

POLICY 4.1 PREPARATION FOR BOARD MEETINGS

ADOPTED: FEBRUARY 1, 2013

REVIEWED: AUGUST 16, 2018

A. DISTRIBUTION OF MATERIALS TO BOARD MEMBERS

The Agenda, Staff Reports, Treasurer's Report, and Statement of Bills shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Fire Chief, or designee, shall provide members detailed information relative to the Agenda, including existing Board policy pertinent to Agenda items.

B. DISTRIBUTION OF AGENDA TO THE PUBLIC

The proposed Agenda will be posted for public viewing at the Jefferson Fire Station Main Office, City of Jefferson City Hall and posted on the Fire District's social media website(s).