Monterey County Board of Supervisors
Referral Submittal Form

Referral No. 2025.04
Assignment Date: 4/15/25
(Completed by CAO's Office)

SUBMITTAL - Completed by referring Board office and returned to CAO no later than noon on Thursday prior to Board meeting:

Date: 4/3/25	**Submitted By:** Supervisor Wendy Root Askew	**District #:** 4

Referral Title: Follow-up to Referral #2023.19 - Monterey County Regional Fire District Board of Directors (MCRFD) Vacancies, to ensure completion of BOS direction.

Referral Purpose: Ensure BOS direction to prepare for review, adoption, and implementation of a Board policy ensuring timely noticing of recruitments for vacancies on the boards of special districts for which the BOS is the appointing authority, given as a result of Referral #2023.19, is completed.

Brief Referral Description (attach additional sheet as required):

On October 9, 2023, Supervisor Askew submitted a referral entitled "Monterey County Regional Fire District Board of Director Recruitment and Appointment Policy." The referral requested "*a policy be developed that will support the BOS to make equitable appointments to the MCRFD Board of Directors. At minimum, the policy should include guidance on how to:*

- *Determine equitable representation from all Supervisorial districts served;*
- *Notify the full BOS regarding upcoming or pending vacancies to the MCRFD Board; and,*
- *Ensure the BOS engages in meaningful recruitment of interested eligible persons from throughout the MCRFD service area."*

The receipt of Referral #2023.19 (Askew) was announced during the Board Meeting on October 17, 2023.

On October 24, 2023, the BOS adopted a resolution regarding appointments to the MCRFD Board and requested that an update to the proposed policy be brought to the BOS for review.

On February 6, 2024, Board Policy G-20 related to the process for the MCRFD Board appointments and re-appointments by the BOS was adopted, which included:

1) Notification by MCRFD, through its Chief or designee, to the Clerk of the BOS of an actual/potential vacancy.
2) The Clerk of the BOS would inform the BOS and CAO.
3) For vacancies or expiring appointments, the CAO would then implement a process to solicit interest within the territory for a 30-day publication period, including publication in newspapers and posting on County and MCRFD websites.
4) Interested persons, including expiring appointee(s), may self-nominate by applying with a resume and statement of interest (application package) with the Clerk of the BOS.
5) Supervisors from Districts 2, 3, 4, and 5 may nominate persons.
6) CAO, a member of the MCRFD Board, and Director of the County's Department of Emergency Management plus the MCRFD Chief in an advisory-only capacity to review the applications and nominations to confirm residency and determine which district the individual resides in.
7) BOS will consider the applicant's or nominee's supervisorial district with the **goal** of equitable representation of the supervisorial districts on the MCRFD Board.

Resolutions from both the October 24 and February 6 BOS actions stated that: "The policy is applicable only (sic) the vacancies on the MCREFD Board; an overall policy regarding appointments to special districts will be prepared for later consideration."

On Tuesday, March 18, 2025, the BOS was asked to consider making an appointment to the MCRFD Board of Directors, which illuminated a failure in the full and consistent implementation of Board Policy G-20, thereby necessitating a revisit and follow-up to Referral #2023.19 to ensure, the following:

- *Full BOS notification of upcoming or pending vacancies to the MCRFD Board;*
- *BOS engagement in meaningful recruitment of interested eligible persons from throughout the MCRFD service area; and*
- *Review, adoption, and implementation of the overall policy regarding appointments to special districts.*

Classification - Implication	**Mode of Response**
☐ Ministerial / Minor ☐ **Land Use Policy** ☐ **Social Policy** ☐ **Budget Policy** **X Other: Board Policy/Special District Appointments**	☐ Memo **X Board Report** ☐ **Presentation** **Requested Response Timeline** X 2 weeks ☐ **1 month** ☐ 6 weeks ☐ Status reports until completed ☐ Other: ☐ Specific Date: _____

ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO's Office:

Department(s):	Referral Lead:	Board Date:

REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:

Department(s): CAO/County Counsel/COB	Referral Lead: Nick Chiulos, Susan Blitch, Valerie Ralph	Date: 4/15/25

ANALYSIS - Completed by Department and copied to Board Offices and CAO:

Department analysis of resources required/impact on existing department priorities to complete referral:	
Analysis Completed By: _____ Date: _____	**Department's Recommended Response Timeline** ☐ By requested date ☐ 2 weeks ☐ 1 month ☐ 6 weeks ☐ 6 months ☐ 1 year ☐ Other/Specific Date: _____

REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:

Referral Response Date:	Board Item No.:	Referrals List Deletion:

Note: Please cc Claudia Escalante and Karina Bokanovich on all CAO correspondence relating to referrals.