

## THE BOARD OF FIRE COMMISSIONERS

### Legal Status and Operation

The board of fire commissioners of Fire Protection District No. 5 of Yakima County is the corporate entity established by law in the state of Washington to provide fire prevention services, fire suppression services, emergency medical services and for the protection of life and property in the district. The fire protection district, a municipal corporation within the laws & constitution of the state of Washington, possesses all the usual powers of a corporation for public purposes.

The policies of the board define the organization of the board and the manner of conducting its official business. The board's operating policies are those that the board adopts from time to time to facilitate the performance of its responsibilities.

Legal Reference:      RCW 52.12.011  
                                 RCW 52.02.020

Status  
Districts authorized

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

## THE BOARD OF FIRE COMMISSIONERS

### Number of Members and Terms of Office

The board of fire commissioners shall consist of three members, elected by ballot by the registered voters of the fire district. Except as otherwise provided by law, commissioners shall hold office for terms of six years and until their successors are elected and qualified. Terms of commissioners shall be staggered as provided by law.

Newly elected commissioners elected to a full-term of six years shall take office at the first meeting in January following an election, provided election results have been certified by the county auditor and the newly-elected commissioners has taken and subscribed to an oath or affirmation that he/she will faithfully and impartially discharge the duties of the office to the best of his/her ability. A commissioner elected to less than a full term shall assume office as soon as the election results have been certified and he/she has taken and subscribed to the oath of office.

Cross Reference: Policy 1114

Oath of Office

Legal Reference: RCW 29A.60.270  
RCW 52.14.010  
RCW 52.14.015

RCW 52.14.015  
RCW 52.14.060

Commencement of District Officers  
Number of Commissioners  
Increase from Three to Five  
Commissioners -- Election  
Terms – Election  
Terms of First Elected  
Commissioners

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Revision Date: 04/07/2015

Chief Signature: \_\_\_\_\_

## THE BOARD OF FIRE COMMISSIONERS

### Election

Fire protection district elections shall be held on the Tuesday following the first Monday in November of odd-numbered years.

A person may become a candidate for the office of fire commissioner by filing a declaration of candidacy with the county auditor during the July filing period as prescribed by law. In the event that there are more than two candidates for any position on the board, a primary election shall be held on the third Tuesday of September in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

A person is legally qualified to become a fire commissioner who is a United States citizen, and a qualified voter and resident of the fire protection district.

Cross Reference: Policy 1512

Conflicts of interest

Legal Reference: RCW 29A  
RCW 42.04.020  
RCW 52.14.030

Elections  
Eligibility to hold office  
Election precincts

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Resignation**

If a commissioner's permanent residence ceases to be in the fire district, the commissioner shall resign immediately. Upon receipt of a commissioner's written resignation for this or any other reason, the board shall consider the resignation at its next regular scheduled meeting. The board shall then accept the resignation by formal action and declare the board position vacant unless the resignation is withdrawn any time prior to the board's action.

Legal Reference:      RCW 29A.04.151  
                              RCW 42.12.010

Residence  
Causes of vacancy

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Vacancies**

In case of a board vacancy, the remaining commissioners shall fill such vacancy by appointment. The vacancy shall, within ninety (90) days, be filled by appointment of a resident elector of the district by a vote of the remaining fire commissioners. The person appointed shall serve until a successor has been elected or appointed and has qualified. If the board of commissioners fails to fill the vacancy within the ninety (90) day period, the county commissioners shall make the appointment. If the number of vacancies is such that there are not a majority of the full number of commissioners in office, the county commissioners shall within one hundred eighty (180) days of the vacancies appoint the required number to create a majority to fill the vacancies on an interim basis through the next general election. At the next general election, if there is sufficient time for the nomination of candidates for office of fire commissioner, after the filing of any vacancy in the office, a fire commissioner shall be elected to serve for the remainder of the unexpired term.

An appointee shall meet the requirements provided by law and shall serve until the next regularly scheduled fire district election, at which time a commissioner shall be elected for the unexpired term.

Legal Reference: RCW 52.14.050

RCW 42.12

Vacancies—Procedure for  
filing  
Vacancies

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Revision Date: 04/07/2015

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Oath of Office**

Each fire commissioner and the secretary shall take an oath to support the constitutions of the United States and the state of Washington and to faithfully discharge the duties of his/her office to the best of his/her ability. A notary public authorized to administer oaths must certify to this oath and the signature of the member and must file the signed oath of office in the county auditor's office.

Newly appointed or elected candidates for the office of commissioner shall within ninety (90) days and at a minimum every four proceeding years complete training regarding public records, records management and open public meetings as outlined in the Open Public Meetings Act. Training may be completed remotely with technology including but not limited to internet-based training.

Legal Reference:      RCW 52.14.070  
                              RCW 42.30

Oath of Office  
Open Public Meetings Act

Adoption Date: 12/03/1991    Revision Date: April 5, 2016

Chief Signature: \_\_\_\_\_

## THE BOARD OF FIRE COMMISSIONERS

### Annual Organizational Meeting

At the first regular meeting in January of each year, the board of fire commissioners shall elect from among its members a chairman and a vice chairman to serve a one-year term. If a commissioner is unable to continue to serve as chairman, a replacement shall be elected immediately. In order to provide a record of the proceedings of each meeting of the board, the commissioners shall appoint a secretary of the board.

The normal order of business shall be modified for the annual organization meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of the newly-elected commissioner by the chairman.  
The secretary shall then become chairman pro tem.
2. Call for nominations for chairman to serve during the ensuing year.
3. Election of a chairman.
4. Assumption of office by the new chairman.
5. Call for nominations for vice chairman to serve during the ensuing year.
6. Election of a vice chairman.

Policies shall continue from year to year and board to board until and unless the board changes them.

|                  |                |  |
|------------------|----------------|--|
| Legal Reference: | RCW 29A.24.072 | Commencement of terms of<br>city, town and district<br>officers elected— |
|                  | RCW 29A.60.280 | Organization of boards of<br>directors                                   |
|                  | RCW 29A.20.040 | Local elected officials,<br>commencement of term of<br>office            |

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Revision Date: 04/07/2015 Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Officers of the Board: Chairman**

The chairman shall preside at all board meetings and sign all papers and documents as required by law and as authorized by the action of the board. The chairman shall conduct the meeting in the manner prescribed by the board's policies, provided that the chairman shall have the full right to participate in debate without relinquishing the chair and shall have the right to vote on all matters put to a vote. The chairman shall conduct the meeting so that deliberation is clear, concise, and directed to the issue at hand; discussion and /or action is summarized before moving on to the next agenda item; and the meeting is managed so that the agenda is treated in an expeditious manner.

The chairman shall be the official recipient of correspondence directed to the board and shall provide, or cause to be provided to other board members, copies of the correspondence received on behalf of the board.

In dealing with the media and the public in general, the chairman or his/her designee will serve as the spokesperson of the board. The chairman is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The chairman shall avoid speculating upon actions or decisions which the board may take but has not yet taken.

The chairman shall confer with the chief regarding sensitive issues which need immediate attention. When appropriate, the chief will confer with individual board members when other opinions should be sought.

Legal Reference: RCW 52.14.080

Chairman

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_



**THE BOARD OF FIRE COMMISSIONERS**

**Officers of the Board: Vice Chairman**

The vice chairman shall preside at board meetings in the absence of the chairman and shall perform all of the duties of the chairman in case of his/her absence or disability.

Adoption Date: 12/03/1991  
Revision Date: 03/06/2006

Chief Signature: \_\_\_\_\_

## THE BOARD OF FIRE COMMISSIONERS

### Duties of Individual Commissioners

The authority of commissioners is limited to participating in actions taken by the board as a whole when legally in session. Commissioners shall not assume responsibilities of the chief or other staff members. The board or staff shall not be bound in any way by any action taken or statement made by any individual commissioner except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each commissioner is obligated to attend board meetings regularly. Whenever possible, each commissioner shall give advance notice to the chairman or chief of his/her inability to attend a board meeting. A majority of the board may excuse a commissioner's absence from a meeting if requested to do so. The board shall declare a commissioner's position vacant after three (3) consecutive unexcused absences from regular board meetings.

Legal Reference: RCW 52.14.050

Vacancies---Grounds for  
declaring office vacant

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Secretary**

The fire commissioners shall appoint a secretary of the district, who may or may not be a member of the board, for such term as they shall determine. The secretary, if a member of the board, shall not receive additional compensation for serving as secretary.

The secretary of the district shall keep a record of the proceedings of the board, shall perform other duties as prescribed by the board or by law, and shall take and subscribe to an official oath similar to that of the fire commissioners which oath shall be filed in the same office as that of the commissioners. The secretary shall serve as investment officer for the district.

Legal Reference: RCW 52.14.080

Secretary—Duties and oath

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_

The following is a sample Oath of Office to be filed with the County Auditor as per RCW 52.14.070:

### OATH OF OFFICE

STATE OF WASHINGTON)

ss

COUNTY OF Yakima)

I, \_\_\_\_\_, having been duly appointed Secretary to the Board of Fire Commissioners of Yakima County Fire Protection District No. 5, do solemnly swear that I will faithfully and impartially perform the duties of Secretary of said Fire Protection District No. 5, as prescribed by law and to the best of my ability and that I will support and maintain the laws and constitution of the State of Washington and the United States. So help me God.

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Washington

\_\_\_\_\_  
Print name as signed above

\_\_\_\_\_  
Residing in

**THE BOARD OF FIRE COMMISSIONERS****Consultants**

When knowledge, legal, or technical skills are needed that cannot be provided by persons on the staff, the chief shall prepare a description of services needed along with an estimation of the time and cost likely to be incurred. If such consultative assistance is approved by the board, the chief shall be authorized to engage consultant services, paid or unpaid, within budgetary limits specified by the board.

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Adoption and Amendment of Policies**

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the fire district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the chairman prior to the second reading. The board may invite oral statements from patrons as an order of business.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the fire district. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the fire district's policy manual. Policies of the fire district shall be reviewed annually by the board of commissioners.

Legal Reference:      RCW 42.17A.001

Duty to publish procedures

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Revision Date: 04/07/2015

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Policy Manuals**

The chief shall maintain a current policy manual in accordance with policies adopted by the board. The manual is intended both as a tool for fire district management as well as a source of information to patrons, staff, volunteers and others about how the district operates.

Policy manuals distributed to anyone shall remain the property of the fire district. Such manuals shall be subject to recall at any time.

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Administrative Procedures**

The chief shall develop such procedures as are necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the chief shall submit it to the board as an information item. Such procedures need not be approved by the board, though it may revise them when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; though on controversial topics, the chief may request prior board approval.

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_



**THE BOARD OF FIRE COMMISSIONERS****Suspension of a Policy**

A policy of the board shall be subject to suspension by a majority vote of the commissioners present, provided all commissioners had received notice of the meeting and provided the notice included a proposal to suspend a policy and an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all board members present.

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_

## THE BOARD OF FIRE COMMISSIONERS

### Audit of Expenditures

At each regular meeting the board of fire commissioners shall approve all bills and payroll after confirmation by the chief that all vouchers represent true and just claims and are in accord with the annual budget. In the absence of the chief, his/her auditing officer designee shall confirm that all vouchers represent true and just claims. At each meeting at which payments have been approved, the board of commissioners shall sign the blanket voucher approval document authorizing the county treasurer to pay the warrants for approved expenditures. The blanket voucher approval form shall specify the date, number, name and amount and fund on which each warrant is to be drawn, and the form shall be transmitted promptly to the county treasurer.

All accounts shall be externally audited in the manner provided by law.

|                  |               |  |
|------------------|---------------|--|
| Cross Reference: | Policy 6300   | Vender certification and approval  |
| Legal Reference: | RCW 42.24.080 | Municipal corporations and political subdivisions—<br>Auditing and payment<br>Authentication and certification   |
|                  | RCW 42.24.180 | Taxing district—Issuance of warrants or checks before approval by legislative body—<br>Conditions State Auditor's Bulletin 301-III(F)---<br>Voucher certification and approval |

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

## **THE BOARD OF FIRE COMMISSIONERS**

### **Meetings**

Board meetings will be scheduled in compliance with the law and as deemed by the board of fire commissioners to be in the best interests of the district and community. The board of fire commissioners will function through (1) regular, (2) special meetings, and (3) emergency meetings.

Public notice shall be properly given to each news media that has on file with the district, a written request that it be notified, for any special meeting, whenever a regular meeting is adjourned to another time, or when a regular meeting is to be held at a place other than the Zillah Headquarter Station.

Regular meetings shall be held at 4:00 p.m. on the first Tuesday of each month in the Zillah Headquarter Station or at other times and places determined by a majority vote. If regular meetings are to be held at places other than the Zillah Headquarter Station or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

Special meetings may be called by the chairman or on a petition of a majority of the fire commissioners. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each fire commissioner not less than twenty-four (24) hours prior to the time of the meeting. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

In the event of an emergency, involving possible personal injury or property damage, the board of fire commissioners may meet immediately and take official action without prior notification.

All meetings shall be open to the public with the exception of executive sessions authorized by law. Any final action will be taken at an open meeting.

During the interim between meetings, the office of the secretary shall be the office of the board. The fire districts' public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

|                  |               |  |
|------------------|---------------|--|
| Cross Reference: | Policy 3300   | Public access to district records                |
| Legal Reference: | RCW 52.14.090 | Office—Meetings                                  |
|                  | RCW 52.14.100 | Meetings—Powers and duties of board              |
|                  | RCW 42.17A    | Disclosure—Campaign finance -- Lobbying--Records |
|                  | RCW 42.30     | Open public meetings act                         |
|                  | RCW 42.32.030 | Minutes  |

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005  
Revision Date: June 6, 2006  
Revision Date: 04/07/2015

Chief Signature: \_\_\_\_\_

## **THE BOARD OF FIRE COMMISSIONERS**

### **Meetings**

The following laws or guidelines should be recognized in regard to the conduct of meetings:

Open Meetings. All meetings, including study or work sessions, must be advertised as meetings that are open to the public. If a board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., personnel matters).

Meeting Notices. A regular meeting does not require a public notice. If the board does not meet at its regular location or time, the meeting should be treated as a special meeting with proper notice and announcements to the press stating the time, place and purpose of the meeting. A fire district is required to notify newspapers and radio and television stations which have filed a request for such notification. Each fire commissioner should receive a printed agenda twenty-four (24) hours in advance of the special meeting. While other items of business may be discussed at a special meeting, no action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session in accordance with Policy 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No notice is required when the board is meeting for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit.

Meeting Adjournment and Continuances. The board may adjourn a regular, special or adjourned meeting to a specific future time. Notice of such an adjournment or continuation must be posted at or near the door of the meeting room. Notification to the press is not necessary.

## **THE BOARD OF FIRE COMMISSIONERS**

### Meetings – Executive or Closed Sessions

Before convening in executive session, the chairman shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the chairman.

An executive session may be conducted for one or more of the following purposes:

- To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; however, the final action of selling or leasing public property shall be taken in a meeting open to the public;
- To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- To receive and evaluate complaints or charges brought against a commissioner or staff member; however, upon the request of such commissioner or staff member, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
- To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when the board of commissioners elects to take a final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- To evaluate the qualifications of a candidate for appointment to the board of commissioners; however, any interview of such candidate and final action appointing a candidate to the board of commissioners shall be in a meeting open to the public;

- To discuss with legal counsel representing the board of commissioners, matters relating to commission enforcement actions, or to discuss with legal counsel representing the commission, litigation or potential litigation to which the commission, or commissioners acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the commission.

A closed session of the fire commission board may be held when the board is planning or adopting the strategy or position to be taken during the course of collective bargaining or professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in such negotiations or proceedings while in progress.

Legal Reference:      RCW 42.30.110  
                                 RCW 42.30.140

Executive sessions  
Chapter controlling—  
Application

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Meetings – Agenda**

The chief shall be responsible for preparing the agenda for each meeting, in conjunction with the chairman. The draft agenda will be posted on the District's web site no later than 24 hours in advance of the published start time of the meeting. Copies of the agenda minutes of the previous meeting and relevant supplementary information will be delivered to each fire commissioner at least three (3) days in advance of the meeting and will be available to any interested citizen at the secretary's office or on the district's web site twenty-four (24) hours following approval by the board of commissioners.

Legal Reference: RCW 42.30.077

Agendas of Regular Meeting-  
On Line Availability.

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Revision Date: 04/07/2015

Chief Signature: \_\_\_\_\_



**THE BOARD OF FIRE COMMISSIONERS****Meetings – Quorum**

A majority of the commission members shall constitute a quorum for the transaction of all business.

Legal Reference:      RCW 52.14.100  
                                 RCW 42.30

Meetings—Powers and duties  
of board  
Open Public Meetings Act

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Meetings – Conduct and Order of Business**

All board of fire commissioner meetings will be conducted in an orderly and business-like manner, using Roberts Rules of Order, Revised as a guide except when such rules are superseded by board policies. The order of business will be that indicated in the agenda. Any additions or changes in the order of items listed in the prepared agenda may be allowed by the chairman.

All votes on motions and resolutions shall be by “voice” vote unless a roll call vote is requested by the chairman or other member of the board.

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_

## **THE BOARD OF FIRE COMMISSIONERS**

### **Parliamentary Procedures**

1. RECOGNITION OF A MOTION. A motion is before the board only when recognized by the chairman. After some discussion on a topic, the chairman may invite a commissioner to make a motion dealing with an issue by stating: "The chair will entertain a motion to \_\_\_\_\_."

2. MOTION. A main motion brings business before the board for its consideration in such a manner that it may be discussed and acted upon. A motion may be made by any commissioner, including the chairman. A motion may be stated as: "I move that \_\_\_\_\_." The chairman may recognize a motion by stating: "A motion has been made by \_\_\_\_\_." Once a motion is stated by the chairman, it becomes a motion of the board and no longer belongs to the maker of the motion.

- SECOND. A motion may be entertained by the chairman without a second. If the chairman chooses not to recognize a motion made by a commissioner another commissioner may second the motion in order to bring the motion to the floor for discussion. A motion which fails to be recognized by the chairman or receive a second is not considered for discussion.
- OUT-OF-ORDER MOTION. A motion which does not relate to the matter under consideration or which is a main motion and is being presented while another main motion is still before the board is out of order and shall not be recognized.
- REVISION OF MOTION. At any time before a vote is taken on motion, the person making the motion may revise the wording of the motion if there is no objection by other commissioners. If there is an objection, the motion should be revised by amendment.
- WITHDRAWAL OF MOTION. After a motion has been stated by the chairman, it cannot be withdrawn without the consent of the board. The maker of the motion may be requested to withdraw a motion and, if the maker of the motion does not object, the board by general consent or vote can withdraw the motion. If the motion has been seconded and stated by the chairman, the consent of the individual who seconds the motion is not required but the board must vote or agree by general consent to withdraw the motion.

- SUBSIDIARY MOTIONS. These are motions which propose to take some action in relation to the manner in which the board will consider the substance of the main motion. (Motions are ranked in order of precedence.)

A. Upon majority vote of the board, a motion may be tabled. Such motion may be removed from the table by the majority vote.

B. QUESTION. At any time during the discussion on any motion any commissioner may move for the previous question. If that call receives a second and approval by two-thirds of the board, the chairman shall call for the vote on the motion being discussed. The chairman at any time may state: "If there is no objection, the chairman will call for the vote and the motion being discussed." If one commissioner objects, the discussion shall continue until there is a two-thirds affirmative vote to close debate or there is no objection to closing debate. Other business is out of order until the motion before the board has been disposed.

C. LIMITED DEBATE. The board may elect to limit discussion or establish special rules governing the discussion on the main motion. (A second and two-thirds vote are required)

D. POSTPONE DEFINITELY. If a motion to postpone consideration of a subject or the consideration of a motion is approved, the chairman shall place the subject or the main motion on the agenda in accordance with the terms of the motion without further action by the commissioners. If no time or circumstances are specified for the reinstatement of the subject or the main motion at his/her discretion without further action by the commissioners but not sooner than the next regular meeting. (A second and majority vote are required.)

E. REFER. The subject of the main motion may be referred to a committee or individual for study or special consideration.

F. AMEND. At any time before a vote is taken on a motion, any commissioner may move to amend the motion which is then before the board. The motion shall state the amendment and shall receive a second before it shall become the business before the board. The chairman shall call for discussion, which shall be limited to the proposed amendment. If the proposed amendment receives a favorable majority, the main

motion shall stand amended and further discussion on the main motion shall be directed to the motion as amended.

G. POSTPONE INDEFINITELY. A motion can be postponed indefinitely. (A second and majority vote are required.)

H. ORDER OF MOTIONS AND PROCEDURAL ACTIONS. The following order in the presentation of motions and other procedural actions shall be in effect while a main motion is being discussed.

If there is a main motion before the members, the chairman may recognize one of the following: (with “a” being at the highest in rank order)

- a. Adjourn, Recess
- b. Table,
- c. Previous question (close debate)
- d. Limit debate,
- e. Postpone,
- f. Refer to committee,
- g. Amend the motion,
- h. Postpone indefinitely

4. PRIVILEGED MOTIONS. This type of motion provides for the comfort or convenience of the board or one of its commissioners and is not directly related to a motion that is “on the floor.” (Motions are ranked in order of precedence.)

- ADJOURN. When the agenda is completed, if there are no objections, the chairman may declare the meeting adjourned. If a commissioner moves to adjourn the meeting, the chairman would call for a vote of the board to adjourn. Once the motion passes, the chairman must declare the meeting adjourned. (A majority vote is required.)
- RECESS. A commissioner can request a recess in the deliberations of the board. (A majority vote is required.)

5. INCIDENTAL MOTIONS. This type of motion deals with the procedures of the board and is incidental to the motion that is “on the floor.” Incidental motions are acted upon when proposed. (No order of preference.)

- DIVIDE A MOTION. A main motion, by majority vote, may be divided into smaller units for the purpose of discussion, voting or both.

- APPEAL. Any decision by the chairman may be appealed by a majority vote of the board.
- RECONSIDER. A motion can be brought back “to the table” by a commissioner provided that such a motion is made by a member of the majority when the issue was last voted upon. (Note: If the board has Roberts Rules of Order as its authority, the board may adopt a special rule of order which allows any commissioner to reconsider the vote on any motion.)
- RESCIND. A motion can be made to retract an issue or order that was passed. (A two-thirds vote is required.)
- VOTE. The vote on all matters shall be made in person and shall be oral. Results will be announced immediately and recorded in the minutes. A commissioner may change his/her vote if the change is announced before the chairman announces the results of the vote.

Any commissioner may abstain from voting at any call for the vote. Such a commissioner, who is present at the call for the vote, shall be counted as present for the purpose of determining the presence of a quorum. All votes on motions and resolutions shall be by “voice” vote.

## THE BOARD OF FIRE COMMISSIONERS

### Audience Participation

The board recognizes the value of public comment on fire services issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may make formal presentations. Such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items. Individuals wishing to be heard by the board shall first be recognized by the chairman. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The board requires that such participants be either residents of the fire district, staff or volunteer(s) of the fire district or the designee of such residents, staff or volunteer(s). Any representative of a firm eligible to bid on materials or services solicited by the board shall also be entitled to express an opinion. The chairman may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The board as a whole shall have the final decision in determining the appropriateness of all such rulings.

At the conclusion of the meeting, the chairman will allow any individual to speak to any issue not included on the agenda.

Cross Reference: Policy 1420

Meetings – Agenda

Legal Reference: RCW 42.30.030  
RCW 42.30.050

Meetings declared open and  
public  
Interruptions—Procedures

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

## THE BOARD OF FIRE COMMISSIONERS

### Meetings – Minutes

The secretary shall record the minutes of all board meetings. Minutes become official after approval by the board and shall be retained as a permanent record of the fire district. When issues are discussed that may require detailed record, the board may direct the secretary to record the discussion verbatim. Such verbatim records shall be maintained on file for a period of six (6) years. Any other verbatim records of a meeting shall be destroyed after the minutes have been approved. Minutes shall be comprehensive and shall show:

1. The date, time and place of the meeting.
2. The presiding officer.
3. Members in attendance.
4. Items discussed during the meeting and the results of any voting that may have occurred.
5. Action taken to recess for executive session with a general statement of the purpose and the duration.
6. Time of adjournment.

Unofficial minutes shall be delivered to commissioners in advance of the next regularly scheduled meeting of the board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that commissioners have had an opportunity to review them before adoption.

A file of permanent minutes of all board meetings will be maintained in the office of the secretary to be made available for inspection upon the request of any interested parties.

Legal Reference:      RCW 42.32.030  
                                RCW 40.14.070  
                                WAC 414-24-060

Public meetings—Minutes  
Destruction of local records  
Records retention

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_



## **THE BOARD OF FIRE COMMISSIONERS**

### **The Mission of the Board of Commissioners**

The commissioners, administration, staff and volunteers of the fire district shall provide the following services for the purpose of protecting life and property from fire:

#### **1. PROTECTION OF LIFE FROM FIRE**

- a. Review and recommend the adoption and provide enforcement of appropriate codes and ordinances to prevent situations that endanger life.
- b. Provide a trained force to effectively remove people from the danger of fire or other life-endangering situations and to provide the resources necessary to perform this task.
- c. Provide emergency medical services for sick and injured people until they may be transported to proper medical facilities.
- d. Provide education and information to citizens regarding fire safety.
- e. Cooperate with other agencies for the welfare of the victims.
- f. Take other preventative measures to further protect life.

#### **2. FOR PROTECTION OF PROPERTY FROM FIRE**

- a. Review and recommend adoption and provide enforcement of appropriate codes and ordinances to prevent situations from existing that may endanger property.
- b. Recommend to the public procedures and materials which would increase their level of safety above minimum codes and ordinances which are in effect at this time.
- c. Recommend manual means available for extinguishing or controlling fires in dwellings and other non-regular activities until the arrival of the fire department.
- d. Provide a force trained in confining fire to the point of origin, extinguishing it, and keeping the damage from fire to a minimum.

- e. Restore the property to as reasonable a state of normalcy as possible after the fire investigation process.
- f. Refrain from giving advice regarding legal responsibility between tenant and owner or the owner and insurance company.

### 3. EMERGENCY MEDICAL SERVICES

- The fire district shall provide basic life support to parties within the district and the district's EMS response area who are in need of or request aid.

### 4. PROTECTION DURING NATURAL DISASTERS

- For the protection of life and property from earthquake, flood, windstorm and other natural disasters, the fire district shall conform to the Yakima County Comprehensive Emergency Management & Multi-Jurisdictional Hazards Mitigation Plan.

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Conduct of Public Official**

Except as provided by law as stated in Policy 1512, a commissioner or the chief shall not:

1. Ask or receive, directly or indirectly, any compensation, gratuity, or reward, or promise thereof, for omitting or deferring the performance of any official duty; or for any official service which has not been actually rendered, except in case of charges for prospective costs or fees demandable in advance in a case allowed by law; or
2. Be beneficially interested, directly or indirectly, in any contract, sale, lease, or purchase which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested therein; or
3. Employ or use any person, money, or property under his official control or direction, or in his official custody, for the private benefit or gain of himself or another.

Any such action may constitute a gross misdemeanor. Any contract, sale, lease or purchase as stated in (2) above shall be declared void.

Cross Reference: Policy 1512

Conflicts of interest

Legal Reference: RCW 42.20

Misconduct of public officer

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Conflict of Interest**

Individual commissioners or the chief shall not have any pecuniary interest directly or indirectly, in any contract, purchase of materials, or activity paid for from fire district funds except that a commissioner or the chief may enter into financial transactions not to exceed \$1,500/month.

Cross Reference: Policy 2441

Conflict of Interest

Legal Reference: RCW 42.23.030

Interest in contracts  
prohibited—Excepted cases

RCW 42.23.040

Remote interests

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

## **THE BOARD OF FIRE COMMISSIONERS**

### **Board-Chief Relations**

The successful operation of fire districts requires a close, effective working relationship between the board of commissioners and the fire chief. The relationship must be one of trust, good will and candor. As the legally designated governing body, the board retains final authority within the district. The chief is the board's professional advisor to whom the board delegates executive responsibility.

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_

## **THE BOARD OF FIRE COMMISSIONERS**

### **Board-Chief Relations**

The board shall:

Select the chief and delegate to him/her all necessary administrative powers.

Clarify its expectations of the duties and responsibilities of the chief.

Adopt policies for the operation of the fire protection district.

Provide direction for the scope and operation of the fire services program.

Review standard operating procedures.

Review annual report of the district.

Approve annual budget.

Approve staff positions based upon recommendation of chief.

Approve employment of career and part-time staff upon recommendation of the chief.

Approve contracts for capital improvements.

Approve payment of vouchers and payroll.

Review monthly fiscal reports.

The chief shall:

Serve as chief executive officer of the district.

Clarify his/her expectations of the performance of the board.

Recommend policies or policy changes to the board and develop procedures which implement board policy.

Provide leadership in the development, operation, supervision and evaluation of the fire services program.

Establish procedures for dealing with emergency services.

Prepare an annual report of the district.

Prepare and submit annual budget.

Recommend staff positions based on service requirements of district.

Recommend candidates for employment as career and part-time staff.

Recommend contracts for capital improvements.

Recommend payment of vouchers and payroll.

Prepare monthly fiscal reports.

The board shall:

Approve the disposal of surplus supplies and equipment.

Approve criteria and processes for evaluating staff.

Serve as final arbitrator for appeals of staff and citizens.

Approve insurance program recommended by chief.

The chief shall:

Recommend the disposal of surplus supplies and equipment.

Recommend criteria for evaluating staff.

Inform board of appeals and implement any such forthcoming board decisions.

Recommend insurance policies to cover risks of the district.

## THE BOARD OF FIRE COMMISSIONERS

### Fire Commissioner Expenses

The actual expenses of commissioners while traveling to and from and attending board meetings may be paid. The expenses of commissioners who attend conferences or meetings as official representatives of the fire district may be paid. Such expenses for conferences may be paid in advance. A commissioner may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

|                  |   |  |
|------------------|---|--|
| Cross Reference: | Policy 2741<br>Policy 2742<br><br>Policy 2743 | Travel expenses<br>Advance travel expense<br>revolving fund<br>Charge Card |
| Legal Reference: | RCW 52.14.010                                 | Number—Qualifications—<br>Compensation                                     |

Adoption Date: 12/03/1991  
Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_



## **THE BOARD OF FIRE COMMISSIONERS**

### **Fire Commissioner Expenses**

Reimbursable expenses are:

1. Transportation expense including fares for commercial or public carriers and mileage at the approved rate when using one's own private vehicle;
2. Fees and registration costs for conferences and meetings;
3. Hotel or motel fees at a single-room rate;
4. Reasonable expenses for meals; and
5. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment shall not be reimbursed.

## THE BOARD OF FIRE COMMISSIONERS

### Fire Commissioner Insurance

The district shall maintain sufficient insurance to protect the board and its individual members against liability arising from actions of the board or its individual members while each is acting on behalf of the fire district and within his/her authority as a fire commissioner.

An individual commissioner may participate at his/her own cost in any of the personal liability, life, health, health care, accident, disability, salary protection or other form of insurance made available to staff.

|                  |               |   |
|------------------|---------------|---|
| Cross Reference: | Policy 5210   | Liability insurance   |
| Legal Reference: | RCW 4.24.470  | Liability of officials and members of governing body of public agency |
|                  | RCW 4.96.010  | Tortious conduct of Local Government Entities—                        |
|                  | RCW 52.12.071 | Liability for damages   |
|                  |               | Liability insurance for officials and employees                       |

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Fire Commissioner Compensation**

Each fire commissioner may receive compensation as listed in RCW 52.14.010 for attending board meetings and for performing other services on behalf of the fire district.

Any commissioner may waive all or any portion of his/her compensation for any month or months during his/her term of office, by a written waiver filed with the secretary. The waiver must 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.

Legal Reference: RCW 52.14.010

Compensation—Waiver  
of compensation

Adoption Date: 12/03/1991

Revision Date: 02/01/2005

Revision Date: 04/01/2008

Revision Date: 07/21/2008

Chief Signature: \_\_\_\_\_

## **THE BOARD OF FIRE COMMISSIONERS**

### **Fire Commissioner Compensation**

A fire commissioner is eligible to receive compensation per day, or for a portion of a day, for the following activities:

1. Attending regular or special 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, collective bargaining, 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 meetings, etc. This may also include time involved in traveling to and from the activity; and
4. Attending special board-related activities when approved by the board in advance, including, but not limited to: building dedications, staff retirements, and other such ceremonies.

Total compensation for a calendar year shall not exceed that that is outlined in RCW 52.14.010 plus reasonable expenses incurred for travel, meals, and lodging.

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.

A commissioner shall submit a monthly claim which verifies the nature and amount of approved activities for which compensation is claimed during the month. A director is only eligible to make one compensation claim for a given day.

**THE BOARD OF FIRE COMMISSIONERS****Annual Goals and Objectives**

Each year the board of fire commissioners will formulate goals and objectives for the district. The process of identifying goals should involve commissioners, administration, staff, volunteers, business persons, and other community members.

At the conclusion of the year the chief shall submit a report to the board of fire commissioners which shall reflect the degree to which the goals and objectives have been accomplished. Annual goals and recognition of accomplishments should be reported to the community each year.

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****In-service Conferences for Fire Commissioners**

In keeping with the need for continuing in-service training and development, the board encourages the participation of its members at appropriate board conference, workshops and conventions. Funds for participation at such meeting will be budgeted on an annual basis.

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Liaison with Washington Association of Fire Commissioners**

The fire commissioners are members of the Washington Fire Commissioners Association. Since the fire district contributes to the financial resources of the association, commissioners are encouraged to participate in the governance of the association.

Legal Reference: RCW 52.12.031

Association of districts

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_

**THE BOARD OF FIRE COMMISSIONERS****Memberships and Subscriptions**

The board recognizes the importance of maintaining relations with allied organizations through payment of dues and for subscriptions to publications that will enhance the operation of the district. The chief may recommend such memberships and is authorized to subscribe to service-related publications.

Adoption Date: 12/03/1991

Chief Signature: \_\_\_\_\_