

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Committees of IFPD

POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc or standing committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following may be ad hoc or standing committees of the Board of Commissioners:

4060.2.1 Planning Committee;

4060.2.2 Ordinance Committee;

4060.2.3 Personnel Committee;

4060.2.4 Finance Committee*; and,

4060.2.5 Public Relations Committee.

4060.3 The Board President may appoint and publicly announce the members of standing committees for the ensuing year at any regular or special meetings of the Board.

4060.4 The Board's committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President or by a majority vote of the Board of Commissioners. Any recommendations resulting from said review shall be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board.

4060.5 The Board's Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

4060.6 The Board's Ordinance Committee shall be concerned with proposed ordinances, resolutions, and/or District policies and the revision of same, except those pertaining specifically to personnel.

4060.7 The Board's Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

4060.8 The Board's Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

4060.9 The Board may appoint and/or dismiss community members to or from a committee.

Original Approval Date: 12/10/2014

March 26, 2024
Reviewed and Adopted


Clerk of the Board

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Public Records Act Policy
POLICY NUMBER: 5080

5080.1 All records which are subject to disclosure under the provisions of the California Public Records Act (Government Code Section 6250 et seq.) are available for inspection and copying. You may submit a request to inspect the record or a request for copies of the record verbally in writing or electronically to the Fire Chief. "Public Record" is defined by law to include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.

5080.2 A requestor should specify the records desired, or if not known, the particular types or class of records. You should sufficiently describe records so that identification, location and retrieval of the records can be achieved. District staff will assist you in identifying records responsive to your request. Using the Public Records Act Form that is attachment A to this policy will assist in identifying the proper documents.

5080.3 All public records of the District which are subject to disclosure are open to inspection during normal office hours at the office where those records are located. Every person has a right to inspect any District record except those records exempted by statute from public disclosure.

5080.3.1 If the public record requested is readily available for immediate public inspection or copying (for example, the record(s) do not need to be redacted to remove confidential information), Persons may inspect the record or obtain a copy without being asked to reveal your identity or the reason for the request. In cases where the request is made in person and the requested records are not readily available for immediate public inspection or copying, staff will notify you as to when the records will be available.

5080.3.2 Disclosable records which are readily accessible and require no redaction will be made available for inspection or copying as soon as possible. The District is entitled to a reasonable period of time to locate the records if not readily accessible and to review the records to determine whether any of the records are exempt from disclosure or whether portions of the requested records must be redacted to protect confidential or otherwise exempt material(s) from improper disclosure. For this reason, you may want, but are not required, to contact the office in advance of your visit to discuss the request and to schedule a mutually convenient time to inspect the records

5080.4 Records may be withheld pursuant to exemptions in the Public Records Act. Within 10 days of the receipt of your request (this may be extended by 14 days under certain circumstances), the District will determine whether any of the requested records, in whole or in part, will be withheld, and will make notify you of this determination in writing and set forth the reasons for withholding any of the requested records.

5080.5 Records cannot be removed from the premises under any circumstances. However, after inspection, you may request a copy of any portion of that record may be requested. The District shall provide a requested copy as soon as practical upon payment of the duplication costs.

5080.5.1 Upon request, the District will make available any public record in any electronic format in which the District holds the information.