

1.01 GOVERNANCE

The primary duty and function of the Board of Directors is to provide policy guidance and direction for the governance of the District. This means that the Board is responsible for determining policy-based issues such as budgetary goals, District mission statements, and long-term plans. The Board delegates to the Fire Chief and his or her staff the responsibility for the day-to-day administration of the District, in a manner consistent with the policies and directions of the Board.

1.02 COMPLIANCE WITH LAW

Policies shall comply with all applicable federal, state and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy shall be deemed void without further Board action. It shall be the responsibility of all District personnel to bring any such conflict to the Board's attention immediately upon discovery.

(Within the context of this District's policies, the term "District personnel" and "members" shall include both career employees and volunteers of the District unless expressly otherwise stated.)

1.03 COMPLIANCE WITH POLICIES

All District personnel shall comply with the policies adopted by the Board of Directors. Any failure to comply shall constitute grounds for discipline or termination.

1.04 POLICIES DO NOT CREATE RIGHTS

Policies of the District shall not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy shall not in itself render any District action invalid, void or voidable, nor shall such deviation constitute evidence of negligence. The Board may deviate from policy when to do so serves the public interest or would avoid hardship as the Board may determine.

2.01 BOARD ADOPTION, AMENDMENT, AND REPEAL OF POLICIES
AND OTHER REGULATIONS

1. POLICY

- a. The Board shall base its policy and regulations on the best available information and input from affected parties.
 - i. All additions, deletions and changes to Book 2 (Administration), shall be reviewed and approved by the Board of Directors prior to adoption.
- b. Fire District Policy and Procedure shall be organized in five (5) books: Board Policy (Book 1), Administration (Book 2), Routine (Book 3), and Emergency (Book 4).

2. RESPONSIBILITY

- a. The Fire Chief shall keep all policy and procedure books current with all related fire service standards and legal requirements.
- b. All Personnel are responsible to adhere to all Fire District policies and procedures.

3.01 COMPILATION OF POLICY MANUALS

The Fire Chief shall compile all of the policies and procedures adopted by the Board into a District Policy and Procedure Manual. The Fire Chief shall be responsible for updating the Manual regularly.

3.02 DISTRIBUTION OF POLICY MANUALS

Updated Policy and Procedure Manuals shall be kept at each fire station maintained by the District. Manuals may be maintained in printed or electronic form. A printed copy shall be available at Station #1 276 Mill Creek Drive.. The following persons shall be provided with an updated Manual.

1. All Board members;
2. Fire Chief;
3. Fire District attorney; and
3. Other persons designated by the Fire Chief or the Board;

3.03 DISTRICT POLICY MANUAL TO BE AVAILABLE TO THE PUBLIC

The Policy and Procedure Manual is a public record. At least one copy of the updated Policy Manual shall be available for inspection and use by the public at Fire Station 1 with an appointment. Access to buildings will be limited to staff members performing operational duties. Access is by appointment. A board member may contact the Chief for accompanied access to the buildings.

ORDINANCE

RELATING TO QUALIFICATIONS TO SERVE ON THE BOARD OF DIRECTORS OF THE
PROSPECT RURAL FIRE PROTECTION DISTRICT

BE IT ORDAINED: That the Prospect Rural Fire Protection District, after having reviewed Oregon Revised Statute No. 478.050 as amended by Chapter 834 of Oregon Laws of 1987, desires to limit those persons eligible to serve as directors of the Prospect Rural Fire Protection District.

THEREFORE: No person shall be eligible to serve as a director of the Prospect Rural Fire Protection District, if that person is a fire-fighter of the Prospect Rural Fire Protection District, paid or otherwise, or otherwise employed by the District.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after signing, and apply to all elections occurring at least one (1) year after the date of passage.

Adopted this ____ day of _____, _____ by the Prospect (sic) Rural Fire Protection District.

Name

ATTEST:

Title

FIRST READING: _____

SECOND READING: _____

1.01 POSITIONS AND TERMS

1. The Board of Directors of the District shall consist of five (5) members serving four (4) 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, pursuant to ORS 478.050.

"No individual who is employed by the District in any capacity, or who serves as a volunteer with the District shall be eligible to serve on the District's Board of Directors."

2. Each Board member shall be identified by a position number. Position numbers shall be transferred to the successors of each Board member.
3. All Board members shall serve at large.

1.02 ELECTION OF BOARD MEMBERS

The election of Board members shall be conducted as provided by ORS 478.221 and ORS Chapter 255.

1.03 QUALIFICATIONS

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in ORS 478.050. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person that the person does in fact meet the eligibility requirements.

1.04 OATH OF OFFICE

Each newly elected or appointed Board member shall take an oath of office at a Board meeting prior to assuming the duties of the position and after background check has been completed. An elected board Member cannot take office until the certificate of election is issued from the County.

1.05 TERM OF OFFICE -- STARTING DATE

Except where the Board or the **County Commission** is filling a vacancy on the Board, terms of office shall start on July 1.

1.06 VACANCIES

Vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board. If a majority of the membership of the Board is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the **County**

Commission of Jackson County. The period of service of a person appointed to fill a vacancy shall expire on the June 30 after the next regular District election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for which the appointment was made. If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 next following his or her election.

2.01 MEETING THE FIRE AND LIFE SAFETY 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 fire and life safety needs of the District.

2.02 FORMULATION AND INTERPRETATION OF DISTRICT POLICY

The most important activity of the Board is the formulation and interpretation of Fire District policy, which is the determination of such things as the District long-term goals, budgetary priorities, and mission statements. The Board shall establish District policy and reserves to itself all authority and responsibility not expressly assigned to the Fire Chief.

Board questions and discussion regarding policies, operations and department functions are to be addressed to the Fire Chief, unless the Fire Chief directs the Board to other District personnel.

2.03 BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY

No individual Board Member may speak for or act on behalf of the Board or Fire District except as authorized to do so by official Board action as recorded in the official minutes, guidelines or policies of the District.

2.04 ETHICAL STANDARDS

Board members act as representatives of the citizens of the Fire District in maintaining and promoting fire and life safety and providing fire protection and emergency medical services. Therefore, Board members shall adhere to the highest ethical standards in the conduct of District business. Board members are “public officials” under Oregon’s ethics laws and must comply with the provisions of ORS 244, including the avoidance of actual conflicts of interest, the rules against personal financial benefit based on the Board member’s status as a public official, and other ethics laws.

2.05 BOARD MEMBER EDUCATION AND TRAINING

Board Member training is an important aspect of the position, which requires continuing education in Board responsibilities, duties, and ethics, impact of policies and procedures and financial responsibilities. In order to effectively carry out their duties, Board members shall be offered related training seminars. The Oregon Fire District Directors Association offers annual conferences and Board Members are strongly encouraged to attend these training opportunities.

2.06 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 supervision and discipline of staff is the sole responsibility of the Fire Chief or designee.

No individual Board member has any District authority whatsoever unless such authority is expressly delegated to him or her by a majority vote of the Board. For example, a Board member has not authority to direct or order a staff member or volunteer or to direct the use of any District resources. Moreover, no individual Board member has any authority to order, direct or conduct any review of any District records including any personnel records. The Chief may provide records to individual Board members or to the Board at large at his or her discretion and in compliance with the law.

Any communications relative to District business must be directed to the President of the Board, who will then communicate the question, request or concern to the Fire Chief.

Access to buildings will be limited to staff members performing operational duties. Access is by appointment. A board member may contact the Chief for accompanied access to the buildings.

3.01 COOPERATION WITH BOARD CANDIDATES

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations and other aspects of the operation of the District.

3.02 ORIENTING NEW BOARD MEMBERS

The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
2. The Fire Chief shall provide material pertinent to District meetings and be responsive to questions regarding said material.
3. New members shall be invited to meet with the Fire Chief and other District personnel to discuss the services each individual performs for the District.
4. The Fire Chief will give each new Board Member:
 - a. An updated copy of the District's Policy and Procedure Manual.
 - b. A copy of the Attorney General's "Public Records and Meetings Manual."
 - c. Copies of the minutes of all Board meetings, except for executive sessions, for the preceding twelve (12) months.
 - d. Copies of the District's last two (2) budgets.
 - e. Copies of the District's insurance policy.
 - f. Copies of all such documents as the attorneys for the District may recommend with respect to any pending claims or lawsuits.
 - g. A list of all District personnel by position.
 - h. A list of all apparatus and stations with designated numbers.
 - i. A tour of each station.

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- j. Printed history of Fire District.
 - k. Financial orientation.
 - l. Such other materials as the Board may direct or the Fire Chief may deem appropriate.
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2.01 POLITICAL ACTIVITIES

Generally, ORS 260.432 states that a public employee (includes any public official, paid or unpaid, who is not elected) may not, while on the job during working hours, promote or oppose election petitions, candidates or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so. ORS statutes do not forbid an elected official from endorsing, nor opposing a candidate, referendum, or ballot measure.

2.02 POLICY

Elected officials may:

1. Advocate a political position – they are not considered a “public employee” for the purposes of ORS 260.432 or ORS 260.432(4)(a).
2. Vote with the other elected officials of a governing body to support or oppose a ballot measure, and publicly discuss such a vote – but must not use the public employee staff time to assist in this.
3. Perform campaign activity at any time, but must take caution not to involve any public employee’s work time to do so.

Elected officials may not:

1. In the role of a supervisor, request a public employee – whether the public employee is on or off duty – to perform any political activity. A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
2. Have an opinion piece or letter advocating a political position published in a jurisdiction’s newsletter or other publication produced or distributed by public employees.

2.03 PROCEDURE AT POLITICAL EVENTS

1. In a public or press event, elected officials should publicly state that they are in attendance solely as a citizen, and not representing their current office or affiliation with their elected entity.
2. The Open Meeting Law is in effect, and if a quorum of elected officials would be in attendance, then the necessary legal steps would need to be taken prior to their attendance.

3. Any request for a photo opportunity using Prospect RFPD equipment/apparatus/facilities/uniform should be turned down.

1.01 DUTIES OF THE PRESIDENT

1. The President of the Board shall preside over Meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes.
2. The President shall consult with the Fire Chief regarding the preparation of each Board meeting agenda.
3. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
4. The President may call Special Meetings of the Board as described by the Oregon Public Meetings Law.
5. The President of the Board or designee shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.

2.01 DUTIES OF THE VICE-PRESIDENT

1. In the President's absence, or when requested by the President or a majority of the Board, the Vice-President shall have the powers and duties of the President of the Board as prescribed in Policy 1-3-1.
2. The Vice-President shall have such other powers and duties as a majority of the Board may from time to time determine.

4.01 DUTIES OF THE SECRETARY/TREASURER

The duties of the SECRETARY/TREASURER include:

- The Secretary/Treasurer of the Board shall ensure accurate minutes of each board meeting are taken, and distributed to each board member at least two days in advance of the Board meeting at which they will be considered for approval. The Secretary/Treasurer shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Secretary/Treasurer.
- The Secretary/Treasurer of the Board shall assure that accurate accounting and financial records are maintained by the District.
- The Secretary/Treasurer shall annually review the District's financial audit with district personnel prior to submitting the audit to the Board. The Secretary/Treasurer shall ensure copies of the audit are sent to state or local agencies requiring its submission.

5.01 ELECTION OF OFFICERS OF THE BOARD

Annually at the June Board meeting, the Board shall hold an election of Board officers. Positions elected shall include President, Vice President, and Secretary/Treasurer and other positions as desired. The current President (or Vice President if President is unavailable) shall call for nominations from the Board for each position. A majority vote of the Board is required for electing Board officers. Board officers will be seated immediately after they are elected.

In order to be considered for an officer position a board member must submit to and complete a satisfactory background check.

1.01 DISTRIBUTION OF MATERIALS TO BOARD MEMBERS

1. The Agenda, Fire Chief's Report, Treasurer's Report and Check Register shall be submitted to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting. Submission may include electronically via email, or other approved methods.
2. At the same time, the Clerk of the Board shall provide members detailed information relative to the agenda, including existing Board policy pertinent to agenda items.

1.02 DISTRIBUTION OF AGENDA TO THE PUBLIC

1. The proposed Agenda will simultaneously be distributed to local news media, the District's website, the main fire station, Prospect Post Office

2.01 MEETING AGENDA

The following general order shall be observed:

1. Call to order
2. Consent Agenda
 - a. Administrative Summary
 - b. Approval of Minutes of prior Board Meeting
 - c. Dashboard Report
 - d. Bank Statements and Reconciliations
 - e. Operating Fund Summaries
 - f. Balance Sheets
 - g. Check Register
 - h. Adjusting Journal Entries
 - i. Ambulance Report
 - j. Engine Company Response Report
 - k. Safety Committee Minutes
3. Administration
4. Resolutions
5. President Report
6. Correspondence
7. Fire Chief's Report
 - a. Call activity and Personnel Response
8. Association Meeting Minutes
9. Fire Safety Manager Report
 - a. Fire Corps Minutes
10. Other Business
11. Public Comment
12. Adjourn Meeting

3.01 APPLICATION

1. This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board if such subcommittees make recommendations to the Board of Directors.

3.02 COMPLIANCE WITH LAW

1. All such meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710, and 192.990, as presently drafted or as it may be amended from time to time.

3.03 LOCATION OF MEETINGS

1. 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 a manner or location that illegally discriminates against a protected class of people. All meetings shall be held in places accessible to persons with disabilities. If a member of the public believes the District has not provided legal accommodations to someone with a disability, please contact the Fire Chief so that we may review our practices and improve.

3.04 MEETINGS HELD BY TELEPHONE

1. Meetings held by telephone or other electronic communications are subject to the Public Meetings Law if they otherwise qualify as a public meeting under the law. 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 members of the public may listen to where meetings held by telephone or other electronic means. 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 192.660(1)(d).

3.05 REGULAR MEETINGS

1. The Board shall hold regular monthly meetings on the third Monday of each month. Such meetings shall be held at main fire station, at 7:00 p.m., or at

such other places and times as the Board may designate from time to time.

3.06 SPECIAL MEETINGS

1. The Board may hold special meetings at the request of the President or any three members of the Board. If the President is absent from the District, special Board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than 24 hours' public notice.

3.07 EMERGENCY MEETINGS

1. Emergency meetings may be held at the request of persons entitled to call special meetings upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances, which, in the judgment 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 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.
2. 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 hours' 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.

3.08 NOTICE OF MEETINGS

1. Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular, special, or emergency 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 media representatives having requested notice in writing of every meeting. The agenda shall also be posted at the following locations within the District:

- a. Prospect Post Office
- b. Prospect Facebook page
- c. Prospect General Store
- d. District website

2. Written notice shall also be sent to any persons have requested advance notice

3.09 EXECUTIVE SESSIONS

1. 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 and the statutory basis for calling the executive session.

3.10 INTERPRETERS FOR THE HEARING IMPAIRED

1. 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:

- a. The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting a person has requested an interpreter and has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, other state or local agencies that maintain a list of qualified interpreters, local churches, and the Circuit and District Courts of the county in which the District is located.
- b. If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.

4.01 PRESIDING OFFICER

1. 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.

4.02 AUTHORITY TO CONDUCT MEETINGS

1. 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.

4.03 PUBLIC PARTICIPATION

1. 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. Generally, public comments will be limited to three minutes per speaker. 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 trespassers. The role of the Board during Public Comment portion is to listen and take notes. The Board will generally not discuss or enter into a back and forth discussion about a public comment matter, but the matter may be slated to be placed on a future agenda for further discussion. The Board will not hear private employee issues or personnel matters during public comment. Commenters who wish to discuss such matters will be directed to follow the District's chain of command.

4.04 ELECTRONIC EQUIPMENT

1. The authority to control the meetings of the District Board extends to control over equipment such as cameras, tape recorders and microphones. Generally, attendees may film or record Board meetings, but if such filming is disruptive, the Board President may require filming or recording to cease. 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.

4.05 RECORDING OF VOTES

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1. 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.

4.06 QUORUM REQUISITES

1. Three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

4.07 VOTE EXPLANATIONS

1. 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.

4.08 CONFLICT OF INTEREST

1. Members must declare the nature of all conflicts of interest as defined under Oregon law. If the conflict is an “actual conflict” under Oregon law, the member must also abstain from voting.

4.09 SMOKING

1. Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe or other smoking or vaping 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 agenda or meeting notice indicates it is to commence, regardless of 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.
 - a. 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 or vaping except in designated areas, such as that found in ORS 433.845, may apply.
 - b. 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.

4.10 ADJOURNMENT

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

5.01 NOTICE

1. Public notice of executive sessions shall be provided in accordance with Oregon law and Policy 1-4-3.

5.02 NO FINAL DECISIONS

1. The Board shall not take any votes during any executive session, nor make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.

5.03 PURPOSES

1. Executive sessions shall be held only for the purposes provided in ORS 192.660, as such law stands now or as it may be amended in the future. Below is a general summary of some of the more types of meetings allowed to be held in executive session under ORS 192.660 et.seq.:
 - a. Employment of Personnel: ORS 192.660(1)(a). To discuss the hiring of a public officer, employee, or staff member, but only if the following requirements have been met:
 - i. The vacancy for the position has been advertised;
 - ii. Regularized procedures for hiring have been adopted;
 - iii. There has been opportunity for public input into the employment of such employee or officer;
 - iv. 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.
 - b. Discipline of Public Officers and Employees: ORS 192.660(1)(b). To consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or to hear complaints or charges brought against such persons, unless the person subject to discipline/dismissal, requests an open hearing. The Board must provide the person with at least 48 hours written, advance notice of

any meeting proposed to be held under this exemption.

- c. Consultation with Labor Negotiator: ORS 192.660(2)(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.
- d. Real Property Transactions: ORS 192.660(1)(e). To conduct deliberations with persons designated by the Board to negotiate real property transactions.
- e. 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, certain employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law.
- f. Litigation/Consultation with Legal Counsel: ORS 192.660(1)(h). To consult counsel concerning the District's legal rights and duties regarding, 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 session to discuss the writing under the authority of ORS 192.660(1)(f), as well.
- g. 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 meetings 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 Fire Chief or other District personnel concerning agency goals, objectives, operations or programs.
- h. Labor Negotiations: ORS 192.660(2). Labor negotiations may be held in executive session if either side requests an executive session.

5.04 CONDUCT OF EXECUTIVE SESSION

1. 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. 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.

6.01 WRITTEN MINUTES

1. The Board shall keep written minutes of all of its meetings in accordance with the requirements of ORS Chapter 192. Minutes of public meetings shall include at least the following information:
 - a. Members of the Board present.
 - b. Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
 - c. Results of all votes, including the vote of each member by name.
 - d. The general discussion and substance of any discussion on any matter; verbatim minutes are not required or recommended.
 - e. The name of any document discussed at the meeting.

6.02 MINUTES OF EXECUTIVE SESSIONS

1. 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 electronic recording. If minutes of an executive session are kept by electronic recording, written minutes are not required.

6.03 DISCLOSURE OF EXECUTIVE SESSION MATTERS

1. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held; would violate any privacy or disclosure laws; or would disclose otherwise exempt records, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

6.04 RETENTION

1. The District shall retain any electronic recordings for one year and written minutes of public Board meetings or executive sessions for not less than ten (10) years.

6.05 AVAILABILITY TO THE PUBLIC

1. Written minutes of public sessions shall be made available to the public within

10 business days after the meeting.

1.01 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 District's possession, and to avoid wasted 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 is 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 District's offices, or such other locations as the Board 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. ORS 192.440(2).
3. Certified Copies: Certified copies of non-exempt public records shall be furnished upon request, providing receipt of payment for certified copies is received per fee schedule 1-5-1.02.
4. When a request is submitted in writing, the district must respond within five business days acknowledging the receipt of the request. The district then has an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The district is not subject to this response timeframe if it is awaiting a response from the requestor seeking clarification of the inquiry or if the requestor has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:
 - a. Complicated requests
 - b. Large volume of requests
 - c. Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request.

1.02 FEES FOR PUBLIC RECORDS

In order to recover its costs for responding to public records requests, the following fee schedule is adopted (See also Ordinance #2006-2007-101).

1. Copies of Public Records; Certified Copies: Non-exempt copies of public records shall be \$5 for the first page and \$.25/page thereafter, per page for standard, letter size copies. Copies shall be certified for an additional charge of \$5.00 per page.
2. Copies of Sound Recordings: Non-exempt copies of sound records of meetings shall be available at a cost of \$20 per copy.
3. Copies of Maps and other Non-Standard Documents: Charges for copying maps or other non-standard 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 \$35 per hour with a minimum charge for one quarter hour. 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. Excess Fees: For all fees greater than \$25, the District will provide a written estimate of the amount to the requestor and receive confirmation that the requestor wants the District to process the request before fulfilling the public records request.
7. Reduced Fee or Free Copies: Whenever it is determined that furnishing copies of public records at a reduced fee or without costs would be in the District's best

interests, the Board may so authorize.

1.03 AUTHORIZATION FOR 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 maintained, except upon authorization of the Board of Directors of the District or to comply with a legal requirement.

1.04 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 advance in accordance with paragraph 1-5-1.02 above. A District representative shall be present at any time original records are reviewed, and the charges for standing by while records are reviewed shall be the same as the charges for searching or reviewing records.

1.05 UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS:

If any person attempts to alter, remove or destroy any records, the District representative shall immediately terminate the review and notify the attorney for the District.

0.01 PUBLIC CONTRACTING RULES

The District shall comply with the Oregon Public Contracting Law (ORS 279A) and follow District-adopted public contracting rules.

1.01 COMPLIANCE WITH LOCAL BUDGET LAW

Compliance with Oregon's Local Budget Law (ORS 294.305 - 294.565), is required prior to the expenditure of any moneys or the levy of any tax upon property located within the District. ORS 294.326. The District shall comply with the provisions of the Local Budget Law, and with the instructions and requirements of the Department of Revenue, which has been charged by the Legislature with responsibility to interpret and administer the Local Budget Law. In preparing and adopting its Budget, the District shall be guided by the Budget Manual for Municipal Corporations, published by the Department of Revenue, and the Department's various forms and instructions. Any changes to local budget law shall immediately be in effect and shall supersede obsolete language contained herein.

1.02 APPOINTMENT OF BUDGET OFFICER

Pursuant to ORS 294.331, the District Board of Directors shall designate a Budget Officer to prepare or supervise the preparation of the District's Budget. The Budget Officer shall fully acquaint himself/herself with the Local Budget Law and the budget preparation process. The Budget Officer shall act under the direction of the Board.

1.03 PREPARATION OF THE PROPOSED BUDGET

The Budget Officer shall prepare or supervise preparation of the proposed Budget. The Budget Officer shall then publish a "Notice of Budget Committee Meeting" as set forth in ORS 294.401.

1.04 BUDGET COMMITTEE

Pursuant to ORS 294.336, the District shall establish a Budget Committee consisting of the members of the Board of Directors and an equal number of qualified electors of the District. At its first meeting the Budget Committee shall elect a chairperson and a secretary. The Committee shall review and revise or approve the proposed Budget presented by the Budget Officer. All meetings of the Budget Committee are subject to Oregon's Public Meetings Law. Members of the Budget Committee receive no compensation for their services. The appointive members of the Budget Committee shall not be considered officers, agents, or employees of the District. Each member shall serve a three-year term. Terms of office on the Budget Committee shall be staggered, as the Board of Directors shall determine.

1.05 PUBLICATION OF BUDGET SUMMARY & NOTICE OF BUDGET HEARING

After the Budget Committee has approved the budget, the Board of Directors of the District shall hold a budget hearing. Fifteen to twenty-five days before the scheduled hearing, the Board of Directors shall publish a "Financial Summary and Notice of Budget Hearing." This information must appear in a newspaper of general circulation published in the District. Eight to fourteen days before the scheduled hearing, a second notice of budget hearing shall be published. It need not contain the summarized financial information found in the first notice. However, the second notice shall repeat significant information about the scheduled budget hearing, and set forth the date on which the Financial Summary was first published.

1.06 BUDGET HEARING

The Board of Directors of the District shall hold the scheduled budget hearing on the date specified in the public notices given. The purpose of the hearing is to take citizen testimony on the Budget approved by the Budget Committee. Additional hearings may be held if necessary. All hearings are open to the public, and subject to Oregon's Public Meetings Law.

1.07 BUDGET ADOPTION, APPROPRIATIONS, AND TAX LEVY

The District's Board of Directors may make changes in the approved budget before it is adopted, subject to the limitations set forth in ORS 294.435. These limitations cannot be exceeded without first publishing a revised Financial Summary and holding another budget hearing. Once all budget hearings have been concluded, and upon consideration of relevant testimony received at such hearings, the District's Board of Directors shall adopt the Budget. This shall be done in the latter part of June so that revisions to revenue or expenditure estimates can be incorporated. The District's Board of Directors shall prepare a resolution or ordinance formally adopting the Budget. This resolution or ordinance shall be adopted no later than June 30.

1.08 CERTIFICATION OF LEVY

The District shall certify its tax levy to the County Assessor. Two complete copies of the District's budget, as adopted, shall be submitted to the County Assessor's office by July 15. An additional copy shall be delivered to the County Clerk by July 15. The complete budget documents submitted shall include the following:

1. The budget calendar.

2. The budget message.
3. The newspaper clipping of the notice of the first Budget Committee meeting showing the date published, or an affidavit of publication accompanying the actual publication.
4. The newspaper clipping of the Notice of Budget Hearing and the Financial Summary showing the date published, or an affidavit of publication accompanying a copy of the actual publication, or an affidavit of posting or mailing and a copy of the summary that was posted or mailed.
5. The newspaper clipping of the second notice of the budget hearing showing the date published, or an affidavit of publication accompanying a copy of the actual publication.
6. All budget detail sheets.
7. The three resolution statements that adopt the budget, make appropriations, and levy taxes.
8. The certification form (Form LB-50 -- Department of Revenue form).
9. Sample ballots of all new tax bases and levies outside the tax base approved by the voters. Bond elections are not required to be submitted.

1.09 POST-ADOPTION CHANGES TO THE BUDGET

Post-adoption changes to the budget are restricted by statute. ORS 294.450 governs the transfer of appropriations within a fund or from one fund to another. ORS 294.455 governs the appropriation of funds to repair or replace property involuntarily converted or destroyed. ORS 294.460 governs loans from one fund to another. ORS 294.480 specifies the conditions under which the District must adopt a supplemental budget. ORS 294.326 provides for authorizing appropriations as an exception to the budget process.

2.01 POLICY

It is the policy of the Prospect Rural Fire Protection District that all financial transactions and procedures shall be conducted with utmost integrity and efficiency and financial processes and expenditures shall be above reproach. Debt or bills incurred by the District shall be paid on time and checks shall be issued as needed each month.

2.02 BILL PAYING AND OTHER FINANCIAL MANAGEMENT PROCEDURES

District Financial Management Policies are located in Book 2 (2-8-1).

2.03 FINANCIAL REPORTS REQUIRED BY THE BOARD

1. Actual Year-to-Date Revenues and Expenditures vs Budget
2. Balance Sheets
3. Copies of all bank statement cover sheets together with reconciliations
4. Check Register for the month

2.04 INVESTMENT POLICY

1. It is the policy of the Board of Directors to maintain a savings account with the State of Oregon's Local Government Investment Pool. The Board has also authorized Deschutes and Jefferson County Tax Collectors to electronically transfer all tax payments due the Fire District automatically to the LGIP and/or the bond tax revenue account.
2. It is the policy of the Board of Directors to maintain one operating account with an authorized Oregon depository, and preferably a local authorized depository, in order to expend money as per budgetary requirements.
3. Authorized District personnel will transfer funds electronically from the Pool to the Operating Account when required.
4. All Reserve Fund moneys are to be held in the Pool until funds are expended.
5. It is the policy of the Board of Directors to maintain a savings account with an authorized Oregon depository, and preferably a local authorized depository in order to hold bond tax revenue until those funds are expended.

7.05 RESERVE FUNDS

1. It is policy of the Board of Directors to create special reserve funds designated for specific purposes outside of the normal maintenance, replacement, additional or specialized equipment and unanticipated employment costs as follows:

RESOLUTION 2002-06
CREATING A BUILDING RESERVE FUND

WHEREAS, the Directors of the Prospect Rural Fire Protection District wish to accumulate funds for the purpose of major repairs on buildings outside of normal maintenance issues. The monies (sic) can also be used to construct or renovate buildings,

THEREFORE BE IT RESOLED that the Board of Directors of the Prospect Rural Fire Protection District hereby establishes a Building Reserve Fund in accordance with ORS 294.525.

FURTHER, BE IT RESOLVED that these funds shall be accumulated from year to year in a special reserve fund and used for building projects within the District as determined by the Board of Directors.

IT IS FURTHER RESOLVED that the reserve fund shall be known as the Building Reserve Fund.

FURTHER, BE IT RESOLVED that the fund is reaffirmed and established as a reserve fund in conjunction with the 2022-2023 budget and will continue in existence or until the Board decides to dissolve the fund.

BE IT FURTHER RESOLVED that the need for this fund will be reviewed in ten (10) years from the date of this resolution.

Dated THIS _____ DAY OF _____, _____.

Name

ATTEST:

Title

Name

Title

RESOLUTION 2002-07
ESTABLISHING AN EQUIPMENT RESERVE FUND

WHEREAS, the Prospect Rural Fire Protection District has many pieces of fire apparatus and related equipment; and

WHEREAS, the District is in need of funds for replacement of apparatus and equipment; and

WHEREAS, the price of equipment and apparatus is such that funding in one year is not practical;

THEREFORE, BE IT RESOLVED that in accordance with ORS 294.525, the Prospect Rural Fire Protection District hereby establishes a reserve fund for the purpose of accumulating monies to purchase apparatus and equipment.

IT IS FURTHER RESOLVED that the reserve fund shall be known as the Equipment Reserve Fund.

IT IS FURTHER RESOLVED that the fund is reaffirmed and established as a reserve fund in conjunction with the 2022-2023 budget and will continue in existence or until the Board decides to dissolve the fund.

BE IT FURTHER RESOLVED that the need for this fund will be reviewed in ten (10) years from the date of this resolution.

DATED this ___ day of _____, _____.

Name

Title

ATTEST:

Name

Title

RESOLUTION 2002-08
ESTABLISHING AN EMPLOYMENT RESERVE FUND

WHEREAS, the Prospect Rural Fire Protection District desires to set aside funds for payment of accrued employee benefits when an employee leaves the service of the District; and

WHEREAS, replacement of personnel involves expenses outside of normal operations including a hiring process and temporary replacement of employees on extended leave;

THEREFORE, BE IT RESOLVED that in accordance with ORS 294.525, the Prospect Rural Fire Protection District hereby establishes a reserve fund for the purpose of accumulating monies to be used for offsetting non-ordinary personnel costs and expenses as set forth above.

IT IS FURTHER RESOLVED that the reserve fund shall be known as the Employment Reserve Fund.

IT IS FURTHER RESOLVED that the fund is reaffirmed and established as a reserve fund in conjunction with the 2003-2004 budget and will continue in existence or until the Board decides to dissolve the fund.

BE IT FURTHER RESOLVED that the need for this fund will be reviewed in ten (10) years from the date of this resolution.

DATED this 15th day of April 2003.

Name

Title

ATTEST:

Name

Title

3.01 POLICY

1. It is the policy of the Prospect Rural Fire Protection District that limits shall be placed on purchasing. The Board of Directors or the Fire Chief must approve purchasing.

3.02 PURCHASING GUIDELINES

1. The District has adopted an annual budget. To assure timely and efficient District operations, the Fire Chief, or his designee, shall have authorization to purchase materials and services and commit the expenditure of capital outlay funds on behalf of the District, in accordance with the following guidelines:
 - a. The purchases must be within the current budget appropriation. Payments for routine services such as utilities may be made in accordance with the District's regular billing policies.
 - b. All such expenditures or commitments to expend funds, whether or not Board approval is required, shall be reported to the Board of Directors in summary fashion at their monthly Board meeting.
 - c. The Fire Chief may adopt his own internal purchasing guidelines for any purchases or commitments within his authority.
 - d. Two Board signatures are required for consulting contracts over \$50,000.

3.01 POLICY

1. It is the policy of the Prospect Rural Fire Protection District that any personal property of the District that has been determined by the Board of Directors as being of no use or value to the District shall be declared surplus and disposed of.

3.02 PROCEDURE

1. The District may dispose of surplus property as follows:
 - a. District staff shall submit a request to the Board of Directors for a declaration that certain property is of no further use or value to the District. The Board of Directors shall, by majority vote of the Board declare such property “surplus” and authorize the means by which staff may dispose of the property, including granting staff discretion to dispose of the property in any appropriate manner. The Board of Directors may require staff to obtain an appraisal of the property prior to disposition.
 - b. Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:
 - i. Public Auction. Auction must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for the property.
 - ii. Donation. Surplus property may be donated or sold to any nonprofit organization, and any other local government, or any state or federal program created to dispose of surplus property.
 - iii. Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.
 - c. Any property disposed of that has a value over \$5,000 shall be reported to the Finance Manager or Executive Assistant for removal from the Fixed Asset list.
 - d. Any computer hardware, software, or anything holding confidential information will be disposed of only after it has been sanitized by the District’s IT contractor.
 - e. All property disposed of by the District should have all District identification removed from the property prior to disposal.

1.00 PURPOSE:

To establish guidelines for annexation of properties into the District.

1.01 SCOPE:

These minimum standards shall apply to all properties being considered for annexation into the District. The Board, at its sole discretion, shall decide whether to allow annexation. In doing so, it shall apply these minimum standards.

1.02 RESPONSIBILITY:

1. The responsibility for enforcement of this policy shall rest with the Fire Chief.

1.03 GENERAL:

1. Requests for annexations shall be processed by the Fire Chief.
2. Generally, all properties being considered for annexation must be located within five (5) driving miles of an existing District fire station. The Board, in consultation with the Fire Chief, may consider annexation of properties outside the five-mile radius at its discretion.
3. Petitioners for annexation must pay all fees associated with the annexation process.
4. The property must be contiguous to existing District boundaries.
5. The District will not annex unimproved property if the property owner is paying fees to Oregon Department of Forestry. An exception exists for the annexation of properties without improvements when the owner consents to the annexation and notifies the District in writing (ORS 478.010 (C)).

1.04 ACCESS:

1. Properties being considered for annexation must meet all access requirements outlined in the Oregon Fire Code.
2. Any bridges needed for accessing properties must be capable of supporting 50,000 lbs. for three (3) axle vehicles.
3. Security gates must be equipped with a Knox entry system for emergency access.

4. Owners shall provide a visible address sign at the entrance of their driveway.

1.05 FIRE PROTECTION:

1. Owner shall provide a 30-foot fuel break around all structures on the property.
2. If there is a water source on the property (ponds, creeks, etc.), landowners are encouraged to develop fire engine access points.

1.00 PURPOSE:

The District maintains public meeting rooms at some of the facilities. This guideline provides clear criteria for the reasonable use of District facilities by the public. It is not intended to restrict the activities of District employees or officials engaged in the official duties.

1.01 SCOPE:

These standards shall apply to all District owned properties.

1.02 RESPONSIBILITY:

1. The responsibility for scheduling and enforcement of this policy shall rest with the Fire Chief or his/her designee.

1.03 FACILITIES:

1. Station 1 - 276 Mill Creek Drive Prospect, OR 97536
2. Station 2 - 2469 Mill Creek Drive Prospect, OR 97536
3. Station 3 - 19 1st Street Prospect, Or 97536

1.04 GENERAL:

1. The primary use and function District facilities are to provide fire protection and emergency medical services to the community.
2. Scheduling of facilities will be on a first-come, first-serve basis.
3. Hours of use shall be outlined in the Facilities Use Rules and Agreement.
4. The District reserves the right to “bump” scheduled events in order to accommodate emergency District needs, as described in the Facilities Use Rules and Agreement.
5. The Facility Use Rules and Agreement will provide the responsible person with procedures for using each facility.
6. The maximum number of people permitted in any District facility will be restricted to the posted occupancy limit.
7. All functions conducted in District facilities shall be in accordance with county/city standards and not in violation of any county/city ordinances or regulations.
8. Smoking is prohibited on all District properties.
9. Alcoholic beverages and controlled substances are prohibited in and on all District properties. Exceptions are made for beer and wine only to specified classes as outlined in the Facilities Use Rules and Agreement at the discretion of the Fire Chief or his/her designee. Additional requirements to the alcohol exception are that a carded OLCC Server must be in control and on-site during events where alcohol is being served.

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10. Firearms are prohibited in and on all District properties, with the exception of Public Safety Officers.
 11. The District reserves the right to cancel or curtail any event in a District facility.
 12. Groups will be charged for any damage to District facilities for the actual cost of repairs.
 13. Posting of political signs on all District property is prohibited.
 14. Building rates are adopted by Ordinance and are outlined in the Facility Use Agreement and Rules.
 15. Class III and IV users shall provide mandatory proof of liability insurance in accordance with requirements by the District's insurer.

1.05 ACCEPTABLE USERS:

1. Class I – District Activities
 - a. Board of Directors and appointed District committees
 - b. District Administration
 - c. District/Association-sponsored events.
2. Class II – Partner agencies or groups with broad community interest, located or operating within District boundaries.
 - a. Fire service organizations and associations
 - b. City, County, State and Federal agencies
 - c. School Districts and other Special Districts
 - d. Firewise Communities
3. Class III – Civic and service use located or operating within the District boundaries
 - a. Community organizations of a civic or service nature.
 - b. Church-sponsored activities
 - c. Neighborhood Associations
4. Class IV – Private Interest Groups not elsewhere classified
 - a. For profit groups/festivals
 - b. Any organization that charges a fee for attendance/tuition/registration.
 - c. Any group that is not a non-profit organization

1.06 PROCEDURES:

1. Reservations for use of District facilities will be made through the Administration Office of Prospect RFPD.
2. Use of District facilities requires a signed/approved Facility Use Rules and Agreement.

1.07 ACCESS:

1. Access for authorized users will be outlined in the Facilities Use Rules and Agreement.

9.01 POLICY

The Board of Directors, in consultation with the Fire Chief, shall adopt the District's personnel policies through adoption of the District budget, pay plans, collective bargaining agreements, personnel rules and regulation, and ordinances and resolutions.

9.02 FIRE CHIEF PERSONNEL MANAGEMENT RESPONSIBILITIES

- a. The Board delegates to the Fire Chief the sole responsibility to effectively oversee, supervise, and operate of the District's personnel system and to administer and supervise the District's daily operations, including personnel management. The Fire Chief shall be responsible to interpret and enforce the District's Personnel Policies. The Fire Chief may specifically delegate in writing the Chief's authority to interpret these rules and regulations.
- b. The Fire Chief shall advise the Board whenever the Chief believes it is necessary or desirable to further establish, amend or otherwise modify these rules and regulations. The Board delegates to the Fire Chief, broad discretion in all aspects of personnel relations. The Fire Chief shall report regularly to the Board regarding such matters, shall keep the Board apprised of major developments, and shall regularly seek Board guidance.. Labor negotiations (including the settlement of any complaint after that complaint has been denied by the Board or a committee thereof), must and in every instance shall be approved by the Board of Directors before the District can be bound.
- c. The President of the Board of Directors shall serve as the primary contact for the Fire Chief regarding issues of policy which may require Board action and regarding any personnel matters directly involving the Fire Chief as the Board's employee. The Fire Chief shall also notify the President of the Board of Directors of scheduled leaves and issues or incidents that may impact the organization. The President of the Board of Directors shall inform the other Directors of issues or incidents, in a timely manner, that impact the organization or require Board action

