

Thurston County Fire Protection District 8

DISTRICT POLICY MANUAL



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| POLICY TITLE: | General Organization of the District and Strategic Direction |
| POLICY NUMBER: | 0-02-PO-00 |
| REVISION: | 5 |
| DATE ISSUED/REVISED: | |
| BOARD APPROVAL SIGNATURE: | |

I. Legal Status and Operations

Thurston County Fire Protection District 8 (“District”) is the corporate entity established by law in the State of Washington, to provide fire suppression services, emergency medical services and for the protection of life and property in the District. The fire protection district, a municipal corporation within the laws of the state, possesses all the usual powers of a corporation for public purposes.

The Board of Fire Commissioners (“Board”) is the legislative body with policy making authority for the District. The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board’s operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

II. Annual Organizational Meeting

At the first regular meeting in January, the Board shall elect from among its members, a Chair and Vice-Chair to serve a one-year term or until replaced. If a Fire Commissioner is unable to continue to serve as Chair, a replacement shall be elected immediately. In order to provide a record of the proceedings of each meeting of the Board, it shall appoint a recording secretary.

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:

1. Welcome and introduction of any newly elected Fire Commissioner by the current Chair;
2. Call for nominations for Chair to serve during the ensuing year;
3. Election of a Chair;
4. Assumption of office by the new Chair;
5. Call for nominations for Vice Chair to serve during the ensuing year; and
6. Election of a Vice Chair.

Policies shall remain in effect until revised by the Board.

III. Long Range Planning

Long range plans envisioning the District’s status five or more years in the future will be maintained by the Fire Chief as directed by the Board. Long range plans will include direction and assumptions for risks, service expectations, staffing, deployment, training, facilities & equipment, public engagement, intergovernmental relations, financial resources and other topics as determined useful. Long range plans are to be reviewed annually to assure goals and objectives are supportive of the District’s long-term direction. When determined to be necessary,

the Board and Fire Chief may meet in special meeting workshops and regular meetings to update or reformulate long range plans.

IV. Annual Goals & Objectives

Annual goals and objectives for the next year will be developed jointly by the Board and Fire Chief during scheduled special meeting workshops and regular meetings, and formally adopted as part of the annual budget process. Goals and objectives will be supportive of the District's long-range plans and shall be a) specific, b) measurable, c) attainable, d) relevant, and e) timely. Adopted goals and objectives will provide the criteria for evaluating the District's, the Board's and the Fire Chief's performance during the year.

V. Performance Assessment

Performance of the District as a whole, the Board and the Fire Chief will be accomplished on an annual basis, starting in January and completing it as soon as feasible. Performance assessment discussions will be held by the Board in executive session as provided for in Title 42.30 RCW.

1. District performance will be measured against the adopted goals and objectives as reported by the Fire Chief in January for the preceding year. The Board will consider the general direction of the District as it relates to the long-range plan.
2. The Board will review its own performance in support of the District's goals including:
 - a. What impact has the Board had on achievement of the District's long-range plan, and
 - b. What changes in its governance practices should the Board make to be more effective in achieving the goals of the long-range plan.
3. The Fire Chief's performance assessment will be based on the District's overall performance and his/her key competencies. The format for the annual performance assessment shall be as provided for in *District Policy 3-30 "Member Performance Evaluations"*. Also, the Board will informally conduct a performance assessment on a quarterly basis with the Fire Chief in executive session.