SOUTH KING FIRE & RESCUE

SPECIAL COMMISSIONERS MEETING
Retreat
Station 68
January 22, 2010

Commissioner Gates called the meeting to order at 0800 with Commissioners Rickert, Thompson & Freitas present. Board Secretary Lauri Perry recording.

The Pledge of Allegiance was led by Commissioner Rickert.

COMMISSIONERS COMMENTS
Commissioner Freitas had no comments.

Commissioner Thompson had no comments.

Commissioner Rickert had no comments.

Commissioner Gates had no comments.

PUBLIC COMMENTS
There were no public comments.

DISCUSSION TOPICS
Commissioner Gates turned the meeting over to Chief Church and our Facilitator Joe Quinn will be facilitating the Retreat today. Chief Church noted that Joe is our attorney and he has also been used in the past as our facilitator. Joe Quinn noted that he will wear the hat with the "F" when he is acting as the facilitator and the hat with the "A" when he is acting as our attorney. We will establish a parking lot for topics that seem to drag on and they can be discussed later.

- **Review current position financially, operationally and with internal changes**
  Chief Church reviewed our current financial situation. CFO Lawson passed out a copy of our current financial position related to all our accounts. Chief Church added that this past year, we have put off some capital expenses and replacements of vehicles *if* the current vehicles are still in good running condition. We wouldn't jeopardize a front line piece of apparatus if it wasn't in good running condition. Chief Church also reviewed the other taxing districts, what they can collect in property taxes and how it could affect us with pro rationing.

Commissioner Fossos arrived at 0812 hours.

- **Any proposed changes or elimination of Committee structure**
  Commissioner Freitas suggested eliminating the committee system and going with two (2) meetings per month. Commissioner Fossos made a motion that we keep committees. After some discussion it was decided that there was no need for a motion to keep committees since that is our current way of doing business, if we wanted to change the way we do business we would need a Motion to eliminate committees, so Commissioner Fossos rescinded his Motion. Below are a few of the comments from the Commissioners:

  Commissioner Freitas recommended that the committees be eliminated. Below are some of his comments:

  - Appearance of open government to public is important
  - Our committee structure is not advertised as special meetings and it doesn't seem that information gets shared with the other Commissioners
  - As an example, he didn't hear that we received a discount on the Quadrant property
  - Guidelines states the Chair should know about all of the committee meetings so he/she can attend the meetings if one of the commissioners on the committee isn't available to attend the meetings.
  - Commissioner Rickert originally suggested the committee structure when there was 8 Commissioners
  - He recommends two (2) regular monthly meetings to be open to educate the public
  - Another problem is who gets to be on which committees, that can be a problem for the flow of information

  Commissioner Rickert's comments:
  - When he proposed the committee structure, the intent wasn't to hide information from other Commissioners or the public, the intent was to save time for things that didn't need the full Board, otherwise our meetings could run till 10:00 pm, we advertise the committee meetings for the public to attend.

  Commissioner Gates comments:
  - He doesn't believe we can get rid of all of the committees, as there is a contractual agreement for the JLM committee with the Local.
  - Committees are great for discussion, no decisions are made and no votes are taken at these meetings
  - We should do a better job with the reporting of committees, by reporting back to the rest of the Board
  - Selecting members – Commissioners sign up for which committees they want to be on, it is pretty open.
  - The SLP Committee functions tremendously

Commissioner Thompson's comments

- When we are meeting with other Boards we have always prided ourselves that committees work and we talk about the process, but we could do a better job with notes back to the rest of the Board
- Committees are the foundation to our success

After some discussion it was decided that we will continue with the committees with the following changes:

1. Distribute minutes after the committee meetings
2. Invite the public to the committee meetings when appropriate – post public notices when appropriate
3. Appoint an ad hoc committee that only exists as needed for certain items not addressed via our committee structure
4. Have alternates for each committee in case one of the members isn't able to attend the committee meeting. If a Commissioner is unable to attend the committee meeting, they need to contact the alternate to fill in for them at the meeting.
5. We will notify the Board when there will be committee meetings so they can send information that needs to be discussed at the committee level

- **Discussion of meeting dates for Regular Commissioner meetings in 2010**

Below are some of the comments from the discussion about the meeting dates:

Commissioner Fossos would like to change the meeting days to Wednesdays he has a conflict on Thursdays.

Chief Church added that he and staff have worked their schedules around the third Thursdays, but that they would do their best to accommodate whatever day the Board decides.

Commissioner Thompson would like to change the meeting start time to 1630 hours (4:30 pm) instead of the current start time of 1600 hours (4:00 pm) because he is usually late due to his work schedule. Commissioner Fossos added that, that compounds his problem because he has another meeting at 1730 hours (5:30pm) in Seattle.

After further discussion, it was agreed to establish the following dates for the regular meetings, which were accepted, and with maintaining the starting time of 1600 hours.

- Thursday, February 18th
- Thursday, March 18th
- Tuesday, April 20th
- Thursday, May 20th

- Thursday, June 17th
- Tuesday, July 20th
- Thursday, August 19th
- Thursday, September 16th
- Thursday, October 21st
- Thursday, November 18th
- Thursday, December 16th

- **Input received thus far from the CAT and citizen polling related to the Benefit Charge**
  Chief Church introduced Alison Peters and Liz Loomis; they are consultants that we have hired to assist us with polling our citizens on the Benefit Charge and work on a communications plan. Alison Peters gave a presentation on the recent polling results that she has done with citizens from our fire district, Liz Loomis then gave a presentation on the communications plan that she has put together.

- **Possible changes to the Commissioner Guidelines and forms**
  We had three (3) different sets of Guidelines in front us for discussion and clarification purposes. We reviewed all of the requested changes with a lot of discussion.

  All of Commissioners indicated which committee; they would like to serve on except for Commissioner Freitas, who had no preference. Per the Commissioner Guidelines the Chairman assigned the Commissioners to committees, taking into account the committees that they preferred to serve on and the committees that they are passionate about. We updated the committees to the following:

  - **<u>Budget, Finance and Audit</u>**
    Commissioner Gates
    Commissioner Rickert
    Commissioner Fossos (alternate)

  - **<u>Insurance and Healthcare</u>**
    Commissioner Rickert
    Commissioner Freitas
    Commissioner Fossos (alternate)

  - **<u>Policy and Procedure</u>**
    Commissioner Thompson
    Commissioner Freitas
    Commissioner Rickert (alternate)

- **<u>Emergency Medical/Emergency Management</u>**
  Commissioner Rickert
  Commissioner Freitas
  Commissioner Fossos (alternate)

- **<u>Mergers/Consolidations and Legislative Affairs</u>**
  Commissioner Thompson
  Commissioner Fossos
  Commissioner Rickert (alternate)

- **<u>Joint Labor/Management</u>**
  Commissioners rotate for meeting attendance

- **<u>Strategic Leadership Plan</u>**
  Commissioner Gates
  Commissioner Rickert
  Commissioner Fossos (alternate)

- **<u>Legal Issues</u>**
  Commissioner Gates
  Commissioner Fossos
  Commissioner Thompson (alternate)

Commissioner Fossos made a Motion to move the Legal Committee separate from the SLP Committee. Motion carried unanimously. Commissioner Thompson made a Motion to add a CAT Committee, after some discussion it was decided that, there will not be a CAT committee, if the full board wants to attend a CAT meeting they will need to notify Lauri Perry in enough time to advertise the meeting as a Special Meeting of the Board of Commissioners.

- **Discussion on check writing authority for Finance**
  CFO Lawson reported that in March we will be printing our own checks; there are a number of safety guards in place. The checks will have Chief Church's signature and will require a second signature by either A/C Plumlee or CFO Lawson's for checks over $25,000.

- **Update on Legislative Work, HRA and Accreditation**
  Commissioner Gates reported that so far this year the HRA committee hasn't met but they are looking into the future of the health of our department, it is going to take a number of months to find the right plan for us. CFO Lawson added that we are trying to secure our insurance rating so we can go look elsewhere for health insurance, for the best coverage for our employees for the best rates.

D/C Knorr reported that FF Perusse is currently working days on the Community Risk Assessment which is a huge endeavor; he is laying out the GIS information which entails every structure residential and commercial, built of wood or cement, with fire sprinklers or not along with the number of incidents and the location of them. After that is completed each building will be assigned a risk number, what is in the building and what is the value to the community, this is a major portion of the Standard of Cover. We will be identifying risks; structure fire, residential fire, haz-mat, freeway, hospital and explain how we will mitigate these risks.

Chief Church reported there is a lot going on legislatively especially with the short 60 day session. There probably won't be any bills passed that have any financial impact as the legislature is working with a 2.6 billion dollar deficit.

Chief Church reported that we will be looking at other dates in 2010 for two (2) more Retreats and we will get them out to everyone.

The attached were handouts at the Retreat.

PUBLIC COMMENTS

There were no public comments.

The meeting adjourned at 1700 hours.

_____

COMMISSIONER (CHAIR)

_____

COMMISSIONER (VICE CHAIR)

_____

COMMISSIONER

_____

COMMISSIONER

_____

COMMISSIONER

_____

BOARD SECRETARY

From: markfccim@cs.com [mailto:markfccim@cs.com]
Sent: Tuesday, February 16, 2010 6:10 PM
To: Perry, Lauri
Subject: Re: Minutes

On the January 22nd meeting: No mention was made of it being a facilitated retreat; I suggested eliminating the committee system and to go to 2 meetings per month so that all commissioners would get the information covered in the committee meeting. I also suggested that the public would also have the ability to attend, should they so choose, and that this concept was supported in the draft communication plan to be presented by the communications planning consultant later that day, and it

made good sense. The Chairman elected to not discuss this until after the committee selection process was complete. The Chairman assigned Commissioner Freitas to the committees he was assigned to as Commissioner Freitas wishes were to serve where ever the Chairman desired Him to participate. No mention was made of the review of the commissioner guideline review process. I would like to see the Retreat Hand outs attached to the minutes of the meeting. Thanks, MarkF

-----Original Message-----
From: Perry, Lauri <Lauri.Perry@southkingfire.org>
To: Commissioners <Fire.Commissioners@southkingfire.org>
Sent: Tue, Feb 16, 2010 8:15 am
Subject: Minutes

Hi Commissioners,

Attached are the minutes that you will be asked to approve on Thursday at our regular meeting. Please let me know if you seen anything that needs to be corrected.
Lauri

South King Fire & Rescue

Board of Commissioners

GUIDELINES
FOR THE CONDUCT OF BOARD MEETINGS, PROCEEDINGS AND BUSINESS

Adopted February 16th, 2006
Updated June 20th, 2006
Updated March 20th, 2008
Updated January 31st, 2009
Updated January 22, 2010

Role of the Board of Fire Commissioners

The role of the Board of Fire Commissioners of South King Fire and Rescue is to establish the policies and budget of the District;

provide fiscal controls; provide a conduit to the citizens of the community; and to employ a Fire Chief/Administrator to implement and direct the necessary functions and adopted strategic plan of the District.

Guiding Principles

Through honest, open and visionary leadership; we, the Board of Fire Commissioners for South King Fire and Rescue, lead by example, hold ourselves accountable and treat each other with dignity and respect. In so doing, we embrace and accept change, and commit our resources to provide the highest level of emergency services to the citizens of our community.

We will respect each other and each others opinion; and will support and hold each other accountable by confronting inappropriate behavior that does not add value to our ability to serve.

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SECTION 1. AUTHORITY

1.1 **The South King Fire & Rescue Board of Commissioners (Board) hereby establishes the following guidelines for the conduct of Board meetings, proceedings and business. These guidelines shall be in effect upon adoption by the Board and until such time as they are amended or new guidelines adopted in the manner provided by these guidelines.**

SECTION 2. BOARD MEETINGS

2.1 **TYPES OF MEETINGS:**

(1) Regular - the Board meetings held on the _____ ~~third Thursday~~ AND _____ of each month.

(2) Special - any Board meeting other than the Regular Board meeting. Notice shall be given at least 24 hours in advance. A Special Board meeting may be scheduled by the Chairman or at the request of a majority of the Commissioners.

(3) Emergency - a Board meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Chairman or a majority of Commissioners. The minutes will indicate the reason for the emergency.

~~(4) Committee Meetings - a meeting of less than a quorum of Board members to discuss issues, provide input to the Fire Chief/Administrator, and to keep the Board members informed on critical issues before them. The committee structure allows for discussion and input only, no decision making authority. Items requiring a decision by the Board shall be brought forward at an official Board meeting for action. Committee meetings may be called by Committee members, or the Fire Chief/Administrator, as needed.~~

(5) Executive Session - a portion of a Board meeting that is closed except to the Board, and those authorized to attend by the Board. The public is restricted from attendance. Executive sessions may be held during Regular, Special or Emergency Board meetings and will be announced by the Chair. Executive session subjects are limited to considering only those items specified in RCW 42.30.110 (examples include, but are not limited to, matters relating to real property acquisition and sale, public bid contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments and attorney-client discussions).

Before convening an Executive session the Chair shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended.

2.2 **The** Board's **regular meetings will be held the ~~third~~ Thursdays _____ and _____ each month in the Commissioner Chambers, Station 68.**

Regular Board meetings will begin at the hour of _____ ~~4:00 p.m.,~~ and will adjourn no later than 10:00 p.m. To continue past this time of adjournment, a majority of the Commissioners must concur.

If possible, only one or two major topics (defined as issues of high interest, controversial, or those which would take an extraordinary amount of Commissioner meeting time) will be scheduled per meeting.

2.3 **Special Meetings may be called by the Chair or at the request of a majority of the Commissioners. Special Meetings will be specifically for the purpose of reviewing particular issues that have time constraints or are of significant importance that require a dedicated block of time.**

Final decisions can be made at a Special Meeting. Public notice

will be required as provided in RCW 42.30.080.

2.4 **If any Regular Meeting that is scheduled falls on a legal holiday, the meeting shall be held on another day that is scheduled by a majority vote of the Commissioners (i.e. the next business day).**

2.5 **The Chair will state the public hearing procedures before each public hearing.**

2.6 **Staff/consultants may provide brief information and respond to questions by Commissioners or as requested by the Fire Chief/Administrator.**

2.7 **Citizen comment periods will be available at each Regular, Emergency or Special Meeting for the use of those citizens wishing to address the Board. Citizen comments at Special or Emergency meetings should only be germane to the topic of the meeting.**

2.8 **The Secretary, or his/her designee, shall record the meeting minutes via a cassette recorder, or other approved system, to assist with accuracy. These recordings shall be maintained for a one (1) year period of time, at which time they may be destroyed or used for re-recording. The** "official" **record of the Board meetings shall be the written minutes as documented by the Secretary and approved by the Board. The Secretary will keep an account of all proceedings of the Board in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Board.**

Board meeting minutes, as written by the Secretary, will not be revised or corrected without a majority affirmative vote of the Board at a regularly scheduled Board meeting.

2.9 **ORDER OF REGULAR BOARD MEETING AGENDA:**

(1) **<u>Call Meeting To Order</u>**

The Chair calls the meeting to order. The Chair will announce the attendance of Commissioners and indicate any Commissioner who is not in attendance and whether or not the Commissioner has an excused absence (a Commissioner must contact the Chair, another Commissioner, the Fire Chief/Administrator, or Secretary prior to a Board meeting and request that the absence be excused in order to qualify as an excused absence.)

(2) Pledge of Allegiance

Commissioners and, at times, invited guests lead the flag salute.

(3) Proclamations and Presentations

A Proclamation is defined as an official announcement made by either the majority of the Board or the Chair.

Board Proclamations are defined as those non-controversial events which have a major districtwide impact. Board Proclamations shall be publicly read at a Board meeting and presented to a representative of the event during the Board meeting.

Chair's Proclamations are defined as those non-controversial events which are requested by and for a special interest group within the district. Chair's Proclamations are signed by the Chair and forwarded to a representative of the event.

The Chair and Fire Chief/Administrator shall determine if the Proclamation request is for a Board Proclamation or a Chair's Proclamation.

Controversy is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.

(4) Audience Comment

Members of the audience may comment on items relating

to any matter, if the request is approved by the Chair.

Citizens may comment on individual agenda items at times during any regularly scheduled Board meeting prior to Board discussion, if approved by the Chair. These agenda items include, but are not limited to, resolutions and Board Business issues. These comment times are in addition to the Audience Comment time at the start of each regularly scheduled meeting.

The Chair shall ask citizens to state their name and address for the record.

(5) Public Hearing

Citizens may comment on public hearing items. General public hearings are limited to one (1) hour and five (5) minutes per hearing as follows: 15 minutes for staff report and Commissioner questions, 15 minutes for proponent testimony, 15 minutes for opponent testimony, 5 minutes for rebuttal and 15 minutes for questions and decision by the Board.

If any hearing extends past the time limits, the Board will decide, by majority vote, whether to waive the time limits or continue the hearing until another meeting.

(6) Board Business

Board Business includes items other than resolutions and ordinances requiring Board action.

(7) Resolutions

A resolution is a more formal adoption of a district policy or decision as compared to a regular motion. Resolutions are presented to the Board by motion.

(8) Board Reports

Commissioners may comment on items relating to any

matter. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure.

(9) Fire Chief/Administrator's Report

The Fire Chief/Administrator and staff update the Commissioners on current issues or items of Board interest. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure.

(10) Adjournment

With no further business to come before the Board, the Chair adjourns the meeting.

Roll call votes will only be taken if requested by a Commissioner or as required by law.

The Chair may, with the concurrence of the Commissioners, take agenda items out of order.

SECTION 3. AGENDA PREPARATION

3.1 **The Chair and the Fire Chief/Administrator will make a good faith effort to meet at least one (1) week prior to all Regular Meetings to prepare a preliminary agenda for the Secretary. The Fire Chief/Administrator and/or his/her designee (i.e. Executive Assistant or Human Resources Administrator) will prepare an agenda for each Board meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Board. The agenda is subject to approval by the Chair and the Fire Chief/Administrator.**

3.2 **An item may be placed on a Regular Board meeting agenda by any of the following methods:**

(1) A majority vote of the Board;
(2) Board consensus;
(3) By any Commissioner;
(4) By the Fire Chief/Administrator;

(5) By the Chair.

3.3 An item may be placed on a regular Board meeting agenda after the agenda is closed and the notice published if the Commissioner or Fire Chief/Administrator explains the necessity and receives a majority vote of the Board at a public meeting.

3.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.

3.5 The Fire Chief/Administrator and/or his/her designee will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unduly waiting, and so the Board will have sufficient time to hear testimony and to deliberate matters among themselves.

3.6 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.

3.7 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

SECTION 4. BOARD DISCUSSION

4.1 **All Board discussion shall be guided by ROBERT'S RULES OF ORDER, NEWLY REVISED. In the event of any inconsistency between these "Guidelines" and Robert's Rules, the provisions of these "Guidelines" shall be deemed controlling.**

SECTION 5. COMMENTS, CONCERNS AND TESTIMONY TO THE BOARD

5.1 **Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to give their name and address for the record, and limit their remarks to approximately three (3) minutes. All remarks will be addressed to the Board as a whole.**

Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Board, may be requested to leave the meeting by the Chair.

5.2 **The Chair has the authority to preserve order at all meetings of the Board, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Board. The Chair may request assistance of a peace officer from the City of Federal Way or the City of Des Moines (dependent upon the meeting location) to restore order at any meeting.**

5.3 **Citizens with complaints, concerns or questions, will be encouraged to refer the matter to the Fire Chief/Administrator, or ask that the matter be placed on a future Board meeting agenda with the appropriate background information.**

SECTION 6. MOTIONS/VOTING PROCEDURES /QUORUMS

6.1 ~~When eight (8) Commissioners are officially holding positions on the Board, then five (5) Commissioners shall constitute a quorum.~~

~~When seven (7) Commissioners are officially holding positions on the Board, then four (4) Commissioners shall constitute a quorum.~~

~~When six (6) Commissioners are officially holding positions on the Board, then four (4) Commissioners shall constitute a quorum.~~

When five (5) Commissioners are officially holding positions on the Board, then three (3) Commissioners shall constitute a quorum.

6.2 **Motions do not need a second.**

6.3 **A motion that receives a tie vote is deemed to have failed.**

6.4 **When making motions, be clear and concise and not include arguments for the motion within the motion.**

6.5 **After a motion is made, the Chair will indicate the names of the Commissioner making the motion**

6.6 **After a motion has been made, the Board may discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion on the floor.**

6.7 **When the Board concurs or agrees to an item that does not require a formal motion, the Chair will summarize the agreement at the conclusion of the discussion.**

6.8 **A motion may be withdrawn by the maker of the motion at any time, without the consent of the Board.**

6.9 **A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or**

Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.

6.10 **A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Board meeting.**

6.11 **A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.**

6.12 **A motion to call for the question shall close debate on the main motion and is non-debatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.**

6.13 **A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.**

Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.

Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

6.14 **Discussion of the motion only occurs after the motion has been moved.**

6.15 **The motion maker, Chair or Secretary should repeat the motion prior to voting.**

6.16 **The Secretary will take a roll call vote, if requested by the Chair, a Commissioner, or as required by law.**

6.17 **At the conclusion of any vote, the Secretary will inform the**

Chair of the results of the vote.

6.18 **When a question has been decided, any Commissioner who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made after the meeting has adjourned.**

6.19 **Under certain circumstances approved by a majority of the Board, teleconferencing may be allowed for a Board member who is unable to be present at the Board meeting in person.**

6.20 **In the event of a conflict, these Board Guidelines shall prevail.**

SECTION 7. CHAIR and VICE CHAIR

7.1 **The Presiding Officer at all meetings of the Board shall be the Chair. If the Chair is absent, the Vice Chair shall serve as Presiding Officer until the return of the Chair.**

7.2 **The Presiding Officer shall:**

(1) Preserve order and decorum in the commissioner chambers;

(2) Observe and enforce all rules adopted by the Board;

(3) Decide all questions on order, in accordance with these rules, subject to appeal by any Commissioner; and

(4) Recognize Commissioners in the order in which they request the floor. The Presiding Officer, as a Commissioner, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Commissioners.

~~**(5) Shall make all committee appointments.**~~

7.3 **The Chair shall be the spokesperson for the Board.**

7.4 **The Chair shall assist in preparation of the agenda.**

7.5 **The Chair is the primary contact with the Fire Chief/Administrator of the Fire Department to request tasks of staff for the Board.**

~~SECTION 8.~~ ~~COMMISSIONER COMMITTEES~~

~~8.1~~ ~~In an effort to keep all the Board of Fire Commissioners informed on critical issues before them, the following committees have been established:~~

- ~~Budget, Finance and Audit~~
- ~~Insurance and Healthcare~~
- ~~Policy and Procedures~~
- ~~Emergency Medical (Advanced Life Support Study - Basic Life Support Hospital Transport) and Emergency Management~~
- ~~Mergers/Consolidations and Legislative Affairs~~
- ~~Joint Labor/Management~~
- ~~Strategic Leadership Plan and Legal Issues~~

8.2 (1) Budget, Finance and Audit

- Help develop Fire District annual budget and make recommendations to the Board.
- Review all vouchers prior to monthly Board Meetings and make recommendations to the Board.
- Review and make recommendations to the Board related to budget and finance issues.
- Review all audit reports from the State Auditor's office, including attendance at all pre-audit and post-audit meetings.

(2) Insurance and Healthcare

- Review and make recommendations to the Board on insurance coverage issues.
- Review and make recommendations to the Board on Healthcare issues.
- Review and make recommendations to the Board on related Retirement issues.

(3) Policy and Procedure

- Review all policies and procedures and make recommendations to the Fire Chief/Administrator for needed changes.
- Develop new policies and procedures as needed.

(4) Emergency Medical and Emergency Management

- Attend meetings for ALS feasibility study.
- Attend meetings for BLS hospital transport study.
- Make recommendations to the Board on issues pertaining to Emergency Medical Services.
- Make recommendations to the Board on issues pertaining to Emergency Management and Disaster Planning.

(5) Mergers/Consolidations & Legislative/Governmental Affairs

- Attend meetings for potential mergers/consolidations.
- Make recommendations to the Board on issues pertaining to mergers/consolidations.
- Review proposed legislation and make recommendations to the Board.
- Report to the Board on the progress of proposed legislation during regular and Special Legislative Sessions.

(6) Joint Labor/Management

- Review issues involving collaboration between Labor and Management.
- Discuss joint ventures, such as legislative items or projects, wherein collaboration between Labor and Management would move the fire service forward.
- Report to the Board on the progress of collaborative issues involving Labor and Management.
- Meetings are scheduled and held every other month; six (6) times per year.

(7) Strategic Leadership Plan and Legal Issues

- Review and make recommendations to the Board on issues pertaining to short and long term goals/objectives.
- Attend Strategic Leadership Planning Sessions as necessary.
- Be available to be briefed on issues involving potential litigation by the Fire Chief/Administrator.

8.3 The Commissioner Committees shall be comprised of two (2) Commissioners when a total of five (5) Commissioners make up the Board; when six (6) or more Commissioners make up the Board, the Committees may be expanded to three (3) Commissioners.

8.4 Commissioner Committee meetings may be called for at the request of the Chair or the Fire Chief/Administrator.

~~8.5~~ ~~Commissioner Committee shall be comprised in such a manner as not to constitute a quorum of the Board.~~

~~8.6~~ ~~In situations wherein a Commissioner is unable to attend a scheduled Commissioner Committee meeting, said member shall contact the Chair so that another Commissioner can be coordinated to attend the meeting in his/her place.~~

~~8.7~~ ~~Standing Committees~~

- ~~Budget, Finance and Audit~~
  ~~Commissioner Gates~~
  ~~Commissioner Hershey~~
  ~~Commissioner Fossos~~

- ~~Insurance and Healthcare~~
  ~~Commissioner Hershey~~
  ~~Commissioner Gates~~
  ~~Commissioner Harris~~
  ~~*One vacancy on this committee*~~

- ~~Policy and Procedure~~
  ~~Commissioner Thompson~~
  ~~Commissioner Freitas~~
  ~~Commissioner Gates~~
  ~~*One too many Commissioners on this committee*~~

- ~~Emergency Medical/Emergency Management~~
  ~~Commissioner Freitas~~
  ~~Commissioner Thompson~~
  ~~Commissioner Harris~~

- ~~Mergers/Consolidations and Legislative Affairs~~
  ~~Commissioner Thompson~~
  ~~Commissioner Hershey~~
  ~~Commissioner Fossos~~

- ~~Joint Labor/Management~~
  ~~Commissioner Hershey~~
  ~~Commissioner Fossos~~
  ~~Rotating Commissioner (rotates every meeting)~~

- ~~Strategic Leadership Plan and Legal Issues~~
  ~~Commissioner Hershey~~
  ~~Commissioner Gates~~
  ~~Commissioner Harris~~
  ~~*One vacancy on this committee*~~

SECTION 9. BOARD RELATIONS WITH STAFF

9.1 There will be mutual respect from both staff and Commissioners of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.

9.2 Staff will acknowledge the Board as policy makers, and the Commissioners will acknowledge staff as administering the Board's policies.

9.3 All written informational material requested by individual Commissioners shall be submitted by staff, after approval of the Fire Chief/Administrator, to all Commissioners with a notation indicating which Commissioner requested the information.

9.4 Commissioners shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of licenses or permits.

9.5 The Board shall not attempt to change or interfere with the operating rules and practices of the Department.

9.6 Mail that is addressed to the Chairman and Commissioners shall be copied and circulated by the Fire Chief/Administrator and/or his/her designee, as soon as practicable after it arrives.

9.7 The Fire Chief/Administrator and/or his/her designee shall not open mail addressed to individual Commissioners if it is marked personal and/or confidential.

9.8 No Commissioner shall direct the Fire Chief/Administrator to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Board.

SECTION 10. BOARD MEETING STAFFING

10.1 The Fire Chief/Administrator shall attend all meetings of the Board unless excused. The Fire Chief/Administrator may

make recommendations to the Board and shall have the right to take part in the discussions of the Board, but shall have no vote. When the Fire Chief/Administrator has an excused absence, the highest ranking Chief Officer that is available shall attend the meeting.

10.2 **The Secretary, or designee, shall attend Regular, Special and Emergency meetings of the Board, keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting.**

SECTION 11. COMMISSIONER ATTENDANCE AT MEETINGS

11.1 **Commissioners will inform the Chair, the Vice Chair, another Commissioner, the Fire Chief/Administrator or Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any Board meeting. The minutes will show the Commissioner as having an excused absence. Under certain circumstances, the Board may allow teleconferencing to substitute for actual in-person attendance at meetings.**

SECTION 12. MEDIA REPRESENTATION AT BOARD MEETINGS

12.1 **All public meetings of the Board shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.**

SECTION 13. BOARD REPRESENTATION

13.1 **If a Commissioner appears on behalf of the Department before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Board, if known, on such issue. Personal opinions and comments which differ from the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position.**

13.2 **Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another governmental agency or community organization.**

13.3 **The Board of Commissioners, acting in their official capacity as an elected body, shall not take an official stand or position related to the support or opposition of any ballot measures or candidate(s) running for political office. This is to ensure that the Board of Commissioners does not take a position which could be viewed as being self-serving in any way. This does not preclude individual Commissioners from exercising their individual right to support or oppose a ballot measure or candidate.**

SECTION 14. CONFIDENTIALITY

14.1 **Commissioners should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the Department's position is not compromised. Confidentiality also includes information provided to Commissioners outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW).**

14.2 **If the Board, in Executive session, has provided direction or consensus to staff on proposed terms and conditions for any type of issue, all contact with the other party should be done by the designated staff representative handling the issue. Commissioners should obtain the permission of the Fire Chief/Administrator prior to discussing the information with anyone other than other Commissioners, the Departmental legal counsel or staff designated by the Fire Chief/Administrator. Any Commissioner having any contact or discussion needs to make full disclosure to the Fire Chief/Administrator and/or the Board in a timely manner.**

SECTION 15. COMMISSIONER COMPENSATION

15.1 **A fire commissioner is eligible to receive compensation at the rate of one hundred four dollars ($104) per day, or for a portion of a day, for the following activities as established in R.C.W. 52.14.010:**

(1) Attending regular, special or emergency meetings of the board of fire commissioners;

(2) Serving as a designated representative of the board, including but not limited to, such activities as: fire district committees, community development and/or betterment committees, joint labor management committee meetings, meetings on community business representing the department and serving a public purpose, etc.;

(3) Attending board-approved training and/or development activities, including, but not limited to: regional, state, or national fire district association conferences, board in-service education and training, etc. This may also include time involved in traveling to and from the activity; and

(4) Attending special board-related activities including, but not limited to: building dedications, staff retirements, and other such ceremonies when the Board member is on Departmental business serving a public purpose.

15.2 Total compensation for a calendar year shall not exceed nine thousand nine hundred and eighty four dollars ($9,984), plus reasonable expenses incurred for travel, meals, and lodging. This equates to a total of ninety six (96) meetings per year as a maximum. The dollar thresholds established in this section must be adjusted for inflation by the office of financial management every five years, beginning July 1, 2008, based upon changes in the consumer price index during that time period.

15.3 Any fire commissioner may waive all or any portion of his/her compensation for any meeting(s) ~~month or months~~ during his/her term of office, ~~or~~ by completing a Waiver of Compensation form. ~~a written waiver filed with the fire district~~. The waiver must be filled out before the date of such ~~may be filed any time after the Commissioner's election and before the date on which the~~ compensation would otherwise be paid. The waiver shall specify the dates that compensation is being waived ~~or month or period of months for which it is made.~~ The Waiver of Compensation Form is on page 38.

15.4 A Commissioner SHALL ~~may~~ submit a monthly claim~~, a quarterly claim or an annual claim~~ which verifies the nature and amount of approved activities for which compensation is claimed during the month. A Commissioner is only eligible to make one compensation claim for a given day.

15.5 Each Commissioner is responsible to fill out his/her own claim sheet or Waiver of Compensation and submit it to the Finance Division with a proper signature.

15.6 Any disputes related to Commissioner claim forms shall be resolved by the Board Chair, or by the full Board if so requested by the affected Commissioner.

SECTION 16. BOARD TRAVEL AND EXPENSES

16.1 PURPOSE AND ADMINISTRATION

The objectives of this policy are to provide elected officials who incur authorized travel, subsistence, registration and related expenses while on Departmental business, reasonable and timely mechanisms for the reimbursement and/or the advancement of such necessary expenditures.

It is also recognized that Departmental payment for business related food and beverage for non-travel purposes will be incurred by the Board wherein reimbursement will be provided. This policy statement also serves to provide guidelines by which to determine whether or not expenditures by commissioners may be reimbursable, and by which to determine refreshments and related costs served or made available at meetings involving volunteers and other quasi-employees are legitimate district expenditures.

Claimants have the responsibility for becoming knowledgeable about authorized expenditures per RCW 52.14.010, and the documentation requirements. Care must be taken to avoid unnecessary or excessive expenditures and those not directly and reasonably related to the conduct of Departmental business serving public purpose.

16.2 DOCUMENTATION

Except for per diem allowances, no claim for reimbursement shall be paid unless it is accompanied by a bona fide vendor's receipt. Such receipts should show, if practical, the date, a description of the purchase, vendor identification and amount paid. In the event a receipt is not available, the claimant must provide proof of payment by affidavit.

16.3 CLAIMS

Claims for reimbursement shall contain the following:

(1) The name of the person who consumed the goods or used

the service for which reimbursement is requested, whether it be for meals, lodging, transportation or any other purpose.

(2) A description of the event, occasion or circumstances related to the claim and the public policy or public purpose served.

(3.) All claims and documentation shall be submitted within 30 days after the claimed event with the required documentation.

16.4 MEALS

The reasonable cost of necessary meals while conducting district business is authorized for reimbursement. Actual meal costs may be claimed when they are part of a regularly scheduled business event such as training seminar, professional meeting, or other business meeting.

If the costs of meals for persons other than the claimant are included, those persons must be entitled to meal reimbursement in their own right and they shall be listed by name and title in claim documentation.

Meal costs must be incurred directly by the claimant; direct billing to the Department by a restaurant is prohibited except by way of an authorized district credit card.

Payment for table service at a restaurant, commonly referred to as a tip, not to exceed fifteen percent (15%) of the restaurant price of the meal, is reimbursable as a reasonable and necessary cost for such service.

16.5 PER DIEM SCHEDULE OF REIMBURSABLE MEAL COSTS

All district officials claiming per diem reimbursement for meals consumed while on district business shall be entitled to reimbursement per the adopted Departmental reimbursement schedule.

16.6 EXPENDITURES NOT INCLUDABLE AS ACTUAL MEAL COSTS

Unauthorized expenditures include, but are not limited to:

(1) Liquor

(2) Expenses of a spouse or other persons not authorized to receive reimbursement under this policy.

16.7 TRAVEL

Reimbursement for reasonable costs of business travel is authorized. General guidelines are as follows.

(1) DEPARTMENT VEHICLE

Out-of-the-area costs of vehicle operation are authorized, such as gas, oil, tires and necessary repairs.

(2) PERSONAL VEHICLE

Expenses shall be reimbursed for travel within a 300 mile radius of the district at such rate per mile as shall be established in the adopted Departmental reimbursement schedule. Trips beyond this limit will be reimbursed at the lower of a) the established rate per mile, or b) the lowest available (other than non-refundable) airfare obtainable by the Fire Chief/Administrator and/or his/her designee plus mileage reimbursement at the then current Department rate, based upon the estimated distance between the airport and the destination. Incidental travel costs such as parking, ferry or bridge tolls are reimbursable as they would be if a Department vehicle was provided.

(3) RENTAL VEHICLE

The cost of vehicle rental is considered an exception to this policy and must be approved in writing by the Chair. Vehicle rental authorization must be separately set out in any request for approval of such expenses. Approval of vehicle rental as an item on a travel advance request will not be considered sufficient authorization without a separate statement presenting the reason such an expenditure is required.

(4) AIR TRAVEL

Arrangement for air travel on Department related business shall be arranged by the Executive Assistant, or as otherwise designated by the Fire Chief/Administrator as outlined below:

(a) Whenever feasible, the need for air travel arrangements should be provided by way of the normal requisition process at least 5 weeks in advance of the departure date.

(b) The authorized procurer will arrange for air travel based on the lowest available (other than non -refundable) airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested, and the destination as specified by the requisitioning Commissioner.

(c) The authorized procurer will purchase the tickets at the time the rate is quoted and the Commissioner will be advised of the arrangements for acquiring the tickets.

(d) If personal travel is combined with business related travel, the traveling Commissioner shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The Department shall only pay the lowest available (other than non-refundable) airfare for the round trip between the Seattle/Tacoma airport and the business related destination. Such payment for personal travel shall accompany the Department's payment to the vendor for the tickets.

(e) If changes in travel plans occur that are the result of Department business requirements, (i.e. delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the Department. However, all increase in cost of travel due to changes for personal convenience will be borne by the Commissioner.

(f) Officials who obtain airline tickets on their own will be reimbursed based on the lower of: a) Actual out-of-pocket cost paid for the airline tickets or alternate means of transportation (substantiated by a receipt); or b) the lowest (other than non-refundable) airfare available for their time of travel, unless an exception is granted in writing by the Board. In this case, the official must pay the cost of the travel and seek reimbursement along with all

other travel expenses. Direct billing of airfare to the Department is allowed only if ordered by the Administrative Assistant, as may be authorized by the Fire Chief/Administrator.

(5) <u>FIRST CLASS AIR TRAVEL</u>

First class air travel is not authorized.

(6) OTHER TRAVEL EXPENSES

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, porter, bellman and the like (not including any maid service) are authorized by a listing of same as provided by the reimbursement form. Payment of a reasonable amount for porter service, bellman service and the like is considered to be a necessary payment for such service and, therefore, reimbursable.

(7) VENDOR'S RECEIPT

A vendor's receipt will be required only when seeking reimbursement.

Local parking, ferry and bridge tolls may be reimbursed through the Petty Cash system, subject to the Petty Cash Guidelines.

(8) ACCOMMODATIONS

Reasonable hotel/motel accommodations for officials are acceptable and will be reimbursed at a maximum of the single room rate. A vendor's receipt for this category is required for all claims. Direct billing of hotel/motel charges is not allowed unless by way of an authorized Department credit card or purchase order.

(9) INCIDENTAL EXPENSES

Includes all reasonable and necessary incidental expenses and includes, but is not limited to, the following.

(10) ALLOWABLE INCIDENTAL EXPENSES

(a) Laundry expenses if away from home four (4) or more calendar days.

(b) Baggage checking.

(c) Business telephone and postage expenses. Personal telephone calls home, if away from home for more than a 24 hour duration, are considered a business telephone expense.

(d) Internet access fees to connect to department web site and e-mail.

(11) NON-ALLOWABLE INCIDENTAL EXPENSES

(a) Personal entertainment.

(b) Theft, loss or damage to personal property.

(c) Expenses of a spouse, family or other persons not authorized to receive reimbursement under this policy

(d) Barber or beauty parlor services.

(e) Airline and other trip insurance.

(f) Personal postage, reading material.

(g) Personal toiletry articles.

16.8 NON-TRAVEL FOOD AND BEVERAGE REIMBURSEMENT POLICY

Reimbursable expenses are subject to the following:

(1) Meals consumed by the Commissioner during meetings and other functions which conduct official Department business or serve to benefit the South King Fire & Rescue are reimbursable to the official, that are not included in registration fees.

(2) Meetings or functions wherein a municipal function, public purpose, or Department program is served or furthered, and wherein the Board has expressly approved the

meeting as such, the Department may incur such costs directly or as a reimbursement to Commissioners who have incurred such costs on behalf of the Department.

(3) Refreshments purchased solely for personal entertainment are not a legitimate Department expense.

16.9 CEREMONIES AND CELEBRATIONS

(1) Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate Department expenditures.

(2) Private celebrations rather than public celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate Department expense.

(3) Support of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires the existence of a recognizable public purpose that relates to the Department's existence, proper authorization from the legislative authority for such public sponsorship, and a reasonable relationship between the amount of the Department's expenditure and the "public" nature of the event.

16.10 MEAL REIMBURSEMENT FOR NON-DEPARTMENT OFFICIALS

Commissioner claims for the reimbursement of meal costs for non-Department employees and non-Department officials shall be documented by a memo authorized by the Chair. The memo must identify:

(1) The names of the individual or individuals being hosted;

(2) Their official title or capacity as it related to Department

business;

(3) The explanation of why this expenditure was an appropriate use of Department funds.

CLAIMS AND APPROVAL PROCEDURE

16.11 All claims shall be submitted for reimbursement using the form provided by the Executive Assistant or Fire Chief/Administrator. Travel and subsistence expenses, except for incidental and minor costs, will not be paid from any Petty Cash Fund, unless as in compliance with petty cash policy adopted by the Department.

16.12 Special approvals required by this policy shall be obtained by Commissioners, from the Chair. Such approvals shall be by separate memo which identifies the policy exception being authorized and explains the reasons therefor.

16.13 Claims may include the reimbursable costs of other Department officials who would be entitled in their own right to claim business expenses.

16.14 Expense claims of Commissioners must be approved by the Chair.

16.15 Exceptions to the expense rules for unusual circumstances may be approved at a regular Department Board meeting by a majority vote of the Commissioners present at the meeting.

16.16 In preparation of the Department's annual operating budget, Commissioner travel and training expenses shall be anticipated and included in budget appropriations. Attendance at annual conferences of municipal officials, such as the Washington Fire Commissioners Association (WFCA), shall be addressed at the time of budget adoption to reflect the number of Commissioners who will attend to represent the Department.

16.17 Meetings, conventions or training programs that require

expenditure of funds to be reimbursed or paid on behalf of Commissioners, and that are not anticipated at the time of budget adoption, must be submitted to the Board for approval. The request must be presented to the Board in a timely manner prior to the event to permit an opportunity for the Board to review and approve or deny the request based on its merit, to allow all Commissioners opportunity to discuss the appropriate Board attendance. The request shall include: (a) Name of organization sponsoring meeting, (b) Why attendance is requested; benefits to the Department, (c) Commissioner(s) to attend, (d) Location, (e) Attendance dates, and (f) Estimated cost to the Department.

16.18 A report, oral and/or written as appropriate, shall be made to the Board at a meeting no later than four (4) weeks following said conference, seminar or training, in order that the full Board may benefit from the training experience received by the Commissioner who attended. A record of such reports shall be maintained by the Secretary.

16.19 Commissioners may be issued a departmental credit card to be used to air travel, hotel rooms and meals while in attendance at seminars, conferences and conventions. All of the aforementioned rules in Section 15 shall apply to the use of credit cards. In addition, Commissioners shall submit their receipts attached to the appropriate credit card form (Form #120) provided by the Executive Assistant, Finance Division or Fire Chief/Administrator, within 30 days of the event, documenting the expenditures made on the department issued credit card.

SECTION 17. PUBLIC RECORDS

17.1 Public records created or received by the Chair or any Commissioner should be transferred to the Human Resource A dministrator's **office for retention by the district in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the district, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the Fire Chief/Administrator.**

17.2 **Commissioner usage of the district computer system shall conform to standards as set forth in South King Fire & Rescue Standard Operating Procedure on Department Computer System Usage.**

SECTION 18. CHAIR and VICE CHAIR SELECTION PROCESS

18.1 **The Chair and Vice Chair of the Board of Fire Commissioners shall be elected annually by a vote of the Commissioners at the January regular meeting.**

SECTION 19. FILLING BOARD VACANCIES

19.1 **PURPOSE**

To provide guidance to the Department Board when a South King Fire & Rescue Commissioner position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.

19.2 **REFERENCES**

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office
RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

19.3 APPOINTMENT PROCESS

(1) A Board position is officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Commissioner. The Commissioner who is vacating his or her position cannot participate in the appointment process.

(2) The Board shall direct staff if necessary, to begin the Commissioner appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity, if necessary.

(3) The Fire Chief/Administrator and/or his/her designee shall prepare and submit a display advertisement to the local media which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter residing in the district. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Commissioner powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Board deems appropriate.

(4) The Fire Chief/Administrator and/or his/her designee shall prepare an application form which requests appropriate information for Board consideration of the applicants. Applications will be available at all South King Fire & Rescue stations and such other locations that the Board deems appropriate.

(5) Applications received by the deadline date and time will be copied and circulated, by the Fire Chief/Administrator and/or his/her designee, to the Chair and Board. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

(6) The Fire Chief/Administrator and/or his/her designee shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Board meeting, or a special session Board meeting.

(7) The Fire Chief/Administrator and/or his/her designee shall notify applicants of the location, date and time of Board interviews.

(8) Prior to the date and time of the interview meeting, each Commissioner may submit one interview question. In case of duplicate questions, the Commissioner may submit an alternate question.

19.4 INTERVIEW MEETING

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

(1) The applicant shall present his or her credentials to the Board. (10 minutes)

(2) The Board shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have 2 minutes to answer each question. (14 minutes)

(3) An informal question and answer period in which Commissioners may ask and receive answers to miscellaneous questions. (10 minutes)

(4) The applicants order of appearance will be determined by a random lot drawing performed by the Fire Chief/Administrator and/or his/her designee.

(5) The Board may reduce the 30 minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Board may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

19.5 VOTING

Upon completion of the interviews, Commissioners may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Board shall be in open public session.

(1) The Chair shall ask for nominations from the Commissioners.

(2) After all nominations and seconds have been received, the Secretary shall proceed with a roll-call vote.

(3) Balloting will continue until a nominee receives a majority of votes in accordance with the voting procedures outlined in Section 6 of these Guidelines.

(4) At anytime during the balloting process, the Board may postpone balloting until a date certain or regular meeting if a majority vote has not been received.

(5) Nothing in this policy shall prevent the Board from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

(6) The Chair shall declare the nominee receiving the majority vote as the new Commissioner and shall be sworn into office by the Fire Chief/Administrator at the earliest opportunity or no later than the next regularly scheduled Board meeting.

(7) If the Board does not give a majority vote within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to King County.

SECTION 20. SUSPENSION AND AMENDMENT OF

GUIDELINES

20.1 **Any provision of these guidelines not governed by state law or resolution may be temporarily suspended by a two-thirds (2/3) majority vote of the Board.**

20.2 **Proposed amendments shall be submitted in writing to the Chair, Fire Chief/Administrator or Secretary and be distributed for appropriate review prior to the meeting.**

Appendix A

Chair of the Board of Commissioners

Job Description

The following items reflect the expectations of the Chair of the Board of Fire Commissioners as expressed at a retreat of the entire Board on November 18 & 19, 2005.

1) **The Chair shall be elected on an annual basis as per State statute (RCW 52.14.080). The Chair will normally serve a maximum of two (2) years in the position; however, this time period may be extended by a majority vote of the Board.**

2) **The Chair is the primary contact with the Fire Chief/Administrator of the Fire Department to request tasks of staff for the Board.**

3) **The Chair shall coordinate the creation of the meeting agenda with the other Commissioners and the Fire Chief/Administrator of the Fire Department.**

4) **The Chair shall preside over the meetings to ensure the opportunity for full participation by all the Commissioners.**

5) **The Chair shall coordinate with the Fire Department Fire Chief/Administrator and shall act as the public spokesperson for the Board of Commissioners.**

6) **The Chair shall coordinate the annual review by the Commissioners of the Fire Chief/Administrator prior to the end of each calendar year.**

Appendix B

Board of Fire Commissioner's Expectations

The "Perfect" Commissioner

The following represents the expectations of the Board of Fire Commissioners for the "perfect" Fire Commissioner as expressed at a retreat of the Board on **November 18 & 19, 2005, and reviewed and readopted on January 22, 2010.**

The "perfect" Commissioner shall:

1) Be Honest

2) Be knowledgeable on laws pertaining to the Fire Department and personnel

3) Be flexible

- **Adaptable**
- Listens to other's viewpoints
- **Has ability to change direction**

4) Be a representative

- **Community spirited**
- **Involved in the community**

5) Be a communicator

6) Be focused

- **Aware of community needs**

7) Be able to criticize-although not in public unless necessary

- **Praise in public**
- **Criticize in private**

8) Be able to have a personal commitment to "return to the community"

9) Be prompt and be prepared to discuss official business for All duties when acting in the Role as an Elected Official and Commissioner for South King

Fire and Rescue.

WAIVER OF COMPENSATION

BY FIRE COMMISSIONER

I, _____, a duly elected or appointed Fire Commissioner of South King Fire & Rescue – King County Fire Protection District No. 39, do hereby waive my right to compensation, pursuant to RCW 52.14.010, for the meetings held (or services rendered by me) on the following designated dates:

_____ _____

SIGNATURE DATE SIGNED

_____

PRINTED NAME

(This form should be signed before the date such compensation would otherwise be paid)

NOTE: The changes proposed in this document are those of the CFO, D. Lawson

South King Fire & Rescue

Board of Commissioners

GUIDELINES

FOR THE CONDUCT OF BOARD MEETINGS, PROCEEDINGS AND BUSINESS

Adopted February 16th, 2006
Updated June 20th, 2006
Updated March 20th, 2008
Updated January 31st, 2009

Role of the Board of Fire Commissioners

The role of the Board of Fire Commissioners of South King Fire and Rescue is to establish the policies and budget of the District; provide fiscal controls; provide a conduit to the citizens of the community; and to employ a Fire Chief/Administrator to implement and direct the necessary functions and strategic plan of the District.

Through honest, open and visionary leadership; we, the Board of Fire Commissioners for South King Fire and Rescue, lead by example, hold ourselves accountable and treat each other with dignity and respect. In so doing, we embrace and accept change, and commit our resources to provide the highest level of emergency services to the citizens of our community.

We will respect each other and each others opinion; and will support and hold each other accountable by confronting inappropriate behavior that does not add value to our ability to serve.

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SECTION 1. AUTHORITY

1.1 The South King Fire & Rescue Board of Commissioners (Board) hereby establishes the following guidelines for the conduct of Board meetings, proceedings and business. These guidelines shall be in effect upon adoption by the Board and until such time as they are amended or new guidelines adopted in the manner provided by these guidelines.

SECTION 2. BOARD MEETINGS

2.1 TYPES OF MEETINGS:

(1) Regular - the Board meeting held on the third Thursday of each month.

(2) Special - any Board meeting other than the Regular Board meeting. Notice shall be given at least 24 hours in advance. A Special Board meeting may be scheduled by the Chairman or at the request of a majority of the Commissioners.

(4) Emergency - a Board meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Chairman or a majority of Commissioners. The minutes will indicate the reason for the emergency.

(4) Committee Meetings – a meeting of less than a quorum of Board members to discuss issues, provide input to the Fire Chief/Administrator, and to keep the Board members informed on critical issues before them. The committee structure allows for discussion and input only, no decision making authority. Items requiring a decision by the Board shall be brought forward at an official Board meeting for action. Committee meetings may be called by Committee members, or the Fire Chief/Administrator, as needed.

(5) Executive Session - a portion of a Board meeting that is closed except to the Board, and those authorized to attend by the Board. The public is restricted from attendance. Executive sessions may be held during Regular, Special or Emergency Board meetings and will be announced by the Chair. Executive session subjects are limited to considering only those items specified in RCW 42.30.110 (examples include, but are not limited to, matters relating to real property acquisition and sale, public bid contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments and attorney-client discussions).

Before convening an Executive session the Chair shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended.

2.2 The Board's **regular meetings will be held the third Thursdays of each month in the Commissioner Chambers, Station 68.**

Regular Board meetings will begin at the hour of 4:00 p.m., and will adjourn no later than 10:00 p.m. To continue past this time of adjournment, a majority of the Commissioners must concur.

If possible, only one or two major topics (defined as issues of high interest, controversial, or those which would take an extraordinary amount of Commissioner meeting time) will be scheduled per meeting.

2.3 Special Meetings may be called by the Chair or at the request of a majority of the Commissioners. Special Meetings will be specifically for the purpose of reviewing particular issues that have time constraints or are of significant importance that require a dedicated block of time.

Final decisions can be made at a Special Meeting. Public notice will be required as provided in RCW 42.30.080.

2.4 **If any Regular Meeting that is scheduled falls on a legal holiday, the meeting shall be held on another day that is scheduled by a majority vote of the Commissioners (i.e. the next business day).**

2.5 **The Chair will state the public hearing procedures before each public hearing.**

2.6 **Staff/consultants may provide brief information and respond to questions by Commissioners or as requested by the Fire Chief/Administrator.**

2.7 **Citizen comment periods will be available at each Regular, Emergency or Special Meeting for the use of those citizens wishing to address the Board. Citizen comments at Special or Emergency meetings should only be germane to the topic of the meeting.**

2.8 **The Secretary, or his/her designee, shall record the meeting minutes via a cassette recorder, or other approved system, to assist with accuracy. These recordings shall be maintained for a one (1) year period of time, at which time they may be destroyed or used for re-recording. The** "official" **record of the Board meetings shall be the written minutes as documented by the Secretary and approved by the Board. The Secretary will keep an account of all proceedings of the Board in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Board.**

Board meeting minutes, as written by the Secretary, will not be revised or corrected without a majority affirmative vote of the Board at a regularly scheduled Board meeting.

2.9 **ORDER OF REGULAR BOARD MEETING AGENDA:**

(1) **<u>Call Meeting To Order</u>**

The Chair calls the meeting to order. The Chair will announce the attendance of Commissioners and indicate any Commissioner who is not in attendance and whether

or not the Commissioner has an excused absence (a Commissioner must contact the Chair, another Commissioner, the Fire Chief/Administrator, or Secretary prior to a Board meeting and request that the absence be excused in order to qualify as an excused absence.)

(2) Pledge of Allegiance

Commissioners and, at times, invited guests lead the flag salute.

(3) Proclamations and Presentations

A Proclamation is defined as an official announcement made by either the majority of the Board or the Chair.

Board Proclamations are defined as those non-controversial events which have a major districtwide impact. Board Proclamations shall be publicly read at a Board meeting and presented to a representative of the event during the Board meeting.

Chair's Proclamations are defined as those non-controversial events which are requested by and for a special interest group within the district. Chair's Proclamations are signed by the Chair and forwarded to a representative of the event.

The Chair and Fire Chief/Administrator shall determine if the Proclamation request is for a Board Proclamation or a Chair's Proclamation.

Controversy is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.

(4) Audience Comment

Members of the audience may comment on items relating to any matter, if the request is approved by the Chair.

Citizens may comment on individual agenda items at

times during any regularly scheduled Board meeting prior to Board discussion, if approved by the Chair. These agenda items include, but are not limited to, resolutions and Board Business issues. These comment times are in addition to the Audience Comment time at the start of each regularly scheduled meeting.

The Chair shall ask citizens to state their name and address for the record.

(5) Public Hearing

Citizens may comment on public hearing items. General public hearings are limited to one (1) hour and five (5) minutes per hearing as follows: 15 minutes for staff report and Commissioner questions, 15 minutes for proponent testimony, 15 minutes for opponent testimony, 5 minutes for rebuttal and 15 minutes for questions and decision by the Board.

If any hearing extends past the time limits, the Board will decide, by majority vote, whether to waive the time limits or continue the hearing until another meeting.

(6) Board Business

Board Business includes items other than resolutions and ordinances requiring Board action.

(7) Resolutions

A resolution is a more formal adoption of a district policy or decision as compared to a regular motion. Resolutions are presented to the Board by motion.

(8) Board Reports

Commissioners may comment on items relating to any matter. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure.

(9) Fire Chief/Administrator's Report

The Fire Chief/Administrator and staff update the Commissioners on current issues or items of Board interest. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure.

(10) Adjournment

With no further business to come before the Board, the Chair adjourns the meeting.

Roll call votes will only be taken if requested by a Commissioner or as required by law.

The Chair may, with the concurrence of the Commissioners, take agenda items out of order.

SECTION 3. AGENDA PREPARATION

3.1 **The Chair and the Fire Chief/Administrator will make a good faith effort to meet at least one (1) week prior to all Regular Meetings to prepare a preliminary agenda for the Secretary. The Fire Chief/Administrator and/or his/her designee (i.e. Executive Assistant or Human Resources Administrator) will prepare an agenda for each Board meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Board. The agenda is subject to approval by the Chair and the Fire Chief/Administrator.**

3.2 **An item may be placed on a Regular Board meeting agenda by any of the following methods:**

(1) A majority vote of the Board;
(2) Board consensus;
(3) By any Commissioner;
(4) By the Fire Chief/Administrator;
(5) By the Chair.

3.3 **An item may be placed on a regular Board meeting agenda after the agenda is closed and the notice published if the**

Commissioner or Fire Chief/Administrator explains the necessity and receives a majority vote of the Board at a public meeting.

3.4 **Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.**

3.5 **The Fire Chief/Administrator and/or his/her designee will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unduly waiting, and so the Board will have sufficient time to hear testimony and to deliberate matters among themselves.**

3.6 **Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.**

3.7 **Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.**

SECTION 4. BOARD DISCUSSION

4.1 All Board discussion shall be guided by ROBERT'S RULES OF ORDER, NEWLY REVISED. In the event of any inconsistency between these "Guidelines" and Robert's Rules, the provisions of these "Guidelines" shall be deemed controlling.

SECTION 5. COMMENTS, CONCERNS AND TESTIMONY TO THE BOARD

5.2 Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to give their name and address for the record, and limit their remarks to approximately three (3) minutes. All remarks will be addressed to the Board as a whole.

Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Board, may be requested to leave the meeting by the Chair.

5.2 The Chair has the authority to preserve order at all meetings of the Board, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Board. The Chair may request assistance of a peace officer from the City of Federal Way or the City of Des Moines (dependent upon the meeting location) to restore order at any meeting.

5.3 Citizens with complaints, concerns or questions, will be encouraged to refer the matter to the Fire Chief/Administrator, or ask that the matter be placed on a future Board meeting agenda with the appropriate background information.

SECTION 6. MOTIONS/VOTING PROCEDURES /QUORUMS

6.1 When eight (8) Commissioners are officially holding positions on the Board, then five (5) Commissioners shall constitute a quorum.

When seven (7) Commissioners are officially holding positions on the Board, then four (4) Commissioners shall constitute a quorum.

When six (6) Commissioners are officially holding positions on the Board, then four (4) Commissioners shall constitute a quorum.

When five (5) Commissioners are officially holding positions on the Board, then three (3) Commissioners shall constitute a quorum.

6.2 Motions do not need a second.

6.3 A motion that receives a tie vote is deemed to have failed.

6.4 When making motions, be clear and concise and not include arguments for the motion within the motion.

6.5 After a motion is made, the Chair will indicate the names of the Commissioner making the motion

6.6 After a motion has been made, the Board may discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion on the floor.

6.7 When the Board concurs or agrees to an item that does not require a formal motion, the Chair will summarize the agreement at the conclusion of the discussion.

6.8 A motion may be withdrawn by the maker of the motion at any time, without the consent of the Board.

6.9 A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or

Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.

6.10 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Board meeting.

6.11 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.

6.12 A motion to call for the question shall close debate on the main motion and is non-debatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.

6.13 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.

Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

6.14 Discussion of the motion only occurs after the motion has been moved.

6.15 The motion maker, Chair or Secretary should repeat the motion prior to voting.

6.16 The Secretary will take a roll call vote, if requested by the Chair, a Commissioner, or as required by law.

6.17 At the conclusion of any vote, the Secretary will inform the Chair

of the results of the vote.

6.18 When a question has been decided, any Commissioner who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made after the meeting has adjourned.

6.21 Under certain circumstances approved by a majority of the Board, teleconferencing may be allowed for a Board member who is unable to be present at the Board meeting in person.

6.22 In the event of a conflict, these Board Guidelines shall prevail.

SECTION 7. CHAIR and VICE CHAIR

7.1 The Presiding Officer at all meetings of the Board shall be the Chair. If the Chair is absent, the Vice Chair shall serve as Presiding Officer until the return of the Chair.

7.2 The Presiding Officer shall:

(1) Preserve order and decorum in the commissioner chambers;

(2) Observe and enforce all rules adopted by the Board;

(3) Decide all questions on order, in accordance with these rules, subject to appeal by any Commissioner; and

(4) Recognize Commissioners in the order in which they request the floor. The Presiding Officer, as a Commissioner, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Commissioners.

(7) Shall make all committee appointments.

7.6 The Chair shall be the spokesperson for the Board.

7.7 **The Chair shall assist in preparation of the agenda.**

7.8 **The Chair is the primary contact with the Fire Chief/Administrator of the Fire Department to request tasks of staff for the Board.**

SECTION 8. COMMISSIONER COMMITTEES

8.1 **In an effort to keep all the Board of Fire Commissioners informed on critical issues before them, the following committees have been established:**

- **Budget, Finance and Audit**
- **Insurance and Healthcare**
- **Policy and Procedures**
- **Emergency Medical (Advanced Life Support Study - Basic Life Support Hospital Transport) and Emergency Management**
- **Mergers/Consolidations and Legislative Affairs**
- **Joint Labor/Management**
- **Strategic Leadership Plan and Legal Issues**

8.2 **(1)** **Budget, Finance and Audit**

- **Help develop Fire District annual budget and make recommendations to the Board.**
- **Review all vouchers prior to monthly Board Meetings and make recommendations to the Board.**
- **Review and make recommendations to the Board related to budget and finance issues.**
- **Review all audit reports from the State Auditor's office, including attendance at all pre-audit and post-audit meetings.**

(2) **Insurance and Healthcare**

- **Review and make recommendations to the Board on insurance coverage issues.**
- **Review and make recommendations to the Board on**

Healthcare issues.

- **Review and make recommendations to the Board on related Retirement issues.**

(3) <u>Policy and Procedure</u>

- **Review all policies and procedures and make recommendations to the Fire Chief/Administrator for needed changes.**
- **Develop new policies and procedures as needed.**

(4) <u>Emergency Medical and Emergency Management</u>

- **Attend meetings for ALS feasibility study.**
- **Attend meetings for BLS hospital transport study.**
- **Make recommendations to the Board on issues pertaining to Emergency Medical Services.**
- **Make recommendations to the Board on issues pertaining to Emergency Management and Disaster Planning.**

(5) <u>Mergers/Consolidations & Legislative/Governmental Affairs</u>

- **Attend meetings for potential mergers/consolidations.**
- **Make recommendations to the Board on issues pertaining to mergers/consolidations.**
- **Review proposed legislation and make recommendations to the Board.**
- **Report to the Board on the progress of proposed legislation during regular and Special Legislative Sessions.**

(8) <u>Joint Labor/Management</u>

- **Review issues involving collaboration between Labor and Management.**
- **Discuss joint ventures, such as legislative items or projects, wherein collaboration between Labor and Management would move the fire service forward.**
- **Report to the Board on the progress of collaborative**

issues involving Labor and Management.

- **Meetings are scheduled and held every other month; six (6) times per year.**

(7) <u>Strategic Leadership Plan and Legal Issues</u>

- **Review and make recommendations to the Board on issues pertaining to short and long term goals/objectives.**
- **Attend Strategic Leadership Planning Sessions as necessary.**
- **Be available to be briefed on issues involving potential litigation by the Fire Chief/Administrator.**

8.3 The Commissioner Committees shall be comprised of two (2) Commissioners when a total of five (5) Commissioners make up the Board; when six (6) or more Commissioners make up the Board, the Committees may be expanded to three (3) Commissioners.

8.4 Commissioner Committee meetings may be called for at the request of the Chair or the Fire Chief/Administrator.

8.5 Commissioner Committee shall be comprised in such a manner as not to constitute a quorum of the Board.

8.6 In situations wherein a Commissioner is unable to attend a scheduled Commissioner Committee meeting, said member shall contact the Chair so that another Commissioner can be coordinated to attend the meeting in his/her place.

8.7 Standing Committees <u>(NEED TO UPDATE)</u>

- **Budget, Finance and Audit**
  Commissioner Gates
  Commissioner Hershey
  Commissioner Fossos

- **Insurance and Healthcare**
  Commissioner Hershey
  Commissioner Gates
  Commissioner Harris

- **Policy and Procedure**
  Commissioner Thompson
  Commissioner Freitas
  Commissioner Gates

- **Emergency Medical/Emergency Management**
  Commissioner Freitas
  Commissioner Thompson
  Commissioner Harris

- **Mergers/Consolidations and Legislative Affairs**
  Commissioner Thompson
  Commissioner Hershey
  Commissioner Fossos

- **Joint Labor/Management**
  Commissioner Hershey
  Commissioner Fossos
  Rotating Commissioner (rotates every meeting)

- **Strategic Leadership Plan and Legal Issues**
  Commissioner Hershey
  Commissioner Gates
  Commissioner Harris

SECTION 9. BOARD RELATIONS WITH STAFF

9.1 **There will be mutual respect from both staff and Commissioners of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.**

9.2 **Staff will acknowledge the Board as policy makers, and the Commissioners will acknowledge staff as administering the Board's policies.**

9.3 **All written informational material requested by individual Commissioners shall be submitted by staff, after approval of the Fire Chief/Administrator, to all Commissioners with a notation indicating which Commissioner requested the information. WE HAVE NOT ALWAYS FOLLOWED THIS. The Board needs to consider if this to remain policy.**

9.4 **Commissioners shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of licenses or permits. Board needs to determine what role, if any it wants in this area. I suggest that this is an administrative function to be accomplished within adopted policy and legal requirements.**

9.5 **The Board shall not attempt to change or interfere with the operating rules and practices of the Department. This is an area in which the Board needs to draw clear distinction between policy matters administrative practices necessary to implementing policy direction.**

9.6 **Mail that is addressed to the Chairman and Commissioners shall be copied and circulated by the Fire Chief/Administrator and/or his/her designee, as soon as practicable after it arrives.**

9.7 **The Fire Chief/Administrator and/or his/her designee shall not open mail addressed to individual Commissioners if it is marked personal and/or confidential.**

9.8 **No Commissioner shall direct the Fire Chief/Administrator to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Board.**

SECTION 10. BOARD MEETING STAFFING

10.1 **The Fire Chief/Administrator shall attend all meetings of the Board unless excused. The Fire Chief/Administrator may make recommendations to the Board and shall have the right to take part in the discussions of the Board, but shall have no vote. When the Fire Chief/Administrator has an excused absence, the highest ranking Chief Officer that is available shall attend the meeting.**

10.2 **The Secretary, or designee, shall attend Regular, Special and Emergency meetings of the Board, keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting.**

SECTION 11. COMMISSIONER ATTENDANCE AT MEETINGS

11.1 **Commissioners will inform the Chair, the Vice Chair, another Commissioner, the Fire Chief/Administrator or Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any Board meeting. The minutes will show the Commissioner as having an excused absence. Under certain circumstances, the Board may allow teleconferencing to substitute for actual in-person attendance at meetings.**

SECTION 12. MEDIA REPRESENTATION AT BOARD MEETINGS

12.1 **All public meetings of the Board shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.**

SECTION 13. BOARD REPRESENTATION

13.1 **If a Commissioner appears on behalf of the Department before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Board, if known, on such issue. Personal opinions and comments which differ from the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position.**

13.2 **Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another governmental agency or community organization.**

13.3 **The Board of Commissioners, acting in their official capacity as an elected body, shall not take an official stand or position related to the support or opposition of any ballot measures or candidate(s) running for political office. This is to ensure that the Board of Commissioners does not take a position which could be viewed as being self-serving in any way. This does not preclude individual Commissioners from exercising their individual right to support or oppose a ballot measure or candidate.**

SECTION 14. CONFIDENTIALITY

14.1 **Commissioners should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the Department's position is not compromised. Confidentiality also includes information provided to Commissioners outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW).**

14.2 **If the Board, in Executive session, has provided direction or consensus to staff on proposed terms and conditions for any type of issue, all contact with the other party should be done by the designated staff representative handling the issue. Commissioners should obtain the permission of the Fire Chief/Administrator prior to discussing the information with anyone other than other Commissioners, the Departmental legal counsel or staff designated by the Fire Chief/Administrator. Any Commissioner having any contact or discussion needs to make full disclosure to the Fire Chief/Administrator and/or the Board in a timely manner.**

SECTION 15. COMMISSIONER COMPENSATION

15.1 **A fire commissioner is eligible to receive compensation at the rate of one hundred four dollars ($104) per day, or for a portion of a day, for the following activities as established in R.C.W. 52.14.010:**

(1) Attending regular, special or emergency meetings of the board of fire commissioners;

(2) Serving as a designated representative of the board, including but not limited to, such activities as: fire district committees, community development and/or betterment committees, joint labor management committee meetings, meetings on community business representing the department and serving a public purpose, etc.;

(3) Attending board-approved training and/or development activities, including, but not limited to: regional, state, or national fire district association conferences, board in-service education and training, etc. This may also include time involved in traveling to and from the activity; and

(4) Attending special board-related activities including, but not limited to: building dedications, staff retirements, and other such ceremonies when the Board member is on Departmental business serving a public purpose.

15.2 Total compensation for a calendar year shall not exceed nine thousand nine hundred and eighty four dollars ($9,984), plus reasonable expenses incurred for travel, meals, and lodging. This equates to a total of ninety six (96) meetings per year as a maximum. The dollar thresholds established in this section must be adjusted for inflation by the office of financial management every five years, beginning July 1, 2008, based upon changes in the consumer price index during that time period.

15.3 Any fire commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office, or by a written waiver filed with the fire district. The waiver may be filed any time after the Commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

15.4 A Commissioner ~~may~~ must submit a monthly claim, ~~a quarterly claim or an annual claim~~ which verifies the nature and amount

of approved activities for which compensation is claimed during the month. A Commissioner is only eligible to make one compensation claim for a given day.

15.5 **Each Commissioner is responsible to fill out and sign his/her own claim sheet and submit it to the Finance Division. ~~with a proper signature~~ –**

15.7 **Finance Division staff shall audit** Commissioner's **claims for compensation in the same manner as they audit other claims against the District. Any disputes related to unverifiable claims ~~to~~ on Commissioner**s' **claim forms shall be referred to the Board Chair for resolution ~~resolved by the Board Chair~~, or ~~by~~ for resolution of the full Board if so requested by the affected Commissioner.**

SECTION 16. BOARD TRAVEL AND EXPENSES

16.1 PURPOSE AND ADMINISTRATION

The objectives of this policy are to provide elected officials who incur authorized travel, subsistence, registration and related expenses while on Departmental business, reasonable and timely mechanisms for the reimbursement and/or the advancement of such necessary allowable expenditures.

It is also recognized that Departmental payment for business related food and beverage for non-travel purposes will be incurred by the Board wherein reimbursement will be provided. This policy statement also serves to provide guidelines by which to determine whether or not expenditures by commissioners may be reimbursable, and by which to determine refreshments and related costs served or made available at meetings involving volunteers and other quasi-employees are legitimate district expenditures.

Claimants have the responsibility for becoming knowledgeable about authorized expenditures per RCW 52.14.010, and the documentation requirements. Care must be taken to avoid unnecessary or excessive expenditures and those not directly and reasonably related to the conduct of Departmental business serving public purpose.

16.2 DOCUMENTATION

Except for expenses covered by per diem allowances, no claim for reimbursement shall be paid unless it is accompanied by a bona fide vendor's receipt. Such receipts should show, if practical, the date, a description of the purchase, vendor identification and amount paid. In the event a receipt is not available, the claimant must provide proof of payment by affidavit.

16.3 CLAIMS

Claims for reimbursement shall contain the following:

(1) The name of the person who consumed the goods or used the service for which reimbursement is requested, whether it be for meals, lodging, transportation or any other purpose.

(2) A description of the event, occasion or circumstances related to the claim and the public policy or public purpose served.

16.4 MEALS

The reasonable cost of necessary meals while conducting district business is authorized for reimbursement. Actual meal costs may be claimed when they are part of a regularly scheduled official business event such as training seminar, professional meeting, or other business meeting.

If the costs of meals for persons other than the claimant are included, those persons must be entitled to meal reimbursement in their own right and they shall be listed by name and title in claim documentation.

Meal costs must be incurred directly by the claimant; direct billing to the Department by a restaurant is prohibited except by way of an authorized district credit card.

Payment for table service at a restaurant, commonly referred to as a tip, not to exceed fifteen percent (15%) of the restaurant price of the meal, is reimbursable as a reasonable and necessary cost for such service except that the total reimbursable cost, including, tip shall not exceed the amount for the meal as established in adopted per diem limits unless actual costs are authorized as provided for in the first paragraph of Article 16.4 immediately above.

16.5 PER DIEM SCHEDULE OF REIMBURSABLE MEAL COSTS

Advances of Per Diem are available to board members and each member is encouraged to use per diem advances for official business. Use of per diem relieves commissioners from the requirement for documenting expenses as is required when

requesting reimbursement for meal costs not covered by per diem advances.

All district officials claiming per diem reimbursement for meals consumed while on district business shall be entitled to reimbursement per the adopted Departmental reimbursement schedule.

16.6 EXPENDITURES NOT ~~INCLUDABLE~~ REIMBURSABLE AS ACTUAL MEAL COSTS

Unauthorized expenditures include, but are not limited to:

(1) Liquor

(2) Expenses of a spouse or other persons not authorized to receive reimbursement under this policy.

16.7 TRAVEL

Reimbursement for reasonable costs of business travel is authorized. General guidelines are as follows.

(1) DEPARTMENT VEHICLE

Out-of-the-area costs of vehicle operation are authorized, such as gas, oil, tires and necessary repairs.

(2) PERSONAL VEHICLE

Expenses shall be reimbursed for travel within a 300 mile radius of the district at such rate per mile as shall be established in the adopted Departmental reimbursement schedule. Trips beyond this limit will be reimbursed at the lower of a) the established rate per mile, or b) the lowest available (other than non-refundable) airfare obtainable by the Fire Chief/Administrator and/or his/her designee plus mileage reimbursement at the then current Department rate, based upon the estimated distance between the airport and the destination. Incidental travel costs such as parking, ferry or bridge tolls are reimbursable as they would be if a Department vehicle was provided.

(3) RENTAL VEHICLE

The cost of vehicle rental is considered an exception to this policy and must be approved in writing by the Chair. Vehicle rental authorization must be separately set out in any request for approval of such expenses. Approval of vehicle rental as an item on a travel advance request will not be considered sufficient authorization without a separate statement presenting the reason such an expenditure is required.

(4) AIR TRAVEL

Arrangement for air travel on Department related business shall be arranged by the Executive Assistant, or as otherwise designated by the Fire Chief/Administrator as outlined below:

(a) Whenever feasible, the need for air travel arrangements should be provided by way of the normal requisition process at least 5 weeks in advance of the departure date.

(b) The authorized procurer will arrange for air travel based on the lowest available (other than non -refundable) airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested, and the destination as specified by the requisitioning Commissioner.

(c) The authorized procurer will purchase the tickets at the time the rate is quoted and the Commissioner will be advised of the arrangements for acquiring the tickets.

(d) If personal travel is combined with business related travel, the traveling Commissioner shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The Department shall only pay the lowest available (other than non-refundable) airfare for the round trip between the Seattle/Tacoma airport and the business related destination. Such payment for personal travel shall accompany the Department's payment to the vendor for the tickets.

(e) If changes in travel plans occur that are the result of Department business requirements, (i.e. delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the Department. However, all increase in cost of travel due to changes for personal convenience will be borne by the Commissioner.

(f) Officials who obtain airline tickets on their own will be reimbursed based on the lower of: a) Actual out-of-pocket cost paid for the airline tickets or alternate means of transportation (substantiated by a receipt); or b) the lowest (other than non-refundable) airfare available for their time of travel, unless an exception is granted in writing by the Board. In this case, the official must pay the cost of the travel and seek reimbursement along with all

other travel expenses. Direct billing of airfare to the Department is allowed only if ordered by the Administrative Assistant, as may be authorized by the Fire Chief/Administrator.

(5) <u>FIRST CLASS AIR TRAVEL</u>

First class air travel is not authorized.

(6) OTHER TRAVEL EXPENSES

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, porter, bellman and the like (not including any maid service) are authorized by a listing of same as provided by the reimbursement form. Payment of a reasonable amount for porter service, bellman service and the like is considered to be a necessary payment for such service and, therefore, reimbursable.

(7) VENDOR'S RECEIPT

A vendor's receipt will be required only when seeking reimbursement.

Local parking, ferry and bridge tolls may be reimbursed through the Petty Cash system, subject to the Petty Cash Guidelines.

(8) ACCOMMODATIONS

Reasonable hotel/motel accommodations for officials are acceptable and will be reimbursed at a maximum of the single room rate. A vendor's receipt for this category is required for all claims. Direct billing of hotel/motel charges is not allowed unless by way of an authorized Department credit card or purchase order.

(9) INCIDENTAL EXPENSES

Includes all reasonable and necessary incidental expenses and includes, but is not limited to, the following.

(10) ALLOWABLE INCIDENTAL EXPENSES

(a) Laundry expenses if away from home four (4) or more calendar days.

(b) Baggage checking.

(c) **Business telephone and postage expenses. Personal telephone calls home, if away from home for more than a 24 hour duration, are considered a business telephone expense.**

(11) **NON-ALLOWABLE INCIDENTAL EXPENSES**

(a) **Personal entertainment including snacks, and beverages .**

(b) **Theft, loss or damage to personal property.**

(c) **Expenses of a spouse, family or other persons not authorized to receive reimbursement under this policy**

(d) **Barber or beauty parlor services.**

(e) **Airline and other trip insurance.**

(f) **Personal postage, reading material.**

(g) **Personal toiletry articles.**

16.8 **NON-TRAVEL FOOD AND BEVERAGE REIMBURSEMENT POLICY**

Reimbursable expenses are subject to the following:

(1) **Meals consumed by the Commissioner during meetings and other functions which conduct official Department business or serve to benefit the South King Fire & Rescue are reimbursable to the official.**

(2) **Meetings or functions wherein a municipal function, public purpose, or Department program is served or furthered, and wherein the Board has expressly approved the meeting as such, the Department may incur such costs directly or as a reimbursement to Commissioners who have incurred such costs on behalf of the Department.**

(3) Refreshments purchased solely for personal entertainment are not a legitimate Department expense.

16.9 CEREMONIES AND CELEBRATIONS

(1) Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate Department expenditures. The Board needs to define the limits of this provision and a process for permitting exceptions to it.

(2) Private celebrations rather than public celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate Department expense.

(3) Support of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires the existence of a recognizable public purpose that relates to the Department's existence, proper authorization from the legislative authority for such public sponsorship, and a reasonable relationship between the amount of the Department's expenditure and the "public" nature of the event. The Board should consider requiring approval in advance of any expenditures. The Board should also prohibit any expenditures that could in part or in total be construed as a contribution to an activity or organization whose purpose does not directly coincide with the public purpose for which the District exists.

16.10 MEAL REIMBURSEMENT FOR NON-DEPARTMENT OFFICIALS

Commissioner claims for the reimbursement of meal costs for non-Department employees and non-Department officials shall be documented by a memo authorized by the Chair. The memo must identify:

(1) The names of the individual or individuals being hosted;

(2) Their official title or capacity as it related to Department business;

(3) The explanation of why this expenditure was an appropriate use of Department funds.

CLAIMS AND APPROVAL PROCEDURE

16.11 All claims shall be submitted for reimbursement using the form provided by the Executive Assistant or Fire Chief/Administrator. Travel and subsistence expenses, except for incidental and minor costs, will not be paid from any Petty Cash Fund, unless as in compliance with petty cash policy adopted by the Department.

16.12 Special approvals required by this policy shall be obtained by Commissioners, from the Chair. Such approvals shall be by separate memo which identifies the policy exception being authorized and explains the reasons therefor.

16.13 Claims may include the reimbursable costs of other Department officials who would be entitled in their own right to claim business expenses.

16.14 Expense claims of Commissioners must be approved by the Chair before they are submitted to the Finance Division for payment.

This has not been the practice

16.15 Exceptions to the expense rules for unusual circumstances may be approved at a regular Department Board meeting by a majority vote of the Commissioners present at the meeting.

16.16 In preparation of the Department's annual operating budget, Commissioner travel and training expenses shall be anticipated and included in budget appropriations. Attendance at annual

conferences of municipal officials, such as the Washington Fire Commissioners Association (WFCA), shall be addressed at the time of budget adoption to reflect the number of Commissioners who will attend to represent the Department.

16.17 Meetings, conventions or training programs that require expenditure of funds to be reimbursed or paid on behalf of Commissioners, and that are not anticipated at the time of budget adoption, must be submitted to the Board for approval. The request must be presented to the Board in a timely manner prior to the event to permit an opportunity for the Board to review and approve or deny the request based on its merit, to allow all Commissioners opportunity to discuss the appropriate Board attendance. The request shall include: (a) Name of organization sponsoring meeting, (b) Why attendance is requested; benefits to the Department, (c) Commissioner(s) to attend, (d) Location, (e) Attendance dates, and (f) Estimated cost to the Department.

16.18 A report, oral and/or written as appropriate, shall be made to the Board at a meeting no later than four (4) weeks following said conference, seminar or training, in order that the full Board may benefit from the training experience received by the Commissioner who attended. A record of such reports shall be maintained by the Secretary.

16.19 Commissioners may be issued a departmental credit card to be used to air travel, hotel rooms and meals while in attendance at seminars, conferences and conventions. All of the aforementioned rules in Section 15 shall apply to the use of credit cards. In addition, Commissioners shall submit their receipts attached to the appropriate credit card form (Form #120) provided by the Executive Assistant, Finance Division or Fire Chief/Administrator documenting the expenditures made on the department issued credit card.

SECTION 17. PUBLIC RECORDS

17.1 Public records created or received by the Chair or any Commissioner should be transferred to the Human Resource A

dministrator's **office for retention by the district in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the district, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the Fire Chief/Administrator.**

17.2 Commissioner usage of the district computer system shall conform to standards as set forth in South King Fire & Rescue Standard Operating Procedure on Department Computer System Usage.

SECTION 18. CHAIR and VICE CHAIR SELECTION PROCESS

18.1 The Chair and Vice Chair of the Board of Fire Commissioners shall be elected annually by a vote of the Commissioners at the January regular meeting.

SECTION 19. FILLING BOARD VACANCIES

19.1 PURPOSE

To provide guidance to the Department Board when a South King Fire & Rescue Commissioner position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.

19.2 REFERENCES

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office
RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

19.3 APPOINTMENT PROCESS

(1) A Board position is officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Commissioner. The Commissioner who is vacating his or her position cannot participate in the appointment process.

(2) The Board shall direct staff if necessary, to begin the Commissioner appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity, if necessary.

(3) The Fire Chief/Administrator and/or his/her designee shall prepare and submit a display advertisement to the local media which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter residing in the district. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Commissioner powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Board deems appropriate.

(4) The Fire Chief/Administrator and/or his/her designee shall prepare an application form which requests appropriate information for Board consideration of the applicants. Applications will be available at all South King Fire & Rescue stations and such other locations that the Board deems appropriate.

(5) Applications received by the deadline date and time will be copied and circulated, by the Fire Chief/Administrator and/or his/her designee, to the Chair and Board. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

(6) The Fire Chief/Administrator and/or his/her designee shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Board meeting, or a special session Board meeting.

(7) The Fire Chief/Administrator and/or his/her designee shall notify applicants of the location, date and time of Board interviews.

(8) Prior to the date and time of the interview meeting, each Commissioner may submit one interview question. In case of duplicate questions, the Commissioner may submit an alternate question.

19.4 INTERVIEW MEETING

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

(1) The applicant shall present his or her credentials to the Board. (10 minutes)

(2) The Board shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have 2 minutes to answer each question. (14 minutes)

(3) An informal question and answer period in which Commissioners may ask and receive answers to miscellaneous questions. (10 minutes)

(4) The applicants order of appearance will be determined by a random lot drawing performed by the Fire Chief/Administrator and/or his/her designee.

(5) The Board may reduce the 30 minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Board may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

19.5 VOTING

Upon completion of the interviews, Commissioners may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Board shall be in open public session.

(1) The Chair shall ask for nominations from the Commissioners.

(2) After all nominations and seconds have been received, the Secretary shall proceed with a roll-call vote.

(3) Balloting will continue until a nominee receives a majority of votes in accordance with the voting procedures outlined in Section 6 of these Guidelines.

(4) At anytime during the balloting process, the Board may postpone balloting until a date certain or regular meeting if a majority vote has not been received.

(5) Nothing in this policy shall prevent the Board from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

(6) The Chair shall declare the nominee receiving the majority vote as the new Commissioner and shall be sworn into office by the Fire Chief/Administrator at the earliest opportunity or no later than the next regularly scheduled Board meeting.

(7) If the Board does not give a majority vote within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to King County.

SECTION 20. SUSPENSION AND AMENDMENT OF GUIDELINES

20.1 **Any provision of these guidelines not governed by state law or resolution may be temporarily suspended by a two-thirds (2/3) majority vote of the Board.**

20.2 **Proposed amendments shall be submitted in writing to the Chair, Fire Chief/Administrator or Secretary prior to the meeting.**

Appendix A

Chair of the Board of Commissioners

Job Description

The following items reflect the expectations of the Chair of the Board of Fire Commissioners as expressed at a retreat of the entire Board on November 18 & 19, 2005.

6) The Chair shall be elected on an annual basis as per State statute (RCW 52.14.080). The Chair will normally serve a maximum of two (2) years in the position; however, this time period may be extended by a majority vote of the Board.

7) The Chair is the primary contact with the Fire Chief/Administrator of the Fire Department to request tasks of staff for the Board.

8) The Chair shall coordinate the creation of the meeting agenda with the other Commissioners and the Fire Chief/Administrator of the Fire Department.

9) The Chair shall preside over the meetings to ensure the opportunity for full participation by all the Commissioners.

10) The Chair shall coordinate with the Fire Department Fire Chief/Administrator and shall act as the public spokesperson for the Board of Commissioners.

Appendix B

Board of Fire Commissioner's Expectations

The "Perfect" Commissioner

The following represents the expectations of the Board of Fire Commissioners for the "perfect" Fire Commissioner as expressed at a retreat of the Board on **November 18 & 19, 2005.**

The "perfect" Commissioner shall:

9) Be Honest

10) Be knowledgeable on laws pertaining to the Fire Department and personnel

11) Be flexible

- **Adaptable**
- Listens to other's viewpoints
- **Has ability to change direction**

12) Be a representative

- **Community spirited**
- **Involved in the community**

13) Be a communicator

14) Be focused

- **Aware of community needs**

15) Be able to criticize-although not in public unless necessary

- **Praise in public**
- **Criticize in private**

16) Be able to have a personal commitment to "return to the community"

South King Fire & Rescue

Board of Commissioners

GUIDELINES

FOR THE CONDUCT OF BOARD MEETINGS, PROCEEDINGS AND BUSINESS

Adopted February 16th, 2006
Updated June 20th, 2006
Updated March 20th, 2008
Updated January 31st, 2009

Role of the Board of Fire Commissioners

The role of the Board of Fire Commissioners of South King Fire and Rescue is to establish the policies and budget of the District; provide fiscal controls; provide a conduit to the citizens of the community; and to employ a Fire Chief/Administrator to implement and direct the necessary functions and strategic plan of the District.

Through honest, open and visionary leadership; we, the Board of Fire Commissioners for South King Fire and Rescue, lead by example, hold ourselves accountable and treat each other with dignity and respect. In so doing, we embrace and accept change, and commit our resources to provide the highest level of emergency services to the citizens of our community.

We will respect each other and each others opinion; and will support and hold each other accountable by confronting inappropriate behavior that does not add value to our ability to serve.

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SECTION 1. AUTHORITY

1.1 The South King Fire & Rescue Board of Commissioners (Board) hereby establishes the following guidelines for the conduct of Board meetings, proceedings and business. These guidelines shall be in effect upon adoption by the Board and until such time as they are amended or new guidelines adopted in the manner provided by these guidelines.

SECTION 2. BOARD MEETINGS

2.1 TYPES OF MEETINGS:

(1) Regular - the Board meeting held on the third Thursday of each month.

(2) Special - any Board meeting other than the Regular Board meeting. Notice shall be given at least 24 hours in advance. A Special Board meeting may be scheduled by the Chairman or at the request of a majority of the Commissioners.

(5) Emergency - a Board meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Chairman or a majority of Commissioners. The minutes will indicate the reason for the emergency.

(4) Committee Meetings – a meeting of less than a quorum of Board members to discuss issues, provide input to the Fire Chief/Administrator, and to keep the Board members informed on critical issues before them. The committee structure allows for discussion and input only, no decision making authority. Items requiring a decision by the Board shall be brought forward at an official Board meeting for action. Committee meetings may be called by Committee members, or the Fire Chief/Administrator, as needed.

(5) Executive Session - a portion of a Board meeting that is closed except to the Board, and those authorized to attend by the Board. The public is restricted from attendance. Executive sessions may be held during Regular, Special or Emergency Board meetings and will be announced by the Chair. Executive session subjects are limited to considering only those items specified in RCW 42.30.110 (examples include, but are not limited to, matters relating to real property acquisition and sale, public bid contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments and attorney-client discussions).

Before convening an Executive session the Chair shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended.

2.2 The Board's regular meetings will be held the third Thursdays of **each month in the Commissioner Chambers, Station 68.**

Regular Board meetings will begin at the hour of 4:00 p.m., and will adjourn no later than 10:00 p.m. To continue past this time of adjournment, a majority of the Commissioners must concur.

If possible, only one or two major topics (defined as issues of high interest, controversial, or those which would take an extraordinary amount of Commissioner meeting time) will be scheduled per meeting.

2.3 Special Meetings may be called by the Chair or at the request of a majority of the Commissioners. Special Meetings will be specifically for the purpose of reviewing particular issues that have time constraints or are of significant importance that require a dedicated block of time.

Final decisions can be made at a Special Meeting. Public notice will be required as provided in RCW 42.30.080.

2.4 **If any Regular Meeting that is scheduled falls on a legal holiday, the meeting shall be held on another day that is scheduled by a majority vote of the Commissioners (i.e. the next business day).**

2.5 **The Chair will state the public hearing procedures before each public hearing.**

2.6 **Staff/consultants may provide brief information and respond to questions by Commissioners or as requested by the Fire Chief/Administrator.**

2.7 **Citizen comment periods will be available at each Regular, Emergency or Special Meeting for the use of those citizens wishing to address the Board. Citizen comments at Special or Emergency meetings should only be germane to the topic of the meeting.**

2.8 **The Secretary, or his/her designee, shall record the meeting minutes via a cassette recorder, or other approved system, to assist with accuracy. These recordings shall be maintained for a one (1) year period of time, at which time they may be destroyed or used for re-recording. The "official" record of the Board meetings shall be the written minutes as documented by the Secretary and approved by the Board. The Secretary will keep an account of all proceedings of the Board in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Board.**

Board meeting minutes, as written by the Secretary, will not be revised or corrected without a majority affirmative vote of the Board at a regularly scheduled Board meeting.

2.9 **ORDER OF REGULAR BOARD MEETING AGENDA:**

(1) **<u>Call Meeting To Order</u>**

The Chair calls the meeting to order. The Chair will announce the attendance of Commissioners and indicate any Commissioner who is not in attendance and whether

or not the Commissioner has an excused absence (a Commissioner must contact the Chair, another Commissioner, the Fire Chief/Administrator, or Secretary prior to a Board meeting and request that the absence be excused in order to qualify as an excused absence.)

(2) Pledge of Allegiance

Commissioners and, at times, invited guests lead the flag salute.

(3) Proclamations and Presentations

A Proclamation is defined as an official announcement made by either the majority of the Board or the Chair.

Board Proclamations are defined as those non-controversial events which have a major districtwide impact. Board Proclamations shall be publicly read at a Board meeting and presented to a representative of the event during the Board meeting.

Chair's Proclamations are defined as those non-controversial events which are requested by and for a special interest group within the district. Chair's Proclamations are signed by the Chair and forwarded to a representative of the event.

The Chair and Fire Chief/Administrator shall determine if the Proclamation request is for a Board Proclamation or a Chair's Proclamation.

Controversy is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.

(4) Audience Comment

Members of the audience may comment on items relating to any matter, if the request is approved by the Chair.

Citizens may comment on individual agenda items at

times during any regularly scheduled Board meeting prior to Board discussion, if approved by the Chair. These agenda items include, but are not limited to, resolutions and Board Business issues. These comment times are in addition to the Audience Comment time at the start of each regularly scheduled meeting.

The Chair shall ask citizens to state their name and address for the record.

(5) Public Hearing

Citizens may comment on public hearing items. General public hearings are limited to one (1) hour and five (5) minutes per hearing as follows: 15 minutes for staff report and Commissioner questions, 15 minutes for proponent testimony, 15 minutes for opponent testimony, 5 minutes for rebuttal and 15 minutes for questions and decision by the Board.

If any hearing extends past the time limits, the Board will decide, by majority vote, whether to waive the time limits or continue the hearing until another meeting.

(6) Board Business

Board Business includes items other than resolutions and ordinances requiring Board action.

(7) Resolutions

A resolution is a more formal adoption of a district policy or decision as compared to a regular motion. Resolutions are presented to the Board by motion.

(8) Board Reports

Commissioners may comment on items relating to any matter. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure.

(9) Fire Chief/Administrator's Report

The Fire Chief/Administrator and staff update the Commissioners on current issues or items of Board interest. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure.

(10) Adjournment

With no further business to come before the Board, the Chair adjourns the meeting.

Roll call votes will only be taken if requested by a Commissioner or as required by law.

The Chair may, with the concurrence of the Commissioners, take agenda items out of order.

SECTION 3. AGENDA PREPARATION

3.1 The Chair and the Fire Chief/Administrator will make a good faith effort to meet at least one (1) week prior to all Regular Meetings to prepare a preliminary agenda for the Secretary. The Fire Chief/Administrator and/or his/her designee (i.e. Executive Assistant or Human Resources Administrator) will prepare an agenda for each Board meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Board. The agenda is subject to approval by the Chair and the Fire Chief/Administrator.

3.2 An item may be placed on a Regular Board meeting agenda by any of the following methods:

(1) A majority vote of the Board;
(2) Board consensus;
(3) By any Commissioner;
(4) By the Fire Chief/Administrator;
(5) By the Chair.

3.3 An item may be placed on a regular Board meeting agenda after the agenda is closed and the notice published if the

Commissioner or Fire Chief/Administrator explains the necessity and receives a majority vote of the Board at a public meeting.

3.4 **Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.**

3.5 **The Fire Chief/Administrator and/or his/her designee will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unduly waiting, and so the Board will have sufficient time to hear testimony and to deliberate matters among themselves.**

3.6 **Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.**

3.7 **Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.**

SECTION 4. BOARD DISCUSSION

4.1 All Board discussion shall be guided by ROBERT'S RULES OF ORDER, NEWLY REVISED. In the event of any inconsistency between these "Guidelines" and Robert's Rules, the provisions of these "Guidelines" shall be deemed controlling.

SECTION 5. COMMENTS, CONCERNS AND TESTIMONY TO THE BOARD

5.1 Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to give their name and address for the record, and limit their remarks to approximately three (3) minutes. All remarks will be addressed to the Board as a whole.

Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Board, may be requested to leave the meeting by the Chair.

5.2 The Chair has the authority to preserve order at all meetings of the Board, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Board. The Chair may request assistance of a peace officer from the City of Federal Way or the City of Des Moines (dependent upon the meeting location) to restore order at any meeting.

5.3 Citizens with complaints, concerns or questions, will be encouraged to refer the matter to the Fire Chief/Administrator, or ask that the matter be placed on a future Board meeting agenda with the appropriate background information.

SECTION 6. MOTIONS/VOTING PROCEDURES /QUORUMS

6.1 **When eight (8) Commissioners are officially holding positions on the Board, then five (5) Commissioners shall constitute a quorum.**

When seven (7) Commissioners are officially holding positions on the Board, then four (4) Commissioners shall constitute a quorum.

When six (6) Commissioners are officially holding positions on the Board, then four (4) Commissioners shall constitute a quorum.

When five (5) Commissioners are officially holding positions on the Board, then three (3) Commissioners shall constitute a quorum.

6.2 **Motions do not need a second.**

6.3 **A motion that receives a tie vote is deemed to have failed.**

6.4 **When making motions, be clear and concise and not include arguments for the motion within the motion.**

6.5 **After a motion is made, the Chair will indicate the names of the Commissioner making the motion**

6.6 **After a motion has been made, the Board may discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion on the floor.**

6.7 **When the Board concurs or agrees to an item that does not require a formal motion, the Chair will summarize the agreement at the conclusion of the discussion.**

6.8 **A motion may be withdrawn by the maker of the motion at any time, without the consent of the Board.**

6.9 **A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the**

table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.

6.10 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Board meeting.

6.11 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.

6.12 A motion to call for the question shall close debate on the main motion and is non-debatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.

6.13 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.

Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

6.14 Discussion of the motion only occurs after the motion has been moved.

6.15 The motion maker, Chair or Secretary should repeat the motion prior to voting.

6.16 The Secretary will take a roll call vote, if requested by the Chair, a Commissioner, or as required by law.

6.17 **At the conclusion of any vote, the Secretary will inform the Chair of the results of the vote.**

6.18 **When a question has been decided, any Commissioner who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made after the meeting has adjourned.**

6.23 **Under certain circumstances approved by a majority of the Board, teleconferencing may be allowed for a Board member who is unable to be present at the Board meeting in person.**

6.24 **In the event of a conflict, these Board Guidelines shall prevail.**

SECTION 7. CHAIR and VICE CHAIR

7.1 **The Presiding Officer at all meetings of the Board shall be the Chair. If the Chair is absent, the Vice Chair shall serve as Presiding Officer until the return of the Chair.**

7.2 **The Presiding Officer shall:**

(1) Preserve order and decorum in the commissioner chambers;

(2) Observe and enforce all rules adopted by the Board;

(3) Decide all questions on order, in accordance with these rules, subject to appeal by any Commissioner; and

(4) Recognize Commissioners in the order in which they request the floor. The Presiding Officer, as a Commissioner, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Commissioners.

(9) Shall make all committee appointments.

7.9 **The Chair shall be the spokesperson for the Board.**

7.10 **The Chair shall assist in preparation of the agenda.**

7.11 **The Chair is the primary contact with the Fire Chief/Administrator of the Fire Department to request tasks of staff for the Board.**

SECTION 8. COMMISSIONER COMMITTEES

8.1 **In an effort to keep all the Board of Fire Commissioners informed on critical issues before them, the following committees have been established:**

- **Budget, Finance and Audit**
- **Insurance and Healthcare**
- **Policy and Procedures**
- **Emergency Medical (Advanced Life Support Study – Basic Life Support Hospital Transport) and Emergency Management**
- **Mergers/Consolidations and Legislative Affairs**
- **Joint Labor/Management**
- **Strategic Leadership Plan and Legal Issues**

8.2 (1) Budget, Finance and Audit

- **Help develop Fire District annual budget and make recommendations to the Board.**
- **Review all vouchers prior to monthly Board Meetings and make recommendations to the Board.**
- **Review and make recommendations to the Board related to budget and finance issues.**
- **Review all audit reports from the State** Auditor's **office, including attendance at all pre-audit and post-audit meetings.**

(2) Insurance and Healthcare

- **Review and make recommendations to the Board on insurance coverage issues.**
- **Review and make recommendations to the Board on Healthcare issues.**
- **Review and make recommendations to the Board on related Retirement issues.**

(3) Policy and Procedure

- **Review all policies and procedures and make recommendations to the Fire Chief/Administrator for needed changes.**
- **Develop new policies and procedures as needed.**

(4) Emergency Medical and Emergency Management

- **Attend meetings for ALS feasibility study.**
- **Attend meetings for BLS hospital transport study.**
- **Make recommendations to the Board on issues pertaining to Emergency Medical Services.**
- **Make recommendations to the Board on issues pertaining to Emergency Management and Disaster Planning.**

(5) Mergers/Consolidations & Legislative/Governmental Affairs

- **Attend meetings for potential mergers/consolidations.**
- **Make recommendations to the Board on issues pertaining to mergers/consolidations.**
- **Review proposed legislation and make recommendations to the Board.**
- **Report to the Board on the progress of proposed legislation during regular and Special Legislative Sessions.**

(6) <u>Joint Labor/Management</u>

- **Review issues involving collaboration between Labor and Management.**
- **Discuss joint ventures, such as legislative items or projects, wherein collaboration between Labor and Management would move the fire service forward.**
- **Report to the Board on the progress of collaborative issues involving Labor and Management.**
- **Meetings are scheduled and held every other month; six (6) times per year.**

(7) <u>Strategic Leadership Plan and Legal Issues</u>

- **Review and make recommendations to the Board on issues pertaining to short and long term goals/objectives.**
- **Attend Strategic Leadership Planning Sessions as necessary.**
- **Be available to be briefed on issues involving potential litigation by the Fire Chief/Administrator.**

8.3 The Commissioner Committees shall be comprised of two (2) Commissioners when a total of five (5) Commissioners make up the Board; when six (6) or more Commissioners make up the Board, the Committees may be expanded to three (3) Commissioners.

8.4 Commissioner Committee meetings may be called for at the request of the Chair or the Fire Chief/Administrator.

8.5 **Commissioner Committee shall be comprised in such a manner as not to constitute a quorum of the Board.**

8.6 **In situations wherein a Commissioner is unable to attend a scheduled Commissioner Committee meeting, said member shall contact the Chair so that another Commissioner can be coordinated to attend the meeting in his/her place.**

8.7 **Standing Committees**

- **Budget, Finance and Audit**
  Commissioner Gates
  ~~Commissioner Hershey~~
  Commissioner Fossos

- **Insurance and Healthcare**
  ~~Commissioner Hershey~~
  Commissioner Gates
  ~~Commissioner Harris~~
  One vacancy on this committee

- **Policy and Procedure**
  Commissioner Thompson
  Commissioner Freitas
  Commissioner Gates
  One too many Commissioners on this committee

- **Emergency Medical/Emergency Management**
  Commissioner Freitas
  Commissioner Thompson
  ~~Commissioner Harris~~

- **Mergers/Consolidations and Legislative Affairs**
  Commissioner Thompson
  ~~Commissioner Hershey~~
  Commissioner Fossos

- **Joint Labor/Management**
  ~~Commissioner Hershey~~
  Commissioner Fossos
  Rotating Commissioner (rotates every meeting)

- **Strategic Leadership Plan and Legal Issues**
  ~~Commissioner Hershey~~
  Commissioner Gates
  ~~Commissioner Harris~~
  One vacancy on this committee

SECTION 9. BOARD RELATIONS WITH STAFF

9.1 There will be mutual respect from both staff and Commissioners of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.

9.2 Staff will acknowledge the Board as policy makers, and the Commissioners will acknowledge staff as administering the Board's policies.

9.3 All written informational material requested by individual Commissioners shall be submitted by staff, after approval of the Fire Chief/Administrator, to all Commissioners with a notation indicating which Commissioner requested the information.

9.4 Commissioners shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of licenses or permits.

9.5 The Board shall not attempt to change or interfere with the operating rules and practices of the Department.

9.6 Mail that is addressed to the Chairman and Commissioners shall be copied and circulated by the Fire Chief/Administrator and/or his/her designee, as soon as practicable after it arrives.

9.7 The Fire Chief/Administrator and/or his/her designee shall not open mail addressed to individual Commissioners if it is marked personal and/or confidential.

9.8 No Commissioner shall direct the Fire Chief/Administrator to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Board.

SECTION 10. BOARD MEETING STAFFING

10.1 The Fire Chief/Administrator shall attend all meetings of the Board unless excused. The Fire Chief/Administrator may make

recommendations to the Board and shall have the right to take part in the discussions of the Board, but shall have no vote. When the Fire Chief/Administrator has an excused absence, the highest ranking Chief Officer that is available shall attend the meeting.

10.2 The Secretary, or designee, shall attend Regular, Special and Emergency meetings of the Board, keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting.

SECTION 11. COMMISSIONER ATTENDANCE AT MEETINGS

11.1 **Commissioners will inform the Chair, the Vice Chair, another Commissioner, the Fire Chief/Administrator or Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any Board meeting. The minutes will show the Commissioner as having an excused absence. Under certain circumstances, the Board may allow teleconferencing to substitute for actual in-person attendance at meetings.**

SECTION 12. MEDIA REPRESENTATION AT BOARD MEETINGS

12.1 **All public meetings of the Board shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.**

SECTION 13. BOARD REPRESENTATION

13.1 **If a Commissioner appears on behalf of the Department before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Board, if known, on such issue. Personal opinions and comments which differ from the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position.**

13.2 **Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another governmental agency or community organization.**

13.3 **The Board of Commissioners, acting in their official capacity as an elected body, shall not take an official stand or position related to the support or opposition of any ballot measures or candidate(s) running for political office. This is to ensure that the Board of Commissioners does not take a position which could be viewed as being self-serving in any way. This does not preclude individual Commissioners from exercising their individual right to support or oppose a ballot measure or candidate.**

SECTION 14. CONFIDENTIALITY

14.1 **Commissioners should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the Department's position is not compromised. Confidentiality also includes information provided to Commissioners outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW).**

14.2 **If the Board, in Executive session, has provided direction or consensus to staff on proposed terms and conditions for any type of issue, all contact with the other party should be done by the designated staff representative handling the issue. Commissioners should obtain the permission of the Fire Chief/Administrator prior to discussing the information with anyone other than other Commissioners, the Departmental legal counsel or staff designated by the Fire Chief/Administrator. Any Commissioner having any contact or discussion needs to make full disclosure to the Fire Chief/Administrator and/or the Board in a timely manner.**

SECTION 15. COMMISSIONER COMPENSATION

15.1 **A fire commissioner is eligible to receive compensation at the rate of one hundred four dollars ($104) per day, or for a portion of a day, for the following activities as established in R.C.W. 52.14.010:**

(1) Attending regular, special or emergency meetings of the board of fire commissioners;

(2) Serving as a designated representative of the board, including but not limited to, such activities as: fire district committees, community development and/or betterment committees, joint labor management committee meetings, meetings on community business representing the department and serving a public purpose, etc.;

(3) Attending board-approved training and/or development activities, including, but not limited to: regional, state, or national fire district association conferences, board in-service education and training, etc. This may also include time involved in traveling to and from the activity; and

(4) Attending special board-related activities including, but not limited to: building dedications, staff retirements, and other such ceremonies when the Board member is on Departmental business serving a public purpose.

15.2 Total compensation for a calendar year shall not exceed nine thousand nine hundred and eighty four dollars ($9,984), plus reasonable expenses incurred for travel, meals, and lodging. This equates to a total of ninety six (96) meetings per year as a maximum. The dollar thresholds established in this section must be adjusted for inflation by the office of financial management every five years, beginning July 1, 2008, based upon changes in the consumer price index during that time period.

15.3 Any fire commissioner may waive all or any portion of his/her compensation for any meeting(s) ~~month or months~~ during his/her term of office, ~~or~~ by completing a Waiver of Compensation form. ~~a written waiver filed with the fire district~~. The waiver must be filled out before the date of such ~~may be filed any time after the Commissioner's election and before the date on which the~~ compensation would otherwise be paid. The waiver shall specify the dates that compensation is being waived ~~or month or period of months for which it is made.~~ The Waiver of Compensation Form is on page 38.

15.8 **A Commissioner may submit a monthly claim, a quarterly claim or an annual claim which verifies the nature and amount of approved activities for which compensation is claimed during the month. A Commissioner is only eligible to make one compensation claim for a given day.**

15.9 **Each Commissioner is responsible to fill out his/her own claim sheet and submit it to the Finance Division with a proper signature.**

15.10 **Any disputes related to Commissioner claim forms shall be resolved by the Board Chair, or by the full Board if so requested by the affected Commissioner.**

SECTION 16. BOARD TRAVEL AND EXPENSES

16.1 PURPOSE AND ADMINISTRATION

The objectives of this policy are to provide elected officials who incur authorized travel, subsistence, registration and related expenses while on Departmental business, reasonable and timely mechanisms for the reimbursement and/or the advancement of such necessary expenditures.

It is also recognized that Departmental payment for business related food and beverage for non-travel purposes will be incurred by the Board wherein reimbursement will be provided. This policy statement also serves to provide guidelines by which to determine whether or not expenditures by commissioners may be reimbursable, and by which to determine refreshments and related costs served or made available at meetings involving volunteers and other quasi-employees are legitimate district expenditures.

Claimants have the responsibility for becoming knowledgeable about authorized expenditures per RCW 52.14.010, and the documentation requirements. Care must be taken to avoid unnecessary or excessive expenditures and those not directly and reasonably related to the conduct of Departmental business serving public purpose.

16.2 DOCUMENTATION

Except for per diem allowances, no claim for reimbursement shall be paid unless it is accompanied by a bona fide vendor's receipt. Such receipts should show, if practical, the date, a description of the purchase, vendor identification and amount paid. In the event a receipt is not available, the claimant must provide proof of payment by affidavit.

16.3 CLAIMS

Claims for reimbursement shall contain the following:

(1) The name of the person who consumed the goods or used

the service for which reimbursement is requested, whether it be for meals, lodging, transportation or any other purpose.

(2) A description of the event, occasion or circumstances related to the claim and the public policy or public purpose served.

16.4 MEALS

The reasonable cost of necessary meals while conducting district business is authorized for reimbursement. Actual meal costs may be claimed when they are part of a regularly scheduled business event such as training seminar, professional meeting, or other business meeting.

If the costs of meals for persons other than the claimant are included, those persons must be entitled to meal reimbursement in their own right and they shall be listed by name and title in claim documentation.

Meal costs must be incurred directly by the claimant; direct billing to the Department by a restaurant is prohibited except by way of an authorized district credit card.

Payment for table service at a restaurant, commonly referred to as a tip, not to exceed fifteen percent (15%) of the restaurant price of the meal, is reimbursable as a reasonable and necessary cost for such service.

16.5 PER DIEM SCHEDULE OF REIMBURSABLE MEAL COSTS

All district officials claiming per diem reimbursement for meals consumed while on district business shall be entitled to reimbursement per the adopted Departmental reimbursement schedule.

16.6 EXPENDITURES NOT INCLUDABLE AS ACTUAL MEAL COSTS

Unauthorized expenditures include, but are not limited to:

(1) Liquor

(2) Expenses of a spouse or other persons not authorized to receive reimbursement under this policy.

16.7 TRAVEL

Reimbursement for reasonable costs of business travel is authorized. General guidelines are as follows.

(1) DEPARTMENT VEHICLE

Out-of-the-area costs of vehicle operation are authorized, such as gas, oil, tires and necessary repairs.

(2) PERSONAL VEHICLE

Expenses shall be reimbursed for travel within a 300 mile radius of the district at such rate per mile as shall be established in the adopted Departmental reimbursement schedule. Trips beyond this limit will be reimbursed at the lower of a) the established rate per mile, or b) the lowest available (other than non-refundable) airfare obtainable by the Fire Chief/Administrator and/or his/her designee plus mileage reimbursement at the then current Department rate, based upon the estimated distance between the airport and the destination. Incidental travel costs such as parking, ferry or bridge tolls are reimbursable as they would be if a Department vehicle was provided.

(3) RENTAL VEHICLE

The cost of vehicle rental is considered an exception to this policy and must be approved in writing by the Chair. Vehicle rental authorization must be separately set out in any request for approval of such expenses. Approval of vehicle rental as an item on a travel advance request will not be considered sufficient authorization without a separate statement presenting the reason such an expenditure is required.

(4) AIR TRAVEL

Arrangement for air travel on Department related business shall be arranged by the Executive Assistant, or as otherwise designated by the Fire Chief/Administrator as outlined below:

(a) Whenever feasible, the need for air travel arrangements should be provided by way of the normal requisition process at least 5 weeks in advance of the departure date.

(b) The authorized procurer will arrange for air travel based on the lowest available (other than non-refundable) airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested, and the destination as specified by the requisitioning Commissioner.

(c) The authorized procurer will purchase the tickets at the time the rate is quoted and the Commissioner will be advised of the arrangements for acquiring the tickets.

(d) If personal travel is combined with business related travel, the traveling Commissioner shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The Department shall only pay the lowest available (other than non-refundable) airfare for the round trip between the Seattle/Tacoma airport and the business related destination. Such payment for personal travel shall accompany the Department's payment to the vendor for the tickets.

(e) If changes in travel plans occur that are the result of Department business requirements, (i.e. delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the Department. However, all increase in cost of travel due to changes for personal convenience will be borne by the Commissioner.

(f) Officials who obtain airline tickets on their own will be reimbursed based on the lower of: a) Actual out-of-pocket cost paid for the airline tickets or alternate means of transportation (substantiated by a receipt); or b) the lowest (other than non-refundable) airfare available for their time of travel, unless an exception is granted in writing by the Board. In this case, the official must pay the cost of the travel and seek reimbursement along with all

other travel expenses. Direct billing of airfare to the Department is allowed only if ordered by the Administrative Assistant, as may be authorized by the Fire Chief/Administrator.

(5) <u>FIRST CLASS AIR TRAVEL</u>

First class air travel is not authorized.

(6) OTHER TRAVEL EXPENSES

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, porter, bellman and the like (not including any maid service) are authorized by a listing of same as provided by the reimbursement form. Payment of a reasonable amount for porter service, bellman service and the like is considered to be a necessary payment for such service and, therefore, reimbursable.

(7) VENDOR'S RECEIPT

A vendor's receipt will be required only when seeking reimbursement.

Local parking, ferry and bridge tolls may be reimbursed through the Petty Cash system, subject to the Petty Cash Guidelines.

(8) ACCOMMODATIONS

Reasonable hotel/motel accommodations for officials are acceptable and will be reimbursed at a maximum of the single room rate. A vendor's receipt for this category is required for all claims. Direct billing of hotel/motel charges is not allowed unless by way of an authorized Department credit card or purchase order.

(9) INCIDENTAL EXPENSES

Includes all reasonable and necessary incidental expenses and includes, but is not limited to, the following.

(10) ALLOWABLE INCIDENTAL EXPENSES

(a) Laundry expenses if away from home four (4) or more calendar days.

(b) Baggage checking.

(c) Business telephone and postage expenses. Personal telephone calls home, if away from home for more than a 24 hour duration, are considered a business telephone expense.

(11) NON-ALLOWABLE INCIDENTAL EXPENSES

(a) Personal entertainment.

(b) Theft, loss or damage to personal property.

(c) Expenses of a spouse, family or other persons not authorized to receive reimbursement under this policy

(d) Barber or beauty parlor services.

(e) Airline and other trip insurance.

(f) Personal postage, reading material.

(g) Personal toiletry articles.

16.8 NON-TRAVEL FOOD AND BEVERAGE REIMBURSEMENT POLICY

Reimbursable expenses are subject to the following:

(1) Meals consumed by the Commissioner during meetings and other functions which conduct official Department business or serve to benefit the South King Fire & Rescue are reimbursable to the official.

(2) Meetings or functions wherein a municipal function, public purpose, or Department program is served or furthered, and wherein the Board has expressly approved the meeting as such, the Department may incur such costs directly or as a reimbursement to Commissioners who have incurred such costs on behalf of the Department.

(3) Refreshments purchased solely for personal entertainment are not a legitimate Department expense.

16.9 CEREMONIES AND CELEBRATIONS

(1) Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate Department expenditures.

(2) Private celebrations rather than public celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate Department expense.

(3) Support of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires the existence of a recognizable public purpose that relates to the Department's existence, proper authorization from the legislative authority for such public sponsorship, and a reasonable relationship between the amount of the Department's expenditure and the "public" nature of the event.

16.10 MEAL REIMBURSEMENT FOR NON-DEPARTMENT OFFICIALS

Commissioner claims for the reimbursement of meal costs for non-Department employees and non-Department officials shall be documented by a memo authorized by the Chair. The memo must identify:

(1) The names of the individual or individuals being hosted;

(2) Their official title or capacity as it related to Department business;

(3) The explanation of why this expenditure was an appropriate use of Department funds.

CLAIMS AND APPROVAL PROCEDURE

16.11 **All claims shall be submitted for reimbursement using the form provided by the Executive Assistant or Fire Chief/Administrator. Travel and subsistence expenses, except for incidental and minor costs, will not be paid from any Petty Cash Fund, unless as in compliance with petty cash policy adopted by the Department.**

16.12 **Special approvals required by this policy shall be obtained by Commissioners, from the Chair. Such approvals shall be by separate memo which identifies the policy exception being authorized and explains the reasons therefor.**

16.13 **Claims may include the reimbursable costs of other Department officials who would be entitled in their own right to claim business expenses.**

16.14 **Expense claims of Commissioners must be approved by the Chair.**

16.15 **Exceptions to the expense rules for unusual circumstances may be approved at a regular Department Board meeting by a majority vote of the Commissioners present at the meeting.**

16.16 **In preparation of the Department's annual operating budget, Commissioner travel and training expenses shall be anticipated and included in budget appropriations. Attendance at annual conferences of municipal officials, such as the Washington Fire Commissioners Association (WFCA), shall be addressed at the time of budget adoption to reflect the number of Commissioners who will attend to represent the Department.**

16.17 Meetings, conventions or training programs that require expenditure of funds to be reimbursed or paid on behalf of Commissioners, and that are not anticipated at the time of budget adoption, must be submitted to the Board for approval. The request must be presented to the Board in a timely manner prior to the event to permit an opportunity for the Board to review and approve or deny the request

based on its merit, to allow all Commissioners opportunity to discuss the appropriate Board attendance. The request shall include: (a) Name of organization sponsoring meeting, (b) Why attendance is requested; benefits to the Department, (c) Commissioner(s) to attend, (d) Location, (e) Attendance dates, and (f) Estimated cost to the Department.

16.18 A report, oral and/or written as appropriate, shall be made to the Board at a meeting no later than four (4) weeks following said conference, seminar or training, in order that the full Board may benefit from the training experience received by the Commissioner who attended. A record of such reports shall be maintained by the Secretary.

16.19 Commissioners may be issued a departmental credit card to be used to air travel, hotel rooms and meals while in attendance at seminars, conferences and conventions. All of the aforementioned rules in Section 15 shall apply to the use of credit cards. In addition, Commissioners shall submit their receipts attached to the appropriate credit card form (Form #120) provided by the Executive Assistant, Finance Division or Fire Chief/Administrator documenting the expenditures made on the department issued credit card.

SECTION 17. PUBLIC RECORDS

17.1 Public records created or received by the Chair or any Commissioner should be transferred to the Human Resource A dministrator's **office for retention by the district in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the district, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the Fire Chief/Administrator.**

17.2 Commissioner usage of the district computer system shall conform to standards as set forth in South King Fire & Rescue Standard Operating Procedure on Department Computer System Usage.

SECTION 18. CHAIR and VICE CHAIR SELECTION PROCESS

18.1 The Chair and Vice Chair of the Board of Fire Commissioners shall be elected annually by a vote of the Commissioners at the January regular meeting.

SECTION 19. FILLING BOARD VACANCIES

19.1 PURPOSE

To provide guidance to the Department Board when a South King Fire & Rescue Commissioner position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.

19.2 REFERENCES

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office
RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

19.3 APPOINTMENT PROCESS

(1) A Board position is officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Commissioner. The Commissioner who is vacating his or her position cannot participate in the appointment process.

(2) The Board shall direct staff if necessary, to begin the Commissioner appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity, if necessary.

(3) The Fire Chief/Administrator and/or his/her designee shall prepare and submit a display advertisement to the local media which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter residing in the district. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Commissioner powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Board deems appropriate.

(4) The Fire Chief/Administrator and/or his/her designee shall prepare an application form which requests appropriate information for Board consideration of the applicants. Applications will be available at all South King Fire & Rescue stations and such other locations that the Board deems appropriate.

(5) Applications received by the deadline date and time will be copied and circulated, by the Fire Chief/Administrator and/or his/her designee, to the Chair and Board. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

(6) The Fire Chief/Administrator and/or his/her designee shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Board meeting, or a special session Board meeting.

(7) The Fire Chief/Administrator and/or his/her designee shall notify applicants of the location, date and time of Board interviews.

(8) Prior to the date and time of the interview meeting, each Commissioner may submit one interview question. In case of duplicate questions, the Commissioner may submit an alternate question.

19.4 INTERVIEW MEETING

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

(1) The applicant shall present his or her credentials to the Board. (10 minutes)

(2) The Board shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have 2 minutes to answer each question. (14 minutes)

(3) An informal question and answer period in which Commissioners may ask and receive answers to miscellaneous questions. (10 minutes)

(4) The applicants order of appearance will be determined by a random lot drawing performed by the Fire Chief/Administrator and/or his/her designee.

(5) The Board may reduce the 30 minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Board may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

19.5 VOTING

Upon completion of the interviews, Commissioners may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Board shall be in open public session.

(1) The Chair shall ask for nominations from the Commissioners.

(2) After all nominations and seconds have been received, the Secretary shall proceed with a roll-call vote.

(3) Balloting will continue until a nominee receives a majority of votes in accordance with the voting procedures outlined in Section 6 of these Guidelines.

(4) At anytime during the balloting process, the Board may postpone balloting until a date certain or regular meeting if a majority vote has not been received.

(5) Nothing in this policy shall prevent the Board from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

(6) The Chair shall declare the nominee receiving the majority vote as the new Commissioner and shall be sworn into office by the Fire Chief/Administrator at the earliest opportunity or no later than the next regularly scheduled Board meeting.

(7) If the Board does not give a majority vote within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to King County.

SECTION 20. SUSPENSION AND AMENDMENT OF GUIDELINES

20.1 **Any provision of these guidelines not governed by state law or resolution may be temporarily suspended by a two-thirds (2/3) majority vote of the Board.**

20.2 **Proposed amendments shall be submitted in writing to the Chair, Fire Chief/Administrator or Secretary prior to the meeting.**

Appendix A

Chair of the Board of Commissioners

Job Description

The following items reflect the expectations of the Chair of the Board of Fire Commissioners as expressed at a retreat of the entire Board on November 18 & 19, 2005.

1) **The Chair shall be elected on an annual basis as per State statute (RCW 52.14.080). The Chair will normally serve a maximum of two (2) years in the position; however, this time period may be extended by a majority vote of the Board.**

2) **The Chair is the primary contact with the Fire Chief/Administrator of the Fire Department to request tasks of staff for the Board.**

3) **The Chair shall coordinate the creation of the meeting agenda with the other Commissioners and the Fire Chief/Administrator of the Fire Department.**

4) **The Chair shall preside over the meetings to ensure the opportunity for full participation by all the Commissioners.**

5) **The Chair shall coordinate with the Fire Department Fire Chief/Administrator and shall act as the public spokesperson for the Board of Commissioners.**

Appendix B

Board of Fire Commissioner's Expectations

The "Perfect" Commissioner

The following represents the expectations of the Board of Fire Commissioners for the "perfect" Fire Commissioner as expressed at a retreat of the Board on **November 18 & 19, 2005.**

The "perfect" Commissioner shall:

1) **Be Honest**

2) **Be knowledgeable on laws pertaining to the Fire Department and personnel**

3) **Be flexible**
   - **Adaptable**
   - Listens to other's viewpoints
   - **Has ability to change direction**

4) **Be a representative**
   - **Community spirited**
   - **Involved in the Community**

5) **Be a communicator**

6) **Be focused**
   - **Aware of community needs**

7) **Be able to criticize-although not in public unless necessary**
   - **Praise in public**
   - **Criticize in private**

8) Be able to have a personal commitment to "return to the community"

WAIVER OF COMPENSATION

BY FIRE COMMISSIONER

I, _____, a duly elected or appointed Fire Commissioner of South King Fire & Rescue – King County Fire Protection District No. 39, do hereby waive my right to compensation, pursuant to RCW 52.14.010, for the meetings held (or services rendered by me) on the following designated dates:

_____ _____

SIGNATURE DATE SIGNED

_____

PRINTED NAME

(This form should be signed before the date such compensation would otherwise be paid)

South King Fire & Rescue

Board of Commissioners

GUIDELINES

FOR THE CONDUCT OF BOARD MEETINGS, PROCEEDINGS AND BUSINESS

Adopted February 16th, 2006
Updated June 20th, 2006
Updated March 20th, 2008
Updated January 31st, 2009
Updated January 22nd, 2010

Role of the Board of Fire Commissioners

The role of the Board of Fire Commissioners of South King Fire and Rescue is to establish the policies and budget of the District; provide fiscal controls; provide a conduit to the citizens of the community; and to employ a Fire Chief/Administrator to implement and direct the necessary functions and the adopted strategic plan of the District.

Through honest, open and visionary leadership; we, the Board of Fire Commissioners for South King Fire and Rescue, lead by example, hold ourselves accountable and treat each other with dignity and respect. In so doing, we embrace and accept change, and commit our resources to provide the highest level of emergency services to the citizens of our community.

We will respect each other and each others opinion; and will support and hold each other accountable by confronting inappropriate behavior that does not add value to our ability to serve.

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SECTION 1. AUTHORITY

1.1 The South King Fire & Rescue Board of Commissioners (Board) hereby establishes the following guidelines for the conduct of Board meetings, proceedings and business. These guidelines shall be in effect upon adoption by the Board and until such time as they are amended or new guidelines adopted in the manner provided by these guidelines.

SECTION 2. BOARD MEETINGS

2.1 TYPES OF MEETINGS:

(1) Regular - the Board meeting held on the third Thursday of each month.

(2) Special - any Board meeting other than the Regular Board meeting. Notice shall be given at least 24 hours in advance. A Special Board meeting may be scheduled by the Chairman or at the request of a majority of the Commissioners.

(3) Emergency - a Board meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Chairman or a majority of Commissioners. The minutes will indicate the reason for the emergency.

(4) Committee Meetings – a meeting of less than a quorum of Board members to discuss issues, provide input to the Fire Chief/Administrator, and to keep the Board members informed on critical issues before them. The committee structure allows for discussion and input only, no decision making authority. Items requiring a decision by the Board shall be brought forward at an official Board meeting for action. Committee meetings may be called by Committee members, or

the Fire Chief/Administrator, as needed.

(5) Executive Session - a portion of a Board meeting that is closed except to the Board, and those authorized to attend by the Board. The public is restricted from attendance. Executive sessions may be held during Regular, Special or Emergency Board meetings and will be announced by the Chair. Executive session subjects are limited to considering only those items specified in RCW 42.30.110 (examples include, but are not limited to, matters relating to real property acquisition and sale, public bid contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments and attorney-client discussions).

Before convening an Executive session the Chair shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended.

2.2 **The** Board's **regular meetings will be held the third Thursdays of each month in the Commissioner Chambers, Station 68.**

Regular Board meetings will begin at the hour of 4:00 p.m., and will adjourn no later than 10:00 p.m. To continue past this time of adjournment, a majority of the Commissioners must concur.

If possible, only one or two major topics (defined as issues of high interest, controversial, or those which would take an extraordinary amount of Commissioner meeting time) will be scheduled per meeting.

2.3 **Special Meetings may be called by the Chair or at the request of a majority of the Commissioners. Special Meetings will be specifically for the purpose of reviewing particular issues that have time constraints or are of significant importance that require a dedicated block of time.**

Final decisions can be made at a Special Meeting. Public notice will be required as provided in RCW 42.30.080.

2.4 **If any Regular Meeting that is scheduled falls on a legal holiday, the meeting shall be held on another day that is scheduled by a majority vote of the Commissioners (i.e. the next business day).**

2.5 **The Chair will state the public hearing procedures before each public hearing.**

2.6 **Staff/consultants may provide brief information and respond to questions by Commissioners or as requested by the Fire Chief/Administrator.**

2.7 **Citizen comment periods will be available at each Regular, Emergency or Special Meeting for the use of those citizens wishing to address the Board. Citizen comments at Special or Emergency meetings should only be germane to the topic of the meeting.**

2.8 **The Secretary, or his/her designee, shall record the meeting minutes via a cassette recorder, or other approved system, to assist with accuracy. These recordings shall be maintained for a one (1) year period of time, at which time they may be destroyed or used for re-recording. The "official" record of the Board meetings shall be the written minutes as documented by the Secretary and approved by the Board. The Secretary will keep an account of all proceedings of the Board in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Board.**

Board meeting minutes, as written by the Secretary, will not be revised or corrected without a majority affirmative vote of the Board at a regularly scheduled Board meeting.

2.9 **ORDER OF REGULAR BOARD MEETING AGENDA:**

(1) **<u>Call Meeting To Order</u>**

The Chair calls the meeting to order. The Chair will announce the attendance of Commissioners and indicate

any Commissioner who is not in attendance and whether or not the Commissioner has an excused absence (a Commissioner must contact the Chair, another Commissioner, the Fire Chief/Administrator, or Secretary prior to a Board meeting and request that the absence be excused in order to qualify as an excused absence.)

(2) Pledge of Allegiance

Commissioners and, at times, invited guests lead the flag salute.

(3) Proclamations and Presentations

A Proclamation is defined as an official announcement made by either the majority of the Board or the Chair.

Board Proclamations are defined as those non-controversial events which have a major districtwide impact. Board Proclamations shall be publicly read at a Board meeting and presented to a representative of the event during the Board meeting.

Chair's Proclamations are defined as those non-controversial events which are requested by and for a special interest group within the district. Chair's Proclamations are signed by the Chair and forwarded to a representative of the event.

The Chair and Fire Chief/Administrator shall determine if the Proclamation request is for a Board Proclamation or a Chair's Proclamation.

Controversy is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.

(4) Audience Comment

Members of the audience may comment on items relating to any matter, if the request is approved by the Chair.

Citizens may comment on individual agenda items at times during any regularly scheduled Board meeting prior to Board discussion, if approved by the Chair. These agenda items include, but are not limited to, resolutions and Board Business issues. These comment times are in addition to the Audience Comment time at the start of each regularly scheduled meeting.

The Chair shall ask citizens to state their name and address for the record.

(5) Public Hearing

Citizens may comment on public hearing items. General public hearings are limited to one (1) hour and five (5) minutes per hearing as follows: 15 minutes for staff report and Commissioner questions, 15 minutes for proponent testimony, 15 minutes for opponent testimony, 5 minutes for rebuttal and 15 minutes for questions and decision by the Board.

If any hearing extends past the time limits, the Board will decide, by majority vote, whether to waive the time limits or continue the hearing until another meeting.

(6) Board Business

Board Business includes items other than resolutions and ordinances requiring Board action.

(7) Resolutions

A resolution is a more formal adoption of a district policy or decision as compared to a regular motion. Resolutions are presented to the Board by motion.

(8) Board Reports

Commissioners may comment on items relating to any matter. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure.

(9) Fire Chief/Administrator's Report

The Fire Chief/Administrator and staff update the Commissioners on current issues or items of Board interest. If comments are taking excessive time, the Chair shall have the authority to bring comments to closure.

(10) Adjournment

With no further business to come before the Board, the Chair adjourns the meeting.

Roll call votes will only be taken if requested by a Commissioner or as required by law.

The Chair may, with the concurrence of the Commissioners, take agenda items out of order.

SECTION 3. AGENDA PREPARATION

3.1 The Chair and the Fire Chief/Administrator will make a good faith effort to meet at least one (1) week prior to all Regular Meetings to prepare a preliminary agenda for the Secretary. The Fire Chief/Administrator and/or his/her designee (i.e. Executive Assistant or Human Resources Administrator) will prepare an agenda for each Board meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Board. The agenda is subject to approval by the Chair and the Fire Chief/Administrator.

3.2 An item may be placed on a Regular Board meeting agenda by any of the following methods:

(1) A majority vote of the Board;
(2) Board consensus;
(3) By any Commissioner;
(4) By the Fire Chief/Administrator;
(5) By the Chair.

3.3 An item may be placed on a regular Board meeting agenda after

the agenda is closed and the notice published if the Commissioner or Fire Chief/Administrator explains the necessity and receives a majority vote of the Board at a public meeting.

3.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.

3.5 The Fire Chief/Administrator and/or his/her designee will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unduly waiting, and so the Board will have sufficient time to hear testimony and to deliberate matters among themselves.

3.6 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.

3.7 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

SECTION 4. BOARD DISCUSSION

4.1 All Board discussion shall be guided by ROBERT'S RULES OF ORDER, NEWLY REVISED. In the event of any inconsistency between these "Guidelines" and Robert's Rules, the provisions of these "Guidelines" shall be deemed controlling.

SECTION 5. COMMENTS, CONCERNS AND TESTIMONY TO THE BOARD

5.1 Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to give their name and address for the record, and limit their remarks to approximately three (3) minutes. All remarks will be addressed to the Board as a whole.

Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Board, may be requested to leave the meeting by the Chair.

5.2 The Chair has the authority to preserve order at all meetings of the Board, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Board. The Chair may request assistance of a peace officer from the City of Federal Way or the City of Des Moines (dependent upon the meeting location) to restore order at any meeting.

5.3 Citizens with complaints, concerns or questions, will be encouraged to refer the matter to the Fire Chief/Administrator, or ask that the matter be placed on a future Board meeting agenda with the appropriate background information.

SECTION 6. MOTIONS/VOTING PROCEDURES /QUORUMS

6.1 When eight (8) Commissioners are officially holding positions on

the Board, then five (5) Commissioners shall constitute a quorum.

When seven (7) Commissioners are officially holding positions on the Board, then four (4) Commissioners shall constitute a quorum.

When six (6) Commissioners are officially holding positions on the Board, then four (4) Commissioners shall constitute a quorum.

When five (5) Commissioners are officially holding positions on the Board, then three (3) Commissioners shall constitute a quorum.

6.2 Motions do not need a second.

6.3 A motion that receives a tie vote is deemed to have failed.

6.4 When making motions, be clear and concise and not include arguments for the motion within the motion.

6.5 After a motion is made, the Chair will indicate the names of the Commissioner making the motion

6.6 After a motion has been made, the Board may discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion on the floor.

6.7 When the Board concurs or agrees to an item that does not require a formal motion, the Chair will summarize the agreement at the conclusion of the discussion.

6.8 A motion may be withdrawn by the maker of the motion at any time, without the consent of the Board.

6.9 A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if

an item is tabled, it cannot be reconsidered at the same meeting.

6.10 **A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Board meeting.**

6.11 **A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.**

6.12 **A motion to call for the question shall close debate on the main motion and is non-debatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.**

6.13 **A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.**

Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.

Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

6.14 **Discussion of the motion only occurs after the motion has been moved.**

6.15 **The motion maker, Chair or Secretary should repeat the motion prior to voting.**

6.16 **The Secretary will take a roll call vote, if requested by the Chair, a Commissioner, or as required by law.**

6.17 **At the conclusion of any vote, the Secretary will inform the Chair of the results of the vote.**

6.18 When a question has been decided, any Commissioner who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made after the meeting has adjourned.

6.19 Under certain circumstances approved by a majority of the Board, teleconferencing may be allowed for a Board member who is unable to be present at the Board meeting in person.

6.20 In the event of a conflict, these Board Guidelines shall prevail.

SECTION 7. CHAIR and VICE CHAIR

7.1 The Presiding Officer at all meetings of the Board shall be the Chair. If the Chair is absent, the Vice Chair shall serve as Presiding Officer until the return of the Chair.

7.2 The Presiding Officer shall:

(1) Preserve order and decorum in the commissioner chambers;

(2) Observe and enforce all rules adopted by the Board;

(3) Decide all questions on order, in accordance with these rules, subject to appeal by any Commissioner; and

(4) Recognize Commissioners in the order in which they request the floor. The Presiding Officer, as a Commissioner, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Commissioners.

(5) Shall make all committee appointments.

7.3 **The Chair shall be the spokesperson for the Board.**

7.4 **The Chair shall assist in preparation of the agenda.**

7.5 **The Chair is the primary contact with the Fire Chief/Administrator of the Fire Department to request tasks of staff for the Board.**

7.6 **The Chair shall make all committee appointments.**

SECTION 8. COMMISSIONER COMMITTEES

8.1 **In an effort to keep all the Board of Fire Commissioners informed on critical issues before them, the following committees have been established:**

- **Budget, Finance and Audit**
- **Insurance and Healthcare**
- **Policy and Procedures**
- **Emergency Medical (Advanced Life Support Study - Basic Life Support Hospital Transport) and Emergency Management**
- **Mergers/Consolidations and Legislative Affairs**
- **Joint Labor/Management**
- **Strategic Leadership Plan**
- **Legal Issues**

8.2 **(1)** **Budget, Finance and Audit**

- **Help develop Fire District annual budget and make recommendations to the Board.**
- **Review all vouchers prior to monthly Board Meetings and make recommendations to the Board.**
- **Review and make recommendations to the Board related to budget and finance issues.**
- **Review all audit reports from the State** Auditor's **office, including attendance at all pre-audit and post-audit meetings.**

(2) **Insurance and Healthcare**

- **Review and make recommendations to the Board on insurance coverage issues.**
- **Review and make recommendations to the Board on Healthcare issues.**
- **Review and make recommendations to the Board on related Retirement issues.**

(3) <u>Policy and Procedure</u>

- **Review all policies and procedures and make recommendations to the Fire Chief/Administrator for needed changes.**
- **Review all Commissioner Guideline proposals and amendments as assigned by the Chair.**
- **Develop new policies and procedures as needed.**

(4) <u>Emergency Medical and Emergency Management</u>

- **Make recommendations to the Board on issues pertaining to Emergency Medical Services.**
- **Attend Emergency Medical Services meetings as necessary, and report back to the full Board.**
- **Make recommendations to the Board on issues pertaining to Emergency Management and Disaster Planning.**

(5) <u>Mergers/Consolidations & Legislative/Governmental Affairs</u>

- **Attend meetings for potential mergers/consolidations.**
- **Make recommendations to the Board on issues pertaining to mergers/consolidations.**
- **Review proposed legislation and make recommendations to the Board.**
- **Report to the Board on the progress of proposed legislation during regular and Special Legislative Sessions.**

(10) <u>Joint Labor/Management</u>

- **Review issues involving collaboration between Labor and Management.**

- **Discuss joint ventures, such as legislative items or projects, wherein collaboration between Labor and Management would move the fire service forward.**
- **Report to the Board on the progress of collaborative issues involving Labor and Management.**
- **Meetings are scheduled and held every other month; six (6) times per year.**

(7) <u>Strategic Leadership Plan</u>

- **Review and make recommendations to the Board on issues pertaining to short and long term goals/objectives.**
- **Attend Strategic Leadership Planning Sessions as necessary.**

(8) <u>Legal Issues</u>

- **Be available to be briefed on issues involving potential or actual litigation by the Fire Chief/Administrator.**

8.3 **The Commissioner Committees shall be comprised of two (2) Commissioners when a total of five (5) Commissioners make up the Board; when six (6) or more Commissioners make up the Board, the Committees may be expanded to three (3) Commissioners.**

8.4 **Commissioner Committee meetings may be called for at the request of the Chair or the Fire Chief/Administrator.**

8.5 **Commissioner Committee shall be comprised in such a manner as not to constitute a quorum of the Board.**

8.6 **In situations wherein a Commissioner is unable to attend a scheduled Commissioner Committee meeting, said member shall contact the alternate and the Chair so that another Commissioner can be coordinated to attend the meeting in his/her place.**

8.7 **Standing Committees**

- **<u>Budget, Finance and Audit</u>**
  Commissioner Gates

Commissioner Rickert
Commissioner Fossos (alternate)

- **<u>Insurance and Healthcare</u>**
  Commissioner Rickert
  Commissioner Freitas
  Commissioner Fossos (alternate)

- **<u>Policy and Procedure</u>**
  Commissioner Thompson
  Commissioner Freitas
  Commissioner Rickert (alternate)

- **<u>Emergency Medical/Emergency Management</u>**
  Commissioner Rickert
  Commissioner Freitas
  Commissioner Fossos (alternate)

- **<u>Mergers/Consolidations and Legislative Affairs</u>**
  Commissioner Thompson
  Commissioner Fossos
  Commissioner Rickert (alternate)

- **<u>Joint Labor/Management</u>**
  Commissioners rotate for meeting attendance

- **<u>Strategic Leadership Plan</u>**
  Commissioner Gates
  Commissioner Rickert
  Commissioner Fossos (alternate)

- **<u>Legal Issues</u>**
  Commissioner Gates
  Commissioner Fossos
  Commissioner Thompson (alternate)

SECTION 9. BOARD RELATIONS WITH STAFF

9.1 **There will be mutual respect from both staff and Commissioners of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.**

9.2 **Staff will acknowledge the Board as policy makers, and the Commissioners will acknowledge staff as administering the Board's policies.**

9.3 **All written informational material requested by individual Commissioners shall be submitted by staff, after approval of the Fire Chief/Administrator, to all Commissioners with a notation indicating which Commissioner requested the information. The request shall initially go to the Fire Chief/Administrator.**

9.4 **Commissioners shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of licenses or permits. These are examples of administrative functions to be accomplished within adopted policy and legal requirements.**

9.5 **The Board shall not interfere with the operating rules and administrative practices of the Department.**

9.6 **Mail that is addressed to the Chairman and Commissioners shall be copied and circulated by the Fire Chief/Administrator and/or his/her designee, as soon as practicable after it arrives.**

9.7 **The Fire Chief/Administrator and/or his/her designee shall not open mail addressed to individual Commissioners if it is marked personal and/or confidential.**

9.8 **No Commissioner shall direct the Fire Chief/Administrator to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Board.**

SECTION 10. BOARD MEETING STAFFING

10.1 **The Fire Chief/Administrator shall attend all meetings of the Board unless excused. The Fire Chief/Administrator may make recommendations to the Board and shall have the right to take part in the discussions of the Board, but shall have no vote. When the Fire Chief/Administrator has an excused absence, the highest ranking Chief Officer that is available shall attend the meeting.**

10.2 **The Secretary, or designee, shall attend Regular, Special and Emergency meetings of the Board, keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting.**

SECTION 11. COMMISSIONER ATTENDANCE AT MEETINGS

11.1 **Commissioners will inform the Chair, the Vice Chair, another Commissioner, the Fire Chief/Administrator or Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any Board meeting. The minutes will show the Commissioner as having an excused absence. Under certain circumstances, the Board may allow teleconferencing to substitute for actual in-person attendance at meetings.**

SECTION 12. MEDIA REPRESENTATION AT BOARD MEETINGS

12.1 **All public meetings of the Board shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.**

SECTION 13. BOARD REPRESENTATION

13.1 **If a Commissioner appears on behalf of the Department before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Board, if known, on such issue. Personal opinions and comments which differ from the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position.**

13.2 **Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another governmental agency or community organization.**

13.3 **The Board of Commissioners, acting in their official capacity as an elected body, shall not take an official stand or position related to the support or opposition of any ballot measures or candidate(s) running for political office. This is to ensure that the Board of Commissioners does not take a position which could be viewed as being self-serving in any way. This does not preclude individual Commissioners from exercising their individual right to support or oppose a ballot measure or candidate.**

SECTION 14. CONFIDENTIALITY

14.1 **Commissioners should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the Department's position is not compromised. Confidentiality also includes information provided to Commissioners outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW).**

14.2 **If the Board, in Executive session, has provided direction or consensus to staff on proposed terms and conditions for any type of issue, all contact with the other party should be done by**

the designated staff representative handling the issue. Commissioners should obtain the permission of the Fire Chief/Administrator prior to discussing the information with anyone other than other Commissioners, the Departmental legal counsel or staff designated by the Fire Chief/Administrator. Any Commissioner having any contact or discussion needs to make full disclosure to the Fire Chief/Administrator and/or the Board in a timely manner.

SECTION 15. COMMISSIONER COMPENSATION

15.1 A fire commissioner is eligible to receive compensation at the rate of one hundred four dollars ($104) per day, or for a portion of a day, for the following activities as established in R.C.W. 52.14.010:

(1) Attending regular, special or emergency meetings of the board of fire commissioners;

(2) Serving as a designated representative of the board, including but not limited to, such activities as: fire district committees, community development and/or betterment committees, joint labor management committee meetings, meetings on community business representing the department and serving a public purpose, etc.;

(3) Attending board-approved training and/or development activities, including, but not limited to: regional, state, or national fire district association conferences, board in-service education and training, etc. This may also include time involved in traveling to and from the activity; and

(4) Attending special board-related activities including, but not limited to: building dedications, staff retirements, and other such ceremonies when the Board member is on Departmental business serving a public purpose.

15.2 Total compensation for a calendar year shall not exceed nine thousand nine hundred and eighty four dollars ($9,984), plus reasonable expenses incurred for travel, meals, and lodging.

This equates to a total of ninety six (96) meetings per year as a maximum. The dollar thresholds established in this section must be adjusted for inflation by the office of financial management every five years, beginning July 1, 2008, based upon changes in the consumer price index during that time period.

15.3 **Any fire commissioner may waive all or any portion of his/her compensation during his/her term of office, by completing a Waiver of Compensation form. The waiver must be filled out before the date on which such compensation would otherwise have been paid. The waiver shall specify the dates for which compensation is being waived. The Waiver of Compensation Form is found in Appendix B (Form #___).**

15.4 **A Commissioner shall prepare, sign, and submit monthly compensation claim forms to the Secretary of the Board (or the Fire Chief/Administrator in the absence of the Secretary of the Board), no later than the 10th of the following month, which verifies the nature and amount of approved activities for which compensation is claimed during the month. A Commissioner is only eligible to make one compensation claim for a given day. If an untimely claim is submitted due to unforeseen circumstances, it shall be paid during the next month. Late claims open the District to potential audit findings. Barring unforeseen circumstances, untimely claims shall be denied by staff and turned over to the Board Chair for resolution under Section 15.5.**

15.5 **Any disputes related to Commissioner claim forms shall be resolved by the Board Chair, or by the full Board if so requested by the affected Commissioner.**

SECTION 16. BOARD TRAVEL AND EXPENSES

16.1 PURPOSE AND ADMINISTRATION

The objectives of this policy are to provide elected officials who incur authorized travel, subsistence, registration and related expenses while on Departmental business, reasonable and timely mechanisms for the reimbursement and/or the

advancement of such necessary allowable expenditures.

It is also recognized that Departmental payment for business related food and beverage for non-travel purposes will be incurred by the Board wherein reimbursement will be provided. This policy statement also serves to provide guidelines by which to determine whether or not expenditures by commissioners may be reimbursable, and by which to determine refreshments and related costs served or made available at meetings involving volunteers and other quasi-employees are legitimate district expenditures.

Claimants have the responsibility for becoming knowledgeable about authorized expenditures per RCW 52.14.010, and the documentation requirements. Care must be taken to avoid unnecessary or excessive expenditures and those not directly and reasonably related to the conduct of Departmental business serving public purpose.

16.2 DOCUMENTATION

Except for expenses covered by per diem allowances, no claim for reimbursement shall be paid unless it is accompanied by a bona fide vendor's receipt. Such receipts should show, if practical, the date, a description of the purchase, vendor identification and amount paid. In the event a receipt is not available, the claimant must provide proof of payment by affidavit.

16.3 CLAIMS

Claims for reimbursement shall be filed in accordance with Section 15.4, and shall contain the following:

(1) The name of the person who consumed the goods or used the service for which reimbursement is requested, whether it be for meals, lodging, transportation or any other purpose.

(2) A description of the event, occasion or circumstances related to the claim and the public policy or public

purpose served.

16.4 MEALS

The reasonable cost of necessary meals while conducting district business is authorized for reimbursement. Actual meal costs may be claimed when they are part of a regularly scheduled official business event such as training seminar, professional meeting, or other business meeting.

If the costs of meals for persons other than the claimant are included, those persons must be entitled to meal reimbursement in their own right and they shall be listed by name and title in claim documentation.

Meal costs must be incurred directly by the claimant; direct billing to the Department by a restaurant is prohibited except by way of an authorized district credit card.

Payment for table service at a restaurant, commonly referred to as a tip, not to exceed fifteen percent (15%) of the restaurant price of the meal, is reimbursable as a reasonable and necessary cost for such service.

Any disputes on meal costs wherein a credit card is used to pay for the meal shall be dealt with as provided for in Section 15.5.

16.5 PER DIEM SCHEDULE OF REIMBURSABLE MEAL COSTS

Advances of per diem to cover meal costs are available to Board members, and each member is encouraged to use per diem advances for official business. Use of per diem relieves Commissioners from the requirement to document expenses for meals as is required when requesting reimbursement for meals as identified in Section 16.4.

16.6 EXPENDITURES NOT REIMBURSABLE AS ACTUAL MEAL COSTS

Unauthorized expenditures include, but are not limited to:

(1) Liquor

(2) Expenses of a spouse or other persons not authorized to receive reimbursement under this policy.

16.7 TRAVEL

Reimbursement for reasonable costs of business travel is authorized. General guidelines are as follows.

(1) DEPARTMENT VEHICLE

Out-of-the-area costs of vehicle operation are authorized, such as gas, oil, tires and necessary repairs.

(2) PERSONAL VEHICLE

Expenses shall be reimbursed for travel within a 300 mile radius of the district at such rate per mile as shall be established in the adopted Departmental reimbursement schedule. Trips beyond this limit will be reimbursed at the lower of a) the established rate per mile, or b) the lowest available (other than non-refundable) airfare obtainable by the Fire Chief/Administrator and/or his/her designee plus mileage reimbursement at the then current Department rate, based upon the estimated distance between the airport and the destination. Incidental travel costs such as parking, ferry or bridge tolls are reimbursable as they would be if a Department vehicle was provided.

(3) RENTAL VEHICLE

The cost of vehicle rental is considered an exception to this policy and must be approved in writing by the Chair. Vehicle rental authorization must be separately set out in any request for approval of such expenses. Approval of vehicle rental as an item on a travel advance request will not be considered sufficient authorization without a separate statement presenting the reason such an expenditure is required.

(4) AIR TRAVEL

Arrangement for air travel on Department related business shall be arranged by the Executive Assistant, or as otherwise designated by the Fire Chief/Administrator as outlined below:

a. Whenever feasible, the need for air travel arrangements should be provided by way of the normal requisition process at least 5 weeks in advance of the departure date.

b. The Executive Assistant will arrange for air travel based on the lowest available (other than non-refundable) airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested, and the destination as specified by the requisitioning Commissioner.

c. The Executive Assistant will purchase the tickets at the time the rate is quoted and the Commissioner will be advised of the arrangements for acquiring the tickets.

d. If personal travel is combined with business related travel, the traveling Commissioner shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The Department shall only pay the lowest available (other than non-refundable) airfare for the round trip between the Seattle/Tacoma airport and the business related destination. Such payment for personal travel shall accompany the Department's payment to the vendor for the tickets.

e. If changes in travel plans occur that are the result of Department business requirements, (i.e. delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the Department. However, all increase in cost of travel due to changes for personal convenience will be borne by the Commissioner.

f. Officials who must obtain airline tickets on their own due to unforeseen circumstances will be reimbursed based on the lower of: a) Actual out-of-pocket cost paid for the

airline tickets or alternate means of transportation (substantiated by a receipt); or b) the lowest (other than non-refundable) airfare available for their time of travel, unless an exception is granted in writing by the Board. In this case, the official must pay the cost of the travel and seek reimbursement along with all other travel expenses.

(5) FIRST CLASS AIR TRAVEL

First class air travel is not authorized.

(6) OTHER TRAVEL EXPENSES

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, porter, bellman and the like (not including any maid service) are authorized by a listing of same as provided by the reimbursement form. Payment of a reasonable amount for porter service, bellman service and the like is considered to be a necessary payment for such service and, therefore, reimbursable.

(7) VENDOR'S RECEIPT

A vendor's receipt will be required only when seeking reimbursement.

Local parking, ferry and bridge tolls may be reimbursed through the Petty Cash system, subject to the Petty Cash Guidelines.

(8) ACCOMMODATIONS

Reasonable hotel/motel accommodations for officials are acceptable and will be reimbursed at a maximum of the single room rate. A vendor's receipt for this category is required for all claims. Direct billing of hotel/motel charges is not allowed unless by way of an authorized Department credit card or purchase order.

(9) INCIDENTAL EXPENSES

Includes all reasonable and necessary incidental expenses and includes, but is not limited to, the following:

(a) Laundry expenses if away from home four (4) or more calendar days.

(b) Baggage checking.

(c) Business telephone and postage expenses. Personal telephone calls home, if away from home for more than a 24 hour duration, are considered a business telephone expense.

(d) Internet access fees to connect to department web site and e-mail.

(10) <u>NON-ALLOWABLE INCIDENTAL EXPENSES</u>

(a) Personal entertainment, including between meal snacks and beverages.

(b) Theft, loss or damage to personal property.

(c) Expenses of a spouse, family or other persons not authorized to receive reimbursement under this policy

(d) Barber or beauty parlor services.

(e) Airline and other trip life insurance.

(f) Personal postage, reading material.

(g) Personal toiletry articles.

16.8 <u>NON-TRAVEL FOOD AND BEVERAGE REIMBURSEMENT POLICY</u>

<u>Reimbursable expenses are subject to the following</u>:

(1) Meals (which are not included in registration fees) consumed by the Commissioner during meetings and other functions which conduct official Department business or serve to benefit the South King Fire & Rescue are reimbursable to the official.

(2) Meetings or functions wherein a municipal function, public purpose, or Department program is served or furthered, and wherein the Board has expressly approved the meeting as such, the Department may incur such costs directly or as a reimbursement to Commissioners who have incurred such costs on behalf of the Department.

(3) Refreshments purchased solely for personal entertainment are not a legitimate Department expense.

16.9 CEREMONIES AND CELEBRATIONS

(1) Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate Department expenditures.

(2) Private celebrations rather than public celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate Department expense.

(3) Support of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires the existence of a recognizable public purpose that relates to the Department's existence, proper authorization from the legislative authority for such public sponsorship, and a reasonable relationship between the amount of the Department's expenditure and the "public" nature of the event.

(4) Any disputes, or where clarification is required, in the application of this Section shall be dealt with as per Section 15.5.

16.10 MEAL REIMBURSEMENT FOR NON-DEPARTMENT OFFICIALS

Commissioner claims for the reimbursement of meal costs for non-Department employees and non-Department officials shall be documented by a memo authorized by the Chair. The memo must identify:

(1) The names of the individual or individuals being hosted;

(2) Their official title or capacity as it related to Department business;

(3) The explanation of why this expenditure was an appropriate use of Department funds.

CLAIMS AND APPROVAL PROCEDURE

16.11 All claims shall be submitted for reimbursement using the form provided by the Executive Assistant or Fire Chief/Administrator. Travel and subsistence expenses, except for incidental and minor costs, will not be paid from any Petty Cash Fund, unless as in compliance with petty cash policy adopted by the Department.

16.12 Claims may include the reimbursable costs of other Department officials who would be entitled in their own right to claim business expenses.

16.13 Exceptions to the expense rules for unusual circumstances may be approved at a regular Department Board meeting by a majority vote of the Commissioners present at the meeting.

16.14 In preparation of the Department's annual operating budget, Commissioner travel and training expenses shall be anticipated and included in budget appropriations. Attendance at annual conferences, for example attendance at the Washington Fire

Commissioners Association (WFCA) Conference, Washington Fire Chiefs (WFC) Conference, the Redmond Symposium, etc., shall be addressed at the time of budget adoption to reflect the number of Commissioners who will attend to represent the Department.

16.15 **Meetings, conventions or training programs that require expenditure of funds to be reimbursed or paid on behalf of Commissioners, and that are not anticipated at the time of budget adoption, must be submitted to the Board for approval. The request must be presented to the Board in a timely manner prior to the event to permit an opportunity for the Board to review and approve or deny the request based on its merit, to allow all Commissioners opportunity to discuss the appropriate Board attendance. The request shall include: (a) Name of organization sponsoring meeting, (b) Why attendance is requested; benefits to the Department, (c) Commissioner(s) to attend, (d) Location, (e) Attendance dates, and (f) Estimated cost to the Department.**

16.16 **A report, oral and/or written as appropriate, should be made to the Board at a subsequent Board meeting following said conference, seminar or training, in order that the full Board may benefit from the training experience received by the Commissioner who attended.**

16.17 **Commissioners may be issued a departmental credit card to be used to purchase air travel, hotel rooms and meals while in attendance at seminars, conferences and conventions. All of the aforementioned rules in Section 15 shall apply to the use of credit cards. In addition, Commissioners shall submit their receipts attached to the appropriate credit card form (Form #120) provided by the Executive Assistant or Fire Chief/Administrator documenting the expenditures made on the department issued credit card by the 10th of the following month.**

SECTION 17. PUBLIC RECORDS

17.1 **Public records created or received by the Chair or any Commissioner should be transferred to the Human Resource A**dministrator's **office for retention by the district in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the district, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the Fire Chief/Administrator.**

17.2 **Commissioner usage of the district computer system shall conform to standards as set forth in South King Fire & Rescue Standard Operating Guideline on Department Computer System Usage.**

SECTION 18. CHAIR and VICE CHAIR SELECTION PROCESS

18.1 **The Chair and Vice Chair of the Board of Fire Commissioners shall be elected annually by a vote of the Commissioners at the January regular meeting.**

SECTION 19. FILLING BOARD VACANCIES

19.1 **PURPOSE**

To provide guidance to the Department Board when a South King Fire & Rescue Commissioner position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.

19.2 **REFERENCES**

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office
RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

19.3 APPOINTMENT PROCESS

(1) A Board position is officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Commissioner. The Commissioner who is vacating his or her position cannot participate in the appointment process.

(2) The Board shall direct staff if necessary, to begin the Commissioner appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity, if necessary.

(3) The Fire Chief/Administrator and/or his/her designee shall prepare and submit a display advertisement to the local media which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter residing in the district. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Commissioner powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Board deems appropriate.

(4) The Fire Chief/Administrator and/or his/her designee shall prepare an application form which requests appropriate information for Board consideration of the applicants. Applications will be available at all South King Fire & Rescue stations and such other locations that the Board deems appropriate.

(5) Applications received by the deadline date and time will be copied and circulated, by the Fire Chief/Administrator and/or his/her designee, to the Chair and Board. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

(6) The Fire Chief/Administrator and/or his/her designee shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Board meeting, or a special session Board meeting.

(7) The Fire Chief/Administrator and/or his/her designee shall notify applicants of the location, date and time of Board interviews.

(8) Prior to the date and time of the interview meeting, each Commissioner may submit one interview question. In case of duplicate questions, the Commissioner may submit an alternate question.

19.4 INTERVIEW MEETING

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

(1) The applicant shall present his or her credentials to the Board. (10 minutes)

(2) The Board shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have 2 minutes to answer each question. (14 minutes)

(3) An informal question and answer period in which Commissioners may ask and receive answers to miscellaneous questions. (10 minutes)

(4) The applicants order of appearance will be determined by a random lot drawing performed by the Fire Chief/Administrator and/or his/her designee.

(5) The Board may reduce the 30 minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Board may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

19.5 VOTING

Upon completion of the interviews, Commissioners may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Board shall be in open public session.

(1) The Chair shall ask for nominations from the Commissioners.

(2) After all nominations and seconds have been received, the Secretary shall proceed with a roll-call vote.

(3) Balloting will continue until a nominee receives a majority of votes in accordance with the voting procedures outlined in Section 6 of these Guidelines.

(4) At anytime during the balloting process, the Board may postpone balloting until a date certain or regular meeting if a majority vote has not been received.

(5) Nothing in this policy shall prevent the Board from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

(6) The Chair shall declare the nominee receiving the majority vote as the new Commissioner and shall be sworn into office by the Fire Chief/Administrator at the earliest opportunity or no later than the next regularly scheduled Board meeting.

(7) If the Board does not give a majority vote within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to King County.

SECTION 20. SUSPENSION AND AMENDMENT OF GUIDELINES

20.1 **Any provision of these guidelines not governed by state law or resolution may be temporarily suspended by a two-thirds (2/3) majority vote of the Board (i.e. with a 5 member Board this requires 4 votes).**

20.2 **Proposed Commissioner Guideline amendments shall be submitted in writing to the Chair, Fire Chief/Administrator or Secretary and shall be copied to all Board members in case they have input to provide to the Policy/Procedure Committee.**

Appendix A

Chair of the Board of Commissioners

Job Description

The following items reflect the expectations of the Chair of the Board of Fire Commissioners.

1). The Chair shall be elected on an annual basis as per State statute (RCW 52.14.080). The Chair will normally serve a maximum of two (2) years in the position; however, this time period may be extended by a majority vote of the Board.

2). The Chair is the primary contact with the Fire Chief/Administrator of the Fire Department to request tasks of staff for the Board.

3). The Chair shall coordinate the creation of the meeting agenda with the other Commissioners and the Fire Chief/Administrator of the Fire Department.

4). The Chair shall preside over the meetings to ensure the opportunity for full participation by all the Commissioners.

5). The Chair shall coordinate with the Fire Department Fire Chief/Administrator and shall act as the public spokesperson for the Board of Commissioners.

6) The Chair shall coordinate the Commissioners' annual performance **review of the Fire Chief/Administrator prior to the end of each calendar year.**

Appendix B

Board of Fire Commissioner's Expectations

The "Perfect" Commissioner

The following represents the expectations of the Board of Fire Commissioners for the "perfect" Fire Commissioner.

The "perfect" Commissioner shall:

1). Be Honest

2). Be knowledgeable on laws pertaining to the Fire Department and personnel

3). Be flexible
- **Adaptable**
- Listens to other's viewpoints
- **Has ability to change direction**

4). Be a representative
- **Community spirited**
- **Involved in the community**

5). Be a communicator

6). Be focused
- **Aware of community needs**

7). Be able to criticize-although not in public unless necessary
- **Praise in public**
- **Criticize in private**

8). Be able to have a personal commitment to "return to the community"

9). Be prompt and be prepared to discuss official business whenever acting as a Fire Commissioner.

WAIVER OF COMPENSATION

BY FIRE COMMISSIONER

I, _____, a duly elected or appointed Fire Commissioner of South King Fire & Rescue – King County Fire Protection District No. 39, do hereby waive my right to compensation, pursuant to RCW 52.14.010, for the meetings held (or services rendered by me) on the following designated dates:

_____ _____

SIGNATURE DATE SIGNED

_____

PRINTED NAME

(This form should be signed before the date such compensation would otherwise be paid)