



# PROCEDURAL POLICIES LOOKINGGLASS RURAL FIRE DISTRICT

## Article I

### Section I. Board Structure

The Board of Directors shall consist of the following offices:

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

### Section II. Responsibilities (See Bylaws, Article VI, Section II)

Each Board Member shall present their reports listed below at the Regular Board Meeting.

#### A. President

The President shall provide all documents required to open and run the meeting. This shall include the Agenda and any other documents not specifically designated the responsibility of any other Board Member. Agendas shall be sent to each Board Member and Fire Chief at least 48 hours prior to the next meeting. The Board President (or his designee), or the Fire Chief, shall be responsible for the Reader Board at the Fire Station.

The President's Report shall include the following:

- a. The Agenda Items
- b. Any correspondence pertinent to The Board (i.e., telephone calls, emails, etc. from outside sources)

#### B. Vice-President/Quartermaster

The Vice-President shall present an updated inventory report of all District assets at each Regular Business Meeting. The Vice-President shall also provide a copy via email (or hard copy) to all Board Members, and to the Fire Chief.

The Vice-President's Report shall include the following:

- a. Monthly updates of all inventory lists
- b. Hard copies of all documents to all Board Members, and Fire Chief, when necessary
- c. Any correspondence to outside sources pertaining to inventory, supplies, equipment, etc.

### **C. Secretary**

The Secretary shall provide the minutes of Special, Executive, and Regular Board Meetings at least 48 hours prior to the next meeting. The minutes shall comply with the requirements of ORS 192.650. The Secretary is also responsible for correspondence of the District to and from other agencies which is not specific to the Fire Chief. The Secretary will provide copies of all pertinent documents via email or hard copy to all other Board Members, and to the Fire Chief, as necessary.

The Secretary's Report shall include the following:

- a. Any correspondence to/from the Board of Directors with outside sources (e.g., vendors, contractors, citizens)
- b. Any ongoing projects directly associated with The Board (e.g., Fire Hydrants/UBW) not delegated to another Board Member.
- c. Hard copies of all documents to all Board Members, and Fire Chief, when necessary

### **D. Treasurer**

The Treasurer shall present financial reports at each Regular Business Meeting, to be approved by the Board (See Bylaws, Article IV, Section II. D). After approval, the report will be turned over to the Board Communications Officer (or Designee), for inclusion on the webpage.

The Treasurer's Report shall include the following:

- a. Totals of each account
- b. Financial spreadsheet
- c. Number and amounts of all deposits
- d. Adjustments made after previously-approved Financial Report
- e. List of bills to be approved for payment showing the following:
  1. Vendor
  2. Account source (account and fund)
  3. Amount
  4. Description of purchase

Reports shall be made at each regular monthly Board Meeting; or at a Special Meeting, when deemed necessary.

At the first Regular Board Meeting of each New Fiscal Year, the Treasurer shall provide a report showing all regular monthly bills (ie. UBW, Douglas Electric), as well as a list of bills due quarterly, bi-annually or annually, for the coming year.

## **E. Communications Officer**

The Communications Officer is the Administrator of the website. Only the Administrator will determine the final information and publish it on the webpage. The Communications Officer also will determine if any Fire Prevention and/or Safety Information from the Fire Chief or DFPA (Douglas Forest Protection Agency) be included. The Communications Officer will have a key to the locking mailbox for the District, and shall be responsible for the retrieval and distribution of the mail. The mail shall be signed/dated before distribution. These duties may be handled by other Board Members or the Fire Chief, as designated by the Board of Directors.

The Communications Officer's Report shall include the following:

- a. Updates and changes to the website
- b. Any correspondence with outside sources (e.g., DFN - Douglas Fast Net)
- c. Hard copies of related documents to all Board Members, and Fire Chief, when necessary

## **F. All Board Members and Fire Chief**

Each Board Member will be responsible for the downloading and printing of all documents required for their own use at each meeting (i.e., agendas, minutes, etc.).

A template may be used for minutes, agendas, Treasurer's Report, and other common documents. These will be created as needed.

## **G. Signatories**

Two (2) Board Members are required to sign a check, contract, or other binding document for the District. Some documents may require the signatures of all Board Members (ie., a safe deposit box).

Any contracts, agreements, or other binding documents with other agencies which typically only require the signature of the Fire Chief must first be submitted to the Board for approval. After approval by the Board, the Fire Chief then has the authority to sign and submit the document to the other agency. If the District has an official Board stamp of approval, both the District copy of the document and the agency's copy must be stamped approved.

## **Section III. Due Diligence**

### **A. Compliance**

All Board Members, and the Fire Chief, shall familiarize themselves with the Bylaws of the District, other Policies and Procedures, and the District Operations Manual.

## **Article II**

### **Section I. Community**

#### **A. Community Member**

Any Community Member who volunteers services (i.e., time, equipment, labor, etc.) for maintenance, improvements and upkeep of the Fire Station, or District facilities, must coordinate with the Board of Directors. The Board shall be apprised of monies spent, time constraints, liability issues, and progress.

#### **B. Participation in Community Events**

The Board encourages participation in Community Events such as the Lookingglass Clean-Up Day and Parade. Use of District vehicles, equipment or personnel must be justified and must be approved by the Board. The Board of Directors must determine if the use is of benefit to the Fire District and the Community. Board Members, as well as Fire Department Personnel may participate (A Quick Reference Guide to Oregon's Public Meetings Law, Page 8, Exemptions in ORS 192.610-690 for casual gatherings).

The Fire Chief is responsible for authorizing and coordinating the use of - Fire Department staff and equipment for community activities supporting awareness, prevention and emergency response . The Chief will notify the Board of such use prior to the event at a Board Meeting, or by email if there is a time constraint.

#### **C. Disorderly Conduct**

The Board of Directors has the authority to limit the participation of the public in public meetings of the Board. The Presiding Officer will be responsible for these actions. Anyone disrupting a meeting shall be first asked to be seated and quiet after his/her allotted time is expended. If the disruption continues, the person will be asked to leave the meeting, the building and the grounds. If these steps are not successful, the Sheriff will be called and the person will be charged with Trespass.

## **Article III**

### **Section I. Acquisitions**

#### **A. Facilities and Maintenance**

- I. Whenever it is required to purchase items for maintenance of the Fire Station, the Fire Chief will follow, at a minimum, the Oregon Attorney General's rules for three (3) quotes (if

available) to be presented to The Board for approval. All quotes shall be submitted in writing.

## II. District Building Preventative Maintenance Policy

### a. Purpose:

- i. To define clear expectations for the preventative maintenance of district buildings. This policy will include critical areas to be inspected and a schedule of when to conduct these inspections. The district will decide who will conduct these inspections and provide training as necessary. The inspections will use a **Property Maintenance Checklist**, as approved by Board motion and attached.

### b. Schedule:

- i. District buildings will be inspected throughout the year that will include daily, monthly quarterly and during inclement weather.
  - Routine – Inspections should be conducted by all employees when on premises. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and making sure to report it to the Fire Chief or Designee, who will complete a Checklist.
  - Monthly – Monthly inspections will be conducted by maintenance personnel. This inspection should be comprehensive and documented. The district will provide a checklist of items that should be viewed. Any recommendations will be made to the Fire Chief or Designee.
  - Quarterly – The safety committee will conduct quarterly inspections of the buildings per OR OSHA Rule 437□001□0765 (7). Once they have completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the Fire Chief or Designee.
  - Inclement Weather – When the district is aware of a forecasted storm, the Fire Chief or Designee will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the Fire Chief or Designee will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the Fire Chief or Designee.

### c. Building Maintenance:

- i. The following areas should be looked at during the documented inspections:
  - **Outdoors**
    - Roof
    - Gutters/Scuppers
    - Downspouts □ direct water away from the building
    - Doors/Seals/Caulking
    - Exterior Wall conditions/Holes/Paint/Siding
    - Exterior Lighting/Cameras
    - Parking Lots/Light Poles
    - Emergency Backup Generators
    - Vegetation trimmed away from buildings
    - Foundation
    - Combustibles away from buildings
    - Exposed Piping
  - **Indoors**

- Emergency Lighting
- HVAC System/Filters/Batteries in Thermostats
- Water Intrusion/Moisture Issues
- Storage Areas
- Interior Wall Conditions
- Electrical Panels
- Attics

d. Training:

- i. The district will conduct annual training for staff that includes refreshing staff of items to be viewed or any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.

III. Facilities Use by Non-District Personnel

- a. At times it may be appropriate to permit use of the District's facilities by non-District personnel from government and non-government agencies. Examples include use by: County road repair vehicles, Sheriff's vehicles, private road and building repair vehicles, school buses. Such use shall not interfere with any activities of District personnel.
- b. Use of facilities by non-District personnel requires the approval of District management and completion of a Property-Facilities Use Agreement, as approved by Board motion and attached.

**B. Vehicles and Equipment**

Whenever it is required to purchase items for equipment of the Fire Station, if the estimate exceeds \$500, there must be three (3) quotes (if available) presented to The Board for approval. The Board may adjust this amount at any time (see Fiduciary Policy, Article III, Section I).

**Article IV**

**Section I. Drug Policy**

Enforcing the District's drug-testing policy is the responsibility of the Fire Chief. The cost of any tests will be borne by the District.

**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**