



## **South Metro Fire Rescue Fire Protection District Board Member Additional Duties**

### **Citizen Requests**

Every Board Member can expect to receive an occasional request for information, a concern or a complaint. The most effective way to respond in a timely and accurate manner is for the Board member to contact the Fire Chief's Office. The Board Member has the option of either responding to the citizen personally or through Fire Chief or the appropriate District department.

### **Reading Materials**

The meeting agenda packet, reports and other correspondence are provided to the Fire Chief and the Board Members in advance of the Regular and Special Board Meetings and on an as-needed basis.

### **Contact with Constituents**

Often the Fire Chief and Board Members are requested to attend a City or Council district meeting, neighborhood meeting or Homeowners Association meeting. The Fire Chief and Command Staff have also been assigned as a liaison to the various Cities and Counties of the District and attend their meetings on a regular basis.

### **Ceremonial Duties**

The Fire Chief and Board Members will occasionally be expected to attend groundbreaking and ribbon cuttings for capital improvement projects and other projects. They may also occasionally be expected to participate in employee recognition events.

### **Conferences and Training Seminars**

The Fire Chief and Board Members have the opportunity to attend state and national conferences for public officials and municipal organizations. These conferences/seminars provide the Board Members with opportunities to create

relationships with other elected officials and discover what other districts are accomplishing.

## **Media**

Public relations is extremely important and Board Members should be prepared to respond to media questions from time-to-time. Below is a copy of the District's Social Media Policy for reference.