

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 MCFRD should notify the BOS when there are vacancies on its board. In the absence of policy direction, MCFRD 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 MCFRD 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 MCFRD Board.

The referral requests a policy be developed that will support the BOS to make equitable appointments to the MCFRD 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 MCFRD Board; and,
- Ensure the BOS engages in meaningful recruitment of interested eligible persons from throughout the MCFRD service area.

There is currently one unscheduled vacancy on the MCFRD 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
<input type="checkbox"/> Ministerial / Minor	<input type="checkbox"/> Memo <input checked="" type="checkbox"/> Board Report <input type="checkbox"/> Presentation
<input type="checkbox"/> Land Use Policy	Requested Response Timeline
<input type="checkbox"/> Social Policy	<input checked="" type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks
<input type="checkbox"/> Budget Policy	<input type="checkbox"/> Status reports until completed
<input checked="" type="checkbox"/> Other: Board Policy/Special District Appointments	<input type="checkbox"/> Other:
	<input type="checkbox"/> 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
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REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:

Department(s):	Referral Lead:	Date:
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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 <input type="checkbox"/> By requested date <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Other/Specific Date: _____
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REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:

Referral Response Date:	Board Item No.:	Referrals List Deletion:
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Note: Please cc Claudia Escalante and Karina Bokanovich on all CAO correspondence relating to referrals.