



REDMOND FIRE & RESCUE
341 NW DOGWOOD AVENUE
BOARD MEETING AGENDA
December 15, 2021 @ 9:30 am

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. AGENDA CHANGES**
- 5. PACKET DOCUMENTS FOR INFORMATION ONLY**
 - a. Ambulance Billing/Fire Med Report
 - b. Financial Report
- 6. CONSENT AGENDA**
 - a. Meeting Minutes – November 17, 2021
- 7. PUBLIC COMMENTS**
- 8. PUBLIC PRESENTATIONS**
- 9. REPORTS**
 - a. OPS Report
- 10. ACTION ITEMS**
 - a. Meetings and Meeting Records of Board Policy
 - b. SCBA Purchase
- 11. FIRE CHIEF COMMENTS**
- 12. NEW BUSINESS**
 - a. SDAO Conference, February 2022 in Eugene
- 13. OLD BUSINESS**
- 14. BOARD MEMBER COMMENTS**
- 15. BOARD PRESIDENT COMMENTS**
- 16. ADJOURN**

To promote physical social separation guidelines currently in place at the federal and state level, public attendance at Board meetings will be by teleconference only. Members of the public who wish to attend the meeting should do so by joining from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/797053381>. Or you can dial in using your phone to 1(408) 650-3123 at the designated time and entering the access code 797-053-381. Individuals who wish to attend the meeting but who do not have the ability to attend by computer or phone should contact the District Recorder at least forty-eight hours prior to the noticed meeting time by email at diane.cox@redmondfireandrescue.org. In

person attendance will be limited per federal and state guidelines and social distancing measures will be practiced. The board packet is available on-line at www.redmondfireandrescue.org.

Anyone needing accommodation to participate in the meeting must notify Diane Cox at least 48 hours in advance of the meeting at 541-504-5020 or diane.cox@redmondfireandrescue.org. Redmond Fire & Rescue does not discriminate on the basis of disability status in the admission or access to treatment, employment or in its programs or activities.



Redmond Fire & Rescue
Ambulance Billing Report December 2021

| HealthEMS RevNet | |
|--|------------------------|
| November Charges | (Net) 344,873 |
| November Payments | 246,315 |
| November Write Offs | (22,951) |
| FireMed | \$ 1,124.42 (6 claims) |
| Collections | 21,827.03 (24 claims) |
| YTD Accounts Receivable (11/30/2021) | 568,981 |
| Billed through 11/29/2021 as of 11/30/2021 | |

| FireMed Statistics | October | YTD |
|----------------------------|----------------|------------|
| FireMed Member Payment | 5,210.00 | 22,300.00 |
| Donations | 75.00 | 105.00 |
| Patient Account Write-Offs | (1,401.94) | (6,441.13) |
| Life Flight Management Fee | (1,302.50) | (5,575.00) |
| FireMed Revenue | 2,580.56 | 10,358.87 |

YTD is fiscal year July 1, 2021 – June 30, 2022



**REDMOND FIRE & RESCUE
FINANCIAL DASHBOARD
NOVEMBER 30, 2021
42% OF TOTAL BUDGET**

42%

| | 2021/22 Budget | 2021/22 YTD Actual | % of Budget | Prior Year Actual |
|---|---------------------------|-------------------------------|------------------------|------------------------------|
| General Fund | | | | |
| Revenues | | | | |
| Property Tax - Permanent Rate | 7,912,000 | 7,300,278 | 92.3% | 6,828,227 |
| Property Tax - Levy | 1,208,000 | 1,096,944 | 90.8% | 1,031,377 |
| Ambulance Revenue | 2,180,000 | 1,023,223 | 46.9% | 840,323 |
| Fire Med Membership | 34,000 | 25,093 | 73.8% | 18,049 |
| Contractual Services (Airport) | 643,979 | 268,324 | 41.7% | 261,065 |
| Conflagration | 69,601 | 48,677 | 69.9% | 168,414 |
| GEMT | 85,000 | 103,387 | 121.6% | 99,167 |
| Grants | 2,000 | - | 0.0% | 106,485 |
| Interest | 30,000 | 8,012 | 26.7% | 10,327 |
| Other | 52,000 | 92,223 | 177.4% | 44,333 |
| Total YTD Revenue | 12,216,580 | 9,966,161 | 81.6% | 9,407,766 |
| Expenditures | | | | |
| Administration | | | | |
| Personnel (includes OT) | 909,440 | 337,263 | 37.1% | 317,528 |
| Materials & Services | 351,800 | 84,666 | 24.1% | 68,699 |
| Total Administration | 1,261,240 | 421,929 | 33.5% | 386,228 |
| Fire & Rescue Operations | | | | |
| Personnel (includes OT) | 6,987,318 | 2,740,285 | 39.2% | 2,739,741 |
| <i>Overtime - Suppression</i> | <i>600,000</i> | <i>175,535</i> | <i>29.3%</i> | <i>284,687</i> |
| <i>Overtime - Conflagration</i> | <i>30,000</i> | <i>15,906</i> | <i>53.0%</i> | <i>82,833</i> |
| Materials & Services | 279,000 | 85,427 | 30.6% | 41,908 |
| Total Fire & Rescue Ops | 7,266,318 | 2,825,712 | 38.9% | 2,781,649 |
| Fire & Rescue Training | | | | |
| Personnel (includes OT) | 284,215 | 80,240 | 28.2% | - |
| Materials & Services | 141,250 | 20,979 | 14.9% | 25,205 |
| Total Fire & Rescue Training | 425,465 | 101,218 | 23.8% | 25,205 |
| EMS Operations | | | | |
| Personnel (includes OT) | 1,255,611 | 422,155 | 33.6% | 436,811 |
| <i>Overtime - EMS</i> | <i>326,001</i> | <i>97,231</i> | <i>29.8%</i> | <i>30,483</i> |
| Materials & Services | 338,300 | 118,426 | 35.0% | 100,632 |
| Total EMS | 1,593,911 | 540,581 | 33.9% | 537,443 |
| Fire & Life Safety | | | | |
| Personnel (includes OT) | 324,894 | 82,472 | 25.4% | 53,954 |
| Materials & Services | 45,800 | 21,859 | 47.7% | 2,623 |
| Total Fire & Life Safety | 370,694 | 104,331 | 28.1% | 56,577 |
| Facilities, Vehicles & Equipment | 659,292 | 223,078 | 33.8% | 232,427 |
| Debt Service | 435,651 | 106,795 | 24.5% | 67,157 |
| Transfers Out - To Capital Projects | 493,917 | 493,917 | 100.0% | 661,260 |
| Total YTD Expenditures | 12,506,488 | 4,817,562 | 38.5% | 4,747,946 |
| Net Revenue Over Expenditures | (289,908) | 5,148,598 | - | 4,659,819 |
| Beginning Fund Balance | 3,936,544 | 3,936,544 | 100.0% | 3,309,476 |

42%

| | 2021/22 Budget | 2021/22 YTD Actual | % of Budget | Prior Year Actual |
|--------------------------------------|-------------------|-----------------------|----------------|----------------------|
| Capital Projects Fund | | | | |
| Revenues | | | | |
| Bond/Note Sale | - | - | 0.0% | - |
| Grants | - | - | 0.0% | - |
| Sale of Property | - | - | 0.0% | 8,300 |
| Other | - | - | 0.0% | - |
| Transfers In - From General Fund | 493,917 | 493,917 | 100.0% | 661,260 |
| Total YTD Revenue | 493,917 | 493,917 | 0.0% | 669,560 |
| Expenditures | | | | |
| Capital Outlay | 1,075,532 | 472,565 | 43.9% | 39,962 |
| Total YTD Expenditures | 1,075,532 | 472,565 | 43.9% | 39,962 |
| Net Revenue Over Expenditures | (581,615) | 21,352 | - | 629,598 |
| Beginning Fund Balance | 1,431,615 | 1,431,615 | 100.0% | 473,852 |

Personnel Costs - November

| | Salary | OT | Medical | PERS |
|------|------------|------------|-----------|------------|
| 2021 | \$ 399,250 | \$ 54,433 | \$ 84,307 | \$ 125,857 |
| 2020 | \$ 344,047 | \$ 112,721 | \$ 77,423 | \$ 127,189 |

Cash Balances - November

| | 2021 | 2020 |
|---------------------|----------------------|---------------------|
| LGIP (0.45% /0.75%) | 9,883,731 | 8,071,194 |
| FIB - General | 226,315 | 129,048 |
| FIB - Donation | 8,885 | 7,635 |
| Total | \$ 10,118,930 | \$ 8,207,878 |

Board Required Signature Checks - November

| Payee | Amount | Description |
|-----------------|-----------|---|
| City of Redmond | 18,344.25 | Vehicle maintenance |
| SDIS | 89,679.87 | Medical insurance |
| HRA VEBA | 13,625.13 | Monthly VEBA pmt |
| Stryker | 17,018.50 | Mastercard |
| US Bank | 10,774.82 | Main Station Interest (payoff in 06/2028) |

Auto Draft Payments - November

| Payee | Amount | Description |
|-------|--------|-------------|
| None | | |

REDMOND FIRE & RESCUE
BOARD MEETING MINUTES
November 17, 2021

BOARD PRESENT: President Carroll Penhollow, Vice President Gary Ollerenshaw, Secretary/Treasurer Craig Unger, Member Ken Kerfoot, and Member Jessica Meyer.

STAFF PRESENT: Fire Chief Ken Kehmna, Deputy Chief Jeff Puller, Chief Financial Officer Jodi Burch, Office Administrator Diane Cox, Battalion Chief Steve Fiero, Captain Dustin Miller, Fire Marshal Tom Mooney, Engineer Kevin Broadsword, Administrative Assistant Jessica Jackson, and Administrative Assistant Shannon Biondi.

STAFF ABSENT: None

PUBLIC PRESENT: None

CALL TO ORDER: President Penhollow called the meeting to order at 9:38 am. All attendees present utilized the virtual meeting platform GoToMeeting.

ROLL CALL: All Present

AGENDA CHANGES: None

CONSENT AGENDA:

1. Meeting Minutes – October 20, 2021

Board Member Unger made a motion to approve the Consent Agenda as presented. The motion was seconded by Board Member Ollerenshaw and approved by unanimous vote.

PUBLIC COMMENTS: None

PUBLIC PRESENTATION: None

REPORTS:

1. OPS Report - Deputy Chief Jeff Puller
 - a. Total October Responses:
 - i. 401: 397 responses, 95 fire, 302 EMS
 - ii. 402: 40 responses, 20 fire, 20 EMS
 - iii. 403: 7 responses, 2 fire, 5 EMS
 - iv. 404: 146 responses, 66 fire, 80 EMS
 - b. Mutual Aid:
 - i. Given: 11
 - ii. Received: 3
 - c. Specific run types:
 - i. 15 Motor Vehicle Crashes
 - ii. 3 Electrical Fires

- iii. 3 Alerts
- iv. 1 Haz Mat / Gas Leaks
- v. 2 Vehicle Fires
- vi. 0 Smith Rock Responses
- vii. 11 Fire Alarms
- viii. 14 Burning Complaints
- ix. 41 Assists/Requests for Service
- d. COVID
 - i. There is one directive still in place.
- e. Fire Training Division
 - i. 641 hours of training
 - ii. Type 3 in-servicing
 - iii. Ladders
 - iv. Vehicle Stabilization
 - v. SCBA
- f. EMS Training Division
 - i. Lifesaving Award for 2 RAM Security Guards
 - ii. COVID-19 Vaccine Clinic: Provided thirty-three 3rd doses for 1st responders.
 - iii. Training with St. Charles on blood products and IV pumps
 - iv. Staffed four performances for Columbia River Rodeo Circuit.
- g. Chief Puller presented pictures of responses in October and fielded several questions from the Board regarding practices and response scenarios.
- 2. Resolution 2021-08 – Chief Financial Officer Jodi Burch
 - a. Board Member Kerfoot made a motion to approve Resolution 2021-08 Adopting the Supplemental Budget. The motion was seconded by Board Member Ollerenshaw and approved by unanimous vote.

FIRE CHIEF COMMENTS: Ken Kehmna

- 1. Long Range Planning Update
 - a. Representatives from BKV were onsite for two days visiting our facilities. They shared their assessment with the executive team and reported back to AP Triton with their findings.

NEW BUSINESS: None

OLD BUSINESS: None

BOARD MEMBER COMMENTS: A discussion regarding resuming in-person meetings was had. Board Member Kerfoot made a motion to review current policies creating a new policy if needed to allow Board Meetings to resume in person starting January 2022. The motion was seconded by Board Member Unger and approved by unanimous vote.

BOARD PRESIDENT COMMENTS: None

ADJOURN: Being no further business, Board Member Ollerenshaw moved to adjourn. The motion was seconded by Board Member Kerfoot and was approved by unanimous vote. The meeting was adjourned at 10:41 am.

Approved:

| | |
|---------------------------------------|-------------------|
| | December 15, 2021 |
| _____ Carroll Penhollow, President | _____ Date |

| | |
|---|-------------------|
| | December 15, 2021 |
| _____ Craig Unger, Secretary/Treasurer | _____ Date |

Attest:

| | |
|---|-------------------|
| | December 15, 2021 |
| _____ Shannon Biondi, Administrative Assistant | _____ Date |

REDMOND FIRE & RESCUE
BOARD POLICY

Approved: ~~12/15/2021~~11/18/2015
Supersedes: 07/13/2011, ~~11/18/2015~~

MEETINGS AND MEETING RECORDS OF BOARD

PURPOSE:

The purpose of this policy is to clearly define public meeting and meeting record procedures and expectations as defined by ORS.

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board.

All meetings ~~will~~ shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710, and 192.990.

1. Agenda

- A. The Fire Chief will draft the agenda.
- B. The agenda ~~and, Fire Chief's report,~~ financial report, ~~and statement of bills~~ will be provided to each Board Member at least four (4) days prior to Board meetings. The Fire Chief will provide members detailed information relative to the agenda, including existing Board policies pertinent to agenda items.
- C. Prior to each meeting, the agenda will be distributed to Station 1 public bulletin board, on Redmond Fire & Rescue's Webpage, the media, and any other location convenient for District personnel and the public to review.

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2. Conduct of Meetings

- A. Meetings will be conducted by the Board President, pursuant to the following general order:
 - 1) Call to ~~O~~order
 - 2) Roll Call
 - 3) Pledge of Allegiance
 - ~~4)~~ Agenda Changes
 - ~~5)~~ Packet Documents for Information Only
 - ~~6)~~ Consent Agenda ~~and approval of the minutes.~~
 - ~~7)~~ Public Comment
 - ~~8)~~ Public Presentations
 - ~~9)~~ Division Reports
 - ~~7)10)~~ Action Items
 - A) ~~Business/Financial~~
 - B) ~~Administration/Ambulance Billing~~

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- ~~C)~~ Operations
- ~~D)~~ EMS/Training
- ~~E)~~ Fire & Life Safety
- ~~F)~~ Training/Volunteers
- ~~8)~~11) Fire Chief's Report
- ~~9)~~12) Executive Sessions (when applicable)
- ~~10)~~13) New Business
- ~~11)~~14) Old Business
- ~~12)~~15) Board Member Comments
- ~~13)~~16) Board President Comments
- ~~14)~~17) Adjourn Meeting

3. Regular Meetings

The Board will hold regular monthly meetings on the ~~second~~third Wednesday of each month. The regular Board meetings will be held at 9:30 am at Redmond Fire & Rescue's Fire Station Headquarters, 341 NW Dogwood Ave.

4. Compliance with Public Health and Safety Rules

All meetings shall be conducted in accordance with the current OSHA and CDC guidelines. When required, masks are required for all in-person attendees. At the discretion of the Fire Chief, attendance of the public may be limited to accommodate safe social distancing. Individuals who cannot or do not wish to wear a mask are invited to attend meetings virtually in accordance with House Bill 2560 (2021). Login information will be provided in the District's regular public meeting notice.

5. Regular Board Meeting Public Comment

Each Regular Board Meeting will provide for public comment during which District patrons or other interested individuals may address the Board of Directors. The following guidelines have been adopted by the Board regarding Public Comment:

- A. There is a five (5) minute time limit for each individual wishing to address the Board. If an individual believes that the matter that he/she will address requires more than five minutes, additional time may be requested and must be approved by the Board before the individual begins speaking
- B. The individual must clearly describe the remedy they are seeking during their allotted time
- C. The Board members may ask the individual fact-based questions following the individual's time to ensure that they understand all the facts of the situation
- D. The individual will be dismissed from Public Comment once the Board has an understanding of the situation
- E. If necessary, the Board will discuss items presented during Public Comment during the Board Discussion item on the agenda
- F. The Fire Chief or his designee will be responsible for communicating Board decisions to individuals that have appeared in Public Comment and working with those

individuals to implement Board recommendations

G. The Fire Chief will be responsible for updating the Board regarding the status of any open issues arising from Public Comment.

~~65.~~ Special Meetings

The Board will hold special meetings at the request of the President or any two members of the Board. If the President is absent from the District, or cannot be contacted, special Board meetings may be held at the request of the Vice-President. No special meetings will be held upon less than 24 hours' public notice, as provided in the Oregon Public Meetings Law.

~~67.~~ Emergency Meetings

- A. Emergency meetings may be held at the request of persons entitled to call special meetings upon less than 24 hours' notice in 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 wait 24 hours before conducting the meeting.
- B. 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 will recite the reasons for calling such meeting, and the reasons the meeting could not have been conducted after at least 24 hours' notice, which reasons will be noted in the minutes. The Board will then determine if the reasons are sufficient to hold an emergency meeting and, if not, will immediately adjourn such meeting. Only business related directly to the emergency will be conducted at an emergency meeting.

~~78.~~ Notice of Meetings

- A. Notice of the time, place, and principal subjects to be considered will be given for all meetings in accordance with the Oregon Public Meetings Law. For regular meetings, the notice will be in the form of an agenda, which will be sent to all Board Members, local media, and all persons or other media which have stated in writing a desire to be specifically notified of every meeting. The agenda will also be posted at the following locations:
- 1) Redmond Fire & Rescue, 341 NW Dogwood Ave
 - 2) District Website: www.redmondfireandrescue.org
- B. The District will also endeavor to send written notice to any person whom the District knows has a special interest in a particular action, unless such notification would be unduly cumbersome or expensive.
- C. For special meetings, the District will notify the media and will endeavor to notify other interested persons by e-mail, telephone, and/or mail. For emergency meetings, the District will attempt to contact the media and other interested persons by telephone and/or e-mail to inform them of the meeting.

89. Executive Sessions

- A. Oregon's public meeting law authorizes the Board to meet in executive (closed to the general public) under very specific circumstances as described in ORS 192.660. No final action or decision can be made in executive session. Final decisions must be made in open session to allow the public to know the result of the discussions.
- B. Notice for meetings called only to hold executive sessions will be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for calling the executive session.
- C. Before going into executive session, the President announces the statutory authority for the executive session and the estimated length of time the Board will be meeting in closed session before returning to open session.
- D. Only those issues within the scope of the announced statutory authority (ORS 192.660) are to be discussed in executive session.
- E. Other than the Board, Fire Chief, Attorney ~~for the District, and Board-District~~ Recorder and media representatives, attendance of others is on a 'need to attend' basis only.
- F. Representatives of the news media shall be allowed to attend executive sessions other than those held relating to labor negotiations ~~or executive session held~~ pursuant to ORS 192.660.
- G. When a governing body convenes an executive session relating to conferring with counsel on current litigation or litigation likely to be filed, the governing body shall bar any member of the news media from attending the executive session if the member of the news media is party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.
- H. Anything discussed during the Executive Session that is NOT on the Executive Session agenda as a topic item, i.e. Real Property, Negotiations, etc., becomes public record and opens up EVERYTHING else discussed during Executive Session to be immediately reported on by the press.

910. Interpreters for the Hearing Impaired

The District will comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- A. The District will make a good faith effort to have an interpreter for hearing impaired persons provided at a 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 requestor, sign language preference, and any other relevant information which the District requests. Such efforts will include contacting the Oregon Disabilities Commission, other state or local agencies that maintain a list of qualified interpreters, local churches, and the Circuit and District Courts of the county in which the District is located.
- B. If a meeting is held upon less than 48 hours' notice, the District will make a

reasonable effort to have an interpreter present.

- C. The requirement for an interpreter does not apply to emergency meetings.
- D. The Fire Chief will be responsible for developing and maintaining a list of qualified interpreters, and will have the responsibility for making an effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

~~10~~11. Minutes of Meetings

- A. The Board will keep minutes of all ~~of~~ its meetings in accordance with the requirements of ORS Chapter 192. Minutes of public meetings will include at least the following information:
 - 1) Members of the governing body present
 - 2) Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition
 - 3) Results of all votes, including the vote of each member by name
 - 4) The substance of any discussion on any matter
- B. Minutes of executive sessions will be kept separately from minutes of public meetings.
- C. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of regular sessions, or ~~by tape recording in the form of a sound or video tape or digital recording.~~
- D. If minutes of executive session are kept ~~by tape recording in the form of a sound or video tape or digital recording,~~ written minutes are not required.
- E. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.
- F. ~~Tape recordings.~~ ~~Sound or video tape, digital recording,~~ or written minutes of public Board meetings or executive sessions will be retained by the District according to ORS Record Retention Regulations.
- G. Minutes of public sessions will be made available to the public within a reasonable time after the meeting
- H. Notes passed during a Board meeting are public record and can immediately be shown to anyone who asks to see them.

~~11~~12. Conduct of Board Meeting.

- A. The President will preside at Board meetings. In the President's absence, the Vice President will preside. If both the President and Vice President, any other member of the Board may preside.
- B. The President or other person presiding at any Board meeting will have full authority to conduct the meeting. Meetings will be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other person presiding at the meeting, with regard to the conduct of the meeting, may be overridden by a majority vote of the Board.

- C. Votes will be recorded. Any member may request that a new vote be taken, if such request is made prior to consideration of the next order of business.
- D. Three members will constitute a quorum. If only a quorum is present, a unanimous vote is required to take action, except as otherwise provided by law.
- E. Any meeting including an executive session of the Board which is held in part or in whole through the use of telephone, virtual meeting platform, or other electronic communication shall be conducted in accordance with ORS 192.610 to 192.690.
- F. When telephone or other electronic means of communication is used and the meeting is NOT an executive session, the Board shall make available to the public at least one place where the public can listen to the communication at the time it occurs by means of speakers or other devices. The place provided may be a place where no member of the Board is present. Location notice will be given to the public.
- G. The minutes of the meeting will reflect if any individual Board Member is attending a meeting via telephonic or other electronic means of communication.
- H. Members may append to the record, at the time of voting, a statement indicating the reason for the vote or the reason for abstaining.
- I. Members may declare a conflict of interest and abstain from voting.
- J. Board meetings will be adjourned by a majority vote or the loss of a quorum.
- K. If public participation is a part of the meeting, the presiding officer will regulate the order and length of appearance and limit appearances to presentations of relevant points.
- L. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave.
- M. The meeting will be adjourned by a majority vote or as a result of the loss of a quorum.

1213. E-mails

- No discussions/decisions regarding Board business are to be made by e-mail.
- A. A meeting may not have occurred if a discussion through e-mails involves less than a quorum. Members must be aware that if those e-mails are forwarded to other Board members so that a quorum eventually becomes involved, then a meeting may have occurred.
 - B. A meeting may not have occurred, even though a quorum is involved, where one Board member e-mails informational material to other Board members with no expectation of any responses. No meeting occurs when a Board members e-mails staff or when the exchange of Board e-mails do not concern any Rural Board business, i.e. electronic invitations to a wedding.

Approved:

| | |
|------------------------------|-------------------------------------|
| | <u>11/18/2015</u> <u>12/15/2021</u> |
| Carroll Penhollow, President | Date |

~~11/18/2015~~12/15/2021

~~Carol McIntosh~~Gary Ollerenshaw, Vice President

Date

Attest:

~~11/18/2015~~12/15/2021

Diane Cox, District Recorder

Date