



GOLDEN GATE

Fire Protection District

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www.goldengatefire.org

Golden Gate Fire Department Policy: Email Communication

The Golden Gate Fire Protection District uses a Gmail Platform for email communications which includes all Board Members, administrative staff, the Chief and all firefighters. Each new Board member, firefighter or new staff will be provided an email address and access to the email platform. All users must agree and follow the communication guidelines listed below:

- Use the Department email (goldengatefire.org) for all district business
- Keep email discussions to a minimum to avoid a violation of the Open Records Act (Board)
- Check email at least every other day
- Respond to emails and requests within 24 hours (If time sensitive, President may text a member to direct him/her to a specific email communication)
- Refrain from copying members of the public in communication unless authorized to do so (Board and firefighters)
- Be respectful and prompt in all communications
- Avoid copying all Board members (three Board members is a meeting) unless the communication is a call for agenda items, a request for a meeting change or to schedule a special meeting
- Only electronic mails that discuss pending legislation and District policies are subject to requirements of the Open Meetings Act.