

Attachment: SUNRIVER SERVICE DISTRICT OVERVIEW

The Sunriver Service District is the oversight body for the Sunriver Police Department and the Sunriver Fire Department. The Sunriver Service District Managing Board consists of five members whose responsibility is to oversee the operations of the two Public Safety Departments. The Board operates under the authority of its Governing Board, The Deschutes County Board of Commissioners.

The Mission Statement of the District is **“Protecting life and property, while fostering a sense of safety and security in our Community.”** To accomplish this mission the District will:

- Attract and retain qualified and capable personnel and assure that they are properly trained and properly equipped.
- Provide reliable and professional emergency services tailored to our community.
- Comply with all Federal, State and local laws, codes and ordinances.
- Provide relevant community education and engagement,
- Work in partnership with all community entities.

The primary duty and function of the Board of Directors of the Sunriver Service District (The District) is to establish policies for the governance of the District. The Board shall carry out its duty as the policy making body of the District to ensure the fiduciary and service standards of the community are met. It is the policy of the Board to delegate to the Fire Chief, Police Chief and the District Administrator the responsibility for the day-to-day administration of the District, in a manner consistent with policies and directions of the Governing Body and Board of Directors.

Policies shall comply with all applicable federal, state and local laws and regulations and labor agreements. If any policy or portion thereof is found to conflict with any local, state, or federal law regulation, or labor agreements, such policy, or such portion thereof, shall be deemed void without further Board action. It shall be the responsibility of any Board member with such knowledge to bring any conflict to the Board’s attention immediately.

The District strictly prohibits discrimination and harassment. Unlawful conduct described in the Employee Handbook, including workplace harassment, applies to all employees, volunteers, interns and appointed public officials of the District (“covered individuals”), in accordance with applicable law.

The Board shall base its policies and resolutions on the best available information and input from affected parties. The Chair of the Board or designee is responsible to ensure a periodic review of the policy manual and to bring updates to the Board for consideration. All board members, the police chief and the fire chief will maintain an updated manual.

ETHICS

ETHICAL STANDARDS

Board members act as representatives of the citizens of the District. Therefore, Board members shall adhere to the highest standards in the conduct of District business, as set forth in Oregon Revised Statutes (ORS), Chapter 244. By definition Board members are public officials and must comply with public employee ethics rules. The Oregon Ethics Commission (OGEC) is charged with regulating the activities of public officials in three areas: financial disclosure, prohibition against the use of office for financial gain, and conflicts of interests.

Prohibition Against Use of Office for Financial Gain

ORS 224.040 states, “No public official shall use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment that would not otherwise be available but for the public official’s holding of the official position or office...” This provision is the basis for violations relating to use of public equipment and accepting offers for discounted rates from merchants and service providers. The prohibition does not include reimbursement of expenses, honoraria and unsolicited awards for professional achievement.

Conflicts of Interest

Oregon Government Ethics Law identifies two types of conflicts of interest: An actual conflict of interest and a potential conflict of interest. A public official is met with a conflict of interest when participating in official action which could or would result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either is associated.

A public official is met with an **actual** conflict of interest when the public official participates in action that **would** affect the financial interest of the official, the official’s relative or a business with which the official or a relative of the official is associated. The public official must announce the nature of the conflict and not discuss or take any official action on the issue.

A public official is met with a **potential** conflict of interest when the public official participates in action that **could** affect the financial interest of the official, the official’s relative or a business with which the official or a relative of the official is associated. The public official must announce the nature of the conflict and may discuss and take official action on the issue.

At each session or meeting at which the issue is addressed, the official must make the same public disclosure. However, the official is required to make the announcement only once at each meeting, even if the issue involves a series of votes.

The District recognizes board members may be active in various organizations or groups throughout the Sunriver community, Deschutes County and the State of Oregon. These organizations may have relationships with the District and a board member’s association with these organizations or groups may create an actual, potential or appearance of a conflict of interest. The Board member has the obligation to identify their association any time action will be taken by the District affecting the organization or group.

In addition, board members may not be employed or a part of volunteer programs of the District or any of its departments. This does not preclude board members from volunteering at singular events of the District, Police or Fire Departments.

Gifts

“Gift” means something of economic value given to the public official or a relative member of the household of the public official. It is offered without cost or at a discount or as a forgiven debt and the same offer is not made or available to the general public. If the source of the offer of a gift to a public official has an administrative interest in the decisions or votes of the public official, the public official can only accept gifts from that source when the aggregate value of the gifts does not exceed \$50 in a calendar year.

CODE OF ETHICS

The Board believes that it is expedient and proper to adopt a Code of Ethics in order to establish a standard code of conduct for the Board and the board members as they carry out the business of the District. The Board is committed to excellence in leadership that results in the highest quality of service to its residents, taxpayers and employees.

1. We, as a Board, shall maintain an environment emphasizing the dignity of each individual Board member, the importance of respect for the style, values and opinions of one another, and encouraging responsiveness and attentive listening in our communications.
2. We, as a Board, recognize that our primary responsibility is the formation and evaluation of policy; the employment of a Fire Chief, a Police Chief and a Board Administrator to be in charge of the District business under the direction of the Board; and to discharge other duties as directed by Board policy. Matters concerning the operational aspects of the police and fire departments shall be the responsibility of the respective chiefs.
3. We, as a Board, commit ourselves to the highest standards of ethical conduct and behavior. We shall hold no secret meetings, have no hidden agendas, nor engage in gossip. We shall conduct the business affairs of the District before general public in accordance with Oregon law.
4. We, as a Board, shall be committed to supporting Board action. The Board agrees that, while an individual Board member may disagree with a policy or action adopted by majority vote of the Board, he/she should support the policy or action, once adopted, as being the considered judgment of the Board. An individual Board member shall have the right and duty to present evidence and argument to the Board on a Board issue, and the Board shall have the duty to consider or reconsider the issue upon proper evidence. We acknowledge the right of individuals to disagree with ideas, without being disagreeable.
5. We, as a Board, shall recognize the work of the District as a team effort. All Board members shall work together in a collaborative process, assisting each other and the Chair in conducting the affairs of the District.
6. We, as a Board, when responding to citizen requests or concerns, shall be courteous, respond to individuals in a positive manner and, when appropriate, route such concerns and interests through the District staff.
7. As individual Board members, we shall each operate as a part of the whole. Issues will be brought to the attention of the Board as a unit, rather than to individual members selectively. Members of the Board recognize that, except when acting on behalf of the Board with the express permission of the Board on a specific area granted in an open meeting, the authority of each individual Board member is equal only to the rights and authority of a private citizen or taxpayer.
8. We, as a Board, agree that matters discussed in executive session are confidential until such time as the Board takes action in open session. Individual Board members shall not discuss details of an executive session without others unless authorized by the Board.
9. We, as a Board, will prepare for each Board meeting by reviewing provided material in board packets

POWERS & DUTIES OF THE MANAGING BOARD

BOARD AUTHORITY

Authority is granted to the District by the Governing Body pursuant to ORS 451. 485. The District may acquire, construct, maintain and operate any one or more of the service facilities: Fire prevention and protection; Security services provided by agreement; Law enforcement services; and Emergency medical services, including ambulance services. The Management Agreement with the Governing Body is attached as Appendix C.

BOARD ADOPTION, AMENDMENT, AND REPEAL ORDINANCES

The Board shall recommend to the Governing Body ordinances it feels are necessary. Whenever the Governing Body enacts, amends or repeals any ordinance, it shall do so in accordance with ORS 198.510 to 198.600.

BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY

No individual Board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines or policies of the District.

BOARD MEMBER EDUCATION

1. In order to carry out their duties, Board members must be adequately informed. Members are encouraged to review board meeting packets thoroughly prior to Board meetings, attend conferences and other training programs as the Board may authorize.
2. New Board members shall be provided assistance through an orientation by the chair and/or administrative staff. They will also be provided a current copy of the Board Reference manual. Additionally, the Police and Fire Chief will explain their operations, providing appropriate information on request.

DUTIES OF OFFICERS AND COMMITTEES

Officers of the District shall be elected by a majority vote of the Board. Nominations will be requested and announced at the September monthly meeting of each year, and Elections shall be held at the meeting in October. Terms of office are one year and there are no limitations on the number of terms officers can serve. Should an officer vacancy occur mid-year, an election shall be held to fill the remainder of the term of office.

The Budget and Executive Advisory committees are the only standing committees. The Board may create other committees, as needed, to work on specific projects to develop material for Board consideration. The Board shall provide the scope of work for any committee created. Committees of the Board have no authority to make decisions, rather they are tasked with bringing information to the Managing Board for consideration and action. The Budget committee members are appointed by majority vote of the Board. Other committee members may be appointed at the discretion of the chair.

1. Duties of the Chair
The Chair shall preside at Board meetings, approve meeting agendas, call special meetings, as described by Oregon Meetings Law and sign official District documents on behalf of the Board when authorized to do so by a majority vote. The Chair is also responsible for ensuring the development of a succession plan for board members serving in elected positions.
2. Duties of the Vice-chair
The Vice-chair shall have all the powers of the chair in the absence of the Chair.
3. Duties of the Treasurer
The Treasurer is the designated budget officer, per ORS 294.331. The Budget Officer shall manage the process for development and approval of the District’s annual budget. The Budget Officer shall coordinate the process among the staff, the Budget Committee and the District Managing Board, including the submission to the Deschutes County Commissioners.

The Treasurer shall ensure accurate accounting and financial records are maintained by the District; annually reviews the financial audit, facilitates the audit presentation to the Board; advises the Budget Committee; prepares appropriate financial forecasts; and any other financial tasks requested by the Board.

4. Duties of the Public Safety Building Liaison

The Public Safety Building Liaison is a temporary position appointed by the Board for the duration of the Public Safety Building construction. The Liaison is the designated point of contact between the Owner's Representative/Project Manager and the Board for the Public Safety Building construction project. This position will ensure a close working relationship between the SSD Board and the construction team. The Liaison shall provide oversight for expenses, construction timelines, and various decisions given through Board Authority. This position will also provide updates and share pertinent information.

5. Duties of the Budget Committee

The Budget Committee consists of one District Managing Board member and two electors of the District selected by the District Managing Board and approved by the Deschutes County Governing Body. Budget Committee members serve a three-year term. Duties shall be performed pursuant to ORS 294.336 and by direction of the Board.

6. Duties of the Executive Advisory Committee

The Executive Advisory Committee shall consist of the Chair, two additional Board members, the Police Chief, the Fire Chief and the Board Administrator. The Board members will be rotated on this committee at the direction of the chair. The purpose of the committee shall be to support the efficient functioning of both departments. The committee will meet periodically to address emerging issues within the District and departments. The committee will advise on staff work to prepare issues for full Board consideration and the Board meeting agenda. The Chair will report discussion items to the full board after each Executive Advisory Committee meeting.

PERSONNEL EVALUATION

1. The Board shall evaluate the Police Chief, Fire Chief and the Administrator on an annual basis. Input from the Chiefs/Administrator, board members, employees and community partners can be considered. The evaluation should address the operational competencies, staff development, community engagement, and fiscal accountability. Development of future goals should be part of the annual review.
2. The Police Chief and Fire Chief are responsible for ensuring their staff are evaluated on an annual basis. The process used should be consistent with best practices for employee development and accountability.

MEETINGS

All meetings shall be conducted in accordance with the Oregon Public Meetings Law ORS 192.610-192.710, and 192.990.

All meetings shall be held within the geographic boundaries of the District, unless extenuating circumstances exist. In the event of extenuating circumstances, the meeting will be held at the nearest practical location. No meeting shall be held in any place where discrimination on the basis of race, color, gender, age, national origin, gender identity, mental or physical disability, marital status or any other protected status or activity in accordance with applicable law is practiced. The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings.

1. **Telephone Meetings.** Meetings held by telephone or other electronic communication are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum, ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2). The

media shall be provided access to a listening location whenever executive sessions are conducted electronically unless such executive sessions are exempt from media attendance pursuant to ORS 92.370(1) and 192.660(3).

2. **Regular Meetings.** The Board shall hold regular monthly meetings on the third Thursday of each month, unless the 1st of the month falls on a Friday or Saturday, then meetings are held on the 2nd Thursday of the month. Such meetings shall be held at the District's facility at 3:00 p.m., or at such other places and times as the Board may designate from time to time.
3. **Special Meetings.** The Board may hold special meetings at the request of the chair or any four members of the Board, after compliance with public meeting notice requirements, as set forth in this policy. If the Chair is absent from the District, special Board meetings shall be held upon less than 24 hours' public notice.
4. **Emergency Meetings.** When a true emergency exists, and emergency meeting may be held with less than 24 hours' notice at the request of persons entitles to call special meetings. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased in the Board were to delay in order to give 24 hours' notice before conducting a meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the Board member(s) calling such a meeting shall recite the reasons for calling the meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice. The reasons for the emergency meeting shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at the emergency meeting. An emergency meeting must meet quorum requirements.

5. **Executive Sessions.** Executive sessions shall be held only for the purposes outlined in ORS 192.660, see Appendix D. The Board shall not take any votes during any executive session, nor make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.
6. **Adjournment.** All Board meetings shall be adjourned by a majority vote of the Board members.

CONDUCT OF BOARD MEETINGS

1. The Chair shall preside at Board meetings. In the Chair's absence, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent, any other member of the Board may preside. The Chair 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 Chair or other presiding officer at the meeting may be overridden by a majority vote of the Board.
2. Before adjourning into executive session, the Chair or other presiding officer shall announce the statutory authority for the executive session and shall direct any representatives of the news media who are present not to report on the subject matter of the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive sessions without prior authorization of the Board as a whole.

PUBLIC INPUT / PARTICIPATION

If public input 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. 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.

VOTES OF THE BOARD

Votes shall be recorded, including how each Board member voted on each issue. Secret ballots are prohibited. 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. 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.

QUORUM REQUISITES

Three (3) members shall constitute a quorum. If only a quorum is present, a unanimous vote is required to take final action. If there is no quorum present the meeting can continue, but no board action may be taken. Matters requiring action will be deferred to a future meeting.

EX PARTE CONTRACTS

In the event any member of the Board has any ex parte contact regarding a matter, the member shall declare such contract prior to participating in any vote on the matter.