



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Conflict of Interest
Reference Number:	ADM 01-012
Effective Date:	1-May-16
Last Revision Date:	16-Feb-19
Signature of Approval	Curtis Sheets, Chief

**Purpose:**

This conflict of interest policy is designed to foster public confidence in the integrity of the Wintergreen Fire Department and Wintergreen Rescue Squad and to protect the Organizations' interest when contemplating entering into a transaction that might benefit the interest of an Officer or Director.

**Definitions:**

*Interest* means any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct or indirect, that may influence a person's judgment, including receipt of compensation from the Fire Department or Rescue Squad, a sale, loan, or exchange transaction with the organization.

A *conflict of interest* is present when, in the judgment of the Board of Directors, an Officer's or Director's insider stake in the transaction is such that it reduces the likelihood that an Officer's or Director's influence can be exercised impartially in the best interests of the organization.

*Transaction* means any transaction, agreement, or arrangement between an Officer or Director and the organization, or between the organization and any third party where an insider has an interest in the transaction or any party to it.

*Officers and Directors* include the Chief Officers, the Administrative Captain, Directors of the Wintergreen Fire Department, Wintergreen Rescue Squad, and any other Officers who may be appointed and who may have signature authority over financial transactions.

**Procedures:****1. Duty to Disclose**

Each Officer or Director shall disclose to the Board all material facts regarding his or her interest in the transaction, promptly upon learning of the proposed transaction.

**2. Determining Whether a Conflict of Interest Exists**

With regard to an Officer or Director, the Board shall determine if a conflict of interest exists. The Officer or Director and any other interested person(s) involved with the transaction shall not be present during the Board's discussion or determination of whether a conflict of interest exists.

**Review by the Board:**

The Board shall ascertain that all material facts regarding the transaction and the insider's conflict of interest have been disclosed to the Board. After exercising due diligence, the Board

shall determine whether the transaction is in the Squad's best interest, for its own benefit, and whether it is fair and reasonable. A majority of disinterested members of the Board may approve the transaction.

**Records of Proceedings:**

The minutes of any meeting of the Board pursuant to this policy shall contain the name of each Officer or Director who disclosed or was otherwise determined to have an interest in a transaction; the nature of the interest and whether it was determined to constitute a conflict of interest, the members of the Board who were present, and the result of the vote

**Annual Disclosure and Compliance Statements:**

Each Officer or Director, shall annually sign a statement on the form attached, that affirms that the person has received a copy of this conflict of interest policy, has read and understood the policy, and has agreed to comply with the policy

**WINTERGREEN FIRE DEPARTMENT/WINTERGREEN RESCUE SQUAD**

**CONFLICT OF INTEREST POLICY**

**ACKNOWLEDGMENT AND FINANCIAL INTEREST DISCLOSURE STATEMENT**

Wintergreen Rescue Squad follows a conflict of interest policy designed to foster public confidence in our integrity and to protect our interest when we are contemplating entering a transaction or arrangement that might benefit the private interest of an Officer or Director.

Acknowledgment of Receipt and Disclosure of Interests:

I hereby acknowledge that I have received a copy of the conflict of interest policy of Wintergreen Fire Department and Wintergreen Rescue Squad, have read and understood it, and agree to comply with its terms.

I certify that I have no interest or relationship that may be in conflict with this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name