

County of Monterey Board Policy Manual

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| Board of Supervisors Appointment Process to Monterey County Regional Fire District <u>Board of Directors</u> | | 1 of 2 |
| Policy Category Government and Administration | | |

I. Purpose

To set forth a clear and ~~fair~~ equitable 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 ~~MCRFD~~ district encompasses the areas within ~~the County of Monterey~~ Supervisorial ~~D~~districts of 2, 3, 4 and 5 and ~~is~~ 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 ~~MCRFD~~ district. In the event of a vacancy on the ~~MCRFD~~ Board of Directors, such vacancy shall be filled by the Board of Supervisors. ~~pursuant to Government Code, section 1779.~~

III. Policy

Not Applicable.

IV. Procedure

1. The MCRFD, through its Chief or designee, must notify the Monterey County of Monterey Clerk of the Board of Supervisors (Clerk of the Board) of an actual or potential vacancy on the ~~MCRFD~~ Board of Directors immediately upon learning of ~~the 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. ~~Upon notification of the vacancy, t~~The CAO shall institute a process for the solicitation of interested residents within the territory of the MCRFD to serve on the ~~MCRFD~~ Board of Directors, including ~~the~~ 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 may self-nominate to serve on the ~~MCRFD~~ Board of Directors by filing an application with résumé and statement of interest with the Clerk of the Board no later than the close of the solicitation period, such application to indicate a place of residence and general qualifications to serve.
5. The Supervisors for Districts 2, 3, 4 and 5 may nominate persons to serve on the ~~MCRFD~~ 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, ~~the a committee shall be convened consisting of the~~ CAO, a member of the MCRFD Board of Directors or MCRFD Chief, and Director of the Department of Emergency Management. ~~This subcommittee that shall review interview~~ cause the applications and ~~S~~supervisorial nominations ~~to be vetted~~ to confirm residency within the MCRFD territory ~~and,~~ determine the ~~S~~supervisorial ~~D~~istrict within which the applicant or nominee resides, conduct an interview with each applicant or nominee, and provide a recommendation to the Board of Supervisors. ~~The CAO, and~~ shall cause an item to be scheduled on the Board of Supervisors agenda within ~~two~~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 ~~It shall be noted that all completed submitted applications shall move forward for Board of Supervisors for consideration.~~
7. In making the appointment, the Board of Supervisors shall consider the ~~S~~supervisorial ~~D~~istrict within which the applicants or nominees reside such that the ~~MCRFD~~ Board of Directors shall have an equitable representation of the ~~S~~supervisorial ~~D~~istricts served by the MCRFD.
- ~~8. This process shall only apply to vacancies on the MCRFD Board; however, staff is directed to prepare a general Board policy describing a clear and equitable process for the filling of vacancies on the boards of special districts for which the Board of Supervisors is the appointing authority.~~
- ~~9.8.~~ 9.8. The CAO and County Counsel are authorized and directed to take ~~such other and further~~ 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 January 23, 2028.

VI. Board Action

- a. Legistar File Number APP 24-004, January 23, 2024.