



Fire District 10

Serving the West Plains

Board of Fire Commissioners Vacancy – 2024

The Spokane County Fire District 10 thanks you for your interest in serving as a member of the Board of Fire Commissioners. The Board is seeking applications from citizens interested in serving the community by overseeing the affairs of the District.

The Board will appoint an individual to fill one current Fire Commissioner vacancy. The individual appointed to this non-partisan position must run for elected office in November 2024 to fill the unexpired term. The term expires in December 2029.

Commissioner's terms are set forth in RCW 52.14.060 for a period of six years. Elections are held with the county auditor opening up a special filing period. The person who receives the greatest number of votes is elected to that position and takes the official oath of office at the first board meeting in January. The fire commissioners elect a chair from their members each year as provided in RCW 52.14.080.

The Board of Fire Commissioners is governed by Chapter 52.14 of the Revised Code of Washington (RCW). RCW 52.14.010 sets for the number, qualifications and compensation for the board of fire commissioners. The code states: "The affairs of the district shall be managed by a board of fire commissioners composed of at least three registered voters residing in the district except as provided in RCW 52.14.015 and 52.14.020."

The code also details the rate of compensation for the board. At this time, the rate of compensation is \$161 per day. Earnings cannot exceed a set amount each year. The current allowance for earnings is \$15,456 per year. Board compensation is for time spent in actual attendance at official meetings of the board or in performance of other services or duties on behalf of the fire district.

The Chair of the board for Spokane County Fire District 10 assigns meeting attendance for the commissioners each year.

Requirements of Fire Commissioners:

- Must be a citizen of the United States
- Must be a resident of the area served by Spokane County Fire District 10 for at least 30 days immediately preceding such appointment
- Must be a registered voter in Spokane County for at least 30 days immediately preceding such appointment

Expectations of Fire Commissioners:

- Address issues in a well-informed, fair, unbiased and timely fashion



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- Maintain working relationships with fellow Board members, District administrative staff and members of the District
- Be honest and ethical
- Be polite, respectful and non-confrontational
- Provide good customer service
- Work within the requirements of existing statutes
- Adhere to Robert's Rules of Order

The board holds regular meetings once per month. The meeting schedule for the board for Spokane County Fire District 10 is the first Tuesday every month at 5 p.m. at Station 10-1 located at 929 S Garfield Road, Airway Heights WA 99001. All meetings follow the open public meeting requirements.

A completed application and letter of interest should be submitted to:

Spokane County Fire District 10

Human Resources

929 S Garfield Road

Airway Heights WA 99001

Applications will be accepted until the position is filled.



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Application
Spokane County Fire District 10
Board of Fire Commissioners

Name: _____

Phone(s): _____

Address: _____

Email: _____

City: _____ WA Zip: _____

Registered Voter: Yes _____ No _____

Please submit, along with the application, a letter of interest outlining your interest in serving as a Fire Commissioner. Please answer the following questions on this form or on a separate typed letter.

Please list any elected, appointed, or volunteer positions you currently hold or formerly held:

Experience relevant to the position you are seeking:

Memberships in professional/civic organizations (include offices held and dates of terms):

Other comments:

I certify that my answers are true and complete to the best of my knowledge.

Applicant (print): _____

Signature: _____

Date: _____



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WHAT IS A FIRE PROTECTION DISTRICT/ REGIONAL FIRE PROTECTION SERVICE AUTHORITY? MUNICIPAL CORPORATION.

Fire protection districts are municipal corporations authorized by Title 52 RCW as separate legal entities that have perpetual existence, specific powers, obligations and responsibilities. Fire protection districts are not subdivisions of a county and the county in which a fire protection district is located does not have general control over the fire protection district. A fire protection district may be a member of a Regional Fire Protection Service Authority.

PURPOSE AND FUNCTION.

The purposes and functions of a fire protection district are set forth in RCW 52.02.020, which establishes that a district is authorized to provide:

1. Fire Prevention Services,
2. Fire Suppression Services,
3. Emergency Medical Services, and
4. The Protection of Life and Property.

As a commissioner you are required to focus your efforts and services on actions that will further the above purposes. You do not have the legal authority to undertake or direct actions outside of the scope of the above authorities.

WHO ARE THE PEOPLE RESPONSIBLE FOR OPERATING YOUR DISTRICT? THE VOTERS/CITIZENS.

The Voters/Citizens should be the focus of the District. The purpose of the District is to protect the citizens by providing the services identified above. The Citizens pay the taxes that provide the majority of District funding. The voters are responsible for selecting the Commissioners and for determining the amount of tax levies they will support.

THE BOARD OF COMMISSIONERS.

The board of commissioners, generally consisting of three or five elected individuals, is responsible for governing the operations of the District. The board will generally be responsible for the following areas:

1. Determining levels of service and establishing goals.
2. Determining type and level of funding, approve budgets, tax levies.
3. Establishing policies and approve operational procedures.
4. Employing key personnel, supervising chief.
5. Guiding strategic planning.
6. Representing the District to the public.



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THE COMMISSIONER.

As an individual commissioner you have no individual authority to operate a fire protection district. Instead, individual commissioners have the following responsibilities:

1. Attend meetings of the board of commissioners.
2. Educate yourself to understand the history of your District, the laws governing the operation of the District and your role in governing the District.
3. Actively participate in the governance of the District by working with the board of commissioners in open public meetings.
4. Understand and comply with all ethics laws.
5. Act as a representative of your District with a professional demeanor.
6. Avoid any attempts to unilaterally direct staff members or micromanage the staff. The board of commissioners runs the District through the Chief, individual commissioners do not, and should not, attempt to run the District.
7. Represent all constituents and avoid special interests.
8. Maintain confidentiality of privileged or private District records and information.

UNDERSTANDING YOUR ROLE – THE BIG PICTURE

TWELVE SIMPLE RULES OF COMMISSIONER EFFECTIVENESS.

1. Respect and comply with the law.
2. Work cooperatively with other board members to govern your District.
3. Act in a manner that promotes public confidence in the office of fire commissioner.
4. Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
5. Manage and direct personnel only through the board, do not attempt to unilaterally direct or manage personnel. You were not elected to run the District by yourself.
6. Understand, respect and uphold the District's adopted chain of command.
7. Lead by example.
8. Keep an open mind and don't be afraid to say, "I don't know."
9. Get proper advice when appropriate.
10. Recognize and understand that your actions and most of your work will be in the public eye and will be scrutinized by the public.
11. Recognize that fire protection districts are municipal corporations and often cannot be managed the same way that you manage your personal business.
12. Take advantage of the resources and experience of the Washington Fire Commissioners Association as well as your local and regional commissioner associations. Chances are the question or challenge facing you has been addressed or experienced by other commissioners.