

Yolo Fire Protection District

BYLAWS

Article I NAME

The name of this agency is Yolo Fire Protection District (the “District”). The District was formed in April, 1939, as a special district.

Article II PURPOSE

2.1 Mission

The mission of the Yolo Fire Protection District is to preserve and protect the quality of life for all who live, work, visit, and invest in our jurisdiction by the efficient delivery of emergency services, which includes fire prevention, protection and suppression, and emergency medical aid.

2.2 Purpose of Bylaws

The purpose of these Bylaws is to supplement state law and to provide more specific guidelines for the actions of the Board of Commissioners of the District by means which are fair, fiscally responsible, and protective of the interests of the people of the District. These Bylaws express the consensus of the Board as to policy matters covered but are not intended to be exhaustive nor are they intended to restrict the otherwise lawful authority of the Board. Notwithstanding any other term, provision or condition of these Bylaws, no otherwise lawful act of the Board or the officers of the District shall be invalidated by reason of any term, provision or condition of these Bylaws.

Article III OFFICE

The principal office of the District for the transaction of its business shall be located at the Fire Station at 37720 Sacramento Street, Yolo, California.

Article IV BOARD OF COMMISSIONERS

The Board of Commissioners (the “Board”) of the District is the governing body of the District. It is the responsibility of the Board to ensure that fire protection services and emergency medical aid are delivered as needed in the District within the constraints of available funding.

4.1 Commissioners

The Commissioners are elected by the voters residing in the Yolo Fire Protection District, and are accountable to them. The number of Commissioners is fixed at three, and each shall serve a term of four years. The qualifications for office state that a person is a registered voter residing within the boundaries of the District.

4.2 Powers

All meetings and actions of the Board shall be undertaken in compliance with the Fire Protection District Law of 1987 (Health & Safety Code Sections 13800 *et seq.*), the Brown Act (Government Code Sections 54950 *et seq.*), the Political Reform Act of 1974 (Government Code Sections 81000 *et seq.*), and all other applicable laws and regulations. The District's activities and affairs shall be conducted under the direction of the Board of Commissioners of the District. Commissioners shall have no power as individual commissioners and shall act only as members of the Board.

4.3 Duties

The Commissioners' duties shall be legislative in nature. The Commission shall formulate and adopt policy, rules and regulations for the operation and management of the District.

a. Open Meetings. The Commissioners shall conduct their business for the public benefit, abiding by the California "Open Meeting Law" (Govt. Code Sections 54950 *et seq.*) as interpreted by court decisions and Attorney General opinions, concerning the requirements for open meetings of governmental agencies in California.

b. Sound Judgment. The Commissioners shall exercise sound and prudent judgment in conducting the business of the District and shall deal always in an ethical, honest, straight-forward, open and above-board manner with the community, the Fire Chief, and other personnel.

c. Finances and Budgets. The Commissioners shall in all ways prudently manage, preserve and account for the District's financial resources. They shall review and approve a budget annually. They shall provide, within applicable budget limitations, adequate personnel, equipment and materials for the operation and maintenance of the Yolo Fire Protection District and the Yolo Volunteer Fire Department. Expenditures of the District shall be made only in accordance with the District's Expenditure Policy as adopted by the Board. Such Expenditure Policy shall include, at a minimum, a contracting, purchasing and disposition of property policy.

d. Personnel. The Board shall establish Personnel Policies which shall provide for the recruitment, selection, retention, evaluation, discipline and termination of District employees.

e. Fire Chief. The Commissioners shall employ a qualified, competent person as Fire Chief who will manage, administer and supervise the Department under the direction of the Board. The Chief shall serve at the will and pleasure of the Board. The Board shall conduct an annual job evaluation of the Chief.

f. Board Studies. The Commissioners shall study ways of improving the District and the services the District provides.

g. Collective Action. The Board shall act collectively and members will not individually involve themselves in the day-to-day operation of the District. They shall function as a Board rather than as individuals to adopt public policies and Board procedures for guidance of the Board and Department.

h. Community Relations. The Commissioners shall work with the Fire Chief and other personnel to stay informed of community response to the District's services and assist in building positive community relations.

i. Official Functions. The Commissioners shall represent the District at official functions that pertain to the District as required.

j. Litigation. The Board shall initiate legal action when appropriate, and vigorously defend the District against unwarranted claims or demands.

4.4 Standards

a. Training. In order to comply with California law, the Board shall ensure that each Commissioner, the Fire Chief, the Assistant Fire chief, and every other supervisory employee shall complete both Ethics and Sexual Harassment Training every two (2) years. Records memorializing compliance with these requirements shall be maintained at the District's office.

b. Conflict of Interest Policy. The Board shall adopt a Conflict of Interest resolution and policy as required by the Political Reform Act, Government Code Section 81000 *et seq.*, and shall ensure the filing of such resolution and policy as required by the applicable law and regulations.

c. Statement of Financial Interest. Each Commissioner, and any other person holding a position designated by the Board, shall annually file Statements of Financial Interest as required by Government Code Section 87200 *et seq.*

4.5 Officers

The officers of the Board are a chairman, a vice chairman-secretary, and a treasurer. Officers shall be elected annually at the first meeting of each calendar year. If any Board office is vacant, an election for such office for the remainder of the year shall be held at the next regularly scheduled meeting.

4.6 Duties of the Officers

The Chairman shall preside at all regular and special meetings. The Chairman shall preserve order, and subject to the will of the majority of the Board in attendance, shall decide all questions of order and procedure not otherwise provided for in these Bylaws. The Chairman shall be entitled to make or second any motion and present and discuss any matter as a member of the Board. The Chair may appoint committees as needed for the conduct of Board business. The Vice-Chairman shall assume all duties of the Chairman in the latter's absence from any meeting. The Secretary of the Board shall ensure that a written record of the proceedings of the Board is taken, and that such records are maintained as the official proceedings of the Board. The Treasurer shall ensure that all claims are paid and assist in the preparation of the District budget. The Board shall have the authority to engage the services of personnel to assist with carrying out these duties.

4.7 Resignation

Any Commissioner may resign at any time by giving written notice to the Chairman or Secretary. The resignation will take effect upon receipt of notice or at any later time specified in the notice.

4.8 Vacancy

A vacancy shall be declared and filled in accordance with the Fire Protection District Law of 1987 (Government Code Section 1770-1780).

Article V MEETINGS

5.1 Regular Meetings.

The Board shall meet monthly on the first Monday of each month unless another date and time is agreed upon by the Board of Commissioners. Meetings shall be held at the Yolo Fire District Station, 37720 Sacramento Street, Yolo, CA. The starting time of the meeting may be adjusted by order of the Chairperson to accommodate expected business. Emergency or special meetings shall be called as provided for in Section 54956 of the Government Code of the State of California.

5.2 Special Meetings.

Special Meetings may be called at any time by the Board's Chairperson, or by a majority of the Commissioners, by delivering personally or by mail, or electronically, written notice of such meeting to each Commissioner and by posting notice and agenda of the meeting at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered.

5.3 Emergency Meetings.

Emergency meetings may be called without compliance with the 24-hour notice requirement in the case of any emergency situation involving matters upon which prompt action is necessary as set forth in Government Code Section 54956.5.

5.4 Closed Sessions.

Closed sessions may be called during a regular or special meeting. The general reason for a closed session must be made public either before or after the closed session of a regular meeting, and in the advance notice of a special meeting. Closed sessions not expressly authorized by the Brown Act are prohibited.

5.5 Agenda Preparation.

The Chairperson of the Board shall direct the preparation of the agenda for the regular monthly meetings for delivery and posting no later than three (3) days prior to the date of the meeting (Government Code Section 54954.2). Commissioners and the Fire Chief may request items to be placed on the agenda.

5.6 Quorum

Unless otherwise provided by law, no action of the Board shall be taken unless a quorum thereof is present. A majority of the entire membership of the Board shall constitute a quorum. The Board shall only act by ordinance, resolution, or motion. Unless otherwise provided by law, a majority vote of the total membership of the Board is required and sufficient for any Board action. *EXCEPTION:* In the absence of a quorum, any Commissioner may authorize an expenditure in an emergency of not more than \$5,000.00. Any such expenditure will be an agenda item at the next Board meeting.

5.7 Adjournment

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.

Article VI FISCAL YEAR

The Fiscal Year shall run from July 1 through June 30 of the following year.

Article VII AMENDMENTS

These bylaws may be amended by noticing the proposed change on the agenda of any regular meeting, followed by a majority vote at said meeting.

Adopted by the Board of Commissioners 03/07/2016