

# **NORTHSHORE FIRE DEPARTMENT**

## **ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES**

### **SUBJECT: Commissioner Meeting Minutes**

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<b>Policy Number:</b>	1450	<b>Approved By:</b>	Board of Commissioners
<b>Effective Date:</b>	July 1, 2008	<b>Revision Date:</b>	February 7, 2023
<b>Pages:</b>	2	<b>Attachments:</b>	0

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#### **1 PURPOSE**

- 1.1 To outline the policy and procedure for the creating, approving, and retaining of the official Board of Commissioners meeting minutes.

#### **2 REFERENCES**

- 2.1 RCW 42.30.030, *Minutes*
- 2.2 RCW 40.14.070, *Destruction of Local Records*
- 2.3 RCW 42.30.220 Recording or online streaming encouraged.

#### **3 RESPONSIBILITY**

- 3.1 Board meeting minutes shall be developed and maintained in accordance with this policy.
- 3.2 The District Secretary or designee shall record and develop a permanent set of minutes for the Board meetings as required by policy and applicable law.
- 3.3 Board meetings shall be recorded in audio format or audiovisual format in accordance with this policy.

#### **4 DEFINITIONS**

#### **5 POLICY**

- 5.1 Northshore Fire Department shall promptly develop a written set of minutes for all regular and special Board meetings.
  - 5.1.1 Exception: discussions held during executive sessions shall not be recorded or documented in the meeting minutes.
- 5.2 Board meeting minutes shall be a record of the items discussed and the actions taken by the Board. The minutes should contain the following:
  - 5.2.1 Date, time and location of the meeting.
  - 5.2.2 The presiding officer.
  - 5.2.3 Board members, District employees, legal advisor, consultants and as available, the number of visitors who are present.
  - 5.2.4 Items discussed during the meeting and the results of any voting that occurred.
    - 4.2.4.1 Voting shall be recorded by name when the vote is not unanimous.
  - 5.2.5 Documentation of action items and/or assignments, the due dates and person(s) assigned.
  - 5.2.6 Documentation of executive sessions with a general statement of the

purpose, RCW citation and duration of each session.

- 5.2.7 Next meeting agenda items will be listed.
- 5.2.8 Time of adjournment.
- 5.2.9 Documentation of meeting minutes attachments.
- 5.3 Except for executive sessions, Board meetings shall be recorded using AV Capture or similar. However, the District cannot guarantee that the quality of the audio recording will be continuous and fault free.
  - 5.3.1 The recordings are for information purposes only. The approved minutes of each meeting shall serve as the official record of the meeting.
  - 5.3.2 At the commencement of each meeting, there should be an announcement that the meeting is being recorded.
  - 5.3.3 The retention of audio recordings shall be in accordance with RCW 40.14.070 and the retention schedules established by the Washington State Archives. Access to archived audio recordings shall be in accordance to Chapter 42.56 RCW.

## **6 PROCEDURES/GUIDELINES**

- 6.1 The Secretary or designee shall be present at Board meetings and will document the proceedings in preparation for the development of official minutes.
- 6.2 The Secretary will complete and distribute a draft version of the minutes via e-mail to the Board members, and Fire Chief within three calendar days for their review and suggested modifications.
  - 6.2.1 Suggested modifications shall be emailed to the Board Secretary, Board Chair, and Fire Chief within seven days of the board meeting.
- 6.3 The Secretary shall incorporate the suggested modifications received from the reviewers into the draft minutes. Modifications that require board discussion shall be highlighted; and include the name of the requestor, added and deleted text shall be indicated.
- 6.4 Draft meeting minutes shall be provided to the Board with the meeting materials of the next subsequent regular meeting.
- 6.5 Formal approval of minutes shall be made during an open Board meeting.
- 6.6 Approved minutes, along with attachments of any documents that were distributed or discussed at the meeting, shall be posted to the department website and maintained in accordance with state law.
- 6.7 Approved resolutions shall be documented in the minutes, posted to the department website and maintained in accordance with state law.
- 6.8 Audio recordings (or audiovisual recordings if available) will be posted to the department website along with meeting minutes.