



**FIRE DISTRICT
DIRECTORS ACADEMY**

**SDAO / OFDDA Fire District Directors Academy
Tracking Worksheet**

Participant Name: _____

District: _____

It is the participant's responsibility to track their progress through the program. Once all required trainings have been taken, please send a copy of this worksheet along with training certificates of completion to SDAO.

**MODULE 1:
BOARD MEMBER BASICS**

TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE
Powers and Protections		
Roles and Responsibilities		
Representing the Board		
Ordinances and Resolutions		
Ethics		
Public Meetings		

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

**MODULE 2:
STATUTORY RESPONSIBILITIES**

TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE
Public Records		
Public Contracting		
Local Budgeting and Finance		

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

**MODULE 3:
FIRE SERVICE**

TRAINING TOPIC	TRAINING METHOD (e.g. in-person, online)*	COMPLETION DATE
Collective Bargaining with Firefighters		
Overview of Regulatory Agencies		
Cooperative Service Arrangements		
Measuring Emergency Service Delivery Performance		

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

**MODULE 4:
RISK MANAGEMENT**

TRAINING TOPIC	TRAINING METHOD (e.g. in-person, online)*	COMPLETION DATE
Analyzing Exposure to Risk		
ADA Compliance		
General Risk Management		
Contingency Plans: Disaster Preparedness & Succession		

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

**MODULE 5:
HUMAN RESOURCES**

TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE
Harassment and Discrimination		
Wrongful Termination		
Cultural Diversity		
Fair Labor and Standards Act		
Evaluating your Executive Director / General Manager / Fire Chief		

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

Participant Signature: _____ **Date:** _____

HOW TO SUBMIT

Once you have completed this worksheet, please send it along with training certificates of completion to SDAO by mail, email, or fax to:

SDAO | PO Box 12613 | Salem, Oregon 97309
 Fax: 503-371-4781 | Email: MemberServices@sdao.com