County of Monterey
Board Policy Manual

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Appointment Process to Monterey County Regional Fire District Board of Directors	G-20	1 of 2

Policy Category
Government and Administration

I. Purpose

To set forth a clear and fair process for appointments to the Monterey County Regional Fire District (MCRFD) Board of Directors by the Board of Supervisors.

II. Background

The MCRFD is a special fire district organized and operating pursuant to Health and Safety Code, section 13800 et seq. The territories served by the district encompass the areas within county supervisorial district 2, 3, 4 and 5 and governed by a five-member Board of Directors appointed by the Board of Supervisors. Members of the Board must be residents of the area served by the district. In the event of a vacancy on the Board of Directors, such vacancy shall be filled by the Board of Supervisors.

III. Policy

Not Applicable.

IV. Procedure

1. The MCRFD, through its Chief or designee, immediately upon learning of an actual or potential vacancy and in no event later than five business days of learning of such vacancy, must notify the County of Monterey Clerk of the Board of Supervisors (Clerk of the Board) of the vacancy.
2. Upon such notification, the Clerk of the Board shall immediately inform the Board of Supervisors and the County Administrative Officer (CAO).
3. For a vacancy or an expiring appointment, the CAO shall institute a process for the solicitation of interested residents within the territory of the MCRFD to serve on the Board of Directors, including publication in newspapers of general circulation and posting on the County and MCRFD websites; such solicitation to remain open for thirty (30) calendar days from posting on the County's website.

4. Interested persons, including the director whose appointment will expire, may self-nominate to serve on the Board of Directors by filing an application with résumé and statement of interest (application package) with the Clerk of the Board no later than the close of the solicitation period; such application package to indicate a place of residence and general qualifications to serve.
5. The Supervisors for Districts 2, 3, 4 and 5 may nominate persons, including the director whose appointment will expire, to serve on the Board of Directors by providing the Clerk of the Board, no later than the close of the solicitation period, with a memorandum setting forth the residence of the person nominated, and general qualifications to serve.
6. Following the close of the nominating period, a committee shall be convened consisting of the CAO, a member of the MCRFD Board of Directors, and the Director of the Department of Emergency Management; plus the MCRFD Chief in an advisory-only capacity. This committee shall review the application packages and supervisorial nominations to confirm residency within the MCRFD territory, determine the supervisorial district within which the applicant or nominee resides, conduct a review of each applicant or nominee, and provide a recommendation to the Board of Supervisors. The CAO shall cause an item to be scheduled on the Board of Supervisors agenda within three weeks, or first Board meeting after three weeks, of the close of the solicitation period for the Board of Supervisors to consider the appointment. Through the Board Report, the CAO will identify which districts the existing members represent and attach all complete submitted application packages for Board of Supervisors consideration.
7. In making the appointment, the Board of Supervisors shall consider the supervisorial district within which the applicants or nominees reside with the goal of having an equitable representation of the supervisorial districts on the MCRFD Board of Directors.
8. The CAO and County Counsel are authorized and directed to take action as may be necessary or appropriate to implement the intent and purposes of this resolution.

V. Review Date

a. This Policy will be reviewed for continuance on February 6, 2028.

VI. Board Action

a. Legistar File Number APP 24-011, February 6, 2024.