



MASON COUNTY FIRE DISTRICT #4

TITLE: **MEETINGS**

CHAPTER: 1000 NUMBER: 1180 DATE: 4-2-2014
Updated 4-6-2016

APPROVED: _____ Gary Plews, Chair

1. POLICY: Board meetings will be scheduled in compliance with the law and 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 regular meetings, special meetings, and 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 district headquarters.

Regular meetings shall be held at 7:00 A.M. on the first Wednesday of each month and 6:00 P.M. on the third Wednesday of each month at 2970 S.E. Arcadia Road, Shelton, WA., or at other times and places determined by a majority vote. If regular meetings are to be held at places other than the district headquarters 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 or on a date determined by the Board of Commissioners.

Special meetings may be called by the chairman 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 at least 24 hours prior to the time of the meeting. Written notice shall also be sent at least 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 inspection in the manner provided by and subject to the limitation of the law.