

SPOKANE VALLEY FIRE DEPARTMENT
Board of Fire Commissioners
Policy for Adding Items to the Agenda for Discussion #011

Purpose:

To establish a formal process to allow Board members to place items of the Board of Fire Commissioner Agendas for consideration and action, or to allow staff to present items for consideration or present previously approved items for reconsideration.

Authority:

RCW 42.30.070 – Times and places for meetings – Emergencies – Exception

Policy:

The Board of Fire Commissioners hereby established a process for Board members to calendar issues or items they wish to bring to the attention of the other Board members for formal discussion, and a follow-up process for subsequent action on the item(s).

Board members have a desire and intent to afford each other the opportunity to bring forth, for consideration and deliberation, items or issues of general or specific concern regarding the Department, and the citizens in the jurisdiction; and to provide a time lapse between the initial discussion and scheduled action in order to provide adequate opportunity for staff research and public notification.

In addition, staff members, through the Fire Chief, may have new information or new recommendations on previously approved Board agenda items, including new items, or a change in status requiring reconsideration of the previous Board action.

Procedures:

A. Any individual of the Board of Fire Commissioners, or a staff member through the Fire Chief, or Chair of the Board, may request an item be placed on the agenda for future discussion and consideration by one of the following methods:

1. Submitting to the Fire Chief or Board Chair a title and brief description of the issue for inclusion on a subsequent Board of Fire Commissioner meeting agenda. The Board would prefer such requests be provided to the Fire Chief or Board Chair at least five (5) working days prior to the preferred meeting date. The exception to this would be the event of an emergency in accordance with RCW 42.30.070 which defines an emergency as “fire, flood, earthquake, or other emergency” and the need for “expedited action by a governing body to meet the emergency” and provides that “the notice requirements of this chapter shall be suspended during such an emergency”.

B. Items initiated by the Board, or staff through the Fire Chief or Board Chair pursuant to this policy shall be placed on the agenda in the appropriate agenda section.

C. The requested subject shall be fully discussed by the Board, and, should three (3) or more Board members agree to further consider the matter, an agenda item will be prepared for a subsequent meeting at which time the Board may take action.

D. When an item is place on the agenda for future action, staff as assigned by the Fire Chief, shall research the topic in questions and prepare an agenda item report to advise the Board members of the background on the agenda item.

Adopted:
Spokane Valley Board of Fire Commissioners:
March 3, 2008

Reviewed:
Spokane Valley Board of Fire Commissioners:
June 22, 2015

Amended:
Spokane Valley Board of Fire Commissioners:
July 27, 2015