Folsom Fire Safe Council
Board Policies

PURPOSE: to promulgate policies to assist the Council, its executive officers and others in the transparent application of the adopted bylaws.

A. Council Meetings

1. The council shall meet on the 3rd Wednesday of each month beginning at 1:00 p.m. Council meetings may be cancelled by the Chairperson when it is determined that [a] there are no agenda items of significance for discussion / action by the full council, or [b] there is a lack of a quorum of the full council.

2. The Executive Board shall meet on a quarterly basis, or more frequent as determined appropriate by the Chairperson, to discuss the long-term strategic direction of the Council.

B. Finance

1. The Treasurer shall maintain both a checking and a savings account for the Council and shall report [a] the current funding levels for each and [b] all individual expenditures and revenues in excess of $100, at all regular council meetings.

2. The Council shall maintain a reserve fund of $2,000, or 10% of the monthly checking account balance, whichever is greater, within the Council savings account. The use of this reserve fund for emergency purposes shall be approved by no less than 2/3 of the Directors of the Council before being released for use.

3. The Council shall allocate funds within its checking account each fiscal year in the following areas [a] Operational expenses, [b] Project expenses, [c] Education / Public Education expenses, and [d] Miscellaneous expenses. The transfer of monies between funds during the fiscal year shall require the approval of no less than 51% or more of the Directors present at the meeting that the request is reviewed.

4. The Council shall begin the development of a preliminary budget for the next fiscal year beginning in November. The adoption of a fiscal year budget shall occur at the May regular meeting of the Council by no less than 51% or more of the Directors present at the meeting.
5. Expenditures less than $500 that have been approved as part of the fiscal year budget may be authorized by the Chairperson / Vice-Chairperson for payment.

6. Expenditures greater than $500, or expenditure requests not identified as part of the fiscal year budget, shall be approved by no less than 51% of the Directors present at a regular monthly Board meeting.

7. Expenditures in excess of $10,000 to any one vendor within a fiscal year shall be made using a competitive bidding process. Purchases shall not be split between fiscal years to bypass the intent of this section. The contract shall be awarded to the lowest responsive bidder using criteria established prior to requesting project proposals. Expenditures made using this section shall be approved by no less than 51% of the Directors present at the meeting that the request is reviewed.

C. Social Media

1. The policies found within this subsection apply to all members of the Folsom Fire Safe Council (FFSC) who utilize FFSC social media sites. Breaches of these policies will be investigated and the Council retains the right to take disciplinary action, up to and including dismissal from the FFSC Board, for persons who violate these policies.

2. The Chairperson, or their designee, shall be responsible for the official content made available on all FFSC social media sites (e.g., website, Facebook, Twitter, etc.).

3. The following general content category types may be used to describe social media information developed by the FFSC:

   a. On-going content updates. Examples include approved meeting minutes, list of council members, contact information, etc.

   b. Standard content updates. Examples include news articles, informational links, project documents, etc.

   c. Priority content updates. Examples include Fire Weather forecast information, information regarding fire activity in the Sacramento area, etc.

4. All content contained within a Folsom Fire Safe Council social media site shall be considered the intellectual property of the FFSC, and shall not be reproduced, copied or shared with other social media sites without the approval of the Chairperson or their designee.

5. Board members may not use their position on the FFSC to promote prohibited topics, personal agendas or causes, through the use of FFSC social media sites. Although
not an exclusive list some specific examples of prohibited social media topics include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing or libelous, material that can be considered to take a political position or supporting a specific political candidate, or that can create a hostile work environment.

6. Board members may post information related to official FFSC materials on other social media sites but must clearly brand their online posts as personal and purely their own views. Proper copyright and reference laws shall be observed by Board members when posting online.

7. Personal information regarding Board members, other than an individual's name and the group they are representing, shall never be shared on official FFSC social media sites.

APPROVED ON April 18, 2018

Ronald A. Phillips, Chairperson

Linda Conroy, Vice-Chairperson

Deborah Grassl, Secretary

Karen Ciraulo, Treasurer