

Jackson County Fire District 5

Policy Title:	Policy Adopting Government by Policy
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Governing Body:	JCFD 5 Board	Policy Number:	1.1
Policy Contact:	Board Chair	Date Revised:	February 16, 2019
Custodial Office:	JCFD 5 Administration	Date Approved:	March 19, 2019
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Updated numbering scheme to ensure consistency with other board policies.	February 16, 2019

A. Definitions

N/A

B. Policy Statement

It shall be the policy of the Jackson County Fire District 5 Board of Directors to recognize that one of its major functions is to serve as the policy making body of the fire district and to govern the activities and shape the future of the fire district through that mechanism, while preserving for the Fire Chief and the professional staff the responsibility of day-to-day administration of the district in a manner consistent with the policies of the Board of Directors.

It shall therefore be the intent of the Board of Directors of this Jackson County Fire District 5 to set forth a series of policies and board rules to govern the conduct and deliberations of business conducted by the board and to serve as a guide for the professional staff in carrying out the daily functions of the district.

D. Policy Consultation

Legal review provided by Local Government Law Group

E. Other Information

Previously revised and approved on August 16, 2016.

Jackson County Fire District 5

Policy Title:	Fire District Board Policies
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Governing Body:	JCFD 5 Board	Policy Number:	1.2
Policy Contact:	Board Chair	Date Revised:	April 16, 2019
Custodial Office:	JCFD 5 Administration	Date Approved:	August 20, 2019
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Updated numbering scheme to ensure consistency with other board policies.	April 16, 2019

A. Definitions

N/A
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B. Policy Statement

It is the policy of Jackson County Fire District 5 (JCFD 5) Board of Directors to be governed by a series of policies. The policies and rules shall be adopted by the board and made available to staff, citizens, and others as public documents.

The policies and rules of the JCFD 5 Board shall be drafted, adopted, and amended with full considerations 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.

The Board of Directors, representing the people of the District, is the governing body which determines all questions of policy to be employed in the conduct of JCFD 5.

In the event that a Board policy or provision is found to be in conflict with state or federal law, such policy shall be considered automatically null and void without Board action and the staff shall delete such policy or provision from the cumulative body of policies, rules, and regulations.

The Fire Chief shall be charged with the interpretation and application of Board policies, rules, and procedures. In the event of confusion or ambiguity over the application, extent, or interpretation of the policy, the Fire Chief shall seek guidance from the Board regarding the appropriate interpretation.

Proposals regarding adoption of District policy or changes, deletions, additions, or repeal may originate from any of several sources including a tax payer, an employee, employee organization, a member of the Board, the Fire Chief, a consultant, a civic group, etc. Such proposals should be brought to the Fire Chief or the Board Chair.

D. Policy Consultation

Local Government Law Group provided legal review.

E. Other Information

Previously revised and approved on August 16, 2016.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Policy Adoption, Changes, Deletions, Additions, Repeal, and Review
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Governing Body:	JCFD 5 Board	Policy Number:	1.3
Policy Contact:	Board Chair	Date Revised:	July 18, 2017
Custodial Office:	JCFD 5 Administration	Date Approved:	August 15, 2017
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Added time frame for required review of existing policies; modified numbering scheme of policy contents.	July 17, 2017

A. Definitions

N/A
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B. Policy Statement

1. In its deliberations leading to the establishment or amendment of Board Policy or Rules, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.
2. It shall be the policy of the District Board to recognize that all Board policies should remain flexible and be subject to review and change. Such review will take place at a regularly scheduled Fire Board meeting on a date or dates selected by the Board of Directors and will appear as an agenda item.
3. In order to provide consistency, stability and integrity to Board policies, it is recognized that changes in policies, except in the case of emergency, should be executed in a precise manner and without undo haste.
4. Adoption, changes, additions to and deletions from or repeal of the established policies shall be accomplished by a majority vote of the board of directors acting upon a motion put before the board. All adoptions, changes, additions to, deletions from and repeal of the established policies shall require a two-step action with the steps separated by no less than 28 days or more than 190 days. The two steps required shall be the introduction and discussion of a proposed change at one meeting, followed by further deliberation if any, and a ratifying vote at a second meeting to be held no less than 28 days or more than 190 days after the introduction of the adoption, deletion, change or repeal. In the event that an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by at least four of the five Board members, a policy can be changed, suspended, added to or deleted from in the course of a single meeting. An emergency shall be defined as an unforeseen circumstance or circumstances requiring immediate action so as to prevent diminishment of the welfare of the Fire District.
5. 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.
6. The Board shall provide for a regular procedure for the evaluation of the way in which the Policies and Rules are

functioning, and for the revision of these standards as made necessary or as needed to update them in keeping with changes of laws and rules of other agencies or by court decision.

7. To ensure that policies are functioning, the Board will review its policies every two years at regularly scheduled board meetings; said reviews will be agenda items.

8. The assembled policies of the Fire District Board of Directors, known collectively as the "Board Policy Manual", shall be the reference instrument for conducting the business of the Fire District Board and shall be considered binding upon the actions of the Board, within the latitudes of policy interpretation, until such time as they are repealed or changed by prescribed process or such circumstances prevail so as to demonstrate an emergency requiring immediate change or temporary suspension.

#### D. Policy Consultation

Policies from other fire districts were reviewed for language that addressed policy review cycles; SDAO provided legal review.

#### E. Other Information

N/A

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Jackson County Fire District 5

Policy Title:	Board of Directors Ethics
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Governing Body:	JCFD 5 Board	Policy Number:	1.4
Policy Contact:	Board Chair	Date Revised:	February 20, 2018
Custodial Office:	JCFD 5 Administration	Date Approved:	March 20, 2018
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	The Board approved policy 1.4 in November 2016; there is no known existing copy of the approved policy. This is a replacement of that policy.	February 20, 2018

A. Definitions

N/A

B. Policy Statement

1. Board members shall comply with all applicable provisions of the State of Oregon’s Government Ethics Laws, as established in ORS Chapter 244 and incorporated herein by reference.

D. Policy Consultation

Local Government Law Group provided policy language.

E. Other Information

A board ethics policy is required if the District is to remain eligible for the SDAO Best Practices Premium Reduction program. This policy was crafted to fulfill that requirement.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	The Authority of the Fire District Board of Directors
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Governing Body:	JCFD 5 Board	Policy Number:	2.1
Policy Contact:	Board Chair	Date Revised:	July 17, 2018
Custodial Office:	JCFD 5 Administration	Date Approved:	August 21, 2018
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Modified numbering scheme to reflect current board practice; Changed official map location from being attached to board policy to the Jackson County Assessor’s Office.	July 17, 2018
2	Additional language to items 1 and 2 provided by legal counsel.	August 21, 2018

A. Definitions

N/A
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B. Policy Statement

<p>Jackson County Fire District 5 operates in accordance with the applicable provisions of Oregon Revised Statutes (ORS Chapters 478) and other statutes and rules as appropriate. The Fire District includes territories lying in Jackson County as depicted in the Jackson County Assessor’s Office. The Fire Board, by policy, shall carry out responsibilities delegated to it to represent the will of the people of the District in keeping with state and federal constitutions, statutes, rules and regulations, the interpretations of the courts and all powers and responsibilities provided by them.</p> <ol style="list-style-type: none"> <li>1. Policies are adopted by the Board to govern the operations of the Board and the goals and mission of the District. The policies are designed to help the Board and staff carry out, efficiently and effectively, the responsibilities and duties delegated to it by law and the will of the electorate. Daily administrative duties and operations of the District are overseen and administered solely by the Fire Chief in compliance with the Board’s goal-setting policies and budget.</li> <li>2. The Board reserves to itself all authority and responsibility delegated to it unless otherwise assigned to the Fire Chief or others, by statute, ordinances, resolutions, regulations or local actions. Individual Board members have no authority to act on behalf of the Board or District unless a majority of the Board has delegated such authority to him or her. The District’s day to day administrative and operational oversight duties are hereby delegated to the Chief. Board members, acting singly or as a majority, have no authority to interfere with Fire Chief’s administration of personnel, including the hiring, firing, or discipline of employees or volunteers. However, the Fire Chief is encouraged to seek the Board’s periodic guidance on such personnel matters.</li> </ol>
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3. It shall be the policy of the District Board, upon adoption of the appropriate resolution to serve as the Fire District's Local Contract Review Board pursuant to ORS 279.055.
4. It is the policy of the District Board to engage in discussions and to reach agreements with recognized employee groups as required in the Oregon Collective Bargaining law, ORS 243.650 through 243.782. Pursuant to the above statutes, the District Board reserves to itself or to its designee, the responsibility to negotiate with employee groups.

#### D. Policy Consultation

Policy reviewed by Local Government Law Group.

#### E. Other Information

This policy had not been reviewed since before 2013.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.



Policy Title:	Membership of the Fire District Board of Directors
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Governing Body:	JCFD 5 Board	Policy Number:	2.2
Policy Contact:	Board Chair	Date Revised:	July 18, 2017
Custodial Office:	JCFD 5 Administration	Date Approved:	August 15, 2017
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Removed board member names; modified numbering scheme of policy contents.	July 17, 2017

A. Definitions

N/A
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B. Policy Statement

<p>1. The Board of Jackson County Fire District 5 shall consist of five members serving four year, staggered terms. No person shall 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. No person shall be eligible to be a Board Member who is an employee of the Fire District.</p> <p>2. Each District Board member shall be identified by a position number and all members of the Board shall serve at large, representing the District as a whole.</p> <p>3. District Board position numbers are assigned 1 - 5 and will be transferred to the successors at the termination of their holding of the position for whatever reason.</p> <p>4. The election of District Board members shall be conducted as provided by Oregon Statutes ORS 255. (Also in Policy on filling vacancies).</p>
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D. Policy Consultation

Policies from other fire districts were reviewed for naming of board members; SDAO provided legal review.

E. Other Information

Listing board members by position and name requires modification of this policy for every board member departure and appointment, which is an ineffective use of board meeting time.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Board Member Certification
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Governing Body:	JCFD 5 Board	Policy Number:	2.3
Policy Contact:	Board Chair	Date Revised:	March 20, 2018
Custodial Office:	JCFD 5 Administration	Date Approved:	April 17, 2018
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Modified numbering scheme of policy contents; revised item 3 to remove copies of documents not given to board members. Added documents that have been provided in board member materials.	December 19, 2017

A. Definitions

N/A
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B. Policy Statement

<p>No person elected or appointed to the Fire District Board of Directors shall be sworn in unless they are determined by the District Board to meet the qualifications as set forth in ORS 478.050. If a question exists as to the eligibility of any candidate, the Board will obtain an opinion from legal counsel prior to appointment.</p> <ol style="list-style-type: none"> <li>1. A newly elected Board member must qualify by taking an oath of office within 30 days after their term of office begins and before assuming the duties of the position.</li> <li>2. Unless filling a vacancy on the Board, terms of office shall start officially on July 1st.</li> <li>3. It shall be the policy of the District Board to delegate to the Board Chairperson and the Fire Chief the responsibility to arrange for the appropriate orientation of newly selected Board Members.</li> </ol> <p>The Fire Chief, in cooperation with the Board Chair, will schedule a work session for new Board Members to acquaint them with the facilities (to include a ride along with the Chief to see district boundaries), equipment and personnel and to provide copies and an overview of:</p> <ol style="list-style-type: none"> <li>1. Fire District Board Policies, the Attorney General’s Public Records and Meetings Manual, and the Oregon Government Standards and Practices Laws “A Guide for Public Officials.”</li> <li>2. District Territory and Boundaries Map</li> <li>3. Annual Budget</li> </ol> <p>The orientation process shall include a meeting with the Budget Committee Chair.</p>
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D. Policy Consultation

Policies from other fire districts were reviewed for language that addressed board orientation practices.
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E. Other Information

N/A
The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Director Compensation and Reimbursement
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Governing Body:	JCFD 5 Board	Policy Number:	2.4
Policy Contact:	Board Chair	Date Revised:	April 16, 2019
Custodial Office:	JCFD 5 Administration	Date Approved:	August 20, 2019
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Updated numbering scheme to ensure consistency with other board policies. Revised compensation to align with DAS policies.	April 16, 2019

A. Definitions

Incidental expenses include fees and tips given to porters, baggage carriers, bellhops/hotel maids; transportation between places of lodging (or business) and places where meal is taken; Internet service; parking; hotel and conference Internet access charges; airport shuttle fares and tolls. Incidental expenses do not include expenses for laundry, cleaning/pressing of clothing, lodging taxes or costs of telephone calls.

B. Policy Statement

It shall be the policy of the District Board that no Director shall receive any compensation for services as a member of the Board of Directors of Jackson County Fire District 5, other than reimbursement for reasonable expenses actually incurred while on Fire District business. All financial transactions relating to Director reimbursements shall be as transparent as possible in an effort to preserve the public trust. The Board delegates to the Fire Chief the authority to approve board member reimbursement requests in accordance with this policy and any applicable District reimbursement or compensation policies:

1. Board members’ reasonable travel, food, or lodging requests to attend to District business require pre-approval by the District Chief, according to available funds, prior to per diem allowances being disbursed.
2. Members of the Board of Directors shall be reimbursed for reasonable and pre-approved travel expenses incurred to and from workshops and conferences they may be asked to attend or desire to attend, which will provide education helpful to the Director in their service to the District.
3. funds will be paid to the Director for per diem meal allowance, mileage expense, and reasonable and approved incidental expenses, in the amounts set forth in the CONUS (Continental United States) formulas on the GSA’s (United States General Services Administration) website in effect on the dates of travel. District administrative staff shall use the CONUS/GSA website in calculating per diem allowances for Directors who are traveling. [www.gsa.gov/portal/category/100120](http://www.gsa.gov/portal/category/100120)
4. Directors shall submit a form (copy attached, marked Attachment A and incorporated herein by reference) requesting lodging, per diem meals, and mileage allowance. Directors shall not be entitled to compensation for a spouse, any other family members or individuals, or any animals, who/which may be accompanying the Director.
5. The District shall not pay more for a room than the cost of lodging a single Director; i.e., if the quoted cost

of a room provides lodging for two persons, then the cost shall be borne by the District. If there is a per person charge for a room, then the Director shall pay any extra cost incurred by reason of lodging for a spouse, or other family member, or individual.

6. Round-trip mileage shall be paid, using the current GSA rate, based on the distance from the Director's home to the site of the conference or workshop. Mileage shall be paid based on round trip distance as computed by MapQuest or Google Maps, for either a) the shortest route of travel, or b) the most common and/or safest route. No mileage will be paid for incidental driving while at a conference.
7. An incidental expense payment, pursuant to the GSA's current rate, shall be paid to each Director, beginning with the first day, or portion thereof, of travel to the conference/workshop and ending with the last day, or portion thereof, of the conference/workshop.
8. Recognizing that individual directors may choose to depart at differing times when traveling to and from conferences/workshops, and recognizing that individual directors may choose when to leave home based upon the time he/she wishes to arrive at conference/workshop, the per diem for meals on the days traveling to and from the conference shall be in accordance with the current CONUS/GSA website and as follows:

For the day the traveler leaves on a trip, the per diem rate specified for where the traveler will spend the night is used. For the day the traveler returns from a trip, the per diem rate specified for the last location where the traveler stayed overnight is used. Travelers are entitled to per diem for partial days of travel. Meal per diem for initial day of travel and final day of travel will be based on the following schedule and reimbursement allowed depends on departure and/or arrival times:

**Initial Day of Travel**

Departure:	Prior to 7:00 a.m.	7:00 am to 12:59 p.m.	1:00 p.m. and after
Meal Allowance:	Breakfast, Lunch, Dinner	Lunch, Dinner	Dinner

**Final Day of Travel**

Return:	Prior to noon	12:00p.m. to 5:59 p.m.	6:00 p.m. and after
Meal Allowance:	Breakfast	Breakfast, Lunch	Breakfast, Lunch, Dinner

The per diem rate for a full day's meal and incidental expenses is apportioned as follows:

- Breakfast 25%
- Lunch 25%
- Dinner 50%

Applicable meal and incidental expense per diem may not be claimed if a meal is provided at a hosted function (e.g., a conference registration fee that includes a meal).

Policies from other state agencies were reviewed for language that addressed meal per diems on travel days; Local Government Law Group provided legal review.

E. Other Information

N/A

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Vacancies on the Board
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Governing Body:	JCFD 5 Board	Policy Number:	2.5
Policy Contact:	Board Chair	Date Revised:	February 16, 2019
Custodial Office:	JCFD 5 Administration	Date Approved:	April 16, 2019
Approved By:	Vicki Purslow	Next Review:	April 2021

Revision History

Revision Number:	Change:	Date:
1	Updated numbering scheme to ensure consistency with other board policies.	February 16, 2019
2	Reviewed vacancy provisions with legal counsel.	March 19, 2019

A. Definitions

N/A
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B. Policy Statement

<p>It is the policy of the Board that a position on the District Board of Directors is vacant upon:</p> <ol style="list-style-type: none"> <li>1. the incumbent’s death, adjudicated incompetence, resignation, recall from office or by ceasing to possess the qualifications for the office; or</li> <li>2. failure of the person elected or appointed to the office to qualify therefore within 10 days after the time that the term of office commences.</li> </ol> <p>In the event of any of the above circumstances, the Board may, at its regularly scheduled meeting, deliberate on the circumstances, declare the position to be vacant by a majority vote of the Board and fill the vacancy by a majority vote of the Board, pursuant to ORS 198.320 and ORS 236.010.</p> <p><b>Filling Vacancies in the Office of Director</b></p> <ol style="list-style-type: none"> <li>1. It shall be the policy of the Board that any vacancy in the office of Director will be filled through appointment by the majority of the Board. If a majority of the Board cannot agree after deliberating at four regular or special meetings, or if a majority of the membership of the Board is vacant, the vacancy will be referred to Jackson County Board of Commissioners for the appointment (ORS 198.320(1)).</li> <li>2. Director candidates shall be interviewed in an open meeting. Questions to be asked may include, but are not limited to, those contained in Attachment A, which is attached hereto and incorporated by reference.</li> <li>3. The person appointed shall serve until June 30 following the next regular district election, specified by ORS 255.335, at which a successor is elected. The successor shall serve from July 1, following the regular district election at which they are elected, through the remainder of the unexpired term (ORS 198.320(2)).</li> <li>4. If the vacancy occurs 55 days or more before the next regular District election, the position shall be included in the notice of director election as an unexpired term. If the vacancy occurs between 20 and 55 days before the election, the Board Chair or Vice Chair or Secretary shall immediately notify the Secretary</li> </ol>
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of State and ask that a nominating schedule be produced so that a candidate's name may be printed on the regular election ballot. When a district election is to be held for the purpose of electing members to the Fire District Board, the election officer shall cause to be published in accordance with ORS 225.075 the following information:

- a. The date of the election
- b. The board positions to be voted upon
- c. The latest date candidates may file for office

The County Clerk, serving as the elections officer, has total responsibility for the conduct and administration of the Fire District elections.

5. If the vacancy occurs less than 55 days before the next regular District election, and/or the Secretary of State is unable to add a candidate's name to the nominating schedule, the Board will appoint a successor to serve until the next regular district election.

#### D. Policy Consultation

Local Government Law Group provided legal review.

#### E. Other Information

Previously revised and approved on August 16, 2016.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

## Interview Questions

1. How did you hear about this position?
2. Do you currently live within Jackson County FD 5 boundaries? How long have you lived in Jackson County Fire District 5?
3. Why are you interested in JCFD5 and why do you want to serve on this board?
4. What experiences do you have that is related to our mission?
5. What qualities make a great board member?
6. What experiences do you have that will be of value to our organization?
7. Please describe your prior and/or current board leadership experiences, if any.
8. What do you expect from the organization?
9. Were you ever considered for a board and not selected?
10. What's skills and expertise do you have to offer and are willing to use on behalf of this organization?
11. If you have served on a board previously, what do you feel we're some of your greatest contributions?
12. Do you have any worries or concerns about joining this board?
13. Currently, this board meet at on the third Tuesday of each month at 3:30 PM. That time may be changed by future board. Are you able to commit to attending meetings at that time?
14. What is the most difficult problem/decision that a board you have been on has had to deal with?
15. How would you deal with the difficult board member with whom you do not agree?
16. Are you related to any JCFD employees or Board members?
17. Do you or a business with which you are associated do any business with JCFD5? If so, can you describe the business relationship?
18. Are you an employee or volunteer with any fire district?
19. Do you have any questions for us?

Policy Title:	Officers of the Fire Board
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Governing Body:	JCFD 5 Board	Policy Number:	2.6
Policy Contact:	Board Chair	Date Revised:	August 16, 2016
Custodial Office:	JCFD 5 Administration	Date Approved:	December 19, 2017
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Corrected missing commas as approved at August 16, 2016 board meeting; modified numbering scheme of policy contents.	December 19, 2017
2	Changed board officer term lengths to 2 years (item 1).	March 15, 2022

A. Definitions

N/A
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B. Policy Statement

<p>It shall be a policy of the Fire District Board to place on the agenda of its July meeting the election of officers of the Board of Directors.</p> <ol style="list-style-type: none"> <li>The District Board shall elect a chairperson, a vice-chairperson and a secretary at its first regular meeting in July or at such time as the existing officer(s) may resign from their office or vacate membership on the Board. The chair, vice-chair and secretary shall be elected biannually. Officers elected to fill an un-expired term shall serve until the end of their predecessor’s term.</li> <li>The chairperson of the Board shall preside at all meetings of the Board and shall have the right to offer motions and amendments and to vote on motions put before the Board for action. The chairperson shall sign on behalf of the Board on such documents as may require an official signature.</li> </ol> <p>The chairperson or designee of the chairperson shall represent the Board in deliberations and other boards, districts or agencies unless another member is nominated and elected by a majority of Board members.</p> <p>The chairperson shall 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.</p> <ol style="list-style-type: none"> <li>The vice-chairperson shall perform all the duties of the chairperson when acting in that capacity.</li> <li>The secretary of the Board or secretary's designee shall be responsible for keeping, in the Board minutes, an</li> </ol>
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accurate record of all Board business as prescribed in ORS 192.620, the Oregon Public Meetings law.

D. Policy Consultation

E. Other Information

N/A

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Powers and Duties of the Fire District Board of Directors
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Governing Body:	JCFD 5 Board	Policy Number:	2.7
Policy Contact:	Board Chair	Date Revised:	January 15, 2019
Custodial Office:	JCFD 5 Administration	Date Approved:	February 19, 2019
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Modified numbering scheme of policy contents;	January 15, 2019
2	Added specificity to board duties, removed language prohibiting family members from serving on the board, added language to reinforce the board member obligations to follow Oregon ethics laws, and added item 7.	January 15, 2019
3	Clarified authority to speak on behalf of the Board (item 3).	March 15, 2022

A. Definitions

N/A
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B. Policy Statement

<p>It is the policy of the Fire District Board to exercise those powers granted to it and to carry out those duties assigned to it by Oregon statutes and rules, as may best meet the fire-life-safety needs of the District.</p> <ol style="list-style-type: none"> <li>1. The most important activities of the Board are the adoption of necessary ordinances, the approval of Fire District policies, long-term goal setting, and careful and critical evaluation of Fire District programs and services. In carrying out these important legislative and policy-making responsibilities, the Board shall delegate the administrative and executive functions solely to the Fire Chief. The Board, as a whole or individually, shall not interfere in the Chief’s administrative decision-making, including any employment decisions.</li> <li>2. Board actions and decisions are adopted at a noticed regular, special, or executive session board meeting by a majority vote. Participation in meetings, therefore, is the primary manner in which Board members fulfill their duties. The method of participation is discussion, deliberation, debate and voting. All members, including the chairperson, are expected to participate fully in deliberation and voting. For this reason, unless a Board member has an actual or potential conflict of interest, no Board members are permitted to abstain from a Board vote.</li> <li>3. The Board will adopt a resolution each year designating a Board member (Designee) who is allowed to speak on behalf of the District during Emergencies. Such resolutions will be renewed annually.</li> </ol>
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If a State of Emergency is declared that affects the District or its residents, the Designee is authorized to provide necessary information to the public regarding District issues affected by the emergency or to communicate with other governmental entities regarding necessary cooperation and District needs during the Emergency. If possible, the Designee shall work with the Fire Chief and secure Fire Chief approval prior to providing such information or having such communications on behalf of the District. The Designee and/or Fire Chief shall timely inform the Board members of any such communications and/or information provided to the public.

4. Board members, individually and collectively, have a duty to represent the best interests of the District in maintaining and promoting fire and emergency medical services. While Board members do serve as citizen representatives, they shall at all times act with the District's best interests as their primary goal.
5. Board members may not use their authority or status as a District public official to gain a financial benefit or avoid a financial detriment for themselves or for their businesses, relatives or members of their household. As used in this policy, the terms "business, relatives, and members of household" have the meanings provided in ORS 244, Oregon's ethics laws. If a Board member is faced with a vote or discussion on a matter which could financially affect the Board member, a relative, or a member of their household, they must follow the rules set out in ORS 244.
6. It shall be a policy of the Board that Board members are encouraged to participate in the Oregon Fire District Directors Association. Membership fees shall be borne by the Fire District and reasonable expenses incurred in attending meetings, seminars and training sessions shall be borne by the District.
7. The Board of Directors hereby agrees that each member shall treat all Board members and staff with common courtesy and respect, shall avoid interrupting or dominating Board discussion and debate, shall not violate the confidentiality of executive session, and shall follow the established practice to bring items before the Board for discussion and debate.

#### D. Policy Consultation

Policy reviewed by Local Government Law Group.

#### E. Other Information

This policy was previously revised before 2013.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Jackson County Fire District 5

Policy Title:	Board Member Code of Conduct
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Governing Body:	JCFD 5 Board	Policy Number:	2.8
Policy Contact:	Board Chair	Date Revised:	April 18, 2017
Custodial Office:	JCFD5 Administration	Date Approved:	April 18, 2017
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Added item 15	April 18, 2017

A. Definitions

N/A
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B. Policy Statement

<p>A Fire Board Member should strive to:</p> <ol style="list-style-type: none"> <li>1. Understand that their basic function is "policy making" and not "administration."</li> <li>2. Refuse to make commitment on any matter which should properly come before the Board as a whole.</li> <li>3. Refuse to participate in secret meetings or other irregular meetings which are not official and which all members do not have the opportunity to attend.</li> <li>4. Recognize that he/she has no legal status to act for the Board outside of official meetings.</li> <li>5. Respect the rights of Fire District patrons to be heard at official meetings.</li> <li>6. Make decisions only after all available facts bearing on a question have been presented and discussed.</li> <li>7. Respect the opinion of others and graciously accept the principle of "majority rules" in Board meetings.</li> <li>8. Recognize the Fire Chief should have full administrative authority for properly discharging his professional duties with limits of established board policies.</li> <li>9. Recognize that the Fire Chief or designee is the technical advisor to the Board and should be present at all meetings of the Board.</li> <li>10. Refer all complaints or problems to the proper administrative office and discuss them only at a regular meeting after failure of an administrative solution.</li> <li>11. Present personal criticisms of any Fire District operation directly to the Fire Chief rather than to lower ranking personnel.</li> </ol>
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12. Insist that all business transactions be on an ethical and above-board basis.
13. Refuse to use his/her position on the Board in any way whatsoever, for personal gain or for personal prestige.
14. Give the staff the respect and consideration due skilled professional personnel
15. Work with fellow board members in a civil and respectful manner, in all methods of communication (to include in-person, telephonic, and email communications. Refrain from name calling, disparaging remarks and comments delivered through insults).
16. The Fire District Board members shall observe a Code of Conduct as follows, designed to guide their actions in carrying out their responsibilities.

#### D. Policy Consultation

Policies from other fire districts were reviewed for language that addressed inter-Board Member communication.

#### E. Other Information

N/A

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.



Policy Title:	Fire Board Advisory Committees
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Governing Body:	JCFD 5 Board	Policy Number:	2.9
Policy Contact:	Board Chair	Date Revised:	January 15, 2019
Custodial Office:	JCFD 5 Administration	Date Approved:	February 19, 2019
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Updated to include committee member selection procedures; updated numbering scheme to ensure consistency with other board policies.	March 20, 2018
2	Minor wording edits as recommended by legal counsel.	January 15, 2019

A. Definitions

N/A
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B. Policy Statement

<p>It is the policy of the District to establish advisory committees when it is found to be in the best interests of the District to do so.</p> <ol style="list-style-type: none"> <li>1. It shall be the responsibility of the Board to establish special committees whenever necessary. The Board Chair or designee shall outline the duties and responsibilities of each committee at the time of appointments. A Board member may serve as an ex-officio member of a committee. Special committees shall be considered dissolved upon submission of a final report unless their standing is continued by a vote of a majority of Board members.</li> <li>2. The Budget Committee, as a legally mandated committee, shall be considered a standing committee whose duties continue from year to year.</li> <li>3. Constructive use shall be made of citizen advisory committees as a way of involving the public in the decision-making process.             <ol style="list-style-type: none"> <li>a. Committees may provide information and make recommendations about District matters assigned to them, but the Board has the responsibility for setting priorities and making policy.</li> <li>b. Committees may work with non-fire district agencies towards the solution of district-oriented problems recognizing that advisory committees are ultimately responsible to the Board.</li> </ol> </li> <li>4. The Chief may appoint administrative advisory committees to advise or assist in administrative functions with the realization that the Chief holds ultimate responsibility for administrative matters.</li> <li>5. It shall be the responsibility of the Board Chair to advise the various committees as to the requirements of the Oregon Open Meetings Law (ORS 192) and the Public Records Law (ORS 192).</li> </ol>
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6. The Fire Chief shall be responsible for posting notices of all committee meetings and notifying the press and public as required by the Oregon Open Meetings Law.
7. Chairs of all district committees will be responsible for keeping written minutes and making them available to the public through the office of the Chief.

D. Policy Consultation

Local Government Law group provided legal review.

E. Other Information

N/A

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Methods of Operation of District Board Meetings
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Governing Body:	JCFD 5 Board	Policy Number:	3.1
Policy Contact:	Board Chair	Date Revised:	February 2023
Custodial Office:	JCFD 5 Administration	Date Approved:	April 2023
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Updated numbering scheme to ensure consistency with other board policies. Minor modifications at recommendation of Legal Counsel.	February 16, 2019
2	Regular meetings of the Fire District Board shall be held at the headquarters station on the first Tuesday of each month at 3:30 PM unless otherwise specified.	April 4, 2023

A. Definitions

N/A
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B. Policy Statement

<p>It is the policy of the District Board that all meetings be conducted in accordance with Oregon and Federal law. In so doing, the Board will seek information from staff and other sources as appropriate before decisions are made on policy and procedural matters.</p> <ol style="list-style-type: none"> <li>1. All Board meetings of the Fire District Board are open to the public, unless authorized as a permissible executive session-. Notice of all meetings and a copy of the proposed agenda shall be posted and sent to all persons making request in writing as required by law. (ORS 192.610 – 192.690).</li> <li>2. The District will post notice of its meetings at least a 24-hour’s in advance except as in the case of emergency (ORS 192.640).</li> <li>3. Regular meetings of the Fire District Board shall be held at the headquarters station on the first Tuesday of each month at 3:30 PM unless otherwise specified.</li> <li>4. It is the intent of the Fire District Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.</li> <li>5. The Board’s agenda is determined by the Board President, in consultation with the Fire Chief and other Board members, as needed.</li> <li>6. The Board shall provide in the agenda of the regular meeting a specific time to hear the comments, concerns and suggestions from its citizens or from visitors with interests in the district. The purpose of the Public Comment portion of the meeting is for the Board to listen to citizen or visitor concerns. The Board typically does not engage in a discussion during this time. If a particular item requires further Board action, the Board President may be place it on a future agenda. Public comments are limited to 3 minutes for each presenter unless the Chair provides an extension.</li> </ol>
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7. The Board Chair may at times request audience comments relative to a specific motion or item on the agenda. If such comments are requested, the Chair may invite specific people to comment or may open the comments up to the audience. The Board Chair will set a time limit for individual comments on a given issue.
8. In order to accomplish the tasks of the Board in an orderly and expeditious manner, the Board Chair may limit repetitious testimony and discussion so as not to inconvenience those persons bringing business before the Board.
9. It shall be the policy of the District Board to recognize itself as a policymaking body that deliberates that regularly scheduled meetings and each Board member shall make a diligent effort to be present and participate fully. Generally, abstentions are not allowed. Board members are expected to vote on all items unless they declare an actual or potential conflict of interest.
10. Sturgis Standard Code of Parliamentary Procedure shall be adopted as the official procedures for conducting Board and committed meetings except where they are in conflict with any other procedures adopted by the District Board.
11. The Fire Chief, in cooperation with the Chair, shall prepare an agenda for each meeting and have it delivered, with supporting information, to each Board member at least 72 hours prior to each regular meeting.
12. A majority of the members of the Board shall constitute a quorum. A quorum is required to hold any Board meeting. An affirmative vote of a majority of the Board is required for any Board action or decision, unless the law or the District requires more than a majority. If only three members are present, constituting a quorum, a unanimous vote is required.
13. The “yeas” and “nays” upon votes taken shall be entered on the records on all questions called by the Chair. Any member may request that their vote be changed if such request is made prior to consideration of the next order of business. Prior to taking a vote, the Chair shall repeat the motion.
14. Any member may request that a roll call vote be taken on any question.
15. Any board member may enter into the record, at the time of voting, a brief statement indicating the reason behind the vote. A Board member may declare a conflict or interest in a board matter and may abstain from voting due to such conflict.

#### D. Policy Consultation

Local Government Law Group provided legal review.

#### E. Other Information

Previously revised and approved on August 16, 2016.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Meeting Minutes, Public Records
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Governing Body:	JCFD 5 Board	Policy Number:	3.2
Policy Contact:	Board Chair	Date Revised:	March 20, 2018
Custodial Office:	JCFD 5 Administration	Date Approved:	April 17, 2018
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Update policy to reflect change from written to audio minutes.	March 20, 2018

A. Definitions

N/A
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B. Policy Statement

1. The minutes of the meetings of the Board shall be maintained by the Fire Chief or staff designee and shall provide for information as required by law (ORS 192) and Board policies.
  - a. The clerk of the Board, or in the absence of the Clerk a staff designee, shall record all proceedings of the Board meetings, including supporting documents, and shall upload all non-exempt disclosable or non-confidential documents or recordings for public view on the district website. The audio file will constitute the official meeting minutes of the Board as allowed by law (ORS 192).
  - b. A summary and supporting documents shall be provided for inspection by the public at the office of the Fire Chief during regular business hours, subject to Oregon’s public records disclosure laws.
  - c. Minutes of executive meetings are not subject to this provision in accordance with Oregon public records law.
  
2. The Fire District budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between governmental branches in whatever form are generally public records and access thereto during normal business hours shall be granted to any citizen upon request, subject to Oregon’s public records disclosure laws and the District’s public records disclosure process. The District will respond with one or more of the following:
  - a. A statement that the District does or does not have custody of the requested document(s);
  - b. Copies of all requested public records for which the Fire District does not claim an exemption from disclosure under ORS 192.410 to 192.505;
  - c. A statement that the Fire District is the custodian of some responsive records, an estimate of time in which copies will be provided or inspection will be available, and an estimate of the fees the requestor must pay;
  - d. A statement that the Fire District is uncertain if it possesses any requested records and that it will

- search for the requested records and respond as soon as practicable; or
- e. A statement that state or federal law prohibits the Fire District from acknowledging whether the record exists and a citation to the relevant state or federal law.

When access to district records is granted, the Fire Chief may require that the requestor examine such records in the presence of designated District staff.

3. The Fire Board recognizes that it serves all people of the District and that each citizen of the District has individual political views. As a policy, the District Board shall not endorse nor shall it support or oppose, the candidacy of any person seeking election to any public office, partisan or non-partisan. The District may comment on, but shall not endorse, support or oppose any initiative or referendum measure proposed to the people. This restriction shall not prohibit the Board from supporting or opposing or publicly commenting on ballot measures which a direct and ascertainable effect upon the operations of the District or the District's ability to provide fire and life safety programs mandated to it. This restriction shall not prohibit individual members of the Board or employees of the District from supporting, opposing or publicly commenting on political matters as individual citizens.

#### D. Policy Consultation

Local Government Law Group provided legal review and revised language.

#### E. Other Information

The policy change was made to reflect a 2-20-2018 vote of the board to move from comprehensive written minutes to audio minutes posted on the district web page, coupled with a meeting summary of all votes taken and outcomes of said votes.

Legal Counsel notes that the Board is choosing to regulate itself more stringently than Oregon law allows in item 3. Boards are allowed to endorse, support or oppose candidacies, initiatives or referenda provided that public resources, dollars or staff are not used to do so.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Rules for Decorum During Board Meetings
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Governing Body:	JCFD 5 Board	Policy Number:	3.3
Policy Contact:	Board Chair	Date Revised:	July 17, 2018
Custodial Office:	JCFD 5 Administration	Date Approved:	August 21, 2018
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Modified format to reflect current board practice; Changed chairperson to chair.	July 17, 2018
2	Added additional language to the rules of decorum as suggested by legal counsel (items 1, 2, and 3).	August 21, 2018

A. Definitions

N/A
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B. Policy Statement

<ol style="list-style-type: none"> <li>1. Order and courtesy is required at all times. Board members will serve as role models for good statespersonship and shall act with civility and in the best interests of the District at all times.</li> <li>2. The audience and the Board members shall only speak if recognized by the Chair. All in attendance must act respectfully during Board deliberations.</li> <li>3. No speech shall be allowed without concurrence of the Chair. No person will be allowed to interrupt a speaker who has been recognized by the Chair.</li> <li>4. Speech shall be respectful and free of cursing, shouting, name calling, etc., and shall not be disparaging of others.</li> <li>5. Hats shall be removed upon entry into the meeting room.</li> <li>6. Conduct deemed by the Chair to be outside of these rules of decorum shall be declared out of order. Should the same or similar conduct persist, The Chair reserves the right to eject the disruptive person or persons.</li> </ol>
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D. Policy Consultation

Policy reviewed by Local Government Law Group.

E. Other Information

This policy was last reviewed on May 15, 2012.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.



Policy Title:	Rules for Public Input During Board Meetings
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Governing Body:	JCFD 5 Board	Policy Number:	3.4
Policy Contact:	Board Chair	Date Revised:	July 17, 2018
Custodial Office:	JCFD 5 Administration	Date Approved:	September 18, 2018
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Modified format to reflect current board practice; Removed requirement that a member of the public stand to obtain the chair’s attention.	July 17, 2018
2	Inserted changes as advised by legal counsel to indicate when and how public comment occurs, reinforcing meeting decorum, and general expectations of board responses to public comments.	August 21, 2018

A. Definitions

N/A
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B. Policy Statement

1. The District generally allows for a public comment period during its Board meetings. Comments from members of the public will be allowed only at the designated “Public Comment” period as listed in the published agenda, unless the Chair grants an exception. To maintain a courteous and orderly atmosphere, attempts to speak outside of these times will be considered out of order and treated accordingly by reprimand from the Chair up to and including ejection from the meeting.
2. A member of the public desiring to speak during the allowed times shall first sign up on the Public Comment sheet indicating the speaker’s name and District-address. When asked, the public commenter shall introduce themselves, state the issue, and, if possible, sit at the table in front of the Board and first clearly state their full name and address.
3. Speakers will be allowed three minutes to reasonably and respectfully address the Board. The Chair has the authority to increase or decrease the speaking time allowed. Generally, the Board members will not provide comments or information or engage in a conversation during the Public Comment portion of the meeting. Instead, they will listen and take notes to determine if the issue should be placed on a future agenda for further discussion or action.
4. The Chair has the authority to declare the speaker out of order at any time for conduct outside of these parameters, at which point the speaker must return peacefully and quietly to their seat or face ejection from the meeting.

D. Policy Consultation

Policy reviewed by Local Government Law Group.

E. Other Information

This policy was last reviewed on May 15, 2012.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Delegation of Board Authority to the Fire Chief and/or Others
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Governing Body:	JCFD 5 Board	Policy Number:	4.1
Policy Contact:	Board Chair	Date Revised:	September 18, 2018
Custodial Office:	JCFD 5 Administration	Date Approved:	October 16, 2018
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Clarification of board’s role as suggested by legal counsel.	October 16, 2020
2	Greater specification of delegation to Fire Chief as suggested by legal counsel.	October 16, 2020

A. Definitions

N/A
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B. Policy Statement

The Fire District Board, acting through a majority vote, shall have the sole authority over the following: approval and adoption of the Fire District’s budget; District-wide goal setting and establishment of long term goals; and the hiring, supervision and management of the Fire Chief and the District’s legal counsel.

The Fire District Board hereby delegates to the Fire Chief the following: 1) the sole authority and responsibility for the hiring, supervision, administration, and management of all District employees and volunteers; 2) the sole management and supervision authority for all administrative and operational functions of the District, including but not limited to the authority to enter into contracts on behalf of the District as long as any contractual expenditures are within the Board’s allocated budget and/or are within any maximum allowable expenditure limits which the Board may establish from time to time; and 3) the sole authority to amend District policies and procedures and to bring such amendments to the Board for final approval.

The Board delegates to the Chief and to the Board President the authority to contact and work with the District’s legal counsel. The Board also delegates to the Board President the authority to serve as the Fire Chief’s day-to-day supervisory contact should he or she have any immediate employment questions or needs.

The Fire Chief may reasonably delegate his or her supervisory and administrative functions to subordinate employees as needed.

D. Policy Consultation

Policy reviewed by Local Government Law Group.

E. Other Information

This policy has not been reviewed since before 2013.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Board Rules
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Governing Body:	JCFD 5 Board	Policy Number:	4.2
Policy Contact:	Board Chair	Date Revised:	July 18, 2017
Custodial Office:	JCFD 5 Administration	Date Approved:	August 17, 2017
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Revised Fire Chief performance review cycle to align with contract; modified numbering scheme of policy contents.	July 17, 2017

A. Definitions

N/A
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B. Policy Statement

1. The Board will develop a position description for the Fire Chief including the terms of employment and appointment procedures for when a vacancy occurs.
2. The Fire Chief shall serve as executive officer of the Board and shall have the responsibility for:
  - a: Preparing the agenda for each meeting, attending all board meetings unless excused and participating in all deliberations of the board.
  - b: Bringing to the attention of the board matters requiring its consideration.
  - c: Reporting periodically to the board on the progress of programs in the District.
  - d: The Fire Chief shall have primary responsibility for District personnel matters under the direction of the Board.
  - e: The Fire Chief shall select employees for appointment and decide matters of demotion, transfer and dismissal in accordance with the policies of the board and shall assign employees to their stations.
  - f: The Fire Chief shall have the power to make such rules and give instructions to all employees so that their service will be most effectively coordinated and shall plan and foster the means of communications from personnel to the Fire Chief.
  - g: The Fire Chief shall provide the Board with sufficient information on appointment, demotion, transfer, discipline or dismissal of employees so as to keep the board informed on the status of district personnel.
  - h: The Fire Chief is authorized and directed to establish and maintain such administrative machinery as will be needed to insure:
    - i: That full and adequate deliberation by all interested parties or their representatives precedes all the

Fire Chief's recommendations to the Board for action.

ii. That routes of appeal are available for aggrieved parties to see redress. The Fire Chief's recommendations shall provide ample opportunity for both majority and minority report, when appropriate.

iii. Notwithstanding the general authority herein granted the Fire Chief in matters regarding appointment, demotion, transfer, discipline or dismissal of employees, neither the Fire Chief nor any other district employee shall have the authority to reduce the compensation of exempt employees on the basis of quantity or quality of hours worked.

3. The Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the District will be operated. Such detailed arrangements will constitute the Standard Operating Procedures including the administrative regulations governing the District. The Standard Operating Procedures must be consistent with the policies adopted by the Board. The Board may review and approve the Standard Operating Procedures when requested by the Fire Chief.

4. When action must be taken within the District where the Board has provided no guidelines for administrative action, the Fire Chief shall have the power to act, but the decisions shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Fire Chief to inform the Board promptly of such action and of the possible need for policy or rule.

5. The Board shall conduct and complete a written performance appraisal of the Fire Chief in May of each year. During probationary periods, the Board shall conduct and complete written performance appraisals at the end of the fifth and eleventh months of the probationary year.

6. In recognition of the fact that the Chief Officers are always on call, the Fire Chief may use district property for more than de minimus use. For purposes of ethical considerations of a public employee, compensation to the Chief Officers shall include, without the necessity of prior approval, the personal use of the company vehicle, cell phone, Computer and office phone as well as other personal property of the district.

#### D. Policy Consultation

Fire Chief Contract Exhibit A; SDAO provided legal review.

#### E. Other Information

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Jackson County Fire District 5

Policy Title:	Fire District Legal Counsel
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Governing Body:	JCFD 5 Board	Policy Number:	5.1
Policy Contact:	Board Chair	Date Revised:	July 18, 2017
Custodial Office:	JCFD 5 Administration	Date Approved:	August 15, 2017
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Added scope of work and stipulates who may request service from the attorney; modified numbering scheme of policy contents.	July 17, 2017

A. Definitions

N/A

B. Policy Statement

1. The counsel shall advise the Board on matters of procedural and legal nature.
2. It shall be the responsibility of the District Board to select legal counsel to represent the legal needs of the District. The Board shall 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 result in placing the District in legal jeopardy.
3. The Board Chair or the Fire Chief shall have the authority to request or require services from legal counsel.

D. Policy Consultation

Policies from other fire districts were reviewed for duties of legal counsel; SDAO provided legal review.

E. Other Information

This policy is specific to legal counsel and is intended to provide parameters on the work performed.

The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.

Policy Title:	Records Retention
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Governing Body:	JCFD 5 Board	Policy Number:	5.2
Policy Contact:	Board Chair	Date Revised:	September 18, 2018
Custodial Office:	JCFD 5 Administration	Date Approved:	October 16, 2018
Approved By:	Vicki Purslow		

Revision History

Revision Number:	Change:	Date:
1	Public record definition updated by legal counsel.	October 16, 2018
2		

A. Definitions

The term “Public Record” is defined by ORS 192.005(5)(a). Generally, all records owned, retained, or used by the District are “public records” under the law. Some public records may be exempt from disclosure, but that exemption does not change the District’s duty to retain and protect such records. Public records may be in the form of paper documents, email, electronic documents, photographs, audio tape recordings, audio/video computer files or other formats, or other formats of any type, created by the District. Staff is cautioned to properly store and retain all public records, including those in electronic form.

B. Policy Statement

The purpose of this policy is to ensure proper management of all records created or received by the District.

- The District shall retain all records of the District according to the State of Oregon, Secretary of State’s Retention Schedule, as set forth in Division 150 of OAR (Oregon Administrative Rules), County and Special District Retention Schedule, generally, and more specifically in accordance with SOP No. 5.14.2 and the following OARs:
  - 166-150-0105 Equipment and Property Records
  - 166-150-0110 Financial Records
  - 166-150-0115 Fire and Emergency Medical Services
  - 166-150-0125 Information and Records Management Records
  - 166-150-0160 Personnel Records
  - 166-150-0200 Risk Management Records
- Destruction of any archived records of the District shall be done in accordance with the current SOP.




D. Policy Consultation

Policy reviewed by Local Government Law Group.
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E. Other Information

This policy was last revised on December 8, 2015.
The Board of Directors will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.