

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 16 <i>Appointed Employees</i>

Relevant Information: As part of the Board’s responsibilities under the Interlocal Agreement for the management of the Department, the Board directly hires the Fire Chief and Chief Legal Officer (CLO) as Appointed Employees that are responsible to and report directly to the Board. The Board engages the Fire Chief and CLO by written employment contracts that establish the terms and conditions of employment including compensation, benefits, and other employment-related matters. The approval of the employment contracts of the Fire Chief and CLO are approved by a vote of the Board in a duly noticed public meeting. The Fire Chief and CLO serve at the pleasure of the Board with terms and conditions related to termination such as allowable basis, process, and severance must be clearly established in the written employment contracts. The job duties of the Fire Chief and CLO should also be clearly delineated in the employment contracts or job descriptions approved by the Board.

Policy Statement: It is the policy of the Board of Directors to hire the Fire Chief and CLO to be directly responsible to and report to the Board pursuant to written employment agreements approved by the Board that set forth the full terms and conditions of employment for the Fire Chief and CLO. The job duties for the Fire Chief and CLO will be stated in the employment agreements or job descriptions adopted by the Board (current job descriptions attached hereto).