



COUNTY FIRE DEPARTMENT ADVISORY GROUP (FDAG) OPERATING PROCEDURES

1. PURPOSE

The purpose of the Fire Department Advisory Group (FDAG) will be:

- A. To consult and advise the General Services Department (GSD) on specific matters relating to County Fire and the County's fire protection, rescue, and emergency medical services program, including potential changes or organizational restructuring; and
- B. To work closely with GSD to ensure that the interests of the Santa Cruz County Fire Department and the people residing within the County Fire Department jurisdiction are protected and promoted.

2. TERM OF ADVISORY GROUP

The term of the FDAG shall commence on the date that written notice is provided to and adopted by the Santa Cruz County Board of Supervisors, of the establishment of this department advisory group. The termination date for the FDAG shall be December 31, 2026, unless otherwise extended by the GSD Director, and with notice of extension provided to the Board of Supervisors prior to extending the term.

3. GOVERNANCE AND OPERATIONS

- A. The FDAG will not be governed by the Brown Act. In accordance with Santa Cruz County Code Section 2.38.071(A)(5), these Operating Procedures provide alternate procedures to ensure public participation, noticing of meetings, quorum requirements, minutes, and establishment of subcommittees.
- B. The FDAG will operate without formal bylaws. In accordance with Santa Cruz County Code Section 2.38.140, the Director of the General Services Department

(Director) will oversee and determine all necessary procedures for the conduct of business within the advisory group.

4. MEMBERSHIP

- A. In accordance with County Code Section 2.38.080, each FDAG member shall be a resident of, or employed in, Santa Cruz County.
- B. The FDAG will consist of no less than five (5) appointed individuals fitting the membership criteria. No maximum number of members will be specified and will be left to the discretion of the Director.
- C. The initial invitation for membership of the FDAG will consist of the former members of the Fire Department Advisory Commission and will change in composition depending on subject matter expertise.
- D. Any person seeking to serve on the FDAG may make a request for membership selection to the Director. Requests for membership must be submitted either electronically or in paper format as a written request, and should include the requestor's name, current contact information, confirmation of eligibility of living in or working in Santa Cruz County, and any related background or experience the requestor holds on matters related to County Fire and the County's fire protection, rescue, and emergency medical services program.

5. TERMS OF MEMBERSHIP

- A. In accordance with County Code Section 2.38.100 (D), FDAG members are intended to serve a term for the life of the group, or until removed by the Director.
- B. The FDAG composition will be adjusted as needed to ensure relevant expertise aligns with the specific matters under consideration.

6. SUBCOMMITTEES

- A. Subcommittees and/or ad hoc committees of the FDAG may be established and dismissed by the Director or their designee to accomplish work on a specific project of the department.
- B. Subcommittees and/or ad hoc committees will report to the Director or their designee for the duration of the committee's term.

7. MEETINGS

- A. The FDAG will meet on an as-needed basis.
- B. FDAG meetings will be held virtually or at locations throughout the county, as determined by the Director or their designee, in advance of each meeting.
- C. No in-person meeting of the FDAG will be held in a facility or any location that excludes any person, or persons, on the basis of race, religion, color, creed, national origin, ancestry, physical or mental disability, medical condition (including cancer-related and genetic characteristics), marital status, sexual orientation, age (over 18), veteran status, gender, gender identity or pregnancy. In accordance with County Code Section 2.38.130 (C), all meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to persons with disabilities.
- D. FDAG meetings will not require a quorum of its membership, or any minimum attendance of members.
- E. All FDAG meetings shall be facilitated by the Director or their designee(s).

8. NOTICING OF MEETINGS

- A. Notice of each meeting of the FDAG will be posted on the County Fire Department web page at least three (3) days prior to the meeting.
- B. Each FDAG member will electronically receive an invitation to the meetings at least three (3) days prior to each meeting. Members will be prompted to reply within 48 hours to confirm attendance at the meeting so that attendance can be tracked.
- C. The public may be invited to specific meetings or public engagement opportunities as determined in advance by the Director or their designee and the FDAG:
 - i. There is no set number of meetings or public engagement opportunities. Planning for potential public engagement will be a standing item on each regularly scheduled FDAG meeting, so that the group may discuss why, when and where to potentially engage with members of the public through public engagement efforts.
 - ii. During FDAG meetings or events that involve public engagement, guests will not be required to register their name or fulfill any other obligation as a condition to attend an FDAG meeting or public engagement event but may

volunteer such information for inclusion in any FDAG meeting minutes being kept, or for the sole purpose of contact for information related to FDAG or County Fire Department related activities.

iii. For publicly held meetings, a link will be provided for virtual meetings, or the location will be shared for in-person meetings.

D. While some FDAG meetings will not be held publicly, the public will be able to access the FDAG meeting notice, standing agenda, and minutes for those meetings by either independently viewing them on the County Fire Department website or by requesting the materials to be sent electronically, as available.

9. AGENDAS

A. All meetings of the FDAG will include a standing agenda with the following items incorporated:

- i. Welcome and introductions
- ii. Director's Report
- iii. Advisory topics of interest for round table discussion
- iv. Potential public engagement opportunities

B. FDAG members who wish to add specific Advisory topics to an upcoming FDAG meeting agenda may submit those topics to the Director or their designee at least three (3) days in advance of the meeting.

C. Agendas for publicly held FDAG meetings or public engagement opportunities will be posted on the County Fire Department website at least three (3) days in advance of the public meeting or engagement opportunity.

D. The Director may add to or change specific Director's Report, Advisory and Public Engagement topics as planned, if the need to seek advice or counsel on differing, pressing topics of interest arise after planned topics are shared with FDAG members.

10. MINUTES

A. In accordance with County Code Section 2.38.160 (C), FDAG meeting minutes shall be prepared and maintained by the Director or their designee.

B. FDAG meeting minutes shall contain summaries on the major considerations discussed, meeting dates, times, locations, and attendance.

- C. Once finalized, FDAG meeting minutes shall be published and made available on the County Fire Department public-facing website.

11. REPORTS

- A. In accordance with County Code Section 2.38.170 (C), the FDAG will issue a report to the Director according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the group and shall utilize the following report format:
 - i. Role(s) of the FDAG;
 - ii. Meeting dates, time and location;
 - iii. FDAG meeting attendance;
 - iv. FDAG goals set, and accomplishments met during the reporting period, including a summary of activities, special projects and workshops or seminars that FDAG members have participated in, when applicable; and
 - v. FDAG future goals.

- B. In accordance with County Code Section 2.38.170 (E), the Director will submit an attendance report to the Board of Supervisors at the end of each calendar year.

12. PUBLIC RECORDS

In accordance with County Code Section 2.38.260 (D), all FDAG public records shall be maintained as accessible to the public, pursuant to the California Public Records Act.

13. PUBLIC PARTICIPATION

To ensure public participation and provide notice to the public, all meeting agendas will be available on the County Fire web page at least three (3) days before the meeting date. For publicly held meetings, the FDAG will permit public attendance and participation, allowing public comments at the end of the meeting. For meetings not held publicly, the public may submit their comments via email for consideration.

14. STIPENDS AND EXPENSES

- A. In accordance with Santa Cruz County Code Section 2.38.180 (A), FDAG members may receive a stipend as compensation for their public service as established annually by resolution of the Board of Supervisors.

B. In accordance with Santa Cruz County Code Section 2.38.180 (C), FDAG members shall not be entitled to reimbursement for traveling and other expenses.