



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

AGENDA PREPARATION AND BOARD MEETING POLICY

Adopted April 26, 2017

AGENDAS

The Fire Chief, in cooperation with the San Ramon Valley Fire Protection District (District) Board of Directors (Board) Chair, shall prepare an agenda for each Regular and Special meeting of the Board in accordance with the Ralph M. Brown Act (California Government Code Section 54950 *et seq*). Any Director may request any item to be placed on the agenda by contacting the Fire Chief at least fourteen business days prior to the date of the meeting.

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

1. The request must be in writing and be submitted to the Fire Chief, together with supporting documents and information, if any, at least fourteen business days prior to the date of the meeting;
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 Board meeting. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.
3. Subjects considered by the Board in closed session are not included in this policy;
4. The Board 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.

This policy does not prevent the Board from receiving public comments at Regular and Special meetings of the Board on matters which are not on the agenda that 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, other than providing brief general directions to staff regarding the matter, if appropriate.

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)). The District Clerk will post the agenda outside the District office and coordinate with Fire Stations 30, 31, 32, 33, 34, 35, 36 and 38 the posting of the agenda, in public view, outside each station. The agenda shall also be posted on the District website for public information. All information made available to the Board (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

The agenda for a Special 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).

The Fire Chief shall determine the order in which agenda items shall be considered for discussion and/or action by the Board, subject to re-ordering of the agenda by the Board at the meeting.

MEETINGS

1. Regular Meetings of the District Board of Directors shall be held monthly in the District Boardroom, located at 1500 Bollinger Canyon Road, San Ramon, CA 94583. The District Board shall annually, at its December regular meeting, establish by resolution the date and time of the monthly regular meetings of the Board for the ensuing calendar year. In establishing the date and time of regular meetings, it shall be the intent of the Board to select meeting dates and times that facilitate public participation and public observance of the workings of the Board, and to prevent the deliberate exclusion of the public from being able to observe the governmental process.

2. Special Meetings of the Board may be called by the Board Chair or by a majority of the Board by delivering written notice to each member of the legislative body. Newspapers of general circulation in the District, radio stations, television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified in writing, delivered personally, by mail, facsimile, electronically or otherwise, and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the Special meeting and the business to be transacted or discussed. No other business shall be considered by the Board at these meetings.

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 facilities, the Board may hold an Emergency Special meeting without complying with the 24-hour notice. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board Chair or a majority of the Board. Newspapers of general circulation in the District, radio and television stations which have requested notice of Special meetings shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers,

radio stations, or television stations of the fact of the holding of the Emergency Special meeting, and of any action taken by the Board, as soon after the meeting as possible.

Closed session may be held during an Emergency meeting by a unanimous vote of the members present, and all other rules governing Special meetings shall be observed with the exception of the 24-hour notice. The minutes of the Emergency meeting, a list of persons the Board 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.

4. Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda and adjourn the meeting to any time and place specified in the order of adjournment, except that if no Directors are present at any Regular or Adjourned Regular meeting, the Fire Chief may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given.

5. Standing Committee Meetings. The meetings of standing Committees (or Subcommittees) (consisting of no more than two Board Directors), are also subject to the notice and open meeting provision of the Ralph M. Brown Act.

The Board Clerk shall ensure that all required and appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate for all persons.