

Spokane Valley Fire Commissioners Operating Protocol

For the purpose of enhancing team work among members of the commission and between the commission and the administration, we, the member of the SVFD commissioners do publicly commit ourselves collectively and individually to the following protocol:

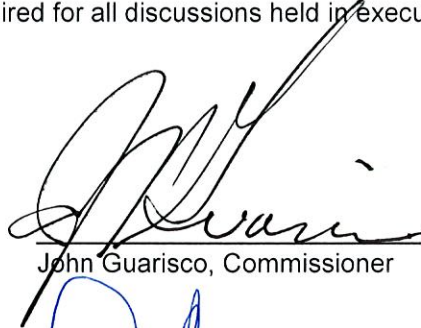
1. In our deliberations and actions as commission members, we will represent the needs and interests of ALL citizens across the district.
2. In keeping with professional standards, the commissioners will require respectful behavior by all those present at commissioners and other SVFD sponsored meetings. While we encourage debate and diverging points of view, we will do it with care and respect and expect others to also be respectful to the commissioners and staff to avoid escalation of negative impressions or incidents.
3. When a commissioner does not have enough information or has questions about an agenda item, either the Chief or the commissioner's board chair is to be called prior to the commissioners meeting to discuss or seek clarification about the agenda topic. We also agree to ask the commissioners chair or the Chief to place a discussion or action item on the agenda instead of bringing it up unexpectedly at a meeting, recognizing that staff may need additional time to respond to questions or issues raised. *It is our intent that surprises to the commission or Chief will be the exception and not the rule.*
4. If issues or suggestions are brought forward by one or more commissioners regarding the *Goals and objectives* or Contract relating to the Chief of the Spokane Valley Fire Department, the board chair, or vice chair, acting as the spokesperson for the commission, will bring the topic(s) forward to the Chief for discussion and/or action. Individual commissioners shall refrain from operating outside the body of the commission to address the Chief's contractual obligations.
5. While the commissioners are eager to listen to its constituents and staff, issues and/or concerns will be handled first at the level where they arise. Staff and constituents will be encouraged to follow the SVFD operational protocol when bringing forward an idea or issue.
6. We understand and agree that individual commissioner do not have authority to take unilateral actions or speak for the commission. The commission chair is the official spokesperson for the commission and any official actions taken rests with the entire commission.
7. Meetings are to make decisions, set policy, and take appropriate actions. Commission meetings will be efficient and effective and will focus on planning, policy making, and community relations.
8. A line item will be added to the Spokane Valley Fire Department commissioner agenda titled Commissioner Remarks. This will afford the commissioner an opportunity to share with, and or discuss with fellow commissioner, observation, thoughts or future agenda topics in an open public meeting format. *NO ACTION* will be taken by the commissioners during these discussion topics. If a commissioner(s) would like to see formal action taken, based on the discussion, a formal agenda request will be submitted.
9. Commission members will notify the commissioner's board chair, or Chief if they will not be able to attend a commissioner meeting. The commission will take action on requests for excuse absences at the beginning of each meeting.

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10. Individual commissioner members may agree to join other committees representing the SVFD provided fellow commission members agree. When commission members serve on one or more state, county, or community committees representing the SVFD, their role shall be defined by the commission.
11. Executive session will be held only for legally permissible reasons. Without exception, each commissioner will maintain the confidentiality required for all discussions held in executive sessions.



Michael Pearson, Commissioner



John Guarisco, Commissioner



Bill Anderson, Commissioner



Ron Schmidt, Commissioner



Patrick Burch, Commissioner

Adopted: 10-8-18