


<b>GEYSERVILLE FIRE PROTECTION DISTRICT</b>		<b>Standard Operating Procedures Administrative Section</b>	<b>SOP # A-7</b>
<b>Effective Date:</b> August 14, 1996	<b>Board of Directors Meetings</b>		<b>Page 1 of 4</b>

## PURPOSE

To establish the rules by which Board meetings are scheduled and governed.

## SCOPE

The Geyserville Fire Protection District Board of Directors


## POLICY/GUIDELINE

1. The Board shall meet the second Wednesday of each month, at 7:00 pm, at Geyserville Station 1 training room, 20975 Geyserville Avenue, Geyserville. In the event of a holiday, the regular Board meeting shall be held on the following Wednesday of the month. The Agenda for the public Board meetings shall be posted at the above location no later than 72 hours prior to such meetings.
2. The Board shall employ a Clerk of the Board who shall also serve as the District's Administrative Assistant to record minutes and to perform any administrative and clerical functions at the Board meetings. When directed by the Board President, the Clerk of the Board shall also provide clerical support as required for any Board matters pertaining to the District's business.
3. Board members shall insure that all Board business and meetings shall be conducted in an ethical, open and public venue in accordance to the Ralph M. Brown Act (Government Code §§ 54950-54962). Specific procedural actions not covered within these policies and procedures shall conform to Roberts Rules of Orders as interpreted for local government agencies.

## REGULAR MEETINGS

Regular meetings of the Board of Directors shall be scheduled and noticed as detailed in this policy and shall conform to the following order of business:

1. Opening Greeting
  - a. Call to Order by the President
  - b. Pledge of Allegiance
  - c. Roll Call conducted by the Clerk of the Board
  - d. Agenda Approval
2. Public Discussion: *During this period the Board will hear anyone desiring to speak on subjects not listed on the regular Agenda. As a matter of policy the Board will not make a decision on the subject unless it is of routine nature which may be turned over to the staff for disposition. The Board welcomes and encourages participation in Board meetings. It may be necessary to limit your comments to five minutes so that everyone may be heard*
3. Approval of Minutes


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- a. Minutes from previous regular meeting
  - b. Minutes from any other meetings in the previous month
- 4. Financial Report
  - a. Review presented by the Board Treasurer on the past month's income and total expenditures.
  - b. Review and acceptance of yearly audits when presented
- 5. Consent Calendar
  - a. Review and approval of bills and warrants to be paid
  - b. Review and approval of budget adjustments made during the current budget period.
- 6. Correspondence
  - a. Discussion on any correspondence related to District business
- 7. Chief's Report
  - a. Review and discussion of the Chief's monthly written report and
  - b. Updates of any pertinent information regarding District operations
- 8. Old Business
  - a. Continued discussion and possible action on issue held over from the last meeting
- 9. New Business
  - a. Presentation and discussion only of new issues brought before the Board or continued discussion of issues not on the previous months agenda
- 10. Good of the Order
  - a. Announcements of any events that may be of interest to District Board members or personnel
- 11. Adjournment of the Meeting
  - a. Set date and time of next meeting

### SPECIAL MEETINGS

The Board President or a majority of the Board Members may call for a special meeting at anytime to discuss specific matters tabled and held over from a regular meeting or for any new issue requiring Board action and is not able to wait for the 72 hour notice. All special meetings shall meet the following criteria;

- a. An agenda shall be posted that details the specific items for discussion 24 hours prior to the meeting.

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- b. An agenda shall be delivered either in person or via electronic correspondence to each Board member and shall be verified that they are in receipt of it 24 hours prior to the meeting.
- c. An agenda shall be sent to any entity or person who requests it.
- d. All special meetings shall be conducted in an open and public manner as outlined in the Regular Meeting guidelines with exceptions to any Closed Session on the agenda.


### EMERGENCY MEETINGS

The Board President or a majority of the Board Members may call for an emergency meeting at anytime to discuss critical matters pertaining to District operations that could cause a crippling affect such as in pending disasters or public health issues. All emergency meetings shall meet the following criteria;

- e. An agenda shall be posted that details the specific item for discussion 1 hour prior to the meeting.
- f. An agenda shall be delivered either in person or via electronic correspondence to each Board member and shall be verified that they are in receipt of it 1 hour prior to the meeting.
- g. An agenda shall be sent to any entity or person who requests it.
- h. All emergency meetings shall be conducted in an open and public manner as outlined in the Regular Meeting guidelines.

### CLOSED SESSIONS

1. The Board may hold closed sessions during any regular or special meeting for any of the following purposes:
  - a. To consider any personnel matters including the appointment, evaluation, or dismissal of any member of the Department pursuant to Government Code Section 54957.6
  - b. To discuss the appointment, employment, performance evaluation, discipline, complaints about or dismissal of a specific employee or potential employee pursuant to Government Code Section 54957. The employee may request a public meeting on any charges or complaints.
  - c. To confer with District legal counsel within the proper limits of attorney-client privileges regarding existing or potential litigation against the District pursuant to Government Code Section 54956.9
  - d. To confer with any District negotiator prior to the purchase, sale, exchange or lease of real property in order to instruct the negotiator regarding the price and terms of the transaction pursuant to Government Code Section 54956.9
  - e. To discuss and instruct the Finance committee or negotiator on salaries and benefits for all compensated members of the District pursuant to Government

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Code Section 54957.8

- f. Any other matters covered under California Government Code (54954, 54954.2, 54954.5, 54957.7).
  
2. If the Board plans to hold a closed session, such must be noted on the Agenda for the regularly scheduled monthly public meeting. The reason(s) for such a closed session must be stated in the Agenda including the government code authorizing the closed session
  
3. No matters other than those listed on the agenda shall be discussed or acted upon during the closed session
  
4. After adjournment of the closed session, the Board must reconvene the public meeting and report any action taken during the closed session by roll call vote.
  
5. Actions taken in closed session shall be summarized in the public minutes of the Board meeting as long as personnel and legal matters are not compromised and shall not be discussed outside of the closed session.

REV. #	DATE	DESCRIPTION OF REVISION/CHANGE	PREPARED BY	REVIEWED BY	APPROVED BY
1	11/12/03	Approval of updated version		BOD	BOD
2	04/13/11	Approval of updated version	BOD	BOD	BOD