

TUALATIN VALLEY FIRE AND RESCUE

COMMUNITY SERVICES

SECTION 11

<u>SECTION</u>		<u>PAGE</u>
11.1	Communications with the Public and News Media	2
11.2	Communications from Public and Staff	4
11.3	Information Concerning Elections	5
11.4	Gifts, Donations, and Personal Gain	6
11.5	Intergovernmental Cooperation	7
11.6	Participation in Community Affairs	8
11.7	Sponsorship of Fire and Life Safety Campaigns and Other District Initiatives.....	9
11.8	Community Rooms	10
11.9	Policy Approval....	11

- A. The Board directs the Fire Chief or designee to:
 1. Keep the public informed of District policies, programs, and plans by furnishing full and accurate information.
 2. Provide citizens, news media, civic organizations, business, and industry opportunities to raise questions, express views and discuss District issues with the Board and staff.
- B. News Media Relations
 1. Public Meetings
 - a. The Board encourages representatives of the media to attend and report on all its regular and special meetings. Staff is to notify media of meeting schedules and agenda items and to provide appropriate background to assist in factually reporting proceedings of the Board.
 - b. Under provisions of ORS 192.660, media representatives may attend Board executive sessions upon agreeing not to
 - 1) Publish any information concerning the actions, recommendations, deliberations or discussions taken, or given consideration at the session, or,
 - 2) Communicate such information to a third party.
 - c. Under provisions of ORS 192.660, media representatives may be excluded from
 - 1) An executive session to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
 - 2) An executive session related to litigation if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.
 2. Notification Involving Emergencies
 - a. The District will issue notification of significant emergencies as they are occurring.
 - b. News advisories will be issued in a timely manner to media concerning emergencies to which the District responds.
 - c. A Public Information Officer (PIO) will be provided at the scene of all major emergencies to manage and assist media.

3. Notification Involving District Programs and Events

The public and media will be apprised of District programs, policies, and activities as appropriate.

LEGAL REFERENCE

ORS 192.660

DATE: April 22, 1997

REVISED: September 27, 2016

REVIEWED: October 22, 2024

- A. District patrons and staff wanting to be on a Board agenda (other than the public comment period) must confer with the Fire Chief or designee in a timely manner prior to the meeting so the Chief may collect and prepare appropriate and necessary information for the Board's consideration.
- B. The Board can give status or special recognition to any individual or group of individuals in the performance of their District duties, as well as members of the community who distinguish themselves for performing an act of assistance or heroism.
- C. Public comment will be limited to five minutes per speaker unless extended by the President of the Board. Speaking time is not transferable from one speaker to another.

DATE: April 22, 1997

REVISED: September 25, 2018

REVIEWED: October 22, 2024

- A. The Board directs the Fire Chief or designee to
 - 1) Submit an impartial, simple, and understandable explanatory statement relating to any measure referred to the electorate no later than the date specified by the Secretary of State, in a county that prepares a county voters' pamphlet per ORS 251.345.
 - 2) Provide the public with background information on measures that concern or involve the District. Where appropriate, the Board may state its position on said measure(s) consistent with ORS 251.355.
- B. While staff is encouraged to provide factual, unbiased information relating to measures that concern or involve the District, under no circumstance may staff take an advocacy or adversarial position while acting as an agent of the District.

LEGAL REFERENCE

ORS 251.345 and 251.355

DATE: April 22, 1997

REVISED: October 25, 2022

REVIEWED: October 22, 2024

- A. The District may accept gifts, grants, donations, and title to property, and upon receipt will have sole and complete control of same. The Board will recognize the receipt of gifts and donations.
- B. The Board will recognize presentations of memorials or other awards without such recognition being considered as a testimonial or endorsement by the District.
- C. Board members and employees may accept gifts consistent with ORS 244.025 limitations.
- D. Board members may not use or attempt to use their official position to obtain financial gain or avoidance of financial detriment for themselves, a relative or a member of their household if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office consistent with ORS 244.040.

LEGAL REFERENCE

ORS 244.025
ORS 244.040

DATE: April 22, 1997

REVISED: September 25, 2018

REVIEWED: October 22, 2024

SECTION 11.5 INTERGOVERNMENTAL COOPERATION

- A. Whenever feasible, the District will develop cooperative agreements with local governmental agencies to promote the efficient use of resources by sharing facilities and avoiding duplication of services.
- B. To implement said policy, written agreements will be developed which include provisions related to responsibilities, payments, descriptions of the property or services, insurance, liability, and necessary coordination of activities involving the cooperative agreement.
- C. Intergovernmental agreements will be submitted to the Board for approval. (See Board Policy 9, Section 3 for intergovernmental agreement and memorandum of understanding descriptions.)

DATE: April 22, 1997

REVISED: October 27, 2020

REVIEWED: October 22, 2024

SECTION 11.6**PARTICIPATION IN COMMUNITY AFFAIRS**

- A. District employees are encouraged to take an active part in community affairs and become integrated into the communities served by TVF&R.
- B. Employees are entitled to enter into political activity provided it is done on their own time and not in affiliation with the District; that no political pressure is placed upon other employees; and that all political activities are in conformance with ORS 242.824 and 260.432.

LEGAL REFERENCE

ORS 242.824

ORS 260.432

DATE: April 22, 1997

REVISED: September 25, 2018

REVIEWED: October 22, 2024

SECTION 11.7**SPONSORSHIP OF FIRE AND LIFE SAFETY CAMPAIGNS AND OTHER**

DISTRICT PROGRAMS

- A. The District may seek partnerships with other public entities, private companies, not-for-profit organizations, and media organizations for sponsorships to help underwrite the cost of public education campaigns and other District programs.
- B. The District will not formally endorse specific products or establish exclusive partnerships with private companies.
- C. The District will limit sponsorships to partners who have an identifiable interest in the District's mission.
- D. The District will outline the components and expenses for sponsorship opportunities. The District and sponsor(s) will sign a written agreement, approved by the Fire Chief or designee prior to the start of a campaign or program. The Fire Chief or designee will keep the Board apprised of these agreements.

DATE: April 23, 2002

REVISED: August 25, 2009

REVIEWED: October 22, 2024

- A. Wherever practical, public meeting space (community rooms) will be included in District facilities to enhance public benefit and the organization's connection with the community.
- B. All parties interested in using a community room space will apply, gain District approval, and adhere to District rules established for appropriate use.
- C. Use of community rooms can be limited, denied or terminated based on criteria established in the Standard Operating Guideline for Community Rooms.
- D. As a general practice, all not-for-profit use of community rooms, as well as public meetings and educational activities consistent with the District's safety mission, will be allowed free of charge. Any other private or commercial use will require payment of a fee.
- E. No individual or group will be denied the use of the community room on the basis of race, religion, sex, marital status, color, national origin, sexual orientation, disability, or any legally protected class. Except as described in the Standard Operating Guideline, no individual or group will be denied the use of a community room on the basis of the content of speech or viewpoint to be presented or expected to be presented during such meeting or function.

DATE: September 24, 2002

REVISED: August 25, 2009

REVIEWED: October 22, 2024

SECTION 11.9**POLICY APPROVAL**

This is to certify that Community Services, Section 11, policies 11.1 – 11.8, were duly adopted and approved by Board action on:

Justin J. Dillingahm, President of the Board

Clark I. Balfour, Secretary of the Board

APPROVED: October 22, 2024