



BYLAWS LOOKINGGLASS RURAL FIRE DISTRICT

The purpose of these Bylaws is to outline the organization of the Lookingglass Rural Fire District (LRFD) and its sub-entity, the Lookingglass Volunteer Fire Department (LVFD) and its conduct of business as set down by the State of Oregon (ORS, OSHA and OAR)

Article I

Section I. Names

The name of the District shall be the Lookingglass Rural Fire District (LRFD).

The Volunteer Personnel of the District shall be the Lookingglass Volunteer Fire Department (LVFD). The LVFD is a component of the LFRD, and not a separate legal entity (refer to **Article X**).

Board - Articles II through IX

Fire District

Article II

Section I. Mission Statement

Our mission is to provide the highest-quality, cost-effective fire and emergency services to all District residents. These services shall be provided equally throughout the District and at the behest of the District's citizens. We shall uphold the standards in conduct that reflect the values of the Lookingglass community. We shall maintain accurate and complete records and strive for transparency and honesty in each endeavor.

Section II. Principal Office

The principal office of the LRFD shall be 7173 Lookingglass Road, Roseburg, Oregon 97471.

Article III

Section I. Fiscal Year

The fiscal year for the LRFD shall be July 1 through June 30.

Article IV

Section I. Membership

Any person over the age of 18 who lives within, or owns property within, the Lookingglass Rural Fire District (as drawn by the Douglas County Tax Assessor's Office), is eligible to vote in District elections and to run for election to the Board of Directors, and is, therefore, considered a Member of the District.

Article V

Section I. Governance

A. Board of Directors

The elected offices of the LRFD shall be five members for the Board of Directors; designated

Position 1
Position 2
Position 3
Position 4
Position 5

Directors shall be elected by a majority vote in a general election held in May of odd-numbered years. A term of a Director is four (4) years (pursuant to **ORS 478.210**). District elections are held pursuant to **ORS 255 and 478**.

B. Elected Officers of the Board

At the first regular business meeting in July of each year, the Directors shall meet and organize by electing Officers of the Board, which shall consist of the following:

1. President
2. Vice-President/Quartermaster
3. Secretary
4. Treasurer
5. Communications Officer

C. Appointed Officers

The Board of Directors has the authority to appoint a Fire Chief, and to appoint board members to fill vacant positions.

D. Voting Procedure

1. Quorum

All votes must be taken consistent with Oregon's public meetings laws. A quorum must be present for any vote. A quorum consists of three (3) members of the Board. A majority vote of all board members is required to approve a decision of the board, unless a unanimous vote is required by law.

2. How a Vote Carries for Board Officers

Officers may be nominated by any Board member. If more than one person is nominated for the same position, a written ballot shall be required for voting. The counting and handling of the ballots shall be the responsibility of the President (or the presiding officer of the meeting). If the President is running for office, this responsibility will fall to the next ranking officer who is not on the ballot. No secret ballots are permitted.

Section II. Duties of Officers

The Board shall implement and oversee the Bylaws in their entirety, and the policies of the District Operations Manual.

The Board shall consider and determine an appropriate response to public records requests as provided in the District's adopted Public Records policy (**ORS 192**) see **Fiduciary Policies**).

A. President

The President shall be in charge of Community Relations and Information, in conjunction with the Communications Officer and Secretary. The President shall preside at all public meetings, and shall sign contracts, documents or other instruments on behalf of the District which the Board has authorized him or her to sign. The President shall set the agenda for each meeting, with input from all Board members and the Fire Chief, in coordination with the Secretary. The President shall also be a member of the Review Board (see **Article XV, Sec I.b.**).

B. Vice-President/Quartermaster

In the absence of the President, the Vice-President shall have the responsibilities of the President. The Vice-President shall be responsible for maintaining an accurate inventory of the Fire Department and value thereof, in collaboration with the Treasurer and the Fire Chief.

C. Secretary

The Secretary shall be responsible for recording the minutes at each meeting, and for providing copies of written or taped minutes to all Board members and the Fire Chief 48 hours prior to the next meeting. The Secretary shall also be responsible for assisting the Vice-President in keeping an updated inventory list; and shall maintain the office supplies for the District. Other duties include: assisting the Fire Chief in monthly reports; logging all updates/changes to the District Operations Manual; publication of all newsletters; and responding to District correspondence.

D. Treasurer

The Treasurer shall be responsible for keeping the accounts and bills payable current, and for providing a monthly report at regular business meetings of the Board addressing the financial condition of the District. The Treasurer shall keep an updated value of the District's inventory, in conjunction with the Fire Chief and Secretary. The Treasurer will assist the Fire Chief in preparing the District's annual budget. The Treasurer will also assist the District's Fund-Raiser Committee in procuring and managing any funds received. The Treasurer shall coordinate the yearly audit, and/or review, as required by Oregon's Municipal Audit Law (**ORS 297**).

E. Communications Officer

The Communications Officer shall be responsible for maintaining the District Operations Manual, in conjunction with the Fire Chief and the Secretary. The Communications Officer shall be the liaison between the Community and the District concerning upcoming events; the Administrator of the web site; and shall be responsible for public notifications. The Communications Officer shall also be responsible for ongoing research of applicable documents for inclusion in the District Operations Manual.

Section III. Powers of Appointment

The Board of Directors may appoint individuals to fill vacancies on the Board, and may appoint individuals to serve in paid or volunteer staff positions, including the position of Fire Chief. The Board of Directors also may appoint special committees to perform a task, conduct research or create a special initiative. Such committees shall be appointed for any length of time determined by the Board.

Section IV. Electoral Powers

The Board shall follow election requirements as provided in **ORS 478.210** and **ORS 255**.

Section V. Annual Reporting

The Board of Directors must make annual reports to State and Federal government revenue Departments, and to the County Assessor, concerning the budget of the organization, tax and revenue issues and any changes within the organization's governance model. Directors must ensure the completion of annual reporting in a timely manner.

Section VI. Vacancies in Officer Positions

If the position of President becomes vacant, the Vice-President assumes the President's position for the remainder of the term. The Board can modify other officer positions and fill vacancies on the Board as provided in Section III, Powers of Appointment.

Section VII. Removal of Directors

Elected members of the Board of Directors may not be removed by a vote of the Board. As a general rule, unless otherwise provided by law, the only way to involuntarily remove an elected board member is by approval of voters at a recall election.

Section VIII. Security

Whenever a Board member leaves office, or whenever the Fire Chief is replaced, all security locks

and all security passwords will be changed immediately. The Board Chair or other Board Member shall be responsible for ensuring that appropriate steps are taken to effect this policy.

Article VI

Section I. Meetings

The Lookingglass Rural Fire District will hold one regular business meeting at 7 p.m. on the second Wednesday of each month. Special meetings may be called at the discretion of the Board. A quorum is required to conduct business at any meeting. Except as provided for Oregon's laws regarding executive sessions, meetings are open to the public. Executive Sessions may be held when authorized by **ORS 192.660**.

Public notice for all board meetings and for all committees that will ultimately make recommendations to the Board (such as the Budget Committee), within a time consistent with Oregon's Public Meetings Law (**ORS 192.610-690; ORS 478**).

Publication may include: the local newspaper, the District website, the marquee/window at the Fire Station, or various prominent public locations within the District. Notice shall be published in the newspaper when such publication is required by law (e.g., budget hearings and adoption of ordinances).

Article VII

Section I. Committees

A. Budget Committee

The Budget Committee shall consist of the Board of Directors and five (5) members of the District appointed by the Board. A District member's term is three (3) years.

Other Committees shall have member terms set as needed, by The Board.

B. Events Committee

C. Fund-Raiser Committee

D. Ad Hoc Committee

Article VIII

Section I. Amendments

Any amendments or 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.

Article IX

Section I. Parliamentary Authority

This District shall conduct business according to Robert's Rules of Order, and in compliance with all Oregon laws.

Department - Articles X through XV

Fire Department

Article X

Section I. Name

The name of this Department shall be the Lookingglass Volunteer Fire Department (**LVFD**).

Article XI

Section I. Mission Statement

The LVFD meets the needs of our community by providing well-trained firefighters for response to fire, rescue, medical and public service incidents. We protect lives, property, and the environment with compassion and a dedication to excellence. We meet or exceed the requirements of local, state and national statutes and standards related to the Fire Service. Our conduct will reflect our commitment to safety, honesty, personal responsibility, fairness, respectfulness and integrity. We recognize that the most effective way to protect lives and property is to prevent fires from occurring through fire prevention and education.

Section II. Principal Office

The principal office of the LVFD shall be 7173 Lookingglass Road, Roseburg, Oregon 97471.

Article XII

Section I. Eligibility

Any person eighteen (18) years of age or older, and meeting the following criteria, shall be eligible to apply for the position of Volunteer Firefighter for the LVFD.

1. Be a high school graduate or equivalent.
2. Reside in, or be regularly employed in, in or near the response area of the LRFD.
3. Submit a completed LVFD Firefighter application.
4. Possess and maintain a valid Oregon driver's license. Provide a copy of both the front and back of the license upon submitting an application to join. An Oregon DMV printout may be required at the applicant's expense. A commercial license (Class B) may be required for

certain positions.

5. Agree to (and submit to) a criminal background check. Applicant must pass an Oregon Department of Public Safety Standards and Training (DPSST) background check at completion of FFI testing (**ORS 181.878**). Applicant must have no felony convictions.
6. Ability to learn, and then demonstrate, gained knowledge through oral, written and performance testing.
7. Be physically capable of successfully completing Oregon DPSST Firefighter I training spoken words and warnings.

The Fire Department does not discriminate on the basis of gender, religion, race, creed, sex, age, sexual orientation, or national origin for employment, provision of service, or awarding of contracts.

Approval of applicants to the volunteer positions within the LRFD is within the complete discretion of the Fire Chief or the acting Fire Chief, and subject to approval by the District Board. Persons approved to join the Department shall serve a probation period of one (1) year and successfully complete the Oregon DPSST Firefighter I course. This probationary period may be waived for applicants who currently are a Firefighter I and meet all other qualifications. Such waiver shall be at the discretion of the Fire Chief.

Article XIII

Section I. Meetings

A. Regular Meetings

The LVFD shall have a minimum of one (1) two-hour training meeting per week. The day and time of the meetings, or drills, shall be decided by the Fire Chief, with input from the members. Meetings are not required during the weeks of nationally-recognized holidays. Training meetings will consist of classroom presentations and/or manipulative drills designed to cover all aspects of firefighting, emergency medical care, and other required skills.

B. Safety/Special Meetings

A minimum of one (1) meeting per month will be specifically dedicated to a safety topic. The Fire Chief, or Assistant Fire Chief (Training), may schedule special training meetings as needed. Such meetings may be held in lieu of, or in addition to, the required weekly meetings.

C. Driver Training Meetings

Driver training may be scheduled outside of regular training meetings if an approved driving instructor is present and a Chief Officer has been advised.

Section 6. Attendance

Members are expected to attend two-thirds (2/3) of the scheduled monthly meetings. The Chief may suspend any member who falls behind in the required maintenance hours of their position (FF I, First

Responder, EMT, Driver Operator) until they have met State-mandated requirements.

1. Excused absences (i.e., work, family, illness, injury) may be considered prior to any suspension due to poor attendance.
2. Unexcused absences may result in disciplinary action, as provided in **Article XV, Section I.**

Article XIV

Section I. Organization Structure

A. Fire Officers.

1. Fire Chief

The District Board shall appoint a Fire Chief to direct the operations of the Lookingglass Volunteer Fire department. The Fire Chief shall serve a term of office as mutually-agreed upon with the Board of Directors. The length of service shall be reviewed annually, at a minimum, and shall be dependent upon his/her good conduct, performance and efficiency.

2. Assistant Chief

The LVFD shall have an Assistant Chief (Training), appointed by the Fire Chief, and approved by the Board.

3. Fire Marshall

A Fire Marshall may be appointed by the Chief. The Fire Chief may assume all duties of the Fire Marshall position if it is not filled (see Duties of the Fire Chief).

4. Captain

The LVFD shall have a Captain (Safety Officer) appointed by the Chief of the Department.

5. Fire Officers

The Fire Chief may appoint other officers as deemed necessary to fulfill the mission statement of the LVFD. Examples may include: Fire Prevention/Education Officer, EMS Officer, Vehicle Maintenance/Operations Officer and Inventory Officer. The personnel assigned to these positions will serve as mutually-agreed-upon with the Chief Officers of the LVFD. These positions may be assigned as temporary and task-specific, or as long-term, to support functional operations of the LVFD.

Section II. Duties of the Department

A. Fire Chief

The Fire Chief is accountable to, and may be appointed, supervised, and removed by the District's Board of Directors.

The Fire Chief shall be the administrative head of the Lookingglass Volunteer Fire Department, subject to the laws of the State of Oregon, District policies, and the Policies adopted herein. He/she shall be responsible for directing, organizing and managing all firefighting, EMS and support services of the LVFD. Duties to support these services include, but are not limited to:

1. Providing for the safety of LVFD personnel.
2. Properly maintaining District-owned facilities and equipment.
3. Providing the best possible firefighting, EMS, and fire prevention services to the community.
4. Acting as a technical consultant to the Board for matters concerning fire and EMS techniques, equipment, personnel, training and requirements.
5. Working with the Board Treasurer for the preparation and presentation of an annual budget to the Budget committee (see **Article V, Section II, D**).
6. Present incident billing to the Board Treasurer for collection.
7. Creating and maintaining written Standard Operating Procedures (in conjunction with the Board Secretary) to manage Fire Department operations (see **Article V, Section II, C**).
8. Writing job descriptions for Department Officers, including Assistant Chief (Training), Captain (Safety), and other positions as appointed. A review of the job description and personnel performance will be conducted annually, at a minimum.
9. Filling personnel positions within the Department through recruitment, evaluation and appointment.
10. Managing the training and development of Department personnel.
11. Completing records and reports relating to Department operations and equipment as required by State Statutes and Board needs.
12. Making an Annual Report to the Board in January of each calendar year. The report shall contain an informational summary of LVFD operations, including incidents, inspections, equipment, accomplishments, needs, and comparative statistics from previous years. The report shall also include recommendations on improving the effectiveness of the Fire Department.
13. Submitting a quarterly Chief's Report to the website, to keep the Community apprised of possible events, educational seminars, seasonal warnings, etc.
14. Assist in writing a yearly informational newsletter (in conjunction with the Board) to be sent to the LRFD voting populace.
15. Co-ordinating with local and State Fire Prevention, Fire Investigation, and Code Enforcement Agencies, to ensure Fire Marshall Services are provided in the District, as needed.

B. Volunteer Personnel

Each Department volunteer shall be familiar with all provisions of these Policies, the Standard Operating Procedures, and the Department Organization Chart.

1. Incident/Meeting Attendance

A written record of attendance will be completed for each incident and meeting.

Any firefighter who does not respond to a minimum of one-third (1/3) of LVFD alarms may be suspended from the Department by the Fire Chief. The Chief shall take issues such as work schedules, illness, and family issues into account before any disciplinary action is taken.

2. Response

Upon receiving notification for an alarm, each firefighter shall respond to the Fire Station in a safe and lawful manner; or directly to the scene, as authorized by the Fire Chief. Firefighters shall remain with their crew on scene, or at the Fire Station, until excused by their officer in charge, or it is known that their help is no longer needed. Upon returning to the Fire Station, all members shall assist in the readying of apparatus, the cleaning of equipment, and the returning of Personal Protective Equipment (PPE) to a state of readiness. If a firefighter needs to be excused from the scene of an incident, during cleanup after an incident, due to a personal hardship, an officer may release them on request.

3. Use of Intoxicants, Controlled Substances and Firearms

No member of this Department shall attend any meeting or emergency response while under the influence of intoxicants or controlled substances. Members reasonably suspected to be under the influence of such substances, shall be immediately suspended from the Fire Department pending testing according to the District's adopted Drug-Testing policy, and a hearing for dismissal with the District's Review Board.

If a member responds to an incident, attends a meeting, or participates in training, while in lawful possession of a firearm, that firearm must be placed in a secure location.

Article XV

Section I. Review Board

A. Function

The Review Board shall be created to handle any disciplinary action deemed necessary by the Fire Chief.

B. Members

1. The Review Board shall consist of the Fire Chief, the Board President, and at least three (3) other Fire Department members, wherein an odd number is always present.
2. The Review Board shall elect, from among themselves, a Chairman and Secretary.

a. Chairman

The Review Board Chairman shall preside over the Review Board Hearing.

b. Secretary

The Review Board Secretary shall keep accurate minutes of all hearings and other business of the Review Board. Upon completion of the Review Process, all minutes shall be given to the Board of Directors of the LRFD.

C. Meetings

The Review Board Chairman shall establish the time and place of the Hearing, to be made as convenient as possible for the person being reviewed, witnesses, and members of the Review Board.

A person to be reviewed shall have a minimum of seven (7) days notice of any hearings of the Review Board on their case. The person to be reviewed shall be allowed access to all portions of all Review Board hearings.

The Review Board Chairman shall conduct all Review Board hearings.

Should the person who is subject to review fail to appear at the scheduled hearing, the Review Board shall hear testimony from those persons present, and make their decision from the evidence as presented.

Hearings are closed to the public, to the extent permitted by law.

D. Vote

The decision shall be based on the majority vote of the members of the Review Board.

E. Term of Board

The term of the Review Board shall be of sufficient length to conduct hearings and other business pertaining to alleged offenses. The term of the Review Board shall expire at the completion of all business associated with the review process.

F. Procedures

1. Possible Decisions

a. Find complaint not substantiated.

b. Issue warning.

i. Verbal

ii. Written

c. Suspension from the Department for fifteen (15), thirty (30), sixty (60), or ninety (90)

days.

d. Expulsion from the Fire Department.

Article XVI

These Bylaws supersede any/all previous bylaws, rules, regulations, resolutions or policies of the Lookingglass Rural Fire District.

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