



AGENDA

Notice of Special Meeting of the

Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District

May 6, 2025 – 10 a.m. – 301 South Elm Street, Sisters, Oregon

<https://us06web.zoom.us/j/87127319574?pwd=rYDdeOyy8X0wXRLJ7K55Phtel61Zs.1>

1. Open the Special Meeting
2. Policy Review – Possible Approval
 - a. 1-2-7 Board Member Code of Conduct
 - b. 1-4-4 Conduct of Board Meeting
3. Bond Committee Update
4. Generator Project Update
 - a. Resolution 2024-2025-012 Purchase of ATS and Generators for Generator Project
5. Other business
6. Tour of the District Training Grounds
7. Adjourn meeting

The **b**Board of **d**Directors of the Sisters-Camp Sherman Rural Fire Protection District (District) is committed to providing excellence in leadership that results in the provision of the highest quality of service to its constituents. In order to assist in the government of the behavior between and among members of the **b**Board of **d**Directors (**D**irectors), the following rules shall be observed. For issues involving board member ethics, please refer to the Oregon Government Ethics Law – A Guide for Public Officials.

1.01 CODE OF CONDUCT

- A. Every Board member shall attend or view training prepared by the Oregon Government Ethics Commission pursuant to ORS 192.700 at least once during the member's term of office and shall verify the member's attendance using the method prescribed by the Oregon Government Ethics Commission.
- B. The Board recognizes the manner in which Board members conduct themselves has an impact on the community in general and on the District and its employees.
- C. It is expected that Board members exhibit a high degree of responsibility and conduct themselves in a professional manner at all times.
- D. The District places a high value on the inclusion and respect of all individuals and prohibits harassment of any individual for any reason. Board members support a respectful workplace free of subtle and obvious forms of harassment, discrimination, intimidation, retaliation, and inappropriate workplace conduct. Conduct that is not unlawful or prohibited by some legal principle, but that has the effect of creating a hostile, disrespectful, or harmful work environment or negatively impacts internal and external working relationships is also prohibited.
- A-E. The dignity, style, values, and opinions of each board member shall be respected.
- F. Responsiveness and attentive listening in communication are encouraged.
- G. Board members shall be expected to:
 - a. Understand that the members' conduct reflects on the District at all times even when the member is not acting in an official capacity.
 - b. Maintain and cultivate positive relationships with the public and with strategic public and private community members.
 - c. Distinguish between personal views and those of the District to avoid misrepresentation of the District.
 - d. Refrain from disseminating or disclosing confidential, proprietary, or sensitive information received in the Board member's official capacity.
 - e. Follow appropriate channels of communication by discussing matters of concern relating to the operation of the District with the Fire Chief's Office as stated in Section 1.01(I) and 1.01(J).

- f. Practice civility, professionalism, and decorum in all discussions and debate with other Board members, District employees and volunteers, other public agency employees and volunteers, and members of the public.
- B-H. The District is required to abide by federal and state non-discrimination laws, but expects its Board members to comply with the higher standards as set forth in this policy. The Board President and/or designee shall develop standardized written rules and procedures, which shall serve as a guideline for investigating and addressing any reported violations of this Board Member Conduct and Responsibility policy.
- I. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are delegated to the Fire Chief and other responsible managers of the District.
- J. The Board will limit the manner in which it directs the actions of the Chief to one of the following means:
- a. By formal Board action, i.e., by majority vote of the Board at a regularly scheduled or special Board meeting.
 - b. Through the Board President, as directed by Board action, or for clarification or interpretation of existing Board policies without further Board action or involvement; provided, however, the clarification or interpretation is subject to being overruled by a majority of the Board members.
 - c. In the absence of existing board policy and under emergency circumstances, the Fire Chief may implement plans and policies if contact with the Board President or Board is not possible. The Board will review any plans or policies created under these circumstances at the earliest possible date.
- C-K. The Board and its members will not direct the actions of individual staff members. Rather, direction to staff shall be provided by the Fire Chief in the manner described above.
- D-L. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the board takes action, directors should commit to supporting said action and not create barriers to its implementation.
- E-M. Directors should practice the following procedures:
- a. In seeking clarification on informational items, Directors may directly approach the Chief or other responsible managers Board President to obtain information needed to supplement, upgrade, or enhance their knowledge to improve decision-making.
 - b. Items related to safety, concerns for safety, or hazards should be immediately reported to the highest-ranking member who can be reached, including the Fire Chief or Board President, or fire chief. Emergency situations should be dealt with immediately by seeking appropriate assistance.

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- c. In seeking clarification of policy-related concerns, especially those involving personnel, legal action, finances, said concerns should be referred to the **bB**oard **pP**resident.
 - d. When approached by **dD**istrict personnel concerning specific **dD**istrict policy, **dD**irectors should make every effort to clarify the policy statement.
 - e. The work of the **dD**istrict is a team effort. All individuals should work together in a collaborative process, assisting each other in conducting the affairs of the **dD**istrict.
 - f. When responding to constituent requests and concerns, **dD**irectors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
 - g. Directors should develop a working relationship with the **bB**oard president wherein current issues, concerns, and **dD**istrict projects can be discussed comfortably and openly.
 - h. Directors should function as part of the whole. Issues should be brought to the attention of the **bB**oard as a whole, rather than to individual members selectively.
 - i. Directors are responsible for monitoring the **dD**istrict's progress in attaining its goals and objectives, while pursuing its mission.

4.01 PRESIDING OFFICER

1. The President shall preside at Board meetings. In the President's absence, the Vice President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside.

4.02 AUTHORITY TO CONDUCT MEETINGS

1. The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

4.03 PUBLIC PARTICIPATION

1. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Generally, public comments will be limited to three minutes per speaker. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Upon failure to do so, such persons become trespassers. The role of the Board during Public Comment portion is to listen and take notes. The Board will generally not discuss or enter into a ~~back and forth~~ discussion about a public comment matter, but the matter may be slated to be placed on a future agenda for further discussion. The Board will not hear private employee issues or personnel matters during public comment. Commenter who ~~wish~~wishes to discuss such matters will be directed to follow the ~~District's~~district's chain of command.

4.04 CENSURING

1. ~~A censure is a reprimand of a director for misconduct. A censure can be imposed immediately by motion and vote of the directors if, for example, bad behavior occurs in a board meeting. A censure is recorded in the minutes, and the minutes should reflect the reason for the censure. A censure may be made in the form of a resolution.~~
2. Examples of ~~bad~~ behavior worthy of censure includes, but is not limited to:
 - a. ~~Disruption of meetings (shouting, use of profanity, personal attacks against fellow directors)~~
 - b. ~~Breach of confidences~~

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- c. Interference with district operations
- d. Breach of fiduciary duties
- e. Improper behavior toward district vendors or employees/volunteers
- f. Undisclosed conflicts of interest
- g. Violation of the district's Code of Conduct Rules

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3. Immediate Censures. Prior to issuing a censure, the Board shall investigate the actions of any member alleged to have violated district policy, the Board's Code of Conduct policy, or state laws. The President shall work directly with the district's legal counsel to ensure the investigation provides due process and complies with all applicable laws, policies, and procedures. If the President is the person under investigation, the vice president shall work directly with legal counsel to ensure the investigation provides due process and complies with all applicable laws, policies, and procedures.
In the case where a director is disrupting the meeting by interrupting other directors, the censure can be imposed immediately. A quorum of the board must vote to approve the censure; otherwise, it fails. If the President is the subject of the censure, he/she must turn the meeting over to another officer to conduct the meeting until the matter has been resolved. In the event of a censure of a director, staff will immediately notify the district's legal counsel.

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4. Censure is not a disciplinary action. Censuring a director does not remove the director from the board, or impair the director's ability to attend meetings, make and second motions, or vote on motions (unless there is a reason for recusing the director from a particular vote).

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4.04 ELECTRONIC EQUIPMENT

1. The authority to control the meetings of the District Board extends to control over equipment such as cameras, tape recorders and microphones. Generally, attendees may film or record Board meetings, but if such filming is disruptive, the Board President may require filming or recording to cease. The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

4.05 RECORDING OF VOTES

1. Votes shall be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

4.06 QUORUM REQUISITES

1. Three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

4.07 VOTE EXPLANATIONS

1. Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

4.08 CONFLICT OF INTEREST

1. Members must declare the nature of all conflicts of interest as defined under Oregon law. If the conflict is an "actual conflict" under Oregon law, the member must also abstain from voting.

4.09 SMOKING

1. Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe or other smoking or vaping equipment into a room where a meeting is being held by the Board or is to continue after a recess. For purposes of the statute, a meeting is deemed to have started at the time the agenda or meeting notice indicates it is to commence, regardless of the time the meeting actually begins. This rule shall apply at any regular, special or emergency meeting at which the Board intends to "exercise or advise in the exercise of any power of government." No quorum requirement shall apply for this smoking ban to apply. If the Board intends to reconvene after leaving a meeting room for an executive session, the Board will be deemed to be in a "recess" during which smoking shall be prohibited in the meeting room.
 - a. Smoking Policy at Other Locations: If a meeting is held at a location other than one which is "rented, leased or owned" by the State or a political subdivision, such as a hotel meeting room, where no separate charge is made for the room, the smoking ban of ORS 192.710 shall not apply, but other laws prohibiting smoking or vaping except in designated areas, such as that found in ORS 433.845, may apply.
 - b. Smoking Reminder: Whenever members of the public are in attendance at a meeting, the presiding officer shall remind those present of the no smoking rule at the beginning of the meeting to avoid potential embarrassment.

4.10 ADJOURNMENT

SISTERS-CAMP SHERMAN RFPD
CHAPTER 4; SUBJECT 4
CONDUCT OF BOARD MEETING
APPROVED DATE: 8/21/2018
REVISED: 4/15/2025

BOOK 1 – BOARD POLICY
CODE: 1-4-4
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1. The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.



Resolution 2024-2025-012

- I. **Topic:** Purchase of ATS and Generators for Generator Project **Date:** May 6, 2025
- II. **Initiator:** Tony Prior, Fire Chief
- III. **Fund:** Building Reserve Fund
- IV. **Contact Person:** Chief Prior

WHEREAS, the Sisters-Camp Sherman Rural Fire Protection District budgeted funds in the 2024-2025 Fiscal Year for emergency generator equipment and installation at each of its stations; and

WHEREAS, both Station 701 and Station 703 emergency generator projects will require new generators and automatic transfer switches; and

WHEREAS, District staff was able to locate and hold two generators and two automatic transfer switches that will be compatible with the new generator equipment; and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection to:

Authorize the Fire Chief to purchase the automatic transfer switches per quote from Legacy Power Systems, and authorize the expenditure of funds for the ATS from the Building Reserve Fund for payment not to exceed \$39,988 for Station 701 and \$11,498 for Station 703 and the purchase of generators per quote from Power Systems West, and authorize the expenditure of funds for the generators from the Building Reserve Fund for payment not to exceed \$136,800 for Station 701 and \$54,000 for Station 703.

Resolution adopted by a majority vote of the Board of Directors on this 6th day of May, 2025.

Julie Spor, Clerk of the Board