

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

ADMINISTRATIVE

ADMIN – 106

Board Member Orientation

Issued: January 11, 2005

Revised: November 12, 2018

A. COOPERATION WITH BOARD MEMBERS

The board, through its staff shall cooperate impartially with candidates for the board and provide them with information about board policies, administrative regulations, and other aspects of the operation of the district.

B. ORIENTING NEW BOARD MEMBERS

The board and its staff shall assist each new member-elect and appointee to understand the board's functions, policies, procedures and SOG's before he/she takes office. The following methods shall be employed:

1. New members shall be invited to attend and participate in public board meetings prior to being sworn in.
2. The Chief Executive Officer shall provide material pertinent to district meetings and respond to questions regarding such material.
3. New members shall be invited to meet with the Chief Executive Officer and other district personnel to discuss the services each performs for the district.
4. The Chief Executive Officer shall give each new board member:
 - a. An updated copy of the district's policies, procedures and SOG's.
 - b. A copy of the Attorney General's "Public Records and Meeting Manual"; Adopted:
 - c. Copies of the minutes of all board meetings, except for executive sessions, for the preceding twelve (12) months.
 - d. Copies of the district's last five (5) budgets.
 - e. Copies of the district's insurance policies.
 - f. Copies of all such documents as the attorney (s) for the District may recommend with respect to any pending claims or lawsuits
 - g. A list of all District personnel by position; and
 - h. Such other materials as the board may direct or the Chief Executive Officer may deem appropriate.