grnds/Tech/Com)	$220,000
$0.00	$0.00	0.0%	Gen. Operating Cont.	$403,399
$597.00	**$88,413.02**	**12.5%**	**TOTAL**	**$709,899**
$9,046.67	**$110,479.02**	**14.7%**	**TOTAL THIS PAGE**	**$749,075**

	ACTUAL FOR PERIOD ENDING **12/31/2025**	% SPENT	**EXPENDITURE DESCRIPTION**	ADOPTED 2024/25
			PERSONNEL SERVICE	
$128,398.35	$871,124.09	30.4%	Fire Department	$2,865,155
$128,398.35	**$871,124.09**	**30.4%**	**TOTAL**	**$2,865,155**
			MATERIALS & SERVICE	
$6,076.21	$93,190.66	31.2%	Fire Department	$298,412
$996.88	$25,830.15	34.0%	Ambulance	$76,037
$2,239.26	$21,818.97	21.0%	Administration	$104,048
$8,449.67	$22,066.00	56.3%	Building Maintenance	$39,176
$17,762.02	**$162,905.78**	**31.5%**	**TOTAL**	**$517,673**
			CAPITAL OUTLAY	
$597.00	$88,413.02	102.2%	Capital Expenses	$86,500
$597.00	**$88,413.02**	**102.2%**	**Total**	**$86,500**
			TRANSFER TO OTHER FUNDS	
$0.00	$0.00	0.0%	Reserve Funds	$220,000
$0.00	$0.00	0.0%	Gen Operating Cont.	$403,399
$0.00	**$0.00**	**0.0%**	**TOTAL**	**$623,399**
$146,757.37	**$1,122,442.89**	**27.4%**	**TOTAL EXPENDITURES**	**$4,092,727**

MONTH 6 OF 2024/25 FISCAL YEAR 50.0%

DETAILED REVENUE
FIRE DEPARTMENT

ACTUAL FOR PERIOD ENDING 12/31/25	% RECEIVED	**TAX REVENUE**	ADOPTED 2024/25
		GENERAL RESOURCES:	
$1,039,624.12		*General Fund Current Taxes*	*$1,082,499*
$1,246,670.59		*Local Option Levy Current Taxes*	*$1,298,084*
$2,286,294.71	**96.0%**	**Total Current Taxes Received: General Fund & Local Option Levy**	**$2,380,583**
$5,351,424.77		*General Fund Year End Balance*	$4,876,680
$13,331.13		*Previous Taxes Received: General Fund, Local Option Levy & Expired Debt Fund*	$20,000
$140,880.75		*General Fund Interest Earned*	$78,027
$0.00		*Grants & Donations*	$26,893
$52,973.81		*Ambulance Revenue*	$58,000
$1,146.51		*Surplus Sales (Building, Equipment, Vehicle, etc.)*	$0
$0.00		*Rent Income*	$0
$18,170.01		*Misc Income*	$20,000
$70,544.56		*Conflagration Income*	$10,000
$5,648,471.54	**111.0%**		**$5,089,600**
$7,934,766.25	**106.2%**	**TOTAL GENERAL RESOURCES**	**$7,470,183**

		GENERAL (Debt) FUND	
$0.00	**0.0%**	**Beginning Transfer Fund Balance**	**$0**
$2.88		*Previous Taxes Received (Expired Debt)*	
$2.88	**100.0%**	**Total Other Income**	**$0**
$2.88	**0.0%**	**TOTAL VEH/DEBT RESOURCES**	**$0**

MONTH ENDING BALANCES

	DESCRIPTION	
$1,249.66	*Petty Cash*	Acct # 1090
$80,710.12	*General Fund (Checking)*	Acct # 1010
$6,730,363.58	*General Fund (includes expired Debt)*	Acct# 1040
$0.00	*Less Invoices*	Acct# 3010
$6,812,323.36	General Fund (includes expired Debt)	
$1,421,756.23	Vehicle Fund	
$48,389.57	Bldg & Grnds	
$108,210.42	Tech & Communications	
$8,390,679.58	**TOTAL BALANCE**	

$0.00

DETAILED EXPENDITURE

ACTUAL FOR PERIOD ENDING 12/31/25	**FIRE DEPARTMENT**	ADOPTED 2024/25
	CAPITAL EXPENDITURE TOTAL BUDGET	**$ 135,500.00**

		Admin Capital Expenditures Acct# 8015	**$ 20,000.00**
$0.00		*TOTAL ADMIN CAPITAL BALANCE*	*$ 20,000.00*

		Fire Capital Expenditures Acct # 8020	**$ 57,400.00**
	7/26/2024	*Contingency Transfer: Resolution 2024-0726-R-B*	*$ 15,000.00*
	9/26/2024	*Contingency Transfer: Resolution 2024-0926-R-A*	*$ 6,200.00*
$21,646.55	9/16/2024	843 Engine and A/C Repair (Peterson Trucks)	
$33,575.00	10/29/2024	Extrication Tools (M18 Volt 28 Inch Spreader, M18 Volt 7-3/4 Inch Brute Force C-Cutter, M18 Volt 40 Inch Ram, Storm Surge Ram Base Extension Kit - Lifetime Warranty) (Elite Extrication & Equipment)	
$1,798.00	10/29/2024	Milwaukee M18 Fuel One-Key Lithium-Ion Brushless Cordless 9 Inch Cut Off Saw Kit: Sku 1004521719 (M/C The Home Depot)	
$1,040.00	10/29/2024	14" Circular Saw: S/N 195358906 (Sisters Rental)	
$1,995.74	11/15/2024	TFT Low Profile Ball Intake Valve (M/C-LN Curtis)	
$60,055.29		*TOTAL FIRE CAPITAL BALANCE*	*$ 18,544.71*

		Ambulance Capital Expenditures Acct #8025	**$ -**
	7/26/2024	*Contingency Transfer: Resolution 2024-0726-R-B*	*$ 5,000.00*
	9/26/2024	*Contingency Transfer: Resolution 2024-0926-R-A*	*$ 22,800.00*
$3,225.92	7/31/2024	871 Repairs (Wright Auto)	
$24,534.81	8/30/2024	872 Repairs (Ford of Bend)	
$27,760.73		*TOTAL AMBULANCE CAPITAL BALANCE*	*$ 39.27*

		Building Capital Expenditures Acct #8010	**$ 9,100.00**
$597.00	12/30/2024	GM172 Toilets (Ellison)	
$597.00		*TOTAL BUILDING CAPITAL BALANCE*	*$8,503.00*

$88,413.02	**TOTAL CAPITAL EXPENDITURES**	1/20/2025
	34.75% BALANCE REMAINING	**$47,086.98**

Black Butte RFPD

Purchases Journal

December 2024 Invoices

Date	Invoice No.	Vendor	Name	Reference	Original Inv Amount
12/01/24	HRA VEBA DEC 2	HRAVEBA		Employee Benefit	2100.00
12/10/24	DUES 2025	BBRA	Black Butte Ranch Corp	Sewer & Water	2622.00
12/10/24	095933-11/30/24	BBRC	Black Butte Ranch Corp.	Postage	7.00
12/10/24	095931-11/30/24	BBRC	Black Butte Ranch Corp.	Repairs to Wellhouse	1225.00
12/10/24	57291	BROKENTOP	Tyler Ottesen	GM172 Repairs	125.00
12/10/24	6151	BULLSEYE	Bullseye Carpet & Upholstery	GM172 Carpets	390.00
12/10/24	5608618104-11/25/	CEC	Central Electric Co op	GM172 Electricity	177.36
12/10/24	5612230100-11/25/	CEC	Central Electric Co op	Station Electricty	546.65
12/10/24	S0936671	COCC	Central Ore.Com. College	CPC Credit	40.00
12/10/24	1533619	LIFEASSIST	Life-Assist, Inc.	Medical Supplies	399.53
12/10/24	1533618	LIFEASSIST	Life-Assist, Inc.	Medical Supplies	73.00
12/10/24	71419 & 71420	LGLG	Local Governement Law Group	Labor & Personnel	826.50
12/10/24	396344548001	ODP	ODP Business Solutions, LLC	Office Supplies	59.53
12/10/24	61884440	OXARC	Oxarc Inc	Medical Supplies	190.52
12/10/24	PO 7139	VOHS	Jamie Vohs	X-mas Decorations	79.96
12/11/24	316927	STAUB	Ed Staub & Sons	Fuel	243.78
12/11/24	JANUARY 2025	SDISINS	SDIS	Employee Benefit	8854.50
12/11/24	791989	WCP	WCP Solutions	Bldg Supplies	121.70
12/11/24	791885	WCP	WCP Solutions	Bldg Supplies	63.83
12/11/24	20242331	SYSTEMS	Systems Design West, LLC	Ambulance Billing	77.11
12/11/24	12/13/24-1/12/25	TDS	TDS	TV,Internet & Cable	189.60
12/11/24	9225-12/11/24	MASTERCARD	Mastercard	Meals/Fuel	128.01
12/11/24	4442-12/11/24	MASTERCARD	Mastercard	Decorations/Floral	215.35
12/30/24	01TEAMS2025	TEAMS	Oregon Teamsters	Employee Benefit	10927.50
12/30/24	BROWN DEC 202	BROWNC	Carson Brown	Mileage	309.54
12/30/24	CREECH DEC 202	CREECH	Cameron Creech	Mileage	265.32
12/30/24	HEITSCHMIDT D	HEITSCHMIDT	Cade Heitschmidt	Mileage	385.92
12/30/24	HOBBS DEC 2024	HOBBS	Logan Hobbs	Mileage	265.32
12/30/24	JONES DEC 2024	JONESM	Madison Jones	Mileage	176.88
12/30/24	LOCHNER DEC 20	LOCHNER	Tony Lochner	Mileage	442.20
12/30/24	VRBATA DEC 202	VRBATA	Peter Vrbata	Mileage	442.20
12/30/24	461138	AFLAC	Aflac	Employee Deduction	368.47
12/30/24	917227	ALPINE	Alpine Internet	Webhosting	35.00
12/30/24	85331	BAXTER	Baxter Auto Parts	871 Oil & Filter	148.96
12/30/24	0539724	BENDTEL	BendTel	Local & Lng Distance	713.59
12/30/24	28560068000	BIMART	BI-MART CORPORATION	Laundry Soap	24.99
12/30/24	57334	BROKENTOP	Tyler Ottesen	Bay Door Repair	690.00
12/30/24	37030632	CANON	Canon Financial Services	Copier Lease	368.10
12/30/24	PO 7157	ELLISON	Jason Ellison	Work Shoes/Jacket	160.03
12/30/24	PO 7156	ELLISON	Jason Ellison	GM172 Toilets	597.00
12/30/24	287325673522X12/	FIRSTNET	AT&T Mobility	Ipad Data	360.36
12/30/24	711741	HOYT	Hoyt's Building	Shower Head	34.99
12/30/24	956502	LUTT	Ace Hardware	Broom & Other	33.97
12/30/24	403289409001	ODP	ODP Business Solutions, LLC	Office Supplies	50.32
12/30/24	INV38442	SEAWESTERN	SeaWestern	Holmatro	1315.00
12/30/24	INV37935	SEAWESTERN	SeaWestern	Duty Pants	394.88
12/30/24	0038698-00	SIS RENTAL	Sisters Storage & Rental	Guide Bar	59.99
12/30/24	321785	STAUB	Ed Staub & Sons	Fuel	329.40

Black Butte RFPD

Purchases Journal

December 2024 Invoices

Date	Invoice No.	Vendor	Name	Reference	Original Inv Amount
12/30/24	11790398	STAUB	Ed Staub & Sons	Propane	821.82
12/30/24	UNION DUES	LINKER	Matt Linker	Reimburse	180.50
12/30/24	PO 7152	VOHS	Jamie Vohs	Brunch	130.17
12/30/24	793941	WCP	WCP Solutions	Bldg Supplies	153.82
12/30/24	792830	WCP	WCP Solutions	Bldg Supplies	27.64
12/30/24	793758	WCP	WCP Solutions	Bldg Supplies	51.00
12/30/24	793757	WCP	WCP Solutions	Bldg Supplies	219.91
12/31/24	JE 12/31/24	SUPPORT	Deptartment of Justice	Employee Deduction	164.00
12/31/24	12UNIONDUES20	UNION	International Teamsters	Employee Deduction	305.00
12/31/24	OSGP 12/31/24	OSGP	ING-STATE OF OREGON PL	Employee Deduction	15031.94
12/31/24	PERS 12/31/24	PERS	PERS	Employee Benefit	21417.46
12/31/24	PLO 12/31/24	PFMLI	Oregon Department of Revenue	Employee Deduction	474.56
12/31/24	STT DEC 2024	OREGONSTT	Oregon Department of Revenue	Employee Deduction	70.14
12/31/24	9225-12/31/24	MASTERCARD	Mastercard	Traps	18.57
12/31/24	6167-12/31/24	MASTERCARD	Mastercard	Canva, Travel	204.60
12/31/24	4442-12/31/24	MASTERCARD	Mastercard	Kitchen,Brunch,Zoom	1237.77
			Report Total		78164.76

MONTH	Fire	EMS	Other	Move-up	2024 Monthly	2024 Total	2023 Monthly	2023 Total	2022 Monthly	2022 Total	2021 Monthly	2021 Total	Ground Transports	Air Transports	Auto Aid Given	Duty Officer Response	Move up call's	8PC's
JANUARY	1	11	21	4	37	**37**	31	**31**	24	**24**	31	**31**	3	0	10	0	4	1
FEBRUARY	2	15	14	3	34	**71**	22	**53**	23	**47**	16	**47**	7	1	3	0	0	2
MARCH	1	17	18	5	41	**112**	25	**78**	23	**70**	26	**73**	7	1	11	1	0	0
APRIL	2	7	11	0	20	**132**	26	**104**	22	**92**	30	**103**	3	0	6	3	0	0
MAY	4	8	12	0	24	**156**	41	**145**	26	**118**	21	**124**	5	0	3	3	0	1
JUNE	6	29	15	5	55	**211**	42	**187**	33	**151**	38	**162**	17	1	11	5	2	1
JULY	2	35	25	7	69	**280**	75	**262**	52	**203**	65	**227**	13	1	10	3	0	1
AUGUST	5	29	21	7	62	**342**	60	**322**	39	**242**	32	**259**	16	0	9	4	0	0
SEPTEMBER	3	14	16	6	39	**381**	37	**359**	27	**269**	32	**291**	8	1	8	6	2	0
OCTOBER	2	9	20	3	34	**415**	31	**390**	28	**297**	13	**304**	5	0	6	3	0	0
NOVEMBER	1	9	9	4	23	**438**	17	**407**	21	**318**	21	**325**	2	0	9	1	0	0
DECEMBER	0	18	16	8	42	**480**	30	**437**	26	**344**	39	**364**	9	3	10	4	2	2

January 23rd, 2025
Policy Review and Adoption Notes

Policy 2-1-4 Fire Chief (Job Description)

- Completely revised and updated

Policy 2-1-5 Deputy Chief (Job Description)

- Change the number from 2-1-4 to 2-1-5 for re-alignment.
- Changed page count format from “X” to “X of X”.
- No other changes.

Policy 2-1-6 Executive Assistant (Job Description)

- Change the number from 2-1-3 to 2-1-6 for re-alignment.
- Change the Title from “Administrative Assistant” to “Executive Assistant.”
- Changed the Salary Range from the old amounts to the current fiscal year amounts, which include the partial wage adjustment that will take place in January 2025.
- Changed page count format from “X” to “X of X”.
- Grammar and sentence structure changes
- Changed the overall wording and structure to be more efficient and remove duplicative items without losing key duties and responsibilities.
- Updated to include current and actual areas of responsibility.

Policy 2-1-7 Fire Captain / EMT Paramedic (Job Description)

- Changed the number from 2-1-1 to 2-1-7 for re-alignment.
- Changed the “Adopted” date from 9/22/2022 to 5/24/2018 for consistency with other policies. (This particular one showed the most recent revision date here instead of the original adopted date)
- Changed page count format from “X” to “X of X”.
- No other changes.

Policy 2-1-8 Firefighter/Paramedic (Job Description)

- Changed the number from 2-1-2 to 2-1-8 for re-alignment.
- Changed page count format from “X” to “X of X”.
- No other changes.

Policy 2-1-10 (Internal-First Hiring Policy)

- New “Internal-First” Hiring Policy recommended for adoption
- This policy applies to all full-time vacancies within Black Butte Ranch RFPD, including leadership positions such as the Fire Chief. This policy applies only to positions not covered by the District’s civil service rules. (Fire Chief and Executive Assistant)
- Does not apply to part-time, seasonal, or temporary positions.
- This policy allows the fire chief to appoint an evaluation committee, which the Board of Directors will make up when considering the fire chief's position.
- Allows for an external process if no internal candidate meets the qualifications necessary for the position or if there is a desire to broaden the pool of candidates.

BLACK BUTTE RANCH RFPD
STANDARD OPERATING POLICY

Book 2: Administration **Chapter 1; Subject 4** **Code**: 2-1-4
Title: Fire Chief

Adopted: 01-23-2025
Revised: NA

Position Title:	Fire Chief
FLSA Status:	Exempt
Civil Service:	Exempt
Employment Status:	Full Time
2024/25 Monthly Salary:	$8,712.31 - $11,919.76

I. Position Summary:

The Fire Chief is the executive leader of the Black Butte Ranch RFPD and is responsible for overseeing all operations, personnel, and administrative functions of the department. This role involves strategic planning, budget management, emergency response leadership, public relations, and ensuring the safety and well-being of the community. The Fire Chief is expected to balance administrative duties and active engagement with emergency operations, embodying the core values of service, leadership, and integrity.

II. Essential Duties and Responsibilities:

A. Leadership & Management:

1. Serves as the department's chief executive, providing clear direction and vision for the fire and emergency services team.

2. Oversee and manage daily operations, ensuring adherence to department policies, procedures, and regulations.

3. Lead, mentor, and develop personnel, fostering a professional and collaborative work environment.

B. Emergency Response:

1. Assume Incident Command during large-scale or complex emergency incidents, ensuring effective management of resources and personnel.

2. Respond to fire, medical, and other emergency calls as necessary, serving as a resource and support to staff during incidents.

3. Ensure proper training and personnel readiness for various emergency situations, including fire suppression, EMS, and disaster response.

C. Administration:

1. Work collaboratively with the Executive Assistant to develop, implement, and manage the department's budget to ensure fiscal responsibility, resource efficiency, and alignment with organizational goals.

2. Prepare reports, grant applications, and other necessary documentation for the Board of Directors and other agencies.

3. Ensure the accurate maintenance and secure storage of department records, including personnel files, training records, incident reports, and other essential documentation.

D. Community Relations:

1. Represent the department in public forums, community events, and with strategic partners, maintaining a positive relationship with the community.

2. Lead public education and outreach efforts, including fire prevention, safety training, and other community engagement activities.

3. Serve as a liaison to other fire departments, agencies, and mutual aid partners in Deschutes County and beyond.

E. Planning & Development:

1. Develop and implement short-term and long-term strategic plans for the department, aligned with the goals of the Board of Directors.

2. Oversee the planning and execution of departmental programs, ensuring personnel are adequately prepared for all aspects of the department's responsibilities.

3. Monitor and evaluate the effectiveness of fire and EMS services, recommending improvements as needed.

F. Personnel & HR:

1. Oversee recruitment, hiring, promotion, and disciplinary actions for department personnel in accordance with department policies.

2. Conduct regular performance evaluations, providing constructive feedback, and setting goals for professional development.

3. Ensure the health, safety, and well-being of all department members and promote a culture of safety and accountability.

G. Safety & Risk Management:

1. Enforce safety protocols, procedures, and standards to reduce risks to personnel and the community.

2. Coordinate fire and life safety inspections and ensure compliance with local, state, and federal regulations.

3. Oversee the maintenance, readiness, and procurement of department equipment, apparatus, and facilities.

III. Qualifications:

A. Education & Experience:

1. An associate's or bachelor's degree in Fire Science, Public Administration, or a related field is required.

2. Minimum of 15 years of progressive fire service experience, with at least 10 years in a supervisory or command position.

3. Experience in a rural or small fire department setting is preferred.

B. Certifications:

1. Must possess an Oregon EMT certification (or higher).

2. Must hold a Fire Officer IV certification or equivalent or be able to obtain it within 1 year of hire.

3. Must be Task Force Leader or above qualified.

4. Possession of ICS (Incident Command System) training and National Incident Management System (NIMS) compliance.

5. Additional certifications (e.g., Fire Instructor, Fire Investigator, Wildland Firefighter, Blue Card) are preferred but not required.

C. Knowledge, Skills, and Abilities:

1. Strong leadership and interpersonal skills, with the ability to inspire, mentor, and lead a diverse team.

2. Thorough knowledge of fire suppression, emergency medical services, and fire prevention techniques.

3. Solid understanding of budgeting, financial management, and strategic planning.

4. Ability to communicate effectively, verbally and in writing, with the public, the Board, and department personnel.

5. Familiarity with local, state, and federal fire safety codes, regulations, and best practices.

6. Ability to work collaboratively with community partners, neighboring fire departments, and local agencies.

IV. Working Conditions:

A. Ability to work in a combination of office and field environments, including responding to emergency incidents in potentially hazardous conditions.

B. Must be physically capable of performing firefighting and emergency medical duties, including lifting, climbing, and operating in extreme temperatures and stressful situations.

C. Must be able to work flexible hours, including nights, weekends, and holidays, as well as be on-call for emergencies.

V. Summary:

The Fire Chief of Black Butte Ranch RFPD is a dynamic leader who combines executive management, operational oversight, and emergency response responsibilities. This position requires extensive experience, strong interpersonal skills, and a commitment to public service and community safety. The Fire Chief must demonstrate expertise in fire suppression, EMS, strategic planning, and fiscal management while fostering a culture of professionalism, competence, respect, compassion, and integrity within the department.

BLACK BUTTE RANCH RFPD
STANDARD OPERATING POLICY

Book 2: Administration **Chapter 1; Subject 5** **Code**: 2-1-5
Title: Deputy Fire Chief

Adopted: 1/27/2022

Revised: 2/24/2022
Revised: 1/23/2025

I. POSITION SUMMARY

Performs a variety of supervisory, technical, and administrative work in the supervision and administration of fire suppression, emergency medical service, hazardous materials, fire prevention, and training activities of the fire department. Is second in command of the fire district and assists the Fire Chief in general aspects of the management and command of the district as well as specific areas of responsibility that include, but are not limited to; operations, training, and personnel management.

II. SUPERVISION RECEIVED/EXERCISED

The Deputy Chief works under the general guidance and direction of the Fire Chief and exercises supervision over department personnel directly or through subordinate personnel.

III. ESSENTIAL DUTIES & RESPONSIBILITIES

- Supervises and coordinates the activities of company officers in the delivery of fire suppression and emergency medical operations; the planning and implementation of training; and the planning and implementation of incident command procedures.
- Assists the Fire Chief in the strategic planning and goal setting for the departmental long-range operational needs with respect to equipment, apparatus, training, and personnel; supervises the implementation of such plans.
- Assists the Fire Chief in the establishment of policies and procedures for the District in order to implement directives from the Board of Directors.
- Assists the Fire Chief in the formulation, issuance, and enforcement of departmental rules, regulations, and procedures in accordance with applicable District policies for all department members; assists with grievances, maintains departmental discipline and the general conduct of assigned personnel to the standards set forth by the Fire Chief and

Board of Directors; assists in labor/management meetings with union representatives regarding department matters; assists with applicable contract negotiations.

- Assists the Fire Chief in coordinating the preparation and presentation of the annual department budget; the expenditures of departmental appropriations; and the evaluation and recommendation for the purchase of new equipment and supplies.

- Assists the Fire Chief in coordinating monthly reports to the Board of Directors regarding the department's activities, as well as a variety of other reports as appropriate or assigned, including the annual report of activities.

- Attends schools, conferences, and other meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state, and other meetings.

- Performs the duties of the Fire Chief in his/her absence; responds to alarms and may direct activities at the scene of incidents or perform the work of subordinate personnel as required.

- Performs other duties as assigned.

IV. MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE

Associate's degree or higher from an accredited college.

Eight (8) years of experience in the fire service with a minimum of the last five (5) being at the company officer level or,

Eight (8) years of experience in the fire service with five (5) years *(three (3) years as a Firefighter/Paramedic/Engine Boss and two (2) years as a Captain/Paramedic/Engine Boss)* at the career level with Black Butte Ranch RFPD.

Oregon Certified Emergency Medical Technician or ability to obtain within six (6) months.

NFPA Certified Fire Officer 1 or higher

Strike Team/Task Force Leader qualified or higher

NFPA Certified Driver

NIMS Compliant to ICS-400

Hazardous Materials "On-Scene Incident Commander"

Maintain current and valid Class C Oregon Driver's License

(Other equivalent certification or experience will be considered)

V. KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service; considerable knowledge of fire suppression and prevention principles, procedures, techniques, and equipment; considerable knowledge of fire and EMS training rules, regulations and requirements; considerable knowledge of fire and EMS practices, techniques, and application; considerable knowledge of other agency operations and protocols.
- Thorough knowledge of wildland and wildland/urban interface firefighting techniques
- Skill in the operation of standard fire service and EMS tools, equipment, and apparatus.
- Must conduct him/herself with a high degree of integrity and in a manner that will bring credit to the fire district; must have the ability to be both a team player and a team leader.
- Must be able to develop and organize instructional materials; ability to instruct effectively, maintain discipline, stimulate interest and command the respect of all staff, volunteers, and students.
- Must be able to utilize various types of visual aids, office equipment, computers, and computer applications effectively.
- Ability to analyze the effectiveness of departmental operations, to diagnose problems, and to correlate department activities with changing conditions within the community; ability to train and supervise subordinate personnel in the duties of their position; ability to apply standard firefighting and emergency medical techniques to specific situations; ability to act effectively and within the districts best interest in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Must be available to respond to alarms and other department business off duty and assume duty officer status on a regular basis.
- Must be physically fit for fire service and EMS activities, emergency response, and be able to pass and maintain fitness standards as determined by the District.

VI. DESIRABLE QUALIFICATIONS

NFPA Fire Officer 2 or higher, NFPA Instructor 2 or higher, NFPA Aerial Operator, NFPA Pumper Operator, Previous positive experience at the Battalion Chief Level or higher. National Fire Academy Executive Fire Officer Certification. Bachelor's degree from an accredited college or university with an emphasis on business or other fire and EMS management-related skills. Blue Card Certified.

VII. WORKING CONDITIONS

Work is predominately performed in an office setting. Occasionally, work is performed in emergency and stressful situations and the employee may be exposed to hazards associated with fighting fires and rendering emergency medical care, including smoke, noxious odors, fumes, chemicals, solvents, and oils. During these emergency situations, the employee works in outside weather conditions, including temperature extremes, during the day and night.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually quiet, except during certain firefighting or EMS activities when levels may be loud.

VIII. RESIDENCY REQUIREMENT

Residency shall be within a reasonable distance of the district

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This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the functions or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

_____ _____

Rodger Gabrielson Date
Board President

BLACK BUTTE RANCH RFPD
STANDARD OPERATING POLICY

Book 2: Administration **Chapter 1; Subject 6** **Code**: 2-1-6
Title: Executive Assistant

Adopted: 04-28-2005
Revised: 07-28-2011 | 10-25-2012 | 11-29-2018 | 01-23-2025

Position Title: Executive Assistant
FLSA Status: Non-Exempt
Civil Service: Exempt
2024/25 Monthly Salary: $5,232.11 - $7,652.87

Summary

The Executive Assistant provides high-level administrative, financial, and operational support to the Fire Chief and District leadership. This position is vital in facilitating smooth workflows, maintaining records, and ensuring compliance with district policies and legal requirements.

Essential Duties and Responsibilities

- Serves as a key member of the administrative team, reporting to the Fire Chief and supporting senior staff.
- Provide direct administrative assistance to managers and facilitate interdepartmental workflows.
- Act as recording secretary for District Board meetings, preparing agendas, minutes, and public meeting notices.
- Manage correspondence, including processing and prioritizing incoming and outgoing mail for the Fire Chief.
- Respond to public inquiries, directing them to appropriate personnel as necessary.
- Maintain and improve office filing, record-keeping, and data management systems.
- Compile and analyze data for regular and periodic reports, including annual reports and audits.

- Schedule and coordinate meetings, events, and use of district facilities.
- Manage office supplies and maintain a clean, organized workspace.
- Oversee legal records, including board minutes, resolutions, and public notices.

Financial and Budgetary Responsibilities

- Maintain financial records, prepare reports, and monitor tax turnovers.
- Work collaboratively with the Fire Chief to develop, prepare, and manage the department's annual budget and monthly financial reports.
- Perform accounts payable, accounts receivable (including ambulance billing), and payroll processing.
- Reconcile general ledger accounts, monitor the LGIP account, and process transfers.
- Prepare grant and loan documentation, ensuring compliance with restrictions and reporting schedules.

Compliance and Reporting

- Ensure adherence to HIPAA, OSHA, and public meeting laws.
- Maintain personnel records, performance evaluations, and sensitive documentation.
- Assist with fixed asset tracking and year-end reporting.

Other Responsibilities

- Provide support for district events and special projects.
- Collaborate with external organizations, such as COCC, for tuition coordination and other initiatives.
- Cross-train on other administrative functions to ensure operational continuity.

Knowledge, Skills, and Abilities

Knowledge of:

- Public relations principles and departmental operations.
- Record-keeping, financial reporting, and accounting practices.
- HIPAA regulations and OSHA reporting requirements.
- Modern office equipment, software applications (such as Microsoft Office and Google Sheets/Docs), and filing systems.
- Knowledge of or an ability to learn accounting principles and standards, specifically fund accounting.
- Understanding of, or an ability to learn, accounting software.

Skills in:

- Administrative organization and multitasking.
- Written and verbal communication, including proofreading and editing.
- Data analysis and report preparation.
- Maintaining confidentiality and exercising discretion.
- Customer service and interpersonal interactions.

Abilities to:

- Coordinate schedules and meetings efficiently.
- Learn and apply district policies, procedures, and relevant laws.
- Adapt to evolving administrative processes and technologies.

Education and Experience

Preferred:

- Bachelor's degree in Public Administration, Business, or a related field.
- Training or experience in Human Resources and administrative software.

Minimum Required:

- Relevant experience sufficient to perform the essential duties listed.

Physical Requirements

This position requires standing, walking, lifting (up to 20 pounds occasionally), and repetitive motions. It is classified as light work.

Signature:

_____ _____

Rodger Gabrielson — Date
Board President

BLACK BUTTE RANCH RFPD
STANDARD OPERATING GUIDELINE

Book 2: Administration **Chapter 1; Subject 7** **Code**: 2-1-7
Title: Fire Captain / EMT Paramedic

Adopted: 5/24/2018

Revised: 5/24/2018
Revised: 9/22/2022
Revised: 1/23/2025

DEFINITION:

The fundamental reason for the existence of this classification is to perform supervisory and technical duties in the areas of fire suppression, emergency medical care at the level of Paramedic, emergency rescue, hazardous materials incidents, fire investigation, fire inspection, fire personnel training, and public education.

DISTINGUISHING CHARACTERISTICS:

This is a first-line supervisory, public safety classification in the Fire Department. Incumbents are expected to exercise a high degree of judgment and initiative while making critical fire and life safety-related decisions under high pressure and adverse conditions and are responsible for directing both emergency and non-emergency activities of a fire company.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided by the Deputy Chief. Responsibilities include direct supervision of Firefighters.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are considered essential for this job classification:

Respond to emergencies and calls for assistance as a company officer, supervising the performance and safety of assigned firefighting personnel and determining the necessity for additional resources at the scene of an emergency incident; direct firefighting and

rescue operations until relieved by a superior officer; supervise and participate in salvage and overhaul operations; respond to and take appropriate action at hazardous materials incidents; supervise and assist in the rendering of medical care at the level of Paramedic at an emergency incident; instruct and drill fire department personnel in assigned duties, including firefighting, medical care, hazardous materials response, fire prevention, and related subjects; plan, supervise and execute work assignments of fire personnel in an assigned company; identify the training needs of company personnel and provide or see that the necessary training is provided; direct the frequent inspection of equipment and apparatus to assure proper functioning; supervise, train, and evaluate subordinates; plan, schedule, supervise and participate in the inspection of buildings, residences and installations for fire hazards and fire safety systems as required by State laws and for pre-fire planning purposes; conduct station tours, participate in demonstrations of equipment and techniques, and make educational presentations to members of the public; direct the cleaning and maintenance of quarters, equipment and apparatus at a fire station; prepare reports related to assigned activities; and maintain maps and records.

ADDITIONAL DUTIES:

In addition to the duties listed in the Essential Duties section, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

Perform a wide variety of general staff work as assigned; assist in coordinating the maintenance and repair of the fire suppression equipment and facilities such as apparatus, support equipment, and fire stations; obtain and otherwise preserve evidence at an emergency scene; participate in department meetings as assigned; observe and report violations of laws and ordinances; conduct safety meetings; coordinate activities with those of other fire companies; inspect personnel to ensure compliance with department standards concerning uniforms, emergency gear, tools and equipment, grooming and other related items; receive and process reports from the public, and perform related duties as assigned.

WORKING CONDITIONS

Incumbents in this classification work 48/96-hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

During a shift, Fire Captains are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations. While performing many emergency-related duties, a Fire Captain is required to wear protective gear, carry appropriate tools, and wear a self-contained breathing apparatus while performing many of the emergency-related duties. Incumbents are exposed to various weather conditions and must tolerate very hot and very cold

temperatures. While performing emergency aid, Fire Captains may lift and carry victims and move equipment requiring the use of stomach and back muscles. Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment. The tools used by Fire Captains require precise arm-hand positioning and movements, such as when operating a chainsaw or using emergency medical rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously. Emergency situations may require incumbents to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights, including rooftops or on ladders.

In daily activities at a station assignment, incumbents operate office equipment requiring repetitive arm/hand movements, such as when they enter data into a terminal, district computer, or keyboard device. To keep abreast of developments in their field, incumbents must be able to learn in a classroom setting and through observation and oral instruction in an on-the-job training setting. In both emergency and non-emergency situations, while performing supervisory responsibilities, incumbents review or check the work product of others.

MINIMUM QUALIFICATIONS:

Knowledge of: Principles, practices, methods, and techniques of modern firefighting and protection of lives and property; rules, regulations, and operational procedures of the Fire Department; emergency medical care and CPR; principles of supervision, training, and performance evaluation; ability to learn local geography, including the location of water mains and hydrants and the major fire hazards of the District; firefighting equipment and apparatus functions and repair techniques.

Ability to: Make effective use of personnel, equipment, and apparatus in emergency situations; provide emergency medical care at the level of EMT – Paramedic; operate apparatus and equipment used in modern firefighting and emergency medical response activities; communicate clearly and concisely, orally and in writing, with individuals, and in group settings; establish and maintain cooperative working relationships with those contacted in the course of work under both regular business and adverse conditions; supervise, train and evaluate assigned staff; comprehend and make inferences from written material; read and interpret maps; effectively resolve work-related problems; and conduct preliminary fact-finding inspections and investigations, including gathering and preserving evidence.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be Experience- Four years of paid career fire suppression and prevention experience or Two years of paid career fire suppression and prevention experience and two years of experience as a Firefighter with Black Butte

Ranch RFPD. Education – */**Associates of Applied Science degree in Firefighting and/or EMS.

LICENSE OR CERTIFICATE:

Possess and maintain throughout employment a valid Class C or higher level Oregon Drivers License.

Possess and maintain current Oregon State EMT-Paramedic or National Registry Emergency Medical Technician Paramedic with the ability to secure and maintain reciprocity as an Oregon State Paramedic.

A current "Cardiopulmonary Resuscitation" card is required and must be maintained throughout employment.

Certified in: NFPA Firefighter 1 or equivalent, NFPA Pumper Operator, *NFPA Aerial Apparatus Operator, NWCG "Engine Boss," NFPA Instructor 1, NFPA Hazardous Materials Awareness and Operations or NFPA Hazmat First Responder Operations.

DESIRED QUALIFICATIONS:

An Associates Degree or higher in firefighting or EMS.

NFPA Fire Officer 1 or equivalent.

NFPA Hazardous Materials Incident Command

NWCG Strike Team Leader/Task Force Leader.

PROBATIONARY CERTIFICATION REQUIREMENTS:

Those not holding certification in the following areas must complete the training for these requirements and have made acceptable progress toward task book completion by the end of the probationary period:

**NFPA Fire Officer 1.
**NFPA Hazardous Materials Incident Command.

_____ _____

Rodger Gabrielson Date
Board President

BLACK BUTTE RANCH RFPD
STANDARD OPERATING GUIDELINE

Book 2: Administration **Chapter 1; Subject 8** **Code**: 2-1-8
Title: Firefighter / EMT Paramedic

Adopted: 9/25/2008

Revised: 6/13/2018
Revised: 3/24/2022
Revised: 1/23/2025

DEFINITION:

The fundamental reason for the existence of this classification is to participate in fire suppression, prevention, and rescue activities in protecting life, property, and the environment, and to provide emergency medical care to the sick and injured at the level of EMT-Paramedic.

DISTINGUISHING CHARACTERISTICS:

The Firefighter position is distinguished from the Fire Captain position in that Firefighters do not normally directly supervise subordinate personnel. Incumbents are expected to successfully complete a comprehensive firefighter training program. Firefighters are expected to perform the full range of fire suppression, safety, and prevention duties.

SUPERVISION RECEIVED AND EXERCISED:

Immediate supervision is provided by the Fire Captain. General supervision may be provided by other management personnel of the Fire Department. Individuals are periodically evaluated by supervisors regarding their progress in skill development and other work-related elements of the job, both during and after completion of the initial probationary employment period. Incumbents may be required to indirectly supervise the performance of newly assigned personnel and student firefighters.

EXAMPLES OF DUTIES:

Essential Duties:

The following duties are considered essential for this job classification:

- Drive and operate all fire apparatus and equipment;
- Respond to rescue calls as part of an engine company and administer medical care; operate a variety of tools and equipment related to fire suppression, rescue, and hazardous materials emergency activities;
- Serve as a hose operator in fire fighting situations including laying hose lines, pulling working lines, holding the nozzle to direct the stream of water on the fire, placing, raising, lowering, and climbing ladders, and assisting in overhaul and salvage operations;
- Inspect and perform routine maintenance on rescue equipment, fire apparatus, hydrants, hoses, and other support equipment; participate in continuous training in fire suppression, prevention, and inspection through both simulated and on-the-job exercises;
- Operate engine pumping equipment;
- Inspect commercial, residential and other occupancies for fire hazards and compliance with fire prevention codes and ordinances;
- Conduct fire prevention inspection and education programs; operate communication equipment;
- Provide emergency medical care at the level of EMT – Paramedic;
- Learn and study Fire Department rules and regulations, fire hazards and firefighting techniques, and related subjects.

Additional Duties & Abilities

In addition to the duties listed in the Essential Duties section, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Prepare reports with respect to work operations;
- Maintain and update department maps, run cards, and equipment records;
- Receive and process reports from citizens;
- Clean and maintain station quarters;
- Serve as "Acting in Charge" (AIC) in Captain's absence;
- Learn rules, regulations, and operational procedures of the Fire Department;
- Learn firefighting methods and techniques;
- Learn hazardous material first responder operational level methods and techniques;
- Demonstrate a high degree of mechanical aptitude;
- Learn the operating and mechanical principles of fire apparatus and equipment;
- Learn to drive and operate effectively and safely the full range of fire apparatus and equipment used by the District;
- Learn to perform field calculations of hydraulics for the proper and effective operation of equipment;
- Learn the operation of firefighting equipment;
- Learn the street location and physical layout of the District and major traffic and fire hazards;
- Think and act quickly in emergencies;

- Work effectively as a member of a team;
- Understand and follow oral and written directions promptly and accurately;
- Communicate orally effectively to individuals or in a group setting;
- Learn through structured lectures in a classroom setting and through oral instruction in an on-the-job setting;
- Comprehend and make inferences from written material;
- Learn to operate and enter data into a computer terminal, District computer, or keyboard device;
- Produce written documents using proper grammar and punctuation;
- Deal courteously and effectively with the public;
- Establish and maintain cooperative relationships with those contacted in the course of work;
- Learn to instruct in a classroom setting.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- Valid Oregon Driver's License
- Associates Degree
- Possess and maintain an Oregon State EMT-Paramedic License or National Registry EMT-Paramedic with the ability to secure and maintain reciprocity as an Oregon State Paramedic
- Current Cardiopulmonary Resuscitation "CRP" certification is required and must be maintained throughout employment
- Certification or equivalency at the level of NWCG Wildland Firefighter 2 (WFF2), NFPA Firefighter 1, and NFPA Driver at the time of hire

DESIRED QUALIFICATIONS:

- An Associates Degree or higher specifically in Firefighting and/or EMS
- Possess NWCG or equivalent Wildland Operator
- NFPA or equivalent Pumper Operator
- NFPA or equivalent Aerial Apparatus Operator
- Fire Fighters should, at the earliest possible time, become certified to the level of NFPA Instructor 1 or equivalent and NWCG or equivalent Single Resource Boss/Engine
- NFPA or equivalent Hazardous Materials Awareness
- NFPA or equivalent Hazardous Materials Operations
- NFPA or equivalent Hazardous Materials Incident Commander
- NIMS ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800
- Blue Card certified

WORKING CONDITIONS

Incumbents in this classification are required to work 48-hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

A Firefighter is required to wear protective gear, carry appropriate tools, and wear a self-contained breathing apparatus, while performing many of the emergency-related duties. Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures. While performing emergency aid, a Firefighter may lift and carry victims and move equipment requiring the use of stomach and back muscles. Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment. The tools used by a Firefighter require precise arm-hand positioning and movements, such as when operating a chainsaw or using emergency medical rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously. Emergency situations may require incumbents to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including rooftops or on ladders.

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Rodger Gabrielson Date

BLACK BUTTE RANCH RFPD
STANDARD OPERATING POLICY

Book 2: Administration **Chapter 1; Subject 10** **Code**: 2-1-10
Title: Internal-First Hiring Policy

Adopted: 1-23-2025
Revised: NA

Purpose:

This policy aims to establish a fair and consistent hiring procedure that prioritizes qualified internal candidates for open positions before considering external candidates. It also aims to encourage career development within the department and recognize the experience and skills of current staff.

Scope:

This policy applies to all full-time vacancies within Black Butte Ranch RFPD, including leadership positions such as the Fire Chief. This policy applies only to positions not covered by the District's civil service rules.

Policy Statement:

When a vacancy arises, the department will first evaluate internal candidates for suitability based on qualifications, experience, and performance. If no internal candidate meets the established criteria, the position will be publicly advertised to external applicants.

Procedures:

1. **Internal Review Process**:
    - When a position becomes vacant, the department will conduct an internal review to identify potential candidates among current employees.
    - A 21-day internal review period will be initiated to allow qualified employees to express interest in the position by submitting a letter of intent and any supporting documentation.

2. **Evaluation of Internal Candidates**:

    - Internal candidates will be evaluated based on qualifications, experience, job performance, and fit for the vacant position.
    - An evaluation committee, appointed by the Fire Chief or designee, will conduct assessments. These may include interviews, performance reviews, and reference checks. The evaluation committee for the fire chief position shall be made up of the Board of Directors.

3. **Decision to Advertise Externally**:

    - If the evaluation committee or the Board of Directors determines that no internal candidate meets the qualifications for the position or that there is a desire to broaden the pool of candidates, the decision to advertise the position externally will be made.
    - The decision and rationale for either selecting an internal candidate or advertising externally will be documented and communicated to the board during a public session.

4. **Public Advertisement (if applicable)**:

    - If an external search is necessary, the department will follow the standard public advertising and recruitment procedures, ensuring transparency and equal opportunity for all applicants.

Related Documents:

- Job Descriptions
- Interview Guidelines
- Candidate Evaluation Forms

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Rodger Gabrielson Date
Board President