

CHINO VALLEY FIRE DISTRICT

****SPECIAL TELECONFERENCE MEETING INFORMATION****

In accordance with the California Governor's Executive Order N-29-20; guidance from the California Department of Public Health; and in an effort to combat the spread of COVID-19, the Chino Valley Fire District ("Fire District") will hold **all** Regular and Special meetings of the Board of Directors in a hybrid format until further notice. Board members may be present in the Board Room and will accommodate physical attendance by the public for public comment.

Instructions and GoToWebinar URL links for all meetings will be listed on all agendas. Agendas are posted on the Fire District website at CVIFD.org and at Fire District Headquarters 72 hours prior to a Regular Board Meeting and 24 hours prior to a Special Board Meeting.

Please be aware that when you join the meeting real-time, your screen name will appear on the GoToWebinar screen.

For ADA accommodations, please contact the Clerk of the Board at (909) 315-8805 or by email at clerk@chofire.org 48 hours prior to the meeting.

REAL-TIME AND RECORDED PUBLIC VIEWING OF BOARD MEETING

The Board of Directors will use the platform GoToWebinar to hold Board Meetings for public viewing. Register using the GoToWebinar URL listed on the Board meeting agenda.

- For **computer real-time** viewing of a Board Meeting, a link will be provided on all Board Meeting agendas allowing the public to register and access the Board Meeting using the application GoToWebinar. Upon entering the meeting, you will be in listen-only mode and muted.
- For **telephone real-time listen-only** mode, registration is not required. Please follow the instructions below:
 1. Call: (877) 309-2073
 2. Enter attendee number: 774-496-58
 3. Select the # key
- For a **recorded** viewing of a Board Meeting, you may access the Fire District website the day following the meeting at www.cvifd.org and click on 'Video Archive.'

PUBLIC COMMENTS DURING BOARD MEETINGS

The public will have the option to attend the meeting and provide public comment, submit a public comment by email to be read into the record by the Clerk of the Board at the requested time during the Board Meeting, or participate and provide a public comment real-time at the appropriate requested time through GoToWebinar.

Please follow the instructions below to provide public comment during a Board Meeting.

PUBLIC COMMENT – Read by the Clerk of the Board during Board Meeting:

- Email your comments to clerk@chofire.org
- Email subject line should read: “Public Comment – Read by Clerk of the Board.” List date of meeting. The body of the email should include the public comment exactly as it should be read by the Clerk of the Board during the meeting. Specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, please provide a topic description. If the comment is on a specific item on the agenda, please clearly describe the location of the item on the agenda such as Consent Calendar or New Business.
- Comments read by the Clerk of the Board must be limited to 300 words.
- Submit emails 1 hour prior to the start time of the Board Meeting.
- Please note that your name will be read into the record.

PUBLIC COMMENT – Real-time public participation during Board Meeting:

If you wish to provide a real-time live public comment, please register at GoToWebinar using the URL listed on the meeting agenda at least 1 hour prior to the meeting

- When registering for a real-time public comment, specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, provide a topic description. If the comment is on a specific item on the agenda, clearly describe the location of the item on the agenda such as Consent Calendar or New Business.
- Day of the meeting, log on to GoToWebinar with the URL link provided on the Board agenda 15 minutes prior to the start of the meeting. Upon entering the meeting you will be muted.
- Registered attendees will be unmuted at the time of the public comment.
- Attendees may also need to “unmute” their own devices to be heard.
- When your name is called, begin the public comments by stating your name and address (optional) for the record.
- Comments must be limited to 5 minutes.

PUBLIC COMMENT – Physical Attendance at Board Meeting:

If you wish to attend the meeting in person and present a public comment, you will be asked to follow appropriate social distancing and wear a mask.

- Please arrive 15 prior to the start of the meeting and prepare a request to speak form and submit to the Clerk of the Board or designee.
- Comments must be limited to 5 minutes.

SUBSCRIBING TO AGENDA

If you would like to receive notice when an agenda is posted, please go to our website and subscribe by performing the following steps:

1. On the homepage (www.cvifd.org), hover over the 'Departments' tab, and select 'Agendas & Minutes' under the Clerk of the Board tab.
2. Select 'Board Agendas & Minutes.'
3. Click the option that says 'Notify Me', then add your email and/or phone number to receive alerts regarding CVFD Agenda postings.

Agendas are posted on the Fire District website at www.CVIFD.org and at Fire District Headquarters 72 hours prior to a Regular Board Meeting and 24 hours prior to a Special Board Meeting in compliance with the Brown Act.