

Subject:	MINUTES
Section:	PPG# 1450
Chapter:	Board of Fire Commissioners
Effective Date:	8/10/89

POLICY

The secretary shall record the minutes of all board meetings. Minutes become the official after approval by the board and shall be retained as a permanent record of the fire district. When issues are discussed that may require detailed record, the board may direct the secretary to record the discussion verbatim. Such verbatim records shall be maintained on file for a period of six (6) years. Any other verbatim records of meeting shall be destroyed after the minutes have been approved. Minutes shall be comprehensive and shall show:

1. The date, time and place of the meeting.
2. The presiding officer.
3. Members in attendance.
4. Items discussed during the meeting and the results of any voting that may have occurred.
5. Action taken to recess for executive session with a general statement of the purpose and the duration.
6. Time of adjournment.

Minutes need not be read publicly, provided that commissioners have had an opportunity to review them before adoption.

A file of permanent minutes of all board meetings will be maintained in the office of the secretary to be made available for inspection upon the request of any interested parties.

REFERENCES

Legal References:

RCW 42.32.030 Public meetings—Minutes
RCW 40.14.070 Destruction of local records
WAC 414-24-060 Records retention