

HAZELDELL RURAL FIRE DISTRICT POLICIES & PROCEDURES

Introduction

In March of 2001, a group of citizens met at the Oakridge Fire Station to discuss the fire protection needs of homeowners outside of the city limits. This public meeting discussed the lack of guaranteed fire protection, and the need to establish a rural fire district to provide that protection.

A steering committee was formed and began to meet several times a month to determine the steps required to establish a fire district. These meetings were advertised in the local newspaper, and citizen input was encouraged. Eventually, boundaries for a proposed district were drawn up. In November, 2001, an informational mailing was sent to every home within those boundaries. In a question and answer format, the mailing attempted to answer questions that had arisen during the open steering committee meetings.

In 2002, volunteers from the steering committee gathered signatures to put the measure before the voters, and in October, a town hall meeting was held at the Circle Bar Golf Club to discuss the issue. Panelists included: the mayors of Oakridge and Westfir, the City Administrator and Fire Chief of Oakridge, representatives from the U.S. Forest Service, the Oregon Dept. of Forestry, and the steering committee. About 25 interested citizens attended the meeting to comment and ask questions.

The measure was included in the Nov. 5th, 2002 ballot, and was approved by a majority of the voters. The Board of Directors was sworn in on December 5, 2002, and the operation of the District began immediately. Establishing an intergovernmental agreement with The Oakridge Fire Department provided the district with fire suppression abilities, equipment housing, office space and training.

It should be noted, for historical purposes, that almost immediately as the Board of Directors began their work of creating a strong and responsive fire district, a group organized to petition for the dissolution of the District. The decision whether or not to place the matter on the ballot came before the Boundary Commission at its public hearing June 28th, 2005. The Commission's decision was to continue the District as a necessary and legitimate service to its residents.

HOW SPECIAL DISTRICTS, SPECIFICALLY, FIRE DISTRICTS ARE FORMED

I. PROVISION FOR RURAL FIRE PROTECTION DISTRICTS: Rural Fire Districts are provided for by Oregon State Statute Chapters 198 (Special Districts) and 478 (Fire Districts). Copies of these statutes and the applicable Oregon Administrative Rules are available in the reference library maintained by the District.

II. HAZELDELL MISSION STATEMENT, VISION STATEMENT, SLOGAN:

The mission of the Hazeldell Rural Fire District is to insure minimal loss of life and property resulting from fire and other disasters by efficient, cost-effective fire protection and to provide excellent customer service to each patron of the district.

The vision of the Hazeldell Rural Fire District: We will provide the most reliable and professional service to every home. **The slogan:** "Defending Every Home in the District." (Meeting 9/11/08)

III. PURPOSE AND OBJECTIVES OF HAZELDELL RURAL FIRE PROTECTION DISTRICT:

To provide fire protection to residents of the unincorporated areas surrounding the communities of Oakridge and Westfir as defined on the map submitted with the formation ballot measure approved by voters November 5, 2002.

To promote cooperation and assistance among the various agencies providing fire services to the Oakridge/Westfir area.

To acquire and maintain facilities and equipment in order to provide the best possible protection at the most reasonable cost.

To inform residents about fire prevention techniques & tools.

To operate the fire district in the most efficient, cost effective & transparent manner.

To encourage volunteerism and general support for the fire district.

OPERATIONAL REQUIREMENTS SPECIFIC TO THE DISTRICT:

Meetings: The Board will hold regular monthly meetings on the fourth Thursday of each month and as needed, a working meeting (motion of 1/27/11) at 7:00 pm at the Oakridge Fire Station, 47592 Highway 58, Oakridge, Oregon, or at such other places and times as the Board may designate from time to time. All meetings will be held in accordance with ORS 192.610-192.710 and 192.990.

Special meetings may be held at the request of the Chairman or any three board members and require 24-hour public notice.

Emergency meetings may be held at the request of persons entitled to call special meetings upon less than 24-hour notice in true emergency situations.

Notice of meetings will be given in the following manner: Regular and/or working meetings will be advertised at the Fire Station, Ray's Food Place and the Post Office on the Monday prior to the meeting. (updated by motion at 12/17/15 board meeting)

Advertisements for all media outlets will contain the following information: Type of meeting (Regular/Working/Special/Budget/Combination Budget & Board), date, time, and location and agenda items.

Meetings will be conducted according to *Roberts Rules of Order*. A quorum shall constitute a simple majority of 3 board members. A second is required to put a motion to a vote.

Agenda items will be submitted to the Board Chairman and the Fire Chief.

Electronic mail between Board members dealing with District business is considered a public record. The District's migration policy for such e-mail will be to forward it to a records officer at a designated e-mail address for preservation according to public record retention rules. (Meeting of 9/11/08)

SPECIFIC POLICIES AND PROCEDURES FORMULATED AND APPROVED BY THE BOARD OF DIRECTORS ARE AS FOLLOWS:

Procurement Guideline: Purchasing of supplies will be governed by lowest cost overall for the same quality item with preference given local suppliers.

Authorization to Purchase: A Motion was made by Bob Wilson, seconded by Paula Hebert, to authorize payment of routine services, equipment, supplies and maintenance purchases under \$1,000.00, reporting all such expenditures individually, in the checking account report at the following board meeting. Motion carried unanimously. (Meeting of 10/14/04)

Check Processing: A Motion was made and approved by the Board to present checks for approval and signature at Board meetings as recommended by the Fire Chief. (Meeting of 1/10/08)

Oversight of Ledgers: Ledgers maintained by the Financial Staff Assistant will be regularly reviewed by the Fire Chief and Chairman of the Board. (Meeting of 9/11/08) Fire Chief and Board members are authorized to obtain all bank account and LGIP information as needed. (Meeting of 4/26/12)

Change Work Orders: All work change orders are required to: 1) be submitted in advance of implementation and, 2) be approved by the Board. (Meeting of 2/12/09)

Purchase Order form & Process: A Motion was made by Pam Mahler, seconded by Bob Wilson to approve the Purchase Order form and formal purchasing process which will be made a part of the bylaws of the district. Motion carried unanimously. (Meeting of 7/14/05)

Financial Staff Assistant: A motion was made by Kathy Pokorny, seconded by Paula Hebert to approve the job description for Financial Staff Assistant (Exhibit A). (Meeting of 10/13/05)

Bookkeeper Contract: A Motion was made by Mahler, seconded by Hayden, to approve and execute the "Contract for Bookkeeping Services" (Exhibit B). Meeting of 4/13/06

Investment of Surplus Funds: A Motion was made by Wilson, seconded by Hebert adopting Resolution No. 02-2006 Approving the Investment of Surplus Funds in the Local Government Investment Pool (Exhibit F). (Meeting of 1/12/06) LGIP Investment Pool Procedure: 1) All transactions must have formal Board authorization; 2) Authorized individuals are the CEO or Board Treasurer and a witness to the phone transfers which are recorded in the "LGIP Journal." The journal contains the two exclusive account codes and required information including the name of the LGIP contact person. Each entry requires the signatures of both persons. (Meeting of 5/31/12)

Board Involved in Financial Affairs of the District: It was agreed by the Board that, due to the size of its staff, it must remain involved in the financial affairs of the District, providing oversight and independent review of functions. (Meeting of 1/11/07)

Board Member Compensation: SDAO Survey of Board Compensation: The Board may reimburse up to \$50 per day if a member is employed and will lose pay as a result of service to the district. Other reasonable expenses, such as travel and training will be reimbursed as they have been in the past. (Meeting of 12/16/13)

Capitalization Policy: All purchases of equipment valued at or above \$5,000 or essential for tracking purposes, are required to be capitalized and inventoried. (Meeting 10/14/10 & 08/28/14)

Require Copies of Cancelled Checks: Copies of canceled checks will be kept on file per auditor's recommendations. (Meeting 1/11/07)

Fire Regulations: The Board has adopted the Lane Regional Air Pollution Authority Rules and Regulations for Open Burning. (Meeting 1/13/05)

Logo Policy: Discussion resulted in Board consensus that the logo shall be used only with the official approval of the Board for purposes meeting the objectives of the District as expressed in the mission statement. It may be used in the transaction of the official business of the District as it appears on its stationery and equipment. (Meeting of 8/9/07)

BUDGET PROCESS

The budget process will proceed as required by state budget law.

HFRD Budget Process Guideline Notes (as formulated over the years):

Begin the process in January by reviewing committee appointments to verify that members are willing to serve. If there are vacancies, advertise to request letters of interest.

Notify all budget committee members and encourage them to attend the Oregon Dept of Revenue Workshop held each year in February. The workshop provides materials and detailed information on the budget process.

Make the draft budget document available to budget committee members and the public before the first meeting with enough time to review the document thoroughly for accuracy.

Provide an actual budget expenditure report, year to date, to committee members in addition to the budget document itself with notes or schedules supporting the proposed amounts in light of past expenditures detailing source, costs and rationale for the items.

For each committee meeting, date each page of the budget document and subsequent revisions.

SPECIAL NOTE:

*These policies and procedures are available to all board members and approved at a board meeting. Policy amendments and additions also require formal approval. Review of this document should be performed at least annually by an appointed committee; any recommendations should be submitted for approval by the Board. Additions and amendments should be noted with the date of approval, *i.e.* meeting of 10/13/05, in order to establish intent.

Each addition to the Policy & Procedures should be stamped: "Authorized by the Board, Date, Signed by: _____, Chairman."

The Hazeldell RFD Board has adopted, at its meeting of 12/13/07, the recommendations of the Special Districts Association of Oregon *Management & Policy Resource Guide*, most current edition, copies of which are provided to each director and a copy maintained in the District library.

SPECIAL DISTRICTS ASSOCIATION of OREGON GUIDELINES
REVIEWED AND ADOPTED BY THE BOARD

Chapter 1: Accounting.

The accounting policy of the District follows the advice of the current SDAO guide as far as these are applicable to the District considering its size and financial and human resources limitations. The District also follows the advice of auditors to implement control procedures and update accounting policies.

Chapter 2: Board Member Duties and Responsibilities.

The Board of Directors strives to encourage members to review their duties and responsibilities as detailed in the SDAO guide and keep themselves current via training and educational opportunities offered by the State of Oregon, other agencies and networking with other districts.

Chapter 3: Budgeting.

The District follows all recommendations of the SDAO guide and requirements of the State of Oregon.

Chapter 4: Contracting.

The Board of Directors is the Local Public Contract Review Board and has adopted its own Public Contracting Rules, Resolution 01-2008, "Joint Resolution of Hazeldell Rural Fire Protection District Board of Directors and the Local Public Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Adopting Public Contracting Rules for Hazeldell Rural Fire Protection District."

Chapter 5: Elections.

The District adheres to the requirements of State election laws and the recommendations of SDAO.

Chapter 6: Formation, Alteration, and Dissolution of Special Districts.

The District relies on the SDAO guide and State law with regard to special district formation, alteration and dissolution.

Chapter 7: Grants and Loans.

The District refers to the SDAO guide and the expertise of the Fire Chief in seeking grants and loans.

Chapter 8: Investments.

The SDAO guide refers to an investment policy. HRFD has chosen to invest surplus funds in the Local Government Investment Pool.

Chapter 9: Meetings and Records.

State law is very specific with regard to public meetings and records. HRFD strives to comply and follows SDAO interpretation and guidance in this regard.

Chapter 10: Personnel Policies and Procedures.

The Fire District has no paid personnel, as such but shares the services of the Fire Chief. If and when there is a need, personnel policies and procedures will be implemented as advised by SDAO guidelines.

Chapter 11: Public Finance.

The Fire District follows the SDAO guide with regard to public finance.

EXCESS and SURPLUS PROPERTY MANAGEMENT

A. Purpose:

1. To define general requirements for the disposal of excess or surplus material owned by the District
2. To define the requirements for declaration of excess or surplus material owned by the District.
3. To establish a method of disposal or transfer or ownership of excess or surplus material owned by the District.

B. Scope:

1. The policy shall apply to the disposition of district owned materials determined to be of no use to the District by the Fire Chief and/or Board of Directors of the District.
2. The specified method of disposal shall be followed as outlined in the procedures of the policy.
3. This policy does not apply to the disposal of materials owned by another organization such as the State of Oregon, Department of Forestry or any Federal Agency, in the custody of the District.
4. The disposal of material shall follow all federal, state and local guidelines or regulations as required.
5. Materials determined to be excess or surplus may be offered to other governmental agencies prior to public offering of the material.

C. Policy:

1. The District has established a method of disposal of excess or surplus property. The primary means by which property of any kind may be sold to the general public, transferred between governmental agencies, cannibalized, salvaged, or scrapped is through the methodology listed below. Items include equipment or materials purchased by or donated to the District, purchased with grants or contract funds or unrestricted general fund money with title vested in the district.
2. Items shall be disposed of in a way that is in the best interest of the District.
3. The preferential sale or gratuitous disposition of district property to officials or employees of the District is prohibited.
4. Items with an estimated whole value of \$500 or less may be disposed of at the discretion of the Chief by the best method available and to the greatest advantage to the District.

D. Determination of Excess Material

1. The Fire Chief shall determine whether an item is of no further value to the District and can be disposed of as excess or surplus material.
2. Once the Chief has determined the item to be excess or surplus, a request for disposal shall be made to the District Board of Directors.
3. If authorized by the Board, the Fire Chief shall dispose of the item in a manner that provides the District with the greatest return.

E. Disposal Method

1. Transfer of ownership to another agency:

If it is determined that another governmental agency can utilize the item, the item shall be first offered to that agency. Monetary gain is not required for transfer of the item; however, transfer of the item to another agency should be in the best interest of the District.

2. Public Sale:

a. If it is determined that the item might be sold to the public, the Fire Chief shall utilize the most efficient and cost effective way to offer the item for sale to the public.

b. Prior to offering the item, the Fire Chief and/or District Board of Directors shall establish a minimum acceptable sale price for the item. Experts may be utilized to establish a market value or estimated sale value of the item. The Board must authorize the sale of the item if the public does not offer the established minimum sale price.

c. An item shall be advertised for public sale for at least 30 days.

3. Auction Sale:

a. An auction may be utilized when a sizable accumulation of salable items and a sufficient number of buyers are available. Demand for the items, their location relative to interested buyers and the adequacy of the facility for conducting an auction shall be considered in deciding whether to conduct an auction.

b. The item(s) may be transported to an approved auction house if it is determined that it would be to the District's advantage to do so.

c. The auctioneer shall be selected through the competitive bid process in accordance with District contracting rules.

d. Adequate public notice shall be given prior to the auction in accordance with State requirements and District policy.

4. Trade-In:

If it is determined that an item has trade-in value and the District is replacing an item with an identical or like item, trade-in must be considered.

5. Scrap:

a. Items determined to have no market value, other than scrap value, shall be sold to the highest bidder.

b. If the scrap estimated sales value is greater than \$5,000, the formal sealed bid process shall be followed to accomplish the sale.

c. If the scrap estimated sales value is less than \$5,000, the competitive quote process shall be followed to accomplish the sale.

d. If the disposal amount is too small to attract bidding interest, scrap should be accumulated until the amount is sufficient, provided that storage space is available for this purpose.

6. Salvage and Cannibalizing

a. Surplus material that is not a complete operating unit but may have components or portions of the unit that may be usable shall be salvaged or offered for salvage by the best means possible and to the greatest advantage to the District.

b. If the material has usable parts that may be utilized for other equipment or materials, the usable parts or components may be cannibalized for future use. The unutilized portion may then be salvaged by the best means possible.

7. Destruction:

a. Items having no value whatsoever will be discarded as refuse after all other methods of disposal have been exhausted and upon approval of the Board of Directors.

b. Any capitalized equipment physically removed from the possession of the District shall then be deleted from the property asset records.

Adopted by the Board of Directors of Hazeldell RFD this _____ day of _____, 2008.

Signed: _____
John Milandin, Chairman

Attest: _____
Paula Hebert, Secretary

Reviewed and Updated: by Special Districts Insurance Services Addendum:

HAZELDELL RURAL FIRE DISTRICT BOARD OF DIRECTORS: DUTIES AND RESPONSIBILITIES OF THE BOARD POLICY -- Adopted by Resolution # 01-2014 at the Board Meeting of February 27, 2014.