

<b>Subject:</b>	<b>ADOPTION AND ADMENDMENT OF POLICIES</b>
<b>Section:</b>	<b>PPG# 1310</b>
<b>Chapter:</b>	<b>Board of Fire Commissioners</b>
<b>Effective Date:</b>	<b>8/10/89</b>

## **POLICY**

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Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the fire district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the chairman prior to the second reading. The board may invite oral statements from patrons as an order of business.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting and which action was taken and shall also be included in the fire district's policy manual. Policies of the fire district shall be reviewed annually by the board of commissioners.

## **REFERENCES**

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Legal Reference: RCW 42.17.259,260 Duty to publish procedures