

4.12. Employment of Relatives

4.12.1. Relatives of employees may be hired by the District only if individuals concerned do not work in a direct supervisory relationship or otherwise would interfere with the normal operation of the District. "Close family members" include current spouse, children, parents, grandparents, brothers, sisters, grandchildren, aunts, uncles. Present employees who marry will be permitted to continue work if they do not work in a direct supervisory relationship with one another or otherwise create a potential conflict. Employees will be allowed to accept a transfer including a demotion to an available and suitable position to avoid direct supervision by a relative. The Fire Chief/Board Chairman may review each individual situation as needed.

Nepotism and Conflicting Relationships

It is the goal of Umatilla Rural Fire Protection District to make hiring decisions and advancements on the basis of merit. Thus, it is inappropriate for individuals to be hired or promoted just because of a family relationship with another District employee.

Umatilla Rural Fire Protection District understands that employment of relatives in an organization can cause a variety of problems, including charges of favoritism, conflicts of interest, scheduling conflicts and loss of employee morale.

This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems identified above.

1036.1.1 DEFINITION OF TERMS

Definitions related to this policy include:

Business relationship - Business Relationship Conflict of Interest serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture, or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$1000.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion, or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - Any person who is serving the State of Oregon, any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee, or agent, irrespective of whether the person is compensated for the services (ORS 244.020).

Relative - The spouse of the member, any children of the member or of the member's spouse, and brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, stepparents, stepchildren, or parents of the member or of the member's spouse, or any individual for which the member has a legal support obligation (ORS 244.020).

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee. This definition does not apply to an Incident Commander at an emergency incident or event.

1036.2 APPLICATION

This policy applies to all full-time employees and applicants for full-time employment.

1036.3 Policy

Relatives will be considered for employment based on merit, but the District generally will not hire a Relative if:

a: One Relative would have the authority or be in a position to supervise, hire, remove or discipline the other; or

* b: One Relative would be responsible for auditing or evaluating the work of the other; enter payroll data, have access to records, or

c: One Relative is a current Director, or

d: Both Relatives would receive supervision from the same immediate supervisor; or

e. Any other circumstances exist which would place the Relatives in a situation of actual or reasonably foreseeable conflict between the District's interest and their own.

This policy will also be considered when assigning, transferring, or promoting an employee.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described herein.

1036.4 CHANGE IN CIRCUMSTANCES DURING EMPLOYMENT

* If two employees become Relatives during employment, and if, in the District's judgment the potential problems noted above exist or reasonably could exist, the District may transfer, demote or terminate one of the employees as it deems necessary. The employee to be transferred, demoted, or terminated shall be determined by the individuals involved. If the individuals involved fail or refuse to choose within thirty (30) days after notification, the District reserves the right to transfer, demote or terminate either employee.

A full-time employee who is a Relative of a Director, other than a spouse, is ineligible to remain employed at the District. No volunteer/part paid on call employee will be allowed to be an officer or promote up to that position while a Relative is serving as a Director for the District. Relatives of a Director will be hired or retained in part-time/on call firefighter positions only during the Director's term. If an employee's spouse is a Director, then the employee will be terminated only if the District expressly finds that any of the circumstances present in Section 1036.3 above are present.

The Fire District's action is not intended to be punitive and/or disciplinary in nature.

1036.5 NONFRATERNIZATION DURING EMPLOYMENT

While the District encourages amicable relationships between members of management (officer, director, manager, or supervisor) and their subordinates, it is recognized that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between an officer, director, manager, or supervisor of the organization and anyone he/she supervises, either directly or indirectly, is prohibited. If such a relationship develops, it is the responsibility of the management individual involved in the relationship to inform the Chief or Board Chair of the relationship immediately. Violation of this policy will lead to corrective action up to and including termination of the management individual involved in the relationship.

1036.6 RESPONSIBILITIES

Full-Time Employees: Members employed full time with the District are responsible for identifying to the Fire Chief any potential violation of this policy based upon applicants to open positions and are required to disclose changes in their personal situations which may violate this policy.

Part-Time Employees: Members employed by the District are responsible for identifying to the Fire Chief any potential violations of this policy based on election of a Fire Director to the governing board.

Fire Chief: Responsible for negotiating agreement between members involved should a violation of this policy occur to determine which employee will be separated. If a mutual agreement is unattainable will recommend to the Board of Directors, the best outcome that serves the best interest of the District.

Board of Directors: Responsible for making the final determination as to whether or not a situation of conflict exists and how best to resolve it.

Nepotism and Conflicting Relationships

1036.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

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Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$1000.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

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Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

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Nepotism and Conflicting Relationships

1036.2 POLICY

The Umatilla Rural Fire Protection District is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

1036.3 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions should apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship (ORS 244.179).
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this department should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

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1036.3.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee should promptly notify his/her uninformed, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee should promptly notify his/her uninformed, immediate supervisor. In the event that no uninformed supervisor is immediately available, the employee should promptly notify dispatch to have another uninformed employee either relieve the involved employee or minimally remain present to witness the action.

1036.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.



Umatilla Rural Fire Protection District

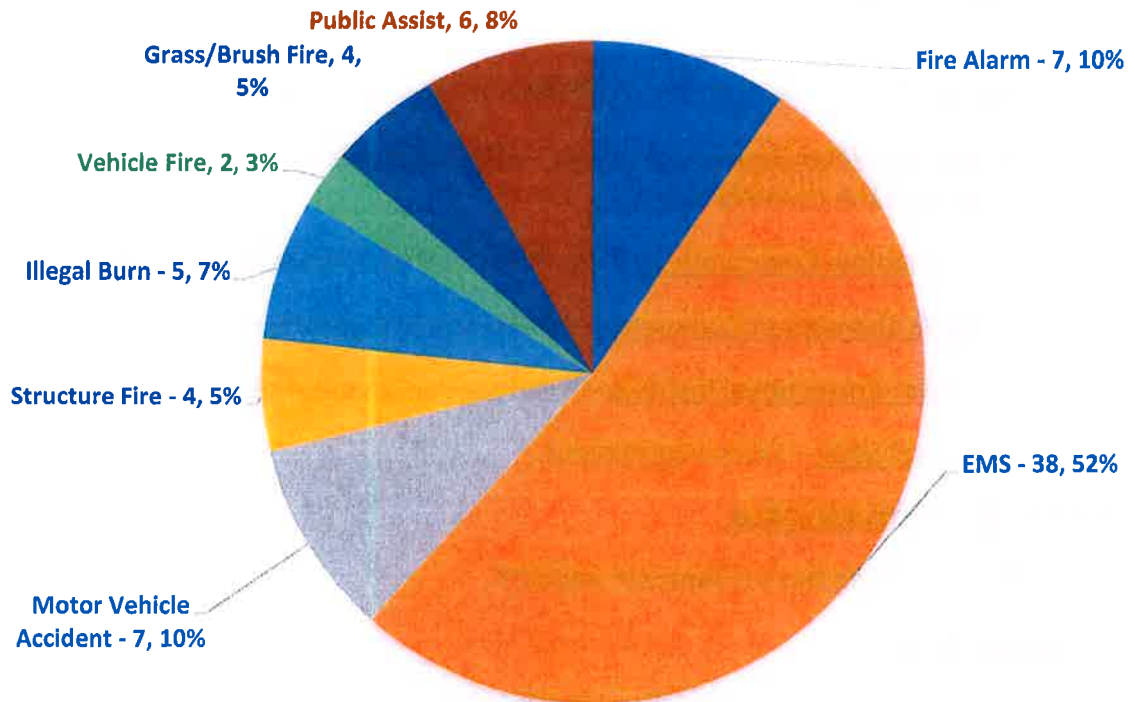
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Fire Chief's Report June 2024

May 2024 Incident Data:

- 72 Dispatched Incidents (296 total Incidents for 2024)



Incidents to Mention:

- Civilian Fatality along with two injured civilian's, 6th Street apartment fire.
- Provided Mutual Aid support to UCFD1 for two structure fires.
- Provided Mutual Aid support to UCFD1 for two brush fires.
- Two residential fires in District.

Apparatus/Equipment Update:

- Foam 12 being listed on Gov Deals (SDAO) vendor

Inspections Performed:

- Walk-through of new clinic construction site

- Steppingstone Alliance - Path Project

Meetings/Training Attended:

Umatilla High School – Attended Senior Assembly and met with prospective students for the fire science program.

City of Umatilla – City planner discussion regarding growth and fire department impacts.

City of Umatilla – Fire hydrant maintenance and flow meetings

Port of Umatilla – Met with the Director and manager to discuss Port operations.

West Extension Irrigation District – Discussed Pleasant View bridge with the bridge contractor.

Oregon State Fire Marshal – Smoke detector program completed with 25 SA's distributed.

McNary Dam – Met with the Chief Engineer and staff to discuss emergency services.

Instructed Water Rescue Awareness – classroom presentation and practical skills training at the Umatilla Marina.

Blue Mountain Community College – Met to discuss marketing of high school program.

Umatilla Chamber of Commerce – Distinguished Citizen banquet

Two River Correctional Institute – Read proclamation for the City of Umatilla.

IAFF Local 5404 – Labor negotiations.

Community Events Attended:

N/A – Landing Day's is June 21st and 22nd.

Personnel Update:

- FF Hunter Enyon was celebrated for the completion of his probationary period.

A-Shift Report:

- Sr. FF Paola attended the FEMA Initial Company Operations course.
- Training included, search and rescue, hose line deployment and extension at the Country Club Apartments, and forcible entry.
- FF Titus attended a swiftwater rescue technician training course.
- Pre-Incident planning was conducted at the Galaxy Apartments, Umatilla School District Offices, and Country Club Manor Apartments.

B-Shift Report:

- FF Enyon attended a swiftwater rescue technician training course.

- Sr. FF McCracken updating wildland PPE.

C-Shift Report:

- FF Sook attended a swiftwater rescue technician training course.
- FF Gorham and Intern FF Gonzales attended career day at Clara Brownell MS.
- Training included fatality fire debriefing, apparatus placement, Wildland Urban Interface considerations, hose evolutions, wildland fire line basics to include terminology, swiftwater rescue awareness, and forcible entry.
- Sr. FF Harris is working on wildland update training and the recertification of DPSST credentials for all members.
- Sr. FF Harris is involved with training events in the region to include live fire training to support our interns and POC member, and the Oregon Trail Fire Training Association.

Current Projects:

- Collaborating with the Firefighters Union on contract language.
- Strategic planning committee.
- Ongoing review and development policies and procedures that are specific to our operations and department.