

A. General Philosophy

In accordance with F.S. 191, the affairs of the ENFD shall be conducted and administered by a five-member board, with all Commissioners jointly responsible for the conduct of District business. As such, the dissemination of relevant information is essential to all Commissioners being fully informed of ENFD activities and potential issues. To facilitate this information exchange, this operating policy provides guidance on the efficient and effective use of electronic communications within the ENFD.

A. Electronic Communications

1. The ENFD Board of Commissioners requires efficient information exchange for the timely conduct of administrative business. This OP establishes guidelines for use of official ENFD email channels as the *preferred method* of information exchange.

a) To facilitate email communication, the ENFD has contracted with Network Solutions as our email (and website) provider.

b) The Fire Chief or Assistant Chief will see that new Commissioners are provided an official address (username@enfd.net) and all necessary information upon joining the Board of Commissioners.

c) ENFD business should be conducted exclusively using public-domain ENFD e-mail addresses. Use of any private e-mail address is prohibited.

c) In order to assure email communications between Commissioners, ENFD officers, our business partners, and the public, each Commissioner is assigned the responsibility for assuring their personal connectivity.

d) Commissioners may send and receive email using webmail (go to <https://webmail.networksolutionsemail.com/interfaces/sso/login.php?redirected=yes&userdomain=mail.enfd.net> to log in) or set up an email client on their personal computer. Assistance is available through the Network Solutions Technical Assistance resources at (888-793-7657).

B. Sunshine Law Considerations

1. Under F.S. 286, commonly referred to as the Florida Sunshine Law, at times other than scheduled and publicly noticed meetings of the Commission, Commissioners cannot engage in an exchange or discussion of board business in person or via written correspondence, telephone conversations, e-mails, text messages or other electronic communications. Likewise, Commissioners cannot engage in an exchange or discussion on the District's Facebook page or any other social media.

2. However, the Florida Attorney General has determined that e-mail communication of *factual background information* from one commissioner does not constitute a meeting subject to the Sunshine Law when it does not result in the exchange of comments or responses on subjects requiring Commission action.

- a) Commissioners should avoid any form of debate or exchange of views on any issue that may foreseeably come before the Board of Commissioners for debate or decision.
- b) To reinforce that prohibition, it is recommended that Commissioners use the following warning / disclaimer on any e-mail information provided to their fellow Commissioners:

The State Attorney General (see AGO 2001-20) has determined that e-mail communication of factual background information from one commissioner to another is a public record, but does not constitute a meeting subject to the Sunshine Law when it does not result in the exchange of comments or responses on subjects requiring Commission action. As such, any comments, corrections, responses, or opinions concerning this e-mail should be presented only at a regularly scheduled meeting of the ENFD Commission.