



EAST JEFFERSON FIRE RESCUE

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Board of Fire Commissioners Applicant Information

Commissioner District #2

East Jefferson Fire Rescue appreciates your interest in serving as a member of the Board of Fire Commissioners. The Board is seeking applications from citizens *residing within Commissioner Districts #2 (visit <https://bit.ly/CommissionerDistrictMap> to view Commissioner Districts) who are interested in serving the community by overseeing the affairs of the District. In 2019 voters approved the expansion of the Board of Fire Commissioners from three to five members. In addition, voters also approved the establishment of five fire commissioner districts which encompass a specific geographic area of the District. **Applicants residing outside of Commissioner District #2 may apply, and may be appointed, however they would not be eligible to run for elected office for this position at the end of this term.*

The Board will appoint an individual in February, 2022 to fill one commissioner vacancy in Fire Commissioner District #2. The individuals appointed will serve the remainder of this term, until December 2023. The appointee may run for election in 2023 if they reside within Commissioner District #2, and if elected, will serve a six-year term.

The East Jefferson Fire Rescue Board of Commissioners consists of five elected officials and is responsible for governing the administration of the District. The Board is generally responsible for:

1. Determining levels of service and establishing goals
2. Determining type and level of funding, approving budgets and tax levies
3. Establishing and approving policy
4. Employing key personnel, supervising the Fire Chief
5. Guiding planning processes
6. Representing District to public

As a Commissioner you have no individual authority to operate the 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 and all applicable RCW's/WAC's.
5. Act as a representative of your District with a professional demeanor.

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6. Avoid any attempts to unilaterally direct staff members or micromanage the staff. The Board of Commissioners manages the District through the Fire Chief.
7. Represent all constituents and avoid special interests.
8. Maintain confidentiality of privileged or private District records and information.
9. Be a team player.

The Board of Fire Commissioners is governed by Chapter 52.14 of the Revised Code of Washington (RCW). RCW 52.14.010 sets forth the number, qualifications and compensation for the board of Fire Commissioners. The Fire Commissioners elect a chair from their members each year as provided in RCW 52.14.080.

The RCW details the rate of remuneration for the Board. At this time, the rate of remuneration is \$128 per qualifying activity. Earnings cannot exceed a set amount each year. The current allowance for earnings is \$12,288.00 per year. Board remuneration is for time spent in actual attendance at official meetings of the board or in performance of other services or duties on behalf of the fire district.

Requirements of Fire Commissioners:

- Must be a citizen of the United States.
- Must be a registered voter in Jefferson County for at least 30 days immediately preceding such appointment.

Desired Qualifications of Fire Commissioners:

- Demonstrates experience in budget development and/or review; Recognizes the District operational budget is over \$9 million dollars.
- Demonstrates experience and/or understanding of Labor-Management relationships.
- Demonstrates an understanding of the role of a Fire Commissioner, recognizing that it is a nonpartisan position.
- Demonstrates a general understanding of the services offered by East Jefferson Fire Rescue.
- Demonstrates involvement in the community.
- General knowledge regarding delivery of fire and emergency medical services.

Expectations of Fire Commissioners:

- Address issues in a well-informed, fair, unbiased and timely fashion.
- Maintain working relationships with fellow Board members, District administrative staff and members of the District.
- Be honest and ethical.
- Be polite, respectful and non-confrontational.
- Provide high-quality customer service.
- Work within the requirements of existing statutes.

The Board of Fire Commissioners holds regular meetings on the third Wednesday of every month at 7 p.m. at fire station 1-1 (9193 Rhody Dr, Chimacum WA or virtually). All of the meetings follow the open public meeting requirements. Additional special meetings are scheduled periodically.

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Applicants are required to submit a letter of interest, resume and application to the Board Secretary no later than February 11, 2022 at 4 PM. Letters of recommendation from local community leaders will be reviewed. Applications may be submitted via email, humanresources@ejfr.org or US Mail to the District administrative office located at 24 Seton Rd, Port Townsend WA 98368. Administrative offices are currently closed to the public. Applications become public records at the time of receipt and are subject to disclosure under the Washington Public Records Act.

Following review of all applications by the Board of Fire Commissioners, selected applicants will be invited to participate in an interview process.

East Jefferson Fire Rescue is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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