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**Section: 1.20      Board Records Process**

Effective Date:      07/01/2008

Revision Date:

Approved by: J. Ehret

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**Scope:**

This procedure is designed to ensure consistent record keeping for the South Metro Fire Board.

**Purpose:**

Effective and efficient processing of department records is essential to this organization. Maintaining such records is important to not only Data Practices, but serve as archives for decisions of the board. The department secretary will perform this process.

**Procedure**

- Print Agenda and forward to each city for proper posting in each city on the Friday afternoon prior to the Board meeting. SMFD will post the Agenda on the public side of our Web Site.
- Email Board Packet and agenda with individual components to the Fire Board and all staff. The packet is emailed by Friday afternoon.
- A complete copy of the Board Packet with Agenda is copied and saved in the Fire Board official Record Book.
- Handouts during the Board meeting will be added to the official record
- A Copy of the "Approved" Minutes will be saved in the Fire Board Book, labeled "Approved Minutes".
- Any changes/additions to Board members or position, Labor Agreements, Chief Contract, Health East Contract, Service Agreement, Station Lease, Transfer of Equipment, By-Laws, and the Joint Powers Agreement need recording with original documents labeled "Record Book".
- All original resolutions will be maintained in order in the book labeled "resolutions". The front page of the Resolution Book will be maintained a listing all resolutions.
- Ten copies of the agenda packet will be prepared as handouts for the Board Meeting.