



CROOKED RIVER RANCH FIRE & RESCUE

6971 SW Shad Road, Crooked River Ranch, OR 97760
Phone: (541) 923-6776 | Fax: (541) 923-5247
www.crrfire.org

Notice of Board Workshop

The Crooked River Ranch Rural Fire Protection District Board of Directors will hold a Board Workshop on Tuesday, July 13, 2021 @ 6:30 pm. The Board Workshop will be held at the fire station at 6971 SW Shad Rd. Crooked River Ranch, OR. This meeting is accessible to people with disabilities and will be recorded.

Please note that per Oregon State guidelines for protection of COVID-19, all individuals who have not been vaccinated will be required to wear a mask inside the Station. If you have been vaccinated, there is no need to wear a mask.

Board of Directors

Brad Pahl, President (Position 1)
Jeff Green, Vice President (Position 3)
Barbara Oakley, Secretary (Position 4)
Kay Norberg, Treasurer (Position 2)
Mark W. Wilson, Director (Position 5)

District Staff

Fire Chief, Harry Ward
Asst. Fire Chief, Sean Hartley
Administrative Assistant, Dana Schulke

Board Workshop Agenda

1. Call to Order - Director Pahl
 - 1.1. Roll Call by Director Oakley
 2. Review/Discussion of Board Policies, 16.01(Electronic Mail), 19.01 (Land, Facilities and Equipment Use), 21.01 (Confidentiality), 23.01 (Social Media), 25.01 (Whistleblower Protection) and 26.01 (Schedule of Fees) – Director Pahl
 3. Discussion of proposed process for paying all invoices online – Director Green
 4. Adjournment – Director Pahl
-

CROOKED RIVER RANCH FIRE & RESCUE
BOARD POLICY – EMAIL
(16.01)

ADOPTED: 5/18/2017
CREATED: 2/25/2016

ELECTRONIC MAIL (E-MAIL) POLICY

A. POLICY:

This policy will define email use within the District. Electronic mail shall be used appropriately in carrying out the business operations of the District.

1. Electronic mail (E-Mail) is a District resource and is provided as a business communications tool. E-mail is subject to the public record and retention requirements established by the State of Oregon. Employees should have no expectation of privacy in their use of electronic mail.
2. Public / Private Access
 - A. The District reserves the right to monitor E-mail messages and to access employee E-mail.
 - B. No employee shall read E-mail received by another employee when there is no business purpose for doing so.
 - C. No employee shall send E-mail under another employees' name without authorization.
 - D. No employee shall change any portion of a previously sent E-mail message without authorization.
3. Appropriate Use
 - A. E-mail shall be used for business matters related to the business activities of the District and as a means to support the District by providing services that are efficient, complete, accurate and timely.
 - B. Personal use of E-Mail is limited and subject to the same guidelines as given for usage of computers and Internet as stated in paragraphs four and five of the Oregon Government Standards and Practices Commission adopted Advisory Opinion No. 98A-1003.

C. E-mail shall not be used for personal gain, outside business activities, political activity, fund-raising, or charitable activity not sponsored by the District.

4. Filing and Retention

A. The District's policy is to provide for efficient retention of E-mail communications. E-mail communications are considered public records and retention and disposition of public records is authorized by the District Records Retention Schedule as transmitted by the Oregon State Archivist May 12, 1992 and as may be updated from time-to-time.

B. When appropriate, E-mail messages may be filed with program records and assume the same retention as the records they are filed with. When E-mail records do not relate obviously or directly to a program, they may be filed as correspondence. When they are filed as correspondence, the retentions are contained in the District Records Retention Schedule.

C. Some E-mail systems enable users to enclose or attach records to messages. These enclosed or attached records need to be filed according to their function and content, and they will assume the retention of the records they are filed with.

D. The District's E-mail system does not meet the State records requirements as a records retention system.

E. Before leaving the District's employment, the departing employee will review all E-mail documents to determine what should be retained. Employee or supervisor shall delete unnecessary files. Employee or supervisor will save necessary file records in the employee's directories.

CROOKED RIVER RANCH FIRE & RESCUE
BOARD POLICY – LAND, FACILITIES AND EQUIPMENT USE
(19.01)

ADOPTED: 5/18/2017
REVISED: 9/9/2016
SUPERSEDES: 9/20/2012, 3/15/12

LAND, FACILITIES AND EQUIPMENT USE

PURPOSE:

To extend the life and honor the public investment in the District's land, facilities and equipment, and any use of assets should support the public safety functions of the District. In the case of an emergency, any function may be terminated and non-essential personnel asked to leave.

A. AUTHORIZED USE OF THE BUILDING

- Fire, rescue and medical operations
- Endorsement of fire code rules and regulations
- Public safety planning, training and education
- Maintenance and storage of District equipment
- Residential use for District paid, student and volunteer staff
- Administration and District business
- Governance activities conducted by District elected officials and their designees
- Activities conducted by the District Volunteers that support the District mission
- Limited public events and activities that support the District mission
- Activities conducted by partner public safety agencies that support the mission of the District.

B. UNANTICIPATED USE/ADMINISTRATION

The District Board of Directors are solely responsible for the adoption of the asset policy. The District Board of Directors may authorize by formal vote activities that are not anticipated by the above-listed uses as long as those uses are consistent with the intent of this policy. The District Fire Chief or his or her designee shall have responsibility for administration of this policy. Should a situation present itself that, in District Fire Chief's judgment, not be addressable in a timely manner, the Fire Chief may authorize a use not listed above but

consistent with the intent of this policy. The subject use shall then be presented at the next scheduled Board of Director's meeting for consideration of ratification.

C. INSURANCE

Anyone utilizing the District's facilities must provide the Office Administrator with current general liability insurance prior to the event that will be on the District's property. The minimum amount of general liability insurance will be \$1,000,000. All use of the District's parking lots must be approved by the Fire Chief, and or Board of Director's 30 days prior to the day of event.

CROOKED RIVER RANCH FIRE & RESCUE
BOARD POLICY – CONFIDENTIALITY
(21.01)

APPROVED: 5/18/2017
CREATED: 2/8/2016

CONFIDENTIALITY

PURPOSE:

This policy will ensure that the operations, activities and business affairs of the District and its constituents are kept confidential to the greatest possible extent.

A. THE DISTRICT AND IT'S RESIDENTS/PATIENTS

At the District, all personnel have access to highly confidential information about the District's residents and or patients of the District. Our residents and patients trust us with their confidential information. The District will follow all HIPPA regulations and maintain compliance to avoid costly penalties.

No District records or information including, without limitation, documents, files, records, computer files, and similar materials may be removed from the District's facility without permission from the Fire Chief and or Board of Directors, except in the ordinary course of performing duties on behalf of the District. Additionally, the contents of the District's organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This probation also applies to items posted in a blog or website.

B. EMPLOYEE RECORDS

The District will safeguard personal employee information it its possession to ensure the confidentiality of the information. Additional the District will only collect personal information this is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the District includes employee names, addresses, telephone numbers, e-mail address, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependent personal information and school/college or certification credentials.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in a locked and secure records area, and/or through a secure human resources software program, or network. Participants in the District's benefit plans should be aware that personal information will be shared with plan providers as

required for their claims handling or record keeping needs. This guideline applies to all District employees. If an employee becomes aware of a breach in maintaining confidentiality of his or her personal information, or is aware of an HIPPA violations, the employee should report the incident to the Fire Chief.

C. CORRECTIVE ACTION

Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

CROOKED RIVER RANCH FIRE & RESCUE
BOARD POLICY – SOCIAL MEDIA
(23.01)

APPROVED: 5/18/2017
CREATED 6/22/16,
REVISED 10/17/16

SOCIAL MEDIA/NETWORKING

PURPOSE:

To establish procedures and guidelines for the use of social networking sites, blogs and on-line forums, web and other media. Use of social media presents certain risks and carries responsibilities. This policy applies to all District Board of Directors, Staff, Volunteers and Students. All members of the District are expected to comply with the guidelines set forth in the policy.

POLICY:

When engaging in the use of social media, employees and volunteers shall conduct themselves in professional manner consistent with the District's Values and Expectations. Only designated staff shall use the District's social media for business purposes.

A. AUTHORITY & RESPONSIBILITY:

The interpretation and administration of this policy shall primarily be the responsibility of the Fire Chief or his/her designee. All employees and volunteers are expected to comply with the guidelines set forth herein. All supervisors are responsible to ensure that the conduct, actions, and behavior of their reports fall within the guidelines set forth in this policy.

B. DEFINITIONS

- Social Media: A broad spectrum of internet websites including, but not limited to, Facebook, YouTube, Twitter, on-line forums, blogs and news media website comment threads.
- Business Purposes: Use of social media as a means of communicating official information about the District, including incident information, emergency information and feature stories.
- Personal Use: On and off-duty use of social media by a District employee, including access on computers and smart phones.

C. OBJECTIVE

This policy is intended to provide guidance to the District's employees and volunteers on avoiding illegal or damaging actions, loss of trust from citizens and stakeholders, and compromised security related to the use of social media. It is not meant to hinder use of technology, photos and video for legitimate work-related purposes, nor hinder an employee's right to speak out on matters of public concern.

D. BUSINESS USE OF SOCIAL MEDIA FOR THE DISTRICT

- The District seeks to engage its citizens and stakeholders by using social media tools to promote its mission and keep the community informed on department issues and events.
- Only staff designated by the Fire Chief may use social networking web sites to conduct district business including: District activities, events and incidents; recruitment and hiring information; and calendars.
- Incident Photographs: Photos of an incident or related response operations taken by on-duty district employees or volunteers must be given to the administrative staff for archiving on the appropriate department computer drive. Incident photos may not be posted to any internet or social media website by anyone other than the authorized Social Media designee. In addition:
 1. All photos and video taken by on-duty employees or volunteers shall be done with appropriate discretion and regard for the potential emotional reaction of the victim/patient or the general public, and shall in no way intentionally cause potential liability to the department.
 2. All photos and videos posted to any internet or social media website must be in compliance with HIPAA Regulations regarding patient privacy, i.e., not showing a patient's face, license plate, or other identifying features.

E. PERSONAL USE OF SOCIAL MEDIA BY EMPLOYEES AND VOLUNTEERS

The District recognizes that many of its employees and volunteers regularly engage in social media and strongly encourages employees and volunteers to limit their use of personal social media to off-duty hours. Personal social media accounts should adhere to the following guidelines:

1. Never release confidential or HIPAA protected information.
2. Under no circumstances may an employee or volunteer post a photo or video of an emergency incident they responded to while on duty to a personal social media site or

any other website.

3. The District's logo will not be used on any other web-based or social media sites in a manner that implies the department endorses and/or has a relationship with an individual or business without prior approval from the Fire Chief or his/her designee.
4. Do not present personal opinions that imply endorsement by the District. If posted material may reasonably be connected to the District or its operations, the material should be accompanied by a disclaimer to the effect: "*The opinions and positions expressed are my own and may not reflect those of CRRF&R.*"
5. Limit posting of photos and videos on personal social media sites to community events.

Additionally, employees and volunteers are reminded to keep the following in mind when communicating about themselves or the District on a social media site:

- Realize that information posted goes out instantly to thousands—possibly millions—of people around the world and once published, it cannot be undone.
- All information posted on the internet is public. Employees and volunteers are responsible for knowing how to use social network sites, managing information shared on such sites, and ensuring that their on-line profile is one they wish to potentially share with the public.
- Review privacy settings on social networking sites (such as Facebook), and consider changing settings to 'Friends Only' to ensure only approved individuals have viewing privileges.
- Regularly review approved 'Friends' on social networking profiles, keeping in mind that these individuals have access to all posted personal information.
- Regularly review 'tagged' photos to ensure that they are appropriate. On websites like Facebook, individuals can 'tag' someone in a photo without their permission. Employees and volunteers should consider manually searching and removing 'tags' on photos that may not reflect positively on themselves or the department.
- Keep in mind; social networking sites are able to track the origins of traffic to their site. Reporting systems, such as Google Analytics, can identify computers at specific public or private organizations.

F. CONSEQUENCES

Employees and volunteers who violate this policy will be subject to appropriate corrective action if warranted under the circumstances and permissible under applicable laws.

Contractors and/or third parties who violate this policy are subject to being denied access to

the District facilities, personnel and assets, and permission to perform services on the District's behalf.

CROOKED RIVER RANCH FIRE & RESCUE
BOARD POLICY – WHISTLEBLOWER PROTECTION (25.01)

ADOPTED: 5/18/2017

CREATED: 10/6/16

REVISED: 1/13/2017

PURPOSE:

To provide and report procedures should the District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

- A. The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report to the Fire Chief or designee. The employee may also provide the information to another District Board Director, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Fire Chief.
- B. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report or wrongdoing may be subject to corrective action up to and including termination.
- C. Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Fire Chief or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- D. All reports of illegal and dishonest activities will be promptly submitted to the Fire Chief or designee who is responsible for investigation and coordinating corrective action.

E. The District does not prohibit any employee from disclosing and will not threaten to take disciplinary action against an employee who discloses information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the District;
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the District; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the District will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county, or metropolitan service district.

F. If you wish to report potential improper or unlawful conduct you should first talk to your supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with the Fire Chief, or if your supervisor is the Fire Chief, the Board President. Supervisors are required to inform the Fire Chief about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

G. Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. This affirmative defense is available to an employee who discloses information related to an alleged violation by a coworker or supervisor acting within the course and scope of his or her employment. The disclosure must have been made to either: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager employed by the City; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

H. The District will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he or she is disclosing information about conduct that is improper or unlawful.

In addition, the District prohibits retaliation against an employee because he or she participates in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no District employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The District may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

- I. This policy is not intended to protect an employee from the consequences of his or her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the District determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

Crooked River Ranch RFPD Schedule of Fees

REVISED: 6/21/2021, ADOPTED: _____

Board Policy - (26.01)

EMERGENCY MEDICAL SERVICES FEES (as of July 1, 2021)

Resident of Crooked River Ranch (In District)

BLS Emergency/Non-Emergency	\$1,300.00
ALS Emergency	\$1,500.00
Mileage	\$20.00 per mile

Non-Resident of Crooked River Ranch

BLS Emergency/Non-Emergency	\$1,500.00
ALS Emergency	\$1,700.00
Mileage	\$22.00 per mile

Pre-scheduled non-emergency BLS Transport	\$500.00 + \$20.00 per mile
None-Transport/Treatment Only	\$250.00
Non-emergency Ambulance stand-by or rental	\$100.00 per hour

FireMed Membership

Fire Med members - Residents of Crooked River Ranch	\$45.00 per year
---	------------------

Hazard Materials

Rates are determined by the State of Oregon's "Intergovernmental Agreement for Regional Hazardous Materials Emergency Response Teams Services." Actual Costs incurred for any material or supplies used while mitigating an incident. Actual costs for any meals required by personnel. Actual costs for repair, maintenance or replacement of any apparatus or equipment damaged or destroyed while mitigating an incident.

A ten percent (10%) administrative fee (based on total bill) for billing and administration

Fire Suppression

Rates are determined by the State of Oregon's most current edition of "Oregon Fire Service Mobilization Plan." Actual costs incurred for any material or supplies used while mitigating an incident. Actual costs for any meals required by personnel. Actual costs for repair, maintenance or replacement of any apparatus or equipment damaged or destroyed while mitigating an incident.

A ten percent (10%) administrative fee (based on total bill) for billing and administration

Rescue

Rates are determined by the State of Oregon's most current edition of "Oregon Fire Service Mobilization Plan." Actual costs incurred for any material or supplies used while mitigating an incident. Actual costs for any meals required by personnel. Actual costs for repair, maintenance or replacement of any apparatus or equipment damaged or destroyed while mitigating an incident.

A ten percent (10%) administrative fee (based on total bill) for billing and administration

Conflagration

Rates are determined by the State of Oregon's most current edition of "Oregon Fire Service Mobilization Plan." Actual costs incurred for any material or supplies used while mitigating an incident. Actual costs for any meals required by personnel. Actual costs for repair, maintenance or replacement of any apparatus or equipment damaged or destroyed while mitigating an incident.

A ten percent (10%) administrative fee (based on total bill) for billing and administration

Fire Administration

Document Request

Fax	\$1.00 per page
Copies	.25 each
Staff time (gather, research, copy, send)	\$25.00 per hour
Fire/Ambulance Report	\$10.00 for first 10 pages, .25 per page there after
CD	\$17.00 per CD

Miscellaneous

Emergency Address Signs (as of November 2020)	\$25.00 each
---	--------------

Proposed Process for Paying Invoices On-Line

- Invoices are received by Administrative Assistant. Invoice and packing slip (if any) are matched up.
- Invoice will be stamped with “Approved by Stamp” and given to Fire Chief/Assistant Fire Chief for a approval, along with the line-item code.
- Fire Chief/Assistant Fire Chief returns approved invoices to Administrative Assistant.
- Administrative Assistant enters the payment into the accounting platform utilized by the District.
- Administrative Assistant prepares all invoices for online payments and will have an authorization line on the invoice/or Vendor Payables Detail report) for the Board of Directors signatures, prior to making the payment online. Each invoice will state if it is paid by ACH/ Electronic Funds Transfer (EFT) or through the Vendor’s website on the invoice or Vendor Payables Detail report.
- Once invoices are authorized by Board of Directors, they are paid online by the Administrative Assistant. Receipt of payment from the vendor will be attached to the invoice stating the date of payment, amount, etc. (if it is supplied by the Vendor).

This process has 4 different individuals involved in the payment and approval process.