

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 2106</b>  <b>DATE APPROVED: 9/12/2012</b>  <b>BOARD PRESIDENT:</b> <i>[Signature]</i>	<b>SUBJECT: Protocols for Televising Board Meetings</b>  <b>FIRE CHIEF:</b> <i>[Signature]</i>

**Policy 2106: Protocols for Televising Board Meetings**

**Policy**

The Board of Directors of the Scotts Valley Fire Protection District intends to provide as much public access as possible to the citizens in the District. As a method of outreach and community involvement, the District will broadcast regular Board Meetings on Community Television.

**Scope**

The regular meetings of the Board will be televised on the second Wednesday of the month. Special meetings may be televised based on specific topics of keen public interest and available Community Television programming. Board meetings will be held in the City Council Chambers at Scotts Valley City Hall to accommodate the broadcast capability.

**Recording and Televising Meetings**

- An independent contractor will be used to operate the camera at a mutually agreeable rate.
- Meetings shall be televised the second Wednesday of each month or as otherwise determined by the Board.
- Meetings shall be televised from gavel to gavel live without any substantive alteration. Recording will not begin before the meeting is called to order and will cease as soon as the meeting is closed. No recording or televising will occur before or after the Board is called into session.
- Live coverage may include informational videotapes, agendas, or other messages televised during meeting breaks, recesses and closed sessions.
- Community Television of Santa Cruz County (CTSCC) may replay recordings of Board meetings at other times.

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- Camera shots will be limited to coverage of persons who have been officially recognized to speak or the camera will show a wide shot of the Board. There will be no reaction shots or “cutaway” shots of people who are not speaking.
- During slide, over-head projector, or video presentation, the camera will attempt to shoot the screen.
- Camera will focus on the podium only when a person has been recognized by the Board President to speak.
- Camera will not intentionally get close-up shots of Board members who are not speaking or engaging in dialogue.
- Close-up shots of Board members will be consistent in terms of camera angles and size of image.
- Graphics used to enhance meeting coverage, such as “name supers” will be fair and accurate.

Use of Videos as a Record

- Videos of the meetings are considered public record under the law.
- The District does not retain a copy of the meeting video.
- Community Television will make a copy of the videotape of each meeting available for inspection by the public at the CTSCC offices for no fewer than 30 days after each meeting. Members of the public can obtain copies from Community Television at regular copy prices.