



# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, California 95655 • Phone (916) 859-4305 • Fax (916) 859-3715

ADAM A. HOUSE  
Fire Chief

## POLICY COMMITTEE – REGULAR MEETING AGENDA

Thursday, June 11, 2026 – 5:30 p.m.

Sacramento Metropolitan Fire District  
10545 Armstrong Avenue, Boardroom, Suite 200, 2nd Floor  
Mather, California

&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

☎ Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

### COMMITTEE MEMBERS

Director D'Elman Clark - Chair

Director Cinthia Saylor

Director Ted Wood

Director Grant Goold - Alternate

### CALL TO ORDER & ROLL CALL

### PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN COMMITTEE'S SCOPE INCLUDING ITEMS ON OR NOT ON AGENDA

### CONSENT AGENDA

*The Consent Agenda is acted upon with one motion unless a committee member requests separate discussion and/or action.*

Page No.

- |    |  |          |
|----|--|----------|
| 1. | <b>Action Summary Minutes</b>  | <b>3</b> |
|    | <b>Recommendation:</b> Approve the Action Summary Minutes for the meeting of May 14, 2026. |          |

### ACTION ITEMS

- |    |  |           |
|----|--|-----------|
| 1. | <b>Board Policy 01.025.06 – Reinstatement Policy</b>   | <b>4</b>  |
|    | <i>(Chief Human Resources Officer Melisa Maddux)</i>   |           |
|    | <b>Recommendation:</b> Review the Reinstatement Policy and move to the full Board for approval.                                |           |
| 2. | <b>Proposed Board Policy – Disruption of Telephonic or Internet Service During Public Meetings Policy</b>                      | <b>12</b> |
|    | <i>(Board Clerk Marni Rittburg)</i>  |           |
|    | <b>Recommendation:</b> Review the proposed policy, provide direction as appropriate, and refer to the full Board for approval. |           |

**NEXT MEETING DATE:** July 9, 2026

**ADJOURNMENT**

Posted on June 8, 2026

*Marni Rittburg*

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Marni Rittburg, CMC, CPMC  
Clerk of the Board

\*\* No written report



# Sacramento Metropolitan Fire District

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ADAM A. HOUSE  
Fire Chief

## ACTION SUMMARY MINUTES – REGULAR MEETING

### POLICY COMMITTEE THURSDAY, MAY 14, 2026 SACRAMENTO METROPOLITAN FIRE DISTRICT & Remotely Via Zoom

#### CALL TO ORDER

The meeting was called to order at 5:34 p.m. by Director Clark. Committee members present: Clark, Saylor, and Wood. Committee members absent: None. Staff present: Chief House and Board Clerk Rittburg.

**PUBLIC COMMENTS:** None

#### CONSENT AGENDA

**Action:** Moved by Wood, seconded by Saylor, and carried unanimously by members present to adopt the Consent Calendar as follows:

1. **Action Summary Minutes**

**Recommendation:** Approve the Action Summary Minutes for the meeting of April 9, 2026.

**Action:** Approved the Action Summary Minutes.

#### ACTION ITEMS

1. **Board Policy 01.024.02 – Fraud, Theft, and Corruption Policy**

(Chief Human Resources Officer Melisa Maddux)

**Recommendation:** Approve the revisions to the Fraud, Theft, and Corruption Policy, and refer to the full Board for approval.

**Action:** Moved by Wood, seconded by Saylor, and carried unanimously by members present to move the Fraud, Theft, and Corruption Policy to the full Board for approval.

#### ADJOURNMENT

The meeting adjourned at 5:41 p.m.

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Director Clark, Chair

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Marni Rittburg, CMC, CPMC  
Clerk of the Board



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

**DATE:** June 11, 2026  
**TO:** Policy Committee Members  
**SUBJECT:** Board Policy  
Policy 01.025.06 – Reinstatement Policy

## TOPIC

Review updated Board Policy 01.025.06 Reinstatement Policy.

## DISCUSSION

Attached is the updated Reinstatement Policy 01.025.06. The Reinstatement Policy provides employment reinstatement guidelines to employees who voluntarily terminate employment in good standing and wish to return to their previous position held. In addition, the policy provides reinstatement guidelines to MMP Paramedics who transitioned to the Fire Academy and either: (1) sustain a work-related injury and are medically cleared to return to a lower-ranking previously held position; or (2) no longer wish to pursue a suppression position and/or are release for suppression skills and are approved to return to a lower ranking previously held position, and is in accordance with the recommendation on the Release Form. The updated Reinstatement Policy is attached for your review.

## RECOMMENDATION

Recommend the Policy Committee approve the revisions to Reinstatement Policy, and refer to the full Board for approval.

Submitted By:

*Melisa Maddux*

Melisa Maddux  
Chief Human Resources Officer

Approved By:

*Joseph Fiorica*

Joseph Fiorica  
Deputy Chief of Administration

# Sacramento Metropolitan Fire District

## ADMINISTRATIVE BOARD POLICY

POLICY TITLE: Reinstatement ~~Rehire~~-Policy

OVERSIGHT: Administration

POLICY NUMBER: 02-020-0501.025.06 EFFECTIVE DATE: 03/22/2000 REVIEW DATE: 5/8/2025 6/11/2026

### *Background*

The Sacramento Metropolitan Fire District (District) provides reinstatement ~~and rehire~~ opportunities to previous employees who voluntarily ~~terminate-separate~~ employment in good standing. ~~with the District or~~ This policy also applies to MMP Paramedics who transitioned to the Fire Academy and either: (1) sustain a work-related injury and are medically cleared to return to a lower-ranking previously held position; or (2) no longer wish to pursue a suppression position, who have been released from employment but have been recommended for a lower-ranking position previously held. ~~Eligible~~ Qualifying previous employees may request ~~who meet the eligibility requirements can request employment reinstatement or rehire~~ to a position ~~that they previously held.~~ Human Resources will verify that the eligibility criteria are met, and Executive Staff will evaluate requests based on District needs. ~~Reinstatement or rehire~~ Reinstatement eligibility does not guarantee re-employment. ~~with the District and is at the sole discretion of the Fire Chief.~~ This policy applies prospectively from the date of approval and does not apply retroactively, effective June 25, 2026.

### *Purpose*

To ~~establish guidelines provide for~~ employment reinstatement and rehire guidelines to of qualifying ~~previous~~ employees who voluntarily terminate-separate employment in good standing, as well as MMP Paramedic who transition to the Fire Academy and seek to return to a lower-ranking previously held position following a work-related injury and medical clearance, or who no longer wish to pursue a suppression position. ~~or who have been released from employment and wish to return to their previously held position.~~

### *Scope*

This policy ~~is applicable~~ applies to eligible qualifying previous District employees ~~of the District~~ who voluntarily separated employment in good standing, as well as MMP Paramedics who transitioned to the Fire Academy and either: (1) are approved to return to a lower-ranking previously held position following a work-related injury and medical clearance; or (2) no longer wish to pursue a suppression position ~~or have been released from employment but have been recommended for a lower-ranking position previously held.~~

### *Definitions*

1. **Eligibility Requirements:** the requirements-criteria that must be met to ~~be eligible to qualify for request~~ employment reinstatement.

2. MMP Reinstatement Exception: an exception applicable to MMP Paramedics who transition to the Fire Academy and either: (1) sustain a work-related injury, and, upon medical clearance, are approved to return to their lower ranking previously held position; or (2) no longer wish to pursue a suppression position and/or are released for suppression skills and are approved to return to a lower ranking previously held position, and is in accordance with the recommendation on the Release Form. Employees returning under this exception will serve only the remaining portion of the probationary period from their previously held position.

2.3. Qualifying Previous Employee: a full time, non-probationary employee who voluntarily terminated employment in good standing ~~that and~~ may apply for employment reinstatement ~~with the District~~ within 0-60 months from separation.

3.4. Reinstatement: a qualifying previous employee who ~~has met the~~ meets all eligibility requirements, and is approved ~~to return to for~~ re-employment with the District.

4.5. Reinstatement Probationary Period: a required probationary period for all reinstated employees, ~~based on the length~~ must serve a probationary period depending on the period of separation.

5. Released Previous Employee: a qualifying previous employee who has been released from employment for an identified reason that does not allow for reinstatement, although does allow for a return to a previous held position, and is approved to return to re-employment with the District as a re-hire. (e.g. Probationary Firefighter Paramedic who has been released from probation for suppression skills and can be rehired into a position the employee previously held, i.e. a Paramedic)

6. Released Previous Employee Probationary Period: a released previous employee will serve a one (1) year probationary period. For District purposes, there must be at least a one (1) day period of separation.

## Policy

### Employment Reinstatement

1. Employment reinstatement ~~is at the sole discretion of the Fire Chief and is conditional-contingent~~ upon the following:
  - a. Existence of a vacancy that ~~has been~~ is authorized, funded, and formerly held by the employee,
  - b. No eligibility lists are established, (not applicable to the MMPs Reinstatement Exception)
  - c. Licenses and certifications applicable to conditions of employment are met prior to request for reinstatement, unless otherwise agreed to by the Fire Chief.
    - i. For Paramedics: Must possess an active California State Paramedic license in good standing and be accredited by Sacramento County.

- A. Sacramento County will administer the accreditation when an affiliation exists between the qualifying previous employee and the District. The affiliation exists when a conditional offer of employment is provided to the qualifying previous employee. The qualifying previous employee will need to receive the Sacramento County accreditation in the timeframe between a conditional offer of employment and a formal offer of employment.
- B. Once Sacramento County accreditation and employment reinstatement are complete, the Paramedic Upgrade and Reinstatement Guidelines Policy will be adhered to prior the employee operating as a District Paramedic.
- d. Or existence of another position lower in rank previously held for which the employee is qualified,
  - i. If the qualifying previous employee accepts a position in the lower rank previously held, the employee will be eligible for the next promotional test in the higher rank previously held.
  - e. For MMP Paramedics transitioning from the Fire Academy, a recommendation from the Fire Academy Drill Master/Cadre is required to support approval for return to a lower-ranking previously held position.
    - i. A reinstatement to a previously held lower-ranking position must take place within five (5) business days of the resign/release.
    - f. The District will allow only one (1) reinstatement per employee. This limitation applies to all reinstatement requests, including those involving employees who sustain a work-related injury who are medically cleared to return to a previously held lower-ranking position, and MMP employees returning from the Fire Academy who no longer wish to pursue a suppression position or are released from the Fire Academy for suppression skills.
2. If no such vacancy exists, the employee's name will be placed on an employment reinstatement list.
3. As a condition of employment reinstatement, full time employees who have been absent after a voluntary termination, for a period of thirty (30) days or more must receive a pre-employment medical and drug exam. Based on the period of separation, a pre-employment background investigation to include: polygraph exam, psych exam, background investigation, medical and drug exam, as determined by Human Resources, may be required.
4. Based upon the period of separation, the employee is required to participate in a Return to Work Program as identified in the Return to Work Following an Extended Absence Policy. The employee must successfully complete all identified training requirements.
5. The Paramedic Upgrade and Reinstatement Guidelines Policy shall be used for all Paramedics requesting reinstatement. As part of the Continuous Quality Improvement Program, the District reserves the right to assess and ensure competency in reinstated Paramedics. The Paramedic Upgrade and Reinstatement Guidelines Policy shall be used as that guideline.

6. A reinstated employee must serve a ~~new~~ probationary period in order to attain regular status according to the following schedule:

a. Day Staff, EMT, Paramedic, and Firefighter rank:

<u>Period of Separation</u>	<u>Probationary Period</u>
Less than 12 months	6 months
More than 12 months	12 months

b. Any other promotional rank: Engineer, Captain, Battalion Chief:

<u>Period of Separation</u>	<u>Probationary Period</u>
0-60 months	6 months

c. Exception to Probationary Period for MMP Paramedics Transitioning from the Fire Academy: MMP Paramedics who transition to the Fire Academy and either: (1) sustain a work-related injury and are medically cleared to return to full duty, and are approved to return to a lower ranking previously held position; or (2) no longer wish to pursue a suppression position and/or are released for suppression skills and are approved to return to a lower ranking previously held position will be subject to the following:

i. Employees who were serving a probationary period in their previous position will complete only the remaining portion of that probationary period.

ii. Employees who had successfully completed probation in their previous position will not be required to serve a new probationary period.

7. If the employee has successfully completed probation in the previously held rank, can produce the completed probationary taskbook for the rank, and the taskbook is less than four (4) years old, no new taskbook will be issued.

8. A reinstated employee whose period of separation ~~is over~~ exceeds twelve (12) months; will have their reinstatement date used as their seniority date for the purposes of the following, but not limited to: station bids, vacation leave bids, reduction in force.

9. A reinstated employee whose period of separation is less than twelve (12) months, will retain their original keep their place on the ~~seniority date list~~ for purposes of the following, but not limited to: station bids, vacation leave bids, reduction in force.

10. All applicable pay, including pay step and incentives as identified in the ~~reinstated~~ employee's MOU and received prior to the ~~resignation separation~~; will be verified and re-activated.

11. All reinstated employees will receive an adjusted service date for calculating that is used to earned ~~benefits~~; longevity pay, accruals, and step progression. Sick Leave is not an earned benefit and will not be restored. The adjusted service date includes is calculated to include the employee's prior period of service ~~and but~~

excludes the period of separation. This adjusted service date will be maintained on the longevity pay roster and used for calculating the employee's longevity pay.

41.a. Exception for MMP Paramedics Transitioning from the Fire Academy: MMP employees who transition to the Fire Academy and either: (1) sustain a work-related injury and are medically cleared for full duty, and are approved to return to a lower ranking previously held position; or (2) no longer wish to pursue a suppression position and/or are released for suppression skills and are approved to return to a lower ranking previously held position, will retain all earned benefits: health benefits, longevity pay, accruals, and step progression, and unearned benefits: sick leave. Example: An MMP Paramedic transitions to the Fire Academy and sustains a work-related injury and is medically cleared to full duty, and approved to return to their previous position will have all earned and unearned benefits intact.

12. A previous employee ~~who has been~~ separated from the District for longer than sixty (60) months/ five (5) years no longer qualifies for reinstatement. After sixty (60) months/ five (5) years of separation, the previous employee ~~can may~~ apply ~~for a position~~ through an open recruitment ~~with the District~~ and ~~go through complete~~ the hiring process as a new candidate.

#### Employment Rehire

- ~~1. Employment rehire is only available to a previous employee who has been released from employment for an identified reason that does not allow for reinstatement, although does allow for a return to a previously held position. Eligibility for rehire must meet the qualification guidelines and is at the sole discretion of the Fire Chief. Eligibility for rehire is contingent upon the following:~~
  - ~~a. Existence of a vacancy that has been authorized, funded, and formerly held by the employee,~~
  - ~~b. No eligibility lists are established,~~
  - ~~c. Licenses and certifications applicable to conditions of employment are met prior to request for rehire, unless otherwise agreed to by the Fire Chief.~~
    - ~~i. For Paramedics: Must possess an active California State Paramedic license in good standing and be accredited by Sacramento County.~~
      - ~~A. Sacramento County will administer the accreditation when an affiliation exists between the released previous employee and the District. The affiliation exists when a conditional offer of employment is provided to released previous employee. The released previous employee will need to receive the Sacramento County accreditation in the timeframe between a conditional offer of employment and a formal offer of employment.~~
      - ~~B. Once Sacramento County accreditation and employment reinstatement are complete, the Paramedic Upgrade and Reinstatement Guidelines~~

~~Policy will be adhered to prior to the employee operating as a District Paramedic.~~

- ~~d. The position must be lower in rank and previously held by the qualifying employee.~~
- ~~2. A released employee who is rehired will serve a one (1) year probationary period.
  - ~~a. If the employee has successfully completed probation in the previously held rank, can produce the completed probationary taskbook for the rank, and the taskbook is less than four (4) years old, no new taskbook will be issued.~~~~
- ~~3. All applicable pay will be treated as a new hire. The rehired employee's step pay will start over at one (1). All rehired employees will be responsible for submitting all applicable documentation and/or forms to start receiving any applicable incentives per the employee's MOU.~~
- ~~4. All rehired employees will earn benefits, longevity pay, accruals, step progression and seniority with the new date of hire.~~
- ~~5. A released employee who has been separated from the District must request to be rehired within thirty (30) days of being released. If the released employee is separated from the District for longer than thirty (30) days the released employee is not eligible to be rehired. After thirty (30) days of separation, the previous employee can apply for a position through an open recruitment with the District and go through the hiring process as a new candidate.~~

## Procedures

### Employment Reinstatement

- ~~1. If A a qualifying previous employee would like to request a reinstatement with the District, they must notify complete a Request for Reinstatement Form and submit via email or in writing to the Fire Chief or the Human Resources Division in writing.~~
- ~~2. Human Resources will verify that the employee meets the eligibility requirements are met, the reinstatement is approved, and that the position the qualifying previous employee held is vacant, authorized and funded.~~
- ~~3. Human Resources will contact the qualifying previous employee to schedule a background orientation meeting.
  - ~~a. At the background orientation meeting the qualifying previous employee will be provided with receive a Conditional Offer of Employment contingent upon successfully passing the background process, as identified by the period of separation.~~
  - ~~b. Once the background process has been successfully completed, the qualifying previous employee will be provided a Formal Offer Letter of Reinstatement will be issued.~~~~
- ~~4. Human Resources will work with the appropriate divisions to identify start date, shift, assignment, etc.~~

5. If the ~~re-instated~~ employee is a Paramedic, the EMS Division will ensure compliance with the Paramedic Upgrade and Reinstatement Guidelines Policy.
6. If the period of separation from the date of resignation to date of re-employment is six (6) months or greater, the ~~reinstated~~ employee will need to ~~return through the participate in the~~ Return to Work Following an Extended Absence program coordinated ~~through by~~ the Training Division. MMP Paramedics returning from the Fire Academy will follow the probationary exception outlined in Section 6.c.
7. Training, Human Resources, Staffing and Payroll will work together to make proper notification of the reinstatement to the appropriate divisions.
8. ~~The All~~ reinstated employees ~~will need to must~~ complete a new hire orientation with Human Resources. ~~once hired.~~

### Employment Rehire

- ~~1. If a released employee would like to request to be rehired with the District, they must notify the Fire Chief or the Human Resources Division in writing.~~
- ~~2. Human Resources will verify that the eligibility requirements are met, the rehiring is approved, and that the position the released employee held is vacant, authorized and funded.~~
- ~~3. Human Resources will contact the released employees to discuss availability, and work with the appropriate divisions to identify start date, shift, assignment, etc.~~
- ~~4. If the re-hired employee is a Paramedic, the EMS Division will ensure compliance with the Paramedic Upgrade and Reinstatement Guidelines Policy.~~
- ~~5. Training, Human Resources, Staffing and Payroll will work together to make proper notification of the rehire to the appropriate divisions.~~
- ~~6. The rehired employee will complete a new hire orientation with Human Resources once hired.~~

### References

1. District Policy - Paramedic Upgrade and Reinstatement Guidelines Policy
2. District Policy - Return to Work Following Extended Absence Policy
3. 522 MOUs



# Sacramento Metropolitan Fire District

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10545 Armstrong Ave., Suite 200 · Mather, CA 95655 · Phone (916) 859-4300 · Fax (916) 859-3702

**DATE:** June 11, 2026  
**TO:** Policy Committee Members  
**SUBJECT:** Proposed Board Policy – Disruption of Telephonic or Internet Service During Public Meetings

## TOPIC

Review proposed Board Policy regarding procedures for disruptions of telephonic, internet, or other electronic broadcast access during public meetings conducted pursuant to the Ralph M. Brown Act (Brown Act).

## BACKGROUND

Attached is a proposed Board Policy establishing procedures for addressing disruptions to telephonic, internet, or other electronic broadcast access during District public meetings conducted pursuant to the Ralph M. Brown Act (Brown Act).

Senate Bill 707 (SB 707) amended the Brown Act to require local agencies that provide teleconferenced or electronically broadcast public meetings to adopt procedures for responding to service disruptions that prevent the public from observing or participating remotely during a meeting. These statutory requirements become effective July 1, 2026; therefore, the District must adopt a compliant policy on or before that date.

The proposed policy is intended to ensure District compliance with SB 707 by establishing standardized procedures related to:

- Identification and verification of service disruptions;
- Temporary suspension or delay of meetings, when appropriate;
- Public notification requirements;
- Restoration of remote access capabilities; and
- Documentation of disruptions and responsive actions taken during public meetings.

The policy supports transparency, continuity of operations, and public access to District meetings while establishing consistent administrative procedures for managing technological disruptions during public meetings.

## DISCUSSION

The proposed policy establishes administrative procedures and operational responsibilities for responding to disruptions affecting remote public access during District meetings.

The policy establishes procedures for temporarily delaying or recessing meetings when appropriate to restore remote public access during qualifying service disruptions. The policy also establishes notification and documentation requirements intended to support transparency and continued compliance with the Brown Act.

Staff is requesting Policy Committee review and feedback prior to presenting the proposed policy to the full Board of Directors for consideration and adoption.

### FISCAL IMPACT


There is no significant fiscal impact associated with adopting the proposed policy. Any administrative or technological adjustments necessary to support implementation are expected to be accommodated within existing operational resources.

### RECOMMENDATION

Recommend the Policy Committee review the proposed policy, provide direction as appropriate, and refer the policy to the full Board of Directors for approval.

Submitted by:

Approved by:



Marni Rittburg, CMC, CPMC  
Board Clerk



Adam House (Jun 5, 2026 10:39:41 PDT)

Adam A. House  
Fire Chief

### ATTACHMENT:

Proposed Board Policy – Disruption of Telephonic or Internet Service During Public Meetings

# Sacramento Metropolitan Fire District

## BOARD POLICY

POLICY TITLE: Disruption of Telephonic or Internet Service During Public Meetings

OVERSIGHT: Division

POLICY NUMBER: XX.XXX.XX EFFECTIVE DATE: Xx/xx/xxxx

REVIEW DATE: Xx/xx/xxxx

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### *Background*

Senate Bill 707 (2025) amended the Ralph M. Brown Act (Brown Act) to require eligible legislative bodies to adopt a policy addressing how the agency will respond to disruptions in telephonic or internet-based services that prevent members of the public from attending or observing a meeting remotely. The Sacramento Metropolitan Fire District (District) establishes this policy to ensure compliance with those requirements and continuity of public participation during technical disruptions affecting remote access to meetings.

### *Purpose*

The purpose of this policy is to establish policy and procedures for responding to disruptions in telephonic or internet-based services that provide two-way remote public access to meetings of the District Board of Directors, as required by the Brown Act (Gov. Code § 54953.4). This policy ensures transparency, maintains opportunities for public participation, and supports the continuity of government operations during technology-related disruptions.

### *Scope*

This policy applies to all open and public meetings of the District Board of Directors for which remote public participation is offered or required pursuant to the Brown Act.

### *Definitions*

1. **Disruption:** any failure, outage, or other interruption in telephonic or internet-based services that prevents members of the public from attending, observing, or participating in a meeting through the District's remote access services.
2. **Remote access services:** two-way telephonic service and/or two-way audiovisual platform used by the District to provide real-time remote public attendance, observation, and participation in meetings pursuant to the Brown Act.

### *Policy*

1. The District shall ensure compliance with applicable provisions of the Brown Act regarding remote public access to meetings.

2. In the event of a disruption to telephonic or internet-based services, the District shall take reasonable measures to restore access, maintain transparency, and preserve public participation consistent with applicable law.

## *Procedure*

### Procedures in the Event of a Service Disruption

#### 1. Response to Service Disruption

- a. If the Presiding Officer or Clerk becomes aware of a disruption to the District's remote access services that prevents members of the public from attending, observing, or participating in the meeting remotely, the following procedures shall apply:
  - i. The Presiding Officer or Clerk shall immediately publicly announce the disruption.
  - ii. The Presiding Officer may then call for a recess of the open session or convene the legislative body in closed session, consistent with the Brown Act.
  - iii. District staff shall initiate efforts to diagnose and restore the disrupted service.
  - iv. The meeting shall remain in recess for at least one (1) hour or until service is restored, whichever is sooner. The recess period may be extended if restoration efforts are ongoing.

#### 2. Efforts to Restore Service

- a. The District shall make good faith efforts to restore remote access services. Such efforts may include:
  - i. Troubleshooting platform or teleconferencing software
  - ii. Resetting, replacing, or reconnecting audiovisual equipment
  - iii. Attempting alternative connection methods
  - iv. Contacting information technology personnel, support staff, or service providers
  - v. Transitioning to backup equipment, systems, or meeting platforms, if available
- b. The Clerk of the Board shall document the restoration efforts undertaken.

### 3. Reconvening the Open Session

#### a. Timing

- i. The open session may be reconvened after at least one hour has elapsed from the time the disruption occurred, or as soon as service is restored, whichever occurs earlier.

#### b. If Service Is Restored

- i. If the remote access service is restored before or at the time the meeting reconvenes, the meeting shall continue as normal.

#### c. If Service Is Not Restored

- i. If remote access service has not been restored after one (1) hour, the Board of Directors may reconvene the meeting and either:
  - a. Adjourn the meeting; or
  - b. Continue the meeting in open session by adopting, by roll call vote, the following finding, or a substantially similar finding:

“The Board of Directors has made good faith efforts to restore telephonic or internet-based access services in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access.”
- ii. Upon adoption of the finding, the legislative body may continue the open session despite the ongoing disruption to remote access services.

### 4. Recordkeeping

- a. The Clerk of the Board shall include in the meeting minutes a brief summary of the disruption and response taken, including, as applicable:
  - i. The nature and the approximate time of the disruption
  - ii. The restoration efforts undertaken
  - iii. The time the meeting was reconvened (if applicable)
  - iv. Any finding adopted by the Board

### 5. Review and Updates

- a. This policy may be amended by the Board of Directors at a duly noticed public meeting in open session. Amendments to this policy shall be presented as a regular business item for Board consideration and shall not be placed on the consent calendar.

*References*

1. Senate Bill 707
2. Gov. Code § 54953.4