

**BOARD OF FIRE COMMISSIONERS
MOTION**

On June 20, 2006, the Board adopted a Motion directing that the corrective action and discipline reports be transmitted to the Fire Commission, Employee Relation/Personnel Committee for consideration; and, that such reports become a standing item on the Committee's meeting agendas.

On September 16, 2008, the Board discussed the budgetary adjustments and organizational changes that have created an overlap of business assigned to the Human Relations Development Committee (HRDC) and the Employee Relations/Personnel Committee. It was determined that the implementation of efficiency measures would avoid redundancy of work and reduce staff time on issues that interrelate within the two committees. The Board adopted a Motion consolidating the Human Relations Development Committee and the Employee Relations/Personnel Committee.

At the joint meeting of the Human Relations Development Committee (HRDC) and Employee Relations/Personnel Committee of September 23, 2008, it was determined that the merging of the two committees required further action from the Board.

I THEREFORE MOVE that the merged committees be named the Fire Commission, Human Relations Development Committee (HRDC)/Personnel; and

I FUTHER MOVE that the corrective action and discipline reports be transmitted to the Human Relations Development Committee/Personnel; and, such reports become a standing item on the Committee's agendas.

I FURTHER MOVE that the Board of Fire Commissioners, Standing Rules, Section 15. Commission Committees, be amended as noted in Attachment 1.

PRESENTED BY:

Casimiro Urbano Tolentino, Chairperson
Fire Commission, Employee Relations/Personnel Committee

SECONDED BY:

Genethia Hudley-Hayes, Chairperson
Fire Commission, Human Relations Development Committee

ATTEST:

Blanca Gomez-Revelles
Commission Executive Assistant II

ADOPTED: October 22, 2008

BOARD OF FIRE COMMISSIONERS STANDING RULES

SECTION 15. COMMISSION COMMITTEES.

- A. The Board's established committees are:

Fire Commission Standing Committees:

1. Brush Clearance Committee
2. Emergency Medical Services (EMS) Committee
- ~~3. Employee Relations/Personnel Committee~~
- ~~4.3. Technology Committee~~
- ~~5. Human Relations Development Committee (HRDC)~~
- 4. Human Relations Development Committee/Personnel**

Fire Commission Ad Hoc Committees:

- ~~6.5.~~ Budget Ad Hoc Committee

- B. As necessary to carryout the prescribed duties of the Board and when not in conflict with the Charter-prescribed duties or prohibited by law, the Board by a majority vote, may establish new committees and/or revise the duties and responsibilities of its committees.

- C. Appointment.

The President shall appoint two Board members to each Committee to serve as Chairperson and Vice Chairperson. The President may, at his/her option, serve as an ex-officio member of any Committee.

- D. Appointment Term.

Committee Chairperson and Vice Chairperson shall serve for one year. The appointments shall coincide with the annual election of the Board President.

- E. Duties and Responsibilities.

1. Each Committee shall consider and report on such matters as may be referred to them by the President or the Commission and ~~the~~ matters under ~~their~~ jurisdiction.

- 2. Corrective action and discipline reports shall be transmitted to the Human Relations Development Committee/Personnel; and, that such report become a standing item on the Committee's Agenda**

- ~~2.3.~~ Each Committee shall establish a regular meeting schedule, avoiding if possible, meetings on the same days/time as the Fire Commission.

- ~~3.4.~~ The Agenda for each meeting shall be posted at least 72-hours before the meeting. The Agenda shall contain the time, place, and a brief general description of the business to be transacted or discussed at the meeting.

- ~~45.~~ Each Committee shall provide an opportunity for members of the public to directly address any item under its jurisdiction and on any Agenda subject matter. Comments from the public will be limited to two (2) minutes per individual, with ten (10) minutes total allowed for public comment.
- ~~56.~~ Each Committee is responsible for maintaining a current roster of its members, including mailing addresses, phone and FAX numbers. Said roster will be filed with the Board Office.
- ~~6-7.~~ Items, information, etc. for Committee consideration shall be submitted to the Board Office no later than 9:30 a.m., five (5) working days prior to the Committee meeting. The Board Office staff or its designee shall prepare and post all Committee agendas in accordance with the Brown Act.
- ~~78.~~ Recommendations or directives from a Committee shall be directed to the Board of Fire Commissioners for review, consideration, and/or approval. When feasible, direction shall be from the Board, by written instrument, signed by the chairperson of the Committee and either the Board President, Vice President or the Commission's Executive Assistant. Committee requests for information from the Department need not go through the Board.
- ~~89.~~ Each Committee chairperson or designee shall report at least quarterly or as necessary to the Board of Fire Commissioners on the status of the Committee's activities.
- ~~910.~~ Matters forwarded by the Committee for placement on the Board agenda shall be filed with the CEA no later than 9:30 a.m. on the Tuesday prior to the Board meeting and/or in compliance with the established Board Office meeting submission schedule. Reports or items received after the established submission deadline will be held in the Board office for submission to the Board at a subsequent meeting.