

**BYLAWS  
of the  
DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**

**ARTICLE I NAME and PURPOSE**

- 1.1 The name of this organization shall be the DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT (DOHFPD).
- 1.2 The purpose of this organization shall be to govern the Volunteer Fire Department and to support the provision of fire and emergency medical response services to the communities of Dobbins and Oregon House, consistent with available resources.
- 1.3 The purpose of these Bylaws is to supplement state law and to provide more specific Guidelines.

**ARTICLE II ELECTIONS and OFFICERS**

- 2.1 The DOHFPD shall be governed by a Board of Directors elected by the voting public from the DOHFPD. Each member of the DOHFPD Board of Directors shall be a resident of that district and be a registered voter of that district. District boundaries for the DOHFPD are defined by LAFCO Resolution 1986-51. As per California Bill 415 (Reg. Sess.) codified at stats. 2015, ch. 235, enacting Elections Code 14050-14057, and amended 2018, all elections shall be in November of even number years (e.g., November 2018).
- 2.2 The Board of Directors of DOHFPD shall consist of five members.
- 2.3 The term of office of each member of the DOHFPD Board shall be four (4) years or until the officer's successor is elected.
- 2.4 A Chair and Vice Chair of the DOHFPD Board shall be elected by that Board from the members of that Board to each serve a term of two (2) years. These elections shall be held in December in even numbered years. In the event that one or more of these offices should become vacant before the end of the two (2) year term, the Board will hold an election at its earliest opportunity to fill the vacant position for the remainder of that term.
- 2.5 The Board may appoint a Clerk of the Board, a Bookkeeper and a Manager as the Board deems necessary. The persons appointed may, but do not need to be, members of the DOHFPD.
- 2.6 A vacancy shall be declared and filled in accordance with the Fire Protection District Law of 1987 (Government Code Section 1770-1780).
- 2.7 No director shall serve on another publicly elected board if the DOHFPD has the ability to do business with the Board of Directors

## **ARTICLE III DUTIES of OFFICERS and APPOINTEES**

### **3.1 The Chair of the DOHFPD shall:**

- a. preside over and conduct all meetings of the Board of Directors. If the Chair is not present, the Vice Chair may preside and conduct the meeting. If neither the Chair nor the Vice Chair are present, one of the other of the board members may preside and conduct the meeting.
- b. appoint all members of all committees.
- c. be a member ex-officio of all committees.
- d. perform all duties incident to the office of the Chair and such other duties as may be prescribed by the Board of Directors
- e. The Chair shall share and enjoy the privileges accorded other Directors, such as voting on matters before the Board, and making and seconding motions.
- f. The Chair has the authority to act outside a meeting, in consultation with Legal Counsel, on procedural and administrative matters, such as staffing issues and agenda preparation that cannot reasonably be deferred to the next meeting.
- g. Authority shall include the signing of contracts for urgently needed goods and services provided adequate funding has been budgeted.
- h. Authority shall include emergency expenditure approval for the purpose of performing the required tasks of the district.

### **3.2 The Vice Chair of the DOHFPD shall:**

- a. assume the duties of the Chair when the Chair is not available.

### **3.3 The Bookkeeper shall:**

- a. perform all duties listed in the Job Description for the Bookkeeper and such other duties as assigned by the Board.

### **3.4 The Clerk of the Board shall:**

- a. perform all duties listed in the Job Description for the Clerk of the Board and such other duties as assigned by the Board.
- b. at least seventy-two (72) hours prior to all regular meetings of the DOHFPD Board of Directors, post the Agenda for those meetings at the Oregon House & Dobbins Post Office, and the DOHFPD website and when so directed by the Board of Directors, at other sites freely accessible to the public.

### **3.5 Fire Chief:**

- a. The Fire Chief of the DOHFPD shall be appointed by the Board of Directors and shall serve at their pleasure.

## **ARTICLE IV POWERS AND DUTIES of the BOARD of DIRECTORS**

4.1 When a vacancy occurs on the DOHFPD Board of Directors prior to the completion of a term, the Clerk of the Board shall post appropriate notices soliciting applicants for the vacant position as required by law. The Board of Directors shall examine all applications received and shall select the best candidate to fill the vacancy for the length of time permitted by law.

- 4.2 With the exception of items contained in the current and approved Standard Operating Procedure, "Spending Limits," all expenditures of the district must be pre-approved by a majority of the Board prior to expenditure. In the event there is no current and approved Standard Operating Procedure, "Spending Limits," all expenditures of the district must be pre-approved by a majority of the Board prior to expenditure.
- 4.3 The members of the DOHFPD Board of Directors shall not be personally or financially liable for the district's debts, liabilities, or other obligations.
- 4.4 Public Communications – Be consistent; communicate with one voice throughout the organization. In public communications, both written and verbal, Directors shall make every reasonable effort to ensure no inference is made that they are representing the Board unless authorized to do so.
- 4.5 The Board of Directors shall determine the policies and procedures and shall have control of and be responsible for the overall operations and affairs of the District and its facilities, according to the best interests of the communities served by the District. The Board of Directors shall have the power to review and approve capital expenditures for the benefit of the District or any facilities operated by the District.

## **ARTICLE V MEETINGS**

- 5.1 The DOHFPD Board of Directors shall meet every month, the date, time, and place to be established by resolution.
- 5.2 All meetings of the DOHFPD shall be open and public and shall comply with the provisions of the Ralph M. Brown Act.
- 5.3 Special and/or emergency meetings may be called by the Chair of the Board of Directors or by three fifths (3/5) vote of DOHFPD Board of Directors.
- 5.4 Closed Sessions may be held on any subject authorized under the Brown Act that fall under Government Code 54954.5. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, pursuant to section 54957.7. Closed session item descriptions are as follows:
- a. Conference with legal counsel-existing litigation; Government Codes sections 54954.5(c) and 54956.9(a) and (d)(1);
  - b. Conference with legal counsel-existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1);
  - c. Conference with legal counsel-anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(2) and (3);
  - d. Conference with legal counsel-anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4);
  - e. Public employee appointment; Government Code sections 54954.5(e) and 54957(b)(1).

- f. Public employee performance evaluation; Government Code sections 54954.5(e) and 54957(b)(l).
- g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957(b).
- h. Conference with labor negotiator; Government Code sections 54954.5(f) and 54957.6.
- i. Conference with labor negotiator involving; Government Code sections 54954.5(f) and 54957.6.
- j. Conference with real property negotiators; Government Code sections 54954.5(b) and 54956.8.)
- k. Closed session consultation threat to public services or facilities; (See Government Code sections 54954.5(e) and 54957(a).)

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In a closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from evaluation of performance unrelated to any specific complaint or charge), the Board will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. If the employee requests, the complaint or charges must be heard in open session. (See Government Code section 54957(b)(2).)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session in accordance with Post Closed Session Reporting section 54957.1

The Board will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that: (1) has been received for, or during, a closed session meeting of the Board; (2) is protected from disclosure under the attorney/client or other evidentiary privilege; or (3) is not required or authorized to be disclosed under the California Public Records Act.

A Director's violation of the duty to protect closed session confidences may be remedied as provided in Government Code section 54963(c). A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

## **ARTICLE VI VOTING**

- 6.1 A quorum shall be a minimum of three Directors.
- 6.2 All votes cast on all business conducted by the DOHFPD shall be by voices, raising of hands or by roll call.

## **ARTICLE VII AMENDMENTS**

- 7.1 The Board shall review the Bylaws in even numbered years.
- 7.2 These Bylaws may be altered, amended, repealed, added to, or deleted by three fifths (3/5) vote of the members of the Board of Directors at the regular monthly meeting of the DOHFPD, provided the proposed changes are read at two (2) regular business meetings before the vote is taken.

## **Article VIII RULES OF ORDER**

- 8.1 The rules contained in Roberts Rules of Order, Newly Revised and The Ralph M. Brown Act shall govern the proceedings and acts of the DOHFPD.

**Proposed Bylaws to be Amended and voted on October 22, 2024**