

FIRE PROTECTION POLICY BOARD OPERATIONAL GUIDELINES

I. Intent and Purpose

- A. Operational Guidelines are intended to provide guidelines for the operational processes necessary for the democratic and effective operation of the Fire Protection Policy Board (FPPB).
- B. At the discretion of any Board Member, those operational guidelines can be reviewed and revised at any regularly scheduled Board meeting.

II. Appointment of Board Members

- A. Each FPPB member is appointed by the Governor. Board appointments are prescribed pursuant to RCW 43.43.932. In making the appointments required under subsections (1) through (9) of this section, the governor shall (a) seek the advice of and consult with organizations involved in fire protection; and (b) ensure that racial minorities, women, and persons with disabilities are represented. Representation from constituent groups is to include:
 - (1) One representative of fire chiefs;
 - (2) One insurance industry representative;
 - (3) One representative of cities and towns;
 - (4) One representative of counties;
 - (5) One full-time, paid, career firefighter;
 - (6) One volunteer firefighter;
 - (7) One representative of fire commissioners;
 - (8) One representative of fire control programs of the department of natural resources; and
 - (9) One representative of the state association of fire marshals.
- B. The terms of the appointed members of the board shall be three years and until a successor is appointed and qualified. However, initial board members shall be appointed as follows: Three members to terms of one year, three members to terms of two years, and three members to terms of three years. In the case of a vacancy of a member appointed under subsections (1) through (9) of this section, the governor shall appoint a new representative to fill the unexpired term of the member whose office has become vacant. A vacancy shall occur whenever an appointed member/elected official ceases to be employed in the occupation the member was appointed to represent.
- C. Members may resign by notification to the Governor.

III. Board Responsibilities

A. Board Members

Each Board Member shall:

Be subject to the responsibilities set forth in RCW 43.43.932.

1. Prepare for meetings of the Board by becoming informed of the issues and decisions to be considered by the Board.
2. Attend all regular and special Board meetings, either in person or by conference call, notifying the Chair if the Member cannot attend, or participate via conference call.
3. As appropriate, contribute agenda items to the Chair for consideration. Agenda items will be accepted within 30 days of the regularly scheduled Board meeting.
4. Serve on committees as appointed by the Board's Chair.
5. Represent all citizens of the state in the decision making process of the Board.
6. Comply with the laws of Washington State while conducting the business of the Board.

B. Chair

In addition to the duties set forth above, the Chair shall:

1. Serve as the spokesperson for all activities of the Board, or if not available, designate a substitute for the specific occasion.
2. Sign correspondence prepared on behalf of the Board.
3. Chair all meetings of the Board and ensure they are conducted in accordance with the laws of Washington State.
4. Establish committees as determined by the Board.
5. Vote to decide all decisions of the Board that have resulted in a tie.

III. Board Responsibilities – continued

C. Vice Chair

In addition to the duties set forth in A., the Vice Chair shall:

1. Conduct all meetings of the Board in the absence of the Chair.
2. Represent the Board on official business as designated by the Chair.
3. Serve as the Chair of the Board in the event the Chair cannot attend for good cause.

IV. Rules of Order

- A. Roberts Rules or Order shall be used at all meetings in which decisions will be made.
- B. Election of Chair and Vice Chair will occur annually, in each regularly scheduled May Board meeting. If a meeting is not held in May, elections shall occur at the next regularly scheduled meeting.
- C. Regular Board meetings will generally be held the fourth Wednesday of the month in February, May, August and November of each month; Work Sessions will generally be held the fourth Wednesday of the month in January, April, July and October of each year. Generally, no meetings or work sessions will be held in March, June, September or December. A schedule for the upcoming year will be adopted at the last meeting of the year.
- D. The Board may call special meetings as needed.

V. Quorum and Voting

- A. A quorum must be present to conduct official business. Present is defined as in person attendance, or participation via conference call. In person attendance is encouraged whenever possible or economically feasible.
- B. A majority of the Board must be present to constitute a quorum.
- C. If one or more Board positions are vacant due to resignations or term expiration, the majority count for a quorum shall be reduced accordingly.
- D. Each member has one vote and must be present to vote. A replacement representative for an absent Board member is not allowed to vote in the Board member's absence.
- E. The Chair does not vote unless there is a tie.