

From: Doug Hus [<mailto:doughus61@gmail.com>]
Sent: Thursday, November 17, 2016 2:30 PM
To: David Roberts <droberts@edhfire.com>; John Hidahl <Hidahl@aol.com>
Cc: Mike Cook <mcook@hsmlaw.com>
Subject: FW: Policy Manual Update Policy 15

John & Chief,

I see that we are having a discussion on Policy 15 at tonight's meeting. Please be sure each board member has a copy of the attached recommended changes at tonight's meeting.

In addition, I would like the Board to consider the below recommended additional language for Policy 9 Attendance at Meetings which will be easier to understand if seen in writing than me verbally sharing tonight:

"9.2 In addition, a vacancy shall occur if any member is absent more than five (5) times at regular meetings or a total of seven (7) times at combined regular and special meetings during any consecutive twelve (12) month period of time. Further, every two telephonic attendances shall be considered one absence for purposes of this policy."

Thanks.

Doug

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POLICY 15
Committees of the Board of Directors

15.1 No change.

15.2 The following shall be standing committees of the Board:

(a) **Administration Committee** – This committee is responsible for: 1) leading the Board policy development process and annual review, 2) monitoring all new construction projects including contractor payments, 3) conducting the Chief's annual performance evaluation and establishing goals for the following year, 4) monitoring all human resource policies and practices including compliance with regulatory requirements, 5) providing initial evaluation and oversight of union grievances, and 6) other duties as directed by the President.

(b) **Finance Committee** – This committee is responsible for: 1) overseeing the annual budget and reviewing the annual audit, 2) periodically evaluating and recommending changes to budget line item description/category classifications, 3) periodically monitoring actual revenue and expenditures in accordance with the annual budget and recommending changes as needed, 4) evaluating the adequacy of Accumulated Reserve requirements, 5) monitoring investments and all pension and OPEB costs, 6) overseeing all capital expenditure, annexation and other special operations budgets, 7) conducting meet and confer negotiations with union representatives, and 8) other duties as directed by the President.

(c) **Operations Committee** – This committee is responsible for: 1) periodically evaluating the organizational structure and staff workload demands, 2) representing the interests of the community on the El Dorado County Emergency Services Authority (JPA) and serving on other collaborative fire district initiatives, 3) evaluating any annexations/consolidation initiatives preliminarily approved by the Board, 4) overseeing the volunteer program, 5) overseeing all training requirements including regulatory compliance, 6) evaluating forward thinking fire and medical aid response initiatives including “best of class” and looking for continuous improvements in operational capabilities, 7) monitoring all Board approved operational initiatives, consultant studies and system/software implementations, and 8) other duties as directed by the President.

15.3 No change

15.4 No change

15.5 (new) The Board may elect to create other temporary committees to address more specific issues or areas within each of the standing committees responsibilities, and such assigned two board members may or may not be the same board members of the standing committees. For example: Operations Committee may have the need to establish a temporary committee for participating on the Committee on Collaborative Fire Depts (currently a separate fire district consolidation initiative separate from the JPA). All temporary committees shall conform to all open meeting laws that pertain to regular meetings of the Board of Directors as well.