

# Jackson County Fire District 4

## Policy 2.1

### PUBLIC RECORDS ACCESS AND FEE SCHEDULE

- A. PURPOSE: Pursuant to the definitions and requirements of ORS 192.410 to 192.505, this policy applies only to records of the Fire District that are not exempt for release. With the exception of exemptions covered in ORS 192.501, 192.502, and 192.505, every person has a right to inspect any public record. In keeping with ORS 192.420 and 192.430 the Board of Directors shall make available to anyone upon request records on file with the District, and may set a reasonable charge for making such records available as provided for in ORS 192.440. This policy also will address additional fees as well as cost recovery.
- B. POLICY:
1. FEES FOR OBTAINING PUBLIC RECORDS
    - i. Jackson County Fire District #4, as set forth by Oregon law, sets this policy for recovering costs of obtaining or reviewing public records.
    - ii. Anyone requesting to review or obtain public records of the Fire District should notify the District in advance for a convenient time to obtain access. (Unless readily available material.)
    - iii. The nominal fees for search, review, release, and copying by Jackson County Fire District #4 shall be:
      1. Copies of public records shall be based on a minimum charge of \$ 15.00 per request for the first 15 pages of a document. Documents exceeding fifteen (15) pages of text will be charged an additional .25 per page.  
\*Reports to the owner, occupant, legal guardian, or immediate family member of the property the report pertains to will not be charged.
      2. If a request for records of the Fire District requires personnel to spend more than 30 minutes searching or reviewing records prior to their release or copying, then the hourly rate of the individual performing the research at full cost will be billed out.
      3. Digital recordings of Board of Director meetings and reproduction of fire investigation photos will be \$15.00 per CD.
      4. The total time to be spent shall be estimated by the staff member providing the materials and the fee shall be paid prior to the actual search and copying.
      5. If the amount of time involved is less than estimated, the excess money shall be refunded.
      6. If the actual cost is in excess, the difference shall be paid at the time the documents are obtained.
      7. If a request is of such magnitude and nature that compliance would disrupt the agency's normal operation, separate arrangements must be made prior to such a release of records in accordance with advice from legal counsel.
      8. At no time shall an original record of the District be removed from the District files or from the place of regular record retention. Original District records

shall not be reviewed unless District personnel are available to monitor that review.

9. The charge for District personnel time for monitoring shall be as set forth above.

2. OUT-OF-DISTRICT RESPONSE AND/OR INCIDENTS ON TRANSPORTATION ROUTES

- i. Oregon State Fire Marshal Standardized Cost Schedule billing rates shall be used for both apparatus/vehicle and paid/volunteer personnel costs.

3. RESPONSE UNDER THE STATE FIRE SERVICE MOBILIZATION PLAN

- i. Oregon State Fire Marshal Standardized Cost Schedule billing rates shall be used for both apparatus/vehicle and paid/volunteer personnel costs.

4. AUDIO-VISUAL, EMS & SUPPRESSION EQUIPMENT RENTAL RATES

- i. The District does not rent or lend equipment to non-governmental agencies or the general public. The District does participate in local, regional, and state associations for mutual aid and in which District equipment may be used. This is done without charge, except when applicable laws or standards require a District employee to cover the activity. When this is required, it is reviewed by the Fire Chief, and if a fee is deemed necessary, rates will be based upon a negotiated amount written in the form of a contract.
- ii. The District will allow clubs, associations, and local businesses for training to use the district property free of charge as a public service. Audiovisual equipment, flip charts, etc., may be used with the Fire Chief's approval. Clean-ups beyond the normal amount will incur the actual cost.
- iii. The use of district property for non-profit organizations will be allowed with the Fire Chief's approval, provided the requesting party signs a usage agreement, including a hold harmless clause.

ADOPTED BY BOARD OF DIRECTORS THIS 19<sup>th</sup> DAY OF MARCH 2014

\_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary