

**SPOKANE VALLEY FIRE DEPARTMENT**  
**Board of Fire Commissioners**  
**Governance and Management Policy #010**

**Purpose:**

To establish a policy that outlines the governance and management of the activities of the Spokane Valley Fire Department.

**Authority:**

Revised Code of Washington Title 52 Fire Protection Districts

**Policy:**

The primary responsibility of the Board of Commissioners of the Spokane Valley Fire Department is the governance of the activities of the Department.

Primary governance issues include:

- The hiring and annual evaluation of the Fire Chief.
- The adoption of the Department's annual budget and the approval of all expenditures of the Department.
- The establishment of Department policy.
- Approval of the administrative structure of the department with the agency's mission in mind.
- The imposition of disciplinary action upon any member of the work force as needed and pursuant to applicable civil service rules.

The Board shall preclude individual participation of any member of the Board of Commissioners or staff members in actions involving possible conflict of interest.

It is the ultimate responsibility of the Board of Commissioners to ensure that the Department is well managed, NOT to manage the Department. In so doing, the Board shall not interfere with the duties of the Fire Chief or undermine the fire Chief's authority.

The overall day-to-day management of the operational and administrative activities of the Department is the responsibility of the duly appointed Fire Chief. If necessary, the Board may over-rule the Fire Chief on management practices and operational procedures of the Department by a majority vote of the Board in an open public meeting.

Submitted for first reading: October 22, 2007

Submitted for second reading: November 5, 2007

Adopted:

Spokane Valley Board of Fire Commissioners:

November 5, 2007

Reviewed:

Spokane Valley Board of Fire Commissioners:

June 22, 2015