



Board of Commissioners Policy Manual

Central Kitsap Fire & Rescue



Adopted May 9, 2022

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<p style="text-align: center;">CENTRAL KITSAP FIRE AND RESCUE Board of Commissioner's Policy Manual</p>

Foreword

In the course of serving as a public official for CENTRAL KITSAP FIRE AND RESCUE (also referred herein as "District"), there are a myriad of issues you will become involved with. This policy manual attempts to centralize information on common issues related to your role as a member of the Board of Commissioners.

The issues addressed in this manual are often complex and subjective. It is intended to be a guide and is not a substitute for Washington state statutes governing your conduct as commissioners and the counsel, guidance, and/or opinion of the District's legal counsel.

The District Board of Commissioners has formally adopted the policies in this referenced document on May 9th, 2022.

Provisions contained herein will be reviewed as needed. The Board, by majority vote, in its sole discretion, reserves the right to revise this policy manual at any time, without notice.

Chapter 1

Introduction and Overview

As a Commissioner, you not only establish important and often critical policies for the District, you are also a board member of a public corporation having an annual operating budget. The scope of issues and problems you will deal with as a Commissioner will go beyond that which is reported publicly. Your service will likely have long term impact on the operations of the District. This document is intended to help you in understanding your role as a steward of the District and its resources.

1.01 Purpose of the Policy Manual

CENTRAL KITSAP FIRE AND RESCUE has prepared this policy manual to assist the Board of Commissioners by documenting accepted practices and clarifying expectations. Administration of District affairs is greatly enhanced by agreement of the Commissioners and District management to be bound by these practices. While attempting not to be overly restrictive, procedures are established so expectations and practices may be clearly articulated to guide Commissioners in their actions.

1.02 Overview of Basic District Documents

This policy manual provides a summary of important aspects of Board of Commissioner activities and conduct. However, it cannot incorporate all material and information necessary for undertaking the business of the District. Many other laws, plans, and documents exist which bind the Commissioners to certain courses of action and practices. The following is a summary of the most notable documents, which establish the Board of Commissioner's direction.

A. District Resolutions and Standard Operating Procedures

Pertinent District Resolutions and Standard Operating Procedures contain District policies and regulations adopted by Resolution.

B. Board and Personnel Policy Manuals

It is the policy of the District to uphold, promote, and demand, the highest ethical standards from all its elected and appointed officials. Accordingly, District Board members are expected to maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their District position or powers for personal gain.

C. Mission Statement / District Goals / Annual Budget

The District's Mission Statement, Statement of District Goals, policy goals established by the Commissioners from time to time, and annual budget provide the primary road map for accomplishing the goals of the District. The budget document is the result of one of the most important processes the District undertakes. By adopting the annual budget, the District makes policy decisions, sets priorities, allocates resources, and provides the framework for District operations.

D. Financial Planning Model and Strategic Planning

The financial planning model and strategic planning documents serve as a guide for determining priorities, planning, financing, and implementing capital projects, the purchase of equipment, and maintaining the District's real and personal property, which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of the District.

E. Union Contracts / Management and Supervisory Employees (Non-Union) Wage and Benefit Plan / Employee Agreements

The Union contracts, Wage and Benefit Plan, and individual employee agreements in place set forth the employment terms between the District and its various employee groups. All Commissioners should become familiar with these documents.

Chapter 2

Board of Commissioners General Powers and Responsibilities

2.01 Board of Commissioners

Fundamentally, the powers of the Board of Commissioners are to be utilized for the good of the District's citizens; in accordance with law; in a professional and fiscally responsible manner; and in a manner which promotes the good reputation of the District in the Central Kitsap County community. Most notably, state law and in particular, Title 52 RCW, as well as District approved Resolutions, grant the powers and responsibilities of the Board.

The Board of Commissioners is the policy making body of the District and should avoid attempting to oversee the day-to-day operations of the District. The District's daily operations are to be managed by the Fire Chief and District employees according to their job responsibilities and according to District policy as set by the Board of Commissioners.

It is important to note that each Board member acts as a member of the Board of Commissioners at regularly scheduled meetings. No member has any

extraordinary powers beyond those of other members and no member has the ability to represent the District in any capacity except through the authorization received at duly scheduled Board meetings. Board members should refrain at all times from attempting to represent the District or make decisions on behalf of the District, except according to the specific authorization received from the collective Board at Board meetings.

In establishing policies, voting, and in other significant areas, all Board members are equal. It is also important to note that policy is established by at least a majority vote of the Board. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Board to a course of action. Members should respect adopted Board policy. In turn, it is staff's responsibility to ensure the policy of the Board is upheld and implemented

The actions of District management and employees to pursue the policy direction established by a majority of the Board do not reflect any bias against Board members who held a minority opinion on an issue.

A. Board Non-Participation in Administration

In order to uphold the integrity of the Board of Commissioners, and to provide proper checks and balances, members of the Board must refrain from becoming directly involved in the administrative affairs of the District. Because the Board is the policy making body and originator of District Resolutions, its involvement in the day to day operations of the District or the enforcement of Resolutions through actions other than legislative means would only serve to damage the credibility of the system.

Except for the purpose of inquiry, the Board and its members should deal with District operations solely through the Fire Chief or his designee, and should never give orders to any subordinate of the Fire Chief.

Subject to RCW 42.30.110 and the holding of executive sessions to discuss legally authorized subjects, the Board is not prohibited, while in open session, from fully and freely discussing with the Fire Chief and other District employees any and all matters pertaining to District operations.

2.02 Role of Board Members

Members of the Board of Commissioners are collectively responsible, during open public meetings of the Board of Commissioners, for establishing policy, adopting an annual budget, and providing vision, direction, and goals to the Fire Chief. The following outline is a brief description of the various duties of Board members. This description is not intended to be comprehensive, but rather is an effort to summarize the primary responsibilities of the Board:

A. Summary of Board Duties and Responsibilities

1. Establish Policy
 - a. Adopt goals and objectives
 - b. Establish priorities
 - c. Approve/amend the operating and capital budgets
 - d. Approve contracts
 - e. Adopt Resolutions
2. Supervise Appointed Officials
 - a. Appoint a Fire Chief
 - b. Evaluate performance of Fire Chief
3. Provide Public Leadership
 - a. Promote representative, responsible, and respectful governance
 - b. Mediate conflicting interests while seeking to build a consensus
 - c. Communicate the District's vision and goals to its citizens
 - d. Represent the District's interests at regional, county, state, and federal levels in a professional and respectful manner
 - e. Maintain a professional and clean appearance, and dress applicable to the occasion when representing the District
 - f. Listen to and attempt to understand views and opinions that conflict with those held by you
4. Decision-Making
 - a. Study problems and all pertinent view points
 - b. Review alternatives
 - c. Determine best course of public policy

2.03 Organization of the Board

Each year at the first meeting in January, the Board shall select from its members, one member to serve as Chairman of the Board and one member to serve as Vice-Chairman of the Board.

The Chairman serves as the presiding officer and acts as chair at all meetings of the Board of Commissioners; and in his or her absence, the Vice-Chairman serves in this capacity. The Chairman of the Board may participate in all deliberations of the Board in the same manner as any other member and is expected to vote in all proceedings, unless a conflict of interest exists.

The Board will appoint the Secretary of the District per RCW 52.14.080. The District's legal counsel has customarily fulfilled this role.

2.04 Absence of Board Members

If a Board member is unable to attend a Board meeting or is absent from the District for more than fifteen (15) days, he or she, if reasonably possible, should notify the Board Chairman (or Vice-Chair, if it is the Chairman who will be absent) or Fire Chief of such absence and the anticipated length of the absence.

2.05 Resignation of a Board Member

If a Board member resigns from the Board of Commissioners before his or her term of office is up, a new Commissioner will be appointed by the remaining Board members to fill the vacated position, as provided by law. (Per RCW 42.12.070)

2.06 Appointment of Fire Chief / Management of District Personnel

The Board of Commissioners is responsible for appointing one District position, which is the Fire Chief. The Fire Chief serves as such pursuant to the terms of his employment agreement with the District. The Fire Chief is responsible for managing all District personnel, career and volunteer, and for the day-to-day operations of the District.

Chapter 3 Financial Matters

3.01 Board Compensation

Board members are compensated per state law (RCW 52.14.010) for each day or portion thereof for time spent in actual attendance at official Board meetings or in performance of other services or duties on behalf of the District. Board compensation, by state law, is adjusted for inflation every five years by the Washington Office of Financial Management. The compensation that each Board Member is entitled to pursuant to RCW 52.14.010 shall be determined on an annual calendar year basis and is calculated based on when the compensation is earned, not paid.

A Commissioner is eligible to receive compensation for the following activities:

A. Attending regular and special meetings of the Board.

1. Attending agenda setting meetings

B. Serving as a representative of the Board, including but not limited to, such activities as:

1. Local, regional, state or national meetings related to fire district operations

2. Kitsap County Fire Commissioners meetings
3. Community development and/or betterment committees
4. Collective bargaining, etc.
5. Attendance at District sponsored events such as open houses, etc.

C. Attending pre-approved Board training and/or development activities, including, but not limited to:

1. Local, regional, state or national fire association conferences
2. In or out of district Board training, networking and best practices
3. In-service meeting

D. Attending special Board-related activities when approved by the Board in advance.

E. Travel time when a separate day of travel is required because of the location and scheduling of the activity.

F. 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 District.

1. The waiver may be filed any time after the Commissioner's election and before the date on which the compensation would otherwise be paid.
2. The waiver shall specify the month(s) for which it is made.

G. A Commissioner shall submit a monthly claim that verifies the nature and amount of the activities for which compensation is claimed.

1. A Commissioner is only eligible to make one compensation claim for a given day.

Responsibility to submit for meeting compensation rests solely with each individual Commissioner. If a compensation request is received after the payroll cutoff, it will be included in the next month's payroll. Staff members are not expected to issue reminders.

3.02 Financial Disclosure

Pursuant to Chapter 42.17 RCW, candidates for the office of Fire Commissioner, appointees to the Board, and standing Commissioners, are required to file a financial disclosure statement, from time to time, with the State Public Disclosure Commission, according to Washington law. The filing of such disclosure statements is the responsibility of each individual Commissioner and not the District.

3.03 Travel Policy

Members of the Board of Commissioners are subject to the following travel-related policies: 1) Travel Policy SOP 3-02 and 2) Charge Card Policy SOP 3-01 (or their successors).

3.04 Washington State Public Records Act and Open Public Meetings Act

To ensure business communications submitted to and by Board members comply with the State Public Records Act, RCW 42.56, and the State Open Public Meetings Act, RCW 42.30, the following is set forth:

A. Communications – Generally

All letters, memoranda, and interactive computer communications involving Board members, the subject of which relates to the conduct of the Board or the performance of any District function, with few exceptions as stated by the Public Records Act, are public records. Copies of such letters, memoranda, and interactive computer communication may not be provided to the public or news media without a requestor filing of a public records request with the District according to Resolution 13-07 (or its successor).

B. Written Communications

Written letters and memoranda received by the District, addressed to a Board member or the Board as a body, will be photocopied and provided to all Board members, and a copy kept according to the District's Records Retention Schedule.

C. Electronic Communications

Informal messages with no retention value and that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, ordinarily do not constitute a public record. Users should delete these messages once their administrative purpose is served.

All other messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying. The District archives all email communications and are maintained according to the District's Records Retention Schedule.

E-mail communications intended for review by all five Board members, whether concurrently or serially, must be considered in light of the Open Public Meetings Act. If the intended purpose of the e-mail is to have a discussion that should be held at an open meeting, the electronic discussion should not occur.

E-mail should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" District business. In general, e-mail is discoverable in litigation, and even deleted e-mail is not necessarily removed from the system. Confidential e-mail communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

E-mail between Board members, and between Board members and staff, shall not be transmitted to the public or news media without the filing of a public records request with the District.

Chapter 4 Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials

4.01 Conflicts of Interest

The conflict of interest laws are some of the most complicated laws that apply to Commissioners. To understand their effect on a Commissioner's actions, it is suggested members discuss the law and potential conflicts with a private attorney or the District's legal counsel. It is imperative that Board members identify in advance what their conflicts are and may be.

It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on issues or contracts where such an interest exists. Violations of the conflict of interest law may result in significant penalties, including criminal prosecution.

In circumstances where only a "remote interest" (see below) exists, after disclosure of the interest to other Board members and in the meeting minutes, the Board of Commissioners may approve the contract to which a Board member has a remote interest, absent participation in the voting by the Board member with the remote interest, but only if the Board member refrains from any attempt to influence other members to approve the contract.

A. Applicability

All District officers, elected and appointed, are subject to the conflict of interest law in RCW 42.23. This includes Board members.

B. Definition

Remote Interests are so minor that they do not constitute illegal conflicts of interest. Examples of remote interests, in most cases, are as follows:

1. A non-salaried officer or member of a nonprofit corporation who is a Commissioner when such corporation is doing business with or requesting money from the District. Therefore, being such an officer or member would not constitute a conflict.
2. The Commissioner is the landlord or tenant of a party contracting with the District. For instance, a Board member may lease office space to a party that has a private interest in a public matter without it resulting in a conflict of interest.
3. The Commissioner owns less than one percent of the shares of a corporation or a cooperative doing business with the District.
4. When the Commissioner is reimbursed only for actual and necessary expenses incurred in performance of official duties on behalf of the District.

C. Examples of Acts not Constituting a Conflict of Interest

1. Receiving District services on the same terms and conditions as if not a District official. Thus, when a Board member who owns a business within the District votes for or against an increase in the District's general permit fees or user rates, a conflict would not exist because this action would apply to "all" businesses within the District's boundaries, and not just the Commissioner's business.
2. When a Commissioner is an officer or employee of another political subdivision or public agency ("third party entity"), he may vote as a District Commissioner regarding action concerning the third party entity, unless such action would confer a direct economic benefit or detriment upon the Commissioner. For example, a Commissioner who is a school teacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary or benefit increase, upon the Commissioner.
3. If the Commissioner is a member of a trade, business, occupation, profession, or class of persons ("third party business") that conducts

business with the District, he/she may vote on transactions as a Commissioner with that third party business so long as he/she has no greater interest than the other members of the third party business. A class must consist of at least ten (10) members to qualify the interest as remote.

4. A District official may sell equipment, material, supplies, or services to the District only to the extent such sales are consistent with state law.

D. Declaration of a Conflict

When a substantial interest exists, the District official must:

1. Refrain from voting or in any way influencing a decision of the Board of Commissioners; and
2. Declare that a conflict of interest exists and make it known in the official records of the District.

Should a situation arise where a majority of Board members or a majority of a quorum of those present at a Board meeting have a substantial conflict of interest, state law provides that if the conflict of interest statutes prevent the Board of Commissioners from acting as required by law in its official capacity, such action shall be allowed if the members of the Board with the apparent conflicts of interest make them known. In such cases, the Board members should make publicly known why their action is in the best interest of the District.

E. District Legal Counsel Opinions

A Board member's request for an opinion from the District's legal counsel concerning a potential conflict of interest is confidential. However, formal final opinions from District counsel as to whether a conflict of interest may be present that prevents the Commissioner from acting on the matter as a Commissioner are a matter of public record and must be filed with the Fire Chief or his designee.

This filing requirement does not apply to verbal communications between Board members and the District's legal counsel. Board members may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

F. Filing of Disclosures

The Fire Chief or his designee should maintain a special file for all disclosures and legal opinions of conflicts of interest.

G. Prohibited Acts (RCW 42.23.070)

1. No Board member may directly or indirectly use his or her position with the District to secure special privileges or exemptions for himself, herself, or others.
2. No Board member may, directly or indirectly, give, receive, or agree to receive any compensation, gift, reward, or gratuity from any source except the District, for any matter connected with or related to the Commissioner's services with the District, unless otherwise provided for by law.
3. No Board member may accept employment or engage in business or professional activity that he or she might reasonably expect would require or induce him or her by reason of his or her official position with the District to disclose confidential District information acquired by reason of his or her official position with the District.
4. No Board member may disclose confidential information gained by reason of the Board member's position with the District, nor may the Board member otherwise use such confidential District information for his or her personal gain or benefit.

Examples of Prohibited Acts range from receiving a gift of tickets to a sporting event, from an entity doing business with the District or seeking to do business with the District, to attending a dinner hosted by a private company. doing business with the District or seeking to do business with the District. In determining if the action is allowed, the Washington State Auditor's Office suggests asking, "Would I be receiving this gift if I were not a Commissioner or employee of the District" or "is this gift available to anyone who is not a Commissioner/employee or otherwise associated with the District". If the circumstances are such that the gift is offered because of Commissioner or employee status, it may create a conflict of interest.

4.02 Liability

The District must always approach its responsibilities in a manner that reduces risk to all involved. Nevertheless, within public service, risk cannot be eliminated.

It is important to note that violations of certain laws and regulations by individual Board members may result in the member being personally liable for damages which would not be covered by the District's insurance. Examples may include intentional acts, discrimination, harassment, and/or fraud.

Chapter 5 Interaction with District Staff/Officials

5.01 Overview

The Board of Commissioner's policies are implemented by the Fire Chief through the District's dedicated and professional staff. Therefore, it is critical that the relationship between the Board of Commissioners and District employees and volunteers be well understood by all parties so policies and programs may be implemented successfully. To support effective relationships, it is important that roles are clearly recognized.

5.02 Fire Chief

The Board of Commissioner's role is to establish District policies, priorities, and approve the budget. The Board appoints a Fire Chief to implement those policies and undertake the administration of the organization.

The Fire Chief's responsibilities are set forth herein and shall also be restated in the Fire Chief's employment agreement with the District. The Fire Chief shall enforce the Board of Commissioner's Resolutions and regulations, direct the daily operations of the District, prepare and monitor the budget, and implement the policies and programs initiated by the Board of Commissioners. The Fire Chief is responsible to the Board of Commissioners, rather than to individual Board members, and directs and coordinates the various departments. The Fire Chief is responsible for appointing all department managers and authorizing the appointment of all other personnel positions. The Board of Commissioners authorizes positions through the budget process. Based upon that authorization, the Fire Chief makes the appointments.

The powers and duties of the Fire Chief include:

1. General supervision over the administrative affairs of the District;
2. Appoint and remove at any time any employee, volunteer, and/or subordinate in accordance with and subject to District policy, labor/employment agreements, and applicable State and Federal law;
3. Administer the Staff Benefit Plan, labor/employment agreements, the Volunteer Incentive Program, and provide recommendations to the Board;
4. Attend all meetings of the Board at which the Fire Chief's attendance may be required by that body;

5. See that all regulations and Resolutions are faithfully executed, subject to the authority granted by the Board of Commissioners in accordance with state law;
6. Recommend for adoption by the Board such measures as the Fire Chief may deem necessary or expedient;
7. Prepare and submit to the Board such reports as may be required by that body, or as deemed advisable to submit;
8. Keep the Board fully advised of the financial condition of the District and its future needs;
9. Prepare and submit to the Board a proposed budget for each fiscal year, and be responsible for its administration upon adoption;
10. Perform such other duties as the Board may determine by motion or Resolution in accordance with the employment agreement entered into with the Fire Chief;
11. Implement and administer the Board of Commissioner's adopted policies (as identified in Section 2.02- A1).

5.03 Board of Commissioners Non-interference

The Board of Commissioners shall work through the Fire Chief when dealing with District operations of any kind or nature.

In no manner, either directly or indirectly, shall a Board member become involved in, or attempt to influence, personnel matters that are under the direction of the Fire Chief. Nor shall any Board members be involved in, or influence, the purchase of any District supplies except through Board action in open public meeting.

Except for the purposes of inquiry, the Board and its members will deal with the District's operations of every kind and nature solely through the Fire Chief, the acting Fire Chief, or the Fire Chief's designee, and shall not give orders to any subordinate of the Fire Chief. Subject to RCW 42.30.110 and the holding of executive sessions to discuss and review legally authorized matters, the Board is not prohibited, while in open session, from fully and freely discussing with the Fire Chief anything pertaining to appointments and removals of District employees, volunteers, and other District matters.

A Fire Commissioner serving on any District committees is acting as an individual member of that committee with the ability to vote or express an opinion that is the same as afforded to anyone else serving on the committee.

5.04 Board of Commissioners / Fire Chief Relationship

The employment relationship between the Board of Commissioners and Fire Chief honors the fact that the Fire Chief is the chief executive officer of the District. All dealings with the Fire Chief, whether in public or private, should respect the authority of the Fire Chief in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the Fire Chief.

The Fire Chief respects and is sensitive to the policy responsibilities of the Board of Commissioners and acknowledges the Board of Commissioners holds the final responsibility for establishing the policy direction of the District.

The Board of Commissioners shall evaluate the Fire Chief on an annual basis, at a minimum, to ensure both the Board of Commissioners and Fire Chief are in agreement about performance and goals based upon mutual trust and common objectives. The Fire Chief's performance is evaluated in the following areas: leadership; teamwork; customer service; personal development and initiative; District finance management; supervision (developing direct reports); and progress toward organizational goals.

5.05 Board of Commissioners / District Legal Counsel

Pursuant to recommendation of the Fire Chief, the Board of Commissioners shall make provision for obtaining legal counsel for the District through a reasonable contractual arrangement for such professional services. The District legal counsel is a contract employee recommended by the Fire Chief; the Board of Commissioners confirms, amends, or rejects such contract. The District legal counsel is the legal advisor for the Board, the Fire Chief, and all District employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the District. The general legal responsibilities of the District legal counsel are to:

12. Provide legal assistance necessary for formulation and implementation of policies and projects;
13. Represent the District's interests, as determined by the Board of Commissioners, in litigation, administrative hearings, negotiations, and similar proceedings;

14. Prepare or approve as to form Resolutions, regulations, contracts, and other legal documents to best reflect and implement the purposes and intentions of the Board of Commissioners; and to
15. Keep the Board of Commissioners and staff apprised of court rulings and legislation affecting the legal interests of the District.

It is important to note the District legal counsel does not represent individual members of the Board or District employees/volunteers, but rather the Board of Commissioners and District as a whole.

Authority to seek legal counsel on behalf of the District shall be limited to the Chairman and Fire Chief. The Chairman or Fire Chief may extend such authorization to others on a case-by-case basis.

5.06 Roles and Information Flow

A. Board of Commissioners Role

The Board of Commissioners retains the authority to accept, reject, or amend District staff recommendations on all policy matters.

Members of the Board of Commissioners must avoid intrusion into those areas that are the responsibility of staff. Individual Commissioners may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Board of Commissioners as a whole. This is necessary to protect staff from undue influence and pressure from individual Board members, and to allow staff to execute priorities given by management and the Board as a whole without fear of reprisal.

If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Board to do so in open public meeting as a matter of Board policy.

B. Access to Information

The Fire Chief is the information liaison between the Board and the District staff. Requests for information from Board members are to be directed to the Fire Chief and will be responded to in a timely manner as his workload permits. The information requested will be copied to all members of the Board so each member may be equally informed. The sharing of substantive

information affecting the District's interests with the Board of Commissioners is one of the Fire Chief's highest priorities.

There are limited circumstances when information may not be provided. For instance, the District is legally bound not to release certain confidential personnel information.

C. Staff Roles

The Board recognizes the primary functions of staff are to execute Board policy under the direction of the Fire Chief and to provide information as requested by the Board. Staff is obligated to take guidance and direction only from the Fire Chief and/or their superior officers. This direction follows the policy guidance of the Board of Commissioners as a whole. Staff is directed to reject any attempts of individual Board members to unduly direct or otherwise pressure them into making, changing, or otherwise influencing their District duties.

D. Process for Handling of Issues / Complaints

If any issues or complaints involving an individual member of the Board of Commissioners are brought to the attention of the Fire Chief, the Fire Chief will take these to the Chairman of the Board, who will further determine whether the subject matter can be resolved directly with the individual Board member or whether it warrants official involvement by the entire Board. If the situation involves the Chairman, the Fire Chief will bring the matter to the Vice Chairman.

5.07 Restrictions on Political Involvement of Staff

Central Kitsap Fire and Rescue is a non-partisan local unit of state government. Its staff seeks to formulate recommendations in compliance with Board policy for the good of the District, not influenced by political factors. For this reason, it is important to understand the restrictions of political involvement of staff.

By working for the District, staff members do not surrender their right to be involved in political activities. Employees may publicly express their personal opinions; register to vote; sign nominating or recall petitions; and vote in any election. However, staff is prohibited from engaging in any political activity during working hours and/or on District property and/or from using District property to advance any political activity. (Per RCW 42.17A)

5.08 Board of Commissioner's Ability to take Political Positions

A. Board Positions on Political Issues

It is permissible for the Board of Commissioners, as a body, to take formal positions regarding political issues involving the District in open public meeting. Prior to doing so, however, the Board must:

1. Include in any required advance notice of the meeting, the ballot measure, or political position to be discussed.
2. Provide the public in attendance at such meetings with a reasonable opportunity to express their opposing views.
3. Ensure that District resources (equipment, funds, materials or facilities) are not used to support or oppose any ballot measures the Commission endorses or opposes.

B. Political Position of Individual Commissioner

A Commissioner may make a statement supporting or opposing a ballot measure or political candidate in response to a specific inquiry from someone or at an open press conference. No public agency help, however, may be obtained in preparing the Commissioner for the encounter. A Commissioner placed in such a situation should also state that he or she is just expressing his/her views as an individual, and not those of the Commission, unless the Commission has formally adopted the position being advocated.

C. Explanation of Impact to District Ballot Measures

The Board of Commissioners does have the right to explain the anticipated impact of a ballot measure on the operations of the District. The explanation, however, must be accurate, fair and objective.

5.09 Board of Commissioners Attendance Policy

If a fire commissioner is absent from the district for three consecutive regularly scheduled meetings, unless by permission of the board, the office shall be declared vacant by the board of commissioners. However, such an action shall not be taken unless the commissioner is notified by mail after two consecutive unexcused absences that the position will be declared vacant if the commissioner is absent without being excused from the next regularly scheduled meeting. (Per RCW 52.14.050)

As a courtesy, any absent Board member who has called the Fire Chief's office or Commission Chair prior to the start of the meeting to advise of such absence will be deemed excused.

Chapter 6

Board of Commissioners Meetings

The Board of Commissioner's collective policy, decision making, and regulatory-making powers occur at Board meetings. It is at such meetings that the Board conducts its business. The opportunity for District citizens to be heard, the availability of Board members to District citizens, and the openness of Board meetings all lend themselves to the essential democratic nature of local government.

6.01 Meeting Schedule

At their December meeting each year, the Board shall establish by Resolution the regular monthly meeting schedule for the succeeding year. Such schedule shall indicate the date, time, and location of the regular meetings, as well as known or anticipated special meetings. All such meetings are open to the public.

Regular Board meetings are held the second and fourth Mondays of each month at 4:00 p.m. at the District's Administrative Building at 5300 NW Newberry Hill Road in Silverdale, Washington.

Special meetings included on the annual, adopted Board meeting schedule will serve as proper public notice.

6.02 Special Meetings

Special meetings involve meetings that are other than regularly scheduled meetings where a quorum of the Board is present, including strategic planning sessions, Retreats, etc. All special meetings are open to the public.

Special meetings may be called by either the Board Chairman or at the request of a majority of the members of the Board. Notice of a special meeting will be made by the Fire Chief or his designee by delivering personally, by mail, by telephone, by e-mail, or by facsimile, written notice to each Board member, to all personnel (via District email only), and to the District's official newspaper of record at least 24 hours before the time of such meetings as specified in the notice. Notice shall also be posted on the District's website 24 hours in advance of the meeting. Notice shall also be posted 24 hours in advance of the special meeting at the main entrance of the District's principal location and the meeting site if the meeting is not held at the District's principal locations. The notice shall specify the date, time and place of the special meeting and the business to be transacted. At special meetings, only those matters noted in the agenda may be

acted upon. Each Commissioner shall keep the Fire Chief continuously updated on that Commissioner's mailing and e-mailing address, telephone and fax numbers.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical, and increase the likelihood of such injury or damage.

At all regular and special meetings where final action is taken, public comment shall be allowed and are a separate agenda item and are invited at that time on the agenda. Public comment is appropriate on any matter within the jurisdiction of the Board of Commissioners. At the discretion of the Board, public comment will be limited to 5 minutes per individual. Time limit may be extended by a majority vote of the Board.

6.03 Meeting of the Board of Volunteer Firefighters

Meetings of the local Board of Volunteer Firefighters shall be held prior to or following the regular Board meetings whenever there is volunteer business to be conducted.

6.04 Placing Items on the Agenda

A. Agenda Planning

All matters to be presented to the Board of Commissioners at its regular meetings are reviewed and placed on the agenda by the Fire Chief in advance of the meeting. Additional agenda items may be added at the commencement of the Board meeting in the discretion of the Board Chairman.

B. Board of Commissioners

A Board member may request an item be considered for an upcoming agenda by making an oral request at a Board meeting or submitting a request to the Fire Chief. Based upon the nature of the request, the Fire Chief may in his discretion, submit the request to the Board before placing it on the agenda. The Board Chairman or a majority of the Board may direct the Fire Chief to formally add or remove an item from the agenda of an upcoming meeting or at the start of a meeting.

C. Members of the Public

A member of the public may request an item be placed on a future agenda while addressing the Board of Commissioners during a regular meeting and/or by submitting a request in writing to the Board of Commissioners, through the Fire Chief's office. In order to allow sufficient time for the Board to review, and for staff to research the matter, the request should be submitted at least ten (10) working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been placed on the agenda, the Fire Chief or his designee will notify the requester so he or she may plan to attend the meeting.

D. Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items involve those matters immediately affecting the public health, safety, and welfare of the District. The reason(s) for adding an emergency item to the agenda shall be announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

6.05 Executive Session

At the call of the Fire Chief, Board Chairman, or pursuant to a majority vote of the Board, the Board of Commissioners may recess to Executive Session to privately discuss and consider only those matters authorized under RCW 42.30.110.

Before convening in Executive Session, the presiding officer shall publicly announce the specific purpose for excluding the public from the meeting place, the time when the Executive Session will be concluded, whether action is expected to be taken following the Executive Session, and will identify the participants in the Executive Session, which participants shall always involve all Board members present at the meeting. An Executive Session may go past the announced time for it to conclude, upon notice being provided to those waiting to re-enter the meeting of the new conclusion time; and or recessed to a stated later time by announcement of the presiding officer.

Disclosure of confidential information from an Executive Session by any municipal officer violates RCW 42.23.070(4).

6.06 General Procedures

A. Signing of Documents

The Board of Commissioners as a quorum shall sign District Resolutions, contracts, and other documents that have been adopted by the Board and require an official signature, except when the Fire Chief, or a combination of

other specifically identified District officials have been authorized by the Board to sign such documents.

B. Quorum

A majority of the Board shall constitute a quorum and is necessary for the transaction of District business. Presently, a quorum is present when three (3) Commissioners are in attendance.

C. Minutes

The Fire Chief or designee shall take minutes at all regular and special Board meetings. Such minutes shall be provided to Board members as part of their agenda packets and made available for public inspection prior to final adoption.

6.07 Open Public Meetings Act

A. Applicability

The Open Public Meetings Act, Chapter 42.30 RCW, applies to the Board of Commissioners, all quasi-judicial bodies, and all standing, special or advisory boards, committees or subcommittees of, or appointed by, the Board of Commissioners.

B. Meetings

All meetings of the Board shall be open to the public, except concerning those matters as provided in RCW 42.30.110. A meeting takes place when a quorum (a majority of the total number of Board members) is present and information concerning District business is received, discussed, and/or acted upon.

C. Actions

All Board actions or decisions of every kind and nature shall be taken during public meetings. At a special meeting, action may be taken only on those items appearing on the posted agenda, except for emergency items as defined in Section 6.04.D. At regular meetings of the Board of Commissioners, the Board is free to take action on non-agenda items, subject to applicable statutory and District notice requirements for the subject matter being considered.

THIS POLICY MANUAL was duly enacted by the District's Board of Commissioners at their regularly scheduled meeting held on May 9th, 2022, per District Resolution 22-12.



Bob Muhleman
Chairman & Commissioner



Nate Andrews
Commissioner



Rod Elmore
Commissioner

Attest:



Kenneth Bagwell
Secretary of the District



Guy Earle
Vice Chairman & Commissioner



Kenneth Erickson
Commissioner



John Oliver
Fire Chief