



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/29/2017

Agenda Placement: 6D

## NAPA COUNTY BOARD OF SUPERVISORS

### Board Agenda Letter

---

**TO:** Board of Supervisors

**FROM:** Stacie McCambridge for Barry Biermann - Fire Chief  
County Fire Department

**REPORT BY:** Stacie McCambridge, Staff Services Analyst - (707) 299-1465

**SUBJECT:** Resolution Revising the Napa County Bylaws of the Fire Services Advisory Committee

---

#### **RECOMMENDATION**

County Fire Chief requests adoption of a resolution approving amendments to the Napa County Fire Services Advisory Committee and amending bylaws to clarify role of liaison officer and change the number necessary to complete a quorum.

#### **EXECUTIVE SUMMARY**

Adoption of the proposed resolution will amend the current FSAC Bylaws by removing the Napa County Liaison position from the current Bylaws. This will change the quorum from 7 members to 6 members, requiring 4 of those members to be voting members.

#### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

#### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

On June 11, 2013, the Board of Supervisors adopted Resolution 2013-67 approving creation of the Napa County Fire Services Advisory Committee (FSAC) to provide guidance on operational policies and procedures and serve in an advisory capacity to the Napa County Fire Chief and the Board of Supervisors. The Board of Supervisors policy on committees and commissions requires that changes in the bylaws of advisory boards be approved by the Board of Supervisors.

Adoption of the proposed resolution will amend the current FSAC Bylaws by removing the Napa County Liaison position from the current Bylaws. This will make the Napa County Fire Department authorized to act as the "liaison department" and the Fire Chief or their designee shall serve as "liaison officer" to the Commission for purposes of complying with the Maddy Act.

The quorum will change from the present 7 (seven) FSAC members to 6 (six) FSAC members (or their designated alternates). A quorum for the transaction of business shall exist only as long as six (6) of the FSAC members (or their designated alternates) are present. Further, 4 (four) of the six members must be voting members for a quorum to exist.

The FSAC approved these proposed changes to the bylaws at its August 10, 2017 meeting.

**SUPPORTING DOCUMENTS**

A . FSAC Bylaws/Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi