

# SAN JUAN COUNTY FIRE DEPARTMENT

## MEETINGS:

**Policy Number: SJCFD 101-02**

**Issue Date: October 2008**

**Page 1 of 2**

## Policy Statement

Fire Districts shall hold regular meetings.

---

All San Juan County Fire Department Districts shall hold a minimum of two (2) regular meetings each month.

A minimum of one (1) two-hour Fire Training session and one (1) two-hour EMS Training session shall be held each month. These may be combined with business meetings.

Additional meetings may be held as determined by the needs of the individual fire districts and these shall be out-lined in the Fire District Annex to this document.

The regular meeting day and time shall be determined by the District and shall be included in the District Annex.

The first meeting of each month shall be designated the monthly business meeting and shall include, but not be limited to, the following:

1. Call to order.
2. Reading of the previous months minutes.
3. Reading of correspondence.
4. Old business.
5. New business.
6. Reports.
7. Adjournment.

All training during training meetings shall be under the authority of the Training Officer and shall be conducted by the Training Officer or designate.

Each Fire District shall hold an Annual Business meeting. This shall be the first meeting in January.

The Annual Business Meeting shall consist of, but not be limited to, the following:

1. Call to order.
2. Roll Call.
3. Reading of the previous Annual Business Meeting's minutes.
4. Year-end Officers Reports.
5. Year-end Committee and Board Reports.
6. Elections of officers.
7. Election of Personnel Board.

After the completion of the Annual Business Meeting, the regular monthly business meeting shall be held.

There will be Personnel Board meetings as needed with the Personnel Board Chairman setting the agenda.

Special meetings may be called to take care of business that cannot wait until the next regular meeting.

Special meetings shall only be called by the Officer in charge and he/she shall notify all District members.

Officer meetings shall be held each month, as needed, on a day and time agreed upon by a majority of the District Officers, with a minimum of one (1) per quarter.