



Mariposa County Fire Advisory Committee MEETING AGENDA July 20, 2022

DATE: July 20, 2022

TIME: 9:30 AM

LOCATION: Mariposa County Fire Department Head Quarters
4802 Highway 140 (Executive Meeting Room)
Mariposa, CA 95338

PLEASE NOTE- This meeting will be at the Mariposa County Fire Department However, it is a hybrid meeting – **Public and MCFAC members may either call-in or attend in person.**

Teleconference option available (see below for call in participation information)

Dial in- United States: +1 (786) 535-3211

Access Code: 135-062-653

Members of the public who wish to participate in the meeting are invited to do so by submitting written comments (instructions follow) or by joining the teleconference by:

MCFAC Advisory Committee written commenting processes are as follows

WRITTEN COMMENTS: Written comments may be submitted via U.S. Postal Service, email or may be dropped off at the Planning Department. In your written communication please note in the subject line: Which Advisory Committee you are commenting to and indicate which “PUBLIC COMMENT ITEM #” (insert the item number relevant to your comment) or “PUBLIC COMMENT NON-AGENDA ITEM” that you are commenting on.

1) Mail • Send written communication to:

Mariposa County Fire Department
PO Box 2039
Mariposa CA 95338

2) Email • Send an email to the mcfac@mariposacounty.org

3) Drop Off: • Written communication can be dropped off at:

No matter which of these formats you choose to use for written communication (Mail, Email or Drop Off) please know that in order to ensure distribution to the committee prior to their consideration of the agenda, and in order for your written comments to be placed into the record it must be received no later than 8:00 a.m. on the day of the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Fire Department at 209-966-4330.
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Mariposa County Fire Advisory Committee

MEETING AGENDA

July 20, 2022

1. Roll Call

- 2. Resolution:** A resolution of the Mariposa County Fire Advisory Committee proclaiming a local emergency, ratifying the proclamation of a state of emergency by the Governor of the State of California on March 4, 2020 regarding an outbreak of respiratory illness due to a novel coronavirus (a disease now known as Covid-19), and authorizing remote teleconference meetings of the legislative bodies of the Mariposa County Fire Advisory Committee for the period July 20, 2022 to August 17, 2022 pursuant to Brown Act provisions.

County Counsel advised us that even with the hybrid style meetings, in person and teleconference, the Committee still needs to adopt the Resolution at the beginning of each meeting in order to be compliant with the Brown Act. The agenda includes the required Resolution.

3. Approval of Minutes: May 18, 2022, June 15, 2018

4. Public comments

5. Discussion and Possible Action:

- a. Discussion and potential recommendations to the BOS on MCFAC membership seat status, full voting seats vs Ex-Officio and quorum for the MCFAC. Recommendation by MCFAC for BOS meeting in August, 2022.
- b. County Committee Guidelines Policy Adhoc committee- request for MCFAC recommendation to the BOS on draft changes to the County's Resolution of the Mariposa County Board of Supervisors new policy specifying guidelines, procedures, and standing rules for county advisory boards, commissions, and committees. Resolution 2022-115. (B.Cone)
- c. Project updates or new grants filed for or received and any needed coordination.
- d. CWPP Implementation update- [Final CWPP is available here: http://www.mariposacounty.org/2448/Community-Wildfire-Protection-Plan](http://www.mariposacounty.org/2448/Community-Wildfire-Protection-Plan)

6. Updates, Activity Reports and Future Items

- a. Members
- b. Any future agenda items

7. Adjourn

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in meeting, please contact the Fire Department at 209-966-4330

RESOLUTION NO. 2021-01

Mariposa County Fire Advisory Committee

A RESOLUTION OF THE MARIPOSA COUNTY FIRE ADVISORY COMMITTEE PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF THE STATE OF CALIFORNIA ON MARCH 4, 2020 REGARDING AN OUTBREAK OF RESPIRATORY ILLNESS DUE TO A NOVEL CORONAVIRUS (A DISEASE NOW KNOWN AS COVID-19), AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MARIPOSA COUNTY FIRE ADVISORY COMMITTEE FOR THE PERIOD JULY 20, 2022 TO AUGUST 17, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Mariposa County Fire Advisory Committee is committed to preserving and nurturing public access and participation in meetings of the Planning Advisory Committee; and

WHEREAS, all meetings of the Mariposa County Fire Advisory Committee's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist, specifically, COVID-19 has spread and is continuing to spread at rates that threaten the capacity of the health care system and the health of the community, and

WHEREAS, in-person meetings that include members Mariposa County Fire Advisory Committee as well as members of the public would expose attendees to transmission of COVID-19 in ways that present imminent risks to health and safety; and

WHEREAS, the Mariposa County Fire Advisory Committee does hereby find that community transmission of COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the community that are likely to be beyond the control of services, personnel, equipment, and

facilities of the Fire Advisory Committee, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Mariposa County Fire Advisory Committee does hereby find that the Mariposa County Fire Advisory Committee shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, efforts are being made to ensure public access to the Mariposa County Fire Advisory Committee meetings, including providing public call-in numbers which are part of the meeting packet and public noticing materials.

NOW, THEREFORE, THE MARIPOSA COUNTY FIRE ADVISORY COMMITTEE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Committee hereby proclaims that a local emergency now exists throughout the community, and that meeting in-person as a committee and with members of the public in attendance would present an imminent risk to the transmission of COVID-19.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Committee hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The County of Mariposa and legislative bodies of the Mariposa County Fire Advisory Committee are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) JULY 20, 2022, or such time the Mariposa County Fire Advisory Committee adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Mariposa County Fire Advisory Committee may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Mariposa County Fire Planning Advisory Committee this 20th day of JULY 2022, by the following vote: —

AYES:

NOES:

ABSENT:

ABSTAIN:



Mariposa County Fire Advisory Committee

MEETING DRAFT MINUTES

DATE: Wednesday MAY 18, 2022
TIME: 9:30 AM
LOCATION: Go To Meeting/Call in – Conference Meeting (see below for participation information)
Host Location – Mariposa County Government Center
5100 Bullion Street, Mariposa, CA 95338
Lower Floor, Development Services

- 1. Roll Call:** *Chris Bernard, Steve Engfer, Barbara Cone, Dave Angelini, Melinda Barrett, Hannah Harrison, Wes Smith, Pat Lange SNF, Russ Marks, Fadzayi Mashiri, Tom Sweeney and Laura Norman.*

Meeting called to order at 9:34.

- 2. Resolution:** At the beginning of each meeting we will vote on whether we want to have an all in-person meeting or only teleconference. The public will have the option to call in for either format.
ACTION- *Motion to meet by teleconference on this day. Approved.*

- 3. Approval of Minutes:** Minutes of December 15, 2021, January 19, 2022, March 16, 2022, and April 27, 2022 Special Meeting. No regular meeting in April due to no quorum.
ACTION- *One motion covered Dec, Jan, Mar, and April Minutes. Approved.*

- 4. Public comments - none**

5. Discussion and Possible Action:

- a. Discussion and consider recommendations to Board of Supervisors edits to MCFAC Resolution Exhibit A committee member identifying voting members vs Ex-Officio members.

Adhoc discussion, in a technical advisory role, determined recommendations need to be put to the BOS on what seats will be included in MCFAC and how to set quorum. More work needs to be done, a draft needs to be completed before it can be brought to the BOS. The full voting identified agencies will be contacted and asked if they want to participate and provide a representative consistently. Do all agencies need to be voting members?

- b. Discussion and consider recommendations to Board of Supervisors feedback and recommendations to the County's Resolution of the Mariposa County Board of Supervisors new policy specifying guidelines, procedures, and standing rules for count advisory boards, commission, and committees. Resolution 2022-115 (B.Cone)

Changes to include proxy votes for each agency, not a person. Adopt the majority rule that best fits MCFAC (Exhibit A, pg 2, Board Policy). Definition of Majority: is MCFAC floating or set? More of a hybrid. Length of membership written as 4 years. Keep continuous terms for agencies. Only the individual memberships will expire.

ACTION: *Adhoc committee to draft the changes MCFAC needs to function, and have the Fire Chief bring the recommendations to BOS. Approved.*

- c. Discussion of a Pre-Fire Engineer county position (Extra Help or whatever) for the coordination of CWPP, LHMP, GIS coordination, Title III coordination, etc.

ACTION: *Support budget request for County Fire to hire an additional person to cover the MCFAC administrative needs. Fire Chief to work with HR develop the duties and title of this person, including pulling community plans together. Approved.*



Mariposa County Fire Advisory Committee

MEETING DRAFT MINUTES

- d. Project updates or new grants filed for or received and any needed coordination.

FSC: Waiting on CAL FIRE announcement of Grants awarded. PG&E is behind on their grants.

Public Works: Ferguson Fire Mitigation cleanup in process. Approaching 1000 trees removed.

RCD: Received 3rd forest health grant from CAL FIRE for \$4.9M adds on to previous grants around YNP.

6. Updates, Activity Reports and Future Items

- a. Members –

RCD: Working in Yosemite West and Wawona sub-divisions cleaning up. June is new date for transformer upgrade in Bootjack, since April date it rained. 95% complete. May be able to have the new panels installed before power upgrade.

County Fire: Steve Ward submitted a proposal for Title III funding for FSC, RCD, and Trails Group. RCD to use toward home hardening projects. Currently in 45 day comment period.

SWIFT: Has some BLM Good Neighbor authority money available for projects in Mariposa. Think about where we could do a project with these funds that everyone thinks is worthwhile.

Public Works: Board of Forestry comment period for fire safe regulations is ending. Seems more reasonable and moving forward. Thank you Tom for his wisdom and contribution to MCFAC.

UCCE: Fire Advisor position interviewed someone who is being made an offer. Looking promising. Mark is working on PBA coordination and education.

- b. Any future agenda items: None

7. Adjourn

Adjourned at 10:45 a.m.

Agenda Documents Download link: <https://www.mariposacounty.org/DocumentCenter/Index/2715>

- If you require a hard copy of the agenda please notify Cathy Garrett, County Fire Department: cgarrett@mariposacounty.org



Mariposa County Fire Advisory Committee

MEETING DRAFT MINUTES

DATE: Wednesday JUNE 15, 2022
TIME: 9:30 AM
LOCATION: Go To Meeting/Call in – Conference Meeting (see below for participation information)
Host Location – Mariposa County Government Center
5100 Bullion Street, Mariposa, CA 95338
Lower Floor, Development Services

- 1. Roll Call:** Steve Ward, Steve Engfer, Chris Bernard, Barbara Cone, Melinda Barrett, Dave Angelini, Hannah Harrison, Wes Smith, Mike Keyser, Pat Lange SNF, Russ Marks, Jason Schroeder BLM, Tara Fouch-Moore, and Marshall Long.

Meeting called to order at 9:36.

- 2. Resolution:** At the beginning of each meeting we will vote on whether we want to have an all in-person meeting or only teleconference. The public will have the option to call in for either format.
ACTION- Motion to meet by teleconference on this day. Approved.

- 3. Approval of Minutes:** Minutes of May 18, 2022
ACTION- Motion to approve May Minutes. Approved.

- 4. Public comments - none**

5. Discussion and Possible Action:

- a. Discussion and direction from committee for Adhoc disbandment of CWPP implementation and reform or reassignment new Adhoc in a technical advisory role, determined recommendations need to be put to the BOS on what full voting seats v. Ex-Officio will be included in MCFAC and how to set quorum. To be done by July MCFAC meeting to get to BOS in August, 2022.

ACTION: Motion to disband the original CWPP Implementation Adhoc committee in order to form a new Adhoc committee to review MCFAC membership in relation to BOS policies and bring recommendations to July meeting. Approved.

Members: Marshall Long, Barbara Cone, Steve Engfer, Melinda Barrett

- b. Update from Adhoc committee on drafted changes recommendations to the County's Resolution of the Mariposa County Board of Supervisors new policy specifying guidelines, procedures, and standing rules for county advisory boards, commissions, and committees. Resolution 2022-115 (B.Cone). We are coming up on our 90 days for review.

Defer to new Adhoc for report next month.

- c. Update on a Pre-Fire Engineer county position (Extra Help or whatever) job duties description and title. (Fire)

Research needs to be done to have a complete plan of what this position would do, why it is needed, where they will report, and possible grants available to pay for it; before we go to the BOS to ask for it. Consider them a Fuels person, duties not assigned to anyone else in Mariposa County.

- d. Project updates or new grants filed for or received and any needed coordination.

Indian Council – working on CEPA/NEQA for Sarah Priest Allotment in Midpines. Working with SFC to do more work on Mariposa Creek restoration project. Received a Rekindling Fire and Culture Grant to get tribal members trained up on cultural burning.



Mariposa County Fire Advisory Committee

MEETING DRAFT MINUTES

Public Works – received grant for equipment purchase of mini excavator/masticator. PGE made transition at Bootjack tank. Received hardware components that were back ordered. Tank is very close to being put online. FEMA awards for 3 additional tanks: Greeley Hill, Hornitos, Woodland Park. Moving forward with RFQ for management of project. Hopefully be under construction by June. Ferguson Fire mitigation around Yosemite West is complete. Contractor has taken down about 2000 trees. Melinda has a grant to do debris removal from the area.

County Fire – CCI Grant for masticator head and other equipment coming through. Waiting on final paperwork to place orders. CCI Grant also includes 550 Ford with utility bed and a trailer to haul equipment around. Interviewed 5 applicants for 4 Extra help positions.

OES – Received high frequency communications grant to purchase trailer to be used to access pockets that are tough to reach throughout the County. They will be able to Dispatch from the trailer, even if main Dispatch is offline. SAR vehicle will tow the trailer.

Planning – Working on Creek Parkway & Multiple Burn, Sequestration Modeling for Carbon baselines, Agriculture Working Landscape Conservation Plan, resiliency in fire is a part of several plans. Hannah is working on handouts and the website for zero ignitions zones.

FSC – received both grants from CAL FIRE total \$1,527,645 including the Bullion Ridge Fuel Break from the end of Alta Vista to Bagby Campground making 14 miles of fuel break. Also got Brush & Chip program funded in Fall or Winter. Environmental work has been done for Alta Vista; expect signatures by end of August to hire in Fall. Foran Project will be done in July. Stumpfield will be done in August. Developing big project concept to thin fuels to increase evacuation time. Lushmeadows ladder fuels signups will start at their community fire event. Will use UCMerced LIDAR mapping. 843.5 acres. Possibly include Triangle Rd and Monte Vista, another nearly 400 acres. Hoping for an office in the near future so they can hire more staff. SNC Wagner Project contractor has completed about 80% of the miles.

6. Updates, Activity Reports and Future Items

- a. Members –
- b. Any future agenda items: None

7. Adjourn

Adjourned at 10:56 a.m.

Agenda Documents Download link: <https://www.mariposacounty.org/DocumentCenter/Index/2715>

- If you require a hard copy of the agenda please notify Cathy Garrett, County Fire Department: cgarrett@mariposacounty.org



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

1. PURPOSE

The County of Mariposa depends on many discretionary and non-discretionary boards, commissions, and committees (hereinafter collectively referred to as "committees" and individually referred to as "the committee") to conduct the public business and to comply with applicable statutory mandates. Consequently, the Board of Supervisors deems it advisable and a matter of public interest to establish guidelines for the establishment, dissolution, and operation of committees, as well as to clarify procedures and standing rules for the members of these bodies, as well as for staff, and the public.

2. POLICY INTENT

These guidelines are intended to be applied to all committees established by the Board of Supervisors regardless of whether creation was via resolution, ordinance, or other Board action.

3. POLICY LIMITATIONS

This policy is not meant to change any statutory authority or requirement. Where a conflict exists between statutory authority and this policy, the statutory authority shall prevail.

4. DEFINITIONS

- Ad hoc Committee

A sub-committee that is created for a particular project or task and/or for a specific limited timeframe, and which is normally dissolved upon completion of the project or task, or automatically when the specified timeframe has elapsed.

- Discretionary Committees

Advisory Boards, Commissions, and Committees that are not mandated by State or federal law or regulation.

- Majority

- Committees with a set number of committee members (as established upon committee creation or as amended by action of the Board of Supervisors)

One-half of the number of committee members (filled or unfilled), plus one, unless defined otherwise by law.

- Committees with a floating number of committee members (those with a range of minimum and maximum number of members, as established upon committee creation or as amended by the Board of Supervisors.)

One-half of the number of appointed committee members, plus one, unless defined otherwise by law.

- Quorum

One-half of the committee membership, plus one, unless defined otherwise by law.

EXHIBIT "A"



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

- Standing committee
A permanent committee that meets regularly.
- Sub-committee
A small group of people composed of some members of a larger committee, and which reports back to the larger committee. A sub-committee can be established in the bylaws or by committee approval, which is clearly noted in the minutes. A sub-committee can be a standing committee or an ad hoc committee.
- Sunset Date
The date on which a committee's authorization to function expires, unless a Board action is taken to extend it another term.
- Unscheduled Vacancy
A vacancy that occurs for any reason prior to the end of a member's term.

5. ESTABLISHMENT AND DISSOLUTION OF DISCRETIONARY COMMITTEES

- 5.1 To conserve County resources, the Board of Supervisors may direct the use of Ad hoc committees, advisory councils, or town hall meetings prior to establishing a new discretionary committee.
- 5.2 New discretionary committees shall be established by a resolution of the Board which includes:
 - A) A statement of purpose.
 - B) Membership requirements, if any. (Demographics, experience, etc.)
 - C) Membership term lengths.
 - D) Member compensation.
 - a. A clause noting that members serve without compensation; or
 - b. A clause that addresses compensation, stipends reimbursement of mileage or other expenses.
 - E) A "sunset date," or other date of dissolution, for the committee which is no more than four years from the date that the Board creates the committee.
 - F) Designation of the administering County Department to liaise with the committee and provide advice, oversight, and committee support, as needed, including submission of minutes to the Clerk of the Board.
- 5.3 No committee shall have powers other than advisory to the Board of Supervisors or Planning Commission except as may be contained in the Mariposa County Code.
- 5.4 Initial sunset dates, staggered across four years, are hereby established for existing committees via Appendix 1, which is attached hereto and incorporated herein by reference.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

- 5.5 A committee shall cease to exist upon the accomplishment of the special purpose for which it was created, upon reaching an unextended sunset date, or when dissolved by a majority vote of the Board of Supervisors. The Board of Supervisors may dissolve a committee prior to a discretionary committee's established sunset date.
 - 5.6 The Board of Supervisors shall retain discretion to remove any committee member as it deems necessary, for any cause.
6. APPLICATION AND APPOINTMENT PROCEDURES
- 6.1 County committees are meant to inform policy regarding the needs of Mariposa County residents. Consequently, committee members must reside or work within Mariposa County, unless otherwise defined by the establishing authority.
 - 6.2 All new committee members must submit a completed County Committees application to the Clerk of the Board, along with answers to any supplemental questions, prior to any advertised deadline. The Clerk shall log valid applications and forward them to the administering department to vet qualifications and prepare a Board item. Applications received after the deadline are invalid and will not continue in the process.
 - 6.3 In the event that multiple applications are submitted for a position, applications may be vetted by a committee composed of the Board liaisons for that department, the department head, and the Clerk of the Board, with a recommendation made to the Board of Supervisors. Any such recommendation will be presented to the Board of Supervisors along with all valid applications, redacted to protect sensitive personal information.
 - 6.4 No committee member will be appointed/reappointed to a term longer than four years, except as otherwise provided herein.
 - 6.5 Committee members, except for those who have resigned or been removed, may continue to serve until an appointment or reappointment is made.
 - 6.6 Members of committees who wish to continue serving in their appointed capacity for additional terms are required to complete and submit a new application, or may update and resubmit their original application if no pertinent information has changed. All qualifying applications for the vacancy will be submitted to the Board of Supervisors along with any recommendation from the administering department.
 - 6.7 In the event of a resignation by a committee member, it is the responsibility of the resigning member to communicate the resignation to the Clerk of the Board or the administering department.
 - 6.8 In the event of an unscheduled vacancy on any discretionary committee, a Notice of Special Vacancy shall be posted in the Clerk of the Board's office, and on either the County's website or at the library designated pursuant to California Government Code



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

Section 54973 et seq. (the Maddy Act). In the case of At Large vacancies, a press release may also be sent to the local newspapers, at the discretion of the head of the administering department. Final appointment to the committee may not be made by the legislative body until at least 10 working days have elapsed since the posting of the notice in the Clerk's office.

- 6.9 Applicants for District appointments may be nominated by the District Supervisor, but require concurrence and approval by a majority vote of the full Board.
- 6.10 When a vacancy exists on a committee and no applications have been submitted by the deadline, the vacancy will be continued by the administering department until such time as an appointment can be made. The Board of Supervisors may, at any time, move to continue an appointment to a subsequent date.
- 6.11 Upon initial appointment, and at each reappointment, committee members shall receive a copy of all County policies provided to new hires, and shall acknowledge their receipt. The administering department shall be responsible for providing the policies, obtaining signed acknowledgements, and for keeping all acknowledgements until two years past the member's resignation or removal from the committee.

7. NEPOTISM

The role of advisory committees is to provide diverse and impartial input from throughout the county. Consequently, no more than one family member may serve on the same committee.

For purposes of this policy, family members are defined as spouse, child, step-child, parent, stepparent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law, sister-in-law, legal guardian, significant other, or any other member of an individual family household, or that have such familial relationships as are specifically identified above that live in separate households.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

8. ORIENTATION

Each committee shall have an orientation packet for new members which includes:

- A. A copy of this Board Policy.
- B. Copies of any laws, regulations, and/or other applicable Board policies pertaining to the operation of County committees in general, as well as those specific to the committee, including the establishing authority, By-Laws, and plans and goals of the committee.
- C. A copy of County Counsel's memorandum regarding duties, responsibilities, and requirements of the Ralph M. Brown Act.
- D. Copies of the last three (3) committee minutes and recent reports prepared for Board review, as well as a schedule of meetings if one exists.
- E. A copy of the committee's rules of procedure, whether Rosenberg's Rules or Roberts' Rules of Order.
- F. A roster of all current committee members, as well as the County staff which regularly interacts or presents to the committee.
- G. Information regarding any Ad-Hoc or subcommittees including, but not limited to, descriptions, list of Ad-Hoc or subcommittee members, or other pertinent materials.

It shall be the responsibility of County staff to assemble the orientation packet and to convey it to the Committee Chairperson. The Committee Chairperson, or his or her designee, shall provide these orientation materials to new committee members prior to their being seated as a member. County staff shall be responsible for supplying updated rosters to the Chair and the remaining committee members.

9. BY-LAWS

- 9.1 Each committee, whether created by resolution or ordinance, shall prepare By-Laws which shall, at a minimum, contain the sections and information contained in Appendix 2, attached hereto, and must be approved by the Board of Supervisors. Committees have the flexibility to add additional by-laws provisions providing that they do not conflict with, or negate, the required provisions contained in Appendix 2 of this policy.
- 9.2 Newly formed Committees shall have adopted By-Laws approved by the Board of Supervisors within 90 calendar days of the committee's first meeting.
- 9.3 Existing committees named in Appendix 1, attached hereto, shall have adopted By-Laws approved by the Board of Supervisors not later than 90 days after the committee's next scheduled meeting that occurs after the adoption of this policy.

10. REPORTING AND REVIEWS

- 10.1 Each committee shall select a member to prepare and maintain meeting Minutes.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

- A. Minutes shall, at a minimum, contain the information noted in "Appendix 3 – Minutes." However, committees are at liberty to add additional information to their minutes.
 - B. For committees that meet quarterly or less frequently, draft Minutes shall be submitted to the Clerk of the Board within thirty days of each meeting. For committees that meet more frequently, adopted Minutes shall be submitted to the Clerk of the Board within thirty days of each meeting. In turn, the Clerk of the Board shall prepare an informational agenda item to submit the minutes to the Board of Supervisors. The Clerk of the Board may attach multiple committee minutes to a single consent item.
 - C. If the selected committee member fails to produce the meeting Minutes within the required timeframe, then it will be up to the Committee Chair to immediately prepare and submit the Minutes.
- 10.2 Each committee shall prepare and submit an annual written report to the Board of Supervisors, through the Clerk of the Board, by April 1st of each year, beginning in 2023, that includes a summary of their activities and accomplishments during the last year, as well as committee goals and initiatives for the next year.
 - A. Each annual report shall minimally include the following information:
 - A. An overview of the Projects/Issues/Topics considered by the committee in the preceding year
 - B. How the Projects/Issues/Topics fall within the committee's purpose.
 - C. Any issues impeding committee effectiveness
 - D. Goals and objectives for the next year
 - B. Committees are at liberty to add additional information to reports as they see fit.
- 10.3 It is the intent of this policy that written reports are communications between the committees and the Board of Supervisors and will, consequently, be written and prepared by the committee members rather than staff.
- 10.4 Written reports should be submitted to the Clerk of the Board of Supervisors who will schedule and prepare a Board of Supervisors item in coordination with the committee chairperson.
- 10.5 Committees that do not submit a report by May 1st of each year shall be reviewed by the Board of Supervisors and appropriate actions, including dissolution of the



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

committee prior to the sunset date, may be considered.

- 10.6 An agenda item for a mid-term review of each committee shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the second year of the committee's four year term.
- 10.7 Agenda items for Sunset Reviews shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the last year of the committee's four year term, but prior to its sunset date, to allow the Board to consider the committee's purpose, effectiveness, and possible sunset date extension.
- 10.8 Mid-term and Sunset Board Reviews will nominally include consideration of the annual reports, and will provide the committee members the opportunity to provide feedback regarding the committee's objectives relative to its purpose, as well as to allow the Board to provide direction.

11. STANDING RULES

- 11.1 All committee members shall take the loyalty Oath of Office, found in Appendix 4, upon appointment or reappointment and prior to voting on any matter presented to the committee on which they serve. Oaths of Office may be administered by the Clerk of the Board, or the head of the administering department.
- 11.2 Any committee members who receive any type of compensation, salary, stipend, or reimbursement for actual and necessary expenses incurred in the performance of official duties, are required to complete Ethics Training as required by California Government Code Title 5, Chapter 2, Article 2.4, Sections 53234-53235.2.
- 11.3 Committees and their members are responsible for conducting public business for the County of Mariposa and are, therefore, subject to provisions of California Government Code Section 54950 et seq. (the Ralph M. Brown Act), which mandates open meetings for local legislative bodies.
- 11.4 Committee members shall be responsible for having a working knowledge of the establishing ordinance, resolution, by-laws, federal or state mandates, or any other governing regulations that define and set forth the intent and purpose of their assigned committee, and shall only represent and take action on matters related thereto.
- 11.5 Meeting Minutes can only be approved by members who attended the meeting, or by those who have reviewed existing meeting audio.
- 11.6 If the committee membership changes enough to prevent a set of Minutes from being approved by original members in a number that equals or exceeds a quorum of the committee, and if no recording exists for new members to review to become qualified



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

to vote on the Minutes, then Minutes may be deemed approved and marked as a "Technical Approval" under this policy.

- 11.7 Draft and Approved Minutes are to be posted to the agenda management system by County staff.
- 11.8 Comments, decisions, or actions by discretionary committees are wholly advisory and it is not the responsibility, or within the authority, of an advisory committee to make decisions, manage, or direct the delivery of services or facilities.
- 11.9 Committee members represent the County of Mariposa and shall avoid impropriety and the appearance of impropriety, and shall not use their appointed position to further their own financial/pecuniary gain or for any other purpose not directly related to the governmental function they have been appointed to perform.
- 11.10 Committee members shall not misrepresent the scope of their influence or authority in matters assigned to their committee or represent recommendations of their respective advisory body as official County policy until such time as formal action, such as adoption of a resolution, has been taken by the Board of Supervisors.
- 11.11 Committee members shall not represent the committee before any other committee, commission, outside agency, to the press, or the general public unless authorized as the designated spokesperson by the Committee.
- 11.12 The County is committed to providing a safe and dignified environment for all employees and volunteers, alike. Consequently, committee members are subject to all County Human Resource policies including, but not limited to, the Policy Against Discrimination and Harassment in the Workplace and the Injury, Illness, and Prevention Program. All new and returning committee members are responsible for understanding these policies and for conducting themselves in a professional and inclusive manner. Zero Tolerance will be exhibited in any instance where a committee member is found to be out of compliance with any County Human Resources policy.
- 11.13 In the event that any committee member fails to adhere to one or more County Human Resource policies, staff shall document the issue, whether observed or reported by others, and submit the matter to the Human Resources division for investigation.

Written documentation shall specifically address the following:

- A. The allegation of misconduct or wrongdoing in detail.
- B. Citation of relevant policy, if known.
- C. Dates, times, and places where event or events occurred.
- D. Names of the people involved, as well as their contact information where available.
- E. Any other relevant information which would help determine whether there is a basis for any charge of misconduct, wrongdoing, or policy noncompliance.

EXHIBIT "A"



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

- 11.14 Upon receipt of a complaint against a committee member, the Human Resources division shall so inform the department head of the administering department as well as the Board of Supervisors, and shall commence an investigation. The committee member in question shall be automatically suspended from his or her committee duties while the investigation is being conducted.
- 11.15 The Human Resource division shall conclude its investigation within forty-five (45) days, and shall issue a Finding.
- 11.16 Any Finding of noncompliance shall result in automatic removal of the committee member from all County committees upon which the member serves.

Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards

APPENDIX 1 – INITIAL SUNSET DATES

COMMITTEE	ADMINISTERING DEPARTMENT	INITIAL LENGTH (YEARS)	SUNSET DATE	COMMENT
1 YEAR				
Community Recreation Facility Advisory Committee	Administration	1	10/31/2023	Inactive. Created in 2019. No appointments made.
Housing Rehabilitation and Loan Advisory Board	Administration	1	11/30/2023	Inactive
Housing Program Advisory Committee	Planning	1	8/31/2023	Inactive
Surface Mining Technical Advisory Committee	Planning	1	9/30/2023	Inactive
Town of Mariposa Transit Center Feasibility Study Citizens Advisory Committee	Planning	1	10/31/2023	Inactive
Yosemite West Planning Advisory Committee	Planning	1	11/30/2023	Inactive
Coulterville Cemetery Ad Hoc Committee	Public Works	1	10/31/2023	No current members. Last appointment expired on 12-31-2019
Catheys Valley Cemetery Ad Hoc Committee	Public Works	1	10/31/2023	All committee members expired on 12-31-2021
Mariposa Town Cemetery Ad Hoc Committee	Public Works	1	11/30/2023	Inactive
2 YEARS				
Agricultural Advisory Committee	Planning	2	8/31/2024	
Connect Mariposa Advisory Board	Administration	2	8/31/2024	
El Portal Planning Advisory Committee	Planning	2	9/30/2024	
Fire Advisory Committee	Fire	2	11/30/2024	
Local Child Care Planning Council	HHSA	2	11/30/2024	
Parks and Recreation Commission	Public Works	2	9/30/2024	
Wawona Town Planning Advisory Committee	Planning	2	10/31/2024	
3 YEARS				
Business Assistance/Microenterprise Loan Advisory Board	Administration	3	8/31/2025	
Child Care Task Force	Administration	3	8/31/2025	
Coulterville Planning Advisory Committee	Planning	3	9/30/2025	

Fish Camp Town Planning Advisory Council	Planning	3	9/30/2025
Greeley Hill Planning Advisory Committee	Planning	3	10/31/2025
Historic Sites and Records Preservation Commission	Planning	3	10/31/2025
Mariposa County Commission on Aging	HHSA	3	11/30/2025
Mariposa County Solid Waste AB939 Local Task Force	Public Works	3	11/30/2025

4 YEARS

Airport Advisory Committee	Public Works	4	11/30/2026
Behavioral Health Board	Clerk of the Board	4	11/30/2026
Catheys Valley Community Planning Advisory Committee	Planning	4	8/31/2026
Code Compliance Advisory Committee	Planning	4	11/30/2026
Creative Placemaking Strategy Advisory Committee	Planning	4	9/30/2026
Law Library Trustees	County Counsel/Risk M:	4	11/30/2026
Midpines Planning Advisory Committee	Planning	4	9/30/2026
Merced River Trail	Planning	4	10/31/2026

COMMITTEES NEEDING APPROVAL BY THE BOS SITTING AS A DIFFERENT ENTITY:

Air Pollution Control District Hearing Board	APCD
Coulterville Service Area No. One Advisory Board	CSA-1
In-Home Supportive Services Advisory Committee	IHSS Public Authority
Local Transportation Commission Technical Advisory Committee	LTC
Social Services Transportation Advisory Council	LTC
Water Agency Advisory Board	Mariposa County Water Agency
Yosemite West District Advisory Committee	Yosemite West District Board of Directors

COMMITTEES NOT SUBJECT TO THIS POLICY:**INTERNAL OR OPERATIONAL COMMITTEES/ENTITIES**

Mariposa County Planning Commission	
Community Corrections Partnership	Dept: Probation
Disaster Council	Dept: Sheriff
Emergency Medical Care Committee	Dept: HHSA/Health
Mariposa County Safety Committee	Dept: County Counsel/Risk Manager

APPEALS BOARDS UNDER THE BOARD OF SUPERVISORS - Function differently than advisory committees

Medical Services Program Appeal Board	HHSA
Building Department Advisory and Appeals Board	Building
Local Enforcement Agency (LEA) Hearing Panel	HHSA/Environmental Health
Wawona Appeals Board	Planning

Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards,
Commissions, and Committees

APPENDIX 2 – BYLAWS

Article 1 – Purpose and Authority

Section A – The committee is established under authority of <State Code, Ordinance, Board Resolution with date, or Joint Powers Agreement with date.>

Section B – Its purpose is <as set forth in the establishing authority.>

Section C – The <Advisory Committee's name> is advisory to the Board of Supervisors (or the Planning Commission and the Board of Supervisors) and, as such, shall not take part officially in, nor does it lend its influence to, any political causes or issues.

Section D – <Advisory Committee's name> is advisory to <list department(s), Planning Commission if appropriate> and the Board of Supervisors only. Committee recommendations are advisory only and are meant to inform the decisions of decision-makers who may accept, modify, or reject them. The <Advisory Committee's name> is not empowered by ordinance, establishing authority, or policy to render a decision of any kind on behalf of the County of Mariposa, or its appointed or elected officials.

Article 2 – Membership and Term of Office

Section A – The <Advisory Committee's name> is limited to <number> members in accordance with the establishing authority. (Add membership categories, if necessary.)

Section B – Each term is for a period of <as set forth in the establishing authority.>

Section C – If a member of the <Advisory Committee's name> is absent from three successive regular meetings of the Advisory Board without reasonable cause, as determined by the committee chair, the office becomes vacant automatically. The Advisory Board shall immediately notify the Board of Supervisors of the vacancy so that advertising and recruitment of a replacement can commence.

Article 3 – Officers

Section A – The advisory committee shall elect a Chairperson, and a Vice-Chairperson annually at the first meeting of the calendar year (or other time period as defined by the committee), and a Secretary.

Section B – The Chairperson provides general supervisory guidance to the advisory committee and presides over its meetings. The Chairperson may assign coordinating duties to the Vice Chairperson, as necessary. The Chairperson is the sole official spokesperson for the advisory committee unless this responsibility is delegated in writing.

Section C – In the absence of the Chairperson, the Vice Chairperson assumes the duties and responsibilities of that office.

Section D – The Secretary records the minutes of all advisory committee meetings and handles committee correspondence. The Secretary keeps the roll, certifies the presence of the quorum,

maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. County staff assigned to the advisory committee shall be responsible for posting all meeting notices and agendas as required by the Ralph M. Brown Act, and to keep a record of such postings, and to reproduce and distribute the advisory committee notices, agendas, and minutes for all meetings, if needed

Article 4 – Meeting Procedures

Section A – All meetings, meeting notices, agendas, and meeting actions must be in compliance with the Ralph M. Brown Act, the American's with Disabilities Act (A.D.A.), and all other laws and policies. County staff shall be responsible for posting meeting agendas on the County's agenda management system, at the meeting location, and other applicable publicly accessible places, no less than 72 hours prior to each regular meeting, or 24 hours prior to each special meeting. Additionally, notices or agendas shall be mailed upon written request.

- 1) As County-affiliated entities, the tops of all committee agendas shall display the County emblem in compliance with the County Branding Policy.
- 2) The bottoms of all agendas shall provide a contact for A.D.A. assistance similar to "In compliance with the American's with Disabilities Act, if special assistance is required to participate in this meeting, please contact the <Name of Person or Position and contact information if not given elsewhere on the agenda.>

Section B – Meetings that are not noticed correctly under the Ralph M. Brown Act, as noted in Section A above, may not occur and must be rescheduled to a future date.

Section C – Meetings may only occur when a quorum of committee members is present. A quorum, unless otherwise defined by the establishing authority, is a majority of the members, normally calculated as half the membership plus one. If a quorum is not present within ten minutes of the advertised meeting start time, committee members are to exit the meeting place and disperse to avoid an accidental, unauthorized meeting.

Section D - All meetings of the advisory committee and any subcommittees shall be open to the public to the extent required by the Brown Act. Meetings are to be held in public places which are in compliance with the Americans with Disabilities Act.

Section E – The Chairperson shall be the Presiding Officer at all <Advisory Committee's name> meetings and is responsible for the maintenance of order and decorum at all times. In the absence of the Chairperson, the Vice-Chairperson shall preside.

Section F – Rosenberg's Rules of Order <or, alternatively, Robert's Rules of Order> shall govern the operation of the committee in all cases not covered by these by-laws. The advisory committee may formulate specific procedural rules of governance when required by resolutions, ordinances, or laws.

Section G – Each voting member has one vote and no proxy.

Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards,
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APPENDIX 3 – MINUTES

(This Appendix is provided merely as a guide of the minimal things that must be captured in Action Summary Minutes. Committees are at liberty to add more information to suit their needs.)

<Committee Name>

<Meeting Date> ACTION SUMMARY MINUTES

Location of Meeting:

Present at Meeting:

Seeing a quorum, the regular meeting of the <Committee Name> was called to order at <time A.M or P.M> by Chair <Name>.

The committee proceeded to consider the agenda and the following actions were taken or direction given:

Item 1. (Number each item) <Description from the agenda>

Record the meeting ACTIONS. Narrating the discussion that led to the action is not necessary.

For a motion:

By a unanimous vote (if not unanimous, define the vote, for instance: 5 ayes, 2 nays, with Smith abstaining), the committee approved the motion of <Name of Person>, with a second by <Name of Person>, to <describe the motion.>

Alternate format:

On the motion of <Name of Person>, with a second by <Name of Person>, the committee approved the motion to <describe the motion.>

AYES: Name1, Name2 <last names only, typically listed in alphabetical order>; NAYS: Name3; ABSTAIN: Name4

For direction (usually requests for some kind of follow-up action at a future meeting):

<Name of Person> was requested to research the issue of <define what was requested> and return with a report at the <date> meeting.

<TIME A.M. or P.M.> There being no further business, the meeting was adjourned (either by the Chair, or on a motion, second, and vote – depending on the committee's procedures.)

Minutes submitted by,

<Name of Person who Prepared the Minutes>

**DRAFT
STATE OF CALIFORNIA
COUNTY OF MARIPOSA
BOARD OF SUPERVISORS**

Resolution
No. 2022-XXX

WHEREAS, pursuant to Mariposa County Code Chapter 2.96, entitled Mariposa County Fire Department, the Board established the Fire Department and Fire Chief; and

WHEREAS, the Board directed the Fire Department to form an ad-hoc committee in the fall of 2018 to consider an update to the Countywide Community Wildfire Protection Plan (CCWPP) and other related overarching fire issues; and

WHEREAS, the County Fire Department convened the fire ad-hoc committee to consider the CCWPP plan and other relevant issues; and

WHEREAS, the ad-hoc fire advisory committee concluded that an ongoing arrangement for a fire advisory committee was needed to assist in the work on various tasks including the important CCWPP update, ongoing maintenance of the plan and to ensure stakeholder collaboration on all relevant fire related issues; and

WHEREAS, in conjunction with the review of the CCWPP the ad-hoc committee also assisted the Mariposa County Fire Safe Council in preparation of the Community Wildfire Prevention Grant to CALFIRE for the update of the CCWPP; and

WHEREAS, on December 11, 2018 the Board of Supervisors adopted Resolution No. 2018-601 approving a letter of support to the Mariposa County Firesafe Council for the submittal of the grant to update the CCWPP; and

WHEREAS, by Resolution No. 2018-601, the Board recognized the importance of updating the CCWPP and potential inclusion within the Strategic Fire Plan of the MMU; and

WHEREAS, the Community Wildfire Prevention Grant was subsequently awarded for the update of the CCWPP; and

WHEREAS, the ad-hoc committee recommended that the Board of Supervisors establish the Mariposa County Fire Advisory Committee as key to insuring the involved agencies and partners benefit from the CCWPP cohesive work plan and related fire programs and to continue the important work to which partners and public will benefit; and

WHEREAS, at their meeting of June 4, 2019 the Board of Supervisors adopted Resolution No. 2019-303 Establishing the Mariposa County Fire Advisory Committee; and

WHEREAS, at their meeting of July 16, 2019 the Board of supervisors adopted clarification to Resolution No. 2019-303, Exhibit A, 3. Term and Manner of Appointment, as shown in Resolution No. 2019-415; and

WHEREAS the Mariposa County Fire Advisory Committee has conducted meetings on a monthly basis since establishment, and as a result has recommended amendments to the resolution Exhibit A.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Supervisors of the County of Mariposa does hereby adopt this resolution amending and clarifying the terms of the establishment of the Mariposa County Fire Advisory Committee (MCFAC) as an advisory body to the Board of Supervisors with purpose, functions, and procedures as described in Exhibit A attached hereto and incorporated herein.

ON MOTION BY Supervisor _____, seconded by Supervisor _____, this resolution is duly passed and adopted on, March 15, 2022, by the following vote:

AYES:

NOES:

EXCUSED:

ABSTAIN:

Rosemarie Smallcombe, Chair
Mariposa County Board of Supervisors

Attest:

Keith Williams
Interim Clerk of the Board of Supervisors

Approved as to Form:

Steven W. Dahlem
County Counsel

EXHIBIT A

**BOARD OF SUPERVISORS Resolution No. 2022-XXX
Mariposa County Fire Advisory Committee**

Article 1 – Purpose and Authority

Section A – The committee is established under authority of Resolution 19-303

Section B – Its purpose is as follows:

- 1. Formulate, design, implement and participate in stakeholder engagement to ensure full participation by the committee in the establishment of recommendations for fire related issues to the Board of Supervisors, which will facilitate the implementation and ongoing maintenance of the Countywide Community Wildfire Protection Plan (CCWPP) and other needed fire plans, strategies, goals and documents;**
- 2. Identify, evaluate and recommend the implementation of feasible fire related projects, programs, and policies pertinent to the County and stakeholders;**
- 3. Incorporate a holistic approach in considering and making recommendations on important topics such as pre-fire coordination, fire prevention education, fire risk reduction and resource resiliency to both the County Fire Chief and Board of Supervisors;**
- 4. Support the work of staff and others in the conduct of fact finding and data gathering necessary to (1) identify existing fire related resources and opportunities, (2) recommend projects, programs, and policies needed to efficiently implement the County’s fire-related activities, plans and program goals, and (3) ultimately realize the recommendations contained in the Board of Supervisors approved fire codes, policies and relevant plans; and**
- 5. Provide periodic assessment, evaluation of, and feedback to the Board of Supervisors regarding the success of Mariposa County Fire and Fire Advisory Committee efforts.**

Section C – The Mariposa County Fire Advisory Committee is advisory to the Board of Supervisors and, as such, shall not take part officially in, nor does it lend its influence to, any political causes or issues.

Section D – Mariposa County Fire Advisory Committee is advisory to and the Board of Supervisors only. Committee recommendations are advisory only and are meant to inform the decisions of decision-makers who may accept, modify, or reject them. The Mariposa County Fire Advisory Committee is not empowered by ordinance, establishing authority, or policy to render a decision of any kind on behalf of the County of Mariposa, or its appointed or elected officials.

Article 2 – Membership and Term of Office

Section A – The Mariposa County Fire Advisory Committee is limited to ~~nineteen (19) thirteen~~ ~~(13) members~~ in accordance with the establishing authority.

1. Representatives ~~shall should~~ be selected from or represent the following agencies and groups in Mariposa County:

- CALFIRE
- Mariposa County Fire Safe Council
- Mariposa County Resource Conservation District
- ~~Two (2)~~ United States Forest Service
- ~~Sierra and Stanislaus National Forest~~
- Bureau of Land Management
- Mariposa County Planning Department
- Mariposa County Public Works Department
- American Indian Council of Mariposa County
- Yosemite National Park
- Mariposa County Sheriff (OES)
- SouthWest InterFace Team (SWIFT)
- ~~Up to five (5) Two (2)~~ Public Members
 - ~~Pacific Gas and Electric (PG&E)~~
 - ~~University of California Cooperation Extension (UCCE)~~
 - ~~Caltrans~~
 - ~~Sierra Tel~~

2. The committee may call upon representatives of other organizations and the general public as resources on certain topics related to fire such as resiliency, land management, economic development, and resource conservation; and

3. Two (2) Ex-Officio (non-voting) members from the Board of Supervisors.

Section B – Each term is for a period of Term and Manner of Appointment

1. Advisory agency and group membership seats are standing committee seats for continuous terms requiring no Board appointment.

2. Appointments of the ~~two (2)~~ public members to the MCFAC shall be made by the Board of Supervisors based on the joint recommendation of the Fire Chief or designee and MCFAC.

3. ~~The two (2)~~ public member terms shall expire two (2) years from the date of appointment.

4. The Board of Supervisors may remove at any time and without cause any member of the MCFAC.

Section C – Participation By Member Required, Vacancy

1. If any member of the Advisory Committee is absent (unexcused) for two (2) consecutively scheduled meetings, then that member may be removed from the MCFAC by the Board of Supervisors, and the Board of Supervisors shall fill the vacancy for the unexpired term.

2. The Board of Supervisors shall fill any Public Member vacancy in the MCFAC membership for the unexpired term.

Section D – Selection of Officers

1. At its first meeting, the MCFAC shall elect a chair, vice chair, and secretary to serve a term of one (1) year or until the successor of each is appointed.

Section E – Duties of Officers

1. The chair shall preside at all meetings of the MCFAC and shall perform all of the duties necessary or incidental to the office, including approval of the agenda topics for the meeting. The vice chair is chair in the absence or inability of the chair to act. The secretary shall maintain notes and prepare minutes for the approval of the MCFAC

Section F – Meetings and Quorum

1. The MCFAC shall hold its first meeting at the call of the County Fire Chief or designee. The MCFAC shall establish a meeting schedule deemed necessary by the MCFAC to accomplish its purpose.

2. A quorum shall be a majority of those appointed as voting members. A quorum is required to transact any MCFAC business at a regular meeting or special meeting.

3. The Fire Chief or designee may supplement required notification in any manner deemed appropriate for the content of the proposed agenda.

Section G – Administration and Support

1. County staff shall provide support to the MCFAC. The County Fire Chief or designee shall be the lead member of County staff responsible for supporting the MCFAC. The County Fire Chief or designee shall be empowered to call upon appropriate departments to provide information required to assist the MCFAC in carrying out its designated responsibilities.

2. The County Fire Chief or designee shall be responsible for meeting notices, preparation and distribution of meeting support materials, and coordinating the meeting arrangements.

3. In the event that the MCFAC does not appoint a secretary, the County Fire Chief or designee shall be responsible for recording the meetings, archival storage of electronic recordings, and preparation and publication of minutes for MCFAC approval.

Section H – Attendance

1. If a member of the Mariposa County Fire Advisory Committee is absent from three successive regular meetings of the Advisory Board without reasonable cause, as determined by the committee chair, the office becomes vacant automatically. The Advisory Board shall

immediately notify the Board of Supervisors of the vacancy so that advertising and recruitment of a replacement can commence.

Article 3 – Officers

Section A - The advisory committee shall elect a Chairperson, and a Vice-Chairperson annually at the first meeting of the calendar year, and a Secretary.

Section B – The Chairperson provides general supervisory guidance to the advisory committee and presides over its meetings. The Chairperson may assign coordinating duties to the Vice Chairperson, as necessary. The Chairperson is the sole official spokesperson for the advisory committee unless this responsibility is delegated in writing.

Section C – In the absence of the Chairperson, the Vice Chairperson assumes the duties and responsibilities of that office.

Section D – The Secretary records the minutes of all advisory committee meetings and handles committee correspondence. The Secretary keeps the roll, certifies the presence of the quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. County staff assigned to the advisory committee shall be responsible for posting all meeting notices and agendas as required by the Ralph M. Brown Act, and to keep a record of such postings, and to reproduce and distribute the advisory committee notices, agendas, and minutes for all meetings, if needed

Article 4 – Meeting Procedures

Section A – All meetings, meeting notices, agendas, and meeting actions must be in compliance with the Ralph M. Brown Act, the American's with Disabilities Act (A.D.A.), and all other laws and policies. County staff shall be responsible for posting meeting agendas on the County's agenda management system, at the meeting location, and other applicable publicly accessible places, no less than 72 hours prior to each regular meeting, or 24 hours prior to each special meeting. Additionally, notices or agendas shall be mailed upon written request.

1. As County-affiliated entities, the tops of all committee agendas shall display the County emblem in compliance with the County Branding Policy.
2. The bottoms of all agendas shall provide a contact for A.D.A. assistance similar to "In compliance with the American's with Disabilities Act, if special assistance is required to participate in this meeting, please contact the Mariposa County Fire Department (209) 966-4330.

Section B – Meetings that are not noticed correctly under the Ralph M. Brown Act, as noted in Section A above, may not occur and must be rescheduled to a future date.

Section C – Meetings may only occur when a quorum of committee members is present. A quorum, unless otherwise defined by the establishing authority, is a majority of the members, normally calculated as half the membership plus one. If a quorum is not present within ten minutes of the advertised meeting start time, committee members are to exit the meeting place and disperse to avoid an accidental, unauthorized meeting.

Section D - All meetings of the advisory committee and any subcommittees shall be open to the public to the extent required by the Brown Act. Meetings are to be held in public places which are in compliance with the Americans with Disabilities Act.

Section E – The Chairperson shall be the Presiding Officer at all Mariposa County Fire Advisory Committee meetings and is responsible for the maintenance of order and decorum at all times. In the absence of the Chairperson, the Vice-Chairperson shall preside.

Section F – Rosenberg’s Rules of Order shall govern the operation of the committee in all cases not covered by these by-laws. The advisory committee may formulate specific procedural rules of governance when required by resolutions, ordinances, or laws.

Section G – Each voting member has one vote and no proxy.

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APPENDIX 4 – OATH OF OFFICE

(Some committees may require signed Oaths. Please check with the Clerk of the Board's office.)

I, [State your Name], do solemnly swear (or affirm) that I will support and defend the
Constitution of the United States and the Constitution of the State of California against all
enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of
the United States and the Constitution of the State of California; that I take this obligation
freely, without any mental reservation or purpose of evasion; and that I will well and faithfully
discharge the duties upon which I am about to enter.