

**INDIANA BOARD OF FIREFIGHTING PERSONNEL STANDARDS AND EDUCATION****ELECTRONIC COMMUNICATIONS MEETING POLICY****I. Purpose**

Indiana Code § 5-14-1.5-3.6 allows members of the governing body of a state agency, such as the Indiana Board of Firefighting Personnel Standards and Education ("Firefighting Board"), who are not physically present at the meeting to participate in meetings of the governing body using electronic communications if all of the requirements under IC § 5-14-1.5-3.6 are met, including the requirement that the governing body adopt a policy to govern participation in the governing body's meetings by electronic communication.

This Firefighting Board Meeting Policy (the "Policy") is intended to comply with these statutory requirements and will provide for the participation in and the conducting of meetings where electronic communication is utilized by members of the Firefighting Board who are not physically present at the meeting.

II. Applicability

This Policy applies to meetings of the Firefighting Board in which any member of the Firefighting Board participates electronically.

III. Policy

- A. Minimum Physical Participation.** As required by IC § 5-14-1.5-3.6(c)(1), at any meeting of the Firefighting Board, at least five (5) voting members of the Firefighting Board must be physically present at the place where the meeting is conducted.
- B. Treatment of Members Participating by Electronic Means.** A member of the Firefighting Board who participates in a meeting by a permitted electronic communication shall be considered to be present at the meeting and may vote at the meeting.
- C. Quorum.** Pursuant to IC § 22-12-3-2, since the Firefighting Board has thirteen (13) members, a quorum consists of seven (7) members of the Firefighting Board. A member of the Firefighting Board who participates by a permitted electronic means of communication shall be counted for purposes of establishing a quorum.
- D. Permitted Means of Communication.** A member of the Firefighting Board not physically present at a meeting may participate in the meeting by any electronic means of communication so long as that electronic means of communication permits the following individuals to simultaneously communicate with one another:
 - 1.** the member;

2. all other members participating in the meeting; and
 3. all members of the public physically present at the place where the meeting is conducted.
- E. Roll Call Voting.** As required by IC § 5-14-1.5-3.6(c)(2), all votes of the Firefighting Board during a meeting where any member participates by means of electronic communication shall be taken by roll call vote, in which the name of each member of the Firefighting Board present will be called individually and requested to cast their vote aloud.
- F. Limitations.** In addition to the above requirements, the following requirements are also applicable:
1. **Annual Minimum Physical Participation.** Each member of the Firefighting Board must physically attend at least seventy-five percent (75%) of the meetings of the Firefighting Board held in a calendar year.
 2. **Technological Limitations.** If a meeting location is chosen for a Firefighting Board meeting that is not conducive to participation by means of electronic communications due to technological limitations, the Firefighting Board members will be notified in advance of the meeting that participation by electronic communications will not be available for that meeting.
 3. **Documents.** Any documents made available to those individuals attending a Firefighting Board meeting in person will also be made available to those attending by means of electronic communications. Such documents will be made available electronically prior to the start of the meeting. If a document is introduced to the Firefighting Board in person at the meeting, the Firefighting Board should make an attempt to send a scan or photo of the document to any member who is participating electronically.
 4. **Publication of Policy.** As required by IC § 5-14-1.5-3.6(h), this policy will be posted on the Internet web site of the Firefighting Board.

This Electronic Communications Meeting Policy was adopted by the Indiana Board of Firefighting Personnel Standards and Education on this 19th day of September, 2019.

Chairperson
Board of Firefighting Personnel Standards and Education