

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Minutes of Council Meetings
POLICY NUMBER: 5060

Issue Date: 2/9/2011
Revised:

5060.1 The Council Clerk of the Governing Council shall keep minutes of all regular and special meetings of the Council.

5060.1.1 Copies of a meeting's minutes shall be distributed to Council Members as part of the information packet for the next regular meeting of the Council, at which time the Council will consider approving the minutes as presented or with modifications. Once approved by the Council, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

5060.1.2 Unless directed otherwise, an audio recording of regular and special meetings of the Governing Council will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Council meetings without charge on a playback machine that will be made available by the Authority.

5060.1.3 Motions or resolutions shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions adopted by the Council shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Council may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- (a) Date, place and type of each meeting;
- (b) Council Members present and absent by name;
- (c) Administrative staff present by name;
- (d) Call to order;
- (e) Time and name of late arriving Council Members;
- (f) Time and name of early departing Council Members;
- (g) Names of Council Members absent during any agenda item upon which action was taken;
- (h) Summary record of staff reports;
- (i) Summary record of public comment regarding matters not on the agenda, including names of commentators;

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- (j) Approval of the minutes or modified minutes of preceding meetings;
- (k) Approval of financial reports;
- (l) Complete information as to each subject of the Council's deliberation;
- (m) Record of the vote of each Council Member on every action item for which the vote was not unanimous;
- (n) Resolutions described as to their substantive content and sequential numbering;
- (o) Record of all contracts and agreements, and their amendment, approved by the Council;
- (p) Approval of the annual budget;
- (q) Approval of all polices and rules;
- (r) Approval of all dispositions of Authority assets;
- (s) Approval of all purchases of Authority assets; and,
- (t) Time of meeting's adjournment.