

Code of Ethics

A-070

Amended: 11/27/2007

The Union Vale Fire District of the Town of Union Vale, County of Dutchess, hereby adopts the following Code of Ethics setting forth for the guidance of its officers and employees the standards of conduct reasonably expected of them.

PART 1: DEFINITIONS

- 1) "Contract" means any claim, amount or demand against or agreement with the Fire District, express or implied, and shall include the designation of a depository of public funds and the designation of a newspaper, including but not limited to an official newspaper, for the publication of any notice or resolution or other proceeding where such publication is required or authorized by law.
- 2) "Interest" means a direct or indirect pecuniary or material benefit accruing to a Fire District officer or employee as the result of a contract with the Fire District which such officer or employee serves. For the purpose of this Code of Ethics, a Fire District officer or employee shall be deemed to have an interest in the contract of:
 - a) A spouse, minor child or dependent, except a contract of employment with the Fire District which such officer or employee serves,
 - b) A firm partnership or association of which such officer or employee is a member or employee,
 - c) A corporation of which such officer or employee is an officer, director or employee, and
 - d) A corporation of which any stock is owned or controlled directly or indirectly by such officer or employee.
- 3) "Officer or Employee" means a Fire District Commissioner, Fire District Secretary, Fire District Treasurer, Fire District Deputy Treasurer, Fire District Chief, Fire District Assistant Chief and employees of the Fire District (included but not limited to paid firefighters and paramedics). No person shall be deemed to be a Fire District Officer or Employee solely by reason of being a volunteer firefighter, except a Fire Chief or Assistant Fire Chief.

PART 2: CONFLICTS OF INTEREST

- 1) No officer or employee of the Fire District shall have any interest in any contract with the Fire District of which he or she is an officer or employee, when such officer or employee, individually or as a member of the Board of Fire Commissioners, has the power or duty to negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder.
- 2) No officer or employee of the Fire District shall audit bills or claims under a contract in which such officer or employee has an interest.
- 3) No officer or employee of the Fire District who has an interest in a contract shall appoint an officer or employee who shall have the power to negotiate, prepare, authorize, or approve such contract or authorize or approve payment thereunder or audit bills or claims under such contract.
- 4) No officer or employee of the Fire District shall have an interest greater than 5% of the outstanding stock in a bank or trust company designated as a depository, paying agent, registered agent or for investment of funds of the Fire District.

PART 3: DISCLOSURE OF INTEREST

Any Fire District officer, employee, volunteer, or family member who has, will have, or later acquires an interest in any actual or proposed contract with the Fire District of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the Board of Fire Commissioners as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of the Fire District minutes. Once disclosure has been made with respect to an interest in a contract with a particular person, firm, corporation, or association, no further disclosures need be made with respect to additional contracts with the same party during the remainder of the year.

PART 4: PROHIBITED ACTIONS

- 1) No Fire District officer, employee, or volunteer shall, directly or indirectly, solicit any gift, accept, or receive any gift in the performance of his or her official duties that was intended as a reward for any official action on his or her part. This does not prohibit fundraising or gifts to the District.
- 2) No Fire District officer, employee or volunteer shall disclose confidential information acquired in the course of official duties or use such information to further his or her personal interest. Unless the disclosure is required in the course of performing his or her official powers and duties.
- 3) No Fire District officer or employee shall receive or agree to receive compensation from others for services to be rendered in relation to any matter pending before the Board of Fire Commissioners.

PART 5: APPEARANCE OF IMPROPRIETY

- 1) No officer, employee, or volunteer of the Fire District shall create an appearance of impropriety, by giving the impression that he or she will exercise or perform his/her official duties on the basis of family, private business or social relationships, or any consideration other than the welfare of the Fire District.

PART 6: RECUSAL AND ABSTENTION

- 1) Except as otherwise required by law, no officer, employee or volunteer may participate in the discussion or vote on any matter, or perform any other official powers or duties in which the following people have an interest in the matter:
 - a) The officer, employee, or volunteer
 - b) A family member of the officer, employee or volunteer
 - c) A family member of the spouse of the officer, employee or volunteer
- 2) In the event Part 6.1 prohibits an officer, employee, or volunteer from performing his/her official powers or duties then they must refer the matter to their immediate supervisor, if none then the Board of Fire Commissioners.

PART 7: PRIVATE EMPLOYMENT IN CONFLICT WITH OFFICIAL DUTIES

- 1) No officer, employee, or volunteer may accept employment or engage in any business or professional activity which:
 - a) Impairs the person's independence of judgment in the performance of his/her official powers and duties.
 - b) Is likely to require disclosure of confidential information gained by reason of serving as an officer, employee, or volunteer.
 - c) Requires representation of a person or organization other than the Fire District in connection with litigation, negotiations or any other matter to which the Fire District is a party.
- 2) No officer, employee, or volunteer may:
 - a) represent another person or organization before the Board of Fire Commissioners

- b) render services to another person or organization in relation to any matter which must come before the Board of Fire Commissioners
 - c) render services to another person or organization in relation to any matter which is pending before the Board of Fire Commissioners
- 3) This Part/Section does not prohibit an officer, employee or volunteer from:
- a) Representing themselves or their spouses or minor children before the Board of Fire Commissioners or any other body or officer of the Fire District.
 - b) Asserting a claim against the Fire District on his/her own behalf or on behalf of their family
 - c) Performing services pursuant to a lawful and duly authorized contract with the Fire District, provided, that the contract, if over \$1000, was awarded through competitive bidding or some other competitive process.

PART 9: POSTING/DISTRIBUTION

- 1) A copy of this code, as adopted by resolution of the Fire District, shall be distributed to every officer and employee of the Fire District.

PART 10: ENFORCEMENT

- 1) Any officer, employee, or volunteer who violates this code of ethics may be fired, suspended, or removed from office, employment, or membership in the fire department in the manner provided by law.