

# Position Description

## Fire Commissioner

### **Position Status:**

Non-partisan elected office composed of three members.

### **Benefit Package:**

Statutory compensation of 114 dollars for each day of service. The Commission has a waiver whereas they only receive \$100 for each day of service. Currently, 100% of compensation is deposited into a health savings account commonly referred to as a “VEBA”.

### **Position Overview:**

The Board of Commissioners is responsible for governing the operations of the District. The board is generally responsible for the following areas:

1. Determining levels of service and establishing goals.
2. Determining type and level of funding, approve budgets, tax levies.
3. Establishing policies and approve operational procedures.
4. Personnel employment, supervising Fire Chief.
5. Guiding strategic planning.
6. Representing District to public.

As an individual commissioner, you have no individual authority to operate a fire protection district. Instead, individual commissioners have the following responsibilities:

1. Attend meetings of the Board of Commissioners.
2. Educate yourself to understand the history of your District, the laws governing the operation of the District and your role in governing the District.
3. Actively participate in the governance of the District by working with the Board of Commissioners in open public meetings.
4. Understand and comply with all ethics laws.
5. Act as a representative of your District with a professional demeanor.
6. Avoid any attempts to unilaterally direct staff members or micromanage the staff. The Board of Commissioners runs the District through the Fire Chief, individual commissioners do not, and should not, attempt to run the District.

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7. Represent all constituents and avoid special interests.
8. Maintain confidentiality of privileged or private District records and information.

#### **Minimum requirements:**

1. Must be a registered voter residing within the legal jurisdiction of Cowlitz County Fire District 5.
2. Be able to attend meetings held on the second and fourth Tuesday of each month at 9 a.m. at a District fire station.
3. Must complete mandatory Open Government Training.

#### **Related information:**

- RCW Title 52
- Commissioner handbook
- Public disclosure commission. [www.pdc.wa.gov](http://www.pdc.wa.gov)