

Deschutes County Rural Fire Protection District #2

Policy Book

Standard Operating Guidelines and Titles

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- 1.2 Standard Operating Guideline- Reimbursement of Expense
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Deschutes County Rural Fire Protection District #2

STANDARD OPERATING GUIDELINE

NUMBER 1.1

APPROVED: 6-08-99 (updated 1-14-14)

SUBJECT: District or City of Bend Fire Department employees serving in a position on the district board of directors

PURPOSE: To reduce or eliminate any chance that district employees, Fire Department employees or the board of directors will be put in a position of compromise and eliminate the potential of real or potential conflict of interest for the employee or the district..

POLICY: It is the policy of the District that District employees and Fire Department employees will not serve by election or appointment in any position on the board of directors of the district.

APPROVED



Dick Ridenour, Chairman of the Board

Deschutes County Rural Fire Protection District #2

STANDARD OPERATING GUIDELINE

NUMBER 1.2

APPROVED: 2/11/2014

SUBJECT: Expenses and Reimbursement

PURPOSE: Guidance for board and employees for reimbursement of district expenses.

A. Transportation. The actual cost of transportation, taxi fares, telephone calls and similar items incidental and necessary to the performance of official business will be paid. District will reimburse the employee or board member at the current IRS mileage rate for the actual mileage required to complete the business. Parking and other related expenses must be documented by receipt.

B. Lodging. Hotel and motel accommodations should be appropriate to the purpose of the trip. Hotel charges should typically be billed to the District. Any advance per diem requested for hotel shall be paid at hotel rates and the individual must turn in receipts supporting the advance by the next board meeting. Any excess costs over the advance can be reimbursed if proper. The District does not pay for in-room movies or in excess of one personal phone call home per day. Reimbursement for lodging is generally limited to the expense of a single room, except where employees or board members are sharing a room.

C. Meals. Payment in advance for meals shall be at allowed IRS per diem rates for area traveled to. Receipts must be presented for meal reimbursement. The District authorizes tips at 15%.


E. Telephone Expenses for telephone calls are reimbursable only if they are directly related to District business and are supported by actual receipts. Personal telephone calls charged to the District beyond the one call home per day allowed must be reimbursed if paid by the District.

F. Registration and Tuition Fees. Expenses for registrations and/or tuition fees are allowable expenses, and a copy of the registration must be attached to the request.

G. Accompanied Travel. Any expenses for family members who accompany the employee or board member on a trip are not reimbursable.

H. Alcoholic Beverages. Any expenditures for alcoholic beverages are not allowed and reimbursement will be required if any are charged to the District.

APPROVED


Dick Ridenour, President of Board

Deschutes County Rural Fire Protection District #2

STANDARD OPERATING GUIDELINE

NUMBER 1.3

APPROVED: 3/11/2014

SUBJECT: Use of Electronic and Communication Devices

PURPOSE: No district official shall use or attempt to use official position or office to obtain financial gain or avoid financial detriment if the opportunity to do so arises only because of the holding of the position. This policy sets guidelines for the use of electrical and communication devices to meet that criteria.

A. Personal use of electronic resources shall be allowed when certain personal matters can only be taken care of during "regular" working hours. Use for this purpose should be brief and infrequent. If any electronic resource is used for non-District purposes or by any non-District personnel and there is a specific and measurable additional cost or fee, the user will reimburse the District for such use.

APPROVED



Dick Ridenour President of the board

DESCHUTES COUNTY RURAL FIRE PROTECTION DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.4

APPROVED: 4/8/2014

SUBJECT: VEHICLE USE POLICY

PURPOSE: To establish rules regulating the use of district owned vehicles.

POLICY: It is the policy of the district that district vehicles are for use of employees in the performance of their duties. Exceptions must be approved by the Board President.

PROCEDURE

I. USE OF DISTRICT VEHICLES

The following general policy guidelines shall be used when making vehicle use decisions.

- A. All District vehicles shall be maintained in a mechanically safe condition and operated in a safe and legal manner. Employees are required to wear seat belts when driving or riding in District vehicles.
- B. All drivers and operators of District vehicles and equipment shall be properly licensed and trained as required.
- C. District vehicles, should not generally be used for personal benefit. The President may grant use of a vehicle to and from an employee's residence during off duty hours if one of the following criteria exists:
 - 1. The employee has regular off-duty responsibilities which necessitate the use of district transportation.
 - 2. The employee is officially on-call during his regular off-duty hours and must use a district vehicle for response to a call.
 - 3. The use of district vehicles is otherwise granted by the board President.
- D. District-owned vehicles shall be the first choice for business transportation. If no District vehicle is available or if private and district business will be necessary, privately-owned vehicles may be used with mileage reimbursement at the current IRS rate for business purposes.

APPROVED



Dick Ridenour, Board President

updated 4/8/2014

DESCHUTES COUNTY RURAL FIRE PROTECTIVE DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.5

REVISED: 6/10/2014

SUBJECT: Financial guidelines.

PURPOSE: To establish rules regulating the financial requirements for board approval.

POLICY: It is the policy of the district that district checks be either approved or ratified by the entire board and that financial information be available monthly for board review.

PROCEDURE

- I. Check writing and reporting: The following general policy guidelines shall be used when writing checks for District expenses and for board review of financials.
 - A. All District checks will require a double signature.
 - B. Only members of the Board may sign checks.
 - C. District disbursements are normally approved at the regular board meeting. Once the monthly expenses are approved; checks will be signed by the Secretary/Treasurer and Board President. If one of these individuals is unavailable a signature can be obtained from the Vice-President. If additional signatures are still needed, either of the other two board members can sign.
 - D. If the board does not meet during a particular month or if checks need to be issued prior to the next meeting, two signatures are still required. Checks written in this manner will be reviewed and presented for ratification at the next regular meeting by a quorum of the district board. Order of signing is: secretary/treasurer, board president, vice-president, other board members.
 - E. Requests for expenditures in other accounts such as those kept by the county or the state shall also be reviewed by a quorum of the board and will also require double approval to expend. Order of approval is Secretary/Treasurer, board President, Vice-President, board members.
 - F. The Board will be provided financial statements reflecting actual and budgeted expenditures with variances between the two.
 - G. Statements and reconciliations for all accounts will be reviewed and signed monthly by the Secretary/Treasurer. The general ledger balance should agree with the agenda and all un-cleared and cleared checks should be checked for abnormalities.

APPROVED



Dick Ridenour, Board President

DESCHUTES COUNTY RURAL FIRE PROTECTION DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.6

APPROVED-- July 7, 2014

SUBJECT: Board Meetings

PURPOSE: To establish rules regulating Board Meetings

POLICY: It is the policy of the district that a certain procedure be followed to prepare for and hold meetings.

PROCEDURE:

- A. Distribution of Materials to board members
The preliminary agenda and the previous meeting minutes shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board Meeting.
- B. Distribution of agenda to the public
The proposed Agenda notice of date and time of meeting will simultaneously be distributed to local news media.
- C. Compliance with law
All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192, and 192,990, a copy of which is in the district office.
- D. Location of Meetings
All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- E. Meetings held by telephone
Meetings held by telephone or other electronic communication are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2). The media shall be provided access to a listening location whenever executive sessions are conducted electronically, unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(3).
- F. Regular meetings
The Board shall hold regular monthly meetings on the second Tuesday of each month. Such meetings shall be held at 63377 Jamison St. at 11:30 AM, or at such other places and times as the Board may designate from time to time.
- G. Emergency Meetings.
Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hour notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgement of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hour notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the Director or Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hour notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

H. Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other medial representatives having requested notice in writing of every meeting.

Written notice shall also be sent to any persons which the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, pres releases shall be issued or phone calls make to wire services and other media: and interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

I. Executive sessions

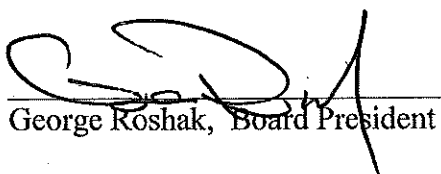
Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

J. Interpreters of the hearing impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

1. The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hour notice of the request, provided the name of the requester, the requesters sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
2. If a meeting is held upon less than 48 hour notice, the district shall make reasonable efforts to have an interpreter present.
3. The requirement for an interpreter does not apply to emergency meetings.
4. The Chief Executive Office shall be responsible for developing and maintaining a list of qualified interpreters, and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

APPROVED


George Koshak, Board President

DESCHUTES COUNTY RURAL FIRE PROTECTION DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.7

APPROVED: 8/12/2014

SUBJECT: Board Meetings

PURPOSE: To establish rules regulating conduct at Board Meetings

POLICY: It is the policy of the district that a certain procedure be followed to insure proper conduct and opportunity for participation at Board Meetings.

PROCEDURE:

A. PRESIDING OFFICER: The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside.

B. AUTHORITY TO CONDUCT MEETINGS: The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

C. PUBLIC PARTICIPATION: If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Upon failure to do so, such persons become classified as trespassers.

D. ELECTRONIC EQUIPMENT: The authority to control the meetings of the district Board extends to control over equipment such as cameras, tape recorders and microphones. The presiding officer shall inform persons attending any meeting of the district Board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

E. RECORDING OF VOTES: Votes shall be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

F. QUORUM REQUISITES: Three (3) members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

G. VOTE EXPLANATIONS: Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.


H. CONFLICT OF INTEREST/EX PARTE CONTACTS: In the event of a potential conflict of interest, a member of the board shall declare such conflict but may participate in discussions and vote. In the event any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare such contact prior to participating in discussion on the matter.

I. SMOKING: Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe or smoking equipment into a room where a meeting is being held by the Board or is to continue after a recess. For purposes of the statute, a meeting is deemed to have started at the time the meeting actually begins. This rule shall apply at any regular, special or emergency meeting at which the Board intends to "exercise or advise in the exercise of any power of government." No quorum requirement shall apply for this smoking ban to apply. If the Board intends to reconvene after leaving a meeting room for an executive session, the Board will be deemed to be in a "recess" during which smoking shall be prohibited in the meeting room.

1. Smoking Policy at Other Locations: If a meeting is held at a location other than one which is "rented, leased or owned" by the State or a political subdivision, such as a hotel meeting room, where no separate charge is made for the room, the smoking ban of ORS 192.710 shall not apply, but other laws prohibiting smoking except in designated areas, such as that found in ORS 433.845, may apply.
2. Smoking reminder: Whenever members of the public are in attendance at a meeting, the presiding officer shall remind those present of the no smoking rule at the beginning of the meeting to avoid potential embarrassment.

J. ADJOURNMENT: The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

APPROVED


George Roshak, Board President

DESCHUTES COUNTY RURAL FIRE PROTECTION DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.8

APPROVED: 9/16/2014

SUBJECT: Executive Sessions

PURPOSE: To establish rules regulating Executive Sessions

POLICY: It is the policy of the district that only certain topics be address in Executive Sessions and only in a proscribed manner.

PROCEDURE:

A. NOTICE

Public notice of executive sessions shall be provided in accordance with district policy #1.6

A. NO FINAL DECISIONS

The Board shall not make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.

A. PURPOSES

Executive sessions shall be held only for the following purposes:

1. Employment of Personnel: ORS 192.660(1)(a). To discuss the employment of a public officer, employee, or staff member, but only if the following requirements have been met:
 - a. The vacancy for the position has been advertised;
 - b. Regularized procedures for hiring have been adopted;
 - c. There has been opportunity for public input into the employment of such employee or officer.
 - d. Where employment of a Chief Executive Officer is under consideration, the standards, criteria and policy directives to be used in hiring such officer must have been adopted at a meeting open to the public at which the public has had an opportunity to comment. No executive session may be held under ORS 192.660(1)(a) for purposes of filling a vacancy in an elective office.
2. Discipline of Public Officers and Employees: ORS 192.660(1)(b). To consider the dismissal of disciplining of a public officer, employee, staff member or individual agent, or to hear complaints or charges brought against such persons, unless the person complained against request an open hearing.
3. Consultation with Labor Negotiator: ORS 192.660(1)(d). To conduct deliberations with persons designated by the Board to carry on labor negotiations on its behalf. News media representatives may be excluded from executive sessions called under this section.
4. Real Property Transactions: ORS 192.660(1)(e). To conduct deliberations with persons designated by the Board to negotiate real property transactions.
5. Exempt Records: ORS 192.660(1)(f). To consider records that are exempt by law from public inspection. Examples of such records include medical records pertaining to personnel, confidential communications from legal counsel, employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law, ORS 192.501 and 192.502.

6. Trade or Commerce: ORS 192.660(1)(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
7. Litigation/Consultation with Legal Counsel: ORS 192.660(1)(h). To consult counsel concerning the district's legal rights and duties, as well as current litigation or litigation likely to be filed. Whenever written legal advice received from counsel is to be discussed, the Board may utilize an executive sessions to discuss the writing under the authority of ORS 192.660(1)(f), as well. This section authorizes an executive session to consider records which are exempt by law from public inspection
8. Performance Evaluations: ORS 192.660(1)(i). To review and evaluate the employment-related performance of the chief executive officer, other officers employees or staff members, pursuant to standards, criteria and policy directives adopted by the district, unless the person whose performance is being reviewed and evaluated requests an open hearing. The standards, criteria and policy directives to be used in evaluating chief executive officers must first have been adopted by the Board in meeting open to the public in which there was an opportunity for public comment. Executive sessions called pursuant to this section may not include a general evaluation of any District goal, objective or operation, and may not include any directive to the Chief Executive Officer or other district Personnel concerning agency goals, objective, operations or programs.
9. Labor Negotiations: ORS 192.660(2). Labor negotiations may be held in an executive session if either side requests an executive session.

A. CONDUCT OF EXECUTIVE SESSIONS

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

APPROVED



George Boshak, President of the Board

DESCHUTES COUNTY RURAL FIRE PROTECTION DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.9

APPROVED: 10/14/2014

SUBJECT: Minutes of Meetings

PURPOSE: To establish rules regulating Board Minutes

POLICY: It is the policy of the district that minutes of meetings shall follow rules regarding order retention and availability.

PROCEDURE:

A. WRITTEN MINUTES

The Board shall keep written minutes of all of its meeting in accordance with the requirements of ORS 192.650. Minutes of public meetings shall include at least the following information:

1. All members of Board present.
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410-192.505 relating to public records, a reference to any document discussed at the meeting.

B. MINUTES OF EXECUTIVE SESSIONS

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law. ORS 192.650(2)

C. DISCLOSURE OF EXECUTIVE SESSION MATTERS

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board. ORS 192.650(2).

D. RETENTION

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the district until such time as their disposal is authorized by rules or specific authorization of the state Archivist pursuant to ORS 192.105.

E. AVAILABILITY TO THE PUBLIC

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting. ORS 192.650(1)

APPROVED


George Roshak, Board President

DESCHUTES COUNTY RURAL FIRE PROTECTION DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.10

APPROVED: 12/9/2014

SUBJECT: PUBLIC RECORDS

PURPOSE: To establish rules regulating public records

POLICY: It is the policy of the district to establish rules for public records and rates for duplication

PROCEDURE:

A. COMPLIANCE

The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

1. Specificity of Request: In order to facilitate the public's access to records in the districts possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.
2. ACCESS: The district shall permit inspection and examination of its non-exempt public records during regular business hours in the Districts offices, or such other locations as the district Manager may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORD 192.440(2).
3. Certified Copies: Certified copies of non-exempt public records shall be furnished upon request, and receipt of payment therefor.

B. FEES FOR PUBLIC RECORDS

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

1. Copies of Public Records: Certified Copies: Copies of public records shall be 25 cents per copy for standard, letter six copies. Copies shall be certified for an additional charge of \$1.00.
2. Copies of Sound Recordings: Copies of sound recordings of meetings shall be \$5.00 per copy.
3. Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.

4. Research Fees: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$20.00 per hour and additional charges shall be in 1/4 hour increments. The district shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
5. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the district's normal operation, the district may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
6. Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Manager may so authorize. ORS 192.440(4)

C. AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS

At no time shall an original record of the district be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or Manager of the District.

D. ON-SITE REVIEW OF ORIGINAL RECORDS

If a request to review original records is made, the district shall permit such a review provided that search fees are paid in advance in accordance with paragraph B.4, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are review shall be the same as the charges for searching or reviewing records.

E. UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS

If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate such person's review, and notify the attorney for the District

APPROVED


George Roshak, President

DESCHUTES COUNTY RURAL FIRE PROTECTION DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.11

APPROVED: 1/14/2014

SUBJECT: PUBLIC RECORDS

PURPOSE: To establish a code of ethics

POLICY: It is the policy of the district to establish a code of ethics that employees and volunteers (hereafter referred to as "officials") are expected to adhere to.

The Ethics Code:

During private and public life it is the expectation of every Official that they will conduct themselves with the highest degree of integrity and honesty. At all times they are expected to conduct themselves in a manner which consistently maintains the public trust.

Further, Officials shall be intolerant of dishonorable or unethical conduct by any person in professional or everyday life and will take prudent and judicious action when faced with disdain, disrespect or ridicule.

The way officials conduct private life is a personal freedom, but each individual must accept responsibility for their actions while on or off duty. They will not become a party to conduct that is likely to, or does bring disrespect to themselves, the Deschutes County Rural Fire Protection District #2, the Bend Fire Department, Deschutes County or the City of Bend. To that end they shall not engage in personal conduct that affects, or could be perceived to affect, impartiality in their official capacity.

Officials shall not use their position or authority for any personal gain or benefit. They shall refrain from seeking or accepting any gift, gratuity, or favor that is tendered, or could reasonably be perceived as being tendered as an attempt to influence impartiality in their official capacity.

Officials shall be loyal to the highest ideals of the profession. They will serve the public with due respect, concern, courtesy, and responsiveness without prejudice. They will recognize the service to the public is beyond service to themselves.

APPROVED



Dick Ridenour, Board Chairman

Discussions on matters of overall policy outside of regular board meetings can violate the open meetings law.

Public Accountability

Keep the public informed on all district matters.

Make decisions based on the wishes and needs of the public.

Spend the district's money with prudence and trust.

Place the needs of the public above the ambitions of the board or the district.

DESCHUTES COUNTY RURAL FIRE PROTECTION DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.12

APPROVED: 11/4/2014

SUBJECT: Board Duties and Responsibilities

PURPOSE: Outline duties and responsibilities of board members to ensure good governance practices.

POLICY: It is the policy of the Deschutes County Rural Fire Protection Board of Directors to follow the attached Board Duties and Responsibilities.

Attachment A: Duties and Responsibilities

Attachment B: Governance Responsibilities

APPROVED


George Roshak, Board President.

Duties and Responsibilities of the Board Policy

Meeting the Needs of the District

It is the policy of the board of directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the district.

Formulation and Interpretation of District Policy

Board members only have the right and responsibility to participate in board meetings and vote on district matters as part of the board. The most important activity of the board in performing this responsibility is the formulation and interpretation of district policies. To this end, the board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other district officers and personnel.

Management and Communication between Board and Staff

The primary responsibility of the Board is to make policy level decisions for the district. Management of the daily operations and staff is the responsibility of the district Executive Director. Unless otherwise authorized by a quorum of the board, no individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the board, no individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law. Any communications relative to district business must be directed to the board chair, who will then communicate the question, request or concern to the district manager.

Board Meeting Conduct

The president shall preside at board meetings. In the president's absence, the vice-president shall preside. If both the president and vice-president are absent, any other member of the board may preside. Board members shall be respectful of one another and follow the direction of the Chair. They should avoid personal attacks and keep discussions on policy, not individuals. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the president or other presiding officer at the meeting may be overridden by a majority vote of the board.

Board Members Authorized By Official Board Action Only

Board members have no individual powers separate from the powers of the board and have no authority to act individually without delegation of authority from a quorum of the board. Likewise, no individual board member may speak for or on behalf of the Board or District, except as authorized to do so by official board action as recorded in the official minutes, guidelines, or policies of the District.

Ethical Standards

Board members act as representatives of the citizens of the district. Therefore, board members shall adhere to the highest ethical standards in the conduct of district business. As public officials they are required to comply with Oregon ethics laws. Each board member should be provided with a copy of the Oregon Government Ethics Commissions *Guide/or Public Officials*.

Board Member Education

In order to effectively carry out their duties, board members must be adequately informed. Members are encouraged to attend such conferences and other training programs as the board may authorize.

Discipline

The Board has the right to enforce its rules and expect ethical and honorable conduct from its members. The Board will make every effort to resolve an issue by speaking to the individual privately. Should disciplinary action need to be taken, the following actions may be considered:

- A motion that the member must apologize;
- A motion that the member must leave for the remainder of the meeting;
- A motion to censure the member; or
- A motion to suspend a member's rights for a designated period of time.

Governance Responsibilities

Communications

Develop regular channels of communication with board members and staff.

Encourage participation of staff members on appropriate committees.

Develop procedures for bringing staff opinions and recommendations to the board, as well as board opinions and decisions to the staff.

Invite non-board members, other local governments, and groups to board or committee meetings or other types of board sponsored assemblies to explore and develop approaches to common concerns.

Recognize that certain information obtained at board meetings may be non-public and confidential making disclosure a breach of trust.

Respect the opinion of other members and accept the principle of majority rule in board decisions.

Financial

Approve the annual budget.

Monitor district finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

Policies, Objectives and Plans

Abide by and become familiar with all laws and policies governing the operation of the district.

Approve the annual strategic plan or plan of operations.

Approve policies for the organization.

Recognize that the district Executive Director should have full administrative authority for properly discharging the duties of managing the operation within the limits of the established board policy. The board's basic function is policy making - not administrative.

Develop and approve long-range plan of growth and development for the district.

Approve specific important projects.

Approve any significant departure from established plans or policy.

Receive and pass on committee or other planning body recommendations.

Ensure that program objectives are assigned to the proper planning or implementing subgroups.

Where applicable, bring other local governments or community groups into the planning and decision-making process.

Approve contracts binding the district.

Approve major changes in the district's organization or structure.

Approve board plans of action.

Pass district resolutions, or adopt ordinances.

Management

Select the district president and other officers.

Hire the district Executive Director.

Define the duties and responsibilities for the president, district manager, officers, and major committee chairpersons.

Select legal counsel and consultants for the board.

Approve contracts for professional services required by and for the board.

Authorize officers or board agents to enter into contracts or to sign other written instruments and to take financial actions.

Approve the plan, form, and amount of management compensation, that is, salaries, bonuses, vacation, travel, and so on.

Evaluate the performance of the district Executive Director annually.

Approve the form and amount of reimbursement for board members.

Approve programs for management development.

Provide advice and consultation to management on matters within the purview of the board's responsibilities.

Employee Relations

Approve any employee benefit plans.

Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the board get involved.

Approve contracts with and between any unions involved with the district.

Do not allow personnel problems, other than problems with the district Executive Director, to be brought into board considerations.

Control

Identify types of information needed by the board to analyze effectively the district's directions and achievement. Create a process for collecting and analyzing information.

Realize that the citizens within the boundaries of the district are the true "owners" of the district.

Review and assess the organization's performance against objectives, resources, plans, policies, and services rendered.

Analyze major "shortfalls" in achievement.

Identify obstacles, sense-changing needs, and propose new directions or goals.

Ensure that the district is in compliance with all federal, state, and local laws.

Board of Directors

Motivate board members to accept positions of leadership and responsibility.

Appoint, change, or abolish committees of the board.

Define powers and responsibilities of committees of the board.

Do not make commitments on any matter that should come before the board as a whole.

Recognize that an individual board member has no legal status to act for the entire board.

Realize that if a quorum of the board meets to make a decision or to deliberate, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Laws.

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**DESCHUTES COUNTY RURAL FIRE PROTECTION DISTRICT #2
STANDARD OPERATING GUIDELINE
NUMBER 1.13**

APPROVED: 7/12/2016

SUBJECT: Oregon Ethics

PURPOSE: To establish ethical standards of conduct for all district public officials in accordance with Oregon Government Ethics Law.

POLICY: It is the policy of the district to follow Oregon Government Ethics Law as it applies to all elected and appointed officials, employees and volunteers.

Prohibits use of public office for financial gain

Requires public disclosure of financial conflicts of interest

Limits gifts that an official may receive per calendar year

Found in Oregon Revised Statutes, Chapter 244

PROCEDURE: For compliance the following need to be observed.

Financial Gain

Each public official is prohibited from using their position as a public official to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official. In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the public official's household, or for a business with which the public official, a relative, or a member of the public official's household is associated.

The following is a list of financial benefits that may be received. These include:

Official compensation

Reimbursement of expenses

Honorarium

Unsolicited awards for professional achievement

Some gifts

Gifts

No public official shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit. This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest.

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words "would" and "could."

A public official is met with an **actual** conflict of interest when the public official participates in action that **would** affect the financial interest of the official, the official's relative or a business with which the official or a relative of the official is associated.

A public official is met with a **potential** conflict of interest when the public official participates in action that **could** affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. The following public officials must use the methods described below:

Potential Conflict of Interest: Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.

Actual Conflict of Interest: Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a public official is met with an actual conflict of interest and the public official's vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member's absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.

Useful Resources

Oregon Government Ethics Commission information can be found at www.oregon.gov

Guide for Public Officials: Can be found at www.oregon.gov

Oregon ethics statutes are found in Oregon Revised Statutes (ORS) 244.

Oregon Administrative Rules (OARS) Chapter 199 clarify and define the ethics statutes in ORS 244.

Public meeting statutes are found in ORS 192.

Attorney General's Public Records and Meetings Manual, prepared by the Oregon Department of Justice is available in the district office and can be ordered at no cost for any board member.

APPROVED



Ray Miao, President

Deschutes County Rural Fire Protection District #2
Standard Operating Guideline
Number 1.14

Approved: 07-15-2025

Subject: Paid Leave Oregon

Purpose: To comply with Oregon paid leave laws.

Policy: It is the policy of the district to comply with all required Oregon employment laws.

Deschutes County Rural Fire Protection District #2 (District) provides a Paid Leave Oregon (PLO) insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

Cost

Employees will see a (up to 60% of 1%) deduction from gross wages for each paycheck.

The employee minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of leave

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

Reasons for leave

Benefits may apply to a variety of situations, including:

- Family leave
 - During the birth of a child
 - Bonding with a child in the first year:
 - After birth
 - When the child is placed in the employee's home through foster care or adoption (beginning 1/1/2025)
- Employees own serious health condition*
- To care for a family member with a serious health condition*
- Medical leave - The employee caring for themselves when the employee has a serious health condition*
- Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Stalking
- Pregnancy Disability Leave (additional 2 weeks)

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death soon, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance benefit while on leave

The amount of benefit the employee will receive will be calculated based upon the employee's earnings from the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit Paid Leave Oregon for the current rates.

Use of accrued leaves while on PLO

Employees may choose to use accrued leaves while on PLO. Leaves will be used in the following order; Sick Leave, Vacation Leave, Holiday Leave. Employees may use up to the number of hours they are regularly scheduled to work. Employers may not require an employee to use these leave balance(s).

Notification of the need for leave

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is

incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible. Notice shall include the purpose of leave, expected duration and type of leave requested. Notice shall be provided to employee's immediate supervisor.

Filing a claim for coverage

Employees will need to establish an account at Frances Online and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

Job and benefit protection while on leave

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

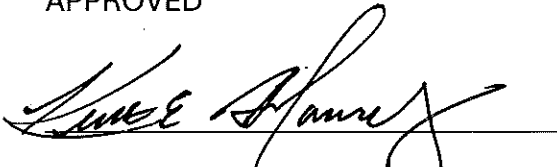
If, at the time of leave, the employee is receiving health benefits, these will be maintained.

Complaints procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to their immediate supervisor promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

APPROVED


_____, Board President