

ROCKY POINT FIRE & EMS
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**ROCKY POINT FIRE & EMS
PUBLIC MEETING POLICY**

February 27, 2024

Preparation for Board Meetings

- Distribution of materials to board members
The agenda, chief executive officer's report, treasurer's report, and statement of bills shall be given to each member of the board of directors at least (4) days prior to any regularly scheduled board meeting.

At the same time, the chief executive officer shall provide members detailed information relative to the agenda, including existing board policy pertinent to agenda items.

- Distribution of agenda to the public
The proposed agenda will simultaneously be distributed to all district officers and other facilities, local and other news media, and posted at one or more convenient locations for review by district personnel and the public.

Board Meeting Agenda

The clerk of the board shall draft the agenda after conferring with the president of the board. The following general order shall be observed:

- Call or order; pledge of allegiance to the flag
- Roll call by secretary-treasurer or designee
- Approval of the minutes
- Secretary-treasurer's report
- Statement of bills
- Old business
- Correspondence
- New business
- Chief executive officer's report
- Items not on the agenda open to the public; board and staff participation

- Audience participation
- Agenda suggestions for future meetings from board members and district personnel
- Adjournment

Notice and Location of Meetings

- **Application**
This policy applies to all meetings of the board of directors of the district and to any meetings of subcommittees or advisory groups appointed by the board, if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the board of directors.
- **Compliance with Law**
All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710 and 192.990.
- **Locations of Meetings**
All meetings shall be held within the geographic boundaries of the district, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, sexual preference, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- **Meetings Held by Telephone**
Meetings held by telephone or other electronic communication is subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2).
- **Regular Meetings**
The board shall hold regular monthly meetings on the **second Monday** of each month. Such meetings shall be held at **25600 Rocky Point Rd at 9 a.m.** or at such other places and times as the board may designate from time to time.
- **Special Meetings**
The board shall hold special meetings at the request of the president or any three members of the board. If the president is absent from the district, special board meetings may be held at the request of the vice-president. No special meeting shall be held upon less than 24 hours public notice.
- **Emergency Meetings**
Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the district which would be substantially increased if the board were to delay in order to give 24 hours notice before conducting the meeting. The convenience of the board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the director or directors calling such meeting shall recite the reasons for calling such meeting and the reasons the meeting could not have been delayed in order to give at least 24 hours notice, which reasons shall be noted in the minutes. The board shall then determine if the reasons are

sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

- **Notice of Meetings**

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be posted at the following locations with the district : Kiosk at the Fire Hall and on the Website www.rpfire.com.

Written notice shall also be sent to any persons who the district knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued or phone calls made to wire services and other media and interested persons shall be notified by mail or telephone. For emergency meetings, the district shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

- **Executive Sessions**

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings as set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

The president or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the president shall direct any representative of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the board as a whole.

- **Interpreters for the Hearing Impaired**

The district shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at board meetings, in accordance with the following rules:

- The district shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the district at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the district may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The chief executive officer shall be responsible for developing and maintaining a list of qualified interpreters and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

- **Presiding officer**
The president shall preside at board meetings. In the president's absence, the vice-president shall preside. If both the president and vice-president are absent, any other member of the board may preside.
- **Authority to Conduct Meetings**
The president or other presiding officer at any board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the president or other presiding officer at the meeting may be overridden by a majority vote of the board.
- **Public Participation**
If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Such persons become trespassers upon failure to do so.
- **Electronic Equipment**
The authority to control the meetings of the district board extends to control over equipment such as cameras, tape recorders and microphones. The presiding officer shall inform persons attending any meeting of the district board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the board and the public attending the meeting shall be of primary concern in formulating such rules.
- **Recording of Votes**
Votes shall be recorded. Any member may request that his or her vote be changed if such request is made prior to consideration of the next order of business.

Board President Signature

Date Signed