

**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2017-02**

**A RESOLUTION ADOPTING POLICY NO 2131,  
JOB DESCRIPTIONS – POSITION INVENTORY  
(superseding that portion of Resolution 2011-07 relating to Policy 2131)**

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**RECITALS**

**WHEREAS**, the State of Washington has vested in the governing bodies of fire protection districts the authority to adopt reasonable rules to govern the district and to perform its functions, and generally to perform all such acts as may be necessary to carry out the objects of the creation of the district under RCW 52.14.100; and

**WHEREAS**, the Board of Fire Commissioners of Woodinville Fire & Rescue (“District”) has vested the responsibility of the day-to-day operation of the District in the Fire Chief; and

**WHEREAS**, the Board of Fire Commissioners has determined that it is necessary to establish and maintain a set of policies, procedures and practices to ensure the efficient and effective management of the District’s affairs; and

**WHEREAS**, the District provided Local 2099 with a copy of the proposed revised policy under an agreed District/Local policy review process; and

**WHEREAS**, Local 2099 was given the opportunity to provide feedback on the policy, and the Local indicated they had no specific concerns.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 2131, Job Descriptions-Position Inventory, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 2131, Job Descriptions-Position Inventory***

**1.0 Policy Statement**

- 1.1. To be considered official, a position must be described in a job description approved by the Board of Fire Commissioners.
- 1.2. To be filled, any and all full-time positions must be funded in the annual budget of the year that the position is to be filled.

- 1.3. The Fire Chief shall:
  - 1.3.1. Ensure that the District position inventory is consistent with the annual District budget.
  - 1.3.2. Determine the format and content of job descriptions; however, it shall be the goal of the District to ensure that job descriptions are consistent with recognized standards where such standards exist.
  - 1.3.3. Interpret the content of job descriptions and ensure they are consistent with the strategic direction of the District.
- 1.4. Positions that are limited term, part-time or contract may be filled consistent with the fiscal management policy, but require either a job description or a clear statement of the work to be performed that has been approved by the Fire Chief.
- 1.5. Job descriptions that are not filled for three consecutive years are considered obsolete and will be removed from the position inventory.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE FIRE & RESCUE THIS 7th DAY OF FEBRUARY, 2017.**

**WOODINVILLE FIRE & RESCUE  
COUNTY OF KING, WASHINGTON**

**Approved as to Form:**

/s/ Jeffrey Ganson  
Jeffrey Ganson, District Counsel

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Mark Emery, Commissioner, Position 1

  
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Jim Dorney, Commissioner, Position 2

  
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Timothy Osgood, Commissioner, Position 3

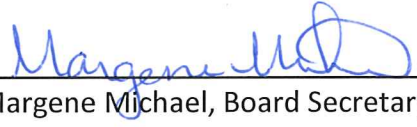


Kevin Coughlin, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

**Attest:**



Margene Michael, Board Secretary