

**Lookingglass Rural Fire District (LRFD)**  
**Operations Manual**

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## **Lookingglass Rural Fire District (LRFD) Operations Manual**

### **2. Procedures for Use of Operations Manual (Manual)**

- (a) Adoption of Operations Manual
  - i. The Operations Manual of the Lookingglass Rural Fire District was adopted by a majority vote of the Board of Directors on February 10, 2016, in accordance with ORS 478. The signature page for the adoption is attached.
- (b) Procedure for Updating Operations Manual
  - i. An Operations Manual Team (OMT) will consist of the LRFD Communications Officer, Secretary, and Fire Chief. The OMT is responsible for reviewing, at least semi-annually, the Manual and updating any contents which have newer revisions. The Communications Officer shall be responsible for ensuring that the reviews occur and logging entries in the Record of Changes for the dates of the reviews. The Communications Officer will initial each entry.
  - ii. The Secretary shall be responsible for logging entries in the Record of Changes for any updates that have been made and the date the update was entered in the Manual. The entries will specify the adoption or revision dates for the contents that is replaced and for its replacement. The Secretary will initial each entry.
  - iii. Any Board-approved policies, resolutions, long-term motions, or changes to the District's Bylaws or Policies will be entered into the Manual by the Secretary within 30 days of adoption.
- (c) Use of Operations Manual
  - i. The Manual is to be a resource available to members of the Board of Directors, the Fire Chief, volunteers of the Lookingglass Rural Fire Department, and any employees of the Lookingglass Rural Fire District.
  - ii. The Manual is to serve as a guide for the operations of the District and Department.
  - iii. The original Operations Manual shall not be removed from the station, except when required by law.
  - iv. Residents of the District may request in writing, paper or electronic, to view the Operations Manual. Requests must be submitted to the Secretary, who shall respond to the request within 7 days with arrangements for the viewing. At least one member of the Board of Directors or the Fire Chief must be present during the viewing.

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### **3. District Operations**

#### **(a) Board of Directors**

##### **i. Election or appointment**

1. 5 Board members shall be elected by the eligible voters of the Fire District in accordance with the procedures of ORS 255 and ORS 478.050 and for a term in compliance with ORS 478.210. At each July Board meeting, the Board shall vote on officer positions for each member, as required by ORS 478.250. The officer positions and their responsibilities are described in the District's Bylaws, Policies, and elsewhere in this Manual.
2. When a vacancy, under the terms of ORS 236.010 or 236.320, occurs mid-term, it shall be filled in compliance with ORS 198.320 and OAR 165-020-0035. The Board Secretary shall provide an email confirmation to the elections officer of the vacancy. The Board shall promptly advertise for applicants to fill the vacancy. The remaining Board members shall individually review the applications. At the next Board meeting after the review, the Board shall vote to appoint an applicant to the vacant position for the remaining term, in accordance with the limitations on replacement specified in ORS 478.050. The Board also shall vote on an officer position for the new member. The Board Secretary shall notify, by email, the County Elections Officer when a vacancy has been filled. The notification should include the following: name of appointee, position number, date of appointment, term of appointment.

##### **ii. Certifications and oaths**

1. At the July Board meeting after an election of Board members, or at the meeting at which an appointment to fill a vacancy occurs, new Board members shall be sworn in by the Board President or Acting Board President.
2. Copies of certifications, Oaths of Office, and Letters of Resignation will be maintained in an archival location at the District Fire Station, pursuant to ORS 192.040-192.170 and OAR 166-150-0005.

##### **iii. Bonding of Board members**

1. All members of the Board are signatories to District bank accounts and shall be bonded. The premium for the bond shall be paid from district funds. The amount of

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the bond shall be established by the Board (ORS 198.220).

- iv. Orientation of new Board members (recommended by Special District Management and Policy Resource Guide)
  - 1. Within 30 days of taking office, or as soon as possible, each new Board member should be given an orientation by an experienced Board member and/or the Fire Chief. An orientation should include a facilities tour and a review of the following: the district's Bylaws and Policies, their specific officer responsibilities, the budget, the past year's minutes, and any major issues which impact the district.
    - 1. As part of the orientation, each Board member will be given a notebook in which to keep District Bylaws and Policies, relevant excerpts from Oregon Statutes and Regulations, and Board meeting Agendas, Minutes, and Reports. The notebook is considered District property and shall be returned to the District when the Board member terminates their position on the Board.
    - 2. A log of Board member orientations may be retained in this section. The log should include the date, members present, and topics of the orientation that were provided.
    - 3. New Board members should be advised of the Special Districts Association of Oregon (SDAO) website, which contains training materials for Board members.
- v. Board Meetings
  - 1. The District Board shall hold monthly meetings and other meetings in accordance with ORS 192.610-192.690, ORS 478.250, the District Bylaws, and the District Procedural Policies.
    - (b) Bylaws [Appendix A]
    - (c) Ethics Policy [Appendix B]
    - (d) Fiduciary Policy [Appendix C]
    - (e) Information Technology Policy [Appendix D]
    - (f) Procedural Policies [Appendix E]
    - (g) Public Record Policy [Appendix F]
    - (h) Resolutions
  - i. The Board shall approve by resolution any contracts with other agencies, such as the Douglas Forest Protective Association (DFPA), for the purpose of fire protection,

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water supply, mutual communication systems, oil and hazardous material emergency response, and insurance coverage. Contracts shall comply with ORS 478.300 and ORS 190.003-190.070.

- ii. A paper copy of all resolutions approved by the Board shall be maintained in a **separate binder** retained in the District office. The binder shall not be removed from the District premises. Electronic copies of all resolutions should be maintained on the District office computer and the District's electronic back-up device. Copies shall be maintained in accordance with OAR 166-150-0005(36).
- (i) District Boundaries
- i. The Board may vote to approve, for inclusion within the District, property that is not currently within the District.
    - 1. A request must be received by the Board from the property owner. The property must comply with the requirements under ORS 478.010-478.140.
    - 2. Upon approval by the Board, a certified copy of the approval for the change in the boundary of the district immediately must be sent to the County elections officer, in accordance with ORS 255.045.
    - 3. Annually, the Fire Chief and/or a designated Board member should conduct a review of properties outside but near the District. The Fire Chief may choose to send an informational letter to the property owners advising them that they are outside our District and how they may submit a request to be annexed into our District, if they so choose.
- (j) Procedures for Organizing, Maintaining, and Accessing Records
- i. Requirements for retention of public records, OAR 166-150-0005, shall be maintained in the **Front Office Manual binder**.
  - ii. Public records shall be made available to the public in accordance with the District's Public Records Policy and ORS 192.
  - iii. Paper copies of meeting agendas, public notices, minutes, invoices, and receipts shall be stored in monthly **folders in a locked cabinet in the District office**. Documents older than 2 years shall be stored in an **archival location on-site**, grouped by type and arranged chronologically by

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fiscal year. The Board Secretary has primary responsibility for ensuring that paper copies are appropriately maintained in accordance with the retention schedule in OAR 166-150-0005.

- iv. In relation to their Officer responsibilities, Board members and the Fire Chief shall be responsible for ensuring that administrative records, as defined by OAR 166-150-0005, are retained in accordance with their appropriate retention schedule.
  - v. Electronic copies of meeting agendas, public notices, minutes, meeting videos, invoices, and receipts, when available, shall be stored on the **District office computer** and on an external backup device maintained in a secure location. The Board Communications Officer has primary responsibility for ensuring that electronic copies are appropriately maintained.
  - vi. The Board Treasurer has primary responsibility for maintaining original and back-up copies of all financial records, in accordance with OAR 166-150-0110.
  - vii. A back-up copy of the current District website should be maintained on the District office computer and on an external backup device maintained in a secure location.
- (k) Procedures for Purchasing, Maintaining, Usage Training, and Disposal of Telecommunications Equipment
- i. The Fire Chief, with the approval of the Board and in accordance with ORS 478.260, has responsibility for the purchase, maintenance, and disposal of all District-owned telecommunications Equipment, and in compliance with the District's Information Technology Policy, Article IV Section II. The Communications Officer or other Board member may assist the Fire Chief with required maintenance of hardware and updating of software. Records of such actions shall be maintained in accordance with OAR 166-150-0125.
  - ii. The Fire Chief and/or Board Communications Officer (or other experienced Board member) shall provide training for District personnel who will make use of District telecommunications equipment, in compliance with the District's Information Technology Policy, Article XI Section III D.

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**Appendix A**

**Bylaws**

Approved February 10, 2016



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**Appendix B**

**Ethics Policy**

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**Appendix C  
Fiduciary Policy**

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**Appendix D**

**Information Technology Policy**

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**Appendix E  
Procedural Policies**

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**Appendix F**

**Public Record Policy**

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**4. Fire Department Operations**

- (a) The Fire Department Operations shall be located in a **separate binder** to be maintained by the Fire Chief in the District office. This Fire Department Operations Manual (Department Manual) shall be available for viewing by Department and District personnel as needed and by the public upon request.
- (b) Contents of The Department Manual shall include at least the following and any other information deemed necessary by the Fire Chief:
  - i. Department Organization Chart
  - ii. Mutual Aid and Other Inter-Agency Agreements
  - iii. Submitting Suggestions for Department Improvement
  - iv. Employee Recognition Awards
  - v. Department Standard Operating Procedures
- (c) Oregon Occupational Safety and Health Administration (OR OSHA)
  - i. The most recent version of the Oregon OSHA Rules for Firefighters shall be located in a separate manual to be maintained by the Fire Chief in the District office.
- (d) Other Manuals and Regulations
  - i. The Fire Chief will maintain in the District office all necessary manuals and regulations pertaining to the operations of the Fire Department.

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**5. Annual Reports**

- (a) Chief's Report (Appendix G)
- (b) Approved Fiscal Year Budget (Appendix H)

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**Appendix G**

**Chief's Report**

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**Appendix H**

**Approved Fiscal Year Budget**

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6. Relevant Oregon Statutes, Rules, and Guides
  - (a) Oregon Revised Statutes (ORS) list— full statutes are available on the **District office computer** or state website, except for ORS 478, in its entirety here.
    - i. 65: Nonprofit Corporations
    - ii. 192: Records and Meetings
    - iii. 193: Legal Notices
    - iv. 198: Special Districts
    - v. 236: Public Officers and Employees
    - vi. 244: Government Ethics
    - vii. 255: Special District Elections
    - viii. 294: County and Municipal Financial Administration
    - ix. 297: Audits of Public Funds and Financial Records
    - x. 476: State Fire Marshall
    - xi. 477: Fire Protection of Forests and Vegetation
    - xii. 478: Rural Fire Protection Districts (Appendix I)
  - (b) Oregon Administrative Rules (OAR) list— full rules are available on the District office computer or state website.
    - i. 166-150: County and Special District Retention Schedule
      - A. Summary Retention Schedule (Appendix J)
    - ii. 436: Workers Compensation
  - (c) Oregon Rules for Firefighters
  - (d) Oregon Guides and Manuals— Reference List— full documents are available on the **District office computer**.
    - i. Attorney General Public Records and Meetings Manual
    - ii. Local Budgeting Manual
    - iii. Oregon Ethics Guide
    - iv. Oregon Fire Code Chapter 2: Definitions
    - v. Oregon Fire Code Chapter 5: Fire Service Features
    - vi. Oregon Special Districts: Budget and Payment of Bills
    - vii. Special District Management and Policy Resource Guide

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**Appendix I**

**ORS 478: Rural Fire Protection Districts**

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**Appendix J**

**Summary Retention Schedule**

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7. **Summary of Robert's Rules of Order (attached)**