

<b>Subject:</b>	<b>MEETINGS</b>
<b>Section:</b>	<b>PPG# 1400</b>
<b>Chapter:</b>	<b>Board of Fire Commissioners</b>
<b>Effective Date:</b>	<b>8/10/89</b>

## **POLICY**

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Board meetings will be scheduled in compliance with the law and as deemed by the Board of Fire Commissioners to be in the best interests of the district and community. The Board of Fire Commissioners will function through (1) regular, (2) special meetings, and (3) emergency meetings.

Public notice shall be properly given for any special meeting, whenever a regular meeting is adjourned to another time, or when a regular meeting is to be held at a place other than the Thurston County Fire District No.5 & 9 Fire Station.

Regular meetings shall be held at 6:00 p.m. on the second Thursday of each month in the Thurston County Fire district No.5 & 9 Fire Station 91, or as other times and places determined by a majority vote. If regular meetings are to be held at places other than District No.9 Fire Station 91, or Fire Station 95, or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

Special meetings may be called by the chair, or in the absence of the chair, the vice chair, or on a petition of a majority of the fire commissioners. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each fire commissioner not less than twenty-four (24) hours prior to the time of the meeting. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting. In the event of an emergency, involving possible personal injury or property damage, the board of fire commissioners may meet immediately and take official action without prior notification. All meetings shall be open to the public with the exception of executive sessions authorized by law; any final action will be taken at an open meeting. During the interim between meetings, the office of the secretary shall be the office of the board. The fire district's public records shall be open for the inspection in the

manner provided by and subject to the limitations of Policy 3300, Public access to Department records.

## REFERENCES

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Cross Reference:

Policy	330	Public access to department records
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Legal Reference:

RCW	52.14.090	Office—Meetings
RCW	52.14.100	Meetings—Powers and duties of board
RCW	42.17	Disclosure—Campaign Finance—Lobbying—Records
RCW	42.30	Open public meetings Act
RCW	42.32.030	Minutes