

This brief is being provided to inform the Board, staff and public of the details of an Board agenda. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

Date: October 2, 2024

Originator: Shanna D. Kuhlemier, CMC, District Clerk

Desired Action by the Board: Establish the AD Hoc Policy Committee and appoint two Board Members to serve the duration of the Ad Hoc Policy Committee.

Supporting Documents Included: No

1. **Description:**

Ad Hoc Committees are commonly used in governments to create a subcommittee under the Board of Directors for the purpose of specific tasks. Members of the Ad Hoc Committee established by the Board of Directors are advisory to the Board and members of the committee are appointed by the Board.

Ad Hoc committees are treated differently under the Ralph M. Brown Act, as it relates to noticing and posting requirements. The committee must:

- Be comprised solely of less than a quorum of the legislative body (two Directors in the case of the District);
- Have a defined purpose and a time frame to accomplish the purpose;
- Is advisory to the Board and does not have delegated decision-making authority; and
- Will return to the full Board of Directors on any recommendations.

Reason for Recommended Board Action:

With the newly consolidated Beckwourth Peak Fire Protection District, staff identified a need for establishing policies and procedures. An Ad Hoc Committee, can be used to suggest, review, and suggest updated policies and procedures to the Board.

This could take a better part of a year, but staff anticipates having monthly or near monthly Board updates.

2. **Anticipated Impacts to the District (negative and/or positive):**

Ad Hoc Committees can be more versatile and nimble, as they can add staff or members of the public through the process. In this case, the policy committee can collaborate with the public and staff on items in their prevue, while solving problems and develop ideas in the best interest of the District. The Ad Hoc Policy Committee will have two Board members overseeing and participating in the process.

This flexibility in government is a positive approach to transparency with the public, employees, and Board of Directors as well as using varied expertise to support the goals and objectives of the District.

3. **Impacts to the Customer:**

Positive impacts to the customer by providing an enhanced level of governance, transparency, and employee and public participation.

4. **Recommendation (s):**

Establish the AD Hoc Policy Committee and appoint two Board Members to serve the duration of the Ad Hoc Policy Committee. Direct the Ad Hoc Policy Committee to work on policies and procedures for the Board of Directors. The Ad Hoc Policy Committee will be disbanded once the project is completed.