

JASPER COUNTY ESD #4

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DISTRICT POLICIES

A. Code of Ethics

Training

Each Board member shall complete at least six (6) hours of certified training in each two (2) year period. Newly appointed Board members are required and shall complete the Open Meetings Act training within ninety (90) days of taking office. The District shall maintain each Board member's training certificates in its office.

Conflict of Interest

It is the policy of the District that all relationships and transactions should be entered into at arm's length. If an individual within the District conducts business with any related party, the individual should adhere to the standard procedures for obtaining competitive bids and pricing. The policy applies to product vendor relationships as well as contracted services provided to the District including training, administrative services, and mechanical or other labor.

All individuals within the District, including the Board, and Fire Chiefs so forth will be required to sign a Conflict of Interest Form (See Forms Below). Additionally, all real and perceived conflicts of interest should be brought immediately to the attention of the Board for consideration, resolution, and direction.

If a conflict of interest exists concerning a contract, relationship, or grievance involving a member of the Board, that Board member shall abstain from any discussion, deliberation, or decision related to the matter.

B. Budget

Statutory requirements mandate the Board to approve an annual budget. Any amendments to the budget shall be made formally through a resolution of the Board. The Board may not set the tax rate for the fiscal year before the date the Board adopts a budget for that fiscal year.

The Chief of each department shall prepare a budget for presentation to the Board no later than the regular scheduled meeting in July of each year.. Expenses shall be estimated based on the results of the fiscal year ended, and adjusted for known changes in the operations of the District.

Amounts for capital expenditures shall be budgeted, as necessary.

It is prudent to maintain a strong reserve fund for emergency and unanticipated situations. The minimum recommended reserve amount should equal six (6) months operating cost.

The books and budget of each department shall be available for review by the Board at any time upon request.

C. Purchasing Policy

The District shall practice ethical, responsible, and reasonable procedures relating to purchasing, agreements and contracts, and related forms of commitment. This section supersedes and nullifies all previously issues purchasing policies.

All acquisitions that require leasing arrangements shall be handled at the District level.

All acquisitions that require competitive sealed bids shall be presented to the Board and handled at the District level.

Authorizations and Purchasing Limits

Each purchase over \$5,000.00 requires advanced approval by the Board. Purchases exceeding \$5,000.00 shall be presented to the Board with a minimum of three (3) bids where applicable.

Competitive Bidding

The District shall submit to competitive sealed bids any expenditure of more than \$100,000.00 for one item or service, or more than one of the same or similar type of item or service in a fiscal year. Any contract awarded in violation of the Texas Local Government Code is void.

Bidding Exceptions

Generally, goods and services that can only be purchased from a single source or have a specific nature that makes the bidding process inappropriate for their purchase do not have to be bid.

These items include, but are not limited to:

- The purchase or lease of real property;
- An item or service the Board determines can be obtained from only one source;
- Contracts for fire extinguishment and suppression services;
- Emergency rescue services;
- Purchase of equipment fuel;
- Purchase of insurance;
- Purchase of bunker gear;
- Purchase made pursuant to Section 271.102 of the Texas Local Government Code (Cooperative Purchasing Program);

- Purchase made under federal supply schedules of the United States General Services Administration;
- A contract with the State of Texas to participate in a General Services Commission State Purchasing Program.

D. Audits

The District shall be required to file an audit with the County Commissioners Court before June 1 of each year. If the audit is not filed by September 1, the President and Treasurer of the Board are automatically removed from their office.

E. Confidentiality

The Board shall treat all information received confidentially.

F. Job Descriptions and Responsibilities

The District shall have job descriptions for all staff positions. Job descriptions shall be signed by the employee, reviewed periodically, and kept in the employee's personnel file.

Volunteer Member Responsibilities

- Responding to incidents to which their designated fire department is dispatched with appropriate apparatus, equipment and training;
- Maintain their designated fire station and station property, including apparatus, appliances, tools, and equipment; and
- Maintain all real and personal property owned by the District, including putting all equipment and property back in service after any incident.

G. Strategic Planning

The District shall develop strategic one-year, three-year, and five-year plans. The plan should establish objectives and goals of the District within each respective period. The plan should address the District's strengths and weaknesses as well as proposed capital expenditures.

H. Social Media

The use of District issued or District owned communication messaging devices and/or District issued internet connection access to social media or the internet is subject to monitoring by the District.

Information that is in furtherance of District business that is shared via electronic messaging options such as e-mail, text, or phone logs constitutes public information and is subject to public information requests and open records state laws. This also applies to District owned/issued

devices or personal devices. All such communication pertaining to District business shall be forwarded to a District maintained email address.

No member of the District shall actively engage in any form of social media, camera, or electronic device during the entirety of any dispatched emergency event or call until the apparatus used is marked back in service. The exception to this would be anyone who is required to use a camera or electronic device to properly perform their job function or if it is necessary for the execution of emergency operations.

Any digital images taken while responding to an incident and posted on social media shall result in disciplinary action. Department or District insignia may only be posted on social media if such images are not related to incidents.

All members of the District are prohibited from creating or using a social media page or profile on any platform that references Jasper County ESD No. 4, except as otherwise permitted by applicable law with regard to communications on matters of public concern.

This policy is not intended to restrict protected communications by the Board or members.

The District provides for the secure use of social media through the District created and maintained social media and website pages to enhance communication, collaboration, and information exchange to be maintained by the Board.

I. Cyber Security

Cyber Security for the Board and Members must complete cybersecurity training. The District shall keep track of each Member's training on a written list or use an Excel spreadsheet. The District shall certify compliance with cyber security training requirements by August 31 of each year.

J. District Property

Any property or equipment purchased, improved, or maintained in whole or in part with District funds, shall be and remain the sole property of the District, unless otherwise expressly provided by expressly provided by written agreement by the District. Partial funding by the District shall be sufficient to establish District ownership, no matter how so titled.

No individual, employee, officer, contractor, or third party shall acquire any ownership interest in such property or equipment by virtue of use, possession, contribution, or maintenance.

All property owned by the District shall be recorded, tracked, and disposed of in accordance with District asset management, inventory, and surplus property.

K. Accident and Injury

The District shall investigate all accidents and injuries. All documentation shall be clearly marked with the phrase “**in anticipation of litigation**”. Any pictures regarding the accident or injury shall be provided to the District and not retained by the individual or Fire Chief.

All documentation shall be provided to the District’s legal counsel.

An investigation will begin within forty-eight (48) hours of the incident and shall be concluded within seven (7) days of the incident. The investigation report shall detail the root causes of the accident, a corrective action plan to prevent similar occurrences, and recommend disciplinary action if deemed necessary.

The ESD Coordinator shall conduct the investigation.

Vehicular Accidents

The driver of the apparatus shall provide a verbal report to a senior officer as soon as possible. Failure to notify will result in an immediate suspension from the District.

After an accident, the driver of the apparatus shall be suspended from driving any District apparatus and the use of any District equipment until the investigation is concluded.

The driver of the apparatus involved in an accident must complete a written report and perform a drug test within six (6) hours of the incident and submit to the ESD Coordinator or senior officer of his/her respective department.

The ESD Coordinator shall notify the Board immediately of the investigation. At the next feasible District meeting, the ESD Coordinator shall provide the results of the investigation to the Board.

Upon completion of the investigation, the person(s) involved in the investigation and the ESD Coordinator shall complete the Accident and Injury Form for timely filing with the District’s insurance carrier.

Bodily Injury

The immediate priority shall be obtaining the appropriate treatment of the injured person.

All bodily injuries shall be reported to the ESD Coordinator or incident commander immediately.

The ESD Coordinator shall notify the Board immediately of the investigation. At the next feasible District meeting, the ESD Coordinator shall provide the results of the investigation to the Board.

Upon completion of the investigation, the person(s) involved in the investigation and the ESC Coordinator shall complete the Accident and Injury Form for timely filing with the District's insurance carrier.

Investigations

Unless involved or as a direct witness, the ESD Coordinator shall conduct the investigation. If the ESD Coordinator is unavailable, the Incident Commander or most senior officer shall assume responsibility for the investigation.

The ESD Coordinator shall gather any and all information necessary to determine the causes of the incident and determine what measures are necessary to prevent similar incidents. If the incident is deemed preventable, the ESD Coordinator and the Board shall determine appropriate suspension, training, or termination necessary.

A report of the investigation shall be prepared and presented to the Board. The report shall include a description of the incident, the cause(s) of the incident corrective actions. If a vehicular incident, the results of the drug test of the person(s) involved shall be included. Supporting documentation (if any) shall also be included in the report. Reports shall be maintained in an accident file and in the individual personnel files of all involved.

L. Insurance

The District shall carry and maintain appropriate insurance coverage for the Departments operating in the District.

A. General Liability

The District shall carry general liability insurance for claims arising from bodily injury, personal injury, or property damage.

B. Accident and Injury

The District shall cover accidents, injuries, or death sustained by members of the district and other authorized personnel while engaged in the performance of fire suppression and emergency response duties.

C. Property

The District shall cover loss or damage to District owned property, including but not limited to fire apparatus, equipment, tools, and facilities utilized by the Departments.

D. Exclusion of Coverage

Coverage shall be excluded due to the gross negligence of the Department or member of a Department. Additionally, nothing in this policy shall be construed as waiving sovereign or governmental immunity to the extent provided by Texas law.

M. Grievance Procedure

The following provides a just, equitable, and expeditious method for resolving grievances and disputes. A grievance is a method by which a member may wage a complaint or dispute relating to their membership in the department or District.

The use of this procedure includes but is not limited to:

- Disciplinary actions involving dismissal, demotion, or suspension resulting from formal discipline of the department;
- The application of personnel policies, procedures, rules and regulations;
- Acts of retaliation resulting from the use of the grievance procedure, participation in the grievance procedure, compliance with any state or federal law, or reporting violations; and
- Complaints of discrimination of age, color, disability, ethnicity, national origin, political affiliation, race, gender, or sexual orientation.

A. Chain of Command

Any member of the District with a matter which is felt to be a grievance shall make a reasonable effort to resolve the matter through the appropriate chain of command.

The appropriate chain of command shall be first contacting the Assistant Chief of the department for resolution. If no resolution can be made, then proceed to the Chief of the department. After exhausting these efforts, the grievance may be brought to the attention of the ESD Coordinator.

If the matter is not resolved through the Chain of Command, a member may submit a .000.0..

grievance to the ESD Coordinator.

B. Grievance Procedure

1. Any member wishing to file a grievance, after following the Chain of Command, shall submit their grievance within thirty (30) days after the event in writing to the ESD Coordinator. The grievance should include the subject matter, the facts involved, witnesses (if any), location, date, and any other relevant information. The grievance shall include any documentation or statements that support the claim.

2. Upon three (3) business days of receipt, the ESD Coordinator shall confidentially distribute the grievance to each member of the Board via hand delivery or email.
3. At the next regular District meeting, unless the nature of the grievance demands otherwise, the grievance shall be listed on the agenda to be reviewed and discussed executive session. After the Board enters into executive session, the Board may call the grievant and/or any witnesses to be heard. The Board shall excuse the grievant and/or any witnesses to discuss final actions. No decision will be taken inside of executive session.
4. After the Board recesses executive session and reconvenes in open session, the Board shall vote on their decision.
5. All decisions of the Board shall be final.

N. Disciplinary Process

The District is committed to maintaining a professional, respectful, and productive environment. Each department shall follow a progressive four-step disciplinary process. The purpose of this process is to provide members with notice of concerns and an opportunity to correct behavior or performance.

When applicable, the District, at its sole discretion, may implement the four-step disciplinary process for any member, independent of and/or in addition to the disciplinary actions of the member's respective department. Steps in the disciplinary process may be skipped by the Board, and only the Board, if circumstances warrant.

As part of the grievance process explained above, the Board reserves the right to review and determine the appropriate level of discipline based on the severity of the conduct, prior disciplinary history, and applicable laws and policies.

All disciplinary actions, whether verbal or written, shall be documented in writing, including the date, time, and the names of any witnesses, signed by the member, and placed in the member's personnel file.

The steps below are progressive, and proper documentation of each step is required before advancing to the next level of discipline.

Step One: Verbal Discipline

The member shall be verbally warned of the issue.

Step Two: Written Discipline

The member shall receive written warning of the issue, expectations to improve, and the required corrective actions.

Step Three: Suspension

The member shall receive written documentation of temporary suspension outlining the cause of the suspension, the length of suspension, and actions upon return.

Step Four: Termination

The member shall receive written documentation of permanent termination outlining the cause for termination.

MEMBERSHIP REQUIREMENTS

Any resident within the jurisdiction of Jasper County ESD #4 may apply for membership in any Fire Department contracted with the ESD.

A person under the age of eighteen (18) may not operate District owned vehicles, howsoever titled.

A. New Members

All new members shall remain on a six-month unconditional probation period upon entering the respective department. District requirements shall be met before probationary status may be changed.

New members on probation shall not have the right to vote on department business or elections until the probationary period has expired.

The Chief of each respective department may extend or reduce the probationary period as they see fit based on District training requirements being met.

After a successful probationary period, new members will be moved to active status.

B. Active Membership

All active members in each department shall have the required training, attendance, and physical and mental health to be involved in membership.

C. Termination of Membership

When a member of a Department is terminated, the member is automatically terminated from the District.

Any member whose name has been dropped from the rolls or placed on auxiliary status shall deliver any property belonging to the department or District which he/she may have in their possession within seven (7) days. If department or District property is not returned within seven (7) days, the President of the Board will send a registered letter requesting the return of property. If the property is not returned within seven (7) days of receipt of the letter, the President of the Board engage in the legal process to receive property.

A terminated member may not be allowed to join any other department within the District, unless approved by the Board at a regularly scheduled meeting.

D. Requirements from Chief of Department

At each monthly District meeting, the Chief of department shall provide a report to the District, including but not limited to building plans and progress, run reports, injuries, and an active

membership roster. At all times, the Chief of department shall be required to maintain a current duty roster of the department. As requested by the Board, the Chief of department must provide the District with each active member's attendance at department business meetings and the number of calls responded to in the previous month.

E. Department Concerns

Chief of Departments are expected to address any departmental concerns to the Board in an open meeting held by the Board. The Board may not respond to concerns unless it is stipulated on the agenda. It is not appropriate for Chief of Department to address concerns outside of an open meeting.

CONTRACTED DEPARTMENTS

Each contracted department shall hold a mandatory scheduled monthly business meeting on a day of the month to be decided by the department's membership. All business meetings shall be open to the public and persons wishing to be heard by the membership shall notify the Chief of Department to be placed on the agenda three (3) days prior to the business meeting.

Special meetings for any purpose may be called any time. Notice of such time and place shall be posted via email and at the department's main location at least three (3) days prior to the date of the special meeting.

A. Open Meetings Act

To ensure transparency, all contracted departments must adhere to the requirements of the Texas Open Meetings Act.

Departments must post notice of any meeting of which a quorum of the governing board of the department is present, three business days prior to the date of the meeting.

All meeting minutes of the department shall be available to the public and sent to the Board of the District to review within three (3) business days after the meeting. If any member of the Board of the District has any questions regarding minutes of a meeting, it shall be addressed at the next District during departmental reports.

B. Radio Procedures

All radio transmissions must be done in accordance with FCC Regulations. All radio transmissions shall be used for official department and District business only. Transmissions shall be brief, clear, and professional.

Profanity, slang, or nonessential conversation is prohibited.

If the District deems a transmission to be in violation of these S.O.G.s, the District, in its sole discretion, may decide how to handle such a violation.

All departments shall have their radios programmed with the appropriate channels to enhance mutual aid.

C. Mutual Aid

Each department shall provide mutual aid in accordance with the "Mutual Aid Agreement Between Volunteer Fire Departments Within Jasper County Emergency Services District No. 4".

D. Bylaws of Department

Departments shall draft and submit a copy of their bylaws to the Board for review and approval. Once approved, each member shall sign stating they received a copy of the accepted and posted bylaws of the department. The District retains the right to make changes and amendments as it deems necessary. Bylaws shall not supersede Chapter 775 of the Texas Health and Safety Code or any District Standard Operating Guidelines.

Departments shall review and re-accept their bylaws every three (3) years.

The Board's goal is to promote consistency among departmental bylaws to the greatest extent practicable, while respecting each department's unique functions and needs.

The Board reserves the right to propose or approve changes as needed to achieve this consistency.

E. Standard Operating Guidelines ("SOGs")

Departments shall draft and submit a copy of their SOGs to the Board for review and approval. SOGs shall give directives on expectations for emergency response, training, and conduct to ensure safety and consistency. Once approved, each member shall sign a copy of the SOGs stating they received a copy of the accepted and posted SOGs of the department.

Upon joining a department, each member shall be issued a copy of the SOGs as part of their training during the probationary period.

SOGs shall be reviewed and updated, at a minimum of once per year, and additionally as needed, to ensure compliance with current District operational processes.

F. Required Training

All departments should strive to ensure members are trained and prepared to provide the highest quality service possible. Each member should meet minimum training standards to remain in active status. All members shall complete training over **sexual harassment**, **workplace harassment**, and **cyber security** on a yearly basis.

A. Board Members

All members serving on the Board for the department shall have the following training on a yearly basis while holding office

- Public Information Act Training
- Open Meeting Act Training
- Cyber-security Training

B. Chief of Department

The Chief of Department shall hold a minimum certification of Firefighter 2 and Hazmat Awareness/Operations. Any current Chief of the department who does not currently hold the required certifications must work to obtain the certifications as mentioned within (1) year. Any exception to this time frame shall be brought before the ESD Board of Commissioners for extension.

C. Line Officers (Assistant Chief, Training Officer)

Line officers shall hold a minimum certification of Firefighter 1 and Hazmat Awareness.

Department Training Officer shall hold a minimum certification of Instructor 1.

D. Officers (Station Captains, Lieutenants)

Officers shall hold a minimum certification of Introductory Firefighter.

E. First Responder (FRO)

All certified first responders within the District shall attend a minimum of 4 FRO training classes per year in person hosted by Allegiance Mobile Health.

To maintain proficiency each level of certified providers must maintain the yearly CE requirements for their certification level as set forth by Texas Department of State Health Services.

F. Firefighters

Upon joining a District department each new member will be required to complete 70 hours of introductory firefighter training within 6 months before being removed from probationary status.

Additionally each firefighter will be required to attend 24 hours of fire suppression training on a yearly basis to maintain active status.

It is encouraged each department work to ensure all firefighters have obtained a minimum of Firefighter I within 24 months of becoming an active member.

All active members (FRO and Firefighters) should complete the following class within 6 months of becoming active members.

- Cancer Awareness
- TIM (Traffic Incident Management)
- NIMS (ICS 100 and 700)

Any member that will be operating District equipment shall complete a driver training program prior to operating apparatus. The program will be established and approved by the Board to include Emergency Vehicle Driving, to be renewed every three (3) years.

A member will not be allowed to operate equipment in excess of 26,000 pounds GVW until said member has obtained a minimum license of Class B Exempt and completed the District driver training program.

G. Uniforms

If possible, members shall wear proper uniforms while performing duties. Uniforms shall be kept in clean and good repair. Members of each department shall maintain a neat and professional appearance. Members shall not be allowed to wear body piercings or jewelry while performing duties. Failure to comply with the above may cause the member to be responsible for their own medical bills should an injury occur due to the wearing of unauthorized piercings or jewelry.

H. Bunker Gear

Members who are trained to perform the duties of a firefighter shall be supplied with proper and the correct amount of bunker gear required to perform their duties that meets NFPA 1971 standard.

I. Alcohol and Drug Testing

The District shall test a member for alcohol and drugs if reasonable suspicion exists that a member is under the influence of alcohol or drugs. Reasonable suspicion exists based on a reasonable and articulable belief that the member is using alcohol or drugs on the basis of specific physical, behavioral, or performance indicators of use, such as observations of behavior, attitude, speech, odor, or appearance sufficient to lead a prudent person to suspect that the employee may be under the influence of alcohol or drugs.

Additionally, the District shall test a member for alcohol or drugs if the member was engaged in a motor vehicle accident that results in injury to person or damage to District owned property or an accident that results in injury to person or damage to District owned property.

J. Driving History

Any member who operates District owned vehicles shall possess the appropriate training, certification, and licensure required to safely and legally operate the assigned vehicle. A motor vehicle driving record report shall be run on every member who operates District owned vehicles. The report shall not contain more than one (1) class B and zero (0) class A violations in a three (3) year period.

Class A violations are:

- Driving while intoxicated or under the influence
- Negligent homicide arising out of the use of a motor vehicle
- Operating a motor vehicle during a period of suspension or revocation of license
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without the owner's authority
- Permitting an unlicensed person to drive
- Reckless driving

Class A violations are grounds for immediate removal of membership from the department and district, pending review by the Board.

Class B violations are:

- Any moving violations including speeding, unlawful lane change, and traveling too fast for conditions.

A member with more than three (3) moving violation convictions in a three (3) year period will be issued a suspension of driving District owned vehicles for a period of one (1) year. In addition, the same individual would be required to complete an approved drive improvement program and be re-certified to operate District owned vehicles.

K. Criminal History

A member is considered to be convicted of an offense when an adjudication of guilt is entered against said person by a court of competent jurisdiction, or a plea of guilty is entered. A felony or Class A misdemeanor conviction shall result in permanent termination of membership. Additionally, a history of family violence shall result in permanent termination of membership. The ESD Board of Commissioners reserve the right to allow membership after a formal review of the members criminal history on a case-by-case basis.

Misdemeanor Class B Conviction

Two or more misdemeanor Class B or higher level convictions shall result in permanent termination of membership.

Misdemeanor Class C Conviction

Two or more Misdemeanor Class C convictions (traffic violations) within a one-year period shall result in temporary pause in operating District equipment. Timeline subject to Department's Bylaws and Procedures.

DWI or DUI Charge with Conviction

Any conviction shall result in permanent disbarment in operating District equipment. After two or more convictions, Membership shall result in permanent termination of membership.

District Meetings

Open Meetings Act

It shall be the policy of the District to adhere to all Open Meetings Act requirements as set forth in Chapter 551 of the Texas Government Code.

Under Section 551.002 of the Texas Government Code, any regular, special, or called meeting of a governmental body shall be open to the public. Additionally, any informal meetings of a quorum of members of a governmental body are also subject to Open Meetings requirements.

A. Discussions among a quorum

When a quorum of members assembles and engages in a verbal exchange about public business or policy of the District, it must adhere to the Open Meetings Act. This means that no public business or policy of the District may be discussed without proper notice.

The District shall not circumvent the Open Meetings Act by deliberating about public business without a quorum being physically present in one place and claiming that this was not a meeting subject to the Open Meetings Act.

The District shall not conduct secret deliberations and voting of the telephone or via email.

Additionally, the District is prohibited from discussion of an item of public business among a quorum through a series of communications (Text Message, E-Mail, etc.). Under Section 551.143 of the Texas Government Code, it is a criminal offense for a Board Member(s) of the District to engage in at least one communication among a series of communications that occur outside of a meeting. For example, all Commissioners are included in a single E-mail chain and one Commissioner replies all (applicable to Text Messages).

This shall constitute a “walking quorum” and is a violation of the Open Meetings Act.

B. Notice Requirements

The Board shall give written notice of the date, hour, place, and subject of each meeting held at least three (3) business days prior to the meeting.

Notice must be sufficient to apprise the general public of the subjects to be considered at the meeting.

C. Posting of Notice

The notice of a meeting must be posted in a place readily accessible to the general public. Internet postings shall be in accordance with Subsection 551.043(b) of the Texas Government Code.

At any meeting in which the District will discuss, amend, or adopt a budget, the District shall comply with Subsection 551.043(c) of the Texas Government Code, requiring a physical copy of the budget to be clearly accessible on the home page of the District's website and with a tax payer impact statement.

D. Emergency Meeting

In an emergency or when there is an urgent public necessity, the notice of the meeting is sufficient if it is posted for at least one hour before the meeting is convened.

An emergency or an urgent public necessity exists only if immediate action is required of a governmental body before of:

- (1) Imminent threat to public health and safety; or
- (2) A reasonably unforeseeable situation, including:
 - a. Fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
 - b. Power failure, transportation failure, or interruption of communication facilities;
 - c. Epidemic; or
 - d. Riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

The District shall clearly identify the emergency or urgent public necessity in the notice. Additionally, the news media must be notified of such emergency meeting.

Meeting Procedures

A quorum must be present to convene a meeting.

A. Public Comment

Under Section 551.007 of the Texas Government Code, the District shall adopt the following rules regarding the public's right to address the body.

The Board shall not discriminate unfairly among speakers for or against a particular point of view. The Board shall not prohibit criticism of the District, unless otherwise prohibited by law.

The Board shall allow any member of the public three (3) minutes to address the Board. The Board shall not respond to any public comment that is not listed on the agenda. If a particular public comment addresses an item that has been properly noticed on the agenda, the District may address such comments when the respective line item is reached at the meeting.

B. Removal of Member of the Public from an Open Meeting

The President or governing body may ask that an individual that has caused a disturbance during an open meeting be removed from an open meeting.

Conduct that may result in removal is conduct that is threatening to the health and safety of the public, obscene, and or unruly. The Board reserves the right to determine on a case by case basis as to what constitutes such behavior to protect the health and safety of the public.

C. Minutes of Open Meeting

The District shall prepare and keep minutes or make a recording of the each open meeting. The minutes shall state the subject of each deliberation and indicate each vote, order, decision, or other action taken.

Open Records Requests

Under Chapter 552 of the Texas Government Code, the public has the right to access government records. All government information is presumed to be available to the public, although certain exceptions may apply to the disclosure of certain information.

The District shall release any requested information that is not confidential by law.

A. Submitting an Open Records Request

An Open Records Request may be sent by mail, email, or in person using the Texas Public Information Act Information Request Form. The request must include enough description and detail about the information requested to enable the District to accurately identify and locate the information requested.

B. Released Information

The District must produce the requested information within ten (10) business days. The District shall provide the requestor with an estimate of charges to produce documentation.

C. No Responsive Information

If the District does not have any responsive information to the request, it shall notify the requestor within ten (10) business days that it does not have the responsive information.

Under Chapter 552 of the Texas Government Code, the District is not required to create such documentation as a result of a request.