



Pajaro Valley Fire Protection District

Board Meeting Rules

Updated March 2, 2026

1. TIME AND PLACE OF MEETINGS

The Pajaro Valley Fire Board (hereinafter "Board") shall hold regular meetings on the second Wednesday of every month at 5:00 p.m. in the Board room, at Pajaro Valley Fire Station, at 562 Casserly Rd, Watsonville, California.

The Board shall, at its first regular meeting in December of each year, approve the next year's Board meeting dates.

2. REGULAR MEETINGS

At least seventy-two (72) hours prior to a regular meeting, an agenda, which specifies the time and location of the meeting and contains a general description of each item of business to be transacted or discussed at the meeting, shall be posted for public viewing at the Pajaro Valley Fire Station and on the Pajaro Valley Fire Protection District's (hereinafter "District") website. If requested, the agenda shall be made available in alternative formats to persons with disabilities in accordance with the Americans with Disabilities Act and federal rules and regulations adopted in implementation thereof.

3. SPECIAL MEETINGS

A special meeting is a meeting that occurs outside of the Board's regularly scheduled meeting dates and times. At least twenty-four (24) hours prior to a special meeting, a notice, which specifies the time and location of the special meeting and each item of business to be transacted or discussed at the meeting shall be provided to each member of the Board and to each local newspaper of general circulation and radio or television station requesting notice. The notice must also be posted 24 hours prior to the meeting for public viewing at the Pajaro Valley Fire Station and on the District's website. A special meeting may be called at any time by the presiding officer or by a majority of the Board. The Board may only discuss agenda items at the special meeting.

4. EMERGENCY MEETINGS

An emergency meeting may be called upon determination by a majority of the Board that a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both has occurred. In the case of an emergency meeting, the presiding officer shall notify each local newspaper of general circulation and radio or television station that has requested notice of special meetings one hour prior to the emergency meeting, or, in the case of a dire emergency, at or near the time that the presiding officer notifies the members of the Board of the emergency meeting.

5. AGENDA

The draft agenda shall be available to Board members by Saturday evening, five days preceding the meeting.

The Chairperson or his/her designee shall arrange the order of the agenda or may delegate the same to the staff.



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All reports, communications, resolutions, or other matters to be submitted to the Board shall be submitted to the Chairperson no later than 5:00 p.m. on Saturday, five days preceding a regular Board meeting.

Items not on the agenda should not be considered at the scheduled meeting, but should be set for the next meeting, unless the Board grants its consent for urgent matters consistent with the Ralph M. Brown Act (Government Code Section 54950.5 et seq.)

The agenda shall be organized in the following manner:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Agenda Amendments
5. Oral Communications – Public, Staff, Board
6. Consent Agenda – Minutes and Claim Disbursements
7. Presentations
8. Committee Reports
9. Continuing Business
10. New Business
11. Correspondence
12. Adjournment

6. CLOSED SESSION

Closed session is a part of a meeting where no member of the public may be present. Not all meetings include a closed session. Closed session is authorized for the following topics:

1. License/Permit Determinations for Persons with a Criminal Record (Gov. Code § 54956.7);
2. Response to Final Draft Audit Report from Bureau of State Audits (Gov. Code § 54956.75);
3. Real Property Negotiations (Gov. Code § 54956.8);
4. Pending or Anticipated Litigation (Gov. Code § 54956.9);
5. Liability Claims (Gov. Code § 54956.95);
6. Public Security (Gov. Code § 54957);
7. Personnel Matters - Employee Appointment, Employment, Performance Evaluation, Discipline/Dismissal/Release (Gov. Code § 54957);
8. Labor Negotiations (Gov. Code § 54957.6);
9. Trade Secrets (Gov. Code § 54962);
10. Charge or Complaint Involving Information Protected by Federal Law (Gov. Code § 54956.86);
11. Conference Involving a Joint Powers Agency (Gov. Code § 54956.96).

If a closed session involves pending litigation, counsel must be present.



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If a meeting will include a closed session, the agenda must specify the topic of discussion, the Government Code section applicable, and a brief description of the matter to be discussed. For example, it could state "Closed Session. Personnel Matters (Gov't Code Section 54957): Performance Evaluation of the Fire Chief."

7. ELECTION OF CHAIRPERSON

The Board shall, at its regular meeting in December of each year, elect one of its members to serve as Chairperson and one of its members to serve as Vice-Chairperson. The Chairperson and Vice-Chairperson shall be elected for a one-year term. The Chairperson shall not serve consecutive terms as the Chairperson. The Vice Chairperson does not have a limit on consecutive years they can serve. The terms for Chairperson and Vice-Chairperson shall commence on the 1st day of January and end on the 31st day of December.

Should the office of Chairperson or Vice-Chairperson become vacant during the calendar year, the Board shall, at the next scheduled meeting, choose a successor to fill the vacancy for the balance of that calendar year, or until the election of a successor.

8. STANDING COMMITTEES

The Board may create standing committees at any time for any lawful purpose of the Board that have continued subject matter jurisdiction over a particular topic as well as a fixed meeting schedule. The Board Chairperson, at the first regular meeting in January of each year, shall appoint two members of the Board to each standing committee established by the Board. For each standing committee meeting, an agenda shall be noticed and posted in the same manner as regular Board meetings.

9. AD HOC COMMITTEES

The Board may create ad hoc committees at any time for any lawful purpose of the Board that meets for a limited, project-specific purpose and is temporary in nature. Ad hoc committees appointed by the Board shall meet as necessary in accordance with their specific mission and purpose. Ad hoc committees exist as long as necessary to accomplish their goal after which they are disbanded by the Board Chairperson. Unless otherwise directed by the Board, all ad hoc committee members shall be appointed by the Chairperson. Each ad hoc committee shall have two Board members, and its actions are subject to review and approval of the Board.

10. CHAIRPERSON TO PRESIDE

The Chairperson shall preside at the meetings of the Board. If the Chairperson is absent or unable to act, the Vice-Chairperson shall serve until the Chairperson returns or is able to act. The Vice-Chairperson has all the powers and duties of the Chairperson while acting as Chairperson.

11. QUORUM

A quorum is the minimum number of members necessary to conduct business by the Board. Three members of the five-member Board must be physically present within the District to conduct business. When there is no quorum, the Chairperson or Vice-Chairperson shall adjourn the meeting.



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12. MAJORITY VOTE

An affirmative vote of at least three members of the Board shall be considered a quorum determination. Any motion which fails to obtain the required votes shall be automatically continued to the next meeting.

13. BOARD MEETING MINUTES

Unless a Board member requests a reading of the minutes the Board may approve minutes without reading, if the Board Secretary has previously furnished each member with a draft of the minutes. However, the presiding officer must call for corrections before the minutes may be approved.

The minutes of Board meetings shall contain:

1. Date, place, time, and type of each meeting;
2. Time meeting is called to order;
2. Board members absent and present by name;
3. Name of presiding officer;
4. Approval or amended approval of the Minutes from the previous Board meetings;
5. All motions or resolutions with the name of the proposer and the way in which the Board disposed of each motion or resolution;
6. Adjournment time of the meeting.

The following items shall also be included in the Minutes where relevant:

1. The arrival time of tardy Board members, by name;
2. Any pre-adjournment departure time of Board members, by name, or if an absence takes place when any agenda items are acted upon.

14. PUBLIC RECORDS

The District recognizes the right of any member of the public to inspect non-exempt public records related to an agenda item for an open session regular meeting that was distributed to the Board in accordance with guidelines established by California State Law. The meeting agenda shall designate the address where such records may be inspected by the public.

15. PRECEDENCE OF MOTIONS

When a motion is being considered, any motion of higher precedence may be proposed, but no motion of lower precedence may be proposed. Motions are considered and voted on in reverse order to their proposal. This means that the motion last proposed is considered and disposed of first.

Motions shall have precedence in the following order:



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1. Adjourn
2. Recess
3. Question of privilege
4. Postpone temporarily or table
5. Close Debate
6. Limit or extend debate
7. Postpone to a certain time
8. Refer to committee
9. Amend
10. Main motions and restorative main motions

Incidental motions have no order of precedence. Incidental motions include:

1. Appeal a decision
2. Suspend the rules
3. Point of Order
4. Parliamentary Inquiry
5. Withdrawal of a motion
6. Division of a question
7. Division of the assembly

17. RULES GOVERNING MOTIONS

Sturgis Rules of Order shall be followed by the Board for all motions to the fullest extent possible.

16. RULES OF DEBATE

A. Sturgis Rules of Order shall be followed by the Board to the fullest extent possible. In addition, the Chairperson may second motions and enter into debate regarding all Board items.

B. Every member desiring to speak shall address the Chairperson, and, upon recognition by the Chairperson, shall speak to the question under debate, avoiding all personal attacks and indecorous language.

17. MANNER OF ADDRESSING THE BOARD BY THE PUBLIC

All persons addressing the Board shall be asked to state their name, geographical area of residence, and interest in the area under consideration in an audible tone for the records, and unless further time is granted by the Board, shall limit their address to three minutes. The speaker may, however, choose to remain anonymous or not provide their area of residence. The Chairperson, subject to a motion and direction from the Board, may set a different time limit due to time constraints or the pertinence of the topic. No person, other than the Chairperson and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chairperson. No question shall be asked of a Board member except through the Chairperson.



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18. METHOD OF VOTING

The Board shall vote by voice vote, unless one Board member requests a roll call vote.

Roll call voting shall be random with the Chairperson voting last.

Unless a member of the Board states that they are not voting, silence shall be recorded as an affirmative vote.

19. ABSTAINING FROM VOTING

No Board member shall abstain from voting without first securing the permission of the Chairperson to abstain from the vote. The Board member wishing permission to abstain from the vote shall state the reason for abstaining, and the Chairperson shall grant permission to abstain from a vote when the stated reason is conflict of interest. The Chairperson shall not grant permission to abstain from the vote unless there is a compelling reason for such abstention.

20. DISQUALIFICATION FROM VOTING

Whenever any Board member is disqualified from voting, that Board member shall leave the room for the duration of the debate and vote on the item. The Board member may participate to the extent permitted by the California Code of Regulations, Title 2, Section 187000 Conflict of Interest Code.

21. ORAL COMMUNICATIONS

During each regular meeting, the Board will hear presentations not to exceed three minutes on subjects within the Board's jurisdiction and not on the agenda that day. No action will be taken by the Board on any matter presented at that time. The Chairperson, subject to a motion and direction from the Board, may set a different time limit due to time constraints or the pertinence of the topic. All persons should address the Board on items on the agenda during the Board's consideration of the item.

22. CORRESPONDENCE

Correspondence such as emails or letters that are directed to the Board shall be handled in the following manner:

If correspondence is received prior to the agenda being posted 72 hours before the meeting date and time the correspondence will be placed on the Board agenda and placed into the Board meeting packet.

If correspondence is received after the agenda and Board packet have been posted, Board members shall be provided with a copy of the correspondence, when practical, at the meeting. When practical, the correspondence will be added to the agenda and placed in the Board packet for that meeting.

If correspondence is received at a Board meeting during an item on the agenda. A note will be made on the minutes that a correspondence was received, who it was received from and a brief description of the correspondence. The correspondence shall be passed on to each Board member or copies shall be made for each Board



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member. The correspondence shall be placed in the Board meeting packet when practical.

23. SUMMARY ADJOURNMENT

The decision to adjourn is made by the assembly, not the presiding officer. The chair cannot arbitrarily declare adjournment except when there is no quorum present. The Chair cannot, without a formal vote, declare the meeting adjourned if any member wishes to bring up additional business. The decision on whether to adjourn is made by the members.

24. DISSENTS, PROTESTS AND COMMENTS

Any Board member shall have the right to express dissent from, protest to, or comment upon any action of the Board and have the reasons for dissent, protest, or comment entered in the minutes.

25. OFFICIAL BULLETIN BOARD

Posting of official notices of the Board, notices of public hearings, and any other official papers of the Board where posting is required by law, shall be posted on the Official Bulletin Board of the District at the Pajaro Valley Fire Station, in Watsonville, California and on the District's website.

Should the Board hold a public hearing at any other location than its regular place of meeting, then, in addition to the posting of notice on the Official Bulletin Board above listed, posting shall be made upon or near the door to the stated place of meeting.

26. ATTENDANCE AT MEETINGS

Board members shall attend all regular and special meetings of the Board unless there is good cause for absence. Should any Board member be absent for two consecutive regular meetings, without valid excuse.

The Chairperson or staff shall contact the County Election Office regarding the unexcused absences and request a new Board member be appointed.

The following guidelines shall be used when a Board member is unable to attend a meeting:

- A. Early communication with staff or the Chairperson in advance of the meeting shall be made and as soon as the information becomes available that prevents attendance.
- B. The Chairperson shall notify the Board of such absentees during the Roll Call.
- C. Post meeting communication is acceptable with a reasonable explanation.



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Approved by the Board of Directors on March 11, 2026.

Ayes: Director Dellamonica, Director Martone, Director Moules,

Director Sampson

Noes: None

Absent: Director Erbe

Abstain: None

Attest:

A handwritten signature in blue ink, appearing to be "DM", with a long horizontal stroke extending to the right.

Chair of the Board of Directors
Dave Martone

A handwritten signature in blue ink, appearing to be "Mike Urbani", with a long horizontal stroke extending to the right.

Secretary of the Board of Directors
Mike Urbani

