



UKIAH VALLEY FIRE DISTRICT

AGENDA

(to be held both at the physical and virtual locations below)

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

To participate go to the following link: <https://us06web.zoom.us/j/97717635120>

To view the meeting (without participating) go to: <http://www.cityofukiah.com/meetings/>

- Call (toll free) 1-833-548-0276 or 833-543-0282
 - Raise hand: enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Or One tap mobile (for easy connection on smartphones):

US: [+16699009128,,97717635120#](tel:+16699009128,97717635120#) or [+12532158782,,97717635120#](tel:+12532158782,97717635120#)

**April 11, 2023
6:00 PM**

1. **CALL TO ORDER**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

3. **ANNOUNCEMENTS**

4. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

If you wish to speak on a matter that is not on this agenda that is within the subject matter jurisdiction of the Ukiah Valley Fire District Board, you may do so at this time. Please limit your comments to 3 minutes per person and a total of 10 minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5. **APPROVAL OF MINUTES**

5.a. Approval of the Minutes of February 14, 2023, a Regular Meeting

Recommended Action: Approve the Minutes of February 14, 2023, a Regular Meeting

Attachments:

1. February 14, 2023, Regular Meeting Minutes

6. **UNFINISHED BUSINESS - DISCUSSION/ACTION**

7. **NEW BUSINESS - DISCUSSION/ACTION**

7.a. Discussion and Appointment of a New Member to the Ukiah Valley Fire District Board.

Recommended Action: Discuss and Appoint a New Member to the Ukiah Valley Fire District Board

Attachments:

1. Jeff Adair - UVFD Board Letter of Interest 4-11-2023

- 7.b. Adopt Resolution 2023- Requesting the Board of Supervisors for the County of Mendocino to Continue the Implementation of Fire Protection Mitigation Fees for the Ukiah Valley Fire District.
Recommended Action: Adopt the 2023- Resolution Requesting the Board of Supervisors for the County of Mendocino to Continue the Implementation of Fire Protection Mitigation Fees for the Ukiah Valley Fire District.

Attachments:

1. 2023 Resolution Requesting BOS Co. of Mendo to Continue the Implementation of Mitigation Fees

- 7.c. Discussion and Approval to make Changes to the Ukiah Valley Fire District Policies 1002, 1003, 1006, 1010, and 1011.

Recommended Action: Approve the Changes to Ukiah Valley Fire District Policies 1002, 1003, 1006, 1010, and 1011.

Attachments:

1. Attachment 1 Policy 1002 Board Make Up revision 4-11-23
2. Attachment 1 Policy 1003 Member Duties revision 4-11-23
3. Attachment 1 Policy 1006 Board Meetings revised 4-11-23
4. Attachment 1 Policy 1010 Minutes of Board Meetings-revised 4-11-23
5. Attachment 2 Policy 1011 Attendance at Meetingsdelete-MOVED to 1003

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

9. DIRECTOR'S REPORT

10. CHIEFS REPORTS

11. ADJOURNMENT

Please be advised that the Ukiah Valley Fire District complies with ADA requirements and needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. Materials related to an item on this Agenda submitted to the Ukiah Valley Fire District after distribution of the Agenda Packet, are available for public inspection at the front counter at the Ukiah Valley Fire District Office, 1500 South State Street, Ukiah, CA 95482, during normal business hours Monday through Friday, 8:00 am to 4:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following location: Ukiah Valley Fire District Office - 1500 South State Street; Ukiah, California; and online not less than 72 hours prior to the meeting set forth on this agenda.

Stephanie Abba, Clerk of the Board
Dated: April 7, 2023



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

PETER BUSHBY –MICHAEL GRAHAM – KEVIN JENNINGS – DAVID B. HAAS

REGULAR MEETING MINUTES

Ukiah Conference Center 200 South School St. Ukiah, CA 95482

February 14, 2023
6:00 P.M.

1. CALL TO ORDER

2. ROLL CALL and PLEDGE OF ALLEGIANCE

The Ukiah Valley Fire District Board of Directors met on February 14, 2023, having been legally noticed on February 10, 2023. President Haas called the meeting to order at 6:06 P.M. with the following **Directors Present:** Peter Bushby, Michael Graham, and Kevin Jennings **Directors Absent:** David Haas **Staff Present:** Douglas Hutchison, Fire Chief, Eric Singleton, Battalion Chief, and Stephanie Abba, Clerk of the Board.

The Pledge of Allegiance was led by Eric Singleton, BC

3. ANNOUNCEMENTS

None

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment

5. APPROVAL OF MINUTES

a. Minutes of November 29, 2022, a Regular Meeting; December 13, 2022, a Regular Meeting; & January 3, 2023, a Special Meeting.

Motion/Second: Jennings/Graham to approve Minutes of November 29, 2022, a Regular Meeting; December 13, 2022, a Regular Meeting; & January 3, 2023, a Special Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Bushby, Graham, and Jennings. NOES: None. ABSENT: Haas. ABSTAIN: None.

6. UNFINISHED BUSINESS

No Unfinished Business was agendized

7. NEW BUSINESS

a. Approval and Adoption of FY 2021-22 and 2022-23 Ukiah Valley Fire District the Gann Limit Resolutions

President Haas arrived at 6:16 p.m.

Motion/Second: Jennings/Graham to Approve and Adopt FY 2021-22 Ukiah Valley Fire District the Gann Limit Resolution. Motion **carried** by the following roll call votes AYES: Bushby, Graham, Jennings, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

b. Approval and Adoption of FY 2022-23 Ukiah Valley Fire District Gann Limit Resolution

Motion/Second: Jennings/Graham to Approve and Adopt FY 2022-23 Ukiah Valley Fire District the Gann Limit Resolution. Motion **carried** by the following roll call votes AYES: Bushby, Graham, Jennings, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

8. COMMUNICATIONS RECEIVED

Law Office of Rapport & Marston; Darcy Vaughn, Assistant City Attorney; 405 W. Perkins Ukiah, CA 95482; January 5, 2023; Incompatibility of Offices of the Planning Commission and the Ukiah Valley Fire District Board of Directors.

LAFCo; Uma Hinman, Executive Officer; 200 South School St. Ukiah, CA 95482; January 17, 2023; The 2023 Election Outcome for Special Districts.

LAFCo Notice of Vacancy for the Unexpired Term of a Regular Member

Law Office of H. James Lance, Attorney for Ukiah Valley Fire District; 941 Grove St. Healdsburg, CA 95448; January 17, 2023, Incompatibility of Offices of the Planning Commission and Ukiah Valley Fire District Board of Directors.

Law Office of H. James Lance, Attorney for Ukiah Valley Fire District; 941 Grove St. Healdsburg, CA 95448; January 17, 2023, Incompatibility of Offices of the Planning Commission and Ukiah Valley Fire District Board of Directors.

9. DIRECTOR'S REPORT

No report received

10. CHIEF'S REPORT

UVFD Measure B Annual Report FY 21-22

Report Received from Chief Hutchison

11. CLOSED SESSION

No Closed Session

12. ADJOURNMENT

There being no further business, the meeting adjourned at 6:43 p.m.

David B. Haas, Board President

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Discussion and Appointment of a New Member to the Ukiah Valley Fire District Board.

DEPARTMENT: Fire

PREPARED BY: Stephanie Abba, Clerk of the Board

PRESENTER: Doug Hutchison, Fire Chief,
Stephanie Abba, Clerk of the Board

ATTACHMENTS:

1. Jeff Adair - UVFD Board Letter of Interest 4-11-2023

Summary: Discuss and Appoint a New Member to the Ukiah Valley Fire District Board.

Background: Beginning January 1, 2023, the Ukiah Valley Fire District had an opening on the Board. The position was advertised online and at the Ukiah Valley Fire District Office. A Vacancy of the Board Form and Verification to Serve on the Board were posted. The Ukiah Valley Fire District received One Letter of Interest to serve on the Board.

Discussion: Appoint a New Member to the Ukiah Valley Fire District Board.

Recommended Action: Discuss and Appoint a New Member to the Ukiah Valley Fire District Board

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Doug Hutchison, Fire Chief

03/23/2023

Ukiah Valley Fire District Board of Directors,

I'd like to express my interest in serving on your board. My qualifications include 27 years as a Fire District employee, starting as Firefighter through serving as Acting Division Chief. I became a full-time Division Chief in October of 2017 when I became an employee of the City of Ukiah for the Ukiah Valley Fire Authority.

I served as Acting Fire Chief for approximately 16 months during my stint as Division Chief. I served on the Fire Executive Committee from its inception and assisted with the consolidation of two departments into one. I retired in late 2020 after 30 years in the Fire Service in Ukiah.

Since my retirement, I have served on the Board of Directors for the Mendocino Community Health Clinics. I am currently vice-chair of the board and vice-chair of the Finance Committee. In addition, I serve on the investment advisory committee for MCHC.

I have attended approximately one-third of the UVFD board meetings since late 1990. I submitted monthly reports to the board on call volume and types, training topics and attendance, volunteer call attendance, fleet mileage, maintenance, pre-fire plans, and inspections performed.

I serve on interview panels for the Ukiah Valley Fire Authority.

Thank you for your consideration of me as a board member.

Jeff Adair
1119 Incline Dr.
Ukiah, Ca
95482

jadair6412@yahoo.com
(707) 972-2948



AGENDA SUMMARY REPORT

SUBJECT: Adopt Resolution 2023- Requesting the Board of Supervisors for the County of Mendocino to Continue the Implementation of Fire Protection Mitigation Fees for the Ukiah Valley Fire District.

DEPARTMENT:	<u>Fire</u>	PREPARED BY:	<u>Stephanie Abba, Clerk of the Board</u>
		PRESENTER:	<u>Doug Hutchison, Fire Chief</u>

ATTACHMENTS:

1. 2023 Resolution Requesting BOS Co. of Mendo to Continue the Implementation of Mitigation Fees

Summary: Adopt the 2023- Resolution to Continue the Implementation of Fire Protection Mitigation Fees for the Ukiah Valley Fire District.

Background: The County of Mendocino has, by Ordinance No. 4175, established and implemented a procedure for the adoption of fire protection mitigation fees and to ensure the assessment and collection of these fees in connection with the issuance of building permits; and the Mendocino County Board of Supervisors adopted and implemented, by Resolution No. 08-129, fire protection fees for the Ukiah Valley Fire District in order to ensure the provision of the capital facilities and equipment necessary to maintain current levels of fire protection services that are required as the result of new development projects within the boundaries of the Ukiah Valley Fire District pursuant to Mendocino County Code Chapter 5.36;

Discussion: Discuss and Adopt the 2023- Resolution to Continue the Implementation of Fire Protection Mitigation Fees for the Ukiah Valley Fire District.

Recommended Action: Adopt the 2023- Resolution Requesting the Board of Supervisors for the County of Mendocino to Continue the Implementation of Fire Protection Mitigation Fees for the Ukiah Valley Fire District.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Doug Hutchison, Fire Chief

RESOLUTION 2023-**RESOLUTION OF THE BOARD OF DIRECTORS OF THE UKIAH VALLEY FIRE DISTRICT REQUESTING THE BOARD OF SUPERVISORS FOR THE COUNTY OF MENDOCINO TO CONTINUE THE IMPLEMENTATION OF FIRE PROTECTION MITIGATION FEES FOR THE UKIAH VALLEY FIRE DISTRICT**

WHEREAS, the Board of Directors of the Ukiah Valley Fire District recognizes that continuing development within the Fire District places added responsibilities and costs to the Fire District; and

WHEREAS, the County of Mendocino has, by Ordinance No. 4175, established and implemented a procedure for the adoption of fire protection mitigation fees and to ensure the assessment and collection of these fees in connection with the issuance of building permits; and

WHEREAS, the Mendocino County Board of Supervisors adopted and implemented, by Resolution No. 08-129, fire protection fees for the Ukiah Valley Fire District in order to ensure the provision of the capital facilities and equipment necessary to maintain current levels of fire protection services that are required as the result of new development projects within the boundaries of the Ukiah Valley Fire District pursuant to Mendocino County Code Chapter 5.36; and

IT IS HEREBY FOUND THAT:

- (1) The Ukiah Valley Fire District does not have existing fire protection facilities and equipment that could be used to provide an adequate level of services to new development projects within the Fire District's boundaries; and
- (2) The Ukiah Valley Fire District does not have sufficient funds available to construct additional facilities and purchase additional equipment from fund balances, capital facility funds, property tax sources, fire suppression assessments, or any other available sources; and
- (3) The lack of additional fire protection facilities and equipment to serve new development projects would create a dangerous situation for the public health and safety if fire protection mitigation fees are not levied within the Fire District.

IT IS HEREBY RESOLVED THAT:

- (1) The Ukiah Valley Fire District requests that the County of Mendocino continue to impose a specified fire protection mitigation fee of 39 cents per square foot of a proposed structure on the Fire District's behalf on applicants for development projects; and
- (2) The Ukiah Valley Fire District shall exempt the specified fire protection fee *for*:
 - (a) the first one thousand five hundred (1,500) square feet of additions to existing single-family dwellings, and
 - (b) the first five hundred (500) square feet of additions to other existing buildings, and
 - (c) the first five hundred (500) square feet of new accessory buildings, per the assessor's parcel, and
 - (d) all existing non-conforming structures built prior to September 22, 2008; and

- (3) Fire protection mitigation fees imposed under the County of Mendocino's Fire Protection Mitigation Fee Ordinance (Ordinance) shall only be used to expand the availability of capital facilities and equipment to provide fire services to new development projects; and
- (4) The Ukiah Valley Fire District shall place all funds collected under this Ordinance and all interest subsequently accruing on these funds in a separate budget accounting category, known as "UVFD Fire Protection Mitigation Fee," only for those purposes of providing capital improvements and equipment to serve new development projects; and
- (5) The Ukiah Valley Fire District shall spend funds from the "UVFD Fire Protection Mitigation Fee" budget accounting category only for those purposes of providing capital improvements and equipment to serve new development projects; and
- (6) The Ukiah Valley Fire District shall submit a Fire Protection Mitigation Fee Annual Report no later than October 31st of each year to the Clerk of the Board of Supervisors. The report shall include, but not be limited to, the balance in the account at the end of the prior fiscal year, the fire protection mitigation fee revenue received, the amount and type of expenditures made, and the ending balance in the fund. In addition, the report shall specify the actions the Fire District plans to take to mitigate the facility and equipment needs caused by the new development projects in a Capital Fire Facilities and Equipment Plan adopted at a noticed public hearing. The Fire District shall make available, upon request by the Clerk of the Board, a copy of the annual audited report; and
- (7) The Ukiah Valley Fire District shall make its records that justify the basis for the fire protection mitigation fee amount available to the public upon request; and
- (8) The Ukiah Valley Fire District shall agree to indemnify and defend the County of Mendocino and its officers, agents, and employees from any claim, action, or proceeding that arises from or is in any way related to the fire protection mitigation fees; and
- (9) For the fifth fiscal year following the first deposit into the "UVFD Fire Protection Mitigation Fee" account and every five (5) years thereafter, the Fire District shall make all of the following findings with respect to any cash portion of the fire protection mitigation fees remaining unexpended or uncommitted in the account:
 - (a) Identify the purpose to which the fee is to be put,
 - (b) Demonstrate a reasonable relationship between the fee and the purpose for which it was charged,
 - (c) Identify all sources and amounts of funding anticipated to complete financing all incomplete improvements, and
 - (d) Designate the approximate dates on which complete funding is expected to be deposited into the account.

If the findings in subsections (9)(a) through (d) above are not made, the Ukiah Valley Fire District shall refund, on a prorated basis, to the current record owner or owners of the development projects for which the fees were paid the unexpended and uncommitted portion of the fees and any interest accrued for which a need cannot be demonstrated.

IT IS HEREBY FURTHER RESOLVED THAT:

- (10) The governing board of the Ukiah Valley Fire District adopted a Capital Fire Facilities and Equipment Plan in compliance with Government Code Section 66002 at a noticed public hearing on June 11, 2008; and
- (11) The Ukiah Valley Fire District will add a 9% charge to the specified fire protection mitigation fee that reflects the Fire District's reasonable costs of administering the fee and complying with all laws, ordinances, and regulations related to the fee, including the requirements imposed by the County's Fire Protection Mitigation Fee Ordinance; and
- (12) The "UVFD Fire Protection Mitigation Fee" may be amended annually or from time to time in accordance with the procedures and based upon the findings for such fees set forth in Government Code Section 66000 *et seq.*, or any applicable successor statutes; and
- (13) Subject to the Board's approval, on July 1st of each fiscal year, beginning in July 2010, the Fire Chief or his/her designee shall make annual adjustments to the dollar amounts of the Fire Protection Mitigation Fee by a percentage equal to the percentage change in the *"Engineering News Record's Construction Cost index- 20 Cities Annual Average"* for the preceding twelve (12) month period calculated from January 1 to December 31. This adjustment will offset the effects of inflation-related construction cost increases (or any deflation-related decreases). If this index should cease publication, the Fire Chief shall use any appropriate official index published by the Bureau of Labor Statistics, or successor, or similar agency as may then exist or may then be most nearly equivalent thereto. Land costs may be evaluated annually and adjusted as necessary based on the current market conditions at the time. The Fire Chief shall present the new Fire Protection Mitigation Fee for adoption by resolution of the Board of Directors after at least one public hearing.

PASSED AND ADOPTED, by the Board of Directors of the Ukiah Valley Fire District, County of Mendocino, State of California, on the 11th day of April 2023 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

David B. Haas, President

ATTEST:

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Discussion and Approval to make Changes to the Ukiah Valley Fire District Policies 1002, 1003, 1006, 1010, and 1011.

DEPARTMENT: Fire **PREPARED BY:** Stephanie Abba, Clerk of the Board
PRESENTER: Stephanie Abba, Clerk of the Board

ATTACHMENTS:

1. Attachment 1 Policy 1002 Board Make Up revision 4-11-23
2. Attachment 1 Policy 1003 Member Duties revision 4-11-23
3. Attachment 1 Policy 1006 Board Meetings revised 4-11-23
4. Attachment 1 Policy 1010 Minutes of Board Meetings-revised 4-11-23
5. Attachment 2 Policy 1011 Attendance at Meetingsdelete-MOVED to 1003

Summary: Approve the Changes to Ukiah Valley Fire District Policies 1002, 1003, 1006, 1010, and 1011. Ukiah Valley Fire District Policies are outdated. The changes made will make the policies current and help the Directors better understand their position and duties as Directors of the Board.

Background: The Policies are dated from 1994 to 2021. The Clerk found it necessary to add to the policies and/or combine policies to ensure Board Members understand their Position and duties as a Ukiah Valley Fire District Board Member.

Discussion: Discuss and Approve the Changes to Ukiah Valley Fire District Policies 1002, 1003, 1006, 1010, and 1011.

Recommended Action: Approve the Changes to Ukiah Valley Fire District Policies 1002, 1003, 1006, 1010, and 1011.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Doug Hutchison, Fire Chief

Policy Title: BOARD MAKE-UP

Policy Number: 1002

1002.10

The Board of directors of the Ukiah Valley Fire District shall consist of five (5) members. The Board shall have a President, Vice-President, and a Secretary/~~Treasurer~~ as officers.

1002.20

The President of the Board of Directors shall serve as a chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions, and ordinances, and any discussion of questions that follow said actions.

1002.30

In the absence of the President, the Vice-President of the Board of Directors shall serve as Chairperson over all meetings of the Board. If the President and Vice-President of the Board are both absent, the Secretary of the Board shall serve as Chairperson of the meeting.

1002.40

It will be the duty of the ~~Secretary~~ Clerk of the Board to see that all minutes for all meetings are properly done and signed.

1002.50

The President of the Board shall appoint two members of the board to work with the Budget Team and Fire Chief at the beginning of each year. The appointed members will be responsible for seeing that the budget is complied with and oversees all income and expense items for the District.

~~The Treasurer's duties will oversee that budget is done each year and will also be responsible to see that the budget is complied with and oversees all income and expense items.~~

Adoption Date: 3/10/92

Revision Date: 2/16/94

Adoption of typed copy: 3/8/94

Revision Date: 4/11/23

Policy Title: MEMBERS DUTIES

Policy Number: 1003

~~1003.10~~

~~Meeting packets of agenda and backup materials shall be delivered to each member's mailbox or by email at least 72 hours prior to regular meetings. Directors shall thoroughly prepare themselves to discuss agenda items at Board meetings. Questions concerning information distributed in Board packets shall be directed to the Chief Officer or staff prior to the Board meeting. Any matter not on the agenda may not be voted on. The item can be put on the next agenda for Discussion and Motion.~~

Moved to Policy 1006 BOARD MEETINGS

1003.10

Members of the Board of Directors shall attend all Regular and Special Meetings unless there is good cause for absence. (Old Policy 1011 Attendance at Meetings)

1003.20

Directors shall, at all times, conduct themselves with courtesy to each other, to staff, and to members of the audience present at the Board meetings.

1003.30

Directors shall abstain from participating in consideration of any item involving a personal or financial conflict of interest.

Adoption Date: 3/10/92
Revision Date: 6/14/94
Revision Date: 4/11/23

Policy Title: BOARD MEETINGS**Policy Number: 1006****MEETINGS****1006.00**

The Board of Directors document has been combined with Policy 1006 BOARD MEETINGS

ANNUAL ORGANIZATION MEETING (OLD POLICY 1006.30)

As the last order of business at the December meeting, the President shall preside over the election of Board Officers. The Board shall select one of its members as President, one of its members as Vice-President, and one of its members as Secretary. The term of office of officers of the Board shall commence on January 1st of the year immediately following their election.

REGULAR MEETINGS**1006.10**

All meetings of the Board shall be held in the room known and designated as the "Board Room" located in the District, provided that if, by reason of fire, flood, earthquake, or another emergency, it shall be unsafe to meet in said Board Room.

Regular meetings of the Board of Directors shall be held on the second Tuesday of February, April, June, August, October, and December at 6:00 p.m. in the meeting room at the Ukiah Conference Center at 200 South School St. Ukiah, CA.

SPECIAL MEETINGS**1006.20**

Special meetings of the Board may be called at any time by the President or by a majority of the members of the Board by delivering by **email** the Notice to each Board Member. Such notices must be delivered by **email, hand-delivered, or picked up at the Fire Dept. Office by pre-arrangement** at least 24 hours before the time of such meeting and specify the time and place of the special meeting and the business to be transacted.

Special meetings must be posted online on the District's website at least 24 hours before the meeting. No other business shall be considered at such meetings by the Board. Such written notices may be dispensed to any member who files with the **Secretary Clerk of the Board** a written waiver of notice at or before the time the meeting convenes. Such written notice may also be dispensed to any member who is present at the meeting when it convenes.

ADJOURNED MEETINGS**1006.30**

The Board may adjourn any regular or special meeting to a time and place specified in the order of adjournment. Meetings having less than a quorum of the Board may adjourn to a specific day and time announced at the meeting. If all members are absent from any regular or adjourned regular meeting, the **Secretary Clerk of the Board** may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be published online on the District's website and emailed the Board Members, and Public, of the Date and Time of the meeting.

A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as provided in this Section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

PUBLIC NOTICES OF MEETINGS

1006.40

All Agendas must be posted online on the District's website according to the rules of that type of meeting and must be emailed to the Board Members and the public requesting a copy via email after posting online. All regular, special (non-emergency) meetings or special (emergency) meetings shall conform to the Ralph M. Brown Act (Government Code Sections 54950-54962). **(Old Policy 1006.20)**

MEETINGS OPEN TO THE PUBLIC

1006.50

All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting except Closed Sessions of the Board held in accordance with the law. Oral public comment and participation will normally be limited to items marked "Public hearing" on the Agenda. All other comments should be submitted in writing to the **Secretary Clerk of the Board** prior to the meeting for reproduction and distribution to the Board.

Persons desiring to appear before the Board shall make their request in writing, stating the purpose of their appearance, and shall be referred by the President to the appropriate committee unless the President determines that the referral is inappropriate. Upon referral, or if the request is made to the committee in the first instance, the committee chairman shall place the matter on the committee's agenda and, at his discretion, shall determine whether the matter shall be presented orally or by written communication, or both.

MINUTES, AGENDA, AND PACKET DISTRIBUTION

1006.60

Summarized Minutes of the Board Meeting shall be prepared and put with the rest of the Agenda Packet, published online, and emailed to the Board and the Public. Such minutes shall not include the text of ordinances and resolutions adopted, which shall be recorded in separate volumes by the **Secretary Clerk of the Board**.

The Agenda shall be published online within the 72- or 24-hour period. The Agenda and Packet shall be emailed to the Board Members and Public that have requested a copy on the same day as publication. No item may appear on the Agenda or be considered by the Board unless it has been submitted to the **Secretary Clerk of the Board** one week before the Board meeting, with the exception of any monthly report or special report conveying information but not requiring specific Board action.

The Packet shall include the Agenda, Minutes of previous meetings, Agenda Summary Reports for each item to be discussed and voted on, and Communications for the Board. The packet shall be emailed to the Directors at least 72 hours before the meeting. For Special Meetings, the **Clerk of the Board** can **hand-deliver** the packet, or it will be picked up by a director by pre-arrangement within the 24-hour period.

Monthly Staff Reports**1006.70**

Monthly Staff Reports do not need to be published with the Agenda Packet. Monthly Staff Reports are introduced at the meeting and read by the Staff Member in charge of each department.

Standing Committees**1006.80****The Standing Committees of the Board of Directors are:**

Fire Executive Committee

Officers and Members of Standing Committees

The President appoints Members, Chairman, and Vice-Chairman of Standing Committees on the basis of each Director serving on at least two, but not more than three, committees. No Standing Committee shall have more than two members.

Ad Hoc Committees

Ad Hoc Committees may be created by the Board of Directors to undertake special assignments on behalf of the Board. An ad hoc committee shall exist for a specified term or until its special assignments are completed, whichever comes first, but its existence may be extended for an added term or added assignments by the action of the Board. Unless otherwise specified, members of an ad hoc committee shall be appointed by the President of the Board and shall serve at his pleasure.

Rules Governing Committees**1006.90****Definitions**

Unless otherwise qualified in this Section, the term “committee” includes standing committee, special committee, ad hoc committee, and subcommittee.

Special Meetings

Special meetings of any committee shall be called upon by order of its chairman or by two members of the committee.

Reports

The reports of the committees shall be given at each Regular Board meeting. Oral reports shall be permitted on confidential personnel or other sensitive matters, which may be discussed in lawfully closed sessions of the full Board. Reports of standing, special, and ad hoc committees shall be addressed to the Board of Directors; reports of a subcommittee shall be addressed to its parent standing committee.

Record of Actions

Insofar as possible, Committee meetings shall be held in open public session, and a record shall be kept of the actions taken; provided, however, that within the sound discretion of the Committee Chairman, meetings or portions of meetings may be held in private without a formal record if the subject matter is confidential or if a closed session will serve the District’s best interest.

Quorum

A quorum of a committee: All members must be present to make a quorum. The meeting must be canceled if all members are absent due to a Lack of Quorum.

Adjournment of Committee Meetings

The ~~Secretary~~ Clerk of the Board may declare committees adjourned when a quorum of a committee is not present at such meetings. The ~~Secretary~~ Clerk of the Board shall give notice of committee meeting adjournment as directed by the Committee Chairman and shall otherwise function as Clerk of the Committee.

Attendance of Committees

Insofar as possible, all committees shall meet as scheduled. Obligations of Staff all references and assignments to Board Committees include, without the necessity of specific instruction, the request to District's staff to render assistance and perform such functions and services to the committees as may be requested.

Adoption Date: 3/10/92
Revision Date: 2/16/94
Revision Date: 3/08/94
Revision Date: 1/23/96
Revision Date: 5/9/18
Revision Date: 2/13/19
Revision Date: 8/14/19
Revision Date: 12/14/21
Revision Date: 4/11/23

Policy Title: MINUTES OF BOARD MEETINGS**Policy Number: 1010****1010.10**

The Clerk of the Board ~~Secretary of the Board (Administrative Secretary for the District)~~ shall be responsible for keeping the Minutes of the Board of Directors meetings with the exclusion of Closed Sessions.

1010.20

Twelve months after a meeting is adjourned and the Minutes of the meeting is completed, audio tape recordings of the meeting may be erased per Government Code Section 54953.5.

1010.30

~~Typed copies of highlights of Board meetings from audio tape recordings, Board action, motions, resolutions, ordinances, and votes taken shall be distributed with the Agenda for the next regular Board meeting and made available to the general public 72 hours before the next regular scheduled Board meeting.~~

The ~~Secretary~~ Clerk of the Board shall be responsible for keeping the Minutes of the meetings with the exclusion of Closed Sessions. Draft Minutes of meetings, Resolutions, and Ordinances shall be distributed with the Agenda for the next board meeting and made available to the general public 72 hours before the next scheduled Regular Board meeting.

Adoption Date: 3/10/92
Revision Date: 2/16/94
Revision Date: 3/08/94
Revision Date: 1/13/99
Revision Date: 7/12/17
Revision Date: 4/11/23

Policy Title: ATTENDANCE AT MEETINGS

Policy Number: 1011

1011. 10 Members of the Board of Directors shall attend all Regular Meetings and Special Meetings unless there is good cause for absence.

Combined with Policy 1003 MEMBER DUTIES

4-11-23

Delete Policy 1011

Adoption Date: 3/10/92

Board of Directors/1011 Attendance at Meetings