

# **POLICY 4.1 PREPARATION FOR BOARD MEETINGS**

ADOPTED: FEBRUARY 1, 2013

REVISED: OCTOBER 15, 2024

## **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**

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. 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).

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.