

## **IDYLLWILD FIRE PROTECTION DISTRICT**

**POLICY TITLE: Board Meetings Agenda**

**POLICY NUMBER: 5020**

**5020.1** The Fire Chief, shall prepare an agenda for each regular and special meetings of the Board of Commissioners in accordance with the Ralph M. Brown Act (California Government Code Section 54950). The Board President shall provide the Fire Chief with a list of items (Action/Consent/Review/Other) that should appear within the Agenda. Commissioners are encouraged to contact the Board President and request that particular items be placed on the agenda no later than 5:00 P.M. on the day that is 72 hours prior to the closing of the agenda for the next meeting date (per Section 5020.4). The Closing of the agenda shall be 5 days prior to the scheduled Board meeting for which the agenda is being created. Therefore, all agenda item requests need to be to the Fire Chief no later than seven (7) days prior to the scheduled Board meeting.

**5020.2** Any member of the public may request that a matter directly related to District business be placed on the agenda of the regularly scheduled meeting of the Board of Commissioners, subject to the following conditions:

**5020.2.1** The request must be in writing and be submitted to the Fire Chief together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

**5020.2.2** The Fire Chief shall be the sole judge of whether the public request is or is not a "matter directly related to District business". The public member requesting the agenda item may appeal the Fire Chief's decision at the next regular meeting of the Board. Any Commissioner may request the item be placed on the agenda of the Board's next regular meeting.

**5020.2.3** No matter, which is legally a proper subject for consideration by the Board in closed session, will be accepted under this policy.

**5020.2.4** The Board of Commissioners may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

**5020.3** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

**5020.4** At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 (a) (1)). If the District maintains a website, the agenda shall be posted on the website for

public information at the same time. All information made available to the Board of Commissioners (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the Board meeting.

**5020.4.1** The agenda for a special meeting or emergency meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

**5020.5** The District will e-mail a copy of the agenda or, if requested, the entire agenda packet, to any person who has filed a written request, with the Fire Chief, for these materials. These materials will be sent at the time that the agenda is posted.

**5020.5.1** A request for notice is valid for one calendar year and renewal requests must be filed in writing each January. The fee for providing the service will be the cost of the postage at the time of mailing and the estimated fee will be paid for the year in advance. If an e-mailed copy of the agenda is requested, in writing, there will be no charge.

**5020.5.2** Failure of the requesting person to receive the agenda does not constitute grounds for invalidation of actions taken at the meeting.

Original Board Approval Date: 01/28/2014  
Board Revised Date: 01/22/2019  
Board Reviewed Date: 01/25/2022  
Board Revised Date: 01/25/2022

1/25/2022  
Board Approval Date

  
Clerk of the Board