

Cedar Area Fire & Rescue Board

Policies and Procedures

1. Meetings

- a. The Fire Board, at its March meeting will establish a schedule of regular board meetings for the upcoming fiscal year (April 1 thru March 31 of the following year). Meeting schedule is to be posted at the fire hall, in the Leelanau Enterprise newspaper, and on the Cedar Area Fire website (www.leelanau.cc).
- b. All meetings will be held at the Cedar Area Fire Station in Cedar, Michigan, (unless otherwise agreed upon by the board, 30 days prior to scheduled meeting(s))
- c. Meeting agenda's and Fire Chief's report shall be emailed to all Fire Board members at a minimum of 48 hours in advance of scheduled regular Fire Board meetings.
- d. All meeting will be conducted utilizing the rules of parliamentary practice as set forth in "Robert's Rules of Order", provided they are not inconsistent with standing rules and orders of the Fire Board or any existing laws of the State of Michigan. When necessary, the vice-chairperson will serve as sergeant-at-arms to retain order.
- e. Fire Board workshop and/or special committee meeting may be approved and set by the Fire Board Chairperson for purposes of addressing special issues- i.e. equipment, training, manpower, etc.
- f. Fire Board staff shall post necessary public notices, as required by the Open Meetings Act, 1976 PA 267, as amended. Special meeting shall be posted a minimum of 18 hours prior to the special meeting. All public notices shall be posted at the Cedar Area Fire Station in Cedar and on the Cedar Area Fire website located at www.leelanau.cc

2. Board Members

- a. Terms for Fire Board members will begin on April 1 of the year designated and will end on March 31 of the last year of the term, as noted in the Interlocal Fire Department Agreement, dated 9/15/2015.
- b. Board members may serve, at the request of the Fire Board, on ad hoc committees (county, state, or other, whose purposes also serve those of the Cedar Area Fire & Rescue Department). Remuneration for board members serving on these committees will be at 60% (sixty percent) of Fire Board meeting rates, plus applicable mileage, with no more than 6 meeting in a 12 month period.

- c. The Fire Board may elect to recommend the removal of any board member to the respective township or townships for reasons of, non-participation, unprofessionalism, absenteeism, or violation of Board policies. This action would require a motion and majority vote of a quorum of the membership.
- d. All Fire Board members shall avoid situations which provide for a conflict of interest, a conflict of interest shall be at the minimum- initiating, deliberating, voting, or reviewing an action by the fire board, in which the board member (or relatives) stand to have a financial gain, as a result of their actions. Fire board members should declare a possible conflict of interest following approval of the agenda and remove themselves from the deliberations.