

SPOKANE VALLEY FIRE DEPARTMENT
Board of Fire Commissioners
Policy for Board Member Compensation #018

Purpose:

To establish formal policies and procedures for the compensation of the Board of Fire Commissioners.

Authority:

Revised Code of Washington Title 52 Fire Protection Districts
RCW 52.14 (RCW 52.14.010)

Policy:

Compensation amounts and limits for Board of Fire Commissioners are set in statute and are adjusted every five years. RCW 52.14.010 requires the payment of a per diem compensation amount for each board member for time spent in actual attendance at official meetings of the board or in performance of other services or duties on behalf of the district. Only one per diem payment may be earned per calendar day. This policy is intended to define Commissioner activities that qualify for the per diem compensation amounts and expense reimbursements, and to establish the procedure for a commissioner to waive such compensation.

I. Definitions:

Official Meetings of the Board include the following:

- A. Any scheduled regular or special meeting of the Board in which a formal call to order and adjournment takes place and which has a quorum of the Board present (3 or more members).
- B. Any meeting of the Board such as a retreat in which Department business is discussed, but no formal action is taken.

The Performance of other services or duties on behalf of the Department that are compensable include the following:

- A. All meetings that have been pre-approved by Board action during a regularly scheduled or special Board Meeting that a Board member attends as an official designated representative of the Board of Fire Commissioners. Such meetings include, but are not limited to, meetings of the 41.18 Board, Department committees such as the Joint Promotional Committee, Human Resources/Finance Committee, Facilities and Equipment Committee, Loyalty Effect Committee, or other similar committee meetings. In the event of unanticipated need to attend a meeting that requires the attendance of a Board member(s) to act as district representative(s), post-approval of attendance may be requested.

- B. Any meeting of the Spokane County Fire Commissioner's Association (SCFCA) or the Washington Fire Commissioner's Association (WFCA).
- C. Any committee meeting of the SCFCA or the WFCA to which the Board member has been elected or appointed.
- D. In the event that any out of town meeting requires travel to or from the meeting the day before or after the meeting such day of travel shall qualify for per diem compensation.
- E. Any pre-approved fire service meeting such as the Northwest Leadership Conference, any WFCA seminar, and similar meetings, or any other meeting or activity not identified above in which the Board members have been requested to attend by the Administration or has the approval of a majority of the Board of Fire Commissioners.

II. General Rules:

- A. Any questions or concerns by the Administration regarding what constitutes a meeting shall be brought back to the Board of Fire Commissioners for discussion and/or approval. The Board shall have sole discretion to approve or deny requests for per diem payments for meeting, duties, or services not identified above.
- B. A Commissioner may participate in a Board meeting by telephone, provided that telephonic participation should be by speakerphone, so that the participating Commissioner can be heard by all those present at the meeting, including members of the public in attendance. In addition, the member participating telephonically needs to be able to hear all that is said by those present at the meeting. No compensation shall be paid for telephonic meetings unless needed to establish a quorum per RCW 52.14.010.
- C. Waiver of Commissioner Compensation:

Any Commissioner may waive all or any portion of his or her compensation payable:

If a member of the Board of Fire Commissioners desires to waive all or any portion of his or her compensation payable as to any month or months during his/her term of office, a written waiver must be filed with the District secretary. To be effective, the waiver must be filed any time after the Commissioner's election and prior to the date of which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made per RCW 52.14.010. (See Appendix A – Waiver of Compensation)

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Appendix A – Waiver of Commissioner Compensation:

I, _____, Commissioner of Board of Fire Commissioners for
Spokane Valley Fire Department, pursuant to RCW 52.14.010, do hereby knowingly,
voluntarily, and under no duress or coercion waive my right to \$ _____ (portion
per meeting), the compensation of which I would otherwise be entitled after the date of
the execution of this document.

This waiver is to be effective until _____, _____.
Month Day Year

Signed this _____ day of _____, 2_____.

Commissioner

Witnessed this _____ day of _____, 2_____.

District Secretary
Spokane Valley Fire Department

**Adopted:
Spokane Valley Board of Fire Commissioners:
April 24, 2017**

**Reviewed:
Spokane Valley Board of Fire Commissioners
January 25, 2021**

**Amended:
Spokane Valley Board Of Fire Commissioners
February 8, 2021**