



Agenda

INTERNAL OPERATIONS COMMITTEE

May 9, 2022
10:30 A.M.

To slow the spread of COVID-19, in lieu of a public gathering, the meeting will be accessible via Zoom to all members of the public as permitted by Government Code section 54953(e).

Join from PC, Mac, Linux, iOS or Android:
<https://cccouny-us.zoom.us/j/81462064630>
Meeting ID: 814-6206-4630

Or Telephone:
USA 214 765 0478
USA 888-278-0254 (US Toll Free)
Conference code: 845965

[Find local AT&T Numbers](#)

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the April 11, 2022 IOC meeting. *(Julie Enea, IOC Staff)*
4. CONSIDER recommending to the Board of Supervisors the reappointment of Scott Gordon to the Board of Supervisors Appointee Seat #4 on the Contra Costa County Employees' Retirement Association Board of Trustees to a new three-year term of July 1, 2022 through June 30, 2025. *(Julie Enea, County Administrator's Office)*
5. INTERVIEW applicants for the pending vacant At Large #1 seat on the County Planning Commission and DETERMINE nomination to the Board of Supervisors for appointment to a four-year term beginning July 1, 2022 and ending June 30, 2026. *(Julie Enea, County Administrator's Office)*
6. CONSIDER options and staff recommendations for modification to the composition of, and delegation of duties to, the Contra Costa County Fire Protection District Advisory Fire Commission. *(Julie Enea, County Administrator's Office)*
7. CONSIDER accepting and approving the 2021/22 Triennial Review Phase II Report and recommendations. *(Lauren Hull, Clerk of the Board's Office)*
8. The next meeting is currently scheduled for June 13, 2022.
9. Adjourn

The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 05/09/2022
Subject: RECORD OF ACTION FOR THE APRIL 11, 2022 IOC MEETING
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the April 11, 2022 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the April 11, 2022 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action for 4-11-22



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
April 11, 2022

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Monica Nino, County Administrator; Julie DiMaggio Enea, Staff

Attendees: Russell Watts, Treasurer-Tax Collector; Carrie Ricci, Deputy PW Director; Cynthia Shehorn, PW Purchasing Svcs Mgr; Maureen Parkes, DCD; Maureen Toms, Deputy DCD Director; Lara DeLaney, Sr. Deputy CAO; Jill Ray, District II Supervisors Office; Dawn Morrow, District III Supervisors Office; Denny Reigle; Larry Fernandes; Ken Miller; Elissa Robinson; Unidentified Caller 1; Unidentified Caller 2

1. Introductions

Chair Burgis called the meeting to order at 10:32 a.m. and introduced the Committee.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No one requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the March 14, 2022 IOC meeting.

The record of action for the March 14, 2022 IOC meeting was approved as presented.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

4. INTERVIEW the following three candidates for the BOS Member Alternate, Public 1 and Public 2 seats on the Treasury Oversight Committee and DETERMINE recommendations for Board of Supervisors consideration:

Since there were three qualified applicants for three vacant seats, the Committee dispensed with interviews and decided to recommend the reappointment of Dennis Reigle to the Public Representative 1 seat, appointment of Larry Fernandes to the Public Representative 2 seat, and appointment of Kenneth Miller to the Board of Supervisors Alternate Representative seat, all to four-year terms beginning May 1, 2022 and ending April 30, 2026.

Mr. Miller stated that he would have to give further consideration to serving as an alternate committee member, as he understood that he applied for a primary committee seat. Staff requested that Mr. Miller notify Mr. Watts no later than April 20, 2022 to either accept or decline

the IOC's nomination. Should Mr. Miller decline the nomination, staff will open a new recruitment to fill the Alternate seat.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

5. ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: July 1 through December 31, 2021.

Cynthia Shehorn presented the staff report, describing the County's SBE and Outreach Program policies and objectives, the definition of a small business enterprise, and County performance for the period July through December 2021. She highlighted departments that reached or exceeded objectives in each of the purchasing categories: professional/personal services contracts, purchasing, and construction contracts. She noted that no transactions were subject to the Local Bid Program during the reporting period.

The Committee asked what kind of impact COVID had on the County's performance under the purchasing programs and what additional outreach might be done to improve outcomes. Ms. Shehorn stated that performance declined during the pandemic because departments opted to obtain goods and services in the most expeditious and reliable manner, which provided less time to engage and evaluate new vendors. She advised that she had attended meetings of the city mayors, was analyzing how much County purchasing was being directed to each city, and was working with key department staff to update County forms and the County website.

The Committee accepted the report and directed staff to forward the report to the Board of Supervisors.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

6. CONSIDER recommendations from the Fish & Wildlife Committee for the allocation of 2022 Fish and Wildlife Propagation Fund grant funds for ten projects totaling \$50,325, and determine recommendations for Board of Supervisors consideration.

Maureen Parkes presented the staff report and recommendations, and updated the annual revenue figures to reflect that less than \$3,500 had been received so far in FY 21-22. Due to the sharp decline in revenues, the Fish & Wildlife Committee chose not to recommend exhaustion of the current fund balance but rather conservation of it to permit valuable programs to continue to future fiscal years. Vice Chair Andersen commented that reduced revenues may be a result of court closures during the pandemic and agreed that revenues should be conserved to be made available in future years.

An unidentified caller commented that a Bay Area city was grappling with a geese overpopulation problem and wondered if this county had such a problem that could be addressed with these funds. Vice Chair Andersen responded that the city in question is Santa Clara. She noted that geese have sometimes been a problem in some south Contra Costa communities and that a program called "Goosebusters" has served to successfully relocate geese within fish and game guidelines.

Ms. Parkes stated that such a program would likely fall under the permitted uses of restricted fish and game funds, should such application for them be made, and directed the caller to the list of requested and recommended programs attached to the staff report.

The Committee accepted the staff report, approved the recommendations as presented, and directed Committee staff to forward the recommendations to the Board of Supervisors.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

7. The next meeting is currently scheduled for May 9, 2022.
8. ***Chair Burgis adjourned the meeting at 11:08 a.m.***

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us

DRAFT



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 05/09/2022

Subject: INTERVIEW CANDIDATES FOR ONE VACANCY ON THE RETIREMENT BOARD OF TRUSTEES

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No.: IOC 22/5

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Julie DiMaggio Enea, IOC Staff

Contact: Julie DiMaggio Enea 925.655-2056

Referral History:

On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The Board also directed that the IOC personally conduct interviews of applicants for At Large seats on certain boards, committees, and commissions including the County Retirement Board.

Referral Update:

The Contra Costa County Employees' Retirement Association (CCCERA) is administered by the Board of Retirement, an independent public entity responsible for general management of the association. With assistance from qualified professionals in the pension industry, the Board adopts regulations, policies and procedures that are relevant to CCCERA, for the purpose of benefiting the members. CCCERA is also governed by the California Constitution and the regulations, procedures and policies adopted by CCCERA's Board. The Contra Costa County Board of Supervisors may also adopt resolutions which affect member benefits, as permitted by the County Employees' Retirement Law of 1937.

On June 30, 2022, the term for seat #4 on the County Retirement Board will expire, creating a vacancy. At the direction of the Internal Operations Committee, staff initiated a four-week recruitment by issuing a press release(**attached**) on March 28th advertising the vacancy, with an application deadline of April 22nd.

For advisory body vacancies, our standard advertising includes:

- Posting a notice in the News Flash section of the homepage for the duration of the nomination period.
- Promoting with a recruitment announcement on CCTV's CountyNet bulletin board
- Emailing to area print/online publications, plus KCBS Radio and KKDV Radio.

The recruitment garnered one application, from incumbent Scott Gordon of Martinez. The term of office for the vacant Board of Supervisors appointee seat is July 1, 2022 - June 30, 2025.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the reappointment of Scott Gordon to the Board of Supervisors Appointee Seat #4 on the Contra Costa County Employees' Retirement Association Board of Trustees to a new three-year term of July 1, 2022 through June 30, 2025.

Fiscal Impact (if any):

None to the County. Retirement Board Trustees receive a stipend of \$100 per meeting, plus mileage reimbursement, paid by CCCERA.

Attachments

Media Release CCCERA Board of Trustees

Application Scott Gordon CCCERA

Retirement Board Time Commitment



Contra Costa County

County Administrator's Office • 1025 Escobar St., 4th Fl. • Martinez, CA 94553 • www.contracosta.ca.gov

FOR IMMEDIATE RELEASE
Monday, March 28, 2022

Contact: Julie DiMaggio Enea, 925-655-2056
julie.enea@cao.cccounty.us

Would You Like to Serve on Contra Costa County's Retirement Board?

The Contra Costa County Board of Supervisors is seeking an individual with a sound business background, experience in pension fund investment or administration, or in equity investments or banking, to serve on the Contra Costa County Employees' Retirement Association Board of Trustees. To be considered, candidates must be County residents, must not be Retirement System members or retirees, and may not market any investment, consulting, or related service to the Contra Costa County Retirement Board or any other 1937 Act Retirement Board.

Regular meetings of the Retirement Board are held the second and fourth Wednesdays of each month beginning at 9:00 a.m. and sometimes extending into the afternoon. There may also be additional meetings on special topics that arise from time to time.

Members of the Retirement Board receive \$100 per meeting up to a monthly maximum of \$500, plus reimbursement for actual and necessary expenses. The appointment will be for a full three-year term beginning July 1, 2022 and ending June 30, 2025.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage at www.contracosta.ca.gov. Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than 5 p.m. on Friday, April 22, 2022. Applicants should plan to be available for public interviews in Martinez on Monday, May 9, 2022.

Further information about the Retirement Board can be obtained by calling CCCERA CEO Gail Strohl at (925) 521-3960 or by visiting the website www.cccera.org.

####

Application Form

Profile

Scott _____ W _____ Gordon _____
First Name Middle Initial Last Name

_____ Suite or Apt _____
Home Address

Martinez _____ CA _____ 94553 _____
City State Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

Law Office of Scott W. Gordon, _____ Principal _____
Employer Job Title

Length of Employment

21 Years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 2

How long have you lived or worked in Contra Costa County?

60 + years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Employees Retirement Association (CCCERA): Submitted

Seat Name

BOS Appointee 4

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

120 + Meetings attended

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Santa Barbara

Degree Type / Course of Study / Major

B.A., Economics

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UC Hastings College of the Law

Degree Type / Course of Study / Major

Juris Doctor

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Washington State University

Degree Type / Course of Study / Major

Economics

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I am serving my third full term as a Pension Board Trustee, and am currently serving as Chair of the Board. CCCERA as an agency, and the Board is a body, have thrived and grown in the past years during my time as a Board member. We have had remarkable success based on strategic decisions and directives for the retirement fund that have proven successful, even in difficult periods for the public markets.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

As noted above, I am serving my thirdfull term as a Pension Board Trustee and believe I am qualified based on my experience, the performance of the CCCERA fund and the improvements the Board has instituted and should be re-appointed for an additional term. I have an excellent attendance record for our Board meetings, and am currently serving as Chairperson of the Board. I previously served as Secretary of the Board and Vice Chair. When appointed in 2013, the Board was mired in litigation and hearings on various policy issues, and it has taken some time but now 9 years later we are now a healthy, performing independent District/agency with a working collegial board and talented staff. Our employee pension fund has now grown to over \$11 Billion and is 90+% funded, a fund health metric that all of our Board members are extremely proud of. I believe i have served successfully as an appointed fiduciary in the public interest, serving to enhance the benefits of all active members and beneficiaries as is our duty.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

CCCERA Retirement Board

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

Arts & Culture Commission

List any volunteer or community experience, including any advisory boards on which you have served.

Prior service includes the County Arts & Culture Commission (AC5), Martinez Education Foundation, Martinez Community Foundation, and Non-profit boards that made substantial public improvements for both MDUSD and MUSD athletic facilities.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Statement of Qualifications
For
Scott W. Gordon

Scott W. Gordon received his Bachelor of Arts degree with honors from the University of California at Santa Barbara in 1977, and his law degree (*Juris Doctor*) with high honors from U.C. Hastings College of the Law in 1981, where he was *Order of the Coif* and a Member of the Thurston Society (Top 5% of 1981 Class).

Mr. Gordon has been a Member of the State Bar of California since 1981, and carries an *AV* rating with Martindale-Hubbell. He previously served as Legislative Aide to the late former state Senator John A. Nejedly, R- Walnut Creek, and has held both elected and appointed positions. Mr. Gordon is a member of the Los Angeles County and Contra Costa County Bar Associations. He is also an appointed Trustee and currently serving as Chair of the Contra Costa County Employees' Retirement Association Pension Board, appointed by the Board of Supervisors in July 2013 and re-appointed in 2016 and 2019.

2001 – Present: Law Offices of Scott W. Gordon, a Professional Corporation. Mr. Gordon has established an environmental and public agency practice specializing in land use, regulatory compliance and permitting and business transactions for private clients and public agencies. Mr. Gordon provides advice and assistance on business and transaction issues in three principal marketplaces: the nine county San Francisco Bay Area, the greater Los Angeles County – Orange County metropolitan area (including the Inland Empire), and Ventura County. His practice also includes the representation of public agency and private clients in land use entitlement and environmental matters, including all

aspects of CEQA and NEPA compliance, transactional due diligence matters, permitting and related litigation.

1991 – 2001: Partner, Bruen & Gordon, A Professional Corporation.

Mr. Gordon's practice at the firm included the representation of public agency and private clients in land use entitlement and environmental matters, including all aspects of CEQA and NEPA compliance. Mr. Gordon handled a number of business transactions for private clients, including acquisitions, divestitures, and complex contractual arrangements. Mr. Gordon also handled several major CEQA and CERCLA litigation matters as well as representing both public and private clients in administrative agency proceedings before state and federal agencies.

1982 – 1990: Mr. Gordon joined the Contra Costa County law firm of Gordon, DeFraga, Watrous & Pezzaglia, where he became a partner in 1987, in charge of the firm's environmental practice. Mr. Gordon's practice at the firm included the representation of clients in the oil and chemical refining industry, solid and hazardous waste industries, public entity tort claims defense, as well as representing both public and private clients in administrative agency and litigation matters. Mr. Gordon formed Bruen & Gordon with long time law and business partner Thomas M. Bruen in 1991, specializing in Environmental Law, Land Use Planning, and Public Agency Representation.

Relevant Experience:

Mr. Gordon has extensive experience in representing public and private clients in industrial facility land acquisition and facility permitting, including securing environmental permits and approvals from resource agencies. In addition to transactional work handling environmental aspects of real estate transactions and property investigations, he has prior CERCLA litigation experience in representing both plaintiff and defendant responsible parties in cost recovery and apportionment actions.

Representative Projects and Litigation Matters

Types of matters handled directly by Mr. Gordon:

- Planning, Zoning and Land Use for Industrial and Commercial Projects
- Land Acquisition and Due Diligence Matters, Environmental Investigations
- Municipal Franchising Agreements (Solid Waste and Product Pipelines)
- Principal Draftsperson and Sponsor Support for Legislation (California)
- State of California Tort Claims Act Litigation
- CEQA and NEPA Litigation (including as Petitioner's CEQA counsel)
- CERCLA Compliance and Cost Recovery Litigation
- Preparation of SEC 8K, 10Q and 10K Reporting

Industrial Permitting Projects:

- City of Brentwood Transfer Station Modifications
- Salinas Valley Solid Waste Authority Lewis Road Landfill Closure Project
- Salinas Valley Solid Waste Authority Jolon Road Closure Plan
- Salinas Valley Solid Waste Authority Regional Facilities Project (Monterey County)
- Salinas Valley Solid Waste Authority Conversion Technology Resource Park (Monterey County)

- Los Flores Canyon Solid Waste Management Facility (City of Santa Maria, Santa Barbara County)
- West County Bulk Materials and Organic Materials Processing Facility
- Acme Fill Expansion and Wetlands Fill Mitigation Project (Contra Costa County)
- Acme Fill Closure Plan Approvals (CIWMB, DTSC)
- Keller Canyon Landfill Project (Contra Costa County)
- Forward Landfill Expansion and Organic Materials Facility (San Joaquin County)
- Golden Bear Transfer and Resource Recovery Station (West Contra Costa County)
- Vasco Road Landfill Project and CUP Renewal (Alameda County)
- Sunrise Mountain Landfill; EPA Compliance Orders and Re-Use Plan (Clark County, Nevada)
- Potrero Hills Landfill Expansion Project (Solano County)
- Chiquita Canyon Landfill Expansion Project (County of Los Angeles)
- Cold Canyon Compost Facility (San Luis Obispo County)
- Cold Canyon Landfill Expansion Project (San Luis Obispo County)
- Eagle Mountain Landfill and Recycling Center Project (Riverside County)

Litigation Matters:

- *IT Corporation v. County of Solano* (Calif. Supreme Court)
- *Center For Environmental Justice, et al v. County of Riverside, et al. (I and II)*
- *Lewis Road Citizens Action Committee v. County of Monterey*

- *Members of the GBF Pittsburg Landfill(s) Respondents Group v. Contra Costa Waste Services, Inc. et al (CERCLA Cost Recovery, represented the owner operator steering committee plaintiffs)*
- *United States of America v. County of El Dorado et al and related Third Party actions (Meyers Landfill Litigation [for Douglas County, Nevada])*
- *DTSC Remedial Action Order (RAO); In re the Matter of West County landfill, Inc.*
- *DTSC Remedial Action Order, GBF/Pittsburg Landfill(s) (Contra Costa County)*
- *City of Pittsburg v. County of Contra Costa (Keller Canyon Cases No. I, II and III)*
- *Protect the Marsh et al v. County of Solano, et al*
- *Northern California Recyclers Assn, et al v. Potrero Hills Landfill, Inc.*

**CONTRA COSTA COUNTY
EMPLOYEES' RETIREMENT ASSOCIATION**

RETIREMENT BOARD MEMBERSHIP

**TIME COMMITMENTS,
CONFLICTS OF INTEREST,
FIDUCIARY LIABILITY**

Regular Meetings

The Board normally holds its regular business meeting the second and fourth Wednesdays of each month except in May and November, when the meeting scheduled for the second Wednesday is usually moved to the first Wednesday of the month. Meetings begin at 9:00 a.m. and most often end before 4:00 p.m. The agenda and meeting materials are mailed 6 days before the meeting. Reviewing the packet and preparing for a meeting takes up to 4-5 hours. Post-meeting time can vary from 1-4 hours.

Appointed Board members receive a stipend of \$100 per Board meeting, regardless of the length of time of the meeting. There is no reimbursement for time spent at seminars and onsite visits.

Special Meetings

The Board holds special meetings to hear presentations from firms during a manager search, to review results of the annual actuarial valuation, to meet with investment managers to review performance, and to meet with advisors and consultants on matters of particular interest, which may arise from time to time.

Typically there are 4-6 of these additional meetings each year and are typically scheduled for a morning starting time. Preparation also varies depending on the subject matter.

Standing Committees

The Board currently has one standing committee (Audit), which meets at least once per quarter.

Miscellaneous Time

Board members are provided with subscriptions to several pension and investment-related magazines and periodicals that are intended to help the trustee stay informed on events, products, regulations, providers, concepts, innovations, controversies, and people as they relate to pension fund administration. Time to review these materials varies depending on the extent to which the trustee feels the need for this information.

Travel and Training

The Retirement Board serves as fiduciary for the Association's Trust. As fiduciaries, Board members are held to the "prudent person" standard on investment decisions. For this reason, the Board places a great deal of emphasis on continuing education of its members. Trustees are encouraged to attend seminars and conferences dealing with benefits administration and investments. These educational opportunities are regularly placed on the Board meeting agenda. The association reimburses Board members for expenses incurred in conjunction with any training specifically authorized.

The typical Board member spends from 7-12 days attending educational seminars and conferences each year. This typically can be much higher for the first few years of Board membership due to the learning curve for public defined benefit plans and investments.

On Site Visits

Board procedure is to perform on site visits with newly approved investment managers before hire, and existing managers on a periodic basis. These visits include travel, both local and across the country, and should be performed by all Board members on a rotating basis.

Note: Travel expenses are reimbursed in accordance with CCCERA's Travel Policy.

Conflicts of Interest

Board members are prohibited from marketing any investment, consulting or related service to the Board or to the Boards of any other 1937 Act Retirement Systems. For example, if a Board member is employed by XYZ Advisors, a firm that provides investment or consulting services to institutional investors, it is not legal for that Board member to market XYZ's services to the Board, or any other 1937 Act Retirement System Board. The same applies if the Board member is employed by XYZ Advisors and markets, or provides investment or consulting in an ongoing relationship with the Board or any other 1937 Act Retirement Board.

Board members are required to file disclosure forms each year. Such things as sources of income for the Board member and his or her spouse, property ownership, partnerships, investments, and gifts are required to be disclosed. All disclosure documents are open to the public.

Fiduciary Liability

Trustees are held to a strict code of conduct in every decision they make as Board members. Although infrequent in the public sector, a Board member can be sued for personal liability arising from a decision or action by the Board. The Association procures fiduciary liability insurance to cover the Board in its official capacity but is precluded by law from purchasing similar coverage for personal liability of each Board member. Such coverage is, however, available to Board members at a nominal cost.

SUMMARY OF TIME COMMITMENTS

MEETINGS

	Minimum Hours/Year	Maximum Hours/Year
Monthly Meetings		
Prep. Time	120	216
Meeting	144	160
Special Meetings		
Prep. Time	8	12
Meeting	20	30
TOTAL	292	418

EDUCATION

7 – 12+ days per year attending out-of-town seminars and conferences.

ON SITE VISITS

2 – 6 days per year attending out of town on site visits with investment managers



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 05/09/2022
Subject: INTERVIEW CANDIDATES FOR THE COUNTY PLANNING COMMISSION
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 22/5
Referral Name: Advisory Body Recruitment
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea 925.655-2056

Referral History:

On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the Contra Costa County Planning Commission.

The term of office of the At Large #1 seat on the Planning Commission will expire on June 30, 2022 and the subsequent term will run from July 1, 2022 - June 30, 2026.

The Planning Commission's powers and duties include:

- Exercise all powers and duties prescribed by law (statute, ordinance or board order), including consideration of matters referred to it by the zoning administrator except those powers and duties specifically reserved or delegated to other divisions of the planning agency;
- Initiate preparation of general plans, specific plans, regulations, programs and legislation to implement the planning power of the county;
- Be generally responsible for advising the legislative body of matters relating to planning, which, in the opinion of the commission, should be studied;
- Be the advisory agency as designated in Title 9 of this code for the purpose of passing on subdivisions;
- Hear and decide all applications or requests for proposed entitlements estimated to generate one hundred or more peak hour trips unless otherwise provided by this code or board order; and
- Hear and make recommendations regarding proposed development agreements when it is hearing the related project applications being processed concurrently with the development agreements.

Referral Update:

At the direction of the Internal Operations Committee, staff initiated a four-week recruitment by issuing a press release (attached) on March 28th advertising the vacancy, with an application deadline of April 22. The recruitment garnered ___ applications, attached. All applicants were invited to interview with the IO Committee today.

The applicants are as follows:

Amin Bhupen, incumbent (Walnut Creek)
Bolston Jones (Concord)

Recommendation(s)/Next Step(s):

INTERVIEW applicants for the pending vacant At Large #1 seat on the County Planning Commission and DETERMINE nomination to the Board of Supervisors for appointment to a four-year term beginning July 1, 2022 and ending June 30, 2026.

Fiscal Impact (if any):

Planning Commissioners receive a County-paid stipend of \$50 per meeting, not to exceed \$300 a month, plus mileage reimbursement.

Attachments

Media Release County Planning Commission 3-28-22

Application Amin Bhupen Planning Commission

Application Bolston Jones Planning Commission



Contra Costa County

County Administrator's Office • 1025 Escobar St., 4th Fl. • Martinez, CA 94553 • www.contracosta.ca.gov

Media Release

FOR IMMEDIATE RELEASE
Monday, March 28, 2022

Contact: Julie DiMaggio Enea
Phone: (925) 655-2056
Email: julie.enea@cao.cccounty.us

HELP BUILD A GREAT COMMUNITY! WOULD YOU LIKE TO SERVE ON THE COUNTY PLANNING COMMISSION?

The Contra Costa County Board of Supervisors is seeking an individual who is interested in serving on the County's Planning Commission. The Commission is responsible for hearing and deciding applications for proposed projects that generate more than 100 peak hour trips, and all appeals from decisions of the zoning administrator. The Commission also may initiate preparation of general plans, specific plans, regulations, programs, and legislation to implement the land use planning power of the county; is generally responsible for advising the Board of Supervisors of matters relating to planning; is the designated advisory agency for the purpose of passing on subdivisions; and hears and makes recommendations regarding proposed development agreements.

Meetings of the Planning Commission are generally held on the second and fourth Wednesdays of each month at 7:00 p.m. in Martinez. Members of the Planning Commission receive \$50 per meeting up to a monthly maximum of \$300, plus mileage expense. The appointment will be for a full four-year term beginning July 1, 2022 and ending June 30, 2026.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage at www.contracosta.ca.gov. Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than 5 p.m. on Friday, April 22, 2022. Applicants should plan to be available for public interviews in Martinez on Monday, May 9, 2022.

For more information about the County Planning Commission, contact Hiliana Li, Contra Costa County Department of Conservation and Development, at (925) 655-2860 or hiliana.li@dcd.cccounty.us.

###

Application Form

Profile

Bhupen _____ Amin _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address
 Walnut Creek CA 94598
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Lotus Hotels & Investments, Inc. President _____
 Employer Job Title

Length of Employment

24 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

1, 4 and 5

How long have you lived or worked in Contra Costa County?

45 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Planning Commission: Submitted

Seat Name

At Large Seat

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

I have not missed a meeting in 4 years

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

Finance & Accounting

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UC Davis

Degree Type / Course of Study / Major

Law Degree

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I have enjoyed my time on the Planning Commission. I previously served on the County's Economic Opportunity Commission and as Chair of the Workforce Development Board. This has been a wonderful learning experience for me and opportunity to remain active in my community.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have experience on several boards and work well with diverse groups. I also have judicial experience and can make logical, thoughtful decisions independently. I try to remain impartial and fair.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

Planning Commission

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

Chair of Workforce Development Board. Economic Opportunity Commission

List any volunteer or community experience, including any advisory boards on which you have served.

UCSF Benioff Children's Hospital Finance Committee Brookside Community Health Center - San Pablo
California Hotel & Lodging Association Samaj Saves Lives

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors?
(Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Bhupen B. Amin. Mr. Amin is President and Chief Operating Officer of Lotus Hotels, Inc. in Walnut Creek, California. In his capacity, Mr. Amin is responsible for the development, management, financing and operations of several hotel companies, retail centers and self-storage facilities. Prior to joining Lotus, Mr. Amin was an attorney at the Law Offices of Bowles & Verna in Walnut Creek, California with a focus on real estate litigation. He was a founder of an FDIC-insured bank in Silicon Valley, which he later helped consolidate into United Business Bank, a publicly traded (NASDAQ: BCML) community bank with 34 west coast branches and over \$2 billion in assets today. He continues to serve as a member of the Bank's Board of Directors and is Chairman of the Directors Loan Committee.

Mr. Amin also sits on the nominating committee and Board of Directors of the California Hotel & Lodging Association (CH&LA), and is an active member of the scholarship committee of the American Hotel & Lodging Association (AH&LA) in Washington D.C. Mr. Amin became the first Indian-American to be elected Chairman of CH&LA, the largest state hotel association in the nation. Mr. Amin has acted as a Pro Tem Judge in the Alameda County Superior Courts for nearly 20 years, and served on the Board of the Brookside Community Health Center and finance committee of the UCSF Benioff Children's Hospital & Research Center in Oakland, CA.

The Contra Costa County Board of Supervisors appointed Mr. Amin to serve on both the County's Economic Opportunity Council and Workforce Development Board, where he was elected as the 2018-2020 Chairman. In addition, he serves as Vice Chairman of the County Planning Commissioner in Contra Costa County, a region of nearly 1.2 million people. Mr. Amin recently launched a charitable initiative called Samaj Saves Lives to raise awareness about the critical need for organ donation within the South Asian community. Mr. Amin earned his law degree from the University of California, Davis and secured his undergraduate degrees with honors in accounting and finance from the Haas School of Business at the University of California, Berkeley.

Application Form

Profile

BOLSTON

First Name

JONES

Middle Initial

Last Name

Home Address

Suite or Apt

Concord

City

CA

State

94518

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Walgreens Pharmacy

Employer

Pharmacy Technician

Job Title

Length of Employment

9 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

4

How long have you lived or worked in Contra Costa County?

5 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Planning Commission: Submitted

Seat Name

Bolston Jones

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Golden Gate University

Degree Type / Course of Study / Major

Master's EMPA, UI

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of Minnesota

Degree Type / Course of Study / Major

Communication-Media Studies-BA

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

It is my hope to serve on either the Legislation Committee, Planning Commission Board or the Equal Opportunity Advisory Board when a vacancy(s) becomes available because I have a passion to be part of Contra Costa County economic growth and development and act as a liaison for the residents of Contra Costa County to have a voice for cit

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Master's Degree- Golden Gate University- EMPA, UI. Bachelor's Degree- Communication and Media Studies Contra Costa County Elections Department

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

I have a work schedule but can work around to meet the meetings shceudle

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

San Francisco Food Bank-Volunteer PTCB Advisory Council California Pharmacy Association Advisory Committee

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

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 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

BOLSTON JONES

Santa Barbara, CA | [REDACTED] | LinkedIn

PUBLIC SERVICE – Executive Administration at the Local Levels –Pharmacy Healthcare Administration PROFESSIONAL PROFILE

Dynamic, public service-motivated professional with a myriad of transferrable skills, proficiencies, and competencies that span a broad spectrum in public service, community/local agencies, and the private sector. Proven aptitude for utilizing strategic methodologies and research-based mentality to effectively apply creative problem-solving skills in customer service/relations, research & data analysis, and overall program oversight. Excels as a knowledgeable trainer, mentor, coach, subject matter expert (SME), and resource for associated federal, state, city, local, corporate, and state processes, regulations, and requirements. Demonstrates proficiencies in customer acquisition, retention, service, administrative operations, and office administration, ensuring adherence to and expanding all departmental processes.

KEY SKILLS & COMPETENCIES

Public Service Administration | Client Relationship Management | Customer Service, Retention, & Loyalty
Pharmacy Technician & Program Manager | Administrative Operations | Retail Operations | Communicator & Collaborator
Inventory Management | Facility Management & Operations | Purchasing & Procurement | Program Management

RELATED PROFESSIONAL EXPERIENCE

City of /Santa Barbara & Dublin, CA.
RECREATION LEADER II-IV

2019 to Present

Functions as a Recreational Leader in Public Service for the City of Dublin, focused with inspecting activity areas and related equipment, drafting written reports of damage to equipment or facility, and recommending maintenance and repair.

Key Responsibilities & Accomplishments:

- Applies extensive expertise in compliance and regulations by enforcing safety rules and associated regulations, maintaining orderly participant conduct.
- Conducts arts & crafts activities for grades K-5, fostering and expanding community relationships.
- Actively maintains participant professional conduct, demonstrating customer service & relations, collaboration, relationship development, and active listening skills.

Walgreens | Goleta, CA
PHARMACY TECHNICIAN

2006 to Present

Presently serves as an On-Call Floating Pharmacy Technician for various Walgreens in California.

Key Responsibilities & Accomplishments:

- Proactively provides medication and health care products to consumers, demonstrating active listening and communication expertise by aligning customer needs with available products and services.
- Diligently prepares prescribed medications for patients.
- In a client-driven role, triages phone calls for pharmacists, facilitating positive relations and ensuring all questions are routed appropriately.
- As an administrative professional, effectively balanced inventory, procured needed items, and ensured a well-stocked facility.

Election Office | Martinez, CA
ELECTION CLERK-Seasonal

2020

As a Public Administrator, performed extensive customer service, brand development/expansion, and overall marketing/advertising in public service.

Key Responsibilities & Accomplishments:

- Represented the local Election Office in a positive light by locating and finding volunteers to work at the polls on Election Day, serving as a Representative at a Regional Early Voting location.
- Proficiently assisted in the assembly of polling place supplies and testing voting equipment.
- Proactively extracted and prepared ballots for Election Day voting.

RELATED PROFESSIONAL EXPERIENCE - continued

Heald College | San Francisco, CA

2010 to 2015

Program Director/Instructor – Pharmacy Technician Program

As a Pharmacy Technician Program Instructor/Director held responsibility for the organization, administration, continuous review, planning, and general effective of the program.

Key Responsibilities & Accomplishments:

- Successfully secured and assigned externship sites for pharmacy technology students.
- As a Subject Matter Expert (SME), lectured on pharmacy law, intravenous medications, and calculations.

Stanford Hospital and Clinics | Palo Alto, CA & San Francisco, CA

2001 to 2006

CPHT-Pharmacy Technician

Ensured accurate and quality preparation of anesthesia trays for the operating room as well as intravenous solutions for CCU/ICU and chemotherapy treatments.

Key Responsibilities & Accomplishments:

- Gained expertise and certifications with Pyxis Automation, Omni-Cell, and PhaSeal.
- Delivered and prepared TPN solutions with proper unit dose medication.

EDUCATION

Executive Master's Public Administration/Urban Innovations (EMPA) | *Golden Gate University*; San Francisco, CA
BACHELOR OF ART's – Broadcast Communication/Media Studies (BA) | *University of Minnesota*; Minneapolis, MN



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 05/09/2022

Subject: PROPOSED CHANGES TO THE COMPOSITION AND BYLAWS OF THE CONTRA COSTA FIRE PROTECTION DISTRICT ADVISORY COMMISSION

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No.: IOC 22/5

Referral Name: Advisory Body Recruitment

Presenter: Julie DiMaggio Enea

Contact: Julie DiMaggio Enea (925) 655-2056

Referral History:

In 1995, the Board of Supervisors adopted Resolution No. 95/475 (attached for reference) delegating a broad range of its board of directors functions and responsibilities to advisory fire commissions of the, then, six dependent fire protection districts within the county. Through consolidation and dissolution, only two of the six county fire districts remain: Contra Costa and Crockett-Carquinez.

In 2014, the Board of Supervisors began convening monthly as the Contra Costa County Fire Protection District board of directors fulfilling, in effect, many of the functions and responsibilities that, in 1995, had been delegated to the Advisory Fire Commission (AFC) for that district. On March 9, 2022, the Contra Costa County Local Area Formation Commission (LAFCo) unanimously approved the annexation of East Contra Costa Fire Protection District (ECCFPD) to the CCCFPD and the dissolution of ECCFPD.

Referral Update:

Seat Designation

In accordance with Fire Protection Laws of 1961 and 1987 (specifically Health & Saf. Code, § 13844), the current composition of the CCCFPD Advisory Fire Commission (AFC) is seven seats. The seven seats comprise five district and two At Large seats. The Board of Supervisors also appointed three Alternates, which are selected in the same manner as the At Large appointees but may be called to serve in the absence of any of the seven primary appointees. The Act specifies that the size of an advisory fire commission may be either five or seven members.

The annexation transition plan approved by LAFCo requires the County to modify the CCCFPD AFC membership to provide one member from the area formerly within the ECCFPD until the existing three-station deficit in the former ECCFPD service area is addressed and eliminated. The current District III appointee resides in Antioch and does not satisfy this requirement. This appointee's term of office does not expire until June 2025. Another potential option is to designate one of the two At Large seats to represent the former ECCFPD coverage area. On June 30, 2022, the terms of the At Large #2 (held by Richard Chapman of Pleasant Hill) and Alternate #3 (held by Clayton Laderer of Walnut Creek) seats will expire. IOC staff conducted a recruitment to fill those vacancies and so far received five applications. Interviews are scheduled for the June 13 IOC meeting, pending Committee and Board of Supervisors action on AFC seat modifications.

Staff requests Committee direction on modifying seat designations to satisfy the new requirement contained in the annexation transition plan.

Delegation of Duties

It is recommended that the delegation of board of directors duties also be updated to reflect the Board of Supervisors current, higher level of District oversight than in 1995. It is recommended that the following delegation of duties be removed from the CCCFPD AFC since the Board of Supervisors now acts directly on these matters:

- To review and advise on annual operations and capital budgets

- To review district expenditures
- To review and advise on long-range capital improvement plans
- To advise the Fire Chief on district service matters
- To review performance of the Fire District against objectives;
- To meet jointly with the Board of Supervisors
- To communicate with the other fire district advisory commissions on services and functional integration
- To assist in the Fire Chief's selection process as required

Update of the CCCFPD Advisory Fire Commission role and responsibilities will provide clarity and proper focus of the Commission's time and energy towards duties that will complement rather than duplicate the functions of the Board of Directors. Staff asks the Committee to consider approving the following revised delegation of duties to the AFC as reconstituted pursuant to the annexation agreement:

"The functions of the fire commissioners are to review the goals and objectives of the District; provide liaison with the community, and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to the CCCFPD Advisory Fire Commission the following functions and responsibilities:

- a. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;*
- b. To review and make recommendations on Fire District goals and objectives;*
- c. To provide advice and information to the Board of Directors on fire protection matters as needed;*
- d. To serve as liaison between the Board of Directors and the community served by the district;*
- e. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Directors."*

Bylaws Update

At the Committee's direction, staff will prepare a board resolution to effect any AFC bylaws changes necessitated by the Committee's actions today. Attached are the current AFC Bylaws for reference.

Recommendation(s)/Next Step(s):

CONSIDER options and staff recommendations for modification to the composition of, and delegation of duties to, the Contra Costa County Fire Protection District Advisory Fire Commission.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Archived Resolution 95/475

Current CCCFPD AFC Bylaws

CCCFPD AFC Roster May 2022

On November 14, 1994, in discussing filling the last at-large seat on the Contra Costa County Fire Protection District's Advisory Fire Commission, the Internal Operations Committee asked that this item be reported back to the 1994 Internal Operations Committee prior to the December 6, 1994 Board meeting at which an orientation of the new Advisory Fire Commission was planned.

As a result of the Internal Operations Committee's discussion of this subject on November 28, 1994, the Board of Supervisors on December 13, 1994 adopted a report which included the following direction to staff:

1. **APPROVE in concept the attached report from the Chief Assistant County Administrator outlining proposed duties and responsibilities for the members of the Contra Costa County Fire Protection District's Advisory Fire Commission.**
2. **DIRECT the County Counsel to prepare, in conjunction with the County Administrator's Office, a Resolution which would supersede Resolution 80/216 for the Contra Costa County Fire Protection District, outlining the role, duties and responsibilities of the Advisory Fire Commission and RETURN that Resolution to the Board of Supervisors for subsequent consideration.**
3. **DIRECT the County Administrator to prepare a matrix outlining the proposed role, duties and responsibilities of the advisory fire commission for each of the dependent fire districts which provides for appropriate variations in duties among the advisory fire commissions and PRESENT his report to the 1995 Internal Operations Committee by March 1, 1995, and for this purpose REFER this matter to the 1995 Internal Operations Committee.**

On March 28, 1995, the Board of Supervisors approved a report from our Committee on this subject which included the following recommendations:

1. **REQUEST the County Administrator to circulate to the Advisory Fire Commissions for the Fire Protection Districts governed by the Board of Supervisors the attached proposed Resolution and matrix setting forth the duties, role and responsibilities of the advisory fire commissions, the fire chiefs, County Administrator and Board of Supervisors.**
2. **REQUEST the advisory fire commissions to review the proposed Resolution and matrix and provide their comments to our Committee on May 15, 1995 at 9:30 A.M.**

On May 15, 1995, several member of the Advisory Fire Commission for the Contra Costa County Fire Protection District appeared before our Committee with comments on behalf of the Commission regarding the proposed role and responsibilities of the Advisory Fire Commissions. However, since no noticed meeting had been held to consider these comments in public, our Committee declined to hear the item and told the Commissioners to come back to our Committee after they had held noticed public meetings on the subject.

Attached is a copy of staff's report to our Committee on this subject, which includes a summary of the process which has been followed and a copy of proposed matrix and Resolution which outline the roles and responsibilities which staff is suggesting should be delegated to the Advisory Fire Commissions by the Board of Supervisors.

On October 2, 1995, our Committee met with Chief Allen Little and Chief Paul Hein, along with members of the Contra Costa County Fire Protection District's Advisory Fire Commission, a representative from Local 1230, Chief Assistant County Administrator Scott Tandy and County Counsel Vic Westman.

Mr. Tandy reviewed the attached Resolution and matrix with our Committee. Ed Haynes, Chair of the Contra Costa County Fire Protection District's Advisory Fire Commission asked that a second footnote be added to the matrix in case the voters in any of the other fire districts approve a special fire flow tax, as have Moraga's voters. We agreed to add this second footnote. No other additions or changes to the Resolution or matrix were requested or suggested and we believe that the Resolution and matrix properly outline the roles and responsibilities of the advisory fire commissions in the six dependent fire protection districts:

Mr. Tandy emphasized the advisory nature of the advisory fire commission's role. He noted that the commissions can advise and make recommendations to the fire chief and Board of Supervisors. He also noted that the advisory fire commissions in Contra Costa County are essentially unique in California since other urban fire protection districts do not have similar advisory fire commissions.

The commissioners clarified that they understand that they can recommend both approval or disapproval of actions. In response to a question from Chairman Haynes about whether the Board of Supervisors wanted the advisory fire commissions to undertake any additional assignments, Supervisor DeSaulnier indicated that he felt the Resolution was complete in itself and did not require further expansion.

We did discuss the possibility of a public safety day at area malls sponsored jointly by the fire protection districts and Sheriff's Office. Ron Walker from Local 1230 suggested an open house at the Contra Costa County Fire Protection District's Training Facility, perhaps done in conjunction with EMS staff. This might be done next spring or summer or might be coordinated with fire prevention week. Chief Little indicated that a number of similar activities had been undertaken in the past but that it was more difficult to do them now because of a lack of funds. We would, however, like the fire chiefs and advisory fire commissions to at least consider the feasibility of undertaking some public education and recognition efforts along these lines.

Ron Walker asked for some clarification of the use of the term "Review any agreements with employee groups". Mr. Tandy clarified that the operative word was "review". It is not the intent of this language to imply that the advisory fire commissions have any role in negotiating with Local 1230. Mr. Haynes indicated that their commission simply wants to be fully aware of the provisions of any agreements entered into by the Board of Supervisors with Local 1230. Mr. Walker indicated that Local 1230 would be happy to make a presentation to the advisory fire commission at any time.

- cc: ✓ County Administrator
 ✓ Chief Allen Little, Contra Costa County Fire Protection District
 ✓ Chief Paul Hein, East Diablo Fire Protection District
 ✓ Chief Jerry Littleton, Jr., Crockett-Carquinez Fire Protection District
 ✓ Chief Dave Wahl (Acting), Bethel Island Fire Protection District
 County Counsel
 ✓ Contra Costa County Fire Protection District Advisory Fire Commission
 (Via Chief Little)
 ✓ Moraga Advisory Fire Commission (Via Chief Little)
 ✓ Orinda Advisory Fire Commission (Via Chief Little)
 ✓ East Diablo Advisory Fire Commission (Via Chief Hein)
 ✓ Crockett-Carquinez Advisory Fire Commission (Via Chief Littleton)
 ✓ Bethel Island Advisory Fire Commission (Via Chief Wahl)
 ✓ Ron Walker, Local 1230

IN THE BOARD OF SUPERVISORS OF
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

In the Matter of Delegating Powers) Resolution No. 95/ 475
to Fire District Advisory) (Health & Saf. Code, § 13844)
Commissions)
_____)

The Board of Supervisors of Contra Costa County RESOLVES THAT:

1. The Board of Supervisors is the Board of Directors of the following Fire Protection Districts in this County under the Fire Protection Laws of 1961 and 1987 (Health & Saf. Code, § 13800 et seq.): Bethel Island, Contra Costa County, Crockett-Carquinez, East Diablo, Moraga, and Orinda, Fire Protection Districts ("Districts"); and the Board of Supervisors intends to continue its long practice of appointing Fire District Advisory Commissions in each of these Districts, pursuant to section 13844 (Fire Protection Law of 1987, Health & Saf. Code, § 13800 et seq.)

2. The function of the fire commissioners is to review the operations, goals and objectives of each of their respective districts; provide liaison with the community and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to each of the Fire District Advisory Commissions of the listed districts the following functions and responsibilities:

- a. To review and advise on annual operations and capital budgets;
- b. To review district expenditures;
- c. To review and advise on long-range capital improvement plans;
- d. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;
- e. To advise the Fire Chief on district service matters;
- f. To meet jointly with the Board of Supervisors and provide advice to the Board as needed;
- g. To communicate with the other fire district advisory commissions on services and functional integration;
- h. To assist in the Fire Chief's selection process as required;
- i. To serve as liaison between the Board of Supervisors and the community served by each district;
- j. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Supervisors;
- k. Pursuant to Ordinance No. 80-19, the Moraga Fire District Advisory Commission shall annually recommend a special tax rate and hear and determine any tax rate appeals.

3. The attachment page of this Resolution is an example of the duties and the relationship among the Board of Supervisors, the County Administrator, the Fire Chief and the Fire District Advisory Commissions.

RESOLUTION NO. 95/475

4. The Board reserves the right to act on any matter within the general powers hereby delegated to the Fire District Advisory Commissions and thereby bind the affected Fire District Advisory Commission and district.

5. Resolution No. 80/216 of February 26, 1980 on this same subject is hereby rescinded.

PASSED by the Board on October 10, 1995 by the following vote:

AYES: Supervisors Rogers, Smith, DeSaulnier and Torlakson

NOES: None

ABSTAIN: None

ABSENT: Supervisor Bishop

cc: Listed Districts
County Administrator
Auditor-Controller
Purchasing
Public Works
County Counsel
Personnel

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 10, 1995
PHIL BATCHELOR, Clerk of the Board
of Supervisors and County Administrator

By Barbara Grant, Deputy

djs-2: fire-del.pov

RESOLUTION NO. 95/ 475

FIRE SERVICE FUNCTIONS

CHIEF
(Operations)

FIRE COMMISSIONERS
(Advisory)

COUNTY ADMINISTRATOR
(Coordination)

BOARD OF SUPERVISORS
(Policy)

<p><u>GENERAL</u></p> <p>Has sole responsibility and authority for the overall direction, administration and coordination of the Fire District. Supervises and directs fire suppression, rescue and medical emergency services, fire prevention, hazardous materials emergency response, training, support services, facilities and programs of the department.</p>	<p>Reviews and makes recommendations on Fire District goals and objectives. Reviews performance of Fire District against objectives. Provides advice, information and assistance on fire protection matters to the Board of Supervisors.*</p> <p>Provide liaison and represent Board of Supervisors to the communities and areas served.</p>	<p>Provide advice, assistance and review in the implementation of policies and objectives of the Board of Supervisors with regard to the Fire District. Coordinate and review those functions not delegated by the Board of Supervisors.</p>	<p>As the supervising authority, provide broad policy and objectives for the organization and administration of the Fire District.</p>
<p><u>ORGANIZATION</u></p> <p>Develops the organization structure and coordinates the allocation of resources, activities and services for the fire protection and rescue system. Responsibility for the performance and maintenance of the total system.</p>	<p>Reviews organization and manning to assure optimum performance within staffing and equipment levels authorized. Makes recommendations on any major changes in organization and staffing of the Fire Protection and Rescue System.</p>	<p>Review, recommend and coordinate.</p>	<p>Review and approve.</p>
<p><u>PERSONNEL</u></p> <p>In conformance with the Merit System Rules & Regulations, approves selection of personnel for employment and directs their assignment and training. Imposes discipline, including termination when required.</p>	<p>Reviews as required.</p> <p>Reviews any agreements with employee groups.</p>	<p>Assures compliance with Merit System and other personnel policies and regulations.</p> <p>Conducts wage surveys and recommends salary scales.</p>	<p>Review as needed.</p> <p>Takes appropriate action.</p>

* The Moraga Fire Commission annually recommends setting the District's Special (Fire Flow) Tax and determines any tax rate appeals as specified in County Ordinances No. 80-19 and No. 92-49.
9/20/95 If a fire flow tax is approved in any other fire district the role of the Commission would be similar to that of the Moraga Commission

Personally, or through subordinates, hires, promotes, assigns and supervises all employees.	Participates in both screening and interview process for appointment of Fire Chief.	Review and recommends appointment of Fire Chief.	Appoints Fire Chief.
BUDGET		Conducts negotiations with employee organizations and performs other duties as the Employee Relations Officer.	Takes appropriate action.
a. <u>Operating Expense</u>			
Develops programs and projection of needs and prepares draft budget. Administers approved budget.	Reviews and makes recommendations on programs and budget.	Reviews annually and recommends programs and budget. Exercises Board adopted finance policy.	Adopt programs and budget annually with expenditure controls as necessary.
b. <u>Capital</u>			
Analyzes needs for equipment, stations and proposes site selection, training and communication facilities, and headquarters.	Reviews and makes recommendations on capital funding.	Reviews annually and recommends, coordinates with other District plans for overall master planning.	Adopt programs and budget annually with expenditure controls as necessary.
<u>OTHER</u>			
Develops long-range plans for department.	Reviews and makes recommendations.	Reviews in relation to County-wide coordination.	Approves any major changes.
Coordinates activities with other County Departments and County Administrator.	Reviews and makes recommendations. Requests assistance of County Departments as required.	Reviews currently	Reviews if requested by Advisory Commission or County Administrator.
Coordinates activities with other Fire Departments, State and other local agencies, etc.	Reviews and makes recommendations. Serves as Appeal Board when delegated by Board of Directors.	Reviews results as needed	Reviews if requested by Advisory Commission or County Administrator.

OFFICE OF COUNTY ADMINISTRATOR
CONTRA COSTA COUNTY

Administration Building
Martinez, California

DATE: September 25, 1995

TO: INTERNAL OPERATIONS COMMITTEE
SUPERVISOR MARK DE SAULNIER
SUPERVISOR JIM ROGERS

FROM: TERRENCE J. MC GRAW *Terrence J. McGraw*
Special District Analyst

SUBJECT: ROLE AND RESPONSIBILITIES OF ADVISORY COMMISSIONS FOR THE
SIX COUNTY FIRE PROTECTION DISTRICTS

The subject issue was last scheduled for consideration by the Internal Operations Committee on May 15, 1995. Action on a proposed Resolution and matrix had been postponed until that date to allow the Contra Costa County Advisory Fire Commission time to develop a position on the issue.

On May 15, 1995 it was necessary to further postpone action on the issue because the Contra Costa County Advisory Fire Commission had not adopted a position on this matter at a publicly-noticed meeting as required by the Brown Act.

Since the May 15, 1995 Internal Operations Committee meeting, the Contra Costa County Advisory Fire Commission has held two public meetings to discuss the issues and develop a position on the matrix. The discussions, which involved Chief Little and Scott Tandy, resulted in the development by the Commission of a proposed matrix which was distributed to the Internal Operations Committee and the other fire district advisory commissions.

Attached are a proposed Resolution and revised matrix regarding the role and responsibilities of fire advisory commissions which would supersede and repeal the current Fire Advisory Commission Resolution No. 80/216. The new Resolution will apply to all County fire districts.

The attached revised matrix is based on the matrix proposed by the Contra Costa County Advisory Fire Commission. In addition to some minor changes to the Contra Costa County matrix, a footnote statement has been added about the role of the Moraga Advisory Fire Commission in recommending action on the District's Fire Flow Tax.

By a copy of this memorandum, the Fire Chiefs of the six County fire districts are requested to distribute the attached proposed Resolution and matrix to their advisory fire commissioners prior to the October 2, 1995 meeting of the Internal Operations Committee.

Attachment

cc: Chief, Bethel Island Fire Protection District
Chief, Contra Costa County Fire Protection District
Chief, Crockett-Carquinez Fire Protection District
Chief, East Diablo Fire Protection District
Chief, Moraga Fire Protection District
Chief, Orinda Fire Protection District
County Counsel



Contra Costa County Fire Protection District

Advisory Fire Commission

Bylaws

December 2014
Rev. XX/18

TABLE OF CONTENTS

Name..... 3

Authorization..... 3

Definitions 3

Purpose and Duties..... 3

Membership..... 4

Officers and Duties..... 5

Commission Meetings..... 6

Committees..... 7

**Contra Costa County Fire Protection District
Advisory Fire Commission
Bylaws**

**Article I
Name**

This commission shall be known as the “Contra Costa County Fire Protection District Advisory Fire Commission.”

**Article II
Authorization**

The Board of Supervisors of Contra Costa County, as the Board of Directors of the Contra Costa County Fire Protection District, has established a Fire District Advisory Commission in the Contra Costa County Fire Protection District by Resolution No. 99/138. Authority for establishing a county fire commission is established by California Health and Safety Code Section 13844.

**Article III
Definitions**

“Board” shall mean the Contra Costa County Board of Supervisors, as the Board of Directors of the Contra Costa County Fire Protection District.

“Commission” shall mean the Contra Costa County Fire Protection District Advisory Fire Commission, which has been established by the Board for the purposes set forth in these Bylaws.

“District” shall mean the Contra Costa County Fire Protection District.

“District Administration Office” shall mean the Contra Costa County Fire Protection District Administrative Office, located at 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

**Article IV
Purpose and Duties**

The purpose and duties of the Commission are to:

1. Review the operations, goals and objectives of the District;
2. Provide liaison with the community and provide advice and information on fire protection matters to the Board;
3. Review and advise on annual operations and capital budgets;

4. Review District expenditures;
5. Review and advise on long-range capital improvement plans;
6. Serve as the Appeals Board on weed abatement matters pursuant to District ordinance;
7. Advise the Fire Chief on District service matters;
8. Meet jointly with the Board and provide advice to the Board as needed;
9. Communicate with the other fire district boards or commissions on services and functional integration;
10. Assist in the Fire Chief's selection process as required;
11. Serve as liaison between the Board and the community served by the District;
12. Perform such other duties and responsibilities as may be assigned and/or as directed by the Board.

The Advisory Fire Commission shall make its recommendations directly to the Fire Chief, the Board of Supervisors, and such other bodies or administrators as may be designated from time to time.

Article V **Membership**

A. Members

The Commission shall consist of seven (7) voting members and three (3) alternate members appointed by the Board.

1. Voting Members

The seven (7) voting members shall consist of the following:

- a) Five (5) members, each of whom represents one supervisorial district. The nomination is made by an individual Supervisor for full Board action.
- b) Two (2) at-large members. The nomination is made by the Internal Operations Committee for full Board action, after giving the Commission an opportunity to screen, interview, rank the applicants, and make its nomination to the Internal Operations Committee.

2. Alternate Members

In addition to the seven (7) voting members, the Commission shall have three (3) alternate members who shall be nominated and appointed in the same manner as at-large members. Alternate members shall not participate or vote in the regular or special meetings unless they are replacing an absent, seated member who is unable to participate at a meeting. Alternate members may replace any absent, seated member, and shall do so on a rotating basis. However, the Commission

Chair may acknowledge comments from an Alternate at the discretion of the Chair at any time.

B. Terms

All members of the Commission shall be appointed for a term of four years. Terms are staggered. Members serve at the pleasure of the Board.

C. Vacancies

A vacancy on the Commission exists upon the death or resignation of a member, or upon the removal of a member by the Board. Should a vacancy occur for any reason, the alternate members shall serve in the vacant seat on a rotating basis until the Board appoints a replacement voting member.

D. Staff

The Commission staff person shall issue and distribute meeting agendas in accordance with the open meeting laws specified in Article VII. The staff person shall keep an accurate record of all proceedings of the Commission, including meeting minutes and special reports and a list of persons attending meetings, and shall finalize meeting minutes. The staff person shall be responsible for maintaining a copy of these records at the District Administration Office. These records shall be made available to the public as required by State and local law. The Chair may direct the staff person to perform other duties to further the purpose and goals of the Commission.

Article VI **Officers and Duties**

A. Officers

The officers of the Commission shall be Chair and Vice Chair.

The Chair shall preside over all meetings of the Commission. The Chair shall appoint committees as may be needed from time to time for special projects or programs. The Chair shall report unscheduled vacancies immediately to the Board. The Chair shall perform other such duties as they pertain to the office of Chair.

The Vice Chair shall preside at all meetings in the absence of the Chair or at any other time when so requested by the Chair, and perform other such duties as directed by the Chair.

B. Term

Each officer shall be selected for a one-year term at the first regular business meeting in June of each year by a majority vote of the Commission.

Each officer's term shall begin on July 1st of each year.

C. Vacancies

Should a vacancy of the office of Chair occur for any reason, the Vice Chair will serve as Acting Chair. Should both the Chair and Vice-Chair be absent, the most senior Commissioner present shall serve as Acting Chair.

Article VII **Commission Meetings**

A. Meetings

1. In December of each year, the Commission will adopt a schedule of regular meetings for the subsequent year. Meetings shall be held at the District's Administrative Offices located at 4005 Port Chicago Highway, Concord, CA.
2. The Chairman may call additional special meetings as may be required for conduct of Commission business.
3. All meetings of the Commission, except those closed sessions permitted by law, shall be open to the public and subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies. All meetings shall conform to the Ralph M. Brown Open Meeting Act and the Contra Costa County Better Government Ordinance, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, disruption of a public meeting, and recorded votes made by each Commissioner.
4. Notice of each meeting shall be posted adjacent to the entry door of the District Administration Office at least 96 hours prior to the scheduled meeting and shall include the time, date, and place of the meeting and the meeting agenda. Notice of any meeting of the Commission shall be given to any person so requesting.

B. Cancellation or Postponement

Meetings of the Commission may be cancelled or postponed at the discretion of the Chairman for due cause or if no official business needs to be conducted.

C. Quorum

A quorum must be present for any vote on matters before the Commission to be valid. A quorum shall be defined as four (4) appointed Commission voting members (including alternate members replacing an absent voting member). Any motion,

resolution, or other Commission action, unless otherwise specifically provided for, shall require four affirmative votes for its passage.

D. Conflicts

Any member of the Commission who has a conflict of interest with any matter pending before the Commission will recuse himself or herself in accordance with Government Code section 87105. Commission members shall avoid conflicts of interest in accordance with Resolution No. 2002/376 and shall adhere to the principles and rules of the Political Reform Act of 1974 (Government Code Sections 81000, et seq.).

Article VIII **Committees**

There are four standing committees of the Commission: Personnel Committee, Budget Committee, Apparatus & Equipment Committee, and Property & Annexation Committee. From time to time, the Chair may appoint special committees or may make individual appointments to accomplish the ongoing tasks and special projects of the Commission, including conducting studies or research of items as deemed necessary (i.e., Bylaws Committee and Liaison to the Board).

Each committee shall develop a separate plan of operations and goals to be achieved and shall be prepared to report the results of its activities during regular Commission meetings.



Contra Costa County, CA

Contra Costa County Fire Protection District - Advisory Fire Commission

Board Roster



Michael Egan

3rd Term Jul 01, 2020 - Jun 30, 2024

Position At-Large 1



Richard (Tom) Chapman

2nd Term Jul 01, 2018 - Jun 30, 2022

Position At-Large 2



Soheila V Bana

1st Term May 18, 2021 - Jul 01, 2024

Position At-Large Alternate #1



Walter Fields

2nd Term Jul 01, 2020 - Jun 30, 2024

Position At-Large Alternate #2



Clayton Laderer

1st Term Dec 17, 2019 - Jun 30, 2022

Position At-Large Alternate #3



Matthew Guichard

2nd Term Jul 01, 2021 - Jun 30, 2025

Position District II



Michael Daugelli

2nd Term Jul 01, 2021 - Jun 30, 2025

Position District III



Debra Galey

2nd Term Jul 01, 2019 - Jun 30, 2023

Position District IV



Richard S. Nakano

1st Term Dec 10, 2019 - Dec 31, 2023

Position District V



Vacancy

Position District I



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 05/09/2022
Subject: TRIENNIAL ADVISORY BODY REVIEW - PHASE I REPORT AND RECOMMENDATIONS
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 22/7
Referral Name: TRIENNIAL ADVISORY BODY REVIEW
Presenter: Lauren Hull, Management Analyst **Contact:** Lauren Hull (925) 655-2007

Referral History:

The Board of Supervisors oversees and appoints members to approximately seventy-six (76) advisory boards, commissions, and committees (bodies). These advisory bodies serve numerous governmental functions, some mandatory and others discretionary. In 2012, the Board of Supervisors adopted a regular, ongoing sunset review process, formalized by Resolution No. 2012/261. This resolution was designed to ensure that every three years each advisory body is reviewed for compliance with a variety of policies.

Since the Triennial Review process was installed in 2012, two full rounds of review have been completed. The publishing of this Phase II, Cycle 3 report, marks the middle of the third round of the Triennial Review. This report represents the findings of the third round of Triennial Sunset Reviews for advisory bodies included in Phase II.

Summary of Cycle 3 Triennial Review Phases

<u>Phase</u>	<u>Completion Date</u>	<u>Number of Bodies Included</u>
I	2021	17
II	2022	24
III	2023	18
Excluded		17
Total Bodies Listed in Maddy Book		76

A list of the seventeen (17) bodies excluded from the Triennial Review process is included on the next page. Most excluded bodies are not reviewed due to full governing independence from the county, such as the East Bay Regional Park District's own Parks Advisory Committee. A rationale is noted if the body is not independent and/or is not explicitly explained in Resolution No. 2012/261. In those cases, the body was either an ad hoc (temporary) body or was not a true "Maddy" body. A body that is indicated below as "Not Maddy" is a body to which the Board of Supervisors does not make appointments but is listed in the Boards & Commissions Database (Maddy Book) to improve public awareness and access to the body's meetings.

Bodies Excluded from Triennial Review Cycle 3

	<u>Rationale</u>
1 Ad Hoc Census Committee	ad hoc
2 Assessment Appeals Board	
3 Community Advisory Board (CAB) on Public Safety Realignment	Not Maddy
4 Community Corrections Partnership	
5 Community Corrections Partnership - Executive Committee	
6 Contra Costa County Employees Retirement Association	
7 Contra Costa Transportation Authority (CCTA) Citizens Advisory Committee	

- 8 CCTA Bicycle and Pedestrian Advisory Committee
- 9 County Connection Citizens Advisory Committee
- 10 Countywide Redevelopment Oversight Board
- 11 Developmental Disabilities Council Not Maddy
- 12 East Bay Regional Park District Park Advisory Committee
- 13 Housing Authority
- 14 Mosquito & Vector Control District Board of Trustees
- 15 Regional Measure 3 Independent Oversight Committee
- 16 Tri-Delta Transit Authority Board of Directors
- 17 Western Contra Costa Transit Authority Board of Directors

Referral Update:

LIST OF ADVISORY BODIES IN PHASE II

Twenty-four (24) bodies are included in Phase II, which was last completed in 2019. These advisory bodies are divided between five (5) mandatory bodies and nineteen (19) discretionary bodies.

Mandatory Commissions or Committees

Mandatory commissions are those required under state or federal law. The following five advisory bodies are considered mandatory and must be operated:

- Contra Costa County Planning Commission
- First 5 Contra Costa Children and Families Commission
- In-Home Supportive Services Public Authority Advisory Committee
- Local Child Care & Development Planning Council
- Mental Health Commission

Discretionary Commissions or Committees

Discretionary commissions are created by the Board of Supervisors on a voluntary basis. Many discretionary bodies were created to address community needs and solicit further resident engagement. The bulk of discretionary bodies included in this review cycle fall into two categories: citizen advisory committees for County Service Areas and Municipal Advisory Councils that provide representation for unincorporated communities. These bodies were established by the Board of Supervisors pursuant to the authority granted by Section 31010 of the California Government Code. Additionally, three bodies in this phase fall into other categories, and are listed below under “Other Discretionary Bodies”.

County Service Area Citizen Advisory Committees

- County Service Area P-2A (Blackhawk) Citizens Advisory Committee · County Service Area P-2B (Alamo) Citizens Advisory Committee (Alamo Police Services Advisory Committee) · County Service Area P-5 (Roundhill) Citizens Advisory Committee · County Service Area P-6 (Discovery Bay) Citizen Advisory Committee

Municipal Advisory Councils (MACs) and Town Advisory Council (TAC)

- Alamo Municipal Advisory Council · Bay Point Municipal Advisory Council · Bethel Island Municipal Advisory Council · Byron Municipal Advisory Council · Diablo Municipal Advisory Council · East Richmond Heights Municipal Advisory Council · El Sobrante Municipal Advisory Council · Kensington Municipal Advisory Council · Knightsen Town Advisory Council · North Richmond Municipal Advisory Council · Pacheco Municipal Advisory Council · Rodeo Municipal Advisory Council

Other Discretionary Bodies

- Advisory Council on Equal Employment Opportunity
- Council on Homelessness
- Family & Children's Trust Committee

REFERRAL UPDATE

Following the Triennial Review approved in 2019, three previously included bodies in Phase II were sunset, specifically County Service Area M-16 (Clyde) Citizens Advisory Committee, County Service Area R-10 (Rodeo) Citizens Advisory Committee, and Contra Costa Centre Municipal Advisory Council.

FINDINGS

Summary of Findings for Phase II

Staff to bodies included in Phase II were asked to complete a survey which was reviewed and signed by the advisory body Chairperson. Staff from the Clerk of the Board then reviewed the materials and surveys submitted by the advisory body staff and chairs. In addition to the survey materials, Clerk of the Board staff also went online to confirm whether the bodies are posting agendas online and to review the contents of the agendas for compliance with several additional policies, such as including information about disability access and access to supplemental materials, and opportunities for public comment. The Clerk of the Board also reviewed the agendas for whether the agenda descriptions were adequate for a layperson or outsider to understand what would be discussed at the meeting. The County Administrator's Office also reviewed the submissions.

Unless highlighted in the recommendations, no changes to bylaws, membership requirements, or seat structure are recommended for the bodies included in Phase II. This report includes a description of advisory bodies in the Phase II review, along with a summary of comments or recommendations from the Clerk of the Board and the County Administrator's Office.

Mandatory Bodies

Contra Costa Planning Commission

The Planning Commission was established under state law to implement the planning power of the county. The Planning Commission develops or approves land use plans, development initiatives, planning programs, and permit applications, among other duties. The Planning Commission was established in the County Ordinance Code, Section 26-2, pursuant to Chapters 3 and 4 of Title 7 of the California State Government Code.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access supplemental materials.

First 5 Contra Costa Children and Families Commission

The First 5 Commission works to support early childhood development through a strategic plan developed pursuant to the California Children and Families First Act of 1998, an initiative Constitutional Amendment approved by the voters as Proposition 10. Contra Costa County established the First 5 Children and Families Commission with Board Resolution No. 98/46.

Staff Comments/Recommendations

Staff for the First 5 Commission notes that the ongoing decline of Proposition 10 revenue due to the decreased consumption of tobacco products in California is one of the biggest challenges the commission faces in sustaining ongoing efforts for early childhood services and systems. Staff for the Clerk of the Board's Office recommends that First 5 staff post agendas to the AgendaCenter on the county's website, in addition to posting on the First 5 website. Since First 5 is an independent body, this is not required as it is for other advisory bodies. However, doing so would increase transparency and ease of access for the public.

In-Home Support Services Public Authority Advisory Committee

This body serves as an advisory council to the In-Home Support Services (IHSS) Public Authority, which is administered by the Employment and Human Services Department (EHSD). IHSS provides specialized support services to residents who are frail, elderly, blind, or disabled. Public Authority has an advisory committee whose membership is composed of individuals who are current or past users of personal assistance services paid for through public or private funds and professional representatives from the community.

Staff Comments/Recommendations

Staff for the IHSS Public Authority Advisory Committee reports that they have had trouble filling seats. Half of their meetings in the past 36 months were cancelled due to a lack of quorum. Staff for the Clerk of the Board's Office recommends that the body work with county staff to increase outreach and recruitment efforts to help fill vacant positions. Staff for the Clerk of the Board's Office also recommends that agendas be posted to the AgendaCenter on the county's website, in addition to posting on the Public Authority's website. Since the IHSS Public Authority Advisory Committee is a quasi-independent body, this is not required as it is for other advisory bodies. However, doing so would increase transparency and ease of access for the public.

Local Planning and Advisory Council for Early Care and Education

The mission of the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) is to

promote quality childcare through community assessment, advocacy, resource development, and collaboration with other organizations. The LPC coordinates programs and services affecting early childcare and education, including recommendations for the allocation of federal funds to local early childcare and education programs.

Staff Comments/Recommendations

Staff for the LPC reports that the council has had difficulty filling the four Child Care Consumer Seats, though they will continue with strong recruitment efforts and targeted outreach. The LPC also reports that “a lack of comprehensive county data regarding the demographics of the early education workforce continues to be an issue.” The LPC would benefit from county specific information that could inform and influence recommendations. The LPC appears to be functioning as intended and in compliance with the county’s administrative policies. Staff for the Clerk of the Board’s Office does not recommend any changes to the Local Planning Council at this time.

Mental Health Commission

The Contra Costa County Mental Health Commission was established by order of the Board of Supervisors on June 22, 1993, pursuant to the Welfare & Institutions Code Section 5604, also known as the Bronzan-McCorquodale Act. The primary purpose of the commission is to serve in an advisory capacity to the Board of Supervisors and to the Mental Health Division and its staff. Commissioners are appointed by members of the Board of Supervisors from each of the five districts for a term of three years. Each district has a consumer of mental health services, family member, and an at-large representative on the commission. The Board of Supervisors established the Mental Health Commission in actions taken on June 22, 1993 (Board Agenda Item 06/22/93_I.O.5).

Staff Comments/Recommendations

Staff for the Clerk of the Board’s Office recommends minor changes to the current agendas to ensure that they include information about supplemental materials.

Discretionary Bodies

County Service Area Citizen Advisory Committees

Alamo Polices Services Advisory Committee (County Service Area P-2B Citizens Advisory Committee)

The Alamo Polices Services Advisory Committee advises the Board of Supervisors and the Sheriff’s Department on the needs of the Alamo community for police services.

Staff Comments/Recommendations

The Alamo Police Services Advisory Committee appears to be functioning as intended, and in compliance with the county’s administrative policies. Staff for the Clerk of the Board’s Office does not recommend any changes.

County Service Area P-2A (Blackhawk) Citizens Advisory Committee

The County Services Area (CSA) P-2A Citizens Advisory Committee advises the Board of Supervisors on the needs of the Blackhawk community for extended police services which shall include, but not be limited to, enforcement of the State Vehicle Code, crime prevention, litter control, and other issues.

Staff Comments/Recommendations

Staff for the CSA P-2A Citizens Advisory Committee reports that they are currently working on drafting bylaws for the committee. The committee appears to be functioning as intended and in compliance with the county’s administrative policies. Staff for the Clerk of the Board’s Office does not recommend any changes.

County Service Area P-5 (Roundhill) Citizens Advisory Committee

The County Service Area P-5 Citizens Advisory Committee advises the Board of Supervisors regarding community concerns about public protection within the district boundaries, which lie within the Roundhill area of the unincorporated community of Alamo.

Staff Comments/Recommendations

The County Service Area P-5 Citizens Advisory Committee appears to be functioning as intended and in compliance with the county’s administrative policies. Staff for the Clerk of the Board’s Office does not recommend any changes.

County Service Area P-6 (Discovery Bay) Citizens Advisory Committee

The County Service Area P-6 Citizen Advisory Committee creates reports and recommendations to the Board of Supervisors

on extended police protection services which includes, but is not limited to, enforcement of the State Vehicle Code where authorized by law, crime prevention, and litter control.

Staff Comments/Recommendations

The County Service Area P-6 Citizens Advisory Committee appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Municipal Advisory Councils (MACs) and Town Advisory Council (TAC)

Alamo Municipal Advisory Council

The Alamo Municipal Advisory Council (MAC) advises the Board of Supervisors on issues and concerns related to county services provided to the unincorporated area of Alamo.

Staff Comments/Recommendations

The Alamo MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Bay Point Municipal Advisory Council

The Bay Point MAC advises the Board of Supervisors or other local government agencies on issues and concerns related to the unincorporated area of Bay Point.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access.

Bethel Island Municipal Advisory Council

The Bethel Island MAC advises the Board of Supervisors or other local government agencies on issues and concerns related to the unincorporated area of Bethel Island.

Staff Comments/Recommendations

The Bethel Island MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Byron Municipal Advisory Council

The Byron Municipal Advisory Council advises the Board of Supervisors on issues and concerns related to the unincorporated area of Byron.

Staff Comments/Recommendations

The Byron MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Diablo Municipal Advisory Council

The Diablo MAC's purpose is to advise the Board of Supervisors, County Planning Commission, and the Zoning Administrator on land use issues and other concerns affecting the unincorporated community of Diablo.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends that, in addition to posting on the Diablo Community Services District website, agendas be posted to the county website under the AgendaCenter section to comply with Resolution No. 2020/1.

East Richmond Heights Municipal Advisory Council

The East Richmond Heights MAC was created to advise the Board of Supervisors or other local government agencies on issues and concerns related the unincorporated community of East Richmond Heights.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access supplemental materials.

El Sobrante Municipal Advisory Council

The El Sobrante MAC provides input to the Board of Supervisors, the County Planning Commission, and the Zoning Administrator on land use issues and other concerns affecting the unincorporated community of El Sobrante.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access supplemental materials.

Kensington Municipal Advisory Council

The Kensington MAC advises the Board of Supervisors, County Planning Commission, and the Zoning Administrator on land use issues and other concerns affecting the unincorporated community of Kensington.

Staff Comments/Recommendations

Staff to the Kensington MAC notes that there is difficulty filling seats and that the council would benefit from regular trainings on the Kensington Planning Ordinance. Staff also notes that most duties fall to the Chair of the council and they should be distributed more evenly. Staff for the Clerk of the Board's Office recommends that the council review the role of officers in their bylaws to distribute the workload more evenly.

Knightsen Town Advisory Council

The Knightsen TAC advises the Board of Supervisors on land use and planning matters affecting the community of Knightsen and may represent the Knightsen community before the Board of Supervisors, the East County Regional Planning Commission, the Zoning Administrator and the Local Agency Formation Commission on proposed boundary changes affecting the community. Effective February 26, 2019, the Board of Supervisors has separated the Knightsen TAC members from the Knightsen Community Services District (Resolution No. 2019/58).

Staff Comments/Recommendations

The Knightsen TAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

North Richmond Municipal Advisory Council

The North Richmond MAC advises the Board of Supervisors on issues and concerns affecting the unincorporated community of North Richmond.

Staff Comments/Recommendations

The North Richmond MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Pacheco Municipal Advisory Council

The purpose of the Pacheco MAC is to advise the Board of Supervisors on services which are or may be provided to the community by the county or other government agencies.

Staff Comments/Recommendations

The Pacheco MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Rodeo Municipal Advisory Council

The Rodeo MAC makes recommendations to the Board of Supervisors on issues and concerns related to county services provided to the unincorporated area of Rodeo.

Staff Comments/Recommendations

The Rodeo MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Other Discretionary Bodies

Advisory Council on Equal Employment Opportunity

The Advisory Council on Equal Employment Opportunity assists with the implementation of the County's Equal Employment

Opportunities and Contracting Programs and serves as an advisory committee to the Board of Supervisors.

Staff Comments/Recommendations

The Advisory Council on Equal Employment Opportunity appears to be functioning as intended and in compliance with the county’s administrative policies. Staff for the Clerk of the Board’s Office does not recommend any changes.

Council on Homelessness

The Contra Costa Council on Homelessness, appointed by the Board of Supervisors, provides advice and input on the operations of homeless services, program operations, and program development efforts in the county. Further, the Council on Homelessness establishes the local process for applying, reviewing, and prioritizing project applications for funding in Homeless Assistance Grant Competitions, including the Continuum of Care Program and the Emergency Solutions Grant Program. The Contra Costa Council on Homelessness provides a forum for the Continuum of Care to communicate about the implementation of strategies to prevent and end homelessness. The purpose of the forum is to educate the community on homeless issues, and advocate on federal, state, county, and city policy issues that affect people who are homeless or at-risk of homelessness.

Staff Comments/Recommendations

Staff for the Council on Homelessness reports that “COVID-19 introduced considerable challenges to our homeless system of care and Council on Homelessness. While additional funds coming from the state and federal government are creating new opportunities, many of these funding sources are offered as one-time sources.” Staff for the Clerk of the Board’s Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access supplemental materials.

Family & Children's Trust Committee

The Family and Children’s Trust Committee (FACT) was established in 1985 by the Board of Supervisors to make funding recommendations on the allocation of specific funds for the prevention and treatment of child abuse and neglect and supportive services for families and children. Funding for FACT supported projects derive from federal and state program legislation, and donations to the county’s Family and Children’s Trust Fund.

Staff Comments/Recommendations

Staff for FACT reports that while there have been membership challenges, they are hopeful that new recruitment efforts by the Employment and Human Services Department and the Board of Supervisors will remedy this. They also report that they have experienced challenges conducting the comprehensive needs assessment for funding prioritization as required by the FACT bylaws. The next needs assessment will be expected to occur in 2024. FACT appears to be functioning as intended and in compliance with the county’s administrative policies. Staff for the Clerk of the Board’s Office does not recommend any changes.

Recommendation(s)/Next Step(s):

1. ACCEPT the 2021/22 Triennial Review Phase II Report and specific recommendations summarized below:
 - a. DIRECT the County Administrator to continue implementation of Phase III of the third cycle of the Triennial Review process for the remaining advisory bodies.
 - b. CONSIDER referring minor suggestions about supplemental material access agenda language and disclosures to the following advisory bodies:
 - i. Contra Costa Planning Commission
 - ii. Contra Costa Council on Homelessness
 - iii. East Richmond Heights Municipal Advisory Council
 - iv. El Sobrante Municipal Advisory Council
 - v. Mental Health Commission
 - c. CONSIDER referring minor suggestions about disability access agenda language and disclosures to the following advisory bodies:
 - i. Contra Costa Planning Commission
 - ii. Contra Costa Council on Homelessness
 - iii. Bay Point Municipal Advisory Council
 - iv. East Richmond Heights Municipal Advisory Council
 - v. El Sobrante Municipal Advisory Council
 - d. RECOMMEND that the following independent or quasi-independent bodies consider posting agendas on the AgendaCenter section of the county website to increase transparency and ease of access to information for the public:
 - i. First 5 Contra Costa Children and Families Commission
 - ii. In-Home Supportive Services Public Authority Advisory Committee

- e. DIRECT the following advisory bodies to post agendas to the AgendaCenter section of the county website to comply with Resolution No. 2020/1:
 - i. Diablo Municipal Advisory Council
- f. DIRECT the Clerk of the Board’s Office to work with the following advisory bodies to develop ways to increase recruitment efforts to address membership challenges and high seat vacancy rates:
 - i. Family and Children’s Trust Committee
 - ii. In-Home Supportive Services Public Authority Advisory Committee
 - iii. Local Planning and Advisory Council for Early Care and Education

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.
