



FIRE DISTRICT DIRECTORS ACADEMY



SDAO
SPECIAL DISTRICTS
ASSOCIATION OF OREGON





FIRE DISTRICT DIRECTORS ACADEMY

Special Districts Association of Oregon (SDAO) and Oregon Fire District Directors Association (OFDDA) recognize that being appointed or elected to a fire district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

The SDAO/OFDDA Fire District Directors Academy has been designed to ensure that Oregon's fire district directors have all the tools necessary to provide superior leadership and governance to their communities. Our program offers current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, fire service, risk management, and human resources.

Participants can individualize their course of study to fit their unique needs with four different certificate tracks. Bronze, silver, gold, and platinum certificates are available to those that finish the corresponding module requirements.

PROGRAM BENEFITS

District directors that participate in this program will:

- Better understand the roles and responsibilities of being a fire district director
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

ELIGIBILITY & ENROLLMENT

To participate in the program, participants must be a current board member, director or commissioner of an Oregon fire district. The district must be a member of Oregon Fire District Directors Association.

Eligible individuals will need to complete an enrollment form and submit it to SDAO Member Services (memberservices@sdao.com) to enroll. There is no charge to enroll and no obligation to finish. The only cost for the program is the cost to attend trainings.

PROGRAM CURRICULUM

A curriculum of study has been developed for each module and each training will be available through courses provided by SDAO and OFDDA. In-person trainings will be held at regional trainings and conferences. Online options will also be made available. Credit-eligible courses will be specifically marked with the SDAO/OFDDA Fire District Directors Academy logo within the course description and on any course marketing materials.



MODULES

Below are the program modules and required trainings for each. All trainings must be completed in order to receive credit for the module. Trainings must be provided by SDAO or OFDDA.

Module 1: Board Member Basics

Participants will need to complete **modules 1-2** to receive a **bronze-level** certificate.

- Powers and Protections
- Roles and Responsibilities
- Representing the Board
- Ordinances and Resolutions
- Ethics
- Public Meetings

Module 2: Statutory Responsibilities

Participants will need to complete **modules 1-2** to receive a **bronze-level** certificate.

- Public Records
- Public Contracting
- Local Budgeting and Finance

Module 3: Fire Service

Participants will need to complete **modules 1-3** to receive a **silver-level** certificate.

- Collective Bargaining with Firefighters
- Measuring Emergency Service Delivery Performance
- Overview of Regulatory Agencies
- Cooperative Service Arrangements

Module 4: Risk Management

Participants will need to complete **modules 1-4** to receive a **gold-level** certificate.

- Analyzing Exposure to Risk
- Contingency Plans: Disaster Preparedness & Succession Planning
- ADA Compliance
- General Risk Management

Module 5: Human Resources

Participants will need to complete **modules 1-5** to receive a **platinum-level** certificate.

- Evaluating your Executive Director/ General Manager/ Fire Chief
- Harassment and Discrimination
- Wrongful Termination
- Cultural Diversity
- Fair Labor and Standards Act

Participants can receive a bronze, silver, gold, or platinum certificate after completing certain modules. All trainings within a module must be completed to receive credit for that module.

Bronze Certificate

Participants will need to complete modules 1-2 to receive a bronze-level certificate.

Silver Certificate

Participants will need to complete bronze-level requirements and module 3 to receive a silver-level certificate.

Gold Certificate

Participants will need to complete silver-level requirements and module 4 to receive a gold-level certificate.

Platinum Certificate

Participants will need to complete gold-level requirements and module 5 to receive a platinum-level certificate.

Participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver, gold, and platinum levels; however, the bronze-level certificate must be earned within three years from the date of enrollment before silver and gold can be awarded.



TRACKING AND COMPLETION

Participants will track their progress by using the self-tracking worksheet. Certificates will be provided to attendees at each training to facilitate tracking progress. When all trainings have been completed, individuals can apply for program certificate(s) by submitting their tracking worksheet and training certificates to memberservices@sdao.com.

In order to receive credit for the trainings, participants must:

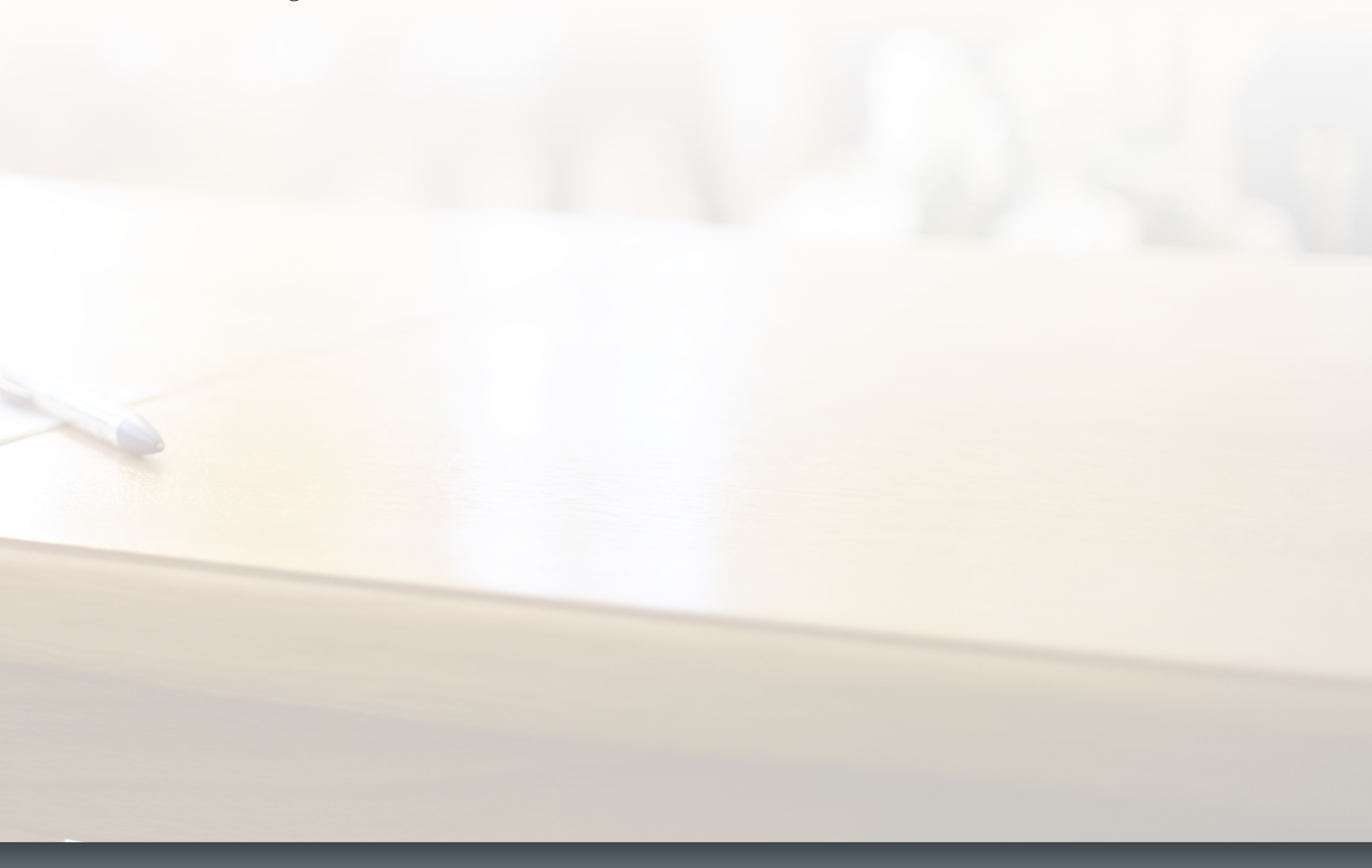
- 1.) Complete the self-tracking worksheet
- 2.) Attach copies of certificates of completion for any applicable trainings
- 3.) Submit all documents to memberservices@sdao.com or by mail to PO Box 12613 Salem, OR 97309. If materials are sent by mail, we highly encourage you to make copies for your records

RECOGNITION

Participants that successfully complete the program will receive a certificate of completion, recognition at the SDAO Annual Conference and OFDDA Annual Conference, mention on SDAO's social media and newsletter, and mention in the OFDDA *Communiqué* newsletter.

QUESTIONS

If you have any questions, please contact SDAO Member Services at 800-285-5461 or email us at memberservices@sdao.com.





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