



# **ETHICS POLICY**

## **LOOKINGGLASS RURAL FIRE DISTRICT**

### **Article I**

#### **Section I. Terminology**

The term "Ethics" used in its broadest form, refers to a set of moral principles. Not every individual within an organization has the same perception of ethical conduct. People base their decision on experience, personal values, and learned behavior. A "Code of Ethics," as used in this policy, refers to the general rules of conduct the Board of Directors recognizes in respect to governance of the District. This Code of Ethics is intended to serve as a guide (**ORS 244.020(14)**).

### **Article II**

#### **Section I. Board Commitment**

The Board of Directors is committed to excellence in leadership and decision-making that results in the highest quality of service to its residents and taxpayers.

### **Article III**

#### **Section I. Responsibilities**

1. The Board will follow all regulations and laws related to the conduct of District business. The Board will also honor its own adopted Bylaws, Policies and procedures.
2. The Board recognizes the dignity, values and opinions of one another, staff members, employees, Firefighters, and the General Public.
  - a. The Board will endeavor to respond in a timely manner to any/all communication in an effective and efficient way.
  - b. The Board will strive to maintain and update information and provide such information to the Public within a reasonable time (see **Public Records Policy**).
  - c. The Board will be courteous and responsive to citizen requests.

3. The Board recognizes its primary responsibility is the formulation and evaluation of policy.
4. The Board recognizes its responsibility for the appointment of a Fire Chief to administer District business at the discretion of the Board.
5. The Board recognizes that operational matters of the Department should be directed to the Fire Chief (see **Bylaws, Articles X through XV**).
6. The Board commits to conducting all meetings in accordance with the Oregon Public Meetings Laws (see **ORS 192.612 to ORS 192.690**).
7. The Board will focus on issues and seek solutions that are in the best interest of the Public. The Board recognizes that it operates as a unit and that individual Board Director authority exists only as a member of the Whole.
8. The Board (both individually and as a group) will support the decisions made by the Board.
9. The Board, as a body, and as a group of individuals, acknowledges that information and study leads to good decision-making; and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
10. The Board appreciates that conflict, or differences of view, could arise between members, and will seek effective remedies that are in the best interest of the Board and the District.
11. The Board realizes that conflicts of interest may occasionally occur, and each Board Member is responsible to declare such actual (or even potential) conflicts as specified in **ORS 244.130**.
12. The Board will seek legal counsel when necessary, and will be guided by the legal advice provided.

## **Article IV**

### **Section I. Policy Statement**

It is the policy of the Board of Directors to annually review and adopt this Ethics Policy during the first Regular Business meeting in July.

## **Article V**

### **Section I. Amendments**

Any amendments/changes to these policies must be approved by vote of at least three (3) members of the Board. Proposed changes must be presented at one regular business meeting, and then voted on at the next regular business meeting.

**END OF DOCUMENT**

Adopted February 11, 2015