



Nancy Parent, County Clerk

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BOARD MEETING DATE: April 17, 2018

DATE: April 4, 2018

TO: Board of Fire Commissioners

FROM: Nancy Parent, Washoe County Clerk
784-7287

SUBJECT: Approve minutes for the concurrent Board of Fire Commissioners meeting of February 27, 2018. (All Commission Districts.)

SUMMARY

Approval of minutes which have gone past the 45-day requirement for approval by the governing body.

BACKGROUND

NRS 241.035 states that unless good cause is shown, a public body shall approve the minutes of a meeting within 45 days of the meeting or at the next meeting of the public body, whichever occurs later. The attached minutes for February 27, 2018 were completed within 45 days; however, they could not be approved by the Board within that timeframe due to the following reasons:

- 1) The concurrent meeting was a late addition to the regularly scheduled meetings for the month and therefore an unexpected burden upon the Clerk's Office.
- 2) The meeting occurred during the month of February which is the busiest season of the year for the Board Records and Minutes (BRM) division due to the Clerk's responsibility to the Washoe County Board of Equalization.
- 3) During a typical month the Clerk's Office is responsible for completing minutes for four meetings. During the month of February 2018 the Clerk's Office staff attended, clerked and composed minutes for a total of 13 meetings, which is more than 3 times the typical number of meetings.
- 4) The meeting minutes for the February 27th meeting were completed before the 45-day deadline (April 13, 2018); however, the Board of Fire Commissioners meets only once a month providing little flexibility to seek Board approval within that timeframe.

AGENDA ITEM #5A

Therefore, it was not possible for the minutes to be approved within the 45-day timeframe of March 20, 2018.

FISCAL IMPACT

No fiscal impact.

POSSIBLE MOTION

Move to approve minutes for the regular Board of Fire Commissioners meeting of February 27, 2018 and find that good cause has been shown for the delayed approval of said minutes.