

MONUMENT  
FIRE DISTRICT

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BOARD OF DIRECTORS POLICIES MANUAL  
2023

*Serving with Character, Connection, & Commitment*

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2023**

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# BOARD OF DIRECTORS POLICY MANUAL FOR THE TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

## PART 1 – GENERAL RULES

### **RULE 1-I: Purpose**

The purpose of the policies set forth in this manual is to govern the conduct of the Board of Directors (BOD) of the Tri-Lakes Monument Fire Protection District (TLMFPD) both during and outside meetings of the BOD.

### **RULE 2-II: Suspension or Amendment of Rules**

A majority vote of the BOD at any lawfully convened meeting may suspend, alter, amend or replace any of the rules, either for a set period of time or indefinitely, not otherwise required by the law.

## PART 2 – BASIS OF AUTHORITY

### **RULE 2-I: Authority of the Board**

The BOD is the governing authority of the District. No Director may individually commit the District to any policy, act, or expenditure. All powers, privileges, and duties vested in or imposed upon the District shall be exercised and performed by and through the Board acting as a body. The Board may delegate to officers, employees, and agents of the District or to any single member or subgroup of the BOD any and all administrative and ministerial powers.

### **RULE 2-II: Representation**

The BOD as a whole should not represent any factional segment of the District but rather represent and act for the District as a whole.

### **RULE 3-III: Governing Laws**

The BOD shall comply with and be guided by all applicable state laws and regulations, including, without limitation, the Colorado Special District Act.

## PART 3 – BOARD STRUCTURE

### **RULE 3-I: Officers**

Annually, at the first regular board meeting following the biennial election of board members and during the same month in the following year, the BOD shall elect a President, Vice-President, Secretary, and Treasurer to serve for the following calendar year. All such officers shall be members of the BOD, except that the BOD may appoint the Fire Chief or a designee to act as and perform the duties of Secretary to the BOD.

**RULE 3-II: President**

The President shall perform the duties of the presiding officer at all meetings of the BOD and shall perform such other duties as the BOD prescribes.

The President shall be the BOD liaison to the Fire Chief and shall work with the Fire Chief to develop the BOD agenda before each BOD meeting. The President (Chairman) shall convey the BOD actions and directions to the Fire Chief and monitor the Fire Chief's progress on BOD directives and policies.

The President is authorized to sign all contracts, deeds, notes, debentures, warrants, and other instruments on behalf of the District with the approval of the BOD, and the BOD may delegate to the Chief or other administrative official such authority within prescribed limits.

**RULE 3-III: Vice-President**

In the absence of the President, the Vice President shall perform the President's duties. When the President abstains from participating in an agenda item, the Vice President shall perform the duties of the presiding officer.

**RULE 3-IV: Secretary**

The Secretary shall attest to the signature of the President on documents executed by the President and shall ensure that accurate minutes of BOD meetings are kept and preserved.

**RULE 3-V: Treasurer**

The Treasurer shall be a member of the BOD and shall be responsible for seeing that appropriate financial procedures are in place, and that accurate financial records are kept. The Treasurer shall also be responsible for seeing that an annual budget is prepared and adopted pursuant to the requirements of the Colorado Budget Act.

**RULE 3-VI: Fire Chief**

The BOD may appoint a Fire Chief to serve for such term and upon such conditions, including compensation, as the BOD may establish. The Fire Chief shall be the chief administrative official of the district, shall have supervision over the administration of the affairs, employees, and business of the District, and shall be charged with the hiring and discharging of employees and the management of District properties. The Fire Chief shall have the care and custody of the general funds of the District and shall deposit or cause to be deposited the same in the name of the District in such banks or savings associations as the BOD may select.

### **RULE 3-VII: Committees**

The BOD may create standing or ad-hoc committees at its discretion. Committee motions and recommendations shall be advisory to the BOD and not commit the District to any policy, act, or expenditure. No committee has the authority to direct staff to perform specific duties unless authorized by the BOD.

## **PART 4 – CODE OF CONDUCT AND ETHICS**

### **RULE 4-I: Code of Conduct**

The BOD is committed to providing excellence in legislative leadership that results in the provision of the highest quality services and representation of the District’s constituents. In order to assist in the government of the behavior between and among the members of the BOD, the following guidelines are recommended:

#### **RULE 4-IA: Respect**

The dignity, style, values, and opinions of each Director shall be respected.

#### **RULE 4-IB: Listening and Engagement**

Responsive and attentive listening in communication is encouraged. Directors should fully participate in BOD meetings and other public forums while demonstrating respect, consideration, and courtesy to others.

#### **RULE 4-IC: Representation**

Acting in the best interest of the District and its constituents shall at all times be the priority of the BOD.

#### **RULE 4-ID: Responsibility**

The primary responsibility of the BOD is the formulation and evaluation of policy. Members of the BOD should respect this role and the role of the Fire Chief to handle day-to-day operational matters and all matters of employment and contract within the purview of the Fire Chief as the chief administrative official. Members of the BOD should not arrive at an emergency scene or call for service without first checking with the Fire Chief to ensure that their presence would not be detrimental or distracting to the response efforts.

#### **RULE 4-IE: Attitude**

Directors should commit themselves to inspiring public confidence in the District by emphasizing the positive and avoiding double-talk, hidden agendas, backbiting, and other negative forms of interaction.

**RULE 4-IF: Issue-Orientation**

Directors should commit themselves to focusing on issues and not personalities. The presentation of opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided. Directors should work for win-win — strive for consensus and seek common ground.

**RULE 4-IG: Openness**

Different viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Directors should voice disagreement agreeably and professionally (use appropriate language, tone, nonverbal gestures, etc.). Once the BOD takes action by majority vote, all Directors should support the action and not create barriers to the implementation of such action. There should be no minority or individual disagreement with the action publicly expressed once district action is taken by the BOD.

**RULE 4-IH: Collaboration**

Directors should willingly share information and avoid surprises or use time during public meetings as a way to publicly expose a person for criticism or ridicule. Directors should commit to praise in public and criticize in private whenever possible.

**RULE 4-II: Information**

Directors should abide by the following procedures:

**RULE 4-IIA: Clarification**

In seeking clarification or further information on informational and policy items to be considered by the BOD, Directors should directly approach the Fire Chief to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making. It is preferred that such clarification is sought before BOD meetings.

**RULE 4-IIB: Constituent Requests and Complaints**

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Complaints from residents and property owners of the District should be referred to the Fire Chief for a response. BOD members should refrain from attempting to handle complaints without the involvement of the Fire Chief.

**RULE 4-IIC: Safety**

Safety or hazard concerns should be reported to the Fire Chief or the district administrative office.

**RULE 4-IID: Policy**

Concerns regarding administrative actions or policies, especially those involving personnel, legal action, land acquisition, finances, and programming, should be directed to the Fire Chief.

**Rule 4-IIE: Distribution of Information**

Information distributed before BOD meetings shall be provided to all Directors.

**RULE 4-III: Interaction with Staff**

When approached by District personnel concerning specific District policy, Directors should direct inquiries to the Fire Chief or the appropriate staff supervisor. *The chain of command must be followed.* Neither the BOD nor any member thereof shall have the authority to require the hiring, promotion, suspension, transfer, or termination of any person by the Fire Chief. Except for the purpose of making specific inquiries, all members of the BOD shall deal with administrative personnel or consultants solely through the Fire Chief or the Fire Chief's designee, and no member of the BOD shall give orders to any employee of the District.

**RULE 4-IV: Team-Effort**

The smooth workings of the District are a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**RULE 4-V: Interaction with the Fire Chief**

Directors should develop a working relationship with the Fire Chief so that current issues, concerns, and District projects can be discussed comfortably and openly.

**RULE 4-VI: BOD as a Whole**

Directors should function as part of the whole BOD. Issues should be brought to the attention of the BOD as a whole rather than to individual members selectively.

**RULE 4-VII: Monitoring Progress**

Directors are responsible for monitoring the District's progress in attaining its goals and objectives while pursuing its mission.

**RULE 4-VIII: Preparation**

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the BOD. Information may be requested from staff through the Fire Chief or exchanged between Directors between meetings within the limits of the Colorado Open Meetings Act.

#### **RULE 4-IX: Questions**

Directors shall defer to the President for the conduct of meetings of the BOD but shall be free to question and discuss items on the agenda. All comments should be confined to the matter that is being discussed by the BOD.

#### **RULE 4-X: Minutes**

Minutes shall include a summary of actions taken, including actual motions made and properly seconded with the number of votes for and against, and shall include the identity of the Directors voting for and/or against.

Minutes shall list the Directors who are absent at the meeting, with a notation of whether the absence is excused or not excused, as determined by the BOD.

Directors may request that brief comments pertinent to an agenda item (including, if desired, a position on abstention or dissenting vote) be included in the minutes of a meeting. Such a request shall be made only at the meeting where the item is discussed.

#### **RULE 4-XI: Conflict of Interest; Voting**

Unless participation is otherwise allowed by state law, Directors shall abstain from participating in consideration of any item involved in a legally prohibited conflict of interest. However, unless such a conflict exists, Directors should not abstain from the BOD's decision-making responsibilities, including voting on all action items. When a Director abstains from voting because of a conflict of interest, the Director shall be considered to be absent for the purpose of determining a quorum and the vote.

#### **RULE 4XII-: Code of Ethics**

##### **RULE 4XII-A: No Private Gain**

Director shall not use his or her public office or position or disclose or use confidential information in order to obtain private gain for himself or herself, for his or her immediate family, for any business entity with which he or she is affiliated, or for any person or entity with whom the Director is negotiating or has any arrangement concerning prospective employment. A Director shall not use or authorize the use of District time, facilities, equipment, or supplies for personal or private benefit.

##### **RULE 4XII-B: Confidential Records and Communications**

A Director shall not disclose any information or records that are not available to the public, which was acquired in the course of official duties, except in the performance of official duties or as required by law or court order.

#### **RULE 4XII-C: Special Consideration**

A Director shall not request or grant to any person any special consideration, treatment, or advantage beyond that which would be made available to every other person in similar circumstances or need.

#### **RULE 4XII-D: Discrimination and Harassment.**

General rule - District affairs must be conducted without bias or prejudice. A Director shall not, in the performance of official duties, manifest by words or conduct bias or prejudice toward any person, group, or entity, including bias or prejudice based upon race, sex, religion, national origin, disability, age, sexual orientation, or socioeconomic status, and shall not permit others subject to his or her direction and control to do so.

### **PART 5 – BOD MEETING PROCEDURES**

#### **RULE 5-I: Regular Meetings**

The date, time, and place of regular meetings shall be reconsidered annually on the agenda at the first meeting of the BOD for that year via resolution and properly noticed.

#### **RULE 5-II: Special Meetings (Non-Emergency)**

Special meetings (non-emergency) of the BOD of Directors may be called by any director by informing the other directors of the date, time, and place of such special meeting, and the purpose for which it is called, and by posting a notice at least 72 hours in advance as provided in Sections 32-1-903, CRS, and 24-6-402, CRS.

##### **RULE 5-IIA: Agenda**

An agenda shall be prepared as specified for the regular and special BOD meetings and shall be posted 24 hours in advance of the meeting. The agenda shall include all items of business to be considered, as nearly as known at the time of the posting.

##### **RULE 5-IIB: New Business**

Only those items of business listed in the call for the special meeting shall be considered at any special meeting.

#### **RULE 5-III: Emergency Meetings**

In the event of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened immediate disruption of public facilities, the BOD may hold an emergency special meeting without complying with the notice timeframes required in Rule 5-II. An emergency means a crippling disaster that severely impairs public health, safety, or both, as determined by the Manager and BOD President or Vice President in the President's absence. An emergency meeting may be called by the BOD President or any two BOD Members. All members of the BOD shall receive

notice of such meeting, as far in advance of the meeting as possible. Only items relevant and necessary to deal with the emergency shall be considered at the emergency meeting.

#### **RULE 5-IV: Adjourning Meetings**

A majority vote by the BOD may terminate any BOD meeting at any place in the agenda to any time and place specified in the successful motion of adjournment, except that if a quorum is lacking at any regular or adjourned meeting, the Fire Chief may declare the meeting adjourned to a stated time and place and/or canceled. He/she shall cause a written notice of adjournment to include information on the date, time, and place for the meeting to be continued, if to be continued, to be given to the BOD and posted as required by Section 32-1-903, CRS.

#### **RULE 5-V: Order of Agenda**

The presiding officer of the meeting described herein shall determine the order in which the agenda items shall be considered for discussion and/or action by the BOD.

#### **RULE 5-VI: Meeting Room Preparation**

The President and the Fire Chief shall ensure that appropriate information is available for the audience at meetings of the BOD and that physical facilities for said meetings are functional and appropriate.

#### **RULE 5-VII: Motions and Resolutions**

All actions of the BOD necessary for the governance and management of the District's affairs shall be by the passage of motions or resolutions.

## **PART 6 – BOD MEETING CONDUCT; PARLIAMENTARY PROCEDURE**

#### **RULE 6-I: Parliamentary Procedure**

Meetings of the BOD shall be conducted by the presiding officer in a parliamentary manner consistent with this rule and as needed to ensure that the business of the BOD is conducted efficiently and with appropriate decorum while considering the rights of each member of the BOD to fully participate, debate and take action. In the event of any objection by any member of the BOD over the parliamentary procedure invoked by the presiding officer, the latest edition of *Robert's Rules of Order, Revised*, shall also be used as a general guideline for meeting protocol.

##### **RULE 6-IA: Call for Question**

A "call for question" shall be deemed a non-binding request that the presiding officer close debate and bring a motion to an immediate vote. The presiding officer may choose to continue the discussion of the issue.

**RULE 6-IB: Motion to Close Debate**

The “motion to close debate,” if seconded, shall be a non-debatable motion and shall have precedence over any other motion except for a parliamentary inquiry or a motion to adjourn. Should the “motion to close debate” pass by a majority vote, the presiding officer shall thereafter immediately call the question on the pending motion.

**RULE 6-IC: Reconsideration (Same Meeting)**

Any director that voted on the prevailing side on a motion on an agenda item may move to reconsider that item at the same meeting. If seconded by any other director and passed by a majority vote, the effect of the motion is to vacate the earlier motion such that a new motion may be debated. The BOD should not reverse a decision where the audience that provided public input to the initial action has departed.

**RULE 6-ID: Reconsideration (Subsequent Meeting)**

Any two Directors may request that an item resolved at an earlier meeting be added to the agenda of a subsequent meeting. The presiding officer may reject this request if no new information is presented to warrant further debate.

**RULE 6-IE: Motion to Continue**

Any Director may move that an item be continued to a specific future BOD meeting even if the main motion is pending consideration. If such a motion is seconded and passed, all consideration on that item is halted until the subsequent meeting.

**RULE 6-IF: Motion to Table**

Any Director may move that an item be tabled for an indefinite time even if the main motion is pending consideration. If such a motion is seconded and passed, all consideration on that item is halted until the director requests consideration on a subsequent agenda.

**RULE 6-II: Conduct Objective**

The conduct of meetings shall, to the fullest extent possible, enable directors to consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems and receive, consider, and take any needed action with respect to reports of accomplishments of District operations.

**RULE 6-III: Public Input**

Provisions for permitting any individual or group to address the BOD concerning any item on the agenda of a special meeting, or to address the BOD at a regular meeting on any subject that lies within the jurisdiction of the BOD, shall be as follows:

### **RULE 6-III A: Time-Limits**

The President, unless a majority of the BOD objects, may allow a maximum amount of time for each speaker and a maximum amount of time for each subject matter.

### **RULE 6-III C: Personnel Allegations**

Speakers should be encouraged to refrain from making public without first submitting them in writing to the BOD.

### **RULE 6-IV: Willful Disruption**

Willful disruption of any meeting of the BOD shall not be permitted. If the President, with the concurrence of a majority of the Directors, finds that there is, in fact, willful disruption of any meeting of the BOD, he/she may order the room cleared and subsequently conduct the BOD's business, allowing only those persons who were not responsible for the willful disruption to re-enter the meeting room before any further business is conducted. In such an event, only matters appearing in sufficient detail on the previously posted agenda (no new business) may be considered in such a continued meeting.

### **RULE 6-V: Quorum and Voting**

Action can only be taken by the vote of the majority of the BOD present at the meeting, provided a quorum is present. One more than fifty percent of the number of Directors holding office at the time represents a quorum for the conduct of business. A majority shall consist of more than fifty percent of the Directors present and entitled to vote on an issue.

### **RULE 6-VI: Consensus Directives**

The BOD may give consensus directives that are not formal actions. Such directives may include the BOD's directives and instructions to the Fire Chief in the nature of administrative actions. Consensus directives shall be stated by the President, who may seek informal approval of the Board. Should any two directors challenge the statement of the President or the determination that there is consensus on the directive, a voice vote may be requested. A formal motion may be made to place a disputed directive on that agenda or on a future agenda for BOD consideration or to take some other action (such as to refer the matter to the Fire Chief for review and recommendation, etc.). Informal action by the BOD is still BOD action and shall only occur regarding matters which appear on the agenda for the BOD Meeting during which said informal action is taken.

## **PART 7 – REMUNERATION**

### **RULE 7-I: Compensation**

BODs compensation shall be established by a BOD resolution, as governed by 32-1-902 (3), CRS. Staff will provide for payment of BOD meeting attendance compensation on a monthly basis based on the BOD meetings attended by each BOD member. The District will not compensate BOD

members for ceremonial events such as annual festivals where no business is conducted, even if notice of such a meeting was posted.

**RULE 7-II: BOD Member Expenses**

BOD members that incur expenses for activities on behalf of the District at the request of the BOD shall be reimbursed on the basis established under the District's reimbursement guidelines.