



SUBJECT: BOARD OF FIRE COMMISSIONERS

PURPOSE: The legislative body of the Fire Protection District is the Board of Fire Commissioners, authorized and created under Title 52 RCW. The Board of Fire Commissioners has the statutory obligation to manage the affairs of the District and is responsible to establish all District policies.

REFERENCE: Washington State Title 52 RCW

SCOPE: Clark County Fire & Rescue Board of Fire Commissioners.

POLICY: Statutory Power and Authority
The Board of Fire Commissioners possesses the power and authority as set forth in Title 52 RCW and other applicable provisions of the Revised Code of Washington.

Organization

The Board of Fire Commissioners, at its first regular meeting in January of each year, shall elect a chair and a vice-chair. The vice-chair shall perform the duties of the chair in the absence of the chair.

Participation of Commissioners

Each Commissioner is an elected representative of the residents of Clark County Fire & Rescue. Commissioners are entitled to vote on all matters coming before the Board, and to make and second motions regardless of whether the Commissioner is serving as chair. Commissioners shall, however, be governed by the provisions of Chapter 42.23 RCW in respect to any matter in which the Commissioner may have a conflict of interest.

Actions of the Board

RCW 52.14.010 provides that the Board of Fire Commissioners of the Fire Protection District is the legislative body of the District. Chapter 42.30 RCW, the Open Public Meeting Act, and RCW 52.14.100 provide that actions of the Board of Fire Commissioners may only take place at meetings authorized by statute. Individual Commissioners do not have authority to manage or direct the affairs of the District. 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 of the District is the Fire Chief, who has the responsibility for the management of the daily affairs of the District, the supervision of District personnel, and the establishment of a



chain of command to carry out such supervision. Commissioners are encouraged to become familiar with the District operations and to meet the paid and volunteer personnel of the District. It is a policy of the District, however, that individual Commissioners shall not supervise, direct or discipline District personnel. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner shall bring such dissatisfaction to the attention of the Fire Chief.

Authority of Chair

The Chair of the Board shall have the authority specifically granted by statute and such further authority as may be granted from time to time by action of the Board of Fire Commissioners.

Schedule of Meetings

- Regular Meetings – Regular meetings of the Board of Fire Commissioners shall be held each month, pursuant to a schedule established by resolution of the Board. Meetings of the Board will be held at District 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 Washington governing meetings.
- Special Meetings - The Chair, or a quorum of the Board, may call a special meeting at any time. Not less than twenty-four hours before any special meeting, the Board Secretary shall notify each member of the Board by written notice of the time, place, and the business to be transacted at the meeting. The notice shall be distributed and posted in accordance with the laws of the state governing such meetings. The presence of a Commissioner at the meeting, or the Commissioner's written waiver of notice filed with the secretary, shall constitute a waiver of receiving written notice of the meeting. When the meeting is called to address an emergency involving injury or damage, or the likelihood of injury or damage to persons or property, and the time requirements for notice provided for above would be impractical and increase the likelihood of the injury or damage, the required notice may be dispensed with and the Board Secretary shall notify each member of the Board by the best means possible under the circumstances.
- Notice of Agenda for Regular Meeting – Not less than two days before any regular meeting, the secretary shall mail, email, or hand deliver to each member of the Board a reminder of the regular meeting and a preliminary agenda setting forth the matters which are to be considered at the meeting.



- Addenda to the Agenda at Regular or Special Meetings – Addenda to the agenda of either a regular or a special meeting may be permitted at the commencement of, or during the meeting, except that 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.
- Quorum – A majority of the entire Board shall be necessary to constitute a quorum at all regular meetings and special meetings.

Excused Absence

The Board of Fire Commissioners may grant permission for a Commissioner to be absent from a scheduled meeting of the Board.

Attendance via Speakerphone (AVS)

Physical presence at Board meetings is the preferred method of attendance to promote face to face communication. Occasionally, a Commissioner will not be able to be physically present at a regular Board meeting due to travel outside the area, but will want to be involved in the meeting. AVS shall be at the discretion of the Board as a whole.

The guidelines for Board meeting AVS are as follows:

A. The Rare Occasion

Attendance via speakerphone should be the exception, not the rule, and AVS is limited to three times per year per Commissioner. Teleconference charges shall be at the participant's own expense. Examples of situations where AVS would be appropriate include, but are not limited to, are:

- a. An agenda item is time sensitive, and AVS is needed for a quorum; or
- b. An agenda item is of very high importance to the Commissioner that cannot be physically present; or
- c. It is important for **all** Board Members to be involved in a discussion or decision, but one Board Member is unable to be physically present.

Teleconference participation shall not be allowed for voting purposes for public hearings or any quasi-judicial proceedings. AVS is limited to one Commissioner per meeting.



B. Attendance – Procedure

- a. The Commissioner attending via speakerphone must:
 - i. be able to clearly hear the discussion taking place in the Board meeting room, and
 - ii. be able to be heard by all present in the room.
- b. The Chief (or presiding officer, if the Chief is not physically present) should state for the record: "Let the record reflect that Commissioner "X" is attending via speakerphone."

C. Notification

If a Commissioner wishes to attend a Board meeting via speakerphone for an agenda item, the Commissioner should notify the collective Board of his or her intent at the Board meeting prior to the meeting for which they wish to attend via speakerphone. This notification should be made during the Board Chair's call for late additions to the agenda.

If this is not possible, the Commissioner should notify the Chief of his or her wish to attend a Board meeting via speakerphone not later than the business day prior to the Board meeting for which he or she wishes to attend via speakerphone.

Access to District Records

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

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

District Information

Commissioners may not use District information, particularly confidential information, for individual gain or to promote the interest of any individual, group of individuals or entity. Commissioners have the duty to protect the confidentiality of privileged and private District records and information. The



unauthorized disclosure of confidential records or information is a violation of this responsibility. The Board, not an individual Commissioner, has the authority to disclose information or records of the District. This restriction also applies when the District is involved in any type of contract negotiations, disciplinary procedures, or other District business transactions.

Personal Liability Protection

The Commissioners shall be included as named insured on all applicable District insurance policies.