

# **SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY**

ADMINISTRATION  
POLICY A-1

## **RESPONSIBILITIES, AUTHORITY, AND OBLIGATIONS**

### **1.0 INTRODUCTION**

To facilitate an effective and efficient District, it is important each Board Member, the Fire Chief, Career Staff, Residents, and Reserves remain informed as to the responsibilities, authority and obligations they fulfill in the operation of the District. While some responsibilities are of a legal nature, others are not. Many duties overlap but the clear lines of responsibility and authority must be understood to prevent duplication of efforts and promote efficient operations.

The following should not be construed to be a complete listing, but typical examples of the division of responsibilities and authority.

### **1.1 BOARD OF DIRECTORS RESPONSIBILITIES**

- A.** Disbursement of funds for the payment of personnel, purchase of equipment, supplies, buildings and grounds, etc. in accordance with the same expenditure controls that apply to all public expenditures.
- B.** Review and adopt annual budget with an annual audit of all accounts containing public funds.
- C.** Maintain minimum control of purchases by requiring all purchases be in accordance with Oregon State Laws and applicable District policies and procedures.
- D.** Require standardized reports and statistics in such detail as to provide the information necessary to maintain and continuously improve District services.
- E.** Determine the levels of service to be provided to the community and provide the necessary funding to select, outfit, train and maintain the best possible force in accordance with budgetary constraints and desired service level.
- F.** Remain informed of the needs of the community utilizing ongoing evaluation of programs, consultation by advisory groups, and the Fire Chief.
- G.** Select a qualified Fire Chief with experience ascending through the ranks, while attaining the requisite education and knowledge to lead District personnel and manage District programs and services.
- H.** Select the location of the firehouse(s) or headquarters of the District.

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## **1.2 BOARD OF DIRECTORS OBLIGATIONS\***

- A.** Understand a Director's basic function is at "policy level" and not "administrative" or "operational". The administrative and operational functions of the District are the responsibility of the Fire Chief and their staff.
- B.** Understand all matters of policy occurring at regular Board meetings.
- C.** Refuse to make any commitments on any matter that should come before the Board as a whole.
- D.** Insist all complaints go through the chain of command before being brought before the Board.
- E.** Recognize an individual Board Member has no legal status to act for the Board outside of a Board meeting, unless specifically directed to do so by the Board.
- F.** Respect the opinion of other Board Members and accept the principle of "majority rule" in Board decisions.
- G.** Recognize the Fire Chief has full administrative and operational authority for properly discharging the duties of managing the operation, within the limits established in Board policy.
- H.** Recognize the Fire Chief is the fire and life safety advisor to the Board and should be present at all meetings.
- I.** Refuse to allow personal problems to be brought into considerations made by the Board.
- J.** Refuse to allow undue influence, or pressure, from special interest groups or businesses for their individual gain at the expense of the rest of the Fire District

## **1.3 FIRE CHIEF RESPONSIBILITIES**

- A.** The selection, training, promotion, disciplinary action or dismissal of personnel in accordance with standard operating guidelines (SOGs) and Board Policies.
- B.** Preparations of specifications for apparatus, building needs, grounds, equipment and supplies best meeting the needs of the Fire District.
- C.** Commitment of funds up to and including the budgeted amount, within a given fiscal year, to meet the needs for efficient operation of the Fire District.
- D.** Keeping the Board of Directors informed of major expenditures and deviations from the adopted budget.
- E.** The development, implementation and enforcement of standard operating guidelines (SOGs), fire rescue protocols (FRP) and EMS protocol manuals. Enforcement of laws and ordinances pertaining to fire protection and prevention.

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- F.** Making individual assignments of personnel and placement of apparatus.
- G.** Making recommendations to the Board of Directors concerning improvements to District services, facilities, equipment and capabilities.
- H.** The preparation and execution of mutual aid agreements, protection contracts, mutual aid agreements, auto aid agreements and any other agreements deemed to be in the best interest of public safety.
- I.** Preparation of the proposed annual budget.
- J.** Maintenance of a record system providing accurate information on all District programs and services.
- K.** Such other duties as assigned by the Board of Directors.

### **1.4 FIRE CHIEF OBLIGATIONS**

- A.** Accept the Board of Directors is responsible for establishing policy and the Fire Chief is responsible for carrying it out to the best of their ability, regardless of personal feelings or opinions.
- B.** Keep the Board of Directors advised on the activities of the Fire District, affecting the need for formulation and execution of policy.
- C.** Keep in mind the activities of the Fire District are financed by public funds, and the Fire Chief must maintain good relations and keep the records of their office open to public scrutiny as required by applicable law or District policy.
- D.** Be willing to delegate authority to subordinates in order to efficiently and effectively operate the District. Be responsible to the Board of Directors and to the public for the activities of all subordinates.
- E.** Maintain good order and discipline of all personnel. Utilize practices promoting confidence and morale to promote maximum effort toward service delivery.
- F.** Be willing to appear at public meetings when so requested by the Board of Directors or by the public and give technical advice and information.
- G.** Recruit the most qualified and talented personnel possible to fill career, resident and reserve positions.

**Adopted 03-31-2003**

**Revised: 09-19-2019**

**Reaffirmed:**