

Education and Continuing Education

Upon appointment, new commissioners are encouraged to become familiar with their role and responsibilities in the governance of the district. The Board President, Fire Chief, and Office Manager will make time available to meet with new commissioners.

The Fire Chief shall schedule an appointment of no less than 2 hours to meet with each new commissioner. The Fire Chief will provide an orientation to the new commissioner that will include identifying district boundaries, fire stations and other facilities, and target hazards.

The Office Manager will provide the new commissioner with at least the following materials:

- SAFE-D Handbook (latest edition)
- Board Policies (this document)
- Current annual budget
- Annual Board Calendar
- Contact information for Fire Chief and other commissioners.

Within 90 days of taking office each Commissioner must complete an approved course of instruction regarding the Texas Open Meeting Act (TOMA). Gov't Code §551.005

Within 90 days of taking office each Commissioner must complete an approved course of instruction regarding the Texas Public Information Act. Gov't Code §552.012

Every two (2) years each Commissioner must complete at least six (6) hours of instruction regarding the duties of an ESD Commissioner. The instruction must be certified by an institution of higher education. Commissioners may carry forward up to 3 hours of instruction into the next two-year period. Failure to comply constitutes incompetency and is sufficient grounds for removal from office. Health & Safety Code §775.0365

The District strives to enhance development of Commissioners and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Attendance by Commissioners at seminars, workshops and conferences shall be approved by the Board of Commissioners prior to incurring any reimbursable costs. Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the Commissioners, Commissioners will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the sessions(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Commissioners and staff.