

## **IDYLLWILD FIRE PROTECTION DISTRICT**

**POLICY TITLE: Commission Meetings**  
**POLICY NUMBER: 5010**

**5010.1** Regular meetings of the District Board of Commissioners shall be set by Board Resolution (See the attached current Board Resolution). The date, time, and place of regular Board meetings may be reconsidered at regular meetings of the Board of Commissioners.

**5010.2** Special meetings of the Board may be called by the Board President or by a majority of the Commissioners.

**5010.2.1** All Commissioners shall receive notification of the special Board meeting. Notifications shall include the purpose or purposes for which the special meeting is called in writing (acceptable notifications include: email / text / letter). Said notification shall be delivered to each commissioner at least 24 hours prior to the meeting when possible. Every reasonable effort shall be made to provide for 72 hour notice.

**5010.2.2** When it is impractical to deliver written notice, District staff shall make every effort to contact any commissioner not reached with written notification by using known phone numbers, email, pagers and other forms of acceptable communications. If unable to reach a commissioner, messages shall be left on their electronic devices that will allow messages, and a copy of the agenda shall be left at their last known local residence.

**5010.2.3** All special meeting agendas shall be posted at least 24 hours prior to the start of the meeting at the two locations that the regular meeting agendas are posted.

**5010.2.4** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54956) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable or via email to provide at least 24 hour notice. Every reasonable effort shall be made to provide for 72 hour notice. The above notification shall be documented by District staff.

**5010.2.5** An agenda shall be prepared as specified for regular Board meetings as is noted in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

**5010.2.6** Only those items of business listed in the call for the special meeting shall be considered by the Commission at any special meeting.

**5010.3** Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public services or affairs, the Board of Commissioners may hold an emergency meeting without complying with the 24-hour notice required in 5010.2.1, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Commissioners.

**5010.3.1** Newspapers of general circulation in the District, radio stations, and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54956) shall be notified by at least one hour prior to the emergency meeting or, in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the Board of the emergency meeting. A dire emergency is defined as a crippling disaster,

mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the Board. Government Code §54956.5. In the event that telephone services are not functioning, the notice requirement of one hour is waived, however the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact that the Board of Commissioners is holding an emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**5010.3.2** During an emergency meeting, the Board may meet in closed session pursuant to §54957 if agreed to by a two-thirds vote of the members of the Board present, or if less than two-thirds of the members are present, by unanimous vote of the members present. The minutes of the emergency meeting, a list of persons the Board of Commissioners or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

**5010.4** Adjourned Meetings. A majority vote by the Board of Commissioners may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Commissioners are present at any regular or adjourned regular meeting, the Duty Chief or Clerk of the Board may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

**5010.5** Annual Organizational Meeting. The Board shall hold an annual organizational meeting at its first regular meeting of the subsequent calendar year. At this meeting the Board of Commissioners will elect officers to act in the capacities of: President, Vice President, and Secretary from among its members to serve during the coming calendar year and will appoint the position of Clerk of the Board.

**5010.6** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**5010.7** The Chairperson and the Clerk of the Board shall ensure that appropriate information is available for the audience at meetings of the IFPD, and that physical facilities for said meetings are functional and appropriate.

Original Board Approval Date: 12/23/2014

Board Revised Date: 03/26/2019

Board Reviewed Date 3/22/2022

3/22/2022  
Board Revised Date

  
Clerk of the Board