

## EL DORADO COUNTY FIRE PROTECTION DISTRICT

### **POLICY TITLE: Board of Directors Procedures**

### **POLICY NUMBER: 1030**

1030.10

After each District election or unopposed election, and whenever vacancies in any office may occur and are filled, the District Board shall meet and organize as a Board electing a Chairman from their number, after which they may transact business.

1030.20

Regular meetings of the Board of Directors shall be held the second Wednesday of each month. Meetings will be conducted at 7:00pm at 2850 Fairlane Court, Building "C," Placerville, California, 95667.

1030.30

The District Board shall act only by Ordinance, Resolution, or Motion. A majority vote of members of the District (4/7) is required on each action and the vote shall be recorded.

1030.40

Any business conducted or decisions made by the Fire District's Board of Directors' pertaining to the Fire District shall be done at an open meeting of the Board.

1030.50

Any correspondence pertaining to District business addressed to Board members or Chairman shall be placed on file in the Administrative office when received and shall be included in the Board packet.

1030.60

In order to become familiar with the District's stations, equipment and employees, their conditions and needs, the Directors may conduct inspection of all stations.

1030.70

Requirements for meetings are covered in copies of the Government Code and also in the Brown Act.

1030.80

It shall be considered to be a conflict of interest for any Board Member to be paid or volunteer employee of the El Dorado County Fire Protection District. Members of the Board of Directors are prohibited from applying for employment with the District.

1030.90

Election of officers shall be conducted on an annual basis at the December meeting. Term begins February and ends January 31<sup>st</sup>.