



AFFIRMATIVE ACTION PLAN

# **2023 - 2025 BIENNIUM**

---

PREPARED MAY 2023

## **MISSION**

The Oregon State Fire Marshal's mission is to protect people, property, and the environment from fire and hazardous materials. The office carries out these duties through prevention education, inspections, code enforcement, and preparedness and response activities.

Our values represent our agency's "moral compass." We are committed to living these values daily and embody them in our activities as public safety professionals.

## **INTEGRITY**

We believe in being honest, fair, and doing the right thing in everything we do.

## **DEDICATION**

We are committed to performing our work the best we can in support of our mission, our customers, our stakeholders, the public, and each other.

## **LEADERSHIP**

We are committed to being a leader in the Oregon fire service, leading our organization, and leading ourselves as individuals in our day-to-day work.

## **PARTNERSHIPS**

We believe our success and the success of others depend on collaboration with our stakeholders.

## **SERVICE TO OTHERS**

We believe serving others is a cornerstone of our mission, our day-to-day work, and is all-inclusive.



## AGENCY HISTORY

- In 1917, the OSFM began with the state insurance commissioner serving as ex-officio state fire marshal.
- In 1963, the OSFM separated from the insurance commissioner and served under the governor.
- In 1971, the legislature incorporated the OSFM under the Department of Commerce and provided for the appointment of a state fire marshal and the establishment of a separate administration office. The Department of Commerce was dismantled in 1987, and the OSFM was transferred to the Executive Department in 1993.
- The OSFM combined with the Oregon State Police in 1993 to consolidate safety responsibilities.

# OREGON STATE FIRE MARSHAL **AGENCY FUNCTION**

The Oregon State Fire Marshal (OSFM) is responsible for protecting Oregonians, their property, and the environment from fire and hazardous materials. It carries out its duties through prevention, preparedness, and response activities. The department provides expertise, technical assistance, model programs, and materials to local, state, private, and public groups to collaboratively reduce fire losses. The department develops, adopts, and interprets the Oregon Fire Code and coordinates with other agencies on statewide issues and during conflagrations, mobilizations, and major emergency incidents.

The OSFM plans, coordinates, and manages emergency response by local fire service providers for the Emergency Conflagration Act, natural disasters, and structural collapses. Through the Community Right to Know program, the OSFM locates and identifies types and amounts of hazardous substances manufactured, stored, and used within Oregon to keep the public informed. The hazardous materials (hazmat) program equips, trains, and administers 13 regional hazardous materials response teams and incident management teams.

The OSFM sets statewide policy and directs the department and all divisions and programs. It provides guidance and policy resources for the Oregon fire service, oversees biennial budgeting, workforce development, annual reporting, and strategic planning. Finally, it leads the response and prevention functions within Oregon's structural fire service jurisdictions, including the wildland-urban interface.

While the OSFM is recruiting a DEI manager, we recognize and understand the need for work around our communities; no two communities are the same, and there can be misunderstandings about race, class, education, culture, and more. We also recognize that similar to urban communities, rural communities can be diverse. We will use data and community stakeholders to ensure we best serve all Oregon communities. Last year, we held town halls across Oregon to gain understanding and find pathways to better serve Oregonians.

## **AGENCY REPRESENTATIVES**

### **Agency Head, State Fire Marshal**

Mariana Ruiz-Temple  
3991 Fairview Industrial DR SE  
Salem, OR 97302  
Phone: 503-779-7303

### **Business Services Director**

Theresa Pietzold  
3991 Fairview Industrial DR SE  
Salem, OR 97302  
Phone: 971-372-1635

### **Affirmative Action Representative In Recruitment, DEI Manager**

3991 Fairview Industrial DR SE  
Salem, OR 97302  
Phone: TBD

## OREGON STATE FIRE MARSHAL

# AFFIRMATIVE ACTION

This applies to all Oregon State Fire Marshal (OSFM) employees and includes all matters relating to hiring, firing, promotion, benefits, compensation, and other terms and conditions of employment, as well as delivery of OSFM services.

The OSFM ensures that it creates, maintains, and embeds a diverse and inclusive environment and organizational culture throughout the agency in keeping with the Office of Culture Change and the Governor's Office's policies. The OSFM also ensures all People of Oregon, regardless of gender, age, race, national origin, color, ethnicity, religion, people with disabilities, sexual orientation, veterans, etc., have a fair and equal chance for available job opportunities within the agency.

The OSFM supports equal employment opportunity laws, rules and regulations, affirmative action concepts, and the right of all persons to work and advance based on ability, and potential. The OSFM will not discriminate, nor tolerate discrimination against any applicant or employee, because of physical or mental disability, race, color, religion, gender, sexual orientation, national origin, or age.

The OSFM will ensure that it provides an environment for all applicants and employees that is free from sexual harassment and intimidation, creating a professional workplace environment.

We support the governor's expectations and will work to model our agency's strategic goals, internally and externally, with our leadership, employee resources, field staff, community-based stakeholders, and the public. We will strive to be a leader for the fire service in this area.

With the OSFM becoming an independent state department on July 1, 2023, by state law, we are working to build an agency that uses the concepts of diversity, equity, and inclusion (DEI), and is solution-oriented, innovative, and organized to create a department to deliver the best possible services to protect the people and property of Oregon.

## 2021-2023 PROGRESS REPORT

During the 2021-23 biennium, the OSFM was an office under the Oregon State Police, so we do not have a progress report for this period; however, we can expand on recruitment efforts specific to the OSFM during the biennium.

In 2022, the OSFM Employee Services Division was established and began working toward affirmative action goals by encouraging diversity on our recruitment panels. We did this by ensuring panels are comprised of representatives from various departments and levels within the organization and include fire departments across the state. We prioritized DEI-specific questions in our interviews to build a DEI focus and foundation in our hiring processes.

## RECRUITMENT PLAN

The OSFM has an internal policy within OSP to recruit internally before recruiting externally. This helps promote within the agency but can be challenging because of the diverse nature of the positions. Employees are encouraged to cross-train whenever possible so they may take advantage of those opportunities when they occur. Our agency leadership promotes and encourages career developmental training. This has been instrumental in our recruitment of promotional opportunities within the agency.

In 2021, the OSFM received 58 positions in Senate Bill 762 to build staffing resources and education to reduce wildfires across Oregon.

OF THE 52 FILLED POSITIONS, **24 WERE INTERNAL PROMOTIONS (46%)**.

In 2022, the OSFM received 19 positions in the agency split bill, House Bill 2927. These positions were of a paraprofessional nature, such as human resources, procurement, budgeting, accounting, and information technology, so internal promotions were more challenging as the OSFM was under OSP who provided those shared services.

OF THE 16 FILLED POSITIONS, **TWO (12.5%) WERE INTERNAL PROMOTIONS**. THESE WERE NOT REGULATORY OR COMPLIANCE FIRE-RELATED WORK MAKING INTERNAL PROMOTIONS DIFFICULT IN THIS EXPERTISE AREA.

The OSFM requested an additional 16 positions in our agency policy option package and started to hire for those positions, as some are essential.

THE AGENCY FILLED SIX OF THE ADDITIONAL POSITIONS,  
**TWO (33%)** OF WHICH WERE INTERNAL PROMOTIONS.

The OSFM will continue to hire using diverse recruitment panels and develop staff for future promotional opportunities with the department. The department recognizes the need for staff development and succession planning. The OSFM will develop succession plans over the 2023-2025 biennium.

## EMPLOYEE DIVERSITY STATISTICS

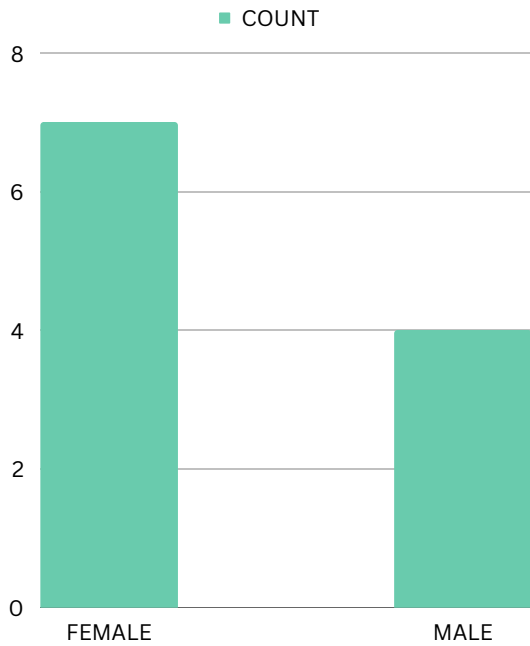
The OSFM was formed in 1917 within a different agency and on July 1, 2023, becomes a standalone department. The fire service field is traditionally male-dominated, but the OSFM has experienced a recent increase in management and represented positions held by women.

In 1963, the first Oregon state fire marshal position was held by a man. In 2004, Nancy Orr became the first female Oregon state fire marshal. Today, Mariana Ruiz-Temple serves as the state fire marshal, leading the agency to its status as an independent state agency. Chief Ruiz-Temple is also the first person of Hispanic ethnicity to hold the position. In 60 years, two women have served as the Oregon state fire marshal.

	Administrative Support		Officials & Administrators		Professionals		Uncategorized		Total	
	%	#	%	#	%	#	%	#	%	#
<b>Gender</b>										
<b>Female</b>	96.0%	24	42.90%	6	41.9%	44	55.6%	5	50.7%	73
<b>Male</b>	4.0%	1	57.10%	8	58.1%	61	44.4%	4	49.3%	71
<b>Total</b>	100.0%	25	100.00%	14	100.0%	105	100.0%	9	100.0%	144



While we are at 50.70% of women in the agency, we believe that number could increase through succession planning and continued employee development, and our traditional male staff in the Baby Boomer and General X categories decrease.

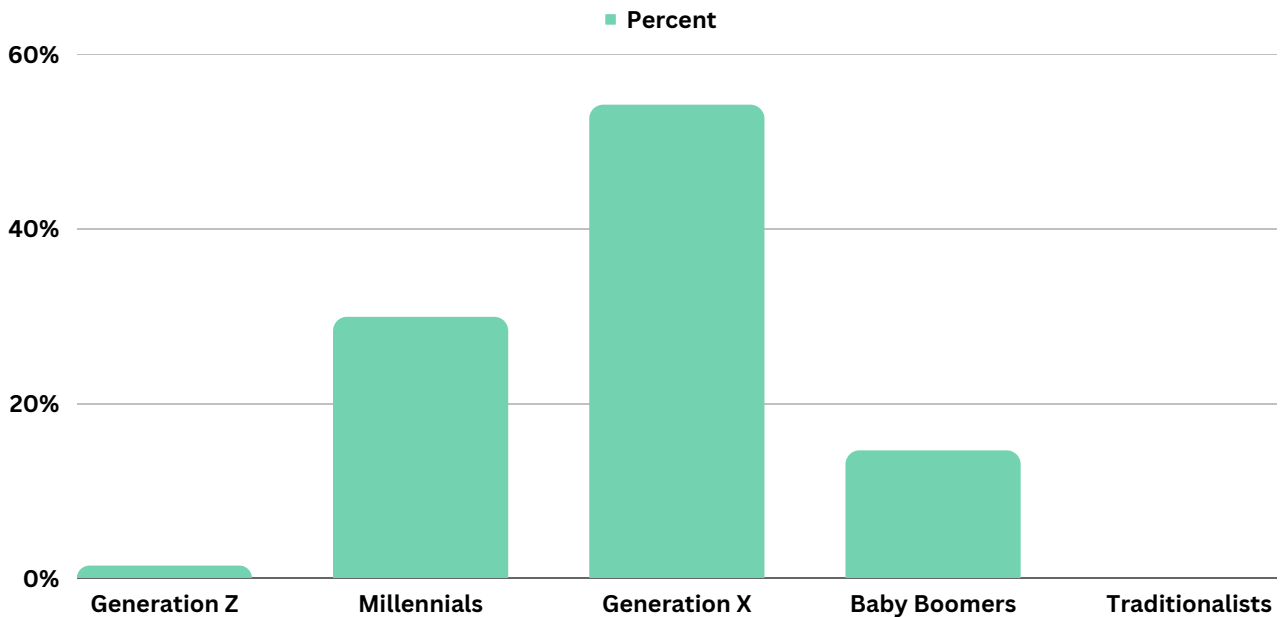


While we have had seven internal female promotions, we have a lot of work to do in this category.

As of May 2023, OSFM has 54.2% in the Generation X category, 14.6% in the Baby Boomer category, and 29.9% in the Millennial category, with only 1.4% in the Generation Z category. The OSFM recognizes the need for succession planning and recruiting through schools, stakeholders, and community organizations.

Generation	%	#
<b>Generation Z</b> (1997-Current)	1.4%	2
<b>Millennials</b> (1981 - 1996)	29.9%	43
<b>Generation X</b> (1965 - 1980)	54.2%	78
<b>Baby Boomers</b> (1947 - 1964)	14.6%	21
<b>Traditionalists</b> (1917 - 1946)	0.0%	0
<b>TOTAL</b>	100.0%	144

## WORKERS BY GENERATION



## VETERAN STATUS

Veteran Status	%	#
Not a Veteran	88.2%	127
Veteran	11.8%	17
<b>TOTAL</b>	100.0%	144

The OSFM is invested in Veterans' preference in our recruiting process. We advertise on many websites for deputy state fire marshal positions specific to the fire service, such as FireArson.com, Daily Dispatch, and FireCareers.com. Oftentimes, our military personnel have been firefighters or emergency response personnel within their military service which is relatable to positions offered at the OSFM. As of 2023, the job categories at the OSFM increased.

The OSFM also has an annual recognition in commencement with Veteran's Day to honor those who served.

## EMPLOYEES WITH DISABILITIES

By Classification	Administrative Support	Officials and Administrators	Professionals
<b>Reported Disability</b>	2	0	7
<b>No Disability</b>	23	14	98
<b>Total Staff</b>	25	14	105
<b>Percentage</b>	<b>8%</b>	<b>0</b>	<b>6.3%</b>

The OSFM has 8% of administrative staff and 7% of professional staff self-reporting as having a disability for a total of 6.3% of the agency. The OSFM will continue to promote a workplace that is free from discrimination in this category and will continue to go through the ADA accommodation process with any employee in need.

The OSFM established a department safety committee and will be establishing an ergonomics team to ensure employee safety and wellness.

## EEO RACE/ETHNICITY STATS

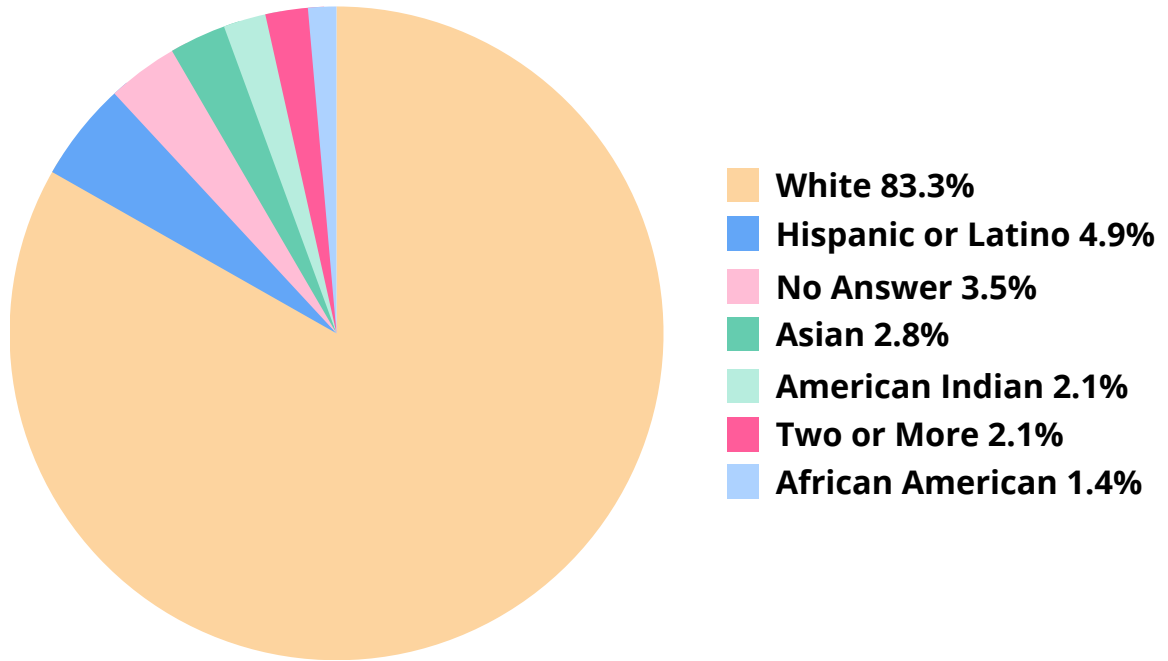
The OSFM is hiring a diversity, equity, and inclusion (DEI) manager who will work with the department and stakeholders to create ways to promote our jobs and increase our diversity to match and better serve the people and communities in Oregon. Increasing Hispanic/Latino, Pacific Islander, Asian, American Indian, and African American staff within the OSFM will help our agency identify with the people of Oregon.

Based on the 2019 census, as cited in the State of Oregon Diversity, Education, and Inclusion Action Plan (linked on p. 13), one in three children (those under age 18) in Oregon is a person of color. People of color make up 10% of Oregon's population age 65 and older. People of color under the age of 15 are at 37%.

In total, 13.3% of Oregon's population identify as Latino or Hispanic. Oregon's Native American population is ranked tenth in the nation and tops the U.S. average. Oregon's Black population rose from 1.9% to 3%. Oregon's Pacific Islander and Asian population is one of the fastest growing, rising from 2.4% to 7%.

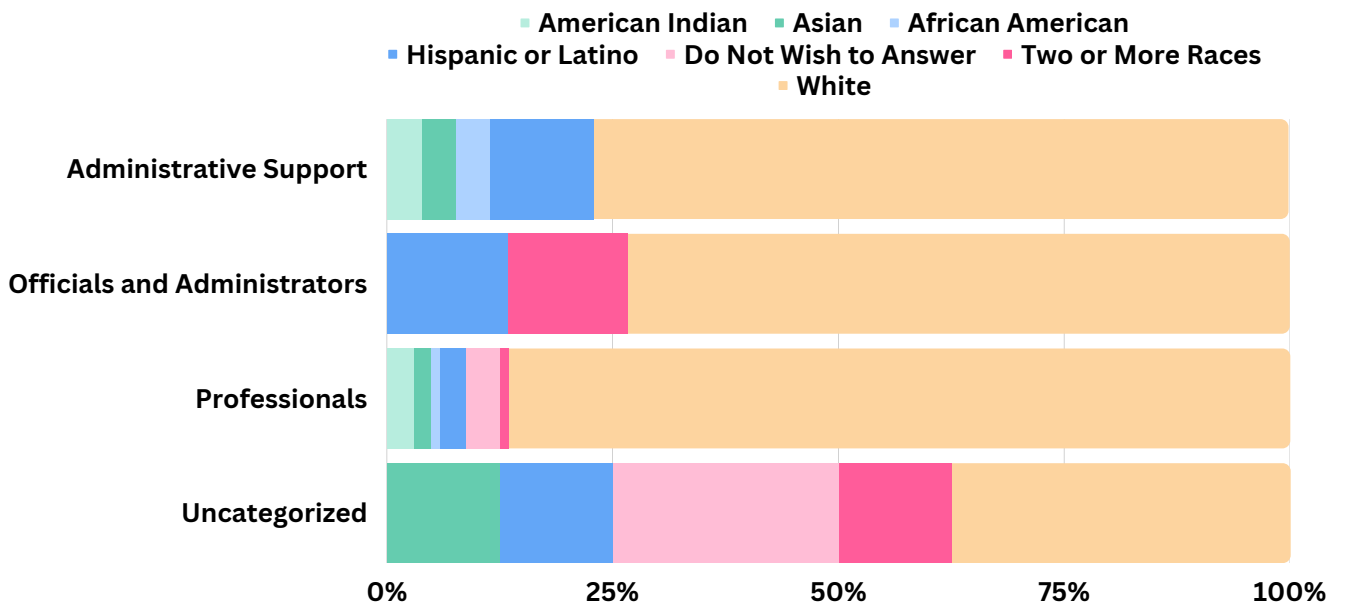
### EEO RACE/ETHNICITY STATS

EEO RACE/ETHNICITY



### EEO RACE/ETHNICITY STATS

EEO JOB CATAGORIES BY RACE/ETHNICITY



## **2023-2025 OBJECTIVES**

In the 2023-25 biennium, the OSFM will review and develop the following strategies, supporting goals, and implementation processes:

### **STRATEGY 1 - REVISE RECRUITMENT PROCESSES**

Actions:

- Review current recruitment processes.
- Review and develop opportunities to connect at community events and job fairs to increase access to the OSFM's employment opportunities.
- Look at opportunities to post jobs with stakeholders/communities for recruitment.

### **STRATEGY 2 - UPDATE OUTREACH PROCESSES**

Actions:

- Hire a DEI manager to deliver training and outreach opportunities to staff.
- Work with the Fire & Life Education Division to develop, deliver, and track community events and education opportunities for all, including historically marginalized communities.
- Review current outreach processes and track outcomes.
- Connect with other community-minded agencies and organizations.
- Track and inform staff on affirmative action processes.

### **STRATEGY 3 - INCREASE AWARENESS OF DIVERSITY, EQUITY, AND INCLUSION AMONG THE OSFM STAFF AND EXTERNAL STAKEHOLDERS**

Actions:

- Hire a DEI manager.
- Develop and deliver DEI plans and cultural opportunities.
- Share and encourage participation by the OSFM staff in all DEI events and educational opportunities, such as the Annual DEI Conference.
- Continue to support the Oregon Fire Chiefs Association DEI Committee and the NW Fire Diversity Council.

Our plan is to revise and update our current processes while encouraging awareness of the importance of diversity, equity, and inclusion within our department. Work will be implemented over the 23-25 biennium with the goal of breaking down barriers and creating an inclusive environment so that all OSFM employees and stakeholders can thrive.

**APPENDIX A**

State of Oregon Diversity, Equity, and Inclusion Action Plan, A Roadmap to Racial Equity and Belonging

# Roadmap: The Path to Implementing the Diversity, Equity, and Inclusion Action Plan

## Racial Equity Goals

**Establish**

Establish strong leadership to eradicate racial and other forms of disparities in all aspects of state government.

**Center**

Center equity in budgeting, planning, procurement, and policymaking.

**Strengthen**

Strengthen public involvement through transformational community engagement, access to information, and decision-making opportunities.

**Improve**

Improve equitable access to services, programs, and resources including education, health, housing, human services, environmental justice, criminal justice, and economic opportunities.

**Foster**

Foster an inclusive workplace culture and promote equitable hiring, retention, and promotion practices

### DEI Action Plan Objectives

**Normalize**

Normalize the concepts of racial justice in the state government enterprise - acknowledge history, utilize a racial equity roadmap, familiarize by using concepts and tools that will support efforts to put racial equity at the forefront.

**Organize**

Organize efforts and build organizational capacity across departments for connected, cohesive, and amplified impacts. Foster both internal and external partnerships.

**Operatonalize**

Operationalize and embed racial equity into every part of state government.

**Guide**

Guide and direct enterprise-level operationalizing of racial equity and DEI work.

**Inspire**

Inspire expansion of equity by sharing and collaborating to build on what is already happening.

*Chart adapted for the OSFM use from the "Roadmap: The Path to Implementing the Diversity, Equity, and Inclusion Action Plan" State of Oregon Diversity, Equity, and Inclusion Action Plan, page 13.*

## **APPENDIX B**

### **OSFM DIVERSITY, EQUITY & INCLUSION STATEMENT**

The OSFM is committed to establishing, monitoring, and maintaining a diverse workforce, reflective of the people of Oregon, where all employees are valued, treated fairly, and given opportunities to develop, grow, and feel that they truly belong.

The OSFM is committed to equal opportunity for all persons regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability. Every employee plays a part in our diverse workforce and the inclusive work environment by being respectful and by acting with integrity to one another. Each person's skills, talents, knowledge, experiences, and cultural backgrounds will broaden the range of ideas and perspectives for conducting the work we do.

The OSFM can best promote its programs by recruiting, retaining, and accommodating a diverse group of staff in an environment that is respectful and supportive of their workplace. Diversity, Equity, and Inclusion are the excellence and success to attaining our mission of contributing leadership and resources to increase the skills, knowledge, and career opportunities of the people of Oregon.

The OSFM is an equal opportunity employer committed to a proactive role in the recruitment and selection process. The OSFM will use recruitment strategies to identify and attract candidates and establish interview panels that represent protected classes.

The OSFM is committed to providing cultural training, career growth, and developmental opportunities to all employees to further advance and promote their knowledge, skills, and abilities as well as build on their culture, differences, and values.

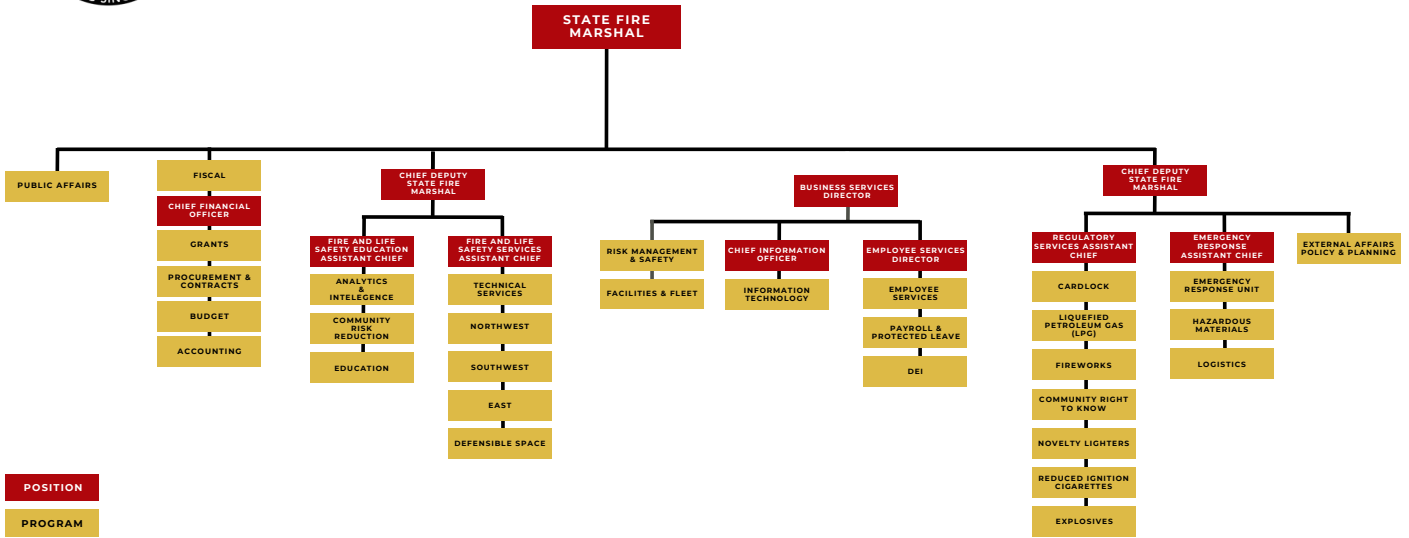
All OSFM staff and managers are responsible for promoting equity and inclusion within the department and responsible for the implementation of the affirmative action plan and diversity and inclusion in the workplace.

### APPENDIX C

### 2023 - 2025 OSFM Organizational Chart



## OSFM ORGANIZATIONAL CHART





## APPENDIX D

### State Policy Documentation

- ADA and Reasonable Accommodation Policy (Statewide policy 50.020.10)
- Discrimination and Harassment Free Workplace (Statewide policy 50.010.01)
- Employee Development and Implementation of Oregon Benchmarks for Workforce Development (Statewide policy 50.045.01)
  - References:
    - Duties of Administrator (ORS 240.145)
    - Rules Applicable to Management Services (ORS 240.250)
- Recruitment and Selection (Statewide policy 40.010.02)
- Veterans Preference in Public Employment (ORS 408.230)
- Equal Opportunity and Affirmative Action Rule (105.040.0001)
- Governor's Agency Expectations



**OREGON STATE FIRE MARSHAL**

503-934-8228

[oregon.gov/osfm](http://oregon.gov/osfm)

[Ask.osfm@osfm.oregon.gov](mailto:Ask.osfm@osfm.oregon.gov)

