

**LAKE HAMILTON FIRE DEPARTMENT
BOARD POLICIES & PROCEDURES
(Amended September 8, 2020)**

Name and Location:

Lake Hamilton Fire Protection District

DBA: Lake Hamilton Fire & Rescue

The Fire Department Headquarters of this District is located at 1111 Highway 290, Hot Springs, AR 71913-9759

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LAKE HAMILTON FIRE DEPARTMENT

BOARD POLICIES & PROCEDURES

(Amended September 8, 2020)

The Board of Commissioners is the governing body of the Lake Hamilton Fire Department (LHFD) as authorized and created under Arkansas statute. The Board of Commissioners has the statutory obligation to manage the affairs of the Department and is responsible to establish or approve all LHFD policies, procedures and guidelines.

General Purposes- The purpose will be to provide fire protection, rescue and emergency medical responder services within its District boundaries and for mutual aid purposes under contractual agreements. Also, to acquire and own fire apparatus for use by the District in protection of persons and property from injury, loss, damage or destruction by fire or accident; to own, lease and acquire land and to construct and erect building(s) for District purposes, for the use of the District in connection with the housing of fire and rescue apparatus and for the providing of a place of meeting for the District.

Statutory Power and Authority- The Board of Commissioners possesses the powers and authority as set forth in and other applicable provisions of Arkansas Code & Statute.

Organization

1. Number of Commissioners and Term of Office- The Board of Commissioners of this District shall consist of seven (7) qualified voters of the District. Anyone holding a position answerable and accountable directly to the Board of Commissioners shall not be allowed to serve on the Board of Commissioners. At each Annual Meeting the qualified voters of the District shall elect for a term of three (3) years the number of Commissioners whose terms of office have expired and providing that no more than three (3) commissioner positions will be elected each year. Each commissioner shall hold office for the term for which elected and until his successor shall have been elected.

If the office of any commissioner becomes vacant by reason of death, resignation, retirement, disqualification, or otherwise, a majority of the remaining commissioners shall by a majority vote, choose a successor who shall hold office until the next annual meeting of the qualified voters of the District, at which time the qualified voters shall elect a commissioner for the unexpired term or terms.

2. Election of Officers- Chairman, Vice-Chairman & Secretary/Treasurer Election- The Board of Commissioners shall elect a Chairman, Vice-Chairman and Secretary/Treasurer by a majority vote at a regular meeting of the Board of Commissioners to be held the second Tuesday in November of each year. A quorum of the Board is required. In the event, that no quorum is present, the election of the officers will be tabled to the following monthly meeting.

Term- The term of the officers shall be from November through November of each calendar year.

3. Participation of Commissioners- Each Commissioner is an elected representative of the residents of the Fire Protection District. Commissioners are entitled to vote on all matters coming before the Board of Commissioners and to make and second motions regardless of whether the Commissioner is serving as chairman. Commissioners shall, however, be governed by applicable Arkansas statutes, but will recuse themselves from voting on any matter in which the Commissioner may have a conflict of interest.

Actions of the Board of Commissioners may only take place at meetings authorized by statute. Individual Commissioners do not have authority to manage or direct the affairs of the Department. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board.

The principal executive and administrative officer is the Chairman of the Board of Commissioners or the Vice-Chairman in the absence of the Chairman. The Chairman shall preside over all meetings of the District and the Board of Commissioners, calls Special Meetings of the Board of Commissioners, perform all acts and duties usually performed by an executive and presiding officer including the appointment of committees.

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The Chairman shall be an ex-officio member of all committees. The Chairman shall perform such other duties as may be prescribed by the Board of Commissioners.

The Secretary shall keep or oversee a complete record of all meetings of the District and of the Board of Commissioners and shall have general charge and supervision of the books and records of the District. The Secretary shall attest the Chairman's signature on all membership certificates and other papers pertaining to the District, unless otherwise directed by the Board of Commissioners.

The Secretary shall serve, mail or deliver all notices required by law and by these Policies & Procedures and shall prepare a full report to all matters and business pertaining to the office to the qualified voters at the annual meeting or at such other time or times as the Board of Commissioners may require. The Secretary shall keep a proper record of all necessary information and pertinent data for the levy of assessments to the applicable property owners of the District.

The Secretary shall prepare all reports required by law and shall perform such other duties as may be required by the District or the Board of Commissioners. Upon the appointment of a successor, the Secretary shall turn over to the successor all books and other property belonging to the District that the Secretary may possess.

The Treasurer shall perform such duties with respect to the finances of the District as may be prescribed by the Board of Commissioners. The Secretary and Treasurer positions may be combined into one position at the discretion of the Board of Commissioners.

The Secretary and Treasurer positions need not be a member of the Board of Commissioners. The Board can designate a qualified person(s) to carry out these duties on their behalf.

The Fire Chief has the responsibility for the management of the daily affairs of the Department and for the supervision of firefighters and officers and for the establishment of a chain of command to carry out such supervision. Commissioners are encouraged to become familiar with the Department operations and to meet the personnel of the Department. It is a policy of the Department, however, that individual Commissioners shall not supervise, direct or discipline firefighters or fire officers. In the event a Commissioner shall be dissatisfied with the operation or any action of the Department or its personnel, the Commissioner shall bring such dissatisfaction to the attention of the Board at a meeting of the Board.

4. Governance and Management

The primary responsibility of the Board of Commissioners of the LHFD is the governance of the activities of the Department.

Primary governance issues include:

- The hiring and annual evaluation of the Fire Chief and all employees.
- To borrow from financial institutions, money, goods, or services and to make and issue notes, bonds and other negotiable or non-negotiable instruments evidencing indebtedness of the District to make and issue mortgages, deeds of trust, pledges or revenue, trust agreements, security agreements and financing statements and other instruments evidencing a security interest in the assets of the District, and to do every act and thing necessary to effectuate the same.
- The adoption of the Department's annual budget and the approval of all expenditures.

It is the policy of the Department to provide uniform guidelines and assign responsibility for budget preparation and expenditure control. The budget provides a link between the citizens of the District and LHFD.

- 1 The LHFD is dedicated to providing services to the community through efficient and effective use of available resources.

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- 2 It is the responsibility of the Treasurer of the Board of Commissioners and the Fire Chief to coordinate the preparation of the annual budget, review Departmental requests for budget adjustments, and ensure that sufficient funds are available to meet operating requirements.
 - 3 The LHFD financial resource annual budgeting is the result of a process that follows the legal requirements of the Revised Code of Arkansas and oversight of the governing body of the Department, the Board of Commissioners.
 - 4 The Treasurer of the Board and the Board of Commissioners provides the overall policy direction for the budget to the Fire Chief. The Treasurer shall confer with a C.P.A. selected by the Board of Commissioners during the annual budgeting process. All recommendations by the C.P.A. shall be considered by the Board of Commissioners.
 - 5 The budget constitutes the legal authority for expenditures.
 - 6 The County Tax Collector receives and disburses Department revenues as authorized.
 - 7 The LHFD will maintain an unfunded, unreserved amount that is sufficient to cover cash flow requirements from the beginning of the fiscal year until the first tax receipts in March.
- The establishment of Department policy.
 - Approval of the administrative structure of the Department.
 - The imposition of disciplinary action upon any member of the work force as needed and pursuant to applicable labor laws.
 - To require all officers, agents and employees charged with responsibility for the custody of any of the funds of the District to give adequate bonds, the cost to be paid by the District.
 - To select one or more banks to act as depositories of the funds of the District and to determine the manner of receiving, depositing, and disbursing the funds of the District and the form of checks and the person or persons authorized to sign checks.

The Board shall preclude individual participation of any member of the Board of Commissioners or staff members in actions involving possible conflict of interest.

It is the ultimate responsibility of the Board of Commissioners is to ensure that the Department is well managed, NOT to manage the Department. In so doing, the Board shall not interfere with the duties of the Fire Chief or undermine the Fire Chief's authority concerning firefighters and fire officers of the LHFD.

The overall day-to-day management of the operational activities of the Department is the responsibility of the duly appointed Fire Chief. If necessary, the Board may over-rule the Fire Chief on management practices and operational procedures of the Department by a majority vote of the Board.

- 5. Commissioner Mileage Reimbursement-** Authorizes the reimbursement to each Commissioner the rate as established by statute for travel to attend a Board meeting or when performing other services for the Department up to a maximum of \$50.00 per month. Mileage reimbursement for use of personal automobiles will be at the IRS approved rate together with parking fees, etc. It is the function of the Board to approve the services that any Commissioner is authorized to perform for the Department. Commissioners of the Department shall be entitled to receive the mileage reimbursement for the following activities:
Attendance at all regular and special meetings of the Board; Attendance at Fire Department open house functions or public relations events; Attendance at other Fire Department related activities approved by the Board of Commissioners, and; Schedule of Meetings.

References: 2012 Arkansas code title 14, subtitle 17- chapter 284- subchapter 2 (14-284-208).

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- 6. Removal of Commissioners-** Any Commissioner may be removed from office by, either the Board of Commissioners as specified in paragraph 6.1(a), or by the qualified voters of the District as specified in paragraph 6.1(b). Any Commissioner may be removed from office, at a Special Meeting of the Board of Commissioners or members pursuant to 2012 Arkansas code title 14, subtitle 17- chapter 284- subchapter 2 (14-284-208). Removal requires approval by two-thirds (2/3) majority vote of the Board of Commissioners. (5) (i) Members of the board may be removed by special election to be held within ninety (90) days after the presentation of a special election removal petition signed by ten percent (10%) of the assessed landowners or the assessed per parcel or per acre owners, with the removal of the board member to be determined by the majority votes of the votes cast in person by the assessed landowners or the assessed per parcel or acre property owners. (ii) Each assessed landowner or assessed parcel or acre property owner shall have one (1) vote per paid assessment. (B) The election for the removal of board members shall be held at a meeting at a designated location within the fire protection District.

6.1(a) Any Commissioner may be removed from office, at a Special Meeting of the Board of Commissioners called for the purpose of investigating and removing a Commissioner. Removal requires approval by two-thirds (2/3) majority vote of the Board of Commissioners.

6.1(b) Any qualified voter of the District may call for a Special Meeting of the Lake Hamilton Fire District for the removal of a Commissioner by presenting a petition, in writing, to the Secretary of the District, detailing allegations and basis for the sought removal. Said petition must be signed by at least ten percent (10%) of the qualified voters residing within the Lake Hamilton Fire District. Such Special Meeting of qualified voters residing within the District for Commissioner removal, may also be called by action of the Board of Commissioners, by a majority vote of the Commissioners. Removal requires approval by two thirds (2/3) majority vote of the qualified voters present at the Special Meeting.

Any charges of allegations for removal must be sufficiently detailed to clearly demonstrate the following:

- A. The actual offense or offenses alleged.
- B. Any conduct petitioner believes is clearly outside the scope and authority of the proper behavior of the Commissioner.

The Commissioner, against whom such charges have been presented, shall be notified, in writing, of such allegations at least twenty (20) days prior to the date of the Special Meeting for their removal. Likewise, that Commissioner will have the opportunity to present witnesses, evidence, and any manner of defense to the allegations.

The petitioning qualified voter or qualified voters shall present such evidence as would satisfy a reasonable man of the truth and accuracy of the allegations made. Absent the ability of the petitioner to demonstrate or provide such proof, the petition will be dismissed without further action.

6.1(c) If the removal of a Commissioner is approved, such action shall also vacate any office held by that removed Commissioner in the District. Any vacancy for any office created by the removal of a Commissioner shall be filled only after the replacement Commissioner has been appointed/elected. After the Board of Commissioners is restored to its full membership, the replacement Officer shall be selected from among the commissioners.

- 7. Litigation Defense and Procedure-** Arkansas statute authorizes local governmental entities to establish a policy and procedure to provide past and present officers, employees and volunteers who are named as defendants in an action or proceeding with a defense at the cost of the local governmental entity. It is the purpose of this policy and procedure to comply with the statutory requirements.



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The Commissioners shall be included as named insured on all applicable Department insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of Department business and the Department's insurance carrier shall deny coverage and refuse to provide defense to the action, the Department shall provide the Commissioner with defense coverage and liability protection subject to the following conditions.

- 7.1 The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
- 7.2 The cause of action must not have arisen as a result of criminal conduct of the Commissioner.

The following procedure shall be used to determine if the Department shall provide the defense and liability coverage for a Commissioner under the Department policy.

Definitions:

- 1 Request. Any past or present Commissioner, officer, employee or volunteer who is named as a defendant in an action or proceeding may file a written request with the Board to provide a defense to the action or proceeding at the expense of the District. A copy of the claim, complaint or other pleading initiating the action or proceeding must be attached to the request.
- 2 Request for Injunctive Relief. Any Commissioner, officer, employee or volunteer who is required to seek injunctive relief to enable them to perform their duty to the District when faced with threats of harm to their personal or business interests directly resulting from their service to the District may request that the Board provide legal counsel as necessary to obtain and enforce the necessary injunctive relief.
- 3 Investigation. Upon receipt of a request the Board shall refer the matter to the District's attorney or another investigator to conduct an investigation of the acts or omissions out of which the action or proceeding arose to determine the following:
 - a. The nature of the acts or omissions that gave rise to the action or proceeding.
 - b. Whether the acts or omissions of the individual were, or in good faith purported to be, within the scope of the individual's official duties with the District.
 - c. Whether the District has insurance coverage that may cover the alleged acts or omissions of the individual.

The Department's attorney shall report to the Board of Commissioners in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege. The Board of Commissioners shall make the final determination based on the report and investigation of the attorney.

Schedule of Meetings

8. **Regular Meetings-** Regular meetings of the Board of Commissioners shall be held each month or as necessary, pursuant to a schedule established by resolution of the Board. Meetings of the Board will be held at the Fire Department Headquarters, or at such other place as the Board may direct from time to time. All regular meetings shall be conducted in conformance with the laws of the State of Arkansas governing meetings.
9. **Special Meeting-** The chair or any four members of the seven-member Board may call a special meeting at any time. Not less than twenty-four hours before any special meeting, the administrative secretary shall notify each member of the Board by verbal or written notice of the time, place, and the business to be transacted at the meeting. The presence of a Commissioner at the meeting or the Commissioner's verbal or written waiver of notice filed with the administrative secretary shall constitute a waiver of receiving written or verbal notice of the meeting. When the meeting is called to address an emergency involving injury or damage, or the likelihood of the injury or damage, to persons or property and the time requirements for notice provided for above would be impractical and increase the

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likelihood of the injury or damage, the required notice may be dispensed with and the secretary shall notify each member of the Board by the best means possible under the circumstances.

- 10. Annual Meeting-** The Annual Meeting of the qualified voters of this District shall be held at the Fire Department Headquarters, at 6:00 P.M. on the second Tuesday in November of each year. The place, day and time of the Annual Meeting may be changed to any other convenient place, day and time in the County by the Board of Commissioners, by giving notice to the qualified voters of the District not less than ten (10) days in advance. Vacant position(s) for commissioner(s) of this District whose term(s) is expiring shall be elected at the Annual Meeting of the qualified voters of the District.

Voting- All qualified voters residing within the District are granted the privilege of voting for commissioners.

No cumulative voting and/or proxy voting shall be allowed.

Absentee ballots must be requested from the LHFD after the second Annual Meeting notice announcing candidates running for Commissionership position(s). Absentee ballots cast must be received by the LHFD with a postmark no later than the Friday prior to the Annual Meeting, or in person by the end of business on the Monday prior to the Annual Meeting and must be notarized.

All ballots will be counted after the Annual Meeting is adjourned and the poll is closed. Ballots will be counted by an election committee. This committee will consist of at least two (2) board commissioners and two (2) qualified voters of the District at large appointed at the Annual Meeting.

- 11. Notice of Meetings-** Notice(s) of meetings of the District, both Annual and Special shall be given by local newspaper, not less than ten (10), nor more than fifty (50) days prior to such meeting. The first notice of the Annual meeting shall state the deadline for commissioner candidate letters requesting that their name be included on the ballot for commissioner election. The second and final notice of the Annual Meeting shall include the name(s) of the candidate(s) running for open commissioner position(s). Such notices shall also state the nature, time, place, and purpose of the meeting, but no irregularity of notice of any Annual or Special meeting, regularly held, shall affect any proceedings taken thereat.
- 12. Meeting Cancellation-** In the event of a local disaster or lack of a quorum, the Chairman of the Board of Commissioners may authorize the Fire Chief or his designee to cancel a regular meeting of the Board of Commissioners. All Commissioners and the media shall be notified of the meeting cancellation as expeditiously as possible.
- 13. Agenda-** Not less than twenty-four hours before any regular meeting, the administrative secretary shall inform each member of the Board, a reminder of the regular meeting and a preliminary agenda setting forth the matters that are to be considered at the meeting.

- Adding Items to the Agenda for Discussion-

Any member of the Board of Commissioners, a firefighter, member of the public through the Fire Chief or Chair of the Board may request an item be placed on the agenda for future discussion and consideration.

Submitting in written or typed format to the Fire Chief or Board Chair a title and brief description of the issue for inclusion on a subsequent Board of Commissioner meeting agenda. The requested agenda item shall be provided to the Board Chair or his/her designated representative in writing at least five (5) working days prior to the preferred meeting date. The exception to this would be the event of an emergency. An emergency for the purposes of this policy is defined as a "fire, flood, tornado, or other emergency" and the need for "expedited action by a governing body to meet the emergency" and provides that "the notice requirements of this chapter shall be suspended during such an emergency".

Items initiated by the Board, or staff through the Fire Chief or Board Chair pursuant to this policy shall be placed on the agenda in the appropriate agenda section.

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- Addendum to the Agenda at Regular or Special Meetings- Addendum to the agenda of either a regular or a special meeting may be permitted at the commencement of or during the meeting, except that a final action shall not be taken on items added to the agenda of a special meeting unless notice, as required by applicable law, has been given.

14. Quorum- A majority of the entire seven-member Board shall be necessary to constitute a quorum at all regular meetings and special meetings.

Fire Chief Recruitment and Selection

In the selection of a Fire Chief for the LHFD, the Department's Board of Fire Commissioners shall search for, recruit and select a qualified candidate for the position of Fire Chief.

The search shall be conducted in such a manner to ensure that the person selected shall possess the qualities which will enable him or her to establish, maintain, and manage programs that provide for:

Clear and effective communications with internal components of the fire Department, as well as to other governmental staff, elected officials, the communities served, and regional agencies that emphasize and clarify the mission, operational needs, and practices of the LHFD;

Fostering and maintaining employee trust, while providing a positive working environment, building a strong, cohesive, and effective management team, and personally performing as a respected team member and trusted colleague with elected officials, regional peers and their staffs, fire Department personnel, and the communities served;

Strong leadership that utilizes contemporary best management practices with the ability to mentor, delegate, develop and hold staff accountable for performance and commitment to overall organizational goals, while building and maintaining positive relations;

Planning, organizing and directing the activities of the Department to ensure that District and community goals and objectives are met, setting program standards, evaluating program effectiveness and customer service, and;

Sound and contemporary financial and budget management practices that include abilities to develop clear and supportive fiscal programs as well as methods that ensure effective monitoring and stewardship of resources.

Nepotism

Nepotism shall be defined as improper influence or favoritism shown to relatives of an employee.

Discrimination against an employee because of marital status or any other relationship with another employee is prohibited. The LHFD seeks to employ and/or recruit qualified persons in all positions without regard to a person's relationship with any other Department employees. However, a current employee shall not supervise, make recommendations, or in any way participate in the decision of any matter that may directly affect the appointment, promotion, salary, auditing work, or any other status or interest of an employee's immediate family.

An employee's immediate family shall be defined as an employee's parents, sister, brother, spouse, children (natural, adopted, step, or foster), mother or father-in-law, daughter or son-in-law, grandparents, great grandparents, grandchildren and great grandchildren.

Discrimination/Harassment

It is the policy of the LHFD to provide a work environment for all of its employees and volunteer firefighters, which is free from discrimination on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, age & military/veteran status. The Department strictly prohibits all forms of discrimination including harassment and

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sexual harassment. Employees who report discrimination/harassment, or who participate in a related investigation are entitled to protection from any form of retaliation.

Any employee or volunteer firefighter responsible for violations of this policy or any form of retaliatory conduct may be subject to disciplinary action, up to and including termination.

References: Discrimination/Harassment Title VII Civil Rights Act 1964 and 1991 American with Disabilities Act (ADA) Uniformed Service Employment and Reemployment Rights (USERR) Executive Order 11246; Age Discrimination in Employment Act

Travel and Reimbursement

The LHFD will reimburse Department personnel for reasonable approved mileage and travel expenses. The Department will follow the recommendations and guidelines of the State Auditor's Office for personal reimbursements. References: U.S. General Services Administration – (Domestic Per Diem Rates)

Definitions:

- The term "Department personnel" includes the members of the Board of Commissioners, the appointed Secretary, the officers and the fire fighters and support staff of the Department.
- The term "authorized purpose or travel" means such purpose or travel that has been approved in advance by the Board of Commissioners of the Department, the Fire Chief or authorized designee.
- The term "expense reimbursement" means the amounts paid to personnel for reimbursement of expenses incurred and shall be in addition to any other sums to which the individual might be entitled for services performed.
- The term "reasonable person standard" is a test used to define the legal duty to protect one's own interest and that of others. The standard requires one to act with the same degree of care, knowledge, fair-mindedness, and awareness of the law that the community would expect of a hypothetical reasonable person. The purpose behind the reasonable person standard is the public good.
- The term "incidental expenses", are fees and tips given to porters, baggage carriers, hotel staff, and staff on ships, per the Federal Travel Regulation Chapter 300, Part 300-3.

Commissioner & Fire Officer Membership in Civic Organizations

It is the policy of the Board of Commissioners to encourage and permit commissioner and command staff employee participation in recognized community civic and service organizations. The Board recognizes that participation in such groups provides a benefit to the Department through enhancing networking opportunities and community goodwill and that it is in the best interest of the Department to support such memberships in accordance with the following policy.

Community Civic and Service Organizations: Membership in the following organizations are covered by this policy: Chamber of Commerce and/or committees of the chamber, service organizations including but not limited to Kiwanis, Rotary etc., and other organizations approved by the Board of Commissioners.

- Financial support shall be limited to the following costs of membership:
 1. Meeting meal costs.
 2. Travel costs for attending organization meetings and required events.
 3. Annual dues.
 4. Expenses associated with membership including expenses incurred as a result of attendance at regional or state conventions with prior Board approval.
- Financial support will be limited to one commissioner or command staff per organization.

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- Financial support for each commissioner or command staff shall be limited to one organization meeting per week.
- Financial support will be provided only for commissioners and command level staff.

Company Credit Card

- The Person responsible shall be the Treasurer of the Board of Commissioners.
- The credit limit on Department cards shall not exceed \$5,000 unless authorized by the Treasurer.
- Approved cards will be distributed upon arrival and a permanent file of the card number, will be kept by the Treasurer.

Department credit cards shall only be used for official travel, purchase of approved and budgeted goods and services, educational course registrations, supplies for training classes and board meetings, (including light refreshments) and other approved expenses. The least expensive item that meets the needs of the Department should be sought.

- Department credit cards shall not be used to pay for travel or other purchases for a non-employee of the Department, unless approved in advance by the Chairman or the Treasurer.
- Meals and beverages charged on Department credit cards shall not include the purchase of alcohol.
- Department credit cards may not be used for cash advances of any kind, or any other personal use.
- The employee whose name appears on the card is the only individual who may use the card.

Reporting Charges:

- Within 7 days of a purchase or return from travel the cardholder will submit all original, itemized receipts to support the charges.
- In the event of a lost receipt, every effort shall be made by the employee to obtain a duplicate and if not possible an Affidavit for Receipts shall be prepared and signed by the employee

Closing Administrative Offices

The Board of Commissioners hereby establish a written policy to close the Administrative Office for recognized State and Federal Holidays. The designated Department holidays are as follows:

New Year's Day (January 1)

Martin Luther King Jr. Day (the third Monday in January)

President's Day (the third Monday in February)

Memorial Day (the last Monday in May)

Independence Day (July 4)

Labor Day (the first Monday in September)

Columbus Day (the second Monday in October)

Veterans Day (November 11)

Thanksgiving Day (the fourth Thursday in November)

The Friday Immediately following Thanksgiving Day.

Christmas (December 25)



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Closing Administrative Offices- continued

All personnel shall use holiday hours in the current year.

Whenever a legal holiday falls on a Sunday, the following Monday shall be the legal holiday.

Whenever a legal holiday falls on a Saturday, the preceding Friday shall be the legal holiday.

Assessments

Annual assessments will be billed and collected by the Garland and Hot Spring County Tax Collectors. Assessment amounts will be established by the Board of Commissioners.

Assessments for the District will not be billed for public schools, churches, other service non-profit organizations and retired firefighters with a minimum of ten (10) years service to the Department.

Service

Fire, rescue and emergency medical responder services will be provided to all residing within and those traveling through the District boundaries.

When a non-resident or a resident property owner who is delinquent on paying their assessment is provided services, they will be charged fee(s) for services rendered. Fee(s) will also be charged for services rendered at motor vehicle accidents within our District to vehicle owners that are not assessment paid owners of the District. Fee(s) are determined by the Board of Commissioners for each service. Non-payment may be remedied by collection action available as allowed by law.

Department Information

Commissioners, Fire Officers and Firefighters may not use Department information, particularly confidential information, for individual gain or to promote the interest of any individual, group of individuals or entity. Commissioners and Fire Officials have the duty to protect the confidentiality of privileged and private Department records and information. The unauthorized disclosure of confidential records or information is a violation of this responsibility. The Board, not an individual Commissioner or Fire Official, has the authority to disclose information or records of the Department. This restriction also applies when the Department is involved in any type of contract negotiations, disciplinary procedures or other Department business transactions.

Access to Department Records

Each Commissioner shall have access to Department records during regular business hours of the Department provided that the review or examination of the records shall not interfere with the normal operation of the Department office personnel. Commissioners shall not remove original Department records from the Administrative office. The administration shall provide copies of records requested by Commissioners subject to the following limitations:

1. No copies of confidential records will be provided without prior approval of the Board.
2. Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.
3. Department records and information obtained from Department records may not be used by Commissioners for non- Department business nor disclosed to unauthorized persons.

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Adoption, Amendment or Repeal of Board Policy

The Board of Commissioners wishes to assure accurate dissemination of information concerning Board Policy and to further invite employees and interested patrons to express their opinions concerning Board action.

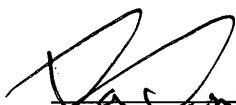
To eliminate capricious and hasty action, the Board of Commissioners elects to hold a first reading and a second reading concerning all; adoption of new policy, amendment to existing policy or repeal of an existing policy. Such first and second readings shall have a minimum two-week delay between readings.

Whenever it is judged to be in the best interests of the Fire District, this policy may be suspended at any meeting by a favorable vote of a majority of the members of the Board of Commissioners present.

Procedures not covered by these Policies & Procedures will be determined by the Board of Commissioners, with Roberts Rules of Order serving as a procedural guide.

We certify that the foregoing Policies & Procedures, as amended, were duly adopted by the Board of Commissioners on the 8th day of September 2020. The same are in full force and effect.

GIVEN UNDER OUR HANDS FOR THE DISTRICT, this 8th day of September 2020.



CHAIRMAN



SECRETARY

