



# Updated Fire Commissioner Orientation Checklist

## **HR/FINANCE/PAYROLL SETUP**

- Set up payroll/direct deposit
- Receive direction for submitting meeting activity
- Exchange contact information
- Complete W4
- Complete I9
- Receive door access card/pin

## **OATH OF OFFICE**

- May be taken up to ten days prior to the first day of the term (January 1), but no later than the first item of business at the first regular meeting

## **MEET WITH FIRE CHIEF**

- Meet with the fire chief to receive an overview of the state of the district in terms of finances, operations, labor relations, etc.
- Optional meetings with Fire Marshal, Deputy Chief, and/or Emergency Manager

## **MEET WITH LEGAL COUNSEL**

- Meet with legal counsel to discuss legal aspects related to fire districts and any pending legal issues related to the District
- Overview of Public Disclosure Commission (PDC) filing requirements
- Overview of municipal ethics as they pertain to fire commissioners

## **REQUIRED TRAINING**

- Norcom IT New User Orientation (Email and SharePoint)
- Anti-harassment Training (received within 90 Days of being Sworn into office)
- Open Government Training (completed within 90 Days of being Sworn into office and then every four years thereafter - <https://www.atg.wa.gov/open-government-training>)

## **RECOMMENDED TRAINING**

- King County Fire Commissioners Association – Fire Commissioner 101 course
- Robert's Rules of Order

## **HELPFUL RESOURCES & LINKS**

- Fire Commissioner Handbook (updated link: <https://www.nwfrs.net/wp-content/uploads/2020/09/2020-Commissioner-Handbook.pdf>)
- Municipal Research Service Center (MRSC) (<https://mrsc.org/Home.aspx>)
- Title 52 RCW Fire Protection Districts (updated link: <https://apps.leg.wa.gov/rcw/default.aspx?Cite=52>)
- King County Fire Commissioner Association ([www.kingcofca.org](http://www.kingcofca.org))
- Washington Fire Commissioner Association ([www.wfca.org](http://www.wfca.org))
- National Association of Emergency Fire Officials ([www.naefo.org](http://www.naefo.org))