

WILLIAMS RURAL FIRE PROTECTION DISTRICT
BOARD of DIRECTORS WORKSHOP

District Headquarters, 211 E. Fork Road, Williams OR

Time: 9:00am

Workshop Agenda for September 10, 2024

Dial In: 2532158782; Passcode: 8467644

Join Zoom Meeting

<https://us06web.zoom.us/j/83896457040?pwd=BpCh4XB2s35RqJNV6w577XnSfMYgg5.1>

Meeting ID: 591 897 1593

Passcode: 8467644

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Members
4. Conducting Meetings
5. Code of Conduct
6. Motion to adjourn

Posted in accordance with ORS 192.640

Heather Glass, Board Chairperson, Williams Rural Fire Protection District Board of Directors

o Employment of Personnel - ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent.

o Discipline of Public Officers and Employees - ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

o Consultation with Labor Negotiator – ORS 192.660(2)(d). To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

o Real Property Transactions - ORS 192.660(2)(e). To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

o Exempt Records - ORS 192.660(2)(f). To consider information or records that are exempt by law from public inspection.

o Trade or Commerce - ORS 192.660(2)(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

o Litigation/Consultation with Legal Counsel - ORS 192.660(2)(h). To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

o Performance Evaluations - ORS 192.660(2)(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

o Labor Negotiations - ORS 192.660(3). Labor negotiations shall be conducted in open meetings unless both sides of the negotiators request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

o Media Attendance – ORS 192.660(4). Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations but the governing body may require that specified information be undisclosed.

Vote in workshop

- We can vote in workshops. Do we want to leave this option open?

Minutes

Should we move to bulletized minutes since we have zoom

Owl

We should get the meeting owl this will make clear audio visual and will help eliminate the need for audio recording.

Audio-

Until we get the owl in place and know it's working, I propose we put the audio file up at the same time as zoom on website.

Public comment

How do we want this to look? Other stations allow comments at the end and no one speaks at all including fire fighters during the meeting unless called on.

Agenda template-

Use this or not? Pros it gives a nice breakdown of what is being proposed. Or we have used white paper which are a little lengthier.

Time limits:

We have a 5-minute time limit in place. We haven't been using this. Do you think we need this? Should we bring back the timer?

Williams Fire Rescue

Board of Directors Agenda Item Explanatory Statement

Date: April 29, 2024

To: Board of Directors

From:

Agenda Subject:

Overview of Agenda Subject

Agenda Subject Brief Background:

Recommendation- (What is the recommended outcome of the Agenda Subject)

Conduct and Behavior

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1019.2 POLICY

It is the policy of this District that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1019.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming of a member shall include that which discredits the District or the person as a member of the District, or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene, or uncivil language, verbal or physical altercations or threats thereof, or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

1019.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, should exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (ORS 659A.006).

1019.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (ORS 659A.006).

1019.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected

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by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

1019.7 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1019.8 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report, or activity which would tend to disrupt District morale or bring discredit to the District or any member thereof. Member questions concerning District policy, activities, officers, and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1019.9 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

1019.10 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos, or any other content of a sexual or provocative nature.

1019.11 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether District-issued or owned by the member.

1019.12 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the District or the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor.

1019.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

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At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1019.14 ABUSE OF POSITION

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Members shall not lend to another person their identification cards or badges, or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their names, photographs, or official titles that identify them as District members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1019.15 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

1019.16 CONVICTION OF CRIMES

A certified firefighter convicted of a crime shall notify the Fire Chief via chain of command within five business days of the conviction. The firefighter shall also notify the Department of Public Safety Standards and Training within 10 calendar days of the conviction in writing, including the specific charges, the county and state where the conviction occurred, the investigating agency, and the date of conviction (OAR 259-009-0059). A copy of this notification shall be routed to the Fire Chief via chain of command.

Employee Code of Conduct

Introduction

This Employee Code of Conduct outlines our expectations for all employees regarding their behavior and responsibilities while working at our organization. It is important that employees understand and adhere to these guidelines to maintain a positive and productive work environment.

Professionalism

All employees are expected to conduct themselves professional at all times. This includes treating colleagues, clients, and customers with respect, maintaining a neat and appropriate appearance, and acting in a manner that reflects positively on the organization.

Confidentiality

Employees must respect the confidentiality of sensitive information they have access to during their employment. This includes, but is not limited to, customer data, financial information, trade secrets, and intellectual property. Any unauthorized disclosure or use of confidential information is strictly prohibited. The employee understands to hold in confidence any information that could become privy to the course of their work. The employee also understands that each office, department, or program in which they may work or volunteer has an obligation to protect any highly sensitive or confidential information it is given. Because this information is solely available to me as a result of my employment, I will not discuss, use, forward, print, copy, photograph, record or otherwise disseminate any confidential or sensitive information that is given, shown, or available to me, otherwise comes to my attention, for purposes outside the legitimate scope of my work.

Conflict of Interest

Employees should avoid situations that create a conflict of interest between their personal interests and the interests of the organization. If a conflict arises, employees must disclose it promptly to their supervisor or the appropriate department.

Anti-Discrimination and Harassment

We are committed to providing a workplace free from discrimination, harassment, and retaliation. Employees must treat others with fairness, respect their diversity, and refrain from engaging in any form of discriminatory or harassing behavior based on race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic.

Use of Company Resources

All company resources, including equipment, technology, and facilities, should be used responsibly and for legitimate business purposes only. Personal use of company resources should be minimal and in compliance with applicable policies.

Employee Signature _____ Date _____