

KITTITAS VALLEY FIRE & RESCUE Policies and Procedures
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GENERAL ADMINISTRATION	Section 200
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MANUAL - BOARD OF FIRE COMMISSIONERS	200.04
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Purpose / Intent

To establish that the Kittitas County Board of Fire Commissioners will use the Washington Fire Commissioners Association Commissioner's Handbook as a manual that outlines the general operation of the Board for Kittitas Valley Fire & Rescue.

Policy

The Commissioner's Handbook shall serve as a guideline and easy reference for the general Board and individual Board Commissioners.

Scope

The Commissioner's Handbook shall be issued to existing and newly elected/appointed Fire Commissioner. When changes are made in the handbook, revised page(s) shall be issued. New Fire Commissioners will receive orientation prior to their first board meeting utilizing the Handbook.

Responsibilities

The District Secretary shall maintain the Handbook and issue revised page(s) to the Board Members. The Fire Chief and District Secretary shall provide orientation to newly elected/appointed Fire Commissioner prior to their first board meeting.