



# GOLDEN GATE

## Fire Protection District

P.O. Box 843  
Golden, CO 80402-0483  
(303) 279-3538  
[www.goldengatefire.org](http://www.goldengatefire.org)

### Golden Gate Fire Department Email Communication Policy: Update 03.16.2023

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 Board member, firefighter, or staff may be provided an email address and access to the email platform. All users must agree to and follow the communication guidelines listed below. Violations of this policy are subject to Board review and by majority vote, the District provided email address of users that violate this policy may be suspended.

- All current and future email account holders must agree to the this policy, sign below, and return a copy to [chief@goldengatefire.org](mailto:chief@goldengatefire.org) and [board@goldengatefire.org](mailto:board@goldengatefire.org) in order to maintain and/or be provided with a District email address.

- By signing below, I agree to:

- Use the District provided email for all District and Board related business
- Use of the District provided email for personal items is strictly forbidden
- Automatic forwarding of emails must be approved by a majority vote of the Board
- Keep email discussions to a minimum
- Refrain from copying members of the public in communication unless authorized to do so by majority vote of the Board
- Avoid copying all Board members unless the communication is a call for agenda items, a request for a meeting change or to schedule a special meeting
- I agree that I am individually responsible and liable for any communication sent from my board email in violation of the by-laws, board resolutions, and any applicable law from any applicable jurisdiction
- Insert the following Auto-signature into email settings and include this on every email sent  
*“Under the Colorado Open Records Act (CORA), all messages sent by or to me on this GGFPD-owned e-mail account are subject to public disclosure. All emails sent by me should be considered my personal opinion unless it is specifically stated that I am communicating an opinion voted on and approved by the Board.”*

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_