



Policy Manual

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References:

[Eastside Fire & Rescue Interlocal Agreement](#)

[Parliamentary Procedures – Robert’s Rules of Order](#)

[EF&R Board of Directors Administrative Policy 0002 \(Budget Management and Reserve Policies\)](#)

[WA State Fire Commissioners Association Handbook](#)

SECTION 1 - LEGAL AUTHORITY

1.1. Legal Status

- 1.1.1. King County Fire Protection District 10 was legally formed under the laws of the State of Washington by King County Commissioners' Resolution No. 8067, dated June 30, 1941.
- 1.1.2. The current status of King County Fire Protection District 10 is of a political subdivision of the state and it is a municipal corporation within the laws and Constitution of the State of Washington.
- 1.1.3. King County Fire Protection District 10 constitutes a body corporate and possesses all of the usual powers of a corporation for public purposes as well as all other powers that may now or hereafter be specifically conferred by law ([RCW 52.12.011](#)).

1.2. District Authorization

- 1.2.1. King County Fire Protection District 10 is authorized by [RCW 52.02.020](#) to provide fire prevention services, fire suppression services, emergency medical services, and other services for the protection of life and property.

1.3. Commissioners, Authorization and Power

- 1.3.1. The affairs of the District shall be managed by a Board of Fire Commissioners composed of five registered voters residing in the District. See [RCW 52.14.010](#), [RCW 52.14.015](#) and [52.14.020](#).
- 1.3.2. The Board has the power and duty to adopt a seal of the District, to manage and conduct the business affairs of the District, to make and execute all necessary contracts, to employ any necessary services, and to adopt reasonable rules to govern the District, and to perform its functions, and generally to perform all such acts as may be necessary to carry out the objects of the creation of the District ([RCW 52.14.100](#)).

1.4. Establishment of policies

- 1.4.1. The Board of Fire Commissioners (Board) of King County Fire Protection District 10, having the power and duty to adopt reasonable rules to govern the District, hereby establishes these District Policies; changes to these policies shall occur annually unless directed otherwise by the Board.

SECTION 2 - NUMBER OF MEMBERS AND TERMS OF OFFICE

- 2.1. The Board of Fire Commissioners
 - 2.1.1. Shall consist of five members, elected by ballot by the registered voters of the Fire District ([RCW 52.14.015](#)).
 - 2.1.2. Except as otherwise provided by law, Commissioners shall hold office for terms of six years and until their successors are elected and qualified ([RCW 52.14.060](#)).
 - 2.1.3. Terms of Commissioners shall be staggered as provided by law ([RCW 52.14.060](#)).
- 2.2. Newly elected Commissioners elected to a full term of six years:
 - 2.2.1. Shall take office at the first meeting in January following an election, provided:
 - 2.2.1.1. Election results have been certified by the county auditor.
 - 2.2.1.2. The newly-elected Commissioner has taken and subscribed to an oath or affirmation that he/she will faithfully and impartially discharge the duties of the office to the best of his/her ability.
 - 2.2.2. A Commissioner elected to less than a full term shall assume office as soon as the election results have been certified and he/she has taken and subscribed to the oath of office.

SECTION 3 - FIRE DISTRICT ELECTIONS

- 3.1 Fire Protection District Elections must be held in accordance with applicable state laws.
- 3.2 To become a Fire Commissioner, a person must be a U.S. citizen and a registered voter whose principal residence is within the boundaries of the District.

SECTION 4 - RESIGNATIONS

- 4.1 If a Commissioner's principal residence ceases to be in the Fire District, the Commissioner shall resign immediately.
- 4.2 Upon receipt of a Commissioner's written resignation for this, or any other reason, the Board shall consider the resignation at its next regular meeting or a special meeting called for that purpose.
 - 4.2.1 The Board shall accept the resignation by formal action and declare the Board position vacant unless the resignation is withdrawn any time prior to the Board's action.

SECTION 5 - VACANCIES

- 5.1 In case of a Board vacancy, the remaining Commissioners shall fill such vacancy by appointment. The vacancy:
- 5.1.1 Shall, within ninety (90) days, be filled by appointment of a resident elector of the District by a vote of the remaining Board. (See [RCW 52.14.050](#) and [RCW 42.12.070](#))
 - 5.1.2 The person appointed shall serve until a successor has been elected and qualified.
 - 5.1.3 If the Board fails to fill the vacancy within the ninety (90) day period, the county legislative body shall make the appointment. If the number of vacancies is such that there are not three or more Commissioners in office, the county legislative body shall, within thirty days of the vacancies, appoint the required number of commissioners to create a majority, to fill the vacancies on an interim basis through the next general election.
 - 5.1.4 An appointee shall meet the requirements provided by law and shall serve until the next regularly scheduled Fire District election ([RCW 52.14.060](#)), at which time a Commissioner shall be elected for the unexpired term.
- 5.2 The Board Secretary shall inform the King County Elections Office of the vacancy.

SECTION 6 - OATH OF OFFICE

- 6.1 Each Fire Commissioner and the Secretary shall take the Oath of Office referenced in Appendix A to support the Constitutions of the United States and the State of Washington and to faithfully discharge the duties of office to the best of their ability.
- 6.2 A notary public shall administer such oaths;
 - 6.2.1 The oath must be signed by the member.
 - 6.2.2 The Board Secretary shall file the signed oath of office with the King County Auditor's office, or other office to administer elections.

SECTION 7 - ANNUAL ORGANIZATIONAL MEETING

- 7.1 At the first regular meeting in January, the Board shall elect from among its members a Chair and Vice-Chair to serve for a one-year term.
 - 7.1.1 A new Chair shall not be elected following the appointment of a Commissioner to fill a vacancy on the Board unless a majority of the Board is appointed.
 - 7.1.2 If a Commissioner is unable to continue to serve as Chair, a replacement shall be elected immediately.
- 7.2 To provide a record of the proceedings of each meeting of the Board, the Board shall appoint a Secretary of the District (See [RCW 52.14.080](#)).
- 7.3 At the first regular meeting in January, the Board shall elect from among its members three representatives, two primaries and one alternate, to the Eastside Fire & Rescue Board of Directors.
 - 7.3.1 A Director, or Alternate, representing King County Fire Protection District 10 may be replaced at any time by a majority vote of the Board.
- 7.4 The normal order of business shall be modified for the annual organization meeting by considering the following matters after the approval of the minutes of the previous meeting:
 - 7.4.1 Welcome and introduction of the newly-elected Commissioner(s) by the Chair.
 - 7.4.2 Administration of the "Oath of Office" to the newly-elected Commissioner(s).
 - 7.4.3 Call for nominations for Chair to serve during the ensuing year.
 - 7.4.4 Election of a Chair.
 - 7.4.5 Assumption of office by the new Chair.
 - 7.4.6 Call for nominations for Vice Chair to serve during the ensuing year.
 - 7.4.7 Election of Vice Chair: Succeeding terms are permitted.
 - 7.4.8 Call for nominations for two (2) representatives and one (1) alternate to the Eastside Fire & Rescue Board of Directors.
 - 7.4.9 Election of representatives and alternate.
 - 7.4.9.1 Nomination and election of representatives and alternate shall occur one at a time.
 - 7.4.9.2 Succeeding terms are permitted.
- 7.5 Organizational meeting policies shall continue from year to year and Board to Board unless the Board changes them.

SECTION 8 - COMMITTEES

8.1 The Chair shall appoint Board members to represent the Board on committees as deemed necessary and appropriate. Board representation shall be limited to no more than two (2) members.

SECTION 9 - OFFICERS OF THE BOARD

- 9.1 Chair. The Chair shall:
 - 9.1.1 Preside at all Board meetings and sign all papers and documents as required by law and as authorized by the action of the Board.
 - 9.1.2 Conduct the meetings of the Board in the manner prescribed by the Board's policies,
 - 9.1.2.1 The Chair shall have the full right to participate in debate without relinquishing the chair.
 - 9.1.2.2 The Chair shall have the right to vote on all matters put to a vote.
 - 9.1.3 Conduct the meeting so that:
 - 9.1.3.1 Deliberation is clear, concise, and directed to the issue at hand;
 - 9.1.3.2 Discussion and/or action is summarized before moving on to the next agenda item;
 - 9.1.3.3 The meeting is managed in an expeditious manner.
 - 9.1.4 Confer with the Fire Chief, or designee, regarding sensitive issues needing immediate attention.
 - 9.1.5 In dealing with the media and the public:
 - 9.1.5.1 The Chair, or designee, shall serve as the spokesperson of the Board.
 - 9.1.5.2 The Chair is authorized to report and discuss actions taken and decisions made by the Board.
 - 9.1.5.3 The Chair should avoid speculating upon actions or decisions the Board has not yet taken.
 - 9.1.6 The Chair, and designee, are authorized to make purchases and create District debt to the limit defined by the Annual Expenditure Budget and the purpose intended by the Board, subject to required approval of vouchers as set forth by State statute.
- 9.2 Vice Chair. The Vice Chair shall:
 - 9.2.1 Preside at Board meetings in the absence of the Chair.
 - 9.2.2 Perform the duties of the Chair in case of an absence or disability.
- 9.3 Secretary. A District Secretary shall be appointed by majority vote of the Board.
 - 9.3.1 The term of the Secretary's appointment shall be determined and established by resolution.
 - 9.3.2 The Secretary, if a member of the Board, shall not receive additional compensation for serving as Secretary (See [RCW 52.14.080](#)).

SECTION 10 - DUTIES OF COMMISSIONERS

- 10.1 The authority of Commissioners is limited to participating in action taken by the Board when legally in session.
- 10.2 Commissioners shall not assume responsibilities of the Chief or other staff members.
- 10.3 The Board, or staff, shall not be bound in any way by any action taken or statement made by any individual Commissioner except when such statement or action is pursuant to official action taken by the Board.
 - 10.3.1 Each Commissioner is obligated to regularly attend Board meetings.
 - 10.3.2 Commissioners should give notice to the Chair and Secretary of their inability to attend a Board meeting.
 - 10.3.3 Absence from regularly-scheduled meetings shall be excused, upon request, due to unforeseen employment schedule or assignments, illness or death in the family, and similar reasons.
 - 10.3.3.1 After two (2) consecutive unexcused absences, a Commissioner shall be sent notification to appear at the next regularly-scheduled meeting or be subject to loss of their position.
 - 10.3.3.2 The Board shall declare a Commissioner's position vacant after three (3) consecutive unexcused absences from regular Board meetings.
 - 10.3.4 The Board, by its representation on the Eastside Fire & Rescue Board of Directors, shall have the authority to participate in fixing the compensation to be paid to the Chief and all other employees or agents for the District.
 - 10.3.5 Commissioners shall review the applicable WA State Codes and RCWs for updates to ensure compliance.
- 10.4 Secretary
 - 10.4.1 The Board shall appoint a Secretary of the District for such term as they shall determine. (Reference 9.3.1)
 - 10.4.2 The Secretary of the District shall keep a record of the proceedings of the Board. (Reference 12.11)
 - 10.4.3 Shall perform other duties as prescribed by the Board or by law.

- 10.4.4 Shall take and subscribe to an official oath referenced in Appendix A, which shall be filed in the same office as that of the Commissioners.
- 10.4.5 The Secretary of the Board shall be the custodian of correspondence, and other official records, of the Board.

SECTION 11 - DISTRICT POLICIES

11.1 Adoption and Amendment of Policies

11.1.1 Proposed new policies and changes in existing policies shall be presented in writing for reading and discussion.

11.1.2 Unless it is deemed by the Board that immediate action would be in the best interests of the Fire District, the final vote for adoption shall take place at the next succeeding regular, or special, Board meeting.

11.1.2.1 If immediate action on a proposed policy necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the Fire District and no further action is required.

11.1.3 Any written statement by any person relative to a proposed policy or amendment should be directed to the Chair prior to the second reading.

11.1.4 The Board may invite statements when a policy is discussed.

11.1.5 All new or amended policies shall become effective upon adoption; unless a specific effective date is provided in the motion for adoption.

11.1.6 Policies, as adopted or amended, shall be made a part of the minutes of the meeting where action was taken and shall be included in the Fire District's policy manual.

11.2 Policies of the Fire District shall be reviewed annually by the Board at the September Board meeting, with adoption of revisions at the October Board meeting.

11.3 A policy may be subject to suspension by a majority vote of the Board present, provided:

11.3.1 An emergency or unique situation exists; and

11.3.1.1 Failure to suspend the policy could result in the loss of emergency services, cause unacceptable costs to the District, create a liability exposure for the District, or violate law.

11.3.1.2 All Commissioners had received notice of the meeting.

11.3.1.3 Provided the notice included a proposal to suspend a policy and an explanation of the purpose.

11.3.2 If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all Board members present.

SECTION 12 - MEETINGS

12.1 Types of Meetings

12.1.1 Regular - Regular meetings are held as established by Resolution, unless a quorum is not available. In that event, the meeting may be rescheduled.

12.1.2 Special - Any Board meeting other than the Regular Board meeting. Notice shall be given in writing at least 24-hours in advance to Board members, the Public via the EF&R website, and any media that have requested to receive notice.

12.1.2.1 A Special Board meeting may be scheduled by the Chair or at the request of a majority of the Board.

12.1.3 Emergency - A Special Board meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage.

12.1.3.1 Emergency meetings may be called by the Chair or majority of the Board. The minutes shall indicate the reason for the emergency.

12.1.4 Study Session – A special meeting of the Board to discuss issues, provide input to the Fire Chief, and to keep the Board informed on critical issues. Study sessions allow for discussion and input only, no final actions are taken.

12.1.4.1 Items requiring a decision by the Board shall normally be brought forward at a regular or special Board meeting for final action.

12.1.4.2 Study sessions may be called in the same manner as other special meetings.

12.1.5 Executive Session - a portion of a Board meeting that is closed except to the Board, and those authorized to attend by the Board. The public is restricted from attendance.

12.1.5.1 Executive sessions may be held during Regular, Special or Emergency Board meetings and shall be announced by the Chair. The purpose of the session, the relevant statute and the expected time for the session shall be announced. Should the session require more time, a public announcement shall be made that the session is being extended.

12.1.5.1.1 Executive session subjects are limited to considering only those items specified in [RCW 42.30.110](#).

12.2 Public and Meeting Notices shall be given for:

12.2.1 Special meetings and Study session.

12.2.2 Regular meetings, including changes to time or location for regular meetings.

12.2.3 Each Board member shall have electronic access to an agenda 24-hours in advance of any special meeting.

12.2.4 While other items of business may be discussed at a special meeting, no action can be taken on topics not identified on the printed agenda.

12.3 During the interim between meetings:

12.3.1 Eastside Fire & Rescue Headquarters shall be the office of the Board.

12.3.1 The Chair shall have the responsibility for official Board representation and communications with the Chief.

12.3.2 The Fire District's Public Records shall be open for inspection in the manner provided by, and subject to, the limitations of law. The Fire District shall comply with the requirements of the Public Records Act ([RCW 42.56](#)).

12.4 Agenda

12.4.1 The Secretary shall be responsible for preparing the agenda for each meeting, in conjunction with the Chair.

12.4.2 The agenda, minutes of the previous meeting, and relevant supplementary information shall be made available at least three (3) days in advance of the meeting and available to the public twenty-four (24) hours prior to the meeting.

12.4.3 If a Commissioner wishes to have an item placed on the agenda, they shall notify the Secretary, Fire Chief, and Chair prior to 12 noon on the Wednesday preceding the meeting.

12.4.4 No item may be added to the agenda on the day of the meeting except in an emergency in which a stoppage of public business may result if the Commission is unable to make an immediate decision.

12.4.5 In such a case, the un-posted agenda item shall be announced at the Commissioner meeting.

12.5 Quorum

12.5.1 Three of five Commissioners shall constitute a quorum for the transaction of all business. A quorum may be established with two

Commissioners present and the third via telephone.

12.6 Conduct and Order of Business

- 12.6.1 All Board meetings shall be conducted in an orderly and business-like manner, using the parliamentary procedures as described in Robert's Rules of Order as a guide for subjects not covered.
- 12.6.2 The order of business shall be indicated on the agenda. Any revisions in the order of agenda items may be allowed by the Chair.
- 12.6.3 All votes on motions and resolutions shall be by "voice" vote unless a roll call vote is requested by the Chair or Board member.

12.7 Audience Participation

- 12.7.1 The Board recognizes the value of public comment on fire services issues and the importance of involving members of the public.
 - 12.7.1.1 To permit fair and orderly comments, the Board may provide a period at the beginning of the meeting during which visitors may make formal presentations. Such presentations should be requested and scheduled in advance with the Board Secretary.
- 12.7.2 The Board may allow individuals to express an opinion prior to Board action on agenda items.
 - 12.7.2.1 Individuals wishing to be heard by the Board shall first be recognized by the Chair.
 - 12.7.2.1.1 Individuals, after identifying themselves, shall proceed to make comments as briefly as the subject permits.
 - 12.7.2.1.2 The Board prefers participants be residents of the Fire District, staff of the Fire District, or the designee of such residents or staff.
 - 12.7.2.1.3 Any representative of a firm eligible to bid on materials or services solicited by the Board may be allowed to express an opinion.
 - 12.7.2.2 The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The Board shall have the final decision in determining the appropriateness of such rulings.
 - 12.7.2.3 At the end of the meeting, the Chair may allow individuals to speak to any issue not included on the agenda. The Board reserves the right to set a time limit on any such presentation.

12.8 Meeting Adjournment and Continuances

12.8.1 The Board may adjourn a regular, special, or adjourned meeting to a specific time. Proper public notification shall be posted.

12.9 Meeting Minutes

12.9.1 The Secretary shall record the minutes of all Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the Fire District. When issues are discussed that may require detailed record, the Board may direct the Secretary to record the discussion verbatim. Records shall be maintained on file for a period of six (6) years. Minutes shall be comprehensive and shall show:

- 12.9.1.1 The date, time, and place of the meeting.
- 12.9.1.2 The presiding officer.
- 12.9.1.3 Members in attendance.
- 12.9.1.4 Items discussed during the meeting, motions, and results of voting that occurred.
- 12.9.1.5 Action taken to recess for executive session with a statement of the purpose and the duration.
- 12.9.1.6 Time of adjournment

12.9.2 Draft minutes shall be made available to the Board in advance of the next regularly scheduled meeting.

12.9.3 Minutes need not be read publicly, provided the Board have had an opportunity to review them before adoption.

A file of permanent minutes of Board meetings shall be maintained at the District office and shall be made available in accordance with District policy and [RCW 42.56](#).

SECTION 13 - CONDUCT OF FIRE COMMISSIONERS

13.1 Conduct of Public Officials

13.1.1 Except as provided by law, a Commissioner shall not:

13.1.1.1 Ask or receive, directly or indirectly, any compensation, gratuity, or reward, or promise thereof, for omitting or deferring the performance of any official duty; or for any official service which has not been rendered, except in case of charges for prospective costs or fees demandable in advance in a case allowed by law.

13.1.1.2 Be beneficially interested, directly or indirectly, in any contract, sale, lease, or purchase which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of office.

13.1.1.3 Accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested therein.

13.1.1.4 Employ or use any person, money, or property under official control or direction, or in official custody, for the private benefit or gain of themselves or another.

13.1.2 Any such action may constitute a gross misdemeanor. Any contract, sale, lease or purchase as stated above shall be declared void.

13.1.3 In addition to all other penalties, a violation of the provisions of [RCW 42.23](#) "Code of Ethics for Municipal Offices" by any Commissioner shall work a forfeiture of office.

13.2 Conflicts of Interest

13.2.1 Remote Interest

13.2.1.1 A Commissioner shall not be deemed to be beneficially interested in a contract as described in Article 13.1.1.2 if;

13.2.1.1.1 The interest is only remote; and

13.2.1.1.2 If the fact and extent of such interest is disclosed to the Board and noted in the official minutes prior to the formation of the contract, and

13.2.1.1.3 The Board approves, authorizes or ratifies the contract in good faith by a vote of a majority of the Board without counting the vote of the Commissioner having the remote interest.

13.2.2 Commissioners as Volunteers with EF&R

13.2.2.1 [RCW 52.14.010](#) permits Fire District Commissioners to also serve as volunteers provided all Commissioners unanimously approve such service.

13.2.2.2 Effective December 10, 2018, the Board unanimously opposed Commissioners serving as volunteers

with EF&R. This includes volunteer positions within the EF&R Reserves and Fire Corps.

13.3 Board Relations with Staff

13.3.1 The Board is the policy maker of the Fire District and has legal authority to make decisions of behalf of the District.

13.3.1.1 No individual Commissioner has authority over District staff, equipment or property except as authorized by the Board.

13.3.1.2 The Board Chair shall be the contact point between the Board and Fire Chief and his/her designee.

13.3.1.2.1 The Chair has the authority to contact the Fire Chief or his/her appointed representative as often as is necessary to stay informed regarding District business of interest to the Board.

13.3.1.2.2 Except as would be exercised by any citizen, Commissioners other than the Chair should refrain from occupying staff time unless serving an assignment by the Board or Chair.

SECTION 14 - COMMISSIONERS COMPENSATION & EXPENSES

14.1 Compensation:

14.1.1 A Commissioner is eligible to receive compensation as established in [RCW 52.14.010](#) for the following activities:

14.1.1.1 Attending regular, special, or emergency meetings of the Board of Fire Commissioners; study sessions or workshops.

14.1.1.2 Serving as a designated representative of the Board, including but not limited to, such activities as: Fire District committees, community development and/or betterment committees, joint labor management committee meetings, meetings on community business representing the District and serving a public purpose, etc.

14.1.1.3 Attending budgeted training and/or development activities, including, but not limited to; Regional, State, or national fire district association conferences, Board in-service education and training, etc. This may also include time involved in traveling.

14.1.1.4 Attending special Board-related activities including, but not limited to: Staff promotions, retirements and memorials, building dedications, and other ceremonies when the Board member is on District business serving a public purpose; and performing other business necessary or beneficial to the District.

14.1.2 Total compensation for a calendar year shall not exceed the allowable daily rate times 96, plus reasonable expenses incurred for travel, meals, and lodging.

14.1.3 Any Fire Commissioner may waive all or any portion of compensation for any month or months during term of office, or 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.

14.1.4 A Commissioner shall submit a completed time sheet, which verifies the nature and amount of approved activities for which compensation is claimed.

14.1.5 A Commissioner is eligible to make one compensation claim for a given day or portion thereof.

14.1.6 Commissioners shall obtain signed approval from another Commissioner on the respective time sheet and submit it to the

Secretary. Time sheets shall be submitted prior to the last day of the month per Payroll process.

14.1.7 Any disputes related to Commissioner claim forms shall be resolved by the Board Chair, or by the full Board, if so requested by the affected Commissioner.

14.1.8 Compensation is considered taxable income by the IRS for which an annual W-2 form will be issued.

14.2 Travel and Expenses: Provide Board members who incur authorized travel, subsistence, registration, and related expenses while on District business, reasonable and timely mechanisms for the reimbursement and/or the advancement of such necessary expenditures. It is recognized that Agency payment for business-related food and beverage for non-travel purposes shall be incurred by the Board wherein reimbursement shall be provided. This policy serves to provide guidelines by which to determine whether expenditures by Commissioners may be reimbursable, and to determine refreshments and related costs are legitimate District expenditures.

14.2.1 The District will follow Eastside Fire & Rescue Policy 3516 – Per Diem and Travel Reimbursement and Section 15 of the Policy Manual. All travel accommodations and training registrations will be made by the District Secretary.

14.2.2 Reimbursement and/or Per Diem for reasonable costs of business travel is authorized.

14.2.3 Personal vehicle: Out of area use of personal vehicles for District business will be reimbursed at the IRS established per mile rate plus parking, bridge, or ferry tolls.

14.2.4 Ceremonies and celebrations: Reasonable expenses, including food and non-alcoholic beverages, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate district expenditures and reimbursable by the District. Private celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate District expense. Alcohol is not an approved expense.

SECTION 15 - CONFERENCES

- 15.1 In keeping with the need for continuing in-service training and development, the Board encourages the participation of its members at appropriate Board conferences, workshops, and conventions. Funds for participation at such meetings shall be budgeted on an annual basis. All requests to attend will be submitted to the Board Secretary to add to the Board Agenda. Requests to attend should be made at least two months prior to the training/conference date to allow for Board approval and accommodations to be made. Registration and any other arrangements shall be made by the District Secretary.

SECTION 16 - LIAISON WITH WASHINGTON FIRE COMMISSIONERS ASSOCIATION (WFCA) AND OTHER ORGANIZATIONS

16 Liaison with WFCA and other organizations

16.1 Membership and Subscriptions

16.1.1 The Board recognizes the importance of maintaining relations with allied organizations through payment of dues and for subscriptions to publications that will enhance the operation of the District. The Chief may recommend memberships and is authorized to subscribe to service related publications.

16.1.2 The District shall arrange all Commissioners are members of the Washington Fire Commissioners Association.

16.1.2.1 In that the Fire District contributes to the financial resources of the Association, Commissioners are encouraged to participate in the governance of the Association.

Appendix A

Oath of Office

"I _____, having been duly elected to the office of King County Fire Protection District No. 10 Position No. _____ do affirm that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability, and that I will support and maintain the Constitution of the State of Washington and of the United States of America."