

MORAGA-ORINDA FIRE DISTRICT DISTRICT POLICY

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BOARD OF DIRECTORS AND FIRE CHIEF ROLES AND RESPONSIBILITIES

I. MISSION STATEMENT, CORE VALUES and OPERATING PRINCIPLES

It shall be the duty and the responsibility of the members of the Board of Directors and the Fire Chief of the Moraga-Orinda Fire District to pursue the District's adopted mission and abide by the District's core values and operating principles.

A. Mission Statement

With pride and professionalism, the Moraga-Orinda Fire District will provide the highest level of emergency and public service in response to the needs of our community.

B. Core Values and Operating Principles

- We invest in our employees both personally and professionally.
- We operate on a basis of open, honest, and constructive communication.
- We practice 360-degree respect.
- We demonstrate integrity and a shared personal responsibility for carrying out the mission of the Fire Service.
- As stewards of public funds we act in a fiscally prudent and responsible manner.
- We maximize the effectiveness of our operational readiness through active participation, effective internal coordination, and external collaboration.
- We are performance driven and practice continuous quality improvement in our business processes.
- We promote a successful quality of life for our employees and the citizens we serve.

II. BOARD OF DIRECTORS

A. General Responsibilities

The District Board shall exercise those powers granted by California Law and carry out those statutory and delegated duties as may best meet the emergency services and life-safety requirements of the District.

B. Fire Chief Appointment

The Fire Chief shall be appointed by the District Board on the basis of administrative, operational and executive expertise and qualifications and shall serve at the pleasure of the District Board.

C. Policy Making

The District Board may request the Fire Chief to develop Ordinances, Resolutions and Policies and other measures for the District Board's consideration. Ordinances, Resolutions and Policies and other measures considered by the Board shall address legislative, budgetary, service level and/or contractual needs and requirements of the District. The Fire Chief will present Ordinances, Resolutions and Policies and other measures to the District Board for their consideration. The District Board shall consider and act on the Fire Chief's recommendations based on what they believe would be in the best interest of the District and the constituents they serve. Development and approval for administrative and operational functions of the District are delegated to the Fire Chief.

D. District Board-Fire Chief Relations

Except for the purpose of inquiry, no individual Board member shall give orders or instructions to the Fire Chief or District staff unless the Board of Directors are sitting in a duly convened meeting of the District Board. Board members have no authority at or during emergency events within the District.

E. Finance and Budget

The District Board shall set and approve all budgetary and financial District policy. The District Board shall assign two members to a Finance Committee to work with staff to review and provide guidance in budgetary and financial proposals for District Board consideration and approval. The District Board shall review and approve annual District budgets, receive and file District audits and receive and review monthly budget updates.

F. Strategic and Business Planning

The District Board shall work with the Fire Chief to develop Strategic and Business Planning processes that ensure the District remains financially viable while improving business and operational efficiencies and effectiveness.

G. Meeting Participation

District Board members shall attend regular, special, committee, or workshop meetings. The method of participation is discussion, deliberation, debate and voting. All members are expected to participate fully in deliberation and voting.

H. Board Members Decorum

Board members have the right to maintain and express differing viewpoints, styles, opinions and values. Nonetheless, Board members should respect the dignity of their office and observe common standards of decorum to the extent possible.

I. Fire Chief Contract

The District Board shall appoint an Ad Hoc Committee to negotiate the Fire Chief's contract which will include salary, benefits and working conditions. The Fire Chief's negotiated contract is subject to the approval of the District Board. The Fire Chief's contract shall be reviewed annually in conjunction with his/her annual performance review.

J. Fire Chief Goals and Objectives

The District Board shall meet with the Fire Chief to establish and adopt organizational goals and objectives. This shall be completed prior to June 30 of each year or on a mutually agreed upon date.

K. Fire Chief Performance Review

The District Board shall provide the Fire Chief an annual performance review. The review should also evaluate the status of the previous year's goals and objectives and any performance issues identified and agreed upon by the District Board.

III. FIRE CHIEF

A. General Responsibilities

The Fire Chief shall be the administrative and operational Chief Executive Officer of the District under the direction and control of the District Board. The Fire Chief shall be responsible for the efficient effective administration of all the affairs of the District, which are under the Fire Chief's control. In addition to general powers as Chief Executive Officer, and not as a limitation thereon, the Fire Chief shall have the duties and powers set forth within this Policy.

B. Enforcement

It shall be the duty of the Fire Chief to enforce or cause to be enforced all ordinances, resolutions and other measures of the District and to see that all contracts, permits and privileges granted by the District Board are faithfully observed.

C. Authority Over Employees

The Fire Chief shall have the exclusive authority to manage, order and give directions to all employees of the District under the Fire Chief's jurisdiction.

D. Appointment and Removal of District Employees

The Fire Chief shall approve the appointment, removal, promotion or demotion of all District employees subject to all applicable labor contracts, personnel laws, rules and regulations.

E. District Employment Contracts

It shall be the duty of the Fire Chief to be responsible for the negotiation of all District fulltime represented and unrepresented employment contracts. When directed by the District Board, the Fire Chief may contract with a professional negotiator to assist with employment contract negotiations. The Fire Chief shall consult and confer with the District Board to determine acceptable parameters of all employment contract negotiations. The Fire Chief shall bring all permanent fulltime employment contracts to the District Board for ratification. Part-time, at-will contracts do not require Board approval if the positions have been approved and budgeted. After the District Board ratifies the contract, it shall be the duty of the Fire Chief to administer the contract and determine that its provisions are carried out.

F. District Service Contracts

It shall be the responsibility of the District Board to appoint standing committees or ad hoc committees to recruit and negotiate contracts with District Counsel, District Financial Auditors and Fire Chief Search Consultants. These negotiated service contracts require the approval of the District Board.

Unless otherwise directed by the District Board, it shall be the duty of the Fire Chief to negotiate all other contracts for services. The Fire Chief shall approve those contracts that fall under the limits outlined in the District Purchasing Ordinance. Contracts which exceed the Fire Chief's authority limit as outlined in the District's Purchasing Ordinance require District Board approval. After contracts have been approved by the Fire Chief or District Board, it shall be the duty of the Fire Chief to administer the contracts and determine that corresponding provisions are carried out. The Fire Chief shall report to the District Board on the performance of any service provider at the Board's request.

G. Administrative Reorganization

The Fire Chief shall evaluate and develop organizational structure recommendations for the District Board consideration to ensure the District's business is conducted in the most efficient, effective and economical manner.

H. Ordinances, Resolutions and Policies

It shall be the duty of the Fire Chief to recommend to the District Board for adoption such ordinances, resolutions and policies as deemed necessary. It shall be the duty of the Fire Chief to develop ordinances, resolutions or policies when directed by the District Board.

I. Finance and Budget

It shall be the duty of the Fire Chief to work with the District Board Finance Committee for review and guidance on budgetary and financial proposals. The Fire Chief shall submit the proposed annual budget and other financial proposals to the District Board for adoption. It shall be the duty of the Fire Chief to keep the District Board Finance Committee and ultimately the District Board fully advised as to the financial condition and financial needs of the District.

J. Strategic and Business Planning

The Fire Chief shall work with the District Board to develop Strategic and Business Planning processes that ensure the District remains financially viable while improving business and operational efficiencies and effectiveness. It shall be the duty of the Fire Chief to drive the execution of the adopted Strategic Business Plan.

K. Public Affairs and Relations

The Fire Chief is responsible for day-to-day District public relations and marketing of the District. The Board may appoint a public spokesperson to address public policy, legal or District Board specific items that require press releases, press inquiry responses and/or public notifications.

L. District Board Notifications

It shall be the duty of the Fire Chief to notify the District Board of any significant event within the District or any event that could significantly impact the District as soon as operationally possible. The Fire Chief shall provide copies of all District press releases to all Board Members prior to release.

M. Purchasing and Expenditure Control

It shall be the duty of the Fire Chief to see that no expenditures shall be submitted or recommended to the District Board except on approval of the Fire Chief. The Fire Chief, or authorized representative, shall be responsible for the purchase of all supplies for the District.

N. Supervision of Public Property

It shall be the duty of the Fire Chief to exercise general supervision over all District property which is under the control and jurisdiction of the District.

O. Additional Duties

It shall be the duty of the Fire Chief to perform such other duties and exercise such other powers as may be delegated from time to time by ordinance or other official action of the District Board as allowable under law.

P. District Cooperation

It shall be the duty of the Fire Chief to strive to achieve the cooperation of all management employees of the District in assisting the Fire Chief in administering the affairs of the District efficiently, economically and harmoniously.

Q. Meeting Participation

It shall be the duty of the Fire Chief to attend all meetings of the District Board, unless excused by the Board President or by a vote of the District Board. With the exception of closed session meetings placed on the agenda to address the Fire Chief's performance and/or contract, the Fire Chief may attend any and all meetings of committees created by the District Board. At such meetings, the Fire Chief shall be heard as to all matters the Fire Chief wishes to address to the members thereof, and inform the members as to the status of the matter being considered by the District Board. The Fire Chief shall cooperate to the fullest extent with the members of committees appointed by the District Board.

R. Fire Chief Decorum

The Fire Chief must conduct him/herself in a manner that does not bring discredit to the District (on or off duty). The Fire Chief must act in an appropriate and respectful manner when interacting with staff, Board of Directors, the public, other public agencies and other elected officials.