

FAIRVIEW FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

1. **PURPOSE:** The provisions of these policies and procedures are to assist the Board of Directors of the Fairview Fire Protection District (“District”) as it sets policy and conducts the business and affairs of the District. It is the intent and purpose of these Policies to help clarify and define the responsibilities of the elected officials of the District. The purpose of these Policies is to supplement state law and to provide more specific guidelines for the actions of the Board of Directors of the District by means which are fair, fiscally responsible and protective of the interests of the people of the District. These Policies express the consensus of the Board as to policy matters covered but are not intended to be exhaustive nor are they intended to restrict the otherwise lawful authority of the Board. Notwithstanding any other term, provision or condition of these Policies, no otherwise lawful act of the Board or the Officers of the District shall be invalidated by reason of any term, provision or condition of these Policies.

2. **ELECTION OF DIRECTORS AND EVENTS CAUSING VACANCY:**
 - (a). Notice to Alameda County Registrar of Voters:
 - (i) No less than one hundred and twenty five (125) days before the general or special election, the District Secretary shall deliver a District map and Notice of Elective Offices to the Alameda County Registrar of Voters. Notice shall bear District Secretary’s signature, District seal and shall contain the following information: (EC10509, 10514 and 10522).

 - (ii) The elective offices of the district to be filled at the next General District Election and names of the incumbents involved.

- (iii) The qualifications required by the District's Principal Act for each office for which candidates are to be nominated. (H&SC 13841).
 - (iv) Whether each Director is to be elected at-large or by division. The designation for the District is "At-Large".
 - (v) Whether the District or the candidate is to pay for the publication of a candidate's statement. The Policy of this District is that each candidate pays for his/her statement upon filing such statement.
- (b). Nomination Period:
- (i) The Alameda County Registrar of Voters will advise the District of the dates of the nomination period.
 - (ii) The Forms for Declarations of Candidacy will be available from:
 - The District Secretary or the Alameda County Registrar of Voters.
 - (iii) The Declaration documents shall be filed with the District Secretary no later than 1:00 p.m. or the Registrar of Voters office no later than 5:00 p.m. on the last date of nomination period (EC 10510).
- (c) Extension if Incumbent does not file a Declaration of Candidacy:
- (i) If a Declaration of Candidacy for an Incumbent is not filed with the District Secretary or the Registrar of Voters office by 5:00 p.m. on the last day for filing, any qualified person other than the person who was the Incumbent, shall have until 5:00 p.m. on 83rd day before the election to file a Declaration of Candidacy for such office. This provision does

not apply where there is no incumbent eligible to be elected. (Elections Code 10516).

- (d) Taking Office – Date
 - (i) Directors elected at General or Special District Election in the Fairview Fire Protection District is for a term of 4 years. (H&SC 13843). Except for those appointed or elected for the “un-expired term” of the Director.
 - (ii) Elected Directors take office **at noon on the first Friday in December next following the General District Election**. Prior to taking office, each elected Director shall take the oath of Office (EC 10554).
- (e) Events causing vacancy before expiration of term (EC 1770 & 1780):
 - (i). The death of the Incumbent.
 - (ii). An adjudication declaring that the incumbent is physically or mentally incapacitated due to disease, illness or accident and that there is reasonable cause to believe that he/she will not be able to perform the duties of his/her office for the remainder of his/her term.
 - (iii). Resignation
 - (iv). His/her removal from office.
 - (v). His/her ceasing to be an inhabitant of the State or District which local resident is required by Election Code laws. (H/S 13841).

3. **OFFICERS OF THE BOARD OF DIRECTORS (H&SC 13840)**

- (a). The officers of the Board of Directors shall be President, Vice President, Assistant Vice President, Treasurer and Secretary (H/S 13853).

4. **DUTIES OF DIRECTORS – GENERAL**

(a). The Directors duties shall be legislative in nature. They shall formulate and adopt policies for the operation of the District.

(i). **Open Meetings.** They shall conduct their business for the public benefit, abiding by the California “Open Meeting Law” (Govt. Code 54950 et seq.) as interpreted by court decisions and Attorney General opinions, concerning the requirements for open meetings of governmental agencies in California.

(ii). **Closed Meetings.** Closed meetings shall be in compliance with the Brown Act. (Govt. Code 54954 & 54957).

(iii). **Sound Judgment.** They shall exercise sound and prudent judgment in the business efforts of the District and shall deal always in an ethical, honest, straight-forward, open and above-board manner with the community, the Fire Chief and staff.

(iv). **Budgets.** They shall review and approve a budget annually pursuant to Health and Safety Code sections 13890 and 13895.

a. On or before 30 June of each year, adopt a preliminary budget which shall conform to the Accounting procedures of the District (H&S 13890).

b. Hold a public hearing on Preliminary Budget (H&S 13894).

c. On or before 1 October of each year, adopt a final Budget (H&S 13895).

(v). **Personnel.** When the District is not participating in a contract for services, the Board shall establish Personnel Policies which shall

provide for the recruitment, selection, retention, evaluation and termination of District employees and/or Contract for Services.

(vi). **Fire Chief**

(a). When the District is not participating in a contract for services, the Board shall employ a qualified, competent person as Fire Chief who will administer and supervise the District under the direction of the Board. The Fire Chief shall serve at the will and pleasure of the Board. The Board shall conduct at least annual formal job appraisal review of the Fire Chief pursuant to formal personnel review process.

(b). Under a contractual service arrangement, the Fire Chief shall make operational reports/recommendations and serve on an advisory capacity to the board.

(vii). **Board Studies.** They shall study ways of improving the District operations and the services the District provides.

(viii). **Collective Action.** They shall act collectively and they will not individually involve themselves in the day to day operations of the District, unless one or more Board members are delegated to do so by the Board. They shall function as a Board rather than as individuals to adopt public policies and Board procedures for guidance of the Board and Staff. (H&S 13856).

(ix). **Community Relations.** They shall keep the Fire Chief informed of community reaction to the Fire Department's services and assist in building positive community relations.

- (x). **Official Functions.** They shall represent the District at official functions that pertain to the District as required.

- (xi). **Litigation.** They shall take legal action when appropriate as specified in Health and Safety Code 13861.

- (xii). **Workshop Meetings.** It is the duty of the President to call a workshop meeting after elections or on any other occasion where a new Board member is sworn in as an appointee. This is to benefit the newly elected Director(s) and acquaint them with the Health and Safety Code, District Policies and Procedures, the Brown Act (Open Meetings Laws), the District's annual budget, and current issues under study by the Board of Directors.

- (xiii) **Strategic Plans:** The Board should develop a five-year strategic plan that will be reviewed and updated annually.

5. **APPLICABLE LAW**

- (a). The Fire Protection District Law of 1987 (Health and Safety Code sections 13800 et seq.) govern the actions of the District and its Board of Directors.

6. **MEETINGS**

- (a). The regular meetings of the Board of Directors will be held on the last Monday of November, January, March, May, July and September. (GC 54954) (H&SC 13855).

- (b). Special meetings; Call; Notice (GC 54956) (The Brown Act).
 - (i). A special meeting may be called at any time by the President or the presiding officer, by delivering written notice of the date, time and place to each member of the Board and to each local Newspaper of general

circulation, and Radio or Television station. The notice shall be delivered personally or by other means and shall be received at least **24 hours** before the time of the meeting as specified in the notice. The call and notice shall be **posted** at least **24 hours** prior to the special meeting in a location that is freely accessible to the public.

- (c). Emergency meetings in emergency situations (GC 54956.5) (The Brown Act)
 - (i). In case of emergency situation involving matters upon which prompt action is absolutely necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24 hours notice requirement or 24 hours posting requirement of GC 54956.6, or both of the notice and posting requirements.
- (d). Opportunity for the public to address the Board (GC 54954.3)
 - (i). The Board at all regular and special meetings shall provide an opportunity for members of the public to directly address the Board on any item of public interest not appearing on the Agenda, and before or during the consideration of the agenda items. The Board may adopt reasonable policy limiting the total amount of time allocated to public testimony on issues or items for each speaker. Three (3) minutes is considered reasonable for individual speakers, and five (5) minutes for organizations or group representatives, unless otherwise designated by the Board.
 - (ii). Speakers cards are available on a table near the entrance to the Board meeting room. Any member of the public desiring to address the Board shall complete a "Speakers Card" and turn it into the Recording Secretary or the District Secretary (CG 54954.3(b)). The Recording Secretary or the District Secretary shall present the speakers cards to the Board President. The Board President will announce the names from the Speakers Cards. After being recognized, the speaker shall state his/her

name and address. Those speaking in regard to items on the meeting agenda will be recognized by the Board President when the Board is considering that item. Those speaking with regarding to issues that are not on the agenda, will be recognized under “Public Comment Period”.

7. **QUORUM (H & S CODE 13856)**

- (a). A quorum is established by law as a majority of the total membership of the District Board. The District Board, which has a total membership of five (5) members, requires three (3) members to conduct a meeting and requires three (3) votes in agreement to pass a motion, resolution or ordinance.

8. **MEETING PROCEDURES**

- (a). The proceedings of the Board shall be conducted in accordance with the provisions of Laws applicable thereto and generally accepted rules of order and parliamentary procedures as found in Roberts Rules of Order, except as otherwise expressly established by a majority of the total membership of the Board.

9. **MEETING ATTENDANCE**

- (a). Each member shall be present at the hour set for each regular meeting and at the time set for any adjourned or special meeting. Any member not present when the roll of the Board is called shall be designated in the minutes as absent. If a member arrives after a meeting commences, the recording secretary shall note his or her arrival time in the minutes. Any Board member who misses three (3) consecutive meetings without prior notice to the President, his position shall be declared vacated by the Board (GC 1779 & 1780).
- (b). If any member of the Board is unavailable to attend a meeting, the Board member shall notify the Board President and the Fire Chief prior to the meeting.

10. **ELECTION OF OFFICERS**

- (a). At the regular meeting in January of each year the Board shall elect a President, Vice President, Assistant Vice President, Secretary and Treasurer or when ever there is a change in order of the Board either by resignation or death. The terms of office shall be for one year. Upon the occurrence of a vacancy, the Board shall fill such vacancy in accordance with the laws. (H&S 13853)

11. **MEETING PROCEEDINGS**

- (a). The President, when present, shall preside at all meetings of the Board, shall take the chair at the hour appointed for every board meeting and immediately call the members to order and proceed with the business of the Board. In the absence of the President, the Vice President shall assume all of the duties. In the absence of the President and Vice President, the Assistant Vice President shall assume the President's duties.

12. **POWERS OF THE PRESIDENT**

- (a). The President shall possess the powers and perform the duties prescribed as follows:
- (i). General Direction. Have general direction over the boardroom and assign seats for the use of board members and members of the staff, if required. Sign contracts, leases, and other official documents approved by the Board.
 - (ii). Order and Decorum. Preserve order and decorum; prevent demonstrations or willful interruptions; and, in accordance with the law, order removal from the board room any person whose conduct is deemed objectionable; and order the board room cleared whenever deemed necessary (Government Code 54957.9).

- (iii). Length of Time for Public Discussion. Allocate the length of time for public discussion of any matter in advance of such discussion with the concurrence of the Board. (Government Code section 54954.3). Each person on the public discussion will be allocated three (3) minutes unless otherwise approved by the Board.
- (iv). Other Powers. Other powers as may be prescribed by the Board.
- (v). Official Spokesperson. Shall be the official spokesperson for the Board, and the principal contact with legal counsel and the press.

13. **MEETING DISRUPTIONS**

- (a). The exception to the right of the public to attend all meetings of the Board applies to those who attempt to disrupt the conduct of the meeting. In the event that any meeting is willfully disrupted, by a group or groups of persons, so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of the individuals who are willingly interrupting the meeting, the Board may order the meeting room cleared and continue in session. However, only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press and other news media, except those participating in the disturbance shall be allowed to attend any session held pursuant to this exception. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting. All demonstrations will be prohibited during meetings, including cheering, yelling, whistling, hand clapping, and foot stomping. (Government Code section 54957.9).

14. **VICE PRESIDENT**

- (a). In the absence or unavailability of the President, the Vice President shall act as President.
- (b). In the absence or unavailability of the President or Vice President to act, the Assistant Vice President shall act as President.

15. **SECRETARY**

The secretary is responsible for signing all legal documents and affixing the District Seal as required. The Secretary is responsible for the publication of legal notices, appropriate action and certification and filing of documents, e.g. budgets, election reports, audits, resolutions, other legal documents. 10510 (EC 10509, 10514 & 10522) 12112. The Secretary is responsible for receiving and answering all official Board correspondence, after appropriate consideration is given to the correspondence by the Board acting collectively.

16. **AGENDA ORGANIZATION**

The business of each regular meeting of the Board shall be in the order as printed on the agenda or as directed by the President of the Board. Generally, this shall be as follows:

- (a). Call to Order
- (b). Pledge Allegiance.
- (c). Roll Call
- (d). Welcome by President.
- (e). Fire Chief's Report
- (f). Public comment period opportunity to discuss matters of public interest within District jurisdiction not on agenda.
- (g). Adoption of Preliminary Budget.
- (h). Public Hearing on Preliminary Budget.
- (i). Adoption of final Budget.
- (j). Accountant's Report
- (k). Approval of Minutes.

- (l). Committee on Special Reports.
- (m). Correspondence.
- (n). Comments by Members of the Board.
- (o). Next Regular and or Special Meeting.
- (p). Adjournment.

17. **RECONSIDERATION OF PREVIOUS VOTE**

After a matter has been approved by the Board, that matter may be placed on the Board agenda for reconsideration only by a Board member who voted in favor of same, or by majority vote of the Board members.

18. **BOARD COMPENSATION**

Pursuant to Health and Safety Code section 13857, each member of the District Board shall receive the sum as may be fixed by the Board from time to time by resolution for each regular or special meeting attended by them, not to exceed one hundred dollars (\$100) for each and not to exceed four (4) meetings in any calendar month. Compensation for attendance at any special meeting of the Board shall be the same as the regular meeting. Members of the District Board may be allowed actual necessary traveling and incidental expenses incurred in the performance of official business of the district, as approved by the District Board (Health and Safety Code section 13866).

19. **PUBLIC HEARING PROCEDURE**

Procedures at public hearings shall be as follows:

- (a) Staff presentation/recommendations;
- (b). Questions of the Staff by the Board;
- (c). Individuals speaking in support;
- (d). Questions of individuals speaking in support;
- (e). Individuals speaking in opposition;
- (f). Questions of individuals speaking in opposition;
- (g). Rebuttal (if any);

- (h). Public input (if any);
- (i). Board questions, discussion and disposition (Vote).

20. **FIRE CODE APPEALS**

- (a). Filing of appeals shall be in conformance with Uniform Fire Code. In addition, it is intended that person(s) filing for appeal(s) meet with the Fire Chief and/or his/her designated representative(s) prior to the hearing date in an attempt to resolve the grievance(s), if possible. This meeting will not only afford an opportunity to resolve the grievance but will also provide the Fire Chief an opportunity to formulate a recommendation to the Board of Directors that would include possible mitigation, alternatives, or concessions.
- (b). Within thirty (30) days of receipt of an appeal as set forth in subdivision (a) above, the District Board shall conduct a hearing for the purpose of determining whether the appeal should be granted. Appellant may request that the hearing be scheduled more than thirty (30) days after receipt of the appeal with the approval of the Fire Chief. Written notice of the date, time and place of hearing shall be served upon the appellant not later than ten (10) days preceding the date of the hearing. The hearing on the appeal shall appear on District Board's agenda as Appeal to Fire Codes.
- (c). The hearing shall be conducted in an informal manner, and the appellant and District staff shall be afforded the opportunity to present evidence and testimony on all relevant issues. Appellant may be represented at the hearing by counsel at appellant's expense. The provision of the California Administrative Procedures Act (Government Code section 11500, et seq.) shall not apply to the hearings, nor shall any formal rules of evidence in civil or criminal judicial proceedings be applicable. The presiding officer may impose reasonable limitations on the number of witnesses heard, and on the nature and length of the testimony.

(d). At the conclusion of the hearing, the appeal shall be placed on the agenda for the next regularly scheduled meeting of the District Board as an Action Item. The District Board shall decide the appeal based upon the evidence and testimony presented at the hearing, and any additional matters presented to the District Board at the next regularly scheduled meeting. The District Board, on motion, may grant or deny the appeal, or issue such other direction to the fire chief as permitted under the Uniform Fire Code or Regulations.

(e). The District Board shall direct the District Secretary of the Board to notify the appellant in writing of the District Board's action on the appeal within ten (10) days.

21. **BOARD DISCUSSIONS**

When any Board Member wishes to speak, the Board member shall address the President. The President shall name the member who is first to speak and speakers shall confine their remarks to the questions under debate and avoid personalities. The President may elect not to recognize a Board member to speak again until all other members have had an opportunity to be heard.

22. **MOTIONS AND SECONDS**

Each motion made by any member of the Board shall require a Second. Motions and Seconds may be made by any member of the Board including the President.

23. **ROLL CALL PROCEDURE**

The Roll of the Board will be called in voting upon all resolutions and ordinances which govern the District.

24. **AGENDA PREPARATION AND POSTING**

The President of the Board of the District shall direct the preparation of the agenda. At least 72 hours before a regular meeting the Board, or its designee, shall post an agenda containing a brief general discussion of each item or business to be

transacted or discussed at the meeting, including items to be discussed in closed session. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Board or staff may briefly respond to questions posed by persons exercising their rights under section 54954.3 GC (GC 54954.2). Board members may submit items to the President for the Agenda no later than three (3) weeks prior to the Board meeting date.

25. **AGENDA DISTRIBUTION**

Any written material given to the Board must be available to the general public by posting a public information binder at the Fire Station and available at the Board meetings. By the same token, any writings distributed to the Board during the course of the meeting must also be made available for public inspection at that time and will comply with section 54957.5 of the Government Code. The major exceptions to the obligation to provide the public with access to any writings distributed to members of the Board are those that deal with matters properly discussed in closed sessions or protected under Government code section 6250 et seq. which are to remain confidential. The Board shall establish a reasonable fee schedule for copies of public records pursuant to Government code section 6257.

26. **BOARD COMMITTEES**

The Board officers, including the President, Vice President, and secretary constitute the Executive committee of the Board which is a standing committee.

- (a) Standing Committees have a continuing existence and must be authorized by the Board of Directors. Special Committees may be authorized by the Board of Directors for a single task and will exist until the task is completed. The Board of Directors may establish a committee of the whole Board by motion, resolution or charter which must express the responsibility of the committee of the whole. A committee of the whole will be chaired by the President of the Board with the Vice President of the Board to serve as alternate chairperson.

- (b). Standing committee will be appointed annually immediately following election of Board officers.
- (c). A charter for each standing committee must be approved by the Board of Directors and included as an appendix to the Board policies and procedures.
- (d). Members of each standing committee and members of each special committee will select a committee chairperson and an alternate chairperson for their membership.
- (e). The chairperson of each standing or special committee is responsible for providing the President of the Board an agenda at least five (5) days in advance of each regularly scheduled committee meeting to permit compliance with public notification requirements.
- (f). The chairperson of each standing or special committee is responsible for providing the President of the Board with a report of each committee meeting to include committee recommendations for inclusion with the agenda of the Board of Directors next regular meeting subsequent to the committee meeting.
- (g). Each committee member is responsible for being fully informed concerning the business assigned to the committee by the Board of Directors.
- (h). All standing and special committees are subject to the provisions of the Brown Act.

27. **AUDIENCE SEATING**

Unless addressing the Board or entering or leaving the board room, all persons in the audience shall remain in the seats provided. It is the Board's intent to accommodate all persons who wish to attend open public meetings.

28. **SMOKING PROHIBITED**

Smoking is prohibited in the Board meeting room (Sacramento County Code, Title 6, Chapter 6.84).

29. **REQUIRED STAFF ATTENDANCE**

The Fire Chief or a representative designated by such officer, shall attend all regular meetings of the Board. The Fire Chief or his/her designee shall attend special Board meetings when requested to do so by Fairview, or at any time that the Fire Chief deems necessary. Only those staff members specifically instructed to attend by the Chief shall be deemed to be “required to attend” within the meaning of this section.

30. **POLICY AMENDMENTS**

Accept as otherwise provided by law, adopted policies of the Board may be amended or repealed at any regular meeting of the Board by an affirmative vote of three (3) members, provided that notice of any such proposed amendment has been posted and read at one previous regular meeting.

31. **RECORD RETENTION**

See H&SC 13868, with annual review in January, and the District’s Record Retention Policy.

32. **MINUTES**

Taped recordings of the meetings shall be retained for a period of one year.

33. **INTRODUCTION BY:**

Approved and Adopted at the Regular Board Meeting on April 30, 2007, by vote of the Board:

Caren Fiore
Board President

Dennis Gould
Board Secretary

**AMENDMENT ONE TO
FAIRVIEW FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES**

This Amendment One to the **POLICIES & PROCEDURES OF FAIRVIEW FIRE PROTECTION DISTRICT** is made effective January 28, 2007.

WHEREAS, at a regular meeting of the Board of Directors on 28 January 2007:

1. The Board of Directors passed a motion to increase the Board Compensation from \$68.75 to \$100.00 for each meeting of the Board, in compliance with revised Section 13857, Health and Safety Code as submitted January 2007 supplemental packet, seconded by Director Gould; and

2. The Board of Directors passed a motion to add a description of the office of Treasurer which was subsequently modified at the regular meeting of the Board of Directors on July 30, 2007:

NOW THEREFORE, BE IT RESOLVED, THAT:

1) Paragraph 18 of the Policies and Procedures, is hereby replaced in its entirety to read as follows:

“18. **BOARD COMPENSATION**

Pursuant to Health and Safety Code section 13857, each member of the District Board shall receive the sum as may be fixed by the Board from time to time by resolution for each regular or special meeting attended by them, not to exceed one hundred dollars (\$100) for each and not to exceed four (4) meetings in any calendar month. Compensation for attendance at any special meeting of the Board shall be the same as the regular meeting. Members of the District Board may be allowed actual necessary traveling and incidental expenses incurred in the performance of official business of the district, as approved by the District Board (Health and Safety Code section 13866).”

AND

2) Paragraph “**15. SECRETARY**” is augmented to include a description of the Treasurer position so that it reads in its entirety as follows:

“**15. SECRETARY and TREASURER**

- (a) The Secretary is responsible for signing all legal documents and affixing the District Seal as required. The Secretary is responsible for the publication of legal notices, appropriate action and certification and filing of documents, e.g. budgets, election reports, audits, resolutions, other legal documents. 10510 (EC 10509, 10514 & 10522) 12112. The Secretary is responsible for receiving and answering all official Board correspondence, after appropriate consideration is given to the correspondence by the Board acting collectively.
- (b) The Treasurer should coordinate the required expediting action on local Vendors payment, and participate in the budget and audit process as needed.”

Approved and Adopted at the Regular Board Meeting on _____, 2007, by vote of the Board:

Caren Fiore
Board President

Dennis Gould
Board Secretary

**AMENDMENT TWO TO
FAIRVIEW FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES**

This Amendment Two to the **POLICIES & PROCEDURES OF FAIRVIEW FIRE PROTECTION DISTRICT** is made effective June 18, 2013.

WHEREAS, at a special meeting of the Board of Directors on 18 June 2013:

1. The Board of Directors passed a motion to change the language for Required Staff Attendance and Meetings as submitted June 2013 special meeting packet. Motion made by Director Costanzo and seconded by Director Rosier.

NOW THEREFORE, BE IT RESOLVED, THAT:

1) Section 29 of the Policies and Procedures, is hereby replaced in its entirety to read as follows:

“29. **REQUIRED STAFF ATTENDANCE**”

The Fire Chief or a representative designated by such officer, shall attend all regular meetings of the Board. The Fire Chief or his/her designee shall attend special Board meetings when requested to do so by Fairview, or at any time that the Fire Chief deems necessary. Only those staff members specifically instructed to attend by the Chief shall be deemed to be “required to attend” within the meaning of this section.

AND

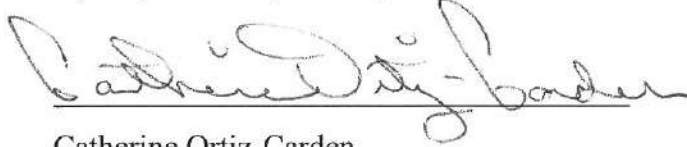
2) Section “6, (a). **MEETINGS**” is hereby replaced in its entirety to read as follows:

“6, (a). **MEETINGS**”

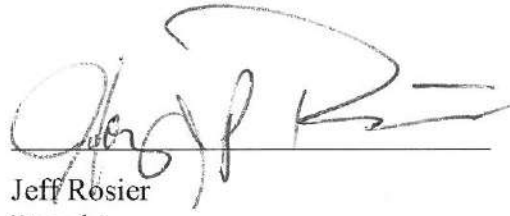
The regular meetings of the Board of Directors will be held bimonthly on the last Monday of November, January, March, May, July and September. (GC 54954) (H&SC 13855).

Approved and Adopted at the Special Board Meeting on June 18, 2013, by vote of the Board:

Ayes 5, Absent 0, Noes 0, Abstain 0



Catherine Ortiz-Carden
Board President



Jeff Rosier
Board

**AMENDMENT THREE TO
FAIRVIEW FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES**

This Amendment Three to the **POLICIES & PROCEDURES OF FAIRVIEW FIRE PROTECTION DISTRICT** is made effective July 29, 2013.

WHEREAS, at a regular meeting of the Board of Directors on 29 July 2013:

1. The Board of Directors passed a motion to disband the Treasurer position as discussed on July 29, 2013 and a motion was made by Director Costanzo, seconded by Director Ortiz-Carden and carried 4:1.

NOW THEREFORE, BE IT RESOLVED, THAT:

1) Section 15 **SECRETARY and TREASURER**, subsection (b) of the Policies and Procedures, is hereby removed in its entirety:

(b) The Treasurer should coordinate the required expediting action on local Vendors payment, and participate in the budget and audit process as needed.”

Approved and Adopted at the Regular Board Meeting on July 29, 2013, by vote of the Board:

Ayes 4, Absent 0, Noes 1, Abstain 0



Catherine Ortiz-Carden
Board President



Jeff Rosier
Board