

## Sonoma Local Agency Formation Commission

### Ad Hoc Committee for Fire and Emergency Medical Services Agencies “Charter”

October 26, 2020

#### Purpose of Committee

- A. To compile recommendations and interests from all stakeholders in the ongoing fire service agency restructuring effort, and in particular proposals to amend agency spheres of influence to enable future restructuring.
- B. To evaluate sphere of influence amendment proposals against the existing LAFCO-adopted criteria.
- C. Determine ad hoc advisory committee findings and recommendations based on above.
- D. Compare findings against LAFCO Staff recommendations, if applicable.
- E. Report back to full Commission when complete.

#### Committee Time Frame

The ad hoc advisory committee will be chartered upon adoption of this document and will conclude work by \_\_\_\_\_, 2021.

#### Identification of Stakeholders

The ad hoc committee may consult with any parties with relevant interests in the amendment of sphere of influence or reorganization of any fire and emergency medical service agency in the County, including:

- Independent fire and emergency medical service agencies, including staff and elected leadership.
- Corporations (i.e. North Bay Fire, Inc.) and Volunteer Fire Companies serving territories within County Service Area 40 – Fire Services, a dependent district of the County of Sonoma.
- County of Sonoma elected officials and staff.
- The Fire Service Working Group, an advisory body to the County Board of Supervisors.
- Coastal Valleys EMS Agency staff.

## **Committee Membership**

Commissioner Loveless, Chair  
Commissioner Hopkins  
Commissioner Herzberg

## **Quorums and Transacting Business**

Two of the appointed members of the committee shall constitute a quorum for the transaction of business.

## **Conflicts of Interest**

If any members of the ad hoc advisory committee conclude that they have a conflict of interest or an appearance of fairness problem with respect to a matter that is pending before the committee, they shall disqualify themselves from participating in the deliberations and the decision-making process with respect to the matter.

LAFCO staff and Counsel are available to advice on potential conflict of interest concerns.

## **Procedures, Records and Minutes**

The ad hoc advisory committee shall be governed by Roberts Rules of Order (or Rosenberg's) as the same may be updated or amended. The committee may adopt supplementary rules of procedure.

The committee shall provide for the taking of minutes and maintaining records of all meetings. Ad hoc advisory committee members will record and document all ex parte discussions with stakeholders related to the subject matter of the committee.

All records and minutes will be regularly provided to LAFCO Staff for records retention.

## **Meetings**

The committee shall decide upon regular meeting dates and times, and may add special meetings as need be, provided timely notification is given to all ad hoc members and LAFCO Staff.

## **Adoption**

This charter was adopted by the Commission at its November 4, 2020.