

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

ADMINISTRATIVE

ADMIN – 117

Notice and Location of Meetings

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NOTICE AND LOCATION OF MEETINGS

A. APPLICATION OF POLICY

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of sub-committees or advisory groups appointed by the Board if such sub-committees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

B. COMPLIANCE WITH LAW

All meetings shall be conducted in accordance with the Oregon Public Meeting Law, ORS 192.610 – 192.710, and 192.990, a copy of which appears as an Appendix to this Manual.

C. LOCATION 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 or disability is practiced. All meetings shall be held in places accessible to the handicapped.

D. REMOTE ATTENDANCE

The President or presiding Officer may allow a remote communication link with an absent Board Member. Remote communication may be voice, video, or a combination. It shall provide the opportunity for real-time discussion between the sitting Board and the absent member. The remote member shall be provided with all information, as presented to the sitting members, prior to the meeting. The results of all votes taken during the meeting shall be clearly understood by both parties.

Meetings held by telephone or other electronic communications are 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). The media shall be provided access to a listening location whenever executive sessions are conducted electronically, unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(3).

E. REGULAR MEETINGS

The Board shall hold regular monthly meetings on the second Tuesday of each month. Such meetings shall be held at 275 South Olive Street at 7:30 p.m., or at such other places and times as the Board may designate from time to time.

F. SPECIAL MEETINGS

The Board shall hold special meetings at the request of the President or any member of the Board with more than twenty-four (24) public notice. If the president is absent from the District a special meeting may be held at the request of either District Officer.

G. EMERGENCY MEETINGS

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' public notice, comprise 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. An actual emergency on one item does not permit consideration of other items at the emergency meeting. The convenience of 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 such meeting and the reasons 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 directly relating to the emergency shall be conducted at an emergency meeting.

H. 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 within the District:

1. U.S. Post Office – Yamhill
2. Yamhill Fire Station at 275 S Olive St. Yamhill
3. Yamhill Fire Website at www.yamhillfpd.org

Written notice shall also be sent to any persons, which 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. A sample “Notice of Meetings” is contained in the Appendices to this Manual in the “Outline of the Oregon Public Meeting Law.”

I. EXECUTIVE SESSION

Notice for meetings called to hold executive sessions shall be given in the same manner as notice for regular, special or emergency meetings, except that the notice 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. A sample “Notice of Executive Session” is contained in the Appendices to this Manual in the “Outline of the Oregon Public Meetings Law.”

J. 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:

1. 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.

2. If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
3. The requirement for an interpreter does not apply to emergency meetings.
4. 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.