



# Mariposa County Fire Advisory Committee

## MEETING AGENDA

### January 19, 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 January 19, 2022 to February 16, 2022 pursuant to Brown Act provisions.
3. **Approval of Minutes:** December 15, 2021
4. Public comments
5. **Discussion and Possible Action:**
  - a. Consideration of the draft Mariposa Committee Policy and Resolution Ver. 2.0., approve any feedback and recommendations and authorize the Chair or Vic-Chair to give approved feedback and recommendations.
    - i. Consideration and approve updated recommendations/Edits to County BOS MCFAC resolution 2020-627 EXHIBIT A.
  - b. Annual committee position nominations and approvals for 2022 calendar year. Positions of Chair, Vice-Chair, Secretary.
  - c. Introduction and project updates Mariposa Trails Executive Director Bill King
    - i. Discussion and possible action/direction to add Mariposa Trails seat to committee and direct Chair to include with resolution adding STI seat.
  - d. County-wide Community Wildfire Protection Plan (CWPP)
    - i. Report out CWPP Implementation progress - CWPP ADHOC report. Work Plan
    - ii. Next steps for CWPP Implementation-. CWPP ADHOC report. Work Plan
  - e. Introduction and project update to committee Executive Director of Mariposa Trails Bill King.
    - i. Discussion and possible action recommendation to the County Board to add Mariposa Trails as a seat on MCFAC and edit resolution to recommend as such.
  - f. Grant Applications Coordination updates  
[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



# Mariposa County Fire Advisory Committee MEETING AGENDA January 19, 2022

**DATE:** Wednesday January 19, 2022

**TIME:** 9:30 AM

**HOST LOCATION** Teleconference Only (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](mailto: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.

|                                                                                                                                                                            |
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| 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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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 JANUARY 19, 2022 TO FEBRUARY 16, 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 in the District, 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) December 15, 2021, 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 15<sup>th</sup> day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Discussion and Direction Regarding Development of a New Policy Specifying Guidelines and Standing Rules for All County Committees, Commissions, and Boards; August 24, 2021

***currently do not have bylaws, they will have 90 days from the adoption of the final policy to create and have their bylaws adopted by the Board of Supervisors.***

**RESULT:DIRECTION GIVEN**



# Mariposa County Fire Advisory Committee

## MEETING DRAFT MINUTES

**DATE:** Wednesday DECEMBER 15, 2021  
**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, Barbara Cone, Dave Angelini, Tom Sweeney, Russ Marks, Wes Smith, Chris Bernard, Ron Plummer, Hannah Harrison, Melinda Barrett, Mike Keyser, Marshall Long and Laura Norman.

*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 November 17, 2021.

*ACTION- Minutes approved.*

- 4. Public comments - none**

**5. Discussion and Possible Action:**

- a. Consideration of the draft Mariposa Committee Policy and Resolution Ver 2.0.  
René provided draft document and is looking for feedback by February. Chairmen will compare this document to the MCFAC Resolution to draft feedback for René. Will put it on the list of topics to bring up at the January 13<sup>th</sup> BOS meeting.
- b. MCFAC Membership: Recommend to BOS to add Sierra Tel to committee and appoint Laura Norman. Discussion about others that were supposed to be carried over from the Tree Mortality Task Force.

*ACTION: It was moved and second to put Sierra Tel on MCFAC as a voting member with Laura Norman as representative. Approved.*

Be careful adding members that will affect quorum when we have low attendance. Only filled positions count toward quorum. If the seat does not have an assigned representative it does not count.

Can a representative appoint a proxy to attend if they are not available? Steve E will review the policy to make sure there are no issues, and include if it is missing.

- c. Countywide Community Wildfire Protection Plan (CWPP)
  - i. Progress Reports: none
  - ii. Hannah Harrison has started on the template for community plans and town hall meetings, and has what she needs to complete them.  
Working with GIS to reduce the communities from 38 down to a more manageable number, like 16 (without Yosemite West). Leverage work done by community groups. Align with Structure Defense maps for risk assessment to use during an emergency event.  
JP from CAL FIRE is sending files to Ben @ County. FSC would like a copy for grant applications to brush and chip grants. Make sure they are not proprietary & confidential.



# Mariposa County Fire Advisory Committee

## MEETING DRAFT MINUTES

When draft comes out from GIS it will be important for adhoc to review and make sure all areas are included.

Goal set of getting the GIS product to MCFAC in January or February, with Town Halls in April/May before fire season. That way we'll have the most public participation.

d. Firesafe regulations update

Changes to County Firesafe regulations have been posted. There are 76 pages of edits to the draft. BOS hopes to have updates approved in about 6 months. Challenge will be on single building permits and secondary access. There are many components to keep in mind.

e. MCFAC update to the BOS on December 7<sup>th</sup>.

Went well. We have some targets to work on. A lot of recommendations will go back to BOS. If you want details, listen to the recording.

f. Grant Application Coordination updates

County Fire: CCI Grant may be in conflict with Public Works. (PW equipment is only used on roads.) Next round of Fire Prevention Grants close on February 9<sup>th</sup>. County is funded for an excavator and chipper. They would like to buy heads to stay in Mariposa County. If one breaks down they have a backup. Grants are broken into 3 categories: Equipment, Implementation, and Community Education. Be sure groups target separate categories. Ward hopes to submit FEMA grant today for PPE.

FSC: Stumpfield stuck @ 80% due to Workman's Comp issue with contractor. Faran is 90% complete. Wagner work had 6 applications submitted. Waiting for land terms from Feds in mid to late January. Hope to break ground in February. Brush & Chip grants end in February. Putting out awareness radio ads to spend the rest of the money. Resubmitting Brush & Chip apps for more money. Some homeowner insurance companies are now requiring 200 foot clearance.

CAL FIRE: Lushmeadows HOA wants to team up to write grants for ladder fuels to be removed and defensible fuel break outside by Darrah Rd and other drainages to NW by Macready.

Melinda: Bootjack water tanks will be delivered in next couple of weeks. Project will be done by March. Working on 4 Fuels Reduction Grants: 2 Forest Health and 2 Wildlife Conservation Board. Community work to be done in spring, hopefully. Generally, money is available for Fire and Water projects and applications window is open now. FEMA OES grant for water tanks should be coming to County soon. May need help applying to everything.

USFS: Lots going on, nothing that ties to MCFAC at this time.

### 6. Updates, Activity Reports and Future Items

- a. Members - none
- b. Any future agenda items – none

*Next meeting discussion for January 19<sup>th</sup>.*

### 7. Adjourn

*Adjourned at 10:53 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](mailto:cgarrett@mariposacounty.org)

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.

**RESOLUTION NO. 2021-  
RESOLUTION OF THE MARIPOSA COUNTY BOARD OF SUPERVISORS  
ESTABLISHING A NEW POLICY SPECIFYING GUIDELINES, PROCEDURES, AND  
STANDING RULES FOR COUNTY ADVISORY BOARDS, COMMISSIONS, AND  
COMMITTEES**

**WHEREAS** the County of Mariposa depends on many boards, commissions and advisory committees (hereinafter referred to as "committees"), to conduct the public business and to comply with applicable statutory mandates; and

**WHEREAS**, as a matter of public interest, the Board of Supervisors deems it advisable to establish guidelines for the establishment, dissolution, and operation of committees, as well as to clarify procedures and standing rules for the committees and the members of these bodies; and

**WHEREAS** these guidelines are applicable to all discretionary committees established by the Board of Supervisors, regardless of whether formation was via resolution, ordinance, or other Board action.

**NOW, THEREFORE, BE IT RESOLVED** that the Mariposa County Board of Supervisors, a political subdivision of the State of California, does hereby establish the Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees which is attached hereto as Exhibit "A".

**PASSED AND ADOPTED** by the Board of Supervisors of Mariposa County on this \_\_\_\_\_ day of January, 2022, by the following vote:

AYES:  
NOES:  
EXCUSED:  
ABSTAIN:

\_\_\_\_\_  
MARSHALL LONG, Chair  
Mariposa County Board of Supervisors

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
René LaRoche, Clerk of the Board

\_\_\_\_\_  
Steven W. Dahlem, County Counsel



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

### 1. PURPOSE

The County of Mariposa depends on many boards, commissions, and discretionary committees (hereinafter referred to as "committees") 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 committee 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 committee or sub-committee that is created for a particular project or task and/or for a specific limited timeframe, and which is automatically dissolved upon completion of the project or task, or 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

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

#### ○ Quorum

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

#### ○ 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



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

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.
- 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.
- 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



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

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.
- 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 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 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 input from throughout the county.



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

Consequently, no more than one member of a household or family unit may serve on the same committee.

### 8. ORIENTATION

Each advisory committee will prepare an orientation 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, and the advisory committee specifically, 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.
- E. A roster of all current committee members, as well as the County staff which regularly interacts or presents to the advisory committee.
- F. 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 the Committee Chairperson, or his or her designee, to provide these orientation materials to new committee members prior to their being seated as a member.

### 9. BY-LAWS

- 9.1 Each committee, whether created by resolution or ordinance, shall prepare By-Laws, which, nominally, shall contain the sections and information contained in Appendix 2, attached hereto, and must be approved by the Board of Supervisors.
- 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. Within thirty days of each meeting, Minutes shall be submitted to the Clerk of the Board who will prepare an informational agenda item for submission to the Board of Supervisors.



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

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- A. 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 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 nominally include:
      - 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
  - 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 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.



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

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### 11. STANDING RULES

- 11.1 All committee members shall take a loyalty Oath of Office 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 Discretionary 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 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.
- 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



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

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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 a County 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.
  - C. Dates, times, and places where event or events occurred.
  - D. Names of persons 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.
- 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,  
Commissions, and Committees

APPENDIX 1 – INITIAL SUNSET DATES

DRAFT

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 – <Advisory Committee's name> is a non-partisan, non-sectarian, non-profit making organization which 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)> 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 without cause from three successive regular meetings of the Advisory Board, 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 annually elect a Chairperson, and a Vice-Chairperson. A Secretary may be elected if none is otherwise available to the advisory committee.

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, or assigned staff, 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,



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

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, and meeting actions must be in compliance with the Ralph M. Brown Act and all other laws and policies. Notice of all meetings shall be posted 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, each notice shall be mailed upon request.

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.

## Change Log

| Date      | Feedback Received:                                                                                             | Change:                                                                                                                                                          |
|-----------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11-19-21  | Sometimes minutes can't be adopted if there has been a change in committee members.                            | Added provision 11.5 and 11.6                                                                                                                                    |
| 11-19-21  |                                                                                                                | Added quorum definition to Section 4                                                                                                                             |
| 11-19-21  | Sometimes the committee member responsible for preparing minutes doesn't produce.                              | Amended 10.1 and Added provision 10.1 A.                                                                                                                         |
| 11-19-21  | Should draft minutes be posted?                                                                                | Added provision 11.7                                                                                                                                             |
| 11-19-21  | It would be helpful to have some kind of outline for the annual report.                                        | Added provision 10.2 A                                                                                                                                           |
| 11-19-21  | Is the annual report meant to be a staff-prepared report?                                                      | Added provision 10.3                                                                                                                                             |
| 11-19-21  | What will the mid-term review be? Is it another written review or an item scheduled for the Board agenda?      | Added provision 10.8                                                                                                                                             |
| 11-19-21  | Is the mid-term review scheduled by staff?                                                                     | Added provision 10.4 and Amended 10.6                                                                                                                            |
| 11-19-21  | What will the sunset review look like? Is it another written review or an item scheduled for the Board agenda? | Added to 10.8                                                                                                                                                    |
| 11-19-21  | Is the Sunset Review produced/scheduled by staff?                                                              | Amended 10.7 and 10.8<br>Clarifies duties.                                                                                                                       |
| 11-24-21  | Not all committees meet regularly enough to guarantee approval of bylaws within a stated deadline.             | Amended 9.3 to provide a deadline that is 90 days after the committee's next scheduled meeting, rather than a set date or deadline.                              |
| 12/6/2021 | Some committees already use Robert's Rules of Order.                                                           | Added Robert's Rules of Order as an alternative to Rosenberg's Rules of Order in Section F of Article 4 (Meeting Procedures) of the Bylaws template (Appendix 2) |



# MARIPOSA COUNTY

Fire • 209-966-4330



## RESOLUTION - ACTION REQUESTED 2020-627

MEETING: October 20, 2020

TO: The Board of Supervisors

FROM: Mike Van Loben Sels, Acting Fire Chief

RE: Adopt a Resolution Amending the Mariposa County Fire Advisory Committee (MCFAC) Terms

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### RECOMMENDATION AND JUSTIFICATION:

Adopt a Resolution Amending the Mariposa County Fire Advisory Committee (MCFAC) Terms and Adding Additional Memberships.

Since July of 2019, monthly MCFAC meetings have occurred, excluding COVID related cancellations. During the course of conducting committee business additional clarifications and amendment recommendations to the Terms were made by the Committee to the Board as follows:

1. Membership- add seats for PG&E, UCCE, CALTRANS, USFS (clarify for two seats) Stanislaus and Sierra National Forests; and increase the public member seats from two (2) to five (5) seats.
2. Clarification of appointment authority language.

### BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors approved Resolution No. 2019-415 clarifying the terms of the Mariposa County Fire Advisory Committee at their meeting of July 16, 2019.

The Board of Supervisors approved Resolution No. 2019-303 establishing the Mariposa County Fire Advisory Committee at their meeting of June 4, 2019.

### ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Negative action will result in potential for underrepresentation of membership on the committee.

### ATTACHMENTS:

Resolution - MCFAC Amendments With Mark-ups (PDF)  
MCFAC BOS Resolution Amendments- Final(PDF)

## Resolution - Action Requested 2020-627

**RESULT:** ADOPTED BY CONSENT VOTE [UNANIMOUS]

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Miles Menetrey, District V Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey

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

Resolution  
No. 2020-627

**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 insure 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 have conducted meetings on a monthly basis since establishment, and as a result have recommended amendments to the resolution Exhibit A, with deletions shown as ~~striketrough text~~ and additions in *italics underlined text*

**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 Long, seconded by Supervisor Smallcombe, this resolution is duly passed and adopted on, October 20, 2020 by the following vote:

AYES: SMALLCOMBE, JONES, LONG, CANN, MENETREY

NOES: NONE

EXCUSED: NONE

ABSTAIN: NONE



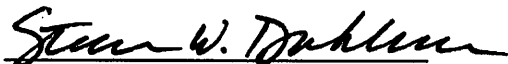
Kevin Cann, Chair  
Mariposa County Board of Supervisors

Attest:



René LaRoche  
Clerk of the Board of Supervisors

Approved as to Form:



Steven W. Dahlem  
County Counsel

**EXHIBIT A**

**BOARD OF SUPERVISORS Resolution No. 2020-XXX  
Mariposa County Fire Advisory Committee**

**1. Purpose and Functions**

The purpose and functions of the Fire Advisory Committee (MCFAC) shall be as follows:

- a. 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;
- b. Identify, evaluate and recommend the implementation of feasible fire related projects, programs, and policies pertinent to the County and stakeholders;
- c. 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;
- d. 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
- e. Provide periodic assessment, evaluation of, and feedback to the Board of Supervisors regarding the success of Mariposa County Fire and Fire Advisory Committee efforts.

**2. Membership**

The Mariposa County Fire Advisory Committee (MCFAC) shall be established with up to nineteen 19 voting members as follows:

- a. Representatives shall 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 & Stanislaus National Forests
- 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) Public Members
- Pacific Gas and Electric (PG & E)
- Sierra Tel
- Mariposa Trails
- University of California Cooperative Extension (UCCE)
- CALTRANS

b. 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

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

### 3. Term and Manner of Appointment

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

b. Appointments of the 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.

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

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

### 4. Participation By Member Required, Vacancy

a. 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.

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

### 5. Selection of Officers

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.

6. Duties of Officers

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.

7. Meetings and Quorum

a. 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.

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

c. Notice of MCFAC meetings shall be posted and published not less than 72 hours prior to the date of the meeting at the following locations:

(1) The Mariposa County Website at the following locations: Planning; and

(2) The meeting location.

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

e. Meetings of the MCFAC shall be subject to the provisions of the California Open Meeting Law (Brown Act).

8. Administration and Support

a. 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.

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

c. 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.