



MASON COUNTY FIRE DISTRICT #4

TITLE: MEETING – MINUTES

CHAPTER: 1000 NUMBER: 1220 DATE: _____

APPROVED: _____ Brett Bishop, Chair

1. POLICY:

The secretary shall record the minutes of all board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the fire district. When issues are discussed that may require detailed record, the Board may direct the secretary to record the discussion verbatim. Such verbatim records shall be maintained on file for a period of six (6) years. Any other verbatim records of a meeting shall be destroyed after the minutes have been approved. Minutes shall be comprehensive and shall show:

- a. The date, time and place of the meeting.
- b. The presiding officer.
- c. Board members in attendance.
- d. Items discussed during the meeting and the results of any voting that may have occurred.
- e. Action taken to recess for executive session with a general statement of the purpose and the duration.
- f. Time of adjournment.

Unofficial minutes shall be delivered to commissioners in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that commissioners have had an opportunity to review them before adoption.

A file of permanent minutes of all Board meetings will be maintained in the office of the secretary to be made available for inspection upon request of any interested parties.