

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Commissioner Compensation

Policy Number:	1630	Approved By:	Board of Commissioners
Effective Date:	Unknown	Revision Date:	October 3, 2023
Pages:	2	Attachments:	1

1 PURPOSE

- 1.1 To provide direction for Fire Commissioner Compensation

2 REFERENCES

- 2.1 RCW 52.14.010

3 RESPONSIBILITY

- 3.1 The Board of Commissioners hereby establish this policy to define those services a Fire Commissioner may perform that entitle such Fire Commissioner to compensation as provided in RCW 52.14.010 and to provide a process for submission review and approval of compensation claims.
- 3.2 This Policy is to ensure compliance with applicable legal requirements ant to ensure that fire commissioner compensation requests provide value to the fire department and the fire district community commensurate to the compensation received.

4 DEFINITIONS

- 4.1 **SIGNIFICANT** -A body of work such as reading, research, analysis or communications on behalf of the district where the accumulation of time spent is approximately two hours or more.

5 POLICY

- 5.1 A commissioner is only entitled to one compensation claim for a given day.
- 5.2 A fire commissioner is eligible to receive compensation for the following activities:
 - 5.2.1 Actual attendance at regular or special meetings of the board of fire commissioners. Meetings via Zoom or other virtual meeting programs shall be considered the same as in person attendance.
 - 5.2.2 Up to two days of service shall be allowed for commissioners to prepare for a regular or special meeting of the board when the board determines that significant preparation is required.
 - 5.2.3 Attendance at meetings for which the commissioner has been appointed as a designated representative of the board.
 - 5.2.4 Attendance at other district related events and activities as a district representative when such are approved by the board e.g.: community meetings, events or presentations, annual fire station pancake breakfast or awards banquet.
 - 5.2.5 Completing required training.

- 5.2.6 Special project work as assigned by the board e.g.: policy development, topic research or project oversight activities.
- 5.2.7 Each day of attendance at Board approved seminars, conferences and training related to fire district activities or commissioner development. The travel time when a separate day of travel is required due to location and scheduling of the event.
- 5.2.8 Attendance at other activities that are pre-approved by the Board.
- 5.3 Total compensation for a calendar year shall not exceed the amount specified in RCW Title 52.14, plus reasonable expenses incurred for travel, meals, and lodging, when approved in advance by the board.
- 5.4 Any fire 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 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.
- 5.5 A commissioner holding office for two or more special purpose districts shall receive only that per diem compensation authorized for one of his or her official positions as compensation for attending an official meeting or conducting official services or duties while representing more than one district.

6 PROCEDURES/GUIDELINES

- 6.1 All compensation must be requested by completing the Northshore Fire Commissioners Request for Compensation form 1630-A1 and delivering the completed form to the payroll department by the last day of the month.
- 6.2 A Request for Compensation Form must be completed within 60 days of a day of the Compensable Activity.
- 6.3 A submitted Request for Compensation form must include the date of service and a specific description of each service(s) provided for each day where compensation is requested, and the time spent on each activity. The form must be signed and dated by the Fire Commissioner. Electronic submissions in a PDF format are acceptable.
- 6.4 Commissioner's individual compensation requests will be presented to the Fire Commissioners at the first regular or special meeting of the month for approval or denial.