

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

SECTION ADMINISTRATION
POLICY A-9

BOARD POLICIES

9.0 ADOPTING OR REVISING POLICIES:

The South Lane County Fire and Rescue Board of Directors (SLCFR Board) is solely responsible for the creation, adoption, revision and reaffirmation of Board Policies.

Board Policies will be adopted, amended, reaffirmed or repealed only by the affirmative vote of a majority of the Board members present at the meeting where the Board Policy is being considered for adoption, revision, reaffirmation or repeal.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they were adopted and also be included in the District's Board Policy manual.

Board Policies are created, revised, re-affirmed, or repealed by the SLCFR Board based on the following procedures.

New Board Policies

The creation and adoption of new Board Policies shall be at the sole discretion of the Board. A newly created Board Policy being considered for adoption will be placed on the agenda of a duly called meeting of the Board. A written copy of the proposed new policy will be provided in the Board packet.

To permit time for studying all new policies and to provide an opportunity for interested parties to comment, on the newly proposed policy, the following procedure shall be followed:

1. Distribution with agenda as an information item. This announces a policy is being developed in a particular area and interested parties may submit comments.
2. First reading of proposed policy or policies; response and information from the Fire Chief; Board discussions and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff may be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines the amendment needs further study and an additional reading would be advantageous.
3. Second reading (on the agenda and acted upon at a subsequent meeting) of proposed policy or policies; response and information

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

from the Fire Chief; Board discussions and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be advantageous.

When, in the best interests of the District, immediate adoption of a proposed new policy is necessary, the Board may, by majority approval, adopt such policy at the first meeting in which it is presented. If such action is taken, the Board will review that action and its results at its next meeting.

Revising Existing Board Policies

The Revision of existing Board Policies shall be at the sole discretion of the Board.

1. The Policy is placed on the agenda for an upcoming meeting of the Board.
2. The suggested draft policy revisions are provided in the Board packet and emailed to the Board in advance by the Fire Chief or the Fire Chief's administrative staff.
3. A Board work session may be scheduled ahead of the Board meeting where the policy is being considered. During the work session the Board may edit language presented in the draft.
4. The policy revision is considered for adoption by majority vote of the Board members present at the meeting.

The Board may motion by simple majority for a second reading at a future meeting when the Board determines it is in the best interest of the District to do so.

Reaffirming Existing Board Policies

Board policies not requiring revisions to the content of the policy (excludes grammatical corrections) may be "Re-affirmed" by the Board in a single meeting. The Board may vote to approve all policies presented for reaffirmation by a simple majority of the Board members present. Reaffirmation of an existing policy does not require additional readings.

1. A list of policies being considered for reaffirmation shall be placed on the agenda for an upcoming meeting of the Board.
2. The policies being considered for reaffirmation shall be provided in advance to the Board.

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

3. Following the reaffirmation of any existing policy by the Board the Fire Chief or their administrative staff will place the date of the Board action on the policy as "*Reaffirmed*".

Repealing Existing Board Policies

Policies may be repealed by a majority vote of the Board members present at a duly called meeting where the policy has been placed on the agenda for repeal. A copy of the policy shall be provided in the Board packet and emailed to each Board member in advance of the scheduled meeting.

9.1 IMPLEMENTING POLICIES:

All new or revised policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

The Fire Chief and administrative staff will ensure new and revised policies are implemented. The Fire Chief may need to formulate SOGs to assist in the policy implementation.

It will be the Board's responsibility to evaluate the effectiveness of the policy and the administration's implementation of the policy.

Policies governing the District will be maintained in a policy manual. The Board Policy Manual will be maintained by the Fire Chief or their designee.

Each Board member will be provided with a current policy manual. A copy of the policy manual will be maintained on the District server for personnel to access. The Board Policy manual is a public record and shall be made available upon request, subject to the District's procedure for *Public Records Requests*.

Adopted: 03-31-2003

Revised: 9-19-2019

Reaffirmed: