

# TUALATIN VALLEY FIRE AND RESCUE

## DISTRICT BOARD OPERATIONS

### SECTION 1

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## SECTION 1.1

## DEFINITIONS

As used in these sections, unless the context requires otherwise:

- A. *Board of Directors* or *Board* means the governing body of Tualatin Valley Fire and Rescue.
- B. *District* means Tualatin Valley Fire and Rescue.

DATE ORIGINATED: May 28, 1996

REVIEWED: February 25, 2025

- A. The powers of the Board are outlined in Chapter 478 and Chapter 198 of the Oregon Revised Statutes relating to Rural Fire Protection Districts.
- B. The Board will authorize advisory committees as it sees fit.
  - 1. The Board President or designee will outline the duties and responsibilities of each committee at the time of authorization.
  - 2. A Board member may serve as ex-officio member.
  - 3. The Board President will advise the committee(s) about the Oregon Public Meetings Law (ORS 192) and the Oregon Inspection of Public Records Law (ORS 192).

**LEGAL REFERENCES**

ORS 192

ORS 198

ORS 478

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Board policy is to recognize two functional activities:

A. Policy Making

1. The Board will establish policy, reserving to itself all authority and responsibility not otherwise assigned to the Fire Chief or others.
2. The Board serves as the District's Local Contract Review Board pursuant to ORS 279A.060.
3. The Board will adopt the appropriate ordinance to create a Civil Service Commission pursuant to ORS 242.704.
4. The Board will engage in discussions and reach agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law (ORS 243.650 through 243.806); reserving to itself or its designee(s) the responsibility to negotiate with employee groups.

B. Executive

1. The Board will select a Fire Chief and delegate to said Chief the responsibility for implementing plans and policies.
2. 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 pursuant to Board Policy 1.7 F.
  - c. In the absence of existing board policy and under emergent 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.
3. 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.

4. The District recognizes that it has limited financial resources with which to provide services and is forced to make public policy decisions regarding the allocation of those resources. Within those limitations, by adoption of the District budget, the Board will allocate the financial means to implement Board policies and accomplish, to the extent possible, the organizational goals and objectives approved by the Board of Directors.

**LEGAL REFERENCES**

ORS 279A.060  
ORS 242.704  
ORS 243.650 to 243.806

DATE ORIGINATED: August 11, 1997

REVISED: February 27, 2024

REVIEWED: February 25, 2025

**A. Cooperating With Board Candidates**

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. Orientation of New Board Members**

The Board and staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before taking office. The following methods shall be employed:

1. The member-elect shall be given selected materials on the Board member's role.
2. The member-elect shall be invited to attend and participate in meetings prior to being sworn in.
3. The Fire Chief shall provide material pertinent to meetings and be responsive to questions regarding said material.
4. The member-elect shall be invited to meet with the Fire Chief and other administrative personnel to discuss the relationship of each position with the Board.
5. The Fire Chief will give each member-elect:
  - a. A copy of Board policies and access to the District's standard operating guidelines
  - b. A copy of the law relating to fire protection
  - c. A copy of the Attorney General's *Public Records and Meetings Manual*
  - d. Oregon Government Standards and Practices Laws, "A Guide for Public Officials"
  - e. All other pertinent information

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

- A. Mechanisms will be established to keep members informed of all pertinent information relative to fire service.
- B. Members shall be provided subscriptions to publications designated by the Board.
- C. Members are encouraged to attend the annual state conference of Special Districts Association of Oregon.
- D. The Fire Chief is to alert members to other conferences, meetings, and publications that may be useful and informative.

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 25, 2025

A. Pursuant to ORS 198.190, members may receive \$50 for each day or portion thereof as compensation for services performed as a member of the governing body that the Board Chair or Board deems necessary to carry out their role as a board member. Services performed as a member of the governing body for which compensation will be paid are limited to the following:

1. Board meetings or Board work sessions, in-person, telephonic, or virtually, that are meetings subject to the Oregon Public Meetings Law.
2. Attendance at meetings or events in a Board appointed position on behalf of the Board or District, in-person, telephonic, or virtually, that are necessary and require attendance.
3. Attendance at meetings or events as a Board approved representative, per direction, in writing, from the Board Chair.
4. Attendance at meetings, in-person, telephonic, or virtually, including meetings with District personnel, which are reasonably required to fulfill obligations as an elected officer of the Board and which the Board or Board Chair has approved in advance in writing as a necessary expense incurred by the member in the performance of official duties.

In addition, members may request reimbursement for actual and reasonable traveling and other expenses necessarily incurred for their attendance at such meetings.

B. Reimbursement for mileage will be paid at the then current Internal Revenue Service regulation promulgated rates.

C. In keeping with Board Education Development (Policy 1.5), members are authorized to travel to educational activities that benefit the District, subject to the following:

1. Pre-approval in writing of the educational activity by the Board, or Board Chair, expenses for educational activities incurred by a member will be reimbursed by the District as provided for in ORS 198.190 and Section 1.6 B, above.
2. Reimbursement of paid expenses shall be included in the monthly register of paid bills.
3. Members will report to the Board on the educational substance and value of the meetings for which reimbursement is received.

D. Members may submit a request for compensation and reimbursement of expenses for services that are other than as described above for approval by the Board on a case-by-case basis. Board action will supersede any contrary decision by the Board Chair.

*ORS 198.190: "A member of the governing body of a district may receive not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and responsible traveling and other expenses necessarily incurred by a member in performing official duties."*

DATE ORIGINATED: May 28, 1996

REVISED: September 26, 2023

REVIEWED: February 25, 2025

- A. Recognizing the need to delegate authority to staff, the Board will formulate and adopt written policies to assist staff in its discretionary use of said authority.
- B. The Board shall authorize reports and studies it deems necessary to ensure its policies have been properly executed.
- C. Any formal motion or action that amends or supplements existing policy shall be called to the Board's attention before a vote to adopt is taken.
- D. To ensure its policies are timely and effective, the Board will review its policies bi-annually at regularly scheduled Board meetings; said reviews will be agenda items.
- E. If a policy is found to be in conflict with state or federal law or the rules and regulations of a higher authority, such policy is automatically null and void without Board action and is to be deleted. The Board shall delegate to the Fire Chief the responsibility to develop the administrative regulations governing the District, with said regulations being provided to each Board member.
- F. In the event of disagreement over the application, extent, or interpretation of a policy, the conflict will be decided by a majority of the Board.
- G. Board decisions that explain, detail, or otherwise organize the application of a policy, once adopted, are considered to be a part of the policy.
- H. Proposals to adopt, change, delete, add to, or repeal a policy may originate from several sources including a Board member, Fire Chief, taxpayer, employee, employee organization, consultant, civic group, etc.
- I. Proposed new policies will be reviewed in draft form by the Fire Chief, and other interested parties as the Fire Chief may determine before Board action.
- J. Adoption of new policies, changes, additions to, deletions from, and repeal of established policies require a two-step procedure separated by no less than 15 days.
  - 1. Included in the public agenda with introduction, discussion, and deliberation and initial vote at one meeting.
  - 2. Included in the public agenda with further deliberation and second vote and approval to be held at a second meeting.
    - a. In the event of an emergency, with said emergency being recorded in the official minutes and agreed to by at least four Board members, a policy can be adopted, changed, or suspended in a single meeting.

- b. An emergency is defined as an unforeseen circumstance(s) requiring immediate action to prevent diminishment of the District.
3. Adoption of new policies and amendments to existing policies shall be made by motion of the Board.

DATE ORIGINATED: May 28, 1996

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ORS 478.250

Board Meetings. *"The district board shall hold meetings at such time and place within the district as it determines. It shall hold at least one regular meeting in each month on a day fixed by the board, and may hold special meetings under such rules as it may make."*

TVF&R board meetings may be held in person or virtually. For proper set-up and utilization of staff, board members should provide as much advance notice as possible if they plan to participate virtually. TVF&R prefers at least one week notice but realizes that unforeseen circumstances may result in shorter notice. If a quorum of members does not plan to attend a meeting in person, the meeting will be held virtually. This policy shall also apply to any quasi-judicial proceeding in front of TVF&R's Board of Directors or Civil Service Commission.

- A. **Definition of remote attendance** means participation by video or audio via a platform approved by TVF&R. The platform utilized must provide clear, uninterrupted, two-way communication. Any technical difficulties that prevent participants from adequately hearing and speaking to each other shall be addressed immediately by District staff.
- B. **Meeting requirements concerning remote participation**. A board or commission member may participate and vote by video or telephone in all or part of a regular or special meeting if the following conditions are met:
  - 1. All board members, commissioners, staff, and members of the public participating in the meeting remotely or in-person can hear or read all discussion, testimony, and votes.
  - 2. Board members, commissioners, staff, and members of the public are expected to comport themselves in the same professional manner as they would in person.
  - 3. Participants should identify themselves or their devices prior to being admitted into a virtual meeting space.
- C. **Board and commission members participating remotely** shall be counted for purposes of establishing a quorum and will be entitled to participate in the same capacity as a board or commission member in physical attendance, including participation in quasi-judicial matters and executive sessions. Board members:
  - 1. Shall be called during any vote taken with their vote counted, recorded, and documented in meeting minutes.
  - 2. May leave or return to a meeting upon announcement.
  - 3. Must have a secure telephone or electronic connection during executive sessions.

4. Must verify they are the only person in the room or with access to the executive session.

D. **Arranging for remote participation.** To participate remotely, a board, commission, or committee member shall contact the designated executive assistant in the fire chief's office as far in advance of the meeting as possible. TVF&R shall fulfill the request provided that the member has the technical means and adequate internet service.

E. **Recommendations for virtual backgrounds and sound.** When participating remotely, board or commission members should:

1. Be situated in a stationary location.
2. Consider using a blurred or a standard TVF&R background to reduce distractions. (See Exhibit #1.)
3. Use proper lighting such as a dedicated video light, lamp, or open window with the brightest light illuminating the face.
4. Maintain camera at eye level. If needed, raise laptop, desktop, or camera by stacking books or other objects.
5. Keep microphone on mute unless speaking to avoid disruptions.

F. **Role of presiding officer.** The board president or other designated person who is presiding over the meeting shall have the discretion to mute anyone who is participating through remote attendance when distracting and extraneous noise is occurring. The presiding officer may delegate the ability to mute participants to the meeting host who controls the meeting platform. The presiding officer shall recognize and provide opportunity for board members who are participating remotely to contribute to the discussion.

G. **Remote participation by members of the public.** Members of the public may view all board meetings that are livestreamed via an accessible platform such as YouTube or other social media. Members of the public may provide testimony remotely by submitting a written or verbal request at least three days in advance of the meeting.

H. **Reasonable Accommodation.** TVF&R may provide reasonable accommodation and waive or modify provisions of this policy for the benefit of board members or the public with a disability.

SECTION 1.8 MEETINGS (continued)

LEGAL REFERENCES

ORS 192

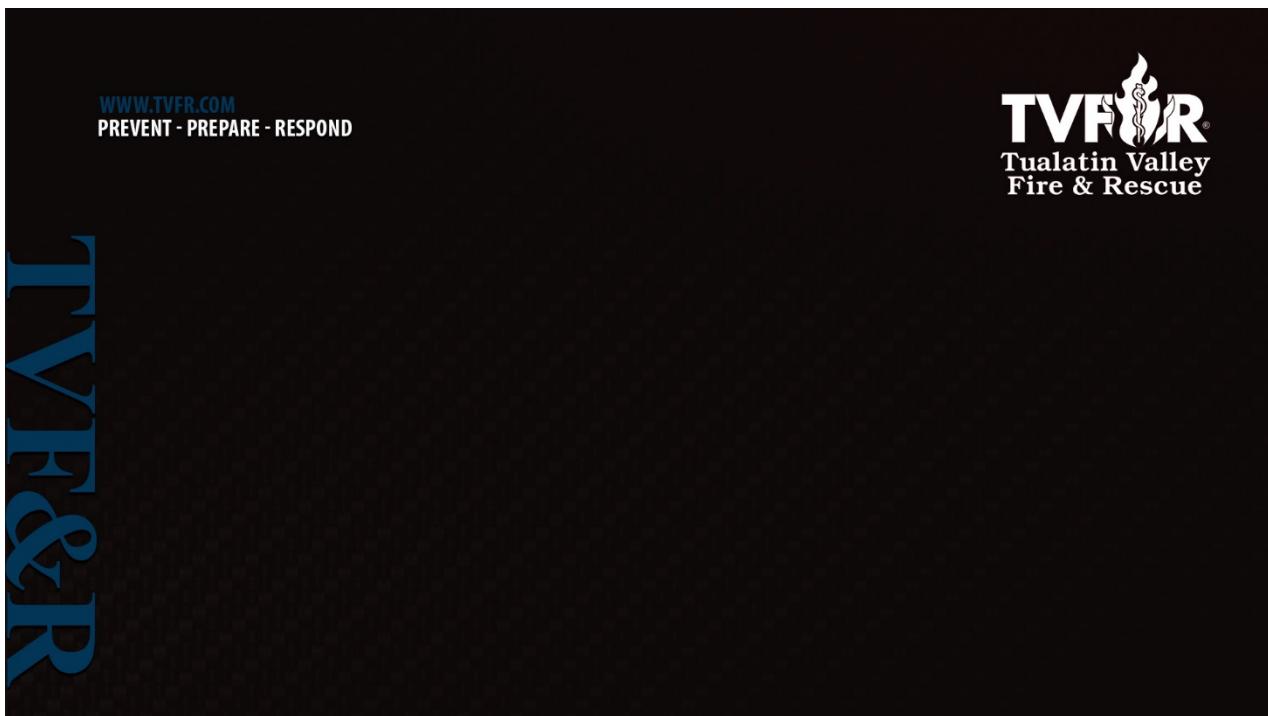
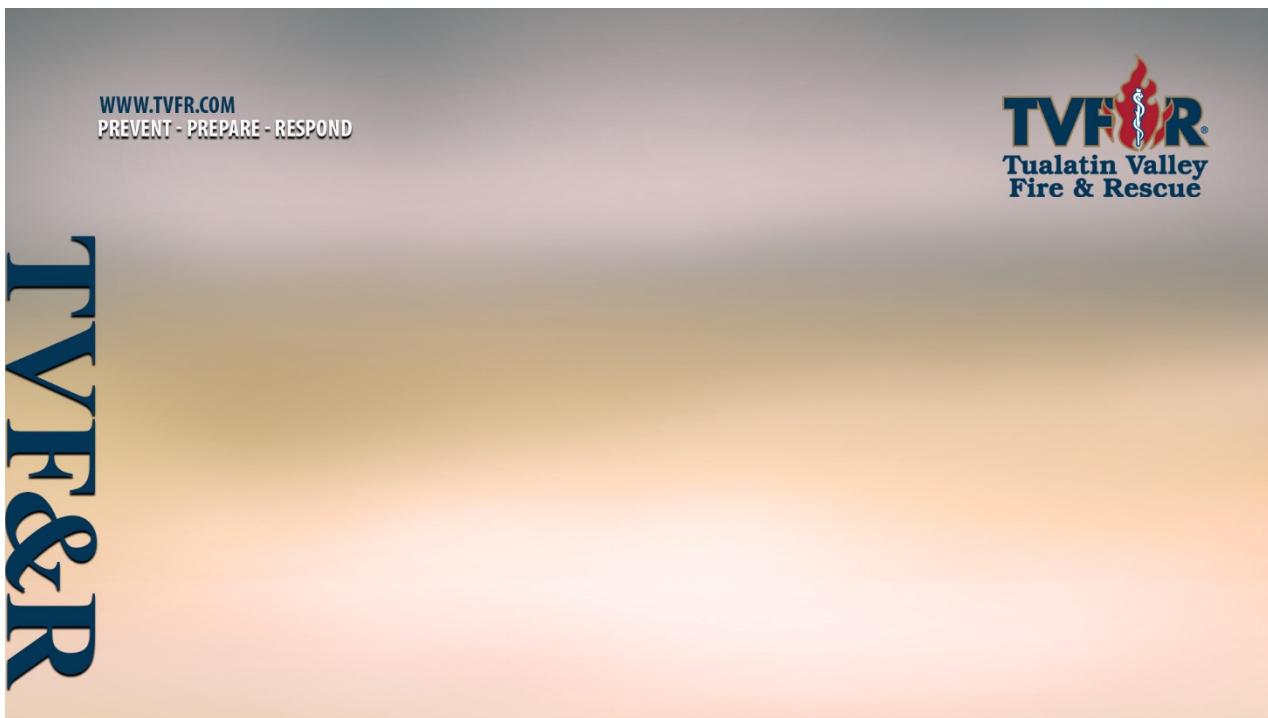
ORS 478

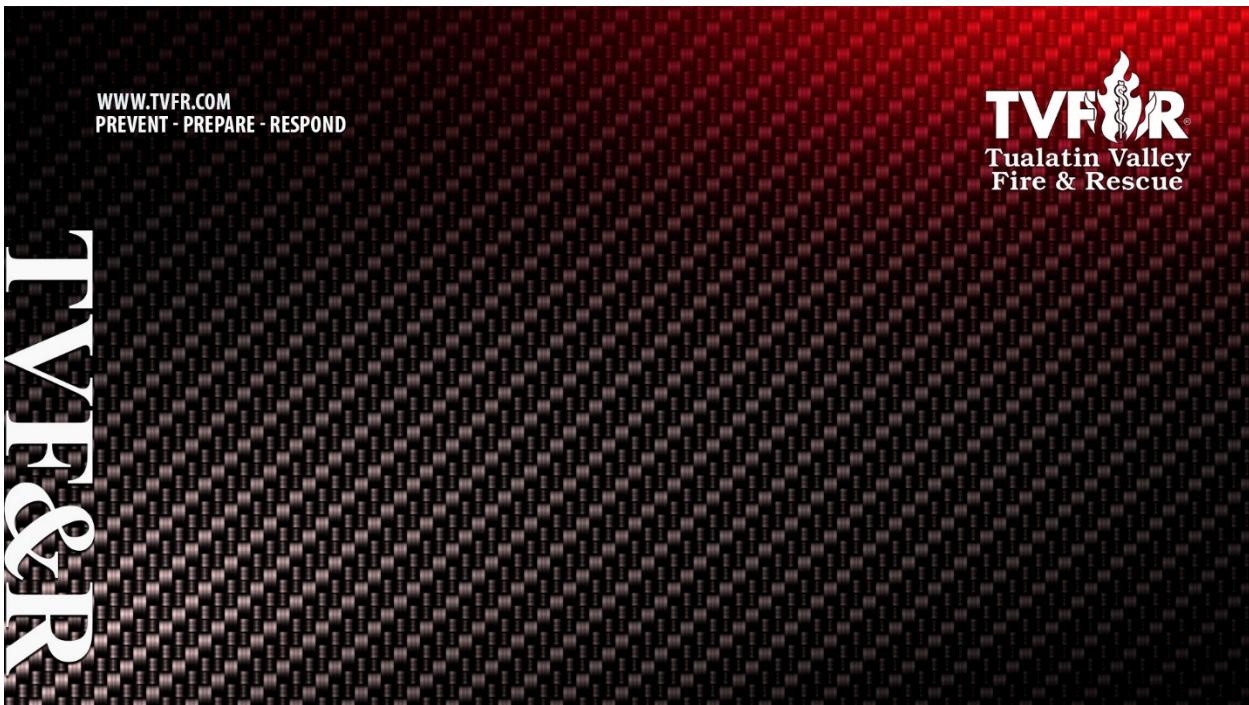
DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

## Exhibit 1, Standard Backgrounds for Virtual Meetings





The Fire Chief shall draft the agenda after conferring with the President of the Board following the general order below:

- A. Consent Agenda (including approval of the minutes of the previous Board meeting(s)).
- B. Recognition
- C. Public participation (testimony from members of the public)
- D. Staff presentation
- E. Finance report
- F. Correspondence
- G. Old business
- H. New business
- I. Chief's report
- J. Directors' Report
- K. Items not listed on the agenda
- L. Executive Session (if necessary)

The order of addressing agenda items may be modified in the discretion of the President, subject to being overruled by a majority of the Board members in attendance.

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

- A. The agenda, check register, and financial report shall be given to each member at least three (3) days prior to Board meetings.
- B. At the same time, the Fire Chief shall provide members with detailed information relative to the agenda, including existing Board policy pertinent to agenda items.
- C. The proposed agenda will be simultaneously distributed to all TVF&R employees via the District's internal communication system.

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 25, 2025

- A. Except as otherwise provided by State Law and/or Board policy, the rules of parliamentary procedure comprised in "Roberts Rules of Order" (Revised) shall guide the Board in its deliberations. Such Rules are intended to provide guidance and may be amended at any meeting by majority vote.
- B. Minutes of the Board shall be kept in accordance with the requirements of ORS Chapter 192.650, Board Policy 2.12, and the Districts Record Retention Schedule. The Secretary of the Board shall maintain the minutes and make them available for examination by the public and employees by posting them on a location accessible from the District Internet page. Board meeting recordings will be kept for a time period in accordance with the District's Record Retention Schedule.
- C. The Board President shall preside over, i.e., Chair, board meetings, and may establish time limits for public comments at the Board President's reasonable discretion. Votes will be recorded. Any member may request a vote be changed if such request is made prior to consideration of the next order of business. Board members will respect the authority of the Chair to manage meetings and will abide by the Chair's rulings. The Chair may limit time for discussion by Board members on any matter before the Board. The Chair may mute or disconnect a Board member's connection of microphone if the member does not follow the direction of the Chair. With respond to a point of order, the maker of the point of order shall wait to be recognized by the Chair. If recognized and if the Chair requests a statement, the maker will then state the point of order. The Chair will summarily rule on whether the point of order is well taken and state the appropriate action moving forward. The Chair's decision will be recorded in the minutes. Unruly Board members may be expelled from a meeting by the Chair if, in the Chair's reasonable discretion, the Board member is obstructing the administration of the meeting.
- D. Three members shall constitute a quorum. If only a quorum is present, a unanimous vote is required to approve a motion.
- E. Members may request a roll call vote.
- F. Members may state for the record, at the time of voting, the reason for their vote or the reason for abstaining.
- G. In accordance with ORS Chapter 244, members having an actual or potential conflict of interest must declare it. If the conflict of interest is actual, the member must abstain from voting. If the member's vote is necessary to meet the minimum number of votes to take official action, and the issue is emergent to the District, the member may vote, but not participate in any discussion or debate on the issue related to the actual conflict of interest.

H. The meeting will be adjourned by a majority vote.

LEGAL REFERENCE

ORS 192.650

ORS 244

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

**SECTION 1.12****MEMBERSHIP IN FIRE ASSOCIATIONS**

It is Board policy to maintain active membership in the Special Districts Association of Oregon, and other associations as approved by the Board.

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 25, 2025

A. The following serves as general policy concerning annexations. Regardless of the policy articulated below, however, each annexation shall be individually reviewed and scrutinized for economic, community, and operational impact.

B. The Board will only approve the annexation of whole jurisdictions when such annexations enhance the long-term financial solvency of the District and benefits or enhances the District's provision of services and resources to existing residents.

While the Board recognizes that other factors may influence a decision to annex smaller parcels, this policy shall generally apply to all annexations.

C. Where the District is party to an urban service agreement that includes an annexation plan consistent with ORS 195, the Board will not oppose annexations consistent with that plan.

Pending adoption of an annexation plan consistent with ORS 195, the Board will not oppose annexations by the City of Portland within Multnomah County. The Board will not oppose annexations where the annexing entity enters an agreement with the District (or should other extenuating circumstances prevail) for long-term continuation of District services within the territory proposed for annexation.

D. The Board may oppose annexations that are not consistent with the aforementioned provisions, are detrimental to the economic or operational integrity of the District, or are opposed by the affected taxpayers.

E. The Board supports the concept of cooperatively providing services with adjoining governmental entities providing fire protection and emergency medical services.

F. The Board supports the concepts of cooperative service agreements that may entail loaned Executives, loaned Chief Officers, and full administrative oversight of another fire service entity when such cooperative service is presented in the form of an Intergovernmental Agreement, and benefits the District and the fire service entity and/or community being served.

**LEGAL REFERENCE**  
ORS 195

DATE ORIGINATED: May 28, 1996

REVISED: December 20, 2011

REVIEWED: February 25, 2025

- A. The following serves as general policy concerning individual property contracts for fire protection. Regardless of the policy articulated below, however, each contract shall be individually reviewed and scrutinized for economic and operational impact.
- B. Because the Board prefers annexation over contracts, contracts will only be considered when staff determines that annexation is neither timely nor practical given the petitioner's and/or the District's circumstances at the time.
- C. Contracts for fire protection shall be for terms of not more than one year during which the petitioner must reasonably pursue annexation of the affected territory to the District.
- D. Territory being considered for contract must be either contiguous with the District's jurisdictional boundaries or within such proximity as to ensure reasonable emergency response times given the presumed availability of the District's closest company.
- E. The cost of contracts for fire protection services will be the District's current combined tax rate applied to the real market value of the subject property in addition to a reasonable processing fee to be established by staff.
- F. All fire protection contracts for individual property owners shall be approved by the Board.

## LEGAL REFERENCE

ORS 478.310

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 25, 2025

- A. The following serves as general policy relating to urban renewal districts and tax increment financing. Regardless of the policy articulated below, however, the proposed creation of each urban renewal district, or proposed amendments to existing urban renewal plans that increase the maximum indebtedness, shall be individually reviewed and scrutinized by staff for economic and operational impact.
- B. ORS 457.089(2)(a) requires that urban renewal agencies "shall consult and confer" with each affected taxing district prior to presenting an urban renewal plan for approval, but does not require consultation with such districts during a plan's development. Therefore, TVF&R shall monitor municipalities within its jurisdiction for activity relating to urban renewal districts and plan amendments and notify such municipalities of the District's desire for early consultation and involvement.
- C. ORS 457.089(2)(b) provides that any written recommendations of the governing body of a taxing district affected by a proposed urban renewal plan shall be accepted, rejected or modified by the governing body of the municipality in adopting the plan. Accordingly, it shall be the policy of this Board to specify to the governing body of the municipality approving the plan, in writing, any of its recommendations that are not included in the proposed plan.
- D. ORS 457.089(3)(a)-(e) provides that an urban renewal plan that includes a public building project requires the concurrence of at least three of the four taxing districts that are estimated to forgo the most property tax revenue as computed in the report accompanying the proposed plan. If TVF&R is one of those four taxing districts, the Board shall, by written resolution, concur or decline to concur in the inclusion of the public building project within 45 days after receiving the plan and report.
- E. Staff shall evaluate each proposed urban renewal plan and plan amendment that increases maximum indebtedness, for its short-term and long-term economic costs and benefits, and for its operational impact on TVF&R. Such evaluation shall compare the costs and benefits with and without the urban renewal plan or amendment, as appropriate.
- F. In supporting our municipal partners' efforts to create jobs and promote economic development, the Board believes that properly constructed urban renewal plans that attract private investment, alleviate blighted areas, and increase assessed value can ultimately benefit all public service providers.
- G. Believing that upon reaching a plan's maximum indebtedness urban renewal plans should be retired, the Board shall generally oppose plan amendments which seek to increase maximum indebtedness.
- H. Upon review of staff's evaluation and report on a proposed urban renewal plan or plan amendment the Board may:

1. Support the proposed urban renewal plan or plan amendment when the use of tax increment finance (TIF) is limited, generally, to the types of projects which are proven to encourage private investment, thereby increasing assessed value.
2. Support the proposed urban renewal plan or plan amendment when the urban renewal plan does not rely exclusively on TIF but, rather, includes other funding sources such as general fund revenues, general obligation bonds or grants.
3. Oppose approval of the proposed urban renewal plan or plan amendment when TIF is used to fund public amenities which are not proven to encourage private investment.
4. Oppose approval of the urban renewal plan or plan amendment when the use of TIF is proposed to fund improvements which are either outside of the urban renewal area or, to the extent that such improvements serve identified needs which are outside of the urban renewal area, is disproportionate to the relationship (assessed value or territory) or the urban renewal area to the balance of the jurisdiction.
5. Oppose approval of the urban renewal plan or plan amendment when existing or anticipated District resources are insufficient to meet the anticipated demand caused by proposed plan-supported development.

**LEGAL REFERENCE**  
ORS 457.089

DATE ORIGINATED: May 28, 2002

REVISED: July 27, 2021

REVIEWED: February 25, 2025

- A. The Board shall not endorse candidates for public office unless it determines the District has a fundamental interest in doing so.
- B. The Board shall not, under any circumstances, endorse candidates for positions on the District Board of Directors.
- C. The Board may, by majority vote, endorse statewide or local measures provided it first determines the District has a fundamental interest in doing so.
- D. District staff, including the Fire Chief, acting in the official capacity of agents of the District, shall not endorse candidates or measures placed on the ballot, including District measures or measures supported by the Board.
- E. Notwithstanding the permitted use of public funds to conduct impartial “informational” campaigns, under no circumstances shall District funds be used to support or oppose a measure or a candidate for office.
- F. Nothing in this policy is intended to restrict an individual’s right to free speech, provided it is clear that such rights are being exercised by that individual as an individual, not during on the job working hours, and not in the individual’s official capacity as an agent of the District. It is not a violation of this policy for an elected official’s working title or elected position to be included in campaign publications or in an editorial letter, or to identify as a board member at public or private meetings or social events.
- G. No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gather of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this does not restrict the right of a public employee to express personal political views. Nothing in this section is intended to infringe upon a District’s employees’ rights as allowed by law.
- H. No person, including a member of the Board or the Fire Chief, shall attempt to, or actually, coerce, command or require a public employee to influence or give money, service or other thing of value to promote or oppose any political committee, the nomination or election of a candidate, the gathering of signatures on an initiative, referendum, or recall petition, the adoption of a measure, or the recall of a public office holder.

**SECTION 1.16****POLITICAL ENDORSEMENT POLICY (continued)**

I. As elected officials, Board members are not considered District employees for purposes of this Section 1.16 and may engage in political activity during work time. However, a Board member's opinion piece, letter, or speech advocating a political position may not be published in the District's newsletter or other publication produced or distributed by District employees.

**LEGAL REFERENCE**

ORS 260.432

DATE ORIGINATED: September 24, 2002

REVISED: February 27, 2024

REVIEWED: February 25, 2025

- A. The following serves as policy relating to Board approval of tax exemption programs for affordable housing as authorized under ORS 307.540 through 307.548. Generally, the Board approves the District's participation in Nonprofit Corporation Low Income Housing programs and adopts the provisions of ORS 307.540 to ORS 307.548; provided, however, the criteria for approval of specific programs will meet the requirements of this policy.
- B. In order for a city or county to grant tax exemptions for affordable housing under ORS 307.540 through 307.548, they must obtain approval of a minimum portion of the impacted taxing districts such that the combined taxation rate of the city/county and authorizing taxing districts equals 51% or more of the total combined rate of taxation on the property. When the 51% combined tax rate approval threshold is reached, a city/county may apply the tax limitation to all taxing districts, whether or not they approved the limitation.
- C. When approval is requested by a city / county for an affordable tax exemption program under ORS 307.540 through 307.548, it must be approved by the governing board of the taxing district.
- D. Staff shall evaluate each request for approval of a program, its short-term and long-term economic costs and benefits, and work with the requesting body to ensure the program will meet the criteria identified in this policy. Staff will present the request and a recommendation to the Board for consideration.
- E. The Board supports our municipal partners' efforts to provide affordable housing within the region, and the Board believes that properly constructed affordable housing tax exemption programs will benefit the taxpayers of the District if they include the criteria of this policy.
- F. As a condition of approval of a tax exemption program, the city/county shall agree, in addition to meeting the criteria for exemption set forth in ORS 307.541, to support fire and emergency services and call reduction efforts by requiring the following criteria for each property approved within the program:
  - 1. Participation by property management or staff in TVF&R's landlord training program.
  - 2. Smoke and carbon monoxide detectors are provided as required by state law, inspected annually, and replaced as needed.
  - 3. Actions are taken to help reduce falls by providing grab bars and other safety improvements in units provided for tenants who have a need for such improvements.
  - 4. When requested by TVF&R, actions are taken to minimize false alarms or other frequent calls for service at affected properties.

G. Upon review of staff's evaluation and report on a request for Board approval of an affordable housing tax exemption program or amendment, the Board may:

1. Approve the proposed tax exemption program or amendment when such program meets the criteria identified in this policy. Such approval shall be in the form of a Board Resolution.
2. Not approve the proposed tax exemption program where the criteria identified in this policy cannot be met, or the Board believes the loss of tax revenue and the benefits to the District are more than the benefits to the taxpayers of TVF&R.

H. Where a Board Resolution is approved, the term of the resolution shall be on a tax year basis, automatically renewing each year for the duration of the city / county program, unless subsequent Board action is taken to end the approval of the program, which may be done at any time. The Board may also terminate its approval of the exemption at any time for a specific property that does not continue to meet the criteria of this policy.

I. When the Board approves a tax exemption program under this policy, the city / county requesting such approval shall be requested to provide an annual report to TVF&R summarizing the usage of the program, the specific properties exempted, and the lost tax revenue per taxing district.

**LEGAL REFERENCE**

ORS 307.540 to 307.548

DATE ORIGINATED: August 23, 2016

REVISED: February 27, 2024

REVIEWED: February 25, 2025

- 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 that 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 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.
- E. Board members shall be expected to:
  - 1. Understand that the members' conduct reflects on the District at all times, even when the member is not acting in an official capacity.
  - 2. Maintain and cultivate positive relationships with the public and with strategic public and private community members.
  - 3. Distinguish between personal views and those of the District to avoid misrepresentation of the District.
  - 4. Refrain from disseminating or disclosing confidential, proprietary, or sensitive information received in the Board member's official capacity.
  - 5. 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 Sections 1.3 and 4.12.
  - 6. 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.

E. The District is required to abide by federal and state non-discrimination laws, but expects its Board members to comply with the higher standards 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.

LEGAL REFERENCE: ORS 192.700; HB 2805 2023

DATE ORIGINATED: March 17, 2015

REVISED: October 22, 2024

REVIEWED: February 25, 2025

SECTION 1.19

POLICY APPROVAL

This is to certify that District Board Operations, Section 1, policies 1.1 – 1.18, were duly adopted and approved by Board action on:

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Justin J. Dillingham, President of the Board

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Clark I. Balfour, Secretary of the Board

APPROVED: February 25, 2025