Monterey County Board of Supervisors
Referral Submittal Form

Referral No. 2023.19
Assignment Date: 10/17/23
(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: 10/09/2023	**Submitted By:** Supervisor Wendy Root Askew	**District #:** 4
Referral Title: Monterey County Regional Fire District Board of Director Recruitment and Appointment Policy		
Referral Purpose: Adopt a policy that supports equitability appointments to the Monterey County Regional Fire District Board of Directors by the Board of Supervisors		

Brief Referral Description (attach additional sheet as required):

Monterey County Regional Fire District (MCRFD) provides services to Monterey County residents that live, work, and operate businesses in Supervisorial districts 2, 3, 4, and 5. MCFRD policy requires members of the Board of Directors "be registered to vote and live within the boundaries of the Fire District." There are five (5) seats on the MCRFD Board of Directors. The Board may be composed of 5, 7, 9 or 11 directors.

The full Board of Supervisors has appointment authority for the MCFRD Board. No policy exists outlining the process by which the MCRFD should notify the BOS when there are vacancies on its board. In the absence of policy direction, MCRFD has instituted a practice of notifying the member of the BOS who last appointed to the vacated seat. Additionally, the absence of a BOS policy has led MCRFD to unofficial designate seats on its board to represent communities in Supervisorial Districts 3 and 5 only. These practices have resulted in excluding registered voters/residents from District 2 or 4 from being able to be considered for appointment and so, inequitable representation on the MCRFD Board.

The referral requests 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.

There is currently one unscheduled vacancy on the MCRFD Board of Directors. Staff are asked to expedite response to this referral so that the vacancy can be filled as soon as possible, pending adoption of the newly requested policy.

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): County Counsel	Referral Lead: Les Girard	Board Date: 10/17/23

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

Department(s):	Referral Lead:	Date:

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.