

## Board Policies and Practices Section

**Introduction:** This section addresses the elected board's policies and practices. There is a mix of required items and best practices that have been developed as the result of losses incurred by the SDIS pool. It is the responsibility of each board member to understand the laws and rules that govern their district and to act accordingly. Board members can have individual liability when acting outside the course and scope of duties on behalf of the district. The SDAO Consulting Services, Risk Management, Human Resources, and Legal Services Departments can be of assistance to the board in specific instances.

### Board Duties/Responsibilities

- The district has written board duties and responsibilities of officers.
- The district provides each board member with a copy of ORS 198 and the statute that regulates the type of district you represent.
- The district distributes a copy of Oregon Government Ethics Law to each board member.
- The district adopts a policy to utilize SDAO legal services program or to seek qualified legal advice before any major decision that could lead to a lawsuit.
- The district has an annual review/training of each board member and written acknowledgement of policy and training kept on file.
- The frequency of board meetings complies with the Oregon statute regulating your type of district.
- The district has a procedure for election of board officers.
- The district follows ORS 198 or other authorizing statute for filling board vacancies.
- The board has filed the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually reviews the submitted notice to ensure that information is current.

### Annual Budget Process

- Annual funds are set aside for board training.
- The district has established a budget committee. (For districts not governed by Oregon Budget Law, hold at least one budget work session.)
- The district advertises or distributes the adopted budget to district patrons. (For districts not governed by Oregon Budget Law, make the budget available to patrons.)
- The board approves an annual budget.
- The board sets a monthly review of expenditures.

### The district annually identifies maintenance issues or other potential hazards within the district:

- Develop a plan, based on monetary considerations, for addressing the issues.
- A prioritized list of projects is made and approved; if no funding is available for a project, listing the project with "no available funds" is acceptable.

## Public Purchasing

- The board has adopted a public contracting policy and reviews the Attorney General's Model Public Contracting Rules.
- The board has adopted a surplus property policy.
- The board has adopted a personal service policy.
- The board has adopted a procedure for reviewing all new and existing contract forms with legal counsel.

## Public Meeting and Records

- The board has adopted a public meetings policy that addresses:
  - Regular meetings
  - Emergency meetings
  - Executive sessions
  - Minutes
  - Conflict of interest
  - Public access to the meetings
- The board has adopted a public records policy that addresses:
  - Exempt records
  - Fees for responding to record requests
  - Designated records coordinator
- The board has adopted forms or a process to allow the public to request records.
- The board has adopted forms or a process for acknowledging a request and for responding to a request that is consistent with the Secretary of State's guidance on public records.
- The district follows the records retention schedule established by the Oregon Secretary of State for Special Districts (OAR Chapter 166 Division 150).

## Risk Management

- The board has adopted a policy to review the district's agent of record agreement and services every three years.
- The board reviews coverage annually with agent including district's P/C limits and deductibles, what is covered and amount of coverage.
- The district has an annual coverage certificate review. Annually discuss with the district's agent current contracts and corresponding certificates that have been issued to ensure that contract provisions comply with current coverages.
- The district has an annual review of district assets. Annually meet with the district's agent to review any applicable schedules (example: auto, property, inland marine) to ensure that assets are adequately valued, and all are listed.

- The district maintains an agreement for local legal services.

## **Financial Controls**

- The board has adopted a written investment policy.
- The board has appointed an auditor. (For small districts not required to appoint auditor, complete the Secretary of State's Financial Report.)
- The board approves the annual audit or Secretary of State's Financial Report in district board minutes.
- The district files the audit or financial report with Secretary of State.
- The board requires a bond, crime coverage or letter of credit of any board member or employee charged with possession and control of district funds or carries the Travelers Comprehensive Crime Policy.
- The board has established minimum internal controls for access to district funds.

## **Education and Training**

- Board members have had general board member training (an SDAO board training or affiliated association-sponsored training), and board has established policy for recurring training and/or continued education. [www.sdao.com/sdao-ofdda-fire-district-directors-academy](http://www.sdao.com/sdao-ofdda-fire-district-directors-academy)
- The district sends representatives to the SDAO Annual Conference.
- The district sends representatives to a personnel management training workshop (affiliated association sponsored training), ideally on a recurring/rotating basis.
- The district regularly sends representatives to risk management and safety workshops. (SDAO's risk management training or SDAO's boiler, electrical and HVAC maintenance seminar; OFDDA training; or other affiliated association sponsored training.)
- The district regularly sends representatives to a sexual harassment training. (SDAO or affiliated association sponsored training.)
- The district regularly sends representatives to an SDAO HR Regional Training or affiliated association sponsored HR training.