

Procedures for Meeting Video Conferencing

In compliance with Public Officers Law (POL) 103-a(2)(a), the Board of Fire Commissioners of the Canaan Fire District, following a public hearing, authorized on November 14, 2023 the use of videoconferencing as described in POL 103-a.

The following procedures are hereby established to satisfy the requirement of POL 103-1(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations- under extraordinary circumstances- must establish written procedures governing members and public attendance.

1. Canaan Board of Fire Commissioners members shall be physically present at any Board or committee meeting of the Canaan Fire District unless such member is unable to be physically present at the designated meeting location due to extraordinary circumstances. The majority of the fire commissioners must conduct the public meeting from a physical location where the public can attend. A physical location is any location identified in the meeting notice that is open to in-person public attendance.
2. For purposes of these procedures the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities,, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. If a member is unable to be physically present at the public meeting and wishes to participate from a private location due to extraordinary circumstances, the member will notify the chairperson 24 hours prior to the meeting, if possible.
4. A quorum of members participating at a physical location is necessary to convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the Canaan Fire District but may participate and vote if there is a quorum of members at a physical location open to the public.
5. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL 103-a shall include which, if

any, members participated by videoconferencing from a private location due to extraordinary circumstances.

6. The Canaan Fire District shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Town of Canaan website within five business days following the meeting and shall remain so available for a minimum of five years thereafter.
7. The in-person participation requirements of POL 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive law 28 or a local state of emergency proclaimed by the chief executive of Columbia County of the Town of Canaan pursuant to 24 of the Executive Law, if the Canaan Fire District determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Canaan Fire District Board of Fire Commissioners to hold an in person meeting.
8. These procedures shall be conspicuously posted on the Town of Canaan website.