

BOARD ORGANIZATIONAL STRUCTURE

Purpose:

To outline the organizational structure determined by the Northshore Fire Department Board of Commissioners.

References:

RCW 52.02, Fire Protection Districts-Formation

RCW 52.14, Commissioners

Responsibility:

The Board of Commissioners shall use this policy as a guide in establishing their structure, and roles and responsibilities within that structure

The Fire Chief and Secretary shall use this policy as a guide for their roles and responsibilities within that structure.

Policy:

Chair

The Chair shall preside at all Board meetings and sign all papers and documents as required by law and as authorized by the Board. The Chair shall conduct the meeting in the manner prescribed by the Board's policies, provided that the Chair 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 Chair 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 efficiently managed.

The Chair shall confer with the Chief regarding the regular agenda and time-sensitive issues which warrant immediate attention. The Chair shall call for a special meeting if required. The Chair is not empowered to individually direct the administration nor to make decisions for the Board as a whole

Vice Chair

The Vice Chair shall assume the duties of the Chair in their absence or temporary disability.

Secretary

The District Secretary shall keep a record of Board proceedings, perform other duties as prescribed by the Board or by law, and take an official oath similar to that of the Commissioners, which shall be filed in the same office as the Commissioners.

Annual Organizational Meeting

At the first regular meeting in January of each calendar year, the Board shall elect from among its members a Chair and a Vice Chair to serve a one-year term. If a Commissioner is unable to continue to serve as Chair, as determined by the Chair or a majority vote of the Board, the Vice

Chair shall serve as Chair until the next regularly scheduled meeting, at which time the Board shall elect a Chair (and Vice Chair, if necessary).

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

1. Welcome and introduction of any newly-elected Commissioner by the Chair.
2. Administer the Oath/Affirmation of Office as required.
3. Call for nominations for Chair to serve during the ensuing year.
4. Election of a Chair.
5. Assumption of office by the new Chair.
6. Call for nominations for Vice Chair to serve during the ensuing year.
7. Election of a Vice Chair.
8. Assumption of office by the new Vice Chair.

The Roles of the Board and the Fire Chief

The successful operation of fire districts requires a close, effective working relationship between the board of commissioners and the fire chief. 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. The following matrix outlines the relative roles and responsibilities of the Board and the Fire Chief:

The board shall:	The Chief shall:
Establish level of service standards.	Implement the level of service standards
Develop a strategic plan and goals	Implement the strategic plan
Approve annual budget.	Prepare and submit annual budget.
Provide high-level direction for the scope and operation of the fire services program.	Provide leadership in the development, operation, supervision and evaluation of the fire service program.
Select the Chief and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Clarify its expectations of the duties and responsibilities of the Chief.	Clarify his/her expectations of the performance of the Board.
Adopt policies for the operation of the District.	Develop policies and procedures implementing Board policy direction and governing District operations.
Prepare an annual Chief performance appraisal	Provide the Commissioners with a review of accomplishments and project status for the year and goals for the coming year
Review and approve the annual report of the District.	Prepare an annual report of the District.
Review fiscal reports.	Prepare fiscal reports.
Approve staff positions based upon recommendation of the Chief.	Recommend staff positions based on service requirements of District.
Authorize Chief to select and hire District	Select and hire District employees, when

employees.	authorized.
Review processes for evaluating District employees.	Recommend processes for evaluating District employees.
Approve contracts for capital improvements and capital equipment.	Recommend contracts for capital improvements and capital equipment.
Approve payment of vouchers & payroll.	Recommend payment of vouchers & payroll.
Approve insurance programs recommended by the Chief.	Recommend insurance policies to cover risks of the District.
Serve as final arbitrator for appeals by District employees and citizens.	Inform board of appeals and implement any such forthcoming Board decisions.