



**Contra
Costa
County**

To: Board of Supervisors

From: Jeff Carman, Chief, Contra Costa County Fire Protection District

Date: October 23, 2018

Subject: Membership and Bylaws of the Advisory Fire Commission

RECOMMENDATION(S):

Acting as the Governing Board of the Contra Costa County Fire Protection District:

1. APPROVE a restructuring of the membership of the Advisory Fire Commission by eliminating the five Supervisorial Alternate Seats and establishing three At-Large Alternate Seats;
2. ADOPT revised bylaws of the Commission;
3. APPOINT Lisa Bartley to the At-Large Alternate #1 Seat with a term ending June 30, 2020;
4. APPOINT Walter Fields to the At-Large Alternate #2 Seat with a term ending June 30, 2020; and
5. APPOINT Darran Mazaika to the At-Large Alternate #3 Seat with a term ending June 30, 2022.

FISCAL IMPACT:

No fiscal impact.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/23/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

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 23, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Jeff Carman, Fire Chief
925-941-3300

By: Stephanie Mello, Deputy

cc:

BACKGROUND:

The Advisory Fire Commission (“Commission”) is currently composed of 7 commissioners (one from each supervisorial district and two at-large) plus 5 alternates (one from each supervisorial district). The Commission recommends eliminating the five Supervisorial Alternate Seats and establishing three At-Large Alternate Seats.

For several years, commissioners have expressed interest in revising the alternate seat structure to promote participation by and increase interest in alternate seats. A structure with supervisorial alternate seats only allows for an alternate to participate by vote in the absence of the voting member from the same supervisorial district. The proposed restructuring would provide for at-large alternate seats and allow for an alternate to participate by vote, on a rotating basis, in the absence of any voting member. The commissioners believe the proposed restructuring would allow alternates a more frequent opportunity to effectively participate in Commission business, and increase interest in long-term service on the Commission.

The Commission has also reviewed its bylaws and identified several necessary revisions. At its August 13, 2018 meeting, the Commission voted to recommend to the Board a restructuring of the membership of the Commission and adoption of the revised bylaws.

The proposed revisions to the Commission’s bylaws include:

1. A revision to identify the new address of the District Administrative Office, located at 4005 Port Chicago Highway, Suite 250, Concord, CA 94520, as the meeting location for the Commission.
2. A description of the restructured membership of the Commission to include 7 commissioners (one from each supervisorial district and 2 at-large) plus 3 at-large alternates.
3. A provision that at-large alternates may replace any absent voting commissioner, and will do so on a rotating basis.
4. A provision that at-large alternates will serve in any vacant seat, on a rotating basis, until the Board appoints a replacement voting member.

Currently, there are three alternate commissioners (two alternate seats are vacant). Upon restructuring of the membership, the Board may transition the current alternates by appointing each of the current alternates to one of the new At-Large Alternate Seats. As proposed, the initial terms for two of the At-Large Alternate Seats would end June 30, 2020, and the initial term for the remaining At-Large Alternate Seat would end June 30, 2022. Thereafter, At-Large Alternate Seats would serve staggered, four-year terms.

CONSEQUENCE OF NEGATIVE ACTION:

The membership and bylaws of the Advisory Fire Commission will remain unchanged.

ATTACHMENTS

Revised Fire Commission Bylaws