

## **Fire Protection Bureau Fire Protection Policy Board Meeting Protocols**

The mandatory timeline is to have all meeting materials approved through the Division Chain of Command, forwarded to the Bureau's Confidential Secretary, through the Division Secretary, in final format and ready for distribution to the Policy Board for their review in accordance with the attached Timeline.

**Information Items** – Before a decision on an issue is made, it is to be forwarded to the FPPB as an Information Item, using the attached template, at their Work Session.

**Decision Item** – Once an Information Item has been presented at a Work Session, a Decision Item is developed, using the attached template, and forwarded to the FPPB at the next Regular meeting, following the Work Session.

*It is the Board's practice to not take action on an item that has not been previously forwarded to them as an Information Item at a Work Session.*

**Presentation** – When an issue is being forwarded to the FPPB, copy of the presentation is to be included in the meeting materials, and be routed through the Division review/approval process, and forwarded to the Bureau's Confidential Secretary in accordance with the attached Timeline.

**Discussion Item** – If an issue is being brought forth for discussion, the topic of discussion is to be approved by the Division ASFM for placement on the agenda, and necessary backup or documentation information provided to the Board with the rest of the meeting materials.

**Conference Call Ability** – As an efficiency and cost savings measure, a conference call phone number and password will be provided to duly appointed Board Members or their specified representative to allow their participation at meetings and work sessions, via conference call, as opposed to traveling and attending meetings in person.

# ***FIRE PROTECTION POLICY BOARD***

*2009*

## *Board Material Distribution Timeline*

May 27, 2009 - Regular Meeting  
9:00 a.m.

**Material due 5/12 to Bureau Secretary  
Emailed to Board by 5/13**

General Administration Bldg.  
WSP Conference Room  
210 11<sup>th</sup> Street SW  
Olympia, WA

July 22, 2009 - Work Session  
9:00 a.m.

**Material due 7/7 to Bureau Secretary  
Emailed to Board by 7/8**

General Administration Bldg.  
WSP Conference Room  
210 11<sup>th</sup> Street SW  
Olympia, WA

August 26, 2009 - Regular Meeting

**Material due 8/11 to Bureau Secretary  
Emailed to Board by 8/12**

General Administration Bldg  
WSP Conference Room  
210 11<sup>th</sup> Street SW  
Olympia, WA

October 28, 2009 - Work Session  
9:00 a.m.

**Material due 10/13 to Bureau Secretary  
Emailed to Board by 10/14**

General Administration Bldg.  
WSP Conference Room  
210 11<sup>th</sup> Street SW  
Olympia, WA

November 18, 2009 - Regular Meeting  
9:00 a.m.

**Material due 11/03 to Bureau Secretary  
Emailed to Board by 11/04**

General Administration Bldg.  
Room G-3  
210 11<sup>th</sup> Street SW  
Olympia, WA

FIRE PROTECTION POLICY BOARD

INFORMATION ITEM

BOARD  
MEETING:

FROM:

SUBJECT:

BACKGROUND:

This item will be presented to the Fire Protection Policy Board as a Decision Item at their XXXXX XX, 20XX Regular Meeting.

**DECISION ITEM  
FIRE PROTECTION POLICY BOARD**

**BOARD MEETING:** February 27, 2008

**FROM:** T.J. Nedrow, FPPB Chair

**SUBJECT:**

**BACKGROUND:**

**COMMENTS PRO:**

**COMMENTS CON:**

**QUESTION:** Does the Board ...?