

Policy:

The legislative body of the Spokane Valley Fire Department (hereafter referred to as “District”) is the Board of Fire Commissioners (hereafter referred to as “Board”) authorized and created under Title 52 RCW. The Board has the statutory obligation to manage the affairs of the District and is responsible to establish all District policies.

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I. Statutory Power and Authority

A. The Board of Commissioners possesses the powers and authority as set forth in Title 52 RCW and other applicable provisions of the Revised Code of Washington.

II. Organization

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

III. Participation of Commissioners

A. Each Commissioner is an elected representative of the residents of the Fire Protection District. 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 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.
IV. Actions of the Board

A. RCW 52.14.010 provides that the Board of the Spokane Valley Fire Department is the legislative body of the District. Chapter 42.30 RCW, the Open Public Meetings Act, and RCW 52.14.100 provide that actions of the Board may only take place at meetings authorized by statute.

B. Individual Commissioners do not have authority to manage or direct the affairs of the District or bind the District to financial or contractual obligations. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board.

C. The principal executive and administrative officer of the District is the Chief who has the responsibility for the management of the daily affairs of the District, for the supervision of District personnel, and for 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 personnel of the District.

D. It is a policy of the District 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 Board at a meeting of the Board.

V. Authority of Chair

A. 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.

VI. Communications with Consultants

A. The Chief and the Chair or other designated commissioners have authority to contact District consultants (attorney, accountant, engineers, architects, etc.) on an as needed basis without prior approval by the Board. Individual commissioners, absent delegation from the Board or an emergency situation, do not have authority to directly communicate with District consultants without prior approval of the Board.

VII. Commissioner Compensation

A. See Policy #018

VIII. Schedule of Meetings

A. Regular meetings of the Board shall be held each month pursuant to a schedule established by resolution of the Board. Meetings of the Board will be held at the District Administration Building, 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
B. **Special meetings** the Board Chair or any three members of the Board may call a special meeting at any time. Not less than twenty-four hours before any special meeting, the 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 the injury or damage, to persons or property and the time requirements for notice provided above would be impractical and increase the likelihood of the injury or damage, the required notice may be dispensed with, and the secretary shall notify each member of the Board by the best means possible under the circumstances.

C. **Notice of Agenda.** Not less than three days before any regular meeting, the secretary shall remind each Board member of the regular meeting and distribute a preliminary agenda setting forth the matters to be considered at the meeting.

D. **Addendums** to the agenda of a regular or special meeting may be permitted at the meeting, except that final action shall not be taken on addendums to the agenda of a special meeting unless notice, as required by applicable law, has been given.

E. **Quorum.** A majority (three-fifths) of the entire Board shall constitute a quorum at all regular and special meetings.

**IX. Excused Absence**

A. The Board may grant permission by Board motion for a Commissioner’s absence from a scheduled meeting of the Board.

**X. Access to District Records**

A. 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 administrative personnel. Commissioners shall not remove original records from the administrative office. The administrative personnel shall provide copies of the records requested subject to the following limitations:

1. No copies of confidential records will be provided without prior approval of the Board.

2. Copies will be provided promptly provided the copying shall not unduly interfere with normal operations of the administrative personnel.
3. District records and information obtained shall not be used by Commissioners for non-District business nor disclosed to unauthorized persons.

XI. District Information

A. Commissioners shall 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 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 records or information of the District. This restriction also applies when the District is involved in any type of contract negotiations, disciplinary procedures, or other business transactions.

XII. Personal Liability Protection

A. The Board shall be included as named insured on all applicable District insurance policies. In the event a Commissioner is individually named as a defendant in litigation arising from the performance of the Commissioner of District business, and the District’s insurance carrier denied coverage and refused to provide defense to the action, the District shall provide the Commissioner with defense coverage and liability protection subject to the following conditions:

1. The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.

2. The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Commissioner.

XIII. Liability Protection Procedure

A. The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner under the District policy. The matter shall be referred to the District’s attorney for investigation and review:

1. The District’s attorney shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.

2. The District’s attorney shall report to the Board in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege. The Board shall make the final determination based on the written report of the District’s attorney.