

PLACER HILLS FIRE PROTECTION DISTRICT
BYLAWS OF THE BOARD OF DIRECTORS
APPROVED AUGUST 6, 2014

Table of Contents

Article I.....	3
Section: 1 Purpose.....	3
Section: 2 Adoption/Amendment of Bylaws.....	4
Section: 3 Public Complaints	5
Article II	6
Section: 1 Code of Ethics	6
Section: 2 Attendance at Meetings	8
Section: 3 Remuneration and Reimbursement	9
Section: 4 Board Structure and General Duties	10
Section: 5 Committees of the Board of Directors.....	13
Section: 6 Training, Education and Conferences.....	15
Article III.....	16
Section: 1 Board Meetings	16
Section: 2 Board Meeting Agenda and Board Packets	18
Section: 3 Board Meeting Conduct.....	20
Section: 4 Appeals	22
Section: 5 Legal Review Policy.....	23

Article I

Section: 1 Purpose

1.1 The purpose of these Bylaws is to assist the Board of Directors (Board) of the Placer Hills Fire Protection District (PHFPD) (District) as it sets policy and conducts the business of the District. These Bylaws supplement state law and provide more specific guidelines for the actions and conduct of the Board. It is the intent of the Board to maintain and update these Bylaws as necessary for changes in applicable law and the needs of the District. Contained herein shall be a comprehensive listing of the Board's current Bylaws, being the rules and regulations enacted by the Board. These Bylaws will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1.2 If any article or portion of an article contained within the Bylaws is in conflict with rules, regulations or legislation having authority over the District, said rules, regulations or legislation shall prevail.

Section: 2 Adoption/Amendment of Bylaws

2.1 Consideration by the Board to adopt a new bylaw or to amend an existing bylaw may be initiated by any Director, or by the Fire Chief. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the Fire Chief through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board.

2.2 Adoption of a new bylaw or amendment of an existing bylaw shall be accomplished at a regular meeting of the Board and shall require a 2/3 affirmative vote of a quorum of the Board.

2.3 Before considering adopting or amending any bylaw, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed bylaw adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

Section: 3 Public Complaints

3.1 The Board desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

3.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute of which the individual has been adversely affected.

3.3 The method of resolving complaints shall be as follows:

3.3.1 The individual with a complaint shall first discuss the matter with the Duty Chief, or Captain with the objective of resolving the matter informally. Employees or Administrative Office Staff receiving complaints in the field or in the office during business hours shall forward all complaints to the Duty Chief or Captain.

3.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Duty Chief, or Captain, the complaint may be filed with the Fire Chief. Within a reasonable time, the Fire Chief shall meet with the person filing the complaint to resolve the matter. At the option of the Fire Chief, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the Fire Chief.

3.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the Fire Chief, a written complaint may be filed with the Board within ten (10) days of receiving the Fire Chief's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will attempt to expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

3.4 This bylaw no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Article II

Section: 1 Code of Ethics

1.1 The Board of Directors of the Placer Hills Fire Protection District is committed to providing excellence in legislative leadership that result in the provision of quality services to its constituents. In order to assist in the government of the behavior between and among members of the Board, the following rules should be observed.

1.1.1 The dignity, style, values and opinions of each Director should be respected.

1.1.2 Responsiveness and attentive listening in communication is encouraged.

1.1.3 The needs of the District's constituents should be the priority of the Board.

1.1.4 The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

1.1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

1.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

1.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

1.1.8 Directors should practice the following procedures:

1.1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

1.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Fire Chief.

1.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the Fire Chief or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

1.1.8.4 In presenting items for discussion at Board meetings, see District policy.

1.1.8.5 In seeking clarification for District policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Fire Chief.

1.1.9 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

1.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

1.2.1 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

1.2.2 Directors should develop a working relationship with the Fire Chief wherein current issues, concerns and District projects can be discussed comfortably and openly.

1.2.3 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

1.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Section: 2 Attendance at Meetings

2.1 Members of the Board should attend all regular and special meetings of the Board unless there is good cause for absence. Members should be in their respective seats at the time set for each regular meeting or any adjourned or special meeting. Members not present when the Board is called to order shall be designated in the minutes as absent. If a member arrives after a meeting commences, the Recording Secretary shall record the time of arrival and the member be recorded as present.

2.2 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board.

2.3 A vacancy shall occur if a member becomes disqualified from holding office upon conviction of designated crimes as specified in the Constitution and laws of the State.

Section: 3 Remuneration and Reimbursement

3.1 Members of the Board shall receive a per meeting stipend as described below for each regular or special meeting attended for not more than four meetings in any calendar month as prescribed by the Fire Protection District Law.

3.1.1 The per meeting stipend is \$75 (On September 5th, 2012 The Board of Directors voted to “Eliminate the Board stipend”).

3.1.2 The per-meeting stipend may not exceed \$75.

3.1.2.1 Exception: The District Board can adopt an ordinance once a year to increase the per-meeting compensation above \$75, but the increase may not exceed 5% of the compensations received when the ordinance is adopted.

3.2 Members of the Board of Directors are allowed actual necessary traveling and incidental expenses incurred in the performance of official business of the District as approved by the Board.

Section: 4 Board Structure and General Duties

4.1 The officers of the Board of Directors shall be President, Vice President, and Secretary/Treasurer. The Board shall elect a President, Vice President, and Secretary/Treasurer during the regularly scheduled meeting in January of each year to serve throughout the subsequent calendar year. Upon the occurrence of an officer's vacancy, the Board shall fill such vacancy from the remaining members. An interim election for the Board Officers may be held upon approval by a majority of the Directors.

4.1.1 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The President is responsible for the following:

4.1.1.1 Presiding at Meetings: The President, when present, shall preside at all meetings of the Board, shall take the chair at the time appointed for every Board meeting, and call the members to order and proceed with the business of the Board.

4.1.1.2 General Direction: Have general direction of the boardroom and assign seats for the use of the Board members and members of the staff as required.

4.1.1.3 Order and Decorum: Preserve order and decorum, prevent demonstrations, and, in accordance with law, order removal from the boardroom of any person whose conduct is deemed objectionable, and order the boardroom cleared whenever deemed necessary.

4.1.1.4 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.

4.1.1.5 Other Responsibilities: The Board may prescribe other responsibilities.

4.1.1.6 Official Spokesperson: Shall be the official Spokesperson and representative for the board and the principal contact with legal counsel and the media.

4.1.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board.

4.1.3 The Secretary/Treasurer is responsible for conducting the Board meeting in the absence of the President and Vice President.

4.1.4 It is the responsibility of each Director to serve on committees and thoroughly prepare themselves to discuss agenda items at meetings of the Board.

4.1.4.1 Information may be requested from staff or exchanged between Directors before meetings.

4.1.4.2 Information that is exchanged between Directors before meetings shall be distributed through the Fire Chief, and all Directors will receive all information being distributed.

4.1.4.3 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

4.1.4.4 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda.

4.1.4.5 All comments should be brief and confined to the matter being discussed by the Board. Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4.1.4.6 Directors shall abstain from participating or discussing in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities. Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Fire Chief.

4.2 The general duties of the Board shall be legislative in nature. They shall formulate and adopt policy for the operation of the District. The fundamental roll of the Board is to represent the community's interests by assuring that the community's service needs are met; assuring the service is appropriate quality; assuring that taxpayer's money is used responsibly and assuring that all are treated equally and fairly.

4.2.1 They shall conduct their business for the public benefit, abiding by the California "Open Meeting Law".

4.2.2 They shall review and adopt a preliminary budget by June 30 and adopt a final budget by September 30. Establishment of reserve accounts and transfer of reserve funds require approval by a minimum of two-thirds vote of the Board of Directors.

4.2.3 Fire Chief: They shall employ a qualified, competent person as a Fire Chief who will administer and supervise the District under the direction of the Board. Through separate employment agreement with the District, the Fire Chief shall work directly for the Board of Directors and represent the interest of the Directors to any person, group or agency having business with the District. The Board shall conduct an annual performance evaluation of the Fire Chief, using a standardized evaluation form specific to administrative personnel. The evaluation will be conducted during a closed session

4.2.4 The Clerk of the Board shall be a District employee selected by the Board who shall attend each regularly scheduled meeting of the Board and maintain a record of all proceedings thereof as required by law. If the Clerk of the Board cannot attend a meeting, the President or the Fire Chief shall make arrangements to have someone in attendance to properly record the Board's proceedings. It shall be the duty of the Clerk of the Board to attest to all District Resolutions, attend closed sessions of the Board if requested, adhere to the guidelines for taping open and closed sessions (as necessary) and record all open and closed sessions (as necessary).

Section: 5 Committees of the Board of Directors

5.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. Ad hoc committee duties and deadlines shall be recorded in the minutes and submitted as an item on the agenda, until the committee duties have been fulfilled.

5.2 The following shall be standing committees of the Board:

5.2.1 Building/Long Range Planning; Generally concerned with the development and revision of the District's Capital Facilities Plan and Facilities Maintenance Plan.

5.2.2 Fire Prevention/Education; Generally concerned with the District's fire prevention efforts, goals, and development of Ordinances, where appropriate and necessary.

5.2.3 Finance/Insurance; Generally concerned with the development and revision of the District's Fundamental Budgeting Principles.

5.2.4 Northern California Special Districts Insurance Authority (NCSDIA); Generally provides representation of this Board on NCSDIA matters and reports to the Board on NCSDIA matters.

5.2.5 Personnel/Negotiations; Generally concerned with labor negotiations and contract development with recognized employee groups in an effort to meet District goals

5.2.6 Special Districts / Legislative; Generally provides representation of this Board on Special District and Legislative matters, and reports to the Board on Special District and Legislative matters.

5.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

5.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, or a majority vote of the Board. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

5.4.1 The purpose of standing and ad hoc committees is to provide for oversight, review, and policymaking and not to engage in management activities of the District.

5.4.2 The authority of standing and ad hoc committees is limited to providing recommendations to the Board of Directors.

5.5 Board Committee Members with conflicts of interest and/or lack of impartiality should recuse themselves from discussions and voting on issues where their association creates a real conflict of interest in accordance with the California Fair Political Practices Commission.

Section: 6 Training, Education and Conferences

6.1 Members of the Board are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

6.1.1 "Junkets" (i.e. a tour or journey for pleasure at public expense), however, will not be permitted.

6.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

6.3 Board members desiring to attend an educational conference or workshop at the District's expense must submit a letter of request, stating the total estimated cost. Such expenses shall require approval by the majority of the Board.

6.3.1 The Clerk of the Board is responsible for making arrangements for Directors for conference, and registration expenses. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Clerk of the Board, together with validated receipts.

6.3.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs; not to exceed total allocations per Director or employee; as pre-determined by the Board.

6.3.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum

6.4 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

6.5 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Article III

Section: 1 Board Meetings

1.1 Unless otherwise publically noticed, regular meetings of the Board shall be held on the first Wednesday of each calendar month at 7:00 pm at Station 84, 16999 Placer Hills Road, Meadow Vista CA.

1.2 Special Meetings (non-emergency) of the Board may be called by the Board President.

1.2.1 All Directors, the Fire Chief and required Staff or Counsel shall be notified of the Special Meeting and the purpose, or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1.2.2 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 54926) shall be notified.

1.2.3 An agenda shall be prepared as specified for regular Board meetings and shall be delivered with the notice of the Special Meeting to those specified above.

1.2.4 Only those items of business listed in the call for the Special Meeting shall be considered by the Board at any Special Meeting.

1.3 Special Meetings (emergency): 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 twenty-four (24) hour notice required above. An emergency situation means a situation which severely impairs public health, safety, or both, as determined by the Fire Chief, Board President, or Vice President in the President's absence.

1.3.1 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 54950 through 54926) shall be notified.

1.3.2 No closed session may be held during an Emergency Special Meeting, and all other rules governing Special Meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the Emergency Special Meeting, a list of persons the Fire Chief 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 in the District office as soon after the meeting as possible.

1.4 Adjourned Meetings: A majority vote by the Board 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

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 to those specified above.

1.6 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.

1.7 The Chairperson and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board, and that physical facilities for said meetings are functional and appropriate.

1.8 The Fire Chief, or Fire Chief's designated representative shall attend each regular and special meeting of the Board unless otherwise specified by the Board. All District members are invited and encouraged to attend regular and special meeting of the Board. Only those members specifically instructed to attend by the Fire Chief shall be deemed to be "required to attend" within the meaning of this section.

Section: 2 Board Meeting Agenda and Board Packets

2.1 The Fire Chief, in cooperation with the Board President, shall prepare an agenda for each regular or special meeting of the Board. Any Director may call the Fire Chief or Board President and request any item to be placed on the agenda no later than 5:00 o'clock P.M. 7 days prior to the meeting date.

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

2.2.1 The request must be in writing and be submitted to the Fire Chief together with supporting documents and information, if any, no later than 5:00 o'clock P.M. 7 days prior to the date of the meeting;

2.2.2 The Fire Chief shall be the sole judge of whether the public request is, or is not a "matter directly related to District business."

2.2.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

2.2.4 The Board of Directors 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.

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

2.5 The agenda shall include those matters designated by the President. The agenda shall list the items for the Board's consideration by number with a brief statement of the subject matter for each of the items. The agenda may include suggested actions or recommendations. Documents pertinent to each item will be provided to board members simultaneous to public posting.

2.6 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.

2.7 The Fire Chief along with the Clerk of the Board shall prepare the Board Packets for each regularly scheduled meeting and special meetings when necessary.

2.7.1 Board Packets shall be made available 4 days prior to the meeting date.

2.7.2 Board Packets for each regular meeting of the Board should be in the order similar to the meeting agenda or as directed by the President of the Board.

2.7.3 Individual Board members wishing to distribute information on items on the agenda

to the Board should provide copies of the information to the Board Clerk no later than 5:00 o'clock P.M. 7 days prior to the scheduled meeting.

2.8 Written material given to a majority of the Board normally must be made available to the general public. 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: 3 Board Meeting Conduct

3.1 Meetings of the Board shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised.

3.2 All Board meetings should commence at the time stated on the agenda and should be guided by same.

3.3 The conduct of meetings should, to the fullest possible extent, enable Directors to:

3.3.1 Consider problems to be solved, weigh evidence related thereto, and make decisions intended to solve the problems; and,

3.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

3.3.3 Openly discuss issues. 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.

3.3.4 Take action on those issues listed as action items. The board may take action by motion, resolution or ordinance only.

3.3.4.1 A motion made by any member of the Board shall require a Second. Any member of the Board including the President may make motions and Seconds. After a motion has been made the President shall inquire from the audience if there are any persons wishing to speak to the issue. Then the issue will be brought back to the board for final comments and the vote shall be taken.

3.3.4.2 When a motion is made to adopt a resolution or ordinance, the vote shall be taken by roll call.

3.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

3.4.1 When set forth by the Board President, time allotted to each speaker may be limited.

3.4.2 No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that

person's privilege of address.

3.4.3 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board under provisions contained in the District's Policy Manual.

3.5 Willful disruption of any of the meetings of the Board shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

3.5.1 In such an event, only matters appearing on the agenda may be considered in such a session.

3.5.2 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

3.5.3 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

3.6 Any Board member or member of the public intending to introduce a special item not contained in the agenda shall provide copies of such items for each Board member and the public before the opening of the meeting. Action may not be taken on items not on the agenda unless deemed an emergency by a majority of the Board.

3.7 Requests for comprehensive analysis, in-depth staff or consultant work shall be made as a request through the Board. Individual Board member request for follow-up information related items that can be met with minimal disruption to the operation of the District should be made through the Fire Chief. In the event of competing issues, the majority of the Board shall make the final determination.

3.8 It is the Board's intent to accommodate all persons who wish to attend open public meetings.

Section: 4 Appeals

4.1 Filing of appeals shall be in writing to the Fire Chief.

4.2 Any person filing for appeal is encouraged to meet with the Fire Chief or designated representative prior to the hearing date in an attempt resolve the grievance. 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 that could include possible resolutions, mitigations, alternatives, or concessions.

4.3 In the event that that an acceptable resolution cannot be met between the appellant and the Fire Chief, an appeal hearing shall be scheduled. The appellant may request a later date for the hearing subject to approval by the Fire Chief. Appeal hearing may be incorporated into regularly scheduled Board meeting agendas.

4.4 The appellant shall be provided written notification of the date, time, and place of the haring at least ten days prior the hearing. The hearing on the appeal shall appear on the Board's agenda as a presentation item.

4.5 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 provisions of the California Administrative Procedures Act 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 limitation on the number of witnesses heard, and on the nature and length of the testimony.

4.6 At the conclusion of the hearing, the appeal shall be placed on the agenda for the next regularly scheduled meeting of the Board as an action item.

Section: 5 Legal Review Policy

5.1 Items indicated by the Board to be developed by legal counsel, revised by legal counsel or reviewed by legal counsel (e.g. employment contracts, job classifications, resolutions, ordinances etc...) shall have acknowledgement of legal counsel approval permanently indicated on the document. Legal counsel will be required to sign, stamp or otherwise acknowledge approval.

