

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Secretary

Policy Number:	1250	Approved By:	Board of Commissioners
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1 PURPOSE

- 1.1 To identify the appointment process for and duties of the District Secretary.

2 REFERENCES

- 2.1 RCW 52.14.080, *Secretary--Duties and oath*

3 POLICY

- 3.1 The Board of Fire Commissioners shall appoint a Secretary of the District, who is not a member of the Board, for such term as shall be established by resolution.
- 3.2 The Secretary shall keep a record of Board proceedings, perform other duties as prescribed by the Board or by law, and take an official oath similar to that of the Commissioners, which shall be filed in the same office as the Commissioners.
- 3.3 When the Secretary is unable to attend a Fire Commissioner Meeting the Board Chair shall appoint an alternate.