

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Commissioner Meeting Minutes

Policy Number:	1450	Approved By:	Board of Commissioners
Effective Date:	July 1, 2008	Revision Date:	March 16, 2021
Pages:	2	Attachments:	0

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*

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.

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.

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.