Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 1.2.03

2. SUBJECT: ***Authority of Board of Commissioners***

3. POLICY: The Board of Commissioners are the elected or appointed representatives of the citizens of the District. They are empowered to conduct the affairs of the District as prescribed in Washington State laws governing Fire Protection Districts. These laws are generally found in Title 52 RCW. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to the Board of Commissioners and all personnel of Grant County Fire Protection District 3.

5. RESPONSIBILITIES:

   A. The Board of Commissioners shall ensure that all personnel adhere to this policy and procedure.

   B. The Board of Commissioners is responsible for ensuring that the laws pertaining to the governing and operation of the Fire Protection district, are adhered to, establishing and authorizing policy pertaining to governing and operating the District and employing the services of such personnel as District Fire Chief, District Secretary, Administrative Personnel, and other personnel necessary to assure effective performance of fire, medical, and emergency response services in the Fire District.

6. PROCEDURE:

   A. The Board of Commissioners shall meet in accordance with chapter 42.30 RCW (Open Public Meeting Act) to conduct the business of the District.

   B. The Board of Commissioners shall establish policies necessary to ensure that the laws pertaining to the governing and operation of the Fire District are adhered to and the district is operated and managed effectively.

   C. The Board of Commissioners shall employ the District Fire Chief, the District Secretary, and any other officers and employees deemed by the Board to be in the best interests of the District in order to assure effective performance of services by the Fire District.

   D. The Board of Commissioners shall ensure that the District Fire Chief complies with and carries out District Policies and Procedures adopted by the Board of Commissioners.

E. The Board of Commissioners, on behalf of the District shall enter into any necessary contracts for services.

F. The Board of Commissioners shall conduct business only at meetings authorized by statute.

G. Individual Commissioners do not have authority to and shall not manage or direct the affairs of the District.

H. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board.

I. Commissioners are encouraged to become familiar with the district operations and to meet the paid and volunteer personnel of the District. It is a policy of the District, however, that individual Commissioners shall not supervise, direct or discipline District personnel.

J. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner shall bring such dissatisfaction to the attention of the Board at a meeting of the Board.

K. Commissioners shall not use confidential information that they obtain in executive sessions or from district records for any purpose other than to conduct authorized District business.