

# Yamhill Fire Protection District

## District Policies, Procedures, & SOG's

### MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Policies

## ADMINISTRATIVE

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## Board Appointments

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**Relative Information:** The appointment of committees and/or representatives is a routine function of a board. Ordinarily the Board President will make the appointments with the concurrence of the full Board. The appointees may be Board, Staff, and/or citizen appointments depending on the position.

Appointments are made in response to statutory requirements (Civil Service Commission, Budget Committee), to study specific issues (Salary & Benefits Committee), or to represent the District in associations or other interagency activities (YCOM User Group, Yamhill County Fire Defense Board, SDAO, OFCA, OFDDA and others).

The particular authority and duties of appointees whether a Director, District staff member, or citizen are either specified by statutory requirements or will be set by the Board President at the time of appointment.

Board appointments may be as hoc or ongoing. Current ongoing appointments include the following:

- A. Civil Service Commission – three (3) citizen members with four-year terms.
- B. Budget Committee – five (5) citizen members with three-year terms.
- C. Non-Bargaining Group Salary & Benefits Committee – two (2) Board of Directors at the President's discretion.
- D. YCOM User Group – one (1) Board or Staff member at the President's discretion and one alternate.
- E. Yamhill County Fire Defense Board – one (1) Staff member (Fire Chief).

While the committees required by state law may have specific selection criteria, the Board generally has broad discretionary authority in the process.

The following process is used when making citizen appointments to the Civil Service Commission and the Budget Committee:

1. Advertise the vacancy to identify qualified applicants.
2. Review applicants for qualifications.

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3. Interview qualified applicants as may be necessary.
4. Make selection and appointment in a manner selected by the Board.
5. Conduct orientation and/or training as may be necessary.

An appointment of a Director or District staff member to represent the Fire District or the Board of Directors should be based on qualifications and availability. Final appointments are the responsibility of the Board President.

**Policy Statement:** It is the policy of the Board of Directors to make appointments to various committees and commissions as stated in this policy.