

August 22nd, 2022

I appreciate the opportunity to act as PRFPD Fire Chief. I realize that I will answer to the Board of Directors as a group. In order to do so effectively I will need some expectations clearly defined from the group. I understand that we will be discussing those tonight and working toward a simple contract that includes those expectations of service from me.

We should also agree on a stipend amount if that is how I will be compensated. I have carefully tracked my hours so far this month to get an idea of what I can expect to spend performing Chief duties. These are not inflated hours. I will gladly provide the recorded hours...I will transfer them from my handwritten notes to a legible document at the end of the month.

The first three weeks have totaled 21.0 hrs, 38.5 hrs, and 26.0 hrs. I have a backlog of 1 County Fire Inspection and 3 grants to apply for. I expect to be between 130 and 140 hours at the end of the month. I know there is a learning curve for some duties however, there is also a huge task ahead to get the district to where it needs to be in terms of training, documentation, maintenance records, building maintenance, equipment inventory, volunteer recruitment and retention, networking with neighboring districts and Fire Chiefs, grant writing, ongoing training for the volunteers and for myself ( I personally need to complete FFI taskbook, Driver/Operator taskbook, Wildland taskbook, Fire Fighter II academy, and Officer I training by the end of 2022), writing procedural guidelines, writing volunteer policies, etc.

We have not had an extraordinary amount of EMS calls or fire incidents this month. I can imagine months being busier and requiring more time (ex: wildland fires, evacuations, etc.)

I also have some expectations of the board. These include:

1. Written assurance that board members will not attempt to instruct, reprimand, discipline or in any way harass district volunteers. I am your employee...the volunteers are not.
2. Written assurance that board members will not name district volunteers in personal lawsuits.
3. Written assurance that board members will respect state and federal laws regarding patient and employee (volunteer) confidentiality.
4. That board members will participate in documented training in order to understand their roles.
5. That board members will participate in documented training in order to perform their duties.

I look forward to this challenge. I have visited some neighboring districts and am encouraged by what they have been able to accomplish. I think we have a lot of potential here in the community that we all love. Sincerely, Lyle Neville.

Special Districts Association of Oregon (SDAO) would like to congratulate you on your new position as a special district board member!

SDAO is a non-profit membership association that represents over 900 special districts in the state of Oregon. We are here to support you and your district. As a member, your district has access to the following programs and services:

- Legislative advocacy
- Research and technical assistance
- Education and training
- SDIS insurance programs (property, liability, auto, workers' compensation, health, dental, life, and disability)
- Financial advisory services through SDAO Advisory Services

**Enclosed in this Mailing:**

*Special District Board Member Handbook.* This publication was developed to assist you in your new role. Please review to learn more about special districts and what you should know as a board member.

*SDAO Membership Brochure & SDIS Programs and Services Brochure.* These brochures outline our programs and services available to members.

**SDAO Trainings**

SDAO trainings and events are a wonderful way to network with colleagues and receive special district specific education. Each year, we offer in-person trainings on topics including board duties, human resources, and risk management. We also have training videos and online trainings available. For more information about our educational opportunities, please visit [www.sdao.com/trainings](http://www.sdao.com/trainings).

The SDAO Annual Conference is the training event of the year for Oregon special districts. Next year, it will be held February 11-13, 2022 in Eugene with pre-conference sessions on February 10. We will be sending more information to all members in November.

**Contact Us**

Please contact us at 800-285-5461 or [memberservices@sdao.com](mailto:memberservices@sdao.com) for additional information about member benefits and other support. We look forward to serving you.

**Follow Us**

Follow us on Facebook ([www.facebook.com/SpecialDistricts](http://www.facebook.com/SpecialDistricts)), Twitter ([www.twitter.com/SDAO\\_Oregon](http://www.twitter.com/SDAO_Oregon)), and Instagram ([www.instagram.com/SpecialDistricts](http://www.instagram.com/SpecialDistricts)) for updates and alerts.

Employment	Certificates	Training	Fingerprints	Education	Transcript	
Date	Course	Title	Status	Score	Hours	
7/2/2022	18F046	S-130 Fire Fighter Training	Passed	0.0	32.00	
7/2/2022	18F047	S-190 Introduction to Wildland Fire Behavior	Passed	0.0	6.00	
7/2/2022	18F048	L-180 Human Factors on the Fireline	Passed	0.0	5.00	
6/25/2022	17F047	NFPA Fire Apparatus Driver/Operator	Passed	0.0	16.00	
6/11/2022	17F010	Entry Level FF	Passed	0.0	40.00	
4/22/2022	20F021	NFPA Fire & Emergency Services Instructor I	Passed	0.0	32.00	
2/26/2022	17F011	NFPA FFI - Academy	Passed	0.0	78.50	
2/19/2022	18F018	NFPA Hazardous Materials Awareness	Passed	0.0	8.00	
2/19/2022	18F024	NFPA Hazardous Materials Operations	Passed	0.0	12.00	
1/22/2022	18F014	Vehicle Fire Safety (Classroom and Hands-On)	Passed	0.0	3.00	
					<b>2022 Hours</b>	<b>232.50</b>

# Prospect Volunteer Training 9/2021-8/2022

<u>Description</u>	<u>hours</u>
EMT (classroom, clinicals, testing) 430 hrs X 2 volunteers	860
ELF (structural Fire Fighting Intro) 40 hrs X 4 volunteers	160
Wildland (L-180, S190, S-130) 43 hrs X 5 volunteers	215
Driver/Operator 16 hrs X 6 volunteers	96
Fire Fighting I Academy 78.5 hrs X 2 volunteers	157
Leadership Course 16 hours X 1 volunteer	16
Instructor I Course 32 hrs X 2 volunteers	64
Hazmat Awareness 8 hrs X 2 volunteers	16
Hazmat Operations 12 hrs X 2 volunteers	24
Vehicle Safety 3 hrs X 2 volunteers	6
Drill (50 Tuesday trainings) 2 hrs X 6 volunteers	600
	Total 2,214 hrs