

public comment restricting further discussion to the Board level unless a majority of the Board wishes to hear other testimony. The Presiding Officer shall close the public hearing.

#### *7.10.4 Board Discussion and Resolution*

Following closure of public input, the Board shall debate the item, taking the action it deems desirable by motion. Individual Directors may ask questions of members of the audience through the Presiding Officer but such questions and answers should not become a debate. All other audience input shall be deemed “out of order” by the Presiding Officer unless the Board determines, by majority vote, that additional input is desirable.

#### *7.11 Ex Parte Contact and Disclosure*

If a Director talks to or is otherwise contacted by a party in a quasi-judicial matter pending before the Board, that Director must disclose to the Board of Directors that he or she was contacted and disclose the name of the person who contacted them.

#### *7.12 Amendment of Parliamentary Procedure*

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting:

- (a) Temporarily suspend these rules in whole or in part,
- (b) Amend these rules in whole or in part, or
- (c) Both.

#### *7.13 Information Items*

Staff or members of the public may use this section of the agenda to present information to the Board. An Information Item’s purpose is to inform

the Board of matters of interest to the Board. Staff will assist members of the public with the agenda submittal process. All materials relating to the request must be delivered by the deadline specified in Section 5.2.

#### *7.13.1 Order of Debate*

The Presiding Officer shall follow the following order of debate in the consideration of information items:

#### *7.13.2 Presentation*

Staff or submitter of the item shall present the item to the Board.

#### *7.13.3 Questions of Staff or Submitter by Board*

The Board may ask questions of staff or the submitter of the item to clarify the information presented.

#### *7.13.4 Audience Input*

Members of the public may make statements or ask questions regarding each item being discussed but may not use the time to discuss or comment on completed agenda items or agenda items yet to be discussed.

#### *7.13.5 Board Discussion*

After the completion of public comments on a particular agenda item, the Board will discuss such item. Once Board discussion has commenced, no further public comment or questions will be permitted.

## **8 MINUTES OF BOARD MEETINGS**

The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

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### *8.1 Copies and Storage of Minutes*

Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting. The official minutes of the regular and special meetings of the Board shall be kept in a fireproof vault or in fire-resistant, locked cabinets.

### *8.2 Recording of Meetings*

A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Secretary, General Manager or any Director when such request is approved by a majority of the whole Board.

Such requests must be specific with regards to the recording media, the meetings to be recorded, and the use to which the recording will be put.

#### *8.2.1 Announcement of Intention to Record Meeting*

The Chairperson will announce the fact that a recording is being made at the beginning of the first meeting authorized by the Board to be recorded by the recording media, and the recording device shall be placed in plain view of all present, so far as is possible. The Chairperson shall also state at said meeting the expected number of future meetings to be recorded in the manner stated.

No other announcements at subsequent meetings authorized to be recorded will be necessary.

#### *8.2.2 Recording Closed Sessions*

Recordings made during closed sessions of the Board are deemed not to be public records.

### *8.2.3 Storage of Recording Media*

The recordings, tapes, discs or other electronic data/information storage devices shall be kept in fire-resistant, locked cabinets or in a fireproof, locked vault.

### *8.3 Motions, Resolutions or Ordinances*

Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.

#### *8.3.1 Numbering of Resolutions and Ordinances*

All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each calendar year.

### *8.4 Content of Minutes*

The minutes of Board meetings shall be maintained as hereinafter outlined.

#### *8.4.1 Procedural Practice*

The following procedural practices shall be maintained:

- (a) Date, place and type of each meeting;
- (b) Directors present and absent by name;
- (c) Call to order;
- (d) Arrival of tardy Directors by name;
- (e) Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
- (f) Adjournment of the meeting;
- (g) Record of written notice of special meetings; and,
- (h) Record of items to be considered at special meetings.

#### 8.4.2 Board Actions

The following Board actions shall be maintained:

- (a) Approval or amended approval of the minutes of preceding meetings;
- (b) Complete information as to each subject of the Board's deliberation;
- (c) Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- (d) All Board resolutions and ordinances in complete context, numbered serially for each calendar year;
- (e) A record of all contracts entered into;
- (f) All employments and resignations or terminations of employment within the District;
- (g) A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- (h) A record by number of all warrants approved for payment;
- (i) Adoption of the annual budget;
- (j) Financial reports, including collections received and deposited, payables to be paid, and sales of District property, shall be presented to the Board every month;
- (k) A record of all important correspondence;
- (l) A record of the General Manager's and Fire Chief's report to the Board;
- (m) Approval of all policies and Board-adopted regulations; and,
- (n) A record of all visitors and delegations appearing before the Board.
- (o) A record of all formal written presentations.

## 9 ATTENDANCE AT MEETINGS

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. A vacancy shall occur if any member ceases to discharge the duty of her/his office for the period of three (3) consecutive months pursuant to Government Code 1770(g), except as authorized by the Board of Directors.

## 10 REMUNERATION AND REIMBURSEMENT

The purpose of this policy is to prescribe the manner in which members of the Board may be reimbursed for expenditures related to District business, and how Directors may be compensated for their service. The District shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of Director remuneration and reimbursement.

### 10.1 Scope

This policy applies to all members of the Board of Directors, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss to Director.

### 10.2 Implementation

Whenever District Directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

The Finance Division Manager or the General Manager will review and