



El Dorado County Emergency Services Authority

Policy Subject Matter: **1.1 JPA Board and Committee Meetings**
Review Date: 10.20.2021
Revision Date: **02.16.11**
Creation Date: **01.01.99**

I. Policy:

Board and Committee meetings of the El Dorado County Emergency Services Authority shall be conducted in conformance with JPA Bylaws, the Brown Act, and other applicable legislative requirements.

II. Purpose:

The purpose of this policy is to establish the structure, processes and schedules of Board and Committee meetings, and provide guidance on the use of electronic data communication devices by Board and Committee members during public meetings of the El Dorado County Emergency Services Authority (JPA).

III. Procedure:

A. JPA Governing Board

The JPA shall be administered by its Governing Board (hereinafter "Board"). The governing Board shall be made up of the Fire Chief of the member agencies and for Marshall Medical Center (MMC) they shall appoint an employee at the Executive Director level or above who will then be confirmed by the majority vote of the JPA Board. When a member Chief and/or MMC designee is unable to attend a regularly scheduled meeting those Board Members shall designate an alternate to act in his or her place. The Board may do and perform all acts which are necessary to accomplish the purposes set forth in the JPA Bylaws. Each member, or his or her alternate, shall have one (1) vote.

B. Meetings of the Board and Officers

1. The Board shall normally meet on a bi-monthly basis. Any business requiring Board action that occurs during the months when the Board is not scheduled to meet will result in a special meeting being called.
2. All meetings of the Board, including regular, adjourned regular and special meetings shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950, et seq.).
3. The presence of a majority of the representatives to the Board shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time. Approval of motions presented to the Board for action shall require approval of a majority of the entire Board in accordance with the power as described in this document.

4. The Board shall elect a Chairperson and a Vice Chairperson at its first meeting, and thereafter in each succeeding calendar year, the Board shall elect or re-elect its Chairperson and Vice Chairperson for immediate assumption of office. In the event that the Chairperson or Vice Chairperson so elected ceases to be a representative to the Board, the resulting vacancy shall be filled at the next meeting of the Board held after such vacancy occurs. In the absence or inability of the Chairperson to act, the Vice Chairperson shall act as Chairperson.
5. Each Board member shall file all required conflict of interest forms.

C. JPA Standing Committees

1. The Board may establish standing committees with a majority vote. A standing committee has continuing subject matter responsibility and is comprised solely of less than a quorum of members of the Board.
When a committee is established, the Board shall:
 - a) State the scope of work.
 - b) Define the mission.
 - c) Identify membership representation.
 - d) Appoint voting members.
 - e) Discontinue the Committee when the majority of the Board finds there is no longer a need for its existence.
2. The Board Chair, after receiving a recommendation from the committee membership, shall appoint the Committee Chair and Vice-Chair. These appointments will be made at the Board's last meeting of the calendar year for assumption of position at the beginning of the following calendar year. The Chair and Vice-Chair will serve in this capacity for one (1) year. The term of service may be shortened if the Committee is discontinued by the Board, and/or the Board Chair elects to appoint a new Chair and Vice-Chair.
3. Standing Committees shall:
 - a) Conduct meetings in compliance with the Brown Act.
 - b) Report on activities at JPA Board meetings.
 - c) Work towards achieving the committee's mission.
 - d) Identify quorum requirements.
 - e) Act only when there is a quorum of voting committee members.

D. Working Groups

1. The JPA Board Chair and a Standing Committee Chair can establish a working group for a specific task or assignment. Working groups do not have continuing subject matter responsibility, are advisory in nature, and are discontinued when their work is completed. They are comprised of less than a quorum of the Board. Working groups of this nature are not subject to the Brown Act.
2. When a working group is to be established, the Board Chair, or Standing Committee Chair shall:
 - a) Provide the scope of work and goals to be achieved.
 - b) Appoint membership representation.
 - c) Appoint a Chair, and if needed, a Vice-Chair.
 - d) Identify an anticipated time for the work to be completed.

E. Meeting Types and Agenda Noticing Requirements

The Brown Act provides for three different types of meetings.

1. **Regular meetings:** occur at a time and location generally set by ordinance, resolution, or Bylaws. At least 72-hours prior to a regular meeting, an agenda must be posted which contains a brief general description of each item to be transacted or discussed at the meeting.
2. **Special meetings:** may be called at any time but notice must be received at least 24-hours prior to the meeting by all members of the body and by all media outlets that have requested notice in writing.
3. **Emergency meetings:** are extraordinarily rare, may be called upon with one-hour notice to media outlets that have requested notice in writing.

F. Meeting Schedules and Locations

All Board and Committee meetings shall be held at a predetermined and agendized location and shall be open to public attendance.

G. Electronic Data Communication Devices

1. The JPA recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the JPA and with members of the public. JPA Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the JPA Board to discuss JPA business outside of an agendized JPA Board meeting nor to circumvent the public's right to access records regarding JPA business.
2. Electronic communications received and sent by JPA Board members are subject to disclosure upon request pursuant to the California Public Records Act (CPRA) (Government Code 6250-6270) depending on the content of the communications and whether it is "prepared, owned, used, or retained" by the JPA in its normal course of business. JPA legal counsel should be consulted as appropriate in the event of a CPRA request.
3. To the extent possible, electronic communications regarding any JPA-related business shall be transmitted through a JPA-provided or District-provided device or account. When any such communication is transmitted through a JPA Board member's personal device or account, he/she shall copy the communication to a JPA or District electronic storage device for easy retrieval.