

MARION COUNTY FIRE DISTRICT #1
BOARD POLICY MANUAL

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BOARD POLICY**BOARD POLICIES – GENERAL**

1. The Board of the District will consist of 5 members serving 4 year, staggered terms.
2. The election of Board members will be conducted as provided by applicable Oregon Statutes. Unless filling a vacancy, terms start officially on July 1. The term of office shall be four years.
3. The Board of Directors recognizes that one of its major functions is to serve as the policy making body of the Marion County Fire District and to govern the activities and shape the future of the District through that mechanism while preserving for the Fire Chief and the District staff the responsibility of day to day administration of the District in a manner consistent with the guidelines and policies of the Board.
4. The Board, representing the people of the District is the governing body, which determines all questions of policy to be employed in the conduct of the District.
5. The policies of the Board will be drafted, adopted, and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.
6. The Board recognizes that Board policies are subject to review. Such review will take place at a regular board meeting on an annual basis.
7. Except in case of an emergency, proposed new Board policies will be reviewed in draft form by the group(s) affected by the policy and by the Fire Chief prior to the Board action.
8. The Board will attempt to work through an established committee as appropriate. The Board reserves the right to appoint and/or dissolve standing and/or ad hoc committees.
9. The Board recognizes that the input of the Volunteers, career and administrative staff and general public is necessary for the smooth operation of the District.
10. The Board recognizes that it is a policy-making body that has regularly scheduled meetings and each member shall make a diligent effort to be present in order to conduct the business in an efficient and expeditious manner. The Board may limit repetitious testimony and discussion so as not to inconvenience those bringing business before the Board, creating unnecessary delays.
11. Individual directors cannot involve staff time for research without either being part of an appropriate committee or being directed by the Board.
12. The most important activities of the Board are the formulation and interpretation of District policies. In carrying out the legislative and policy-making responsibility, the Board will delegate the day to day administrative functions to the Fire Chief or his/her designee.

13. Any duty imposed upon the Board, as a body must be performed at a regular, special or emergency Board meeting. Participation in meetings, therefore, is the basic manner in which members fulfill their office. The method of participation is discussion, deliberation and voting. All members including the President are expected to participate fully in deliberation and voting.
14. No Board member may speak for nor obligate the Board or act on behalf of the Board except as authorized to do so by official Board action as recorded in the official minutes.
15. Board Members, individually and collectively, act as representatives of the citizens of the District in maintaining and promoting fire and emergency medical services. Board members move toward decisions and actions which will best serve the needs of District citizens in the light of available resources and the often conflicting needs and demands of interested individuals and groups.
16. Board members are encouraged to participate in the Oregon Fire District Directors Association and Special Districts Association of Oregon.
17. The Board President and the Fire Chief have the responsibility to arrange for the appropriate orientation of the newly selected Board members prior to beginning the Member-elects term. The Fire Chief in cooperation with the Board President will schedule a work session for new board members to provide copies and overview of:
 - a. Board Policies
 - b. District Territory and Boundaries Map
 - c. District Personnel Manual
 - d. Other documents as determined by the Fire Chief

BOARD POLICY

QUALIFICATIONS TO SERVE ON BOARD

1. No person will be eligible to be a Board Member who is not at the time of election or appointment a resident or property owner in the District in accordance with ORS 478.050.
2. Each Board member will be identified by a position number and all members of the Board will serve at large, representing the District as a whole.
3. Board Position numbers are assigned and will be transferred to the successors to the named Board Members at the termination of their holding the position.
4. No person elected or appointed to the District will be sworn in unless the person meets the qualifications as set forth in ORS 478.050. If the Board is uncertain as to the eligibility of any candidate the Board will obtain an opinion from legal counsel prior to appointment.
5. Prior to assuming the duties as a Board Member, the Board Member elect must take an oath of office.
6. A member of the Board may not simultaneously be a member of the Marion County Volunteer Firefighter Association. Ordinance adopted 01/21/2009.
7. An employee of the District may not be a member of the District Board. Ordinance adopted 01/21/2009.

BOARD POLICY**OFFICERS OF THE BOARD**

1. The officers of the Board shall consist of:
 - a. President
 - b. Vice President
 - c. Secretary-Treasurer
2. The term of office for the officers of the Board shall be for one year as provided in ORS 478.250. Officers elected to fill an un-expired term will serve until the end of their predecessor's term.
3. No member may serve more than three consecutive terms as President. In case of a change of presidents during mid-term, any period served in excess of six months shall be considered a term.
4. At the first meeting in July of each year, the Board shall elect from its members the officers for the ensuing year.
5. The President or any other member of the Board presiding at any meeting of the Board, whether it be regular or special, will have the right to vote on all matters and such vote will be made a matter of record in the same manner as provided for other members of said Board.
6. The President will sign on behalf of the Board such documents as may require an official signature.
7. The President or designee of the President will represent the Board in deliberations with other Boards, Districts, or Agencies unless another member is nominated and elected by a majority of Board members.
8. The President or his/her designee will be the designated spokesperson for the Board.
9. The President will appoint all committees, subject to approval of a majority of the Board, call special meetings, and perform all other duties prescribed by law or set forth in the Board's Policies and Rules.
10. The Vice President will perform all duties of the President when acting in that capacity.
11. The Secretary/Treasurer shall be responsible for the review of Board meeting minutes and attest by signature of their authenticity. The Secretary/Treasurer shall review the District's budget, general ledger, cash position statement and check register monthly. The Treasurer shall discuss the review with the Fire Chief and/or Finance Manager prior to presenting a report to the Board at its monthly meeting. The Secretary/Treasurer is a member of the audit committee and shall meet at least once annually with the District's auditor to review the annual financial position of the District. The appointed Secretary/Treasurer shall be an authorized signer for District financial accounts.
12. In the absence of both the president and the vice president, the secretary/treasurer shall preside.

BOARD POLICY

DUTIES OF THE CLERK OF THE BOARD

1. The Clerk of the Board shall be the Fire Chief or such other person as is designated by the Board. The duties of the Clerk of the Board are:
 - a. Correspondence.
 - b. Manage routine correspondence directly.
 - c. Prepare correspondence as the Board directs.
 - d. Prepare for Board meetings:
 - 1) Prepare the agenda with the advice of the President/Fire Chief.
 - 2) Maintain a calendar for the Board's unfinished business.
 - 3) Call to the attention of the Board legal requirements and those matters for which the District is responsible.
 - 4) Draft policy motions at the request of any Board member.
 - e. Board meeting duties:
 - 1) Attend all Board meetings or designate an alternate.
 - 2) Make physical arrangements for Board meetings.
 - 3) Provide notice of Board meetings in accordance with the Public Meetings Law.
 - f. Prepare minutes of Board meetings in accordance with Oregon Public Meetings Law
 - g. Maintain properly authenticated official minutes in chronological order.
 - h. Maintain and update official Policy Manual.

BOARD POLICY

FILLING OF BOARD MEMBER VACANCY

In order to maintain the public trust and the spirit of Oregon's open meetings law; and to maintain the highest confidence of the voters of the District, the Board of Directors will follow this policy to fill any vacancy on the Board that occurs mid-term until the next regularly scheduled election is held to fill that vacancy.

Once the Board receives official notice of vacancy it shall direct that a public notice be given in a manner to reasonably inform the electorate of the District of the vacancy. If the vacancy is caused by a voluntary resignation, such notice shall be in writing and signed by the resigning board member.

The public notice will include how an eligible resident of the District may present his or herself for consideration for appointment to that vacancy.

The minimum information required will be: full name, address of residence, length of time residing in district, legal voter in district, statement of interest for serving on District Board. A form may be developed for this purpose but is not required.

There will be a minimum of 30 days from initiating the public notice to the deadline for applicants submitting their statement of interest.

Following a review of all applicants' credentials and statement of interest, interviews for the qualified applicants will be scheduled before the Board of Directors.

Unless otherwise provided in Oregon law, the interviews and Board decisions will be conducted in an open board meeting.

BOARD POLICY**THE BOARD'S RELATIONSHIP TO THE FIRE CHIEF**

1. The Board recognizes and grants full administrative and operational authority to the Fire Chief who will properly discharge the duties of managing the District/Authority in its day-to-day operations.
2. Personnel complaints first go through the proper chain of command. If not resolved, may then be brought to the attention of the Board's Personnel Committee.
3. The Fire Chief or his/her designee is the technical advisor to the Board and should be present at all meetings of the Board
4. The Chief is appointed as the Budget Officer of the District/Authority unless otherwise directed by the Board.
5. The Fire Chief serves at the appointment of the Board in accordance with a written contract.
6. The Board will develop a job description for the Fire Chief, including the terms of employment and appointment procedures for when a vacancy occurs.
7. The Board will conduct an annual evaluation of the Fire Chief, using appropriate performance standards, and in accordance with Board Policy 106.
8. The Fire Chief will serve as executive officer of the Board.
9. The Fire Chief or his designee will develop job descriptions and will conduct employee evaluations on employees he/she supervises at least annually.
10. The Fire Chief will report periodically to the Board on the progress of projects, programs, and all other matters requiring the Board's consideration.
11. The Fire Chief will keep the Board informed on the status of District personnel.
12. The Standard Operating Guidelines must be consistent with the policies adopted by the Board.

BOARD POLICY

THE BOARD'S RESPONSIBILITY IN EVALUATION OF THE FIRE CHIEF

Board Responsibility: Appraising the work of the Fire Chief

Purpose: To help improve the confidence, support, growth and working relationship between the Board and the Fire Chief. The evaluation represents an opportunity to identify challenges in program or performance, reward the Fire Chief, and strengthen the organization's overall administration.

Frequency: At least once a year the Fire Chief should expect to receive a coherent view of the Board's opinion of his or her work, in accordance with ORS.

Process: The appraisal will follow a pre-established calendar. The evaluation will be in writing. In addition to the numerical score given in accordance with the scoring matrix, the evaluation should also have a written component. The Fire Chief's performance should be measured in relation to his or her job description, and the evaluation may cover multiple activity areas.

The specifics of the evaluation process should be determined by Personnel Committee, or a task force of the Board, and the Fire Chief should be informed of the process in advance. The Personnel Committee or the Board President will report the conclusions of the evaluation to the Fire Chief. The Board of Directors Personnel Committee will determine which of the following elements will be incorporated in the annual review:

- Input from all of the individual Board members;
- Input from peer staff members;
- Self-evaluation;
- Intermittent observation;
- A formal rating system;
- An open-ended discussion of career goals and paths; and
- Opportunity for Fire Chief to respond

Board President/Personnel Committee will circulate a questionnaire to all board members asking specific questions about the Fire Chief's performance during the past year. Board members will respond using an adopted ranking system.

Board President or Personnel Committee will then summarize the responses and communicate them to the Fire Chief, seeking his or her reaction. At that point, The President/Personnel Committee and Fire Chief will set performance objectives for the coming year, and a report will be made to the full board. After that, changes in compensation will also be discussed.

BOARD POLICY

DEFINITIONS FOR PUBLIC MEETINGS

The Board adopts the following definitions for public meetings as set forth in ORS 192.610:

- A. *"Decision"* means any determination, action, vote, or final disposition upon a motion, proposal, resolution, order, ordinance, or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.
- B. *"Executive Session"* means any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.
- C. *"Governing Body"* means the members of any public body which consists of two or more members with the authority to make decisions for, or recommendations to, a public body on policy or administration.
- D. *"Public Body"* means any regional council, county, city, or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group, or any other agency thereof.
- E. *"Meeting"* means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. "Meeting" does not include any on-site inspection of any project or program. "Meeting" also does not include the attendance of members of a governing body at any national, regional, or state association to which the public body or the members belong.
- F. *"Emergency Meeting"* – An emergency meeting of the Board may be called on less than 24 hours' notice provided that an actual emergency exists. The minutes of the meeting must describe the emergency justifying less than 24 hours notice and why the meeting could not be delayed. Attempts will be made to contact the media to provide notice of the emergency meeting.
- G. *"Executive Session"*– Executive sessions shall be held in accordance with Oregon law – ORS 192.660. Matters discussed in executive session shall be exempt from public disclosure pursuant to State Statutes. Executive sessions shall be closed to all persons except the Board of Directors; persons reporting to the Board on the subject of the executive session; the Fire Chief unless directed otherwise by the Board; staff persons as allowed by the Board to attend; news media representatives, unless excluded by the Public Meeting Law (e.g....media representatives may be excluded for discussions regarding labor negotiations); and other persons authorized by the Board to attend. No elected official who declares an actual conflict of interest on a topic to be discussed in executive session shall remain in the room during such executive session discussion.
- H. *"Special Meeting"* – The Presiding Officer, upon his or her own motion may, or at the request of three members of the Board shall, by giving notice thereof to all members of the Board, call a special meeting of the Board of Directors. At least 24 hours notice shall be given for the meeting. Special meetings of the Board may also be held at any time by the common consent of all members of the Board. Only the subjects listed on the special meeting agenda may be acted upon.

BOARD POLICY

PUBLIC MEETINGS

1. All meetings will be held in accordance with the Oregon Public Meetings Law.
2. Regular meetings of the Board will be held on the third Wednesday of each month at 6:00 p.m. unless a different meeting place and/or time is selected. All meetings will be held at Marion County Fire District, or the Chemeketa Regional Training Center, or other location as approved. No meetings shall be held in places where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced, and all meetings shall be held in places which are accessible to disabled persons.
3. A majority of the members of the Board shall constitute a quorum for its business.
4. Every Board member desiring to speak to an issue will address the Board President and upon recognition, will confine remarks to the issue under debate.
5. Board members questioning, seeking clarification, or soliciting a recommendation from staff will direct the concern to the Fire Chief. The Fire Chief may respond as requested or redirect the inquiry to a member of the staff.
6. The safe occupancy and seating capacity of the Board meeting location as determined by the fire marshal shall be posted. The limitations on occupancy and seating shall be complied with at all times. Aisles and emergency exits shall be kept clear at all times.
7. All meetings are to have at least a 24-hour advance notice except as in the case of emergency (ORS 192.640). Board meeting notices are to be posted on the Fire District Web Site and at the Central Fire Station.
8. Special meetings of the Board may be called by the Board President or by demand of three or more members of the Board on not less than 24-hours notice. The President will notify the members.
9. The Board encourages attendance and participation at Board meetings by all interested persons and residents of the District.
10. Items of business may be suggested by Board Members, personnel, or constituents of the District for inclusion on the next meeting agenda. In order to expedite consideration of agenda items which are accepted, requests should reach the Board President or Fire Chief at least ten days prior to the next regular meeting.
11. In order to accomplish the tasks of the Board in an orderly and expeditious manner the Board will attempt to limit repetitious testimony and discussion whenever possible.
12. The affirmative vote of at least three members present at any meeting having a quorum will be considered sufficient for action except for actions required otherwise by law or these policies. If only three members are present, constituting a quorum, a unanimous vote is required to approve a motion.

13. The "yeas" and "nays" upon votes taken will be entered on the records of all questions called for by the President or alternative presiding officer in accordance with ORS 478.250, and also show how each individual board member voted.
14. A Board member should declare an actual or potential conflict of interest as required by Oregon Law and only participate in voting and discussion as allowed by statute.

BOARD POLICY**BOARD MEETING AGENDA STRUCTURE**

The following format is a general guide adopted by the Board of Directors to help standardize meetings and allow the public to understand the flow of business at Board meetings. The order and content of agendas may be changed at any time by the Board of Directors

CALL TO ORDER

SIGN-UP

Public input is welcome. You are required to sign up on the sheet provided indicating your name, address and the general topic. The Board may assign a particular order for your input on the agenda.

FLAG SALUTE

APPROVAL OF AGENDA

MINUTES

PROCLAMATIONS, COMMENDATIONS, SPECIAL REPORTS/AWARDS

PUBLIC COMMENT (agenda items)

SECRETARY/TREASURER'S REPORT

OLD BUSINESS

NEW BUSINESS

CHIEF'S REPORT

INDIVIDUAL/ORGANIZATIONAL INPUT

Special Presentation

Volunteer Firefighters Association

Local 2557

INFORMATION

Correspondence

Good of the order

PUBLIC COMMENT (other than agenda items)

NEXT MEETING DATE

ADJOURN

BOARD POLICY

POLICY REGARDING PUBLIC PARTICIPATION IN MEETINGS

1. Two periods for public comment will be reserved for every regular meeting of the Board. Each period shall not exceed a maximum of thirty minutes, unless a majority of Board members present vote to extend the time. The first period for public comment shall be limited to items placed on the agenda, and the second period of public comment shall be used to comment on any issue of District business, other than agenda items.
2. Persons wishing to speak during public comment must sign up and include the person's name and address and the topic upon which the person wishes to speak, not later than the end of the opening exercises. A group of visitors with a common purpose should designate a spokesperson to speak for the group.
3. A visitor may introduce a topic not on the published agenda. However, the Board, at its discretion, may require that a proposal, inquiry, or request be submitted in writing, and reserve the right to refer the matter to the staff for action or for study at a subsequent meeting.
4. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the sign-in sheet. Participants must state their name and address for the record prior to addressing the Board. The Presiding Officer may allow additional persons to speak if they have not signed the sign-in sheet if sufficient time is left in the thirty minute period.
5. Should there be more speakers than can be heard for three minutes each during either of the thirty minute periods provided for public comment, the Presiding Officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
6. Statements by members of the public should be brief and concise. A time limit of three (3) minutes will be allotted to an individual or a member of a group who will be recognized by the President only one (1) time on an agenda item or other topic during the meeting unless the President requests additional input.
7. Speakers may offer objective criticism of District operations and programs but the Board will not hear complaints concerning specific District personnel. The President will direct the visitor to the appropriate means of Board consideration and disposition of legitimate complaints involving individuals.
8. Board members may, after obtaining the floor, ask questions of speakers during public comment. Board members shall use restraint when exercising this option, and shall attempt to limit questioning to no more than three minutes. The Board President may intervene if a Board member is violating the spirit of this policy.
9. Anonymous and unsigned communications shall not be introduced in Board meetings.

BOARD POLICY

MEDIA AND EXECUTIVE SESSION POLICY

Policy Statement. The purpose of this policy is to preserve and protect the public policy of open meetings and executive sessions, and to effect the orderly conduct of executive sessions.

Recognition of Media and Attendance at Executive Sessions.

1. Only recognized media will be allowed to attend Board of Directors executive sessions. Recognized news media includes entities that are organized and operate to broadcast, disseminate, or publish news to the public, and that are committed to compliance with the confidentiality of executive sessions as required under Section 3.
2. Non-recognized media, which operate outside of the parameters described in Section 3, must provide the District with notice of intent to attend an executive session. Documentation must be received at least 14 working days in advance of the meeting so as to allow staff time to investigate the applicant and prepare a recommendation to the Board. This requirement may be waived if the Board, in its sole discretion, recognizes that an applicant qualifies under this policy, or determines that other good cause exists for making an expedited determination.
3. In determining media participation at Executive Sessions, the Board may consider any information provided by the applicant or District staff or information obtained from other sources. The Board may consider and weigh any factors it deems relevant, including, but not limited to, the following:
 - a. Applicant is a member of a traditional news association;
 - b. Applicant is institutionalized, in that it is well-established with a structure to ensure compliance with the confidentiality of executive sessions as required in Section ;
 - c. Regularity of the broadcasts, dissemination, or publication of news;
 - d. Applicant is recognized as a qualified news source for the public;
 - e. Applicant is an advocate for the interest and/or opinions of a special interest group, individual or cause; and
 - f. Applicant customarily reports on the activities of the District or issues within the District's scope of interest.
4. If the Board has reason to believe that a news media attendee has previously failed to comply with the Board's policy, the Board may request that the media organization send a different representative to executive sessions, or take other appropriate measures to protect the integrity of its executive sessions, including legal action.
 - a. Information in Executive Session Shall Not be Disclosed. It is the Board's policy that all information discussed or considered in executive sessions shall not be disclosed unless otherwise authorized by the Board. The news media

and representatives of the news media are specifically directed not to report on any of the deliberations during executive session, except to state the general subject of the session as previously announced, as outlined in ORS. This policy extends to all statements made in executive sessions, to all documents considered, and all other information presented or considered regardless of the format, in executive session. This policy shall apply whether or not persons attending any particular executive session are reminded of the policy. The Board, in its sole discretion, may make exceptions to this policy if the Board deems it to be in the public interest to do so, and if the Board votes unanimously to do so.

- b. Recording Devices Prohibited. Cameras, tape recorders, and other recording devices cannot be used in executive sessions, excepting for any official executive session tapes made by District staff.
- c. Applications to Other Boards, Commissions, and Committees. The policies and procedures adopted by this policy shall apply to all of the District's other boards, commissions, and committees.
- d. Severance Clause: If any provision of this policy is deemed to be void, invalid, or unenforceable, the provision shall be disregarded and the remainder of this policy shall not be affected and shall remain in full force and effect.

BOARD POLICY

DECORUM AND ORDER

1. **Presiding Officer** – The Board President has the authority to preserve decorum and decide all points of order. The Board President shall enforce order, prevent attacks on personalities or impugning members' or staffs' motives, and keep those engaged in debate to the question under discussion.
2. **Board Members** – Board members shall preserve order and decorum during Board meetings, and shall not by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Board President or these policies. Board members shall when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, should not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office. Board members should not attack the knowledge, skills, abilities, and personalities or impugn District staff members' motives in Board meetings.
3. **Staff and Public** – Members of the administrative staff, employees of the District and other persons attending Board meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Board.
4. **Removal of Any Person.** Any persons making disruptive or threatening remarks or actions during a meeting will forthwith be barred from further attendance at that meeting, unless permission to continue is granted by a majority vote of the Board members present.
5. Should a visitor fail to comply with this policy the Board President may prevent further interruption by such person by any action necessary including notifying the proper authorities for the removal of that individual. In case the Board President should fail to act, any member of the Board may obtain the floor and move to require enforcement of this policy.

BOARD POLICY

SELECTION AND DUTIES OF LEGAL COUNSEL

1. The Board will recognize its responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may necessitate the involvement of legal counsel.
2. The Board will review legal counsel of record on an annual basis for the District and shall select legal counsel for the District based on expertise and the needs of the Districts.
3. The Board may seek additional legal counsel when the discussion involves a specialized area, is outside of general counsel of record's scope of service, or in the event of a conflict of interest.
4. Legal counsel shall advise the Board on specific legal problems submitted and recommend a course of action.
5. The Fire Chief, and specific managers designated by the Fire Chief, has general authority to seek legal counsel. The Board President also has authority to seek legal counsel providing such a request is consistent with the Board of Directors' general direction. In the event the Board President independently seeks legal counsel, such contact shall be reported to the full Board at the earliest convenience. Individual Board members may seek legal counsel if authorized by the Board President.
6. The Board President is authorized to seek legal counsel without prior collective Board direction when an emergent need arises.

BOARD POLICY

STANDING COMMITTEES OF THE BOARD

AUDIT AND AUDIT COMMITTEE

The Board shall ensure an annual audit is made each year of the District's accounts and fiscal affairs. The Board shall approve the periodic selection of the auditor, and the Fire Chief or designee shall be authorized to contract with the auditors. (ORS 297.425) The Board recognizes the benefit of selecting a new auditor every 5-8 years.

In recognition of its fiduciary duties to the taxpayers and voters of Fire District the Board hereby authorizes the creation of an Audit Committee as follows:

1. The committee shall consist of at least two members of the Board of Directors;
2. Members shall be appointed annually by the Board President;
3. The committee will meet a minimum of two times per year:
 - a. Once with the auditors prior to the commencement of the annual audit.
 - b. Once with the auditors at the conclusion of the annual audit.
 - c. And, as needed by the circumstances of the annual audit or as directed by the Board President.
4. The committee shall have the authority to recommend the level of audit, any changes in the annual audit, and areas of focus during the audit.
5. No audit shall begin prior to the audit committee's first meeting with the audit team to decide the scope and focus area for the annual audit.
6. A member of the audit committee will provide an overview of auditor's comments to the Board.

BUDGET COMMITTEE

1. The Board of Directors shall establish, in consultation with the Budget Officer, a budget calendar as outlined in Oregon budget law.
2. The Board recognizes the value of involving the Budget Committee members, Volunteer Association and career and administrative staff in the budget development process and will strive to involve those members in the general fiscal management of the District as well as the budget development and adoption process
3. The Board has reviewed the statutes relating to Budget Committee appointments and terms of offices and hereby establishes five (5) appointed positions on the committee in addition to the five (5) Board of Directors members.
4. All subsequent appointments shall be for three-year terms or to fill unexpired terms. Positions shall be staggered so no more than two terms expire in any one year. All terms shall expire on December 31st of a given calendar year.
5. The Board shall, as a part of the regular agenda, review appointments each December with the intent of making appointments at the regular February meeting.
6. The Board reserves the right to interview and background applicants for position on the Budget Committee.

PERSONNEL COMMITTEE

1. The Personnel Committee shall be responsible for the evaluation of personnel policies and procedures, oversight of the Fire Chief's evaluation process, and for the review of personnel complaints which have not been resolved through the chain of command structure, or as outlined in Board Policy 124.
2. The committee shall consist of at least two members of the Board of Directors.

STRATEGIC PLANNING COMMITTEE

1. The Futures Committee shall be responsible for working with the Fire Chief to evaluate the future needs of the Fire District. This evaluation may include:
 - a. Strategic Planning
 - b. Community Partnerships
 - c. Station Construction
 - d. Apparatus Replacement

BOARD POLICY

INVESTMENT GUIDELINES

It shall be the policy of the Board of Directors to manage District investments according to current and applicable laws as recommended by State and local authorities on matters of public finance.

BOARD POLICY**SALE OR DISPOSAL OF DISTRICT NON-REAL PROPERTY**

The District occasionally has reason to dispose of non-real property. The District has adopted as procedure for the disposition of that property.

Such disposal of property will follow the guidelines as described in Section E-16 of these rules.

E-16 Surplus Personal Property, Disposition of

- (1) Contracting Agency may dispose of surplus personal property by any means determined to be in the best interest of Contracting Agency, including but not limited to: transfer to other departments; donation to other government agencies, or non-profit organizations; negotiated or advertised sale; trade; auction; liquidation through commercially recognized third party liquidator; or destruction.
- (2) Prior to surplus property, Contracting Agency must find that the chosen disposition will substantially promote the public interest in a manner that could not practicably be realized by a competitive solicitation process and either that the disposition will result in a cost savings to Agency or will probably result in a higher net return than if the property were sold by a competitive solicitation process.
- (3) All items of personal property having a residual value of more than \$10,000 are subject to prior authorization of the local contract review board.

The Board further limits the value of property for consideration of surplus as any property with a residual value of more than \$5,000. Local Contract Review Board authorization for surplus is not required for items with a value of less than \$5,000.

["Personal Property" is defined as property owned by the District]

BOARD POLICY

REIMBURSEMENT FOR DISTRICT SERVICES

The District may be requested to provide firefighting, rescue, vehicle extrication, spill cleanup, hazardous materials response, or other public safety services outside the limits of the District, or within an area of the District where the District levies no taxes or assessments. These services may include, but are not limited to the following:

- (a) Incidents involving an aircraft crash;
- (b) Incidents on roadways, waterways or railroad right-of-ways against which no taxes or assessments for fire protection are levied by the District;
- (c) Incidents in areas of close proximity to the District for which no service is provided by any other fire protection district.

Costs incurred in providing such services may be recovered from the responsible party in accordance with applicable State laws (ORS 478.310).

The "Responsible Party" is the person(s), party or property receiving the direct fire or safety services as a result of the incident.

The District, when responding apparatus, equipment and/or staff pursuant to this policy, shall be paid the reasonable charge for the service, including repairs and depreciation, as well as the hourly equipment and staff charge used in accordance with a State Fire Service Mobilization Plan.

Cost Recovery and Related Charges

Cost recovery for service may be waived if the responsible party is, at the time of incident, a resident of the District, or owner of a taxable real property within the District that is currently being taxed.

Charges assessed pursuant to this policy shall be separate of any charges for services provided by any ambulance service involved in the same incident.

No charges shall be submitted for mutual aid or automatic aid provided to another District, City or Fire Department, or to the Oregon Department of Forestry, pursuant to the agreements where the District has agreed not to make charges for such services.

Related Information

The District shall make every possible attempt to gather pertinent information regarding each incident for timely cost recovery purposes.

All cost recovery procedures shall be administered in accordance with applicable statutes and restrictions.

BOARD POLICY

CIVILIAN INVOLVEMENT AT EMERGENCY SCENES

The Board of Directors recognizes that firefighting is, by its very nature, a highly dangerous activity that warrants maximum emphasis on safety in all phases of operations. In an effort to maintain the highest level of scene safety, the Board of Directors declares the following:

1. The Board recognizes and grants full operational authority to the Fire Chief or his designee who will properly discharge the duties of managing a fire scene or other emergency response event.
2. The Board recognizes that the involvement of civilians at emergency responses creates additional safety concerns for District personnel.
3. The Board requires that all civilians, including board members, observe emergency response actions from the required distance as designated by the safety officer.
4. Such safety distance will be maintained, and no communications will be initiated with involved personnel until the scene has been cleared by the Incident Commander.

BOARD POLICY

PUBLIC RECORDS RETENTION

It shall be the policy of the Board of Directors to establish the regulations that shall be followed in regard to Public Records Retention, hereby developing a general records retention schedule. A copy of such schedule shall be maintained in the administrative offices of the District.

The District shall maintain and dispose of public records in accordance with Oregon Administrative Rules Chapter 166 - General Records Retention Schedule - Counties and Special Districts.

BOARD POLICY

PROHIBITED POLITICAL ACTIVITY BY BOARD AND DISTRICT PERSONNEL

1. Officers of the Board, the Fire Chief, and District Personnel shall not use their District titles for political purposes unless specifically approved by board action.
2. District personnel may not be involved in activities such as collection of funds, receipt and distribution of advocacy materials, or preparation of correspondence on behalf of political committees, petitions, measures or candidates while on work time. A public employee's work time may not be used to produce or distribute political documents advocating a vote for or against a measure or candidate; or to produce or distribute news releases or letters announcing an elected officials support or opposition to a measure, candidate, referendum, initiative or recall petition. Any such use of public time or resources may also constitute a violation of Oregon's ethics laws (ORS 244.040) as well as the District's personnel policies because the employee is using government resources for personal gain.

BOARD POLICY

CAPITAL FIREMED MEMBERSHIP

The District will provide membership to Capital FireMed for all Directors, full-time employees, and active volunteers in good standing of the Volunteer Firefighters Association. This coverage shall include permanent members of the household in accordance with the coverage policy of Capital FireMed.

BOARD POLICY

BOARD OF DIRECTORS DISTRICT UNIFORM BENEFIT

The District may issue appropriate apparel to Board members for use in representing the District and attending District -related functions. Discretion shall be used in the wearing of any article of clothing which bears the District name and/or logo.

BOARD POLICY**BOARD EXPENSES AND COMPENSATION**

The Board of Directors of the District may receive compensation from the District as set forth in ORS 198.190 while attending meetings authorized by the District Board.

Said compensations will be as follows:

Board members may be compensated at a rate of \$40/day for Board approved functions. Examples of "an approved function" might include:

- SDAO meetings/conferences
- OFDDA meetings/conferences
- Other meetings as determined by the board

All reimbursement requests for attendance at functions must be submitted to and have approval of the Board of Directors.

Mileage will be reimbursed at the current State of Oregon mileage rate for the actual mileage required for the trip. Lodging will be approved only for lodging accommodations that are cost effective and appropriate to the purpose of the trip and location. Lodging must be booked at government or commercial rates for single occupancy rooms (or double occupancy if shared) unless unavailable.

The District generally provides members with a per diem for meals at the current State of Oregon rate for approved overnight travel. Receipts for reimbursement of allowed expenses must be submitted to District Finance Office within thirty days.

Board members who have not attended 65% of the Board meetings in the immediate previous twelve (12) months shall not be entitled to per diem, mileage reimbursement or other expense reimbursements except for Board meetings and the annual OFDDA Conference. Exception: Members who have not served for the previous continuous twelve months; i.e., newly elected members or those appointed to fill a vacancy.

BOARD POLICY

COMPLAINTS

I. PURPOSE:

To establish a policy for the Board and Directors individually regarding how to handle complaints made directly to the board or individual board members.

To establish a system of responding to, recording, and using complaints as a mechanism for improving service to our internal personnel and the public we serve.

II. SCOPE AND RATIONALE:

This policy shall apply to all Fire District Directors. The policy and procedure is intended to respect the right of any individual to bring a matter to the attention of elected officials and at the same time to respect the difference between the operational authority and management responsibilities of the Fire Chief and meet the policy, duties, and responsibilities, of the Board of Directors as elected officials.

III. RESPONSIBILITY:

It is each individual member of the Board's responsibility to know and follow the Board Complaint Policy as outlined herein.

Responsibilities of the Fire Chief in the Complaint Process include:

- A. Empowering personnel to resolve complaints quickly, effectively, and at the lowest level possible
- B. Providing sufficient resources to ensure the efficient and effective management of complaints
- C. Ensuring investigating personnel are trained in complaint handling skills
- D. Ensuring all complaints are dealt with in an acceptable and timely manner
- E. Monitoring progress of the complaints handling process
- F. Maintaining an appropriate recording of oral and written complaints in the official records
- G. Evaluating the data and determine the causes of complaints and whether remedial action is required
- H. Developing and implementing continuous improvements to issues that are the cause of complaints within their area of responsibility

IV. PROCEDURE:

Revised 8/2014

A. General.

Any complaint received by the Board or an individual member should be handled fairly and respectfully for all concerned. It is recognized, though, that disagreements with Board actions or decisions may occur by those who did not support the outcome, and likewise misunderstandings and problems may occur in any organization. Frequently, a complaint from the public may arise when there is less than a full understanding of the applicable facts. If the complaint involves personnel or operational matters, it is the District's policy to treat those confidentially and through established channels.

B. All written complaints should be forwarded to the Personnel Committee.

C. Complaints regarding Board decisions.

The first effort should be to explain to the complainant the rationale for the Board decision, in an effort to resolve the concern. The individual Board member is free to express whether he or she agreed or disagreed with the decision, but should be clear as to what the rationale was for the Board as a whole. If after the discussion, the individual is not satisfied, the Board member may invite the individual to put the complaint in writing and send it to the Personnel Committee.

Any complaint received by a Board Member about a Board decision, should be forwarded to the Personnel Committee. The Committee will research the complaint and either answer it, or refer it to the full Board for an opportunity to decide whether they wish to hear from the individual or whether they wish to revisit their decision. This may involve scheduling the topic for a subsequent meeting at which there is adequate time to address the matter. There is no requirement the Board take any action. Complaints regarding operations, including claims of negligence or actions of employees or volunteers, should be referred to the Fire Chief for appropriate action.

D. Complaints regarding decisions or actions of the Chief.

Nature of the Complaint: The first effort should be to determine if the decision of the chief was in the nature of an operational or personnel matter for which the responsibility has been delegated to the Fire Chief.

1. Internal Complaint Defined: If the complainant is an employee or volunteer, they should be reminded that the appropriate means of registering their concern is through the grievance process or chain of command.
Action: The Board member should avoid obtaining any details. The Board member should avoid expressing any opinion regarding the matter, in order to preserve impartiality should the grievance process result in the matter coming to the Personnel Committee for a decision.
2. External Complaint Defined: If the complaint is from a member of the public regarding a decision made or an action taken by the Chief in accordance with directions given by the Board.
Action: The Personnel Committee should explain to the complainant the rationale for the Board decision or direction, in an effort to

resolve the concern. The Committee may choose to meet with the Chief and/or the complainant together to discuss the matter, in an effort to resolve it or to educate the complainant about any additional facts that may be otherwise unknown. In any case, the Personnel Committee shall advise the Chief of the complaint.

E. Assessing the seriousness of the complaint.

1. Regardless of the topic of the complaint, these procedures are designed to resolve the matter at the lowest level possible that is appropriately responsive to the seriousness of the complaint, and respecting established grievance and personnel processes in accordance with Standard Operational Guidelines.
2. The Personnel Committee should acknowledge the Board's role in any decision or action that is the subject of a complaint, to respect the viewpoint of the complainant, and to assist the complainant in seeking such additional facts as are reasonably available to resolve the matter, including but not limited to, requesting the Chief to provide a written response to the individual with copies to the Board as a whole. Subject to the Chief's discretion, prior to responding to the complaint, the Chief may request direction from the Committee or from the Board as a whole..
3. If the Personnel Committee determines that the allegations in the complaint are serious enough to risk significant liability for the District, then the whole Board should be advised, and advice of legal counsel sought. The matter may then necessitate the gathering of additional facts through a process to be determined by the Board as applies to the situation.

F. Personnel or operational complaints.

1. If the complainant is an employee or volunteer, they should be reminded that the appropriate means of registering their concern is through the Standard Operational Guidelines process and chain of command. The Personnel Committee should avoid expressing any opinion regarding the matter, in order to preserve impartiality should the grievance process result in the matter coming to the Board for a decision.
2. If the complaint is from a member of the public regarding an operational matter the Personnel Committee should refer the person to the Chief. The Committee may explain to the complainant the rationale for the Board direction, if known, in an effort to resolve the concern. The Committee may choose to meet with the Chief and the complainant together to discuss the matter, in an effort to resolve it or to educate the complainant about any additional facts that may be otherwise unknown. Regardless, the Chief shall be advised of any such complaint.

BOARD POLICY

BOARD CODE OF CONDUCT

The Board Member should:

1. Understand that their basic function is "policy making" and not "Administration".
2. Not make commitments on any matter, which should properly come before the Board as a whole.
3. Refuse to participate in meetings which are not official and in which all members do not have the opportunity to attend or otherwise authorized by the Board.
4. Recognize that he/she has no legal status to act for the Board outside of official meetings.
5. Make decisions only after all available facts bearing on a question have been presented and discussed.
6. Respect the opinion of others and graciously accept the principle of "majority rules" in board decisions.
7. Refer all complaints or problems to the proper administrative officer and discuss them only at a regular meeting after failure of an administrative solution.
8. Present personal criticisms of any District operations directly to the Fire Chief.
9. Follow and insist that all actions by the District and the individual Board Members be in compliance with the requirements of the Oregon Government Standards and Practices Laws, as set forth in ORS Chapter 244.

BOARD POLICY**HEALTH & SAFETY**

The Board of Directors recognizes that District personnel are the District's most valuable resource. Furthermore, it recognizes that firefighting is, by its very nature, a highly dangerous activities that warrants maximum emphasis on safety in all phases of operations. A management committed to safety is the strongest force in the effort to reduce injuries that result in personal suffering, high costs and wasted resources.

It is the desire of the Board to reduce injuries whenever possible, as well as the physical and economic suffering that result from accidents and injuries. This concern for safety and health applies equally to all members of the District during the performance of all associated duties.

Therefore, it shall be the policy of the Board of Directors that the District provide a safe and healthy place to work, and comply with all federal, state and local statutes pertaining to the health and safety of all District personnel.

In keeping with this policy, health and safety for District personnel will be given the highest priority while providing quality emergency services consistent with the mission of the Safety Director who will oversee the District health and safety program. The Safety Director will ensure that a Safety Committee exists and operates in accordance with Oregon Administrative Rules. The Fire Chief will ensure that the Safety Director and the Safety Committee receive the support and authority they need to operate effectively.