

NEWCASTLE FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE: Board Structure and General Duties **Adopted Date:** 12/16/2015

POLICY NUMBER: 2240 **Revision Date:** 0/00/0000

2240.1 The officers of the Board of Directors shall be Chair, Vice Chair, and Secretary. The Board shall elect a Chair, Vice Chair, and Secretary during the regularly scheduled meeting in December 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.

2240.1.1 The Chair 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 Chair is responsible for the following:

2240.1.1.1 Presiding at Meetings: The Chair, when present, shall preside at all meetings of the Board, shall take the chair at the time appointed for every Board meeting, and immediately call the members to order and proceed with the business of the Board.

2240.1.1.2 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.

2240.1.1.3 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.

2240.1.1.4 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.

2240.1.1.5 Other Responsibilities: The Board may prescribe other responsibilities.

2240.1.1.6 Official Spokesperson: Shall be the official Spokesperson and representative for the board and the principal contact with legal counsel and the media.

2240.1.2 In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as chairperson over all meetings of the Board.

2240.1.3 The Secretary is responsible for signing Board Action Summaries and shall act as the Chair in the absence of the Chair and Vice Chair.

2240.1.4 It is the responsibility of each Director to serve on committees and thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors.

2240.1.4.1 Information may be requested from staff or exchanged between Directors before meetings.

2240.1.4.2 Information that is exchanged before meetings shall be distributed through the Fire Chief, and all Directors will receive all information being distributed.

2240.1.4.3 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

2240.1.4.4 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.

2240.1.4.5 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).

2240.1.4.6 Directors shall abstain from participating 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.

2240.2 The general duties of the Board shall be legislative *and administrative* in nature. They shall formulate and adopt policy for the District. The fundamental roll of the board is to represent the community's interests by assuring that the communities service needs are met; assuring the service is appropriate quality; assuring that the publics' money is used responsibly and assuring that all are treated equally and fairly.

2240.2.1 They shall conduct their business for the public benefit, abiding by the California "Open Meeting Law".

2240.2.2 They shall review and adopt a preliminary budget by June 30 and adopt a final budget by August 30. Establishment of reserve accounts and transfer of reserve funds

require approval by a minimum of two-thirds vote of the Board of Directors.

2240.2.3 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 of Directors shall conduct an annual performance evaluation of the Fire Chief. The evaluation will be conducted during a closed session end of the year presentation and report prepared by the Fire Chief in June of each year. The end of the year presentation and report shall be related to the previous fiscal years' activities and ability of the district to meet the goals and objectives adopted for that year.

2240.2.4 The Secretary of the Board shall be a Director 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 Secretary of the Board cannot attend a meeting, the Chair 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 Secretary 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).

2240.2.5 The Board is not directly responsible for the day to day operations or operational decision making.