

**CITY OF LOS ANGELES
INTER-OFFICE MEMORANDUM**

BOARD OF FIRE COMMISSIONERS FILE NO. <u>07-002</u>

DATE: January 9, 2007

TO: Honorable Board of Fire Commissioners

FROM: Blanca Gomez-Revelles, Commission Executive Assistant II

SUBJECT: COMMISSION STAFF'S NOTIFICATION PROCEDURE FOR COUNCIL
AND COMMITTEE AGENDA ITEMS

For Information Only

At its meeting of January 2, 2007, the Board of Fire Commissioners requested that Commission staff respond to inquiries regarding the notification process for items on the City Council and Council Committee agendas. Following is a brief summary of the current procedure and an attached guideline used by Commission staff regarding the process for notifying Commission members of pertinent Council or Committee agenda items.

The citywide system for notifying Departments of upcoming Council or Committee meetings is the same system utilized to notify the public. The Office of the City Clerk posts the agendas on the Internet and employees or members of the public can subscribe to a service that will provide the agendas via email. Commission staff subscribes to the service and receives the agendas electronically, concurrent to the public posting and distribution of the agendas.

Upon receipt of the email by the Commission Executive Assistant, the agenda is reviewed. If Department-related items are to be discussed, the Commission Executive Assistant forwards the email and agenda to all Board members and to the Department's liaison from the Office of the City Attorney. Generally, Department-related items are in the form of Motions in which the Council or Committee requests specific reports or information to be submitted at a subsequent meeting. Unless otherwise specified in the Motion, the General Manager of the Department or his/her designee is responsible for presenting the report or providing the requested information.

Should the Board wish to provide direction or input to the Department in formulating a response, the item may be placed on a Fire Commission agenda for discussion and consideration in an open meeting format, in order to comply with Brown Act requirements.

Effective January 8, 2007, Commission staff will monitor the City Council Referral Calendar for items to be placed on a future Council or Committee agenda. All pertinent items will be forwarded to the Commission for disposition.

Prepared by Lisa Shinsato, Commission Executive Assistant I