

**SPOKANE VALLEY FIRE
DEPARTMENT
Board of Fire Commissioners
Policy for Commissioner Committee/Meeting Assignments #020**

Purpose:

To establish a formal policy for the annual appointment of members of the Board of Fire Commissioners to represent the Board on various committees and meetings of civic organizations.

Authority:

Revised Code of Washington Title 52 Fire Protection
Districts RCW 52.14

Policy:

I. Definitions:

Mandatory meetings that the Chairperson of the Board of Fire Commissioners shall appoint a representative or representatives shall be defined as:

- A. Civil Service/JPC
- B. 41.18 Pension Board

Optional Meetings that the Chairperson of the Board of Fire Commissioners shall appoint a representative or representatives shall be defined as:

- A. City of Spokane Valley Council Meeting
- B. Liberty Lake Council Meeting
- C. Millwood City Council Meeting
- D. Greater Spokane Inc.
- E. Chamber of Commerce Meetings – to include Transportation Committee, Government Affairs and others as determined by the Board
- F. Fire Science Program – Spokane Valley Tech
- G. Spokane County Fire Commissioners Association
- H. WFCA
- I. All Standing and Ad Hoc Committees as approved by the Board of Fire Commissioners

Internal Committees that the Chairperson of the Board of Fire Commissioners shall appoint a representative or representatives shall be defined as:

- A. Marketing/Website Committee
- B. HR/Finance Committee (as needed)
- C. Facilities/Apparatus Sub Committee

Civic Organizations that members of the Board may participate in shall be determined by the Board of Fire Commissioner and updated following approval by the Board.

2021:

- A. Kiwanis
- B. Spokane Valley Rotary
- C. Hub Sports Center

II. Committee/Meeting Assignments

The Chairperson of the Spokane Valley Fire Department Board of Fire Commissioners shall annually appoint members to represent the Board on various committees and at mandatory and optional meetings of various civic organizations and Department committees. The Fire Chief may recommend a person(s) to serve as needed.

- A. Members of the Board shall have the opportunity to volunteer for the various committees and meetings but it remains the responsibility of the Chairperson to appoint the official representative(s) to such committees and meetings.
- B. During the month of January, the Chairperson will appoint the official representative(s) to such committees and meetings for the next year.

III. Reports

It shall be the responsibility of the official representative to provide a report on the assigned meeting to the rest of the Board in a timely manner.

- A. Reports may be given orally or in writing.
- B. An e-mail report is preferable in the interest of not overtaxing the agendas of the regular meetings.
- C. Any Commissioner may attend any of the assigned meetings but only the official representative of the Board will receive compensation for the meeting.

Adopted:
Spokane Valley Board of Fire Commissioners:
September 13, 2010

Amended:
Spokane Valley Board of Fire Commissioners
February 8, 2021