

Approved July 21, 2016

Updated April 6, 2023

Cedar Area Fire & Rescue Board

Policies and Procedures

1. Meetings

- a. The Fire Board, at its December meeting will establish a schedule of regular board meetings for the upcoming calendar year (January 1 thru December 31). Meeting schedule is to be posted at the fire hall, in the Leelanau Enterprise newspaper, and on the Cedar Area Fire website (www.leelanau.gov).
- 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 agendas 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 meetings 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 workshops and/or special committee meetings 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.gov.

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. 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.

- c. 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.

3. Fire Board Pay

- a. Fire Board pay for regular and special board meetings will be \$175 per meeting.
- b. Fire Board pay for committee meetings, including, but not limited to, union committee and hiring committee meetings, will be \$175 per meeting. Committee membership shall be determined by the Fire Board at a regular or special meeting and a meeting must be composed of at least two committee members to be eligible for the determined rate of pay. Non-board members who are appointed to committees will not receive the per-meeting rate. The Fire Board may determine a pay rate for those members on an as-needed basis.
- c. Board members may serve, at the request of the Fire Board, on ad hoc committees outside of the Cedar Area Fire & Rescue Board (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 \$175 per meeting. No more than 6 meetings in a 12 month period will be eligible for the determined rate of pay.
- d. The board chairperson will receive a stipend of \$200 per month for the duration of their term.
- e. Fire Board members will receive mileage at the federal mileage rate from their home to the meeting location and back.