

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER; 5060

5060.1 The Clerk of the Board or his/her designee shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Commissioners as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official signed minutes shall be kept in a fire-resistant, locked cabinet. The signed minutes shall be scanned and electronically kept locked in the administration safe and posted on the District website.

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Commissioners will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet until the minutes have been approved by the Commission or 30 days, whichever is greater, at that time they shall be recorded over or deleted. Members of the public may inspect recordings of Board meetings without charge at the fire station by appointment on a playback machine that will be made available by the District.

5060.1.3 Motions, resolutions, or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

Date, place and type of each meeting;
Commissioners and Administrative staff present and absent by name;
Call to order;
Time and name of late arriving and early departing Commissioners;
Names of Commissioners absent during any agenda item upon which action was taken.
Summary record of staff reports and public comments regarding matters not on the agenda, including names of commentators if given;
Approval of the minutes or modified minutes of proceeding meetings;
Approval of financial reports;
Approval of all vender payments
Complete information as to each subject of the Board's deliberation.
Record of the vote of each Director on every action item for which the vote was not unanimous;
Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;

Approval of the annual preliminary and final budgets;
Approval of all policies, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of meeting's adjournment.

5060.2 No minutes or recordings shall be taken in closed session.

Original Approval Date: 06/12/2012

Board Approval Date: 04/27/2021

4/27/21
Board Revised Date

Rachael Teegen
Clerk of the Board