



Policies Article 100.00.014.00 – Governing Board

A. Non-Voting Board Members

1. Non-voting Board members shall, prior to attending their first Governing Board (“Board”) meeting, execute a confidentiality agreement in a form approved by the RFA’s general legal counsel. In addition to any other remedies available to the RFA, a non-voting Board member who is found to have violated such confidentiality agreement may be excluded from receiving confidential information or attending executive sessions or removed from being a non-voting Board member.
2. They shall receive training as required by RCW 42.30 and RCW 42.56, unless a certificate of completion of such training within the last four (4) years is provided, and they shall take refresher training as required by law.
3. They shall be deemed to be subject to the Code of Ethics for Municipal Officers, and they shall comply with such law.
4. They may enter into a written agreement with the RFA providing for the non-voting Board member to receive compensation equal to the compensation paid to Commissioners, based on the service provided to the Board.

B. Public Comment

1. Each person making public comment to the Board will be limited to three (3) minutes. The Chair may expand the time restriction in the discretion of the Chair. The Chair may reduce the time allotted for all speakers equally. All remarks will be addressed to the Board and not to individual commissioners. The speaker must refrain from using profanity. The comments may not contain personal attacks on individuals. The comments must be otherwise appropriate for an open public meeting. If the speaker fails to comply with these rules for public comment, then the speaker may be called out of order and warned to comply with the rules. If the speaker continues to violate the rules after the warning, then the Chair may terminate the rest of the speaker’s time for public comment and turn off the speaker’s microphone.

C. Order of the Regular Board Meeting Agenda

1. The customary order of the regular Board meeting agenda may be in substantially the following form:
 - a. Call to Order
 - b. Pledge of Allegiance

- c. Approval of Agenda
- d. Consent Agenda
- e. Approval of Minutes
- f. Public Comment
- g. Public Hearings
- h. Fire Chief's Report
- i. Union report
- j. Unfinished Business
- k. New Business
- l. Committee Reports
- m. Commissioner Comments
- n. Executive Session
- o. Adjournment

D. Voting

1. A Commissioner or Board member may recuse themselves from discussion and voting on a matter if the Commissioner or Board member believes that participating in such discussion or vote would be inappropriate.

E. Electronic Attendance

1. Commissioners and Board members who choose to attend meetings electronically must make arrangements with the Executive Assistant to the Board for technology to be in the meeting room so that the Commissioner or Board member can hear and be heard by other Commissioners and Board members and any attendees at the meeting.

F. Committees

1. Commissioners are strongly encouraged to serve on committee(s).

G. Recording of Board Meetings

1. The Executive Assistant to the Board, or their designee, shall record all meetings of the Board via a video-audio recorder, or other approved recording system, to assist with accuracy. Work sessions will not be video-audio recorded. The recordings will be maintained based on the Washington State Records Retention Schedule. The official record of the Board meetings shall be the written minutes as documented by the Executive Assistant to the Board and approved by the Board. The Executive Assistant to the Board will keep an account of all proceedings of the Board in accordance with statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Board.
2. Preliminary Board meeting minutes will be prepared by the Executive Assistant to the Board or their designee. Prior to distributing the preliminary Board meeting minutes, the Executive Assistant to the Board may consult with the Chair and any other person in order to ensure that the preliminary Board meeting minutes are accurate.

H. Meeting Documents

1. Documents related to the agenda should be sent to the Board as part of the Board meeting packet. Documents that are unable to be produced for inclusion in the Board meeting packet must be sent to the Board prior to the Board meeting in order to allow each Commissioner and Board member enough time to study the issues. Staff should use their best effort to timely include documents in the Board meeting packet except when unavoidable. The Board discourages the addition of agenda items or documents following issuance of the board packet.

I. Complex Issues

1. In order for the Board to appropriately consider complex issues, the following process should be used:

- a. A complex issue should be identified as such by the Fire Chief or the Board.
- b. The Fire Chief shall create a written position paper on the issue and submit it to the Board.
- c. The complex issue will then be placed on a Board meeting agenda with sufficient time for the Board to consider the position paper.

J. Appointment of Board Secretary

1. The Board shall appoint a Board Secretary pursuant to RCW 52.14.080. The Board Secretary will usually be the Executive Assistant to the Governing Board.

K. Board Relationship with Staff

1. There will be mutual respect from both staff and members of the Board of their respective roles and responsibilities. Commissioners and Board members shall be polite and professional at all times; will treat staff with respect; shall not yell at or get angry with staff; shall not demean, ridicule, or threaten staff; shall not spread rumors about staff; and shall not imply that staff will be disciplined or terminated. If Commissioners or Board members have problems with staff, those problems shall be raised privately with the Fire Chief or the Chair.

2. Commissioner Conduct. Commissioners and Board members shall act in a professional manner at all times while conducting or communicating about RFA business. As the leaders of the RFA and representatives of the People, Commissioners and Board members must set a good example for the RFA. Commissioners and Board members are free to express their opinions as an individual Commissioner or Board member. Unless otherwise directed by the Board, Commissioners and Board members shall not speak on behalf of the Board or the RFA. The Chair may speak on behalf of either the Board or the RFA, but should do so fairly, carefully, and in a professional manner.

3. Staff will acknowledge the Board as policy makers, and the Commissioners and Board members will acknowledge staff as administering the Board's policies.
4. Commissioners and Board members shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of licenses or permits. These are examples of administrative functions to be accomplished within adopted policy and legal requirements.
5. Individual Commissioners and Board members shall not supervise, direct, or discipline RFA personnel. Individual Commissioners and Board members do not have authority to manage or direct the affairs of the RFA. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board. The principal executive and administrative officer of the RFA is the Fire Chief, who has the responsibility for the management of the daily affairs of the RFA, the supervision of RFA personnel, and the establishment of a chain of command to carry out such supervision. In the event a Commissioner or Board member shall be dissatisfied with the operation or any action of the RFA or its personnel, the Commissioner or Board member shall bring such dissatisfaction to the attention of the Fire Chief, the Chair, or the entire Board. Reviewing the performance of an individual RFA employee should be discussed in Executive Session in conformance with the provisions of RCW 42.30.110(1)(g).
6. Mail that is addressed to the Governing Board (as a whole) shall be copied and circulated by the Executive Assistant to the Board as soon as practicable after it arrives.
7. The Executive Assistant to the Governing Board directly reports to and is supervised by the Chair, but is responsible for serving Board members' administrative needs.
8. The Board shall not take an official position related to the support or opposition of any candidate running for political office. This does not preclude individual members of the Board from exercising their individual right to support or oppose a candidate.
9. Commissioners and Board members are encouraged to consult with the Chair prior to engaging the RFA attorney for information, research, or advice.

L. Confidentiality

1. Commissioners and Board members shall keep confidential all public records (see definition in RCW 42.56.010(3)) and verbal information provided to them during Executive Sessions, to ensure that the RFA's position is not compromised, and to comply with the Code of Ethics for Municipal Officers, RCW 42.23.
2. Confidentiality includes, but is not limited to, records and verbal information provided to Commissioners and Board members outside of Executive Sessions when such information would, if contained in a record, be exempt from disclosure under the Public Records Act, RCW 42.56.

3. Commissioners and Board members may not use RFA confidential information for individual gain or to promote the interest of any individual, group, or entity. Commissioners and Board members have the duty to protect the confidentiality of privileged and confidential RFA records and information.

M. Commissioner Compensation

1. RCW 52.26.080 and 52.14.010 authorize compensation to each Commissioner for each day or portion of a day in attendance at a Board meeting, or when performing other services or duties on behalf of the RFA. Attending a meeting or performing other services or duties includes:

a. Attending or preparing for regular, special, or emergency meetings of the Board, or Board work sessions;

b. Serving as a designated representative of the Board, including but not limited to, such activities as: RFA committees, community development and/or betterment committees, joint labor management committee meetings, meetings on community business, or representing the RFA at a meeting, etc.;

c. Attending training and/or development activities, including, but not limited to: regional, state, or national fire service conferences, board in-service education and training, etc. This also includes time involved traveling to and from the activity;

d. Attending special Board-related activities including, but not limited to: building dedications, staff retirements, and other such public ceremonies when the Board member is representing the RFA on RFA business serving a public purpose.

2. Any Commissioner may waive all or any portion of his/her compensation. RCW 52.14.010(2)(c).

3. A Commissioner shall submit a compensation claim form to the Executive Assistant to the Board if the Commissioner seeks compensation.

4. A Commissioner is only eligible to make one compensation claim for a given day regardless of the number of meetings or service performed that day.

N. Board Travel, Training, and Meeting Expenses

1. The Board shall follow the RFA's Travel and Per Diem Policy, 500.00.010.02.

2. The Board shall follow the RFA's Use of RFA Resources for Food and Beverage Policy, 100.00.008.00.

3. Any out-of-state travel by a Commissioner must be pre-approved by the Board.

O. Public Records

1. The Board will follow the public records policy, 100.00.012.00, of the RFA.

P. Enforcement of Board Bylaws

1. Authority. The Board has legal authority if necessary to take disciplinary action on a complaint made against one of its members who is believed to have violated the Board's Bylaws, Special Rules of Order, or Board Policies.

2. Purpose. Formal disciplinary procedures should be reserved for serious transgressions or those potentially so. When it appears disciplinary measures may be warranted or necessary, proper and tactful handling of the case is of prime importance and shall be followed. It is in the best interests of the RFA and its governance to first review the matter in a Board Executive Session as allowed by statute to receive and evaluate complaints or charges brought against a commissioner under RCW 42.30.110(1)(f). In such an Executive Session the Board may review a complaint against a Board member. With a motion and a second in a subsequent open session, the Board may determine that an infraction is of such gravity, formal disciplinary action should be taken in an open meeting, or it may determine the matter should be resolved in some other informal manner if deemed appropriate by the Board.

3. Due Process/Penalties/Sanctions. Sanctions that may be imposed for violations by an affirmative vote of a majority of the Board members include: a verbal admonition, written reprimand, censure, removal of the Commissioner from a Board committee chair position or committee memberships, removal from being a Board Representative, removal from being a non-voting Board member, or removal from being Chair or Vice Chair. These sanctions may only be imposed by the affirmative vote of a majority of the Board in an open public meeting. Removal from a committee for Bylaws violations shall require an affirmative vote adopting a motion or resolution ordering removal from a committee assignment for cause. The Board may not: impose restrictions on attending Board meetings, restrictions on participating in Board meetings, or restrictions on voting at Board meetings. The Board, as the RFA's governing body, may not call for nor take any action to prevent a qualified Commissioner from holding his/her elected or appointed position on the Board nor should the Board be used as a platform to call for the resignation of any of its members or comment on the fitness of any of its members to serve on the Board without good and sufficient cause to believe that such commissioner or Board member fails to meet the qualifications to serve on the Board. Qualifications to serve on the Board are determined by state law and the RFA Plan.

Q. Board Vacancies

When a commissioner position becomes vacant, the Board shall make an appointment to the open position after engaging the community about the vacancy and interviewing interested candidates. The Board shall create a process for appointment that includes: creating an application, advertising the vacancy to the public, soliciting applications for the vacancy, interviewing applicants at a meeting, and making an appointment. If there are four or fewer applicants, then the Board will generally interview all of the applicants. If there are five or more

applicants, the Board will generally create a process to narrow the applicant pool to the top four for interviews with the Board.