



**El Dorado County Fire Protection District
Communication Committee Meeting**

AGENDA

Station # 28

**3860 Ponderosa Road
Shingle Springs, CA 95682**

**07-Dec-2020
9:00AM**

Dial in Logistics:

Communication Committee Meeting
Mon, Dec 7, 2020 9:00 AM - 10:00 AM (PST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/597814381>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 597-814-381

District Participants

Fire Chief, Tim Cordero
Captain, Jacob Poganski

Div. 5 Director Paul Gilchrest; Committee Chairman
Div. 1 Director Mark Brunton

1. Call to Order:
2. Roll Call:
3. Pledge of Allegiance:
4. Adoption of Agenda:
5. Consent Calendar:
6. Public Comment:
7. Communications Matters
 - 7.1. New Business
 - 7.1.1. SOG / Policy Media Notifications
 - 7.1.2. Job Descriptions

- Communications Manager
- Public Information Officer
- 7.1.3. Style Guide
- 7.1.4. Communications meeting frequency
- 7.1.5. Committee Purpose Statement
- 7.1.6. Board eMail Policy
- 7.1.7. Website Redesign Policy
 - Methodology & Requirement Gathering Alignment
 - Water Fall
 - Joint Application Development
 - Scrum / Agile
 - Others
 - Features
 - Stakeholder notifications target information push
 - Resident registration (capturing a district wide resident database)
 - Emergency Notifications
 - Communication Channel Utilization
 - Web Management
- 7.1.8. Social media and other digital media platforms - discussion

8. Old Business

9. Future Communication Committee meeting items

10. Items to take to monthly board meetings for consideration

11. Adjournment