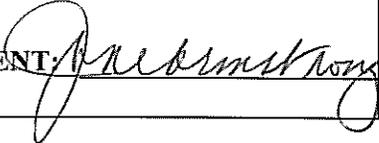
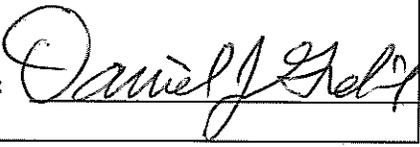


Scotts Valley Fire Protection District	
POLICY: 2105	SUBJECT: Board Meeting Agenda Distribution, Board Packets
DATE APPROVED: 9/12/2012	
BOARD PRESIDENT: 	FIRE CHIEF: 

Policy 2105: Board Meeting Agenda Distribution and Board Packets

The Scotts Valley Fire Protection District endeavors to invite public participation in the decisions made by the Board of Directors in the public interest over and above the minimum standards established by law.

The District will provide meeting agendas for public meetings via facsimile, U.S. Mail, or email based on this policy. Copies of agendas will be distributed as follows:

Copies will be available at the District’s administrative office for review and posted at least 72 hours in advance of a regular meeting. Additional copies will be available at the meeting for distribution. Agendas for Special Meetings will be available at least 24 hours prior to the meeting.

In order to receive a copy of the agenda, a request must be made in writing to the Board Secretary. The request must include the name, address, phone number and preferred method of receipt (U.S. Mail, facsimile, email) of the requesting party. A \$25 deposit is required for U.S. Mail. Actual postage and copy charges will be deducted until the \$25 is reduced to zero. There is no charge for facsimile and email copies.

The Board Secretary will send out a notice to the party upon the need for renewal. A positive response is required along with the annual fee to continue receiving the agendas.

Supporting documentation for agenda items is available at the administrative office. The District’s fee schedule will be used to determine cost of duplication.

The Board Packet including the agenda and supporting documentation will be posted on the District’s website at least 72 hours before a regular meeting. Exception: Materials that are supporting documentation for a posted “closed session.”

The following people/agencies are exempt from the fees for agenda distribution:

- Homeowners Associations within the District (for distribution to the membership)

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- News media
- Written requests from governmental agencies

Individual agenda copies picked up at the administrative office