


Scotts Valley Fire Protection District	
POLICY: 2103	SUBJECT: Board of Directors Job Description
DATE APPROVED: 9/12/2012	
BOARD PRESIDENT: <i>J. Armstrong</i>	FIRE CHIEF: <i>Daniel J. Gold</i>

Policy 2103: Board of Directors Roles and Responsibilities


This policy provides guidelines and clarity on the role of Directors and the Board for the purpose of establishing an effective leadership team for the Scotts Valley Fire Protection District.

Basic Responsibilities of Individual Directors:

- Maintain regular attendance at various meetings of the Board.
- To become familiar with the Fire District Law of 1987, laws governing open meetings (Brown Act), and laws governing public employees and public agencies.
- To become familiar the District’s operational philosophy, personnel, chain of command, services, programs, facilities, and resources.
- To become familiar with policies governing the operation of the District.
- To become familiar with how the District is funded and how funds are administered by the County and District.
- To become familiar with the District’s annual budget and compensation program.
- To refer questions/matters pertaining to District operations to the Fire Chief; and if not alleviated, agendize the issue for Board discussion.
- Participate as a member of the Board appointed committees and local/state professional organizations.
- To be an independent voice representing District wide issues and concerns.
- Be familiar with conflict of interest laws (see policy 2000). Board members must disqualify themselves from making or participating in the making of any decision which will foreseeably have a material effect, distinguishable from its effect on the public generally, on any reportable interest or upon any business entity in which the Board member holds a position of management or is a director, officer, partner, trustee, or employee pursuant to Policy 2000.

Individual Limitations of Authority:

- Individual Board members do not have authority to encumber District funds or enter into any contract or arrangement without express consent of a majority of the Board.

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- Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of a majority of the Board.
- Individual Board members have no authority or special prerogatives.

Basic Responsibilities of the Board:

- Provide governance of the District pursuant to the Health and Safety code 13800 et. seq.
- To ensure that District business is conducted in compliance with applicable laws, statutes, regulations, codes, and to ensure the District staff complies with applicable State and Federal mandates.
- Determine the organization’s Mission and Purpose.
- Develop a list of qualifications, job specifications and select the Fire Chief.
- Support the Fire Chief and assess Fire Chief’s performance.
- Adopt a strategic plan.
- Provide stewardship for District property and finances to ensure asset preservation.
- Monitor organization’s performance and progress toward established goals.
- Enhance the organization’s public standing.

- Contracts:

The Board is authorized to enter into all contracts on behalf of the District as are within the scope of its authority and in the line of duty, and Board members are not personally liable thereon unless it is clear by the terms of the contract that the Board members intended to bind themselves personally. However, any contracts which exceed the authority given to the Board may subject the Board members to personal liability for the amounts due there under.

- Appeal-Discipline/Grievances:

The Board shall hold closed session hearings for disciplinary measures that are subject to appeal to the Board and to serve as the final step in a grievance appeal.

- Labor Relations:

The Board shall select and direct a negotiating team to meet and confer in good faith with District employees and/or their representatives in all matters pertaining to wages, hours or other conditions of employment. All changes to annual salaries, wages, and benefits shall be approved by the Board.