

**SPECIAL MEETING AGENDA**  
SOUTH PLACER FIRE DISTRICT  
BOARD OF DIRECTORS  
Thursday, May 15<sup>th</sup>, 2025

**1. 1:30 p.m. Special Session (Station 17, Portable Conference/Training Room)**

**2. Flag Salute**

**3. Public Comment**

**A. In Person at Station 17, Portable Conference/Training Room  
To watch the meeting online, use the link**

- i. Any member of the public may provide written comment to the Board before the meeting by sending it to the Secretary via email at: [kmedeiros@southplacerfire.org](mailto:kmedeiros@southplacerfire.org). If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comment of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes "COMMENT TO BOARD FOR [DATE OF] MEETING – PLEASE READ"; and (2) it is received by the Secretary by 5:00 PM the day of the meeting. Please be aware that any public comments requesting to be read aloud that do not specify a particular agenda item number will be read aloud during the general public comment portion of the agenda. Due to potential technological delays in transmission, the public is encouraged to submit any comments to the Secretary early, in order to ensure they are received in time to be read into the record.

**4. New Business:**

**A. District Workshop following Brown Act Training:** Staff recommends a workshop to consider and act on the following:

- a. Review and Consider Adoption of Revisions to Agenda Policies
- b. Review and Consider Adoption of Revisions to Policy 1207, to determine Standing Committees, Committee Purposes, Committee Assignments, and Delegation of Authorities under the Board
- c. Determine Delegations of Authority Related to Agendas and Committees

**5. Adjournment**

**Next Board Meeting:  
May 20, 2025 @ 6:00 PM**

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**SOUTH PLACER FIRE DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MARK DUERR  
**SUBJECT:** BOARD MEETING AGENDA STAFF RECOMMENDATIONS  
**DATE:** THURSDAY, MAY 15, 2025  
**CC:** BOARD SECRETARY KATHY MEDEIROS

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**Agenda Item: District Workshop Following Brown Act Training:**

**Action Requested:** Staff recommends a workshop to consider and act on the following:

1. Review and Consider Adoption of Revisions to Agenda Policies
2. Review and Consider Adoption of Revisions to Policy 1207, to Determine Standing Committees, Committee Purposes, Committee Assignments, and Delegation of Authorities under the Board
3. Determine Delegations of Authority Related to Agendas and Committees

**Background:** During the recent Brown Act Training workshop, the Board requested a follow-up meeting to discuss several items related to the Brown Act and how the Board is conducting regular business, including the adoption of policy revisions, a revision to Policy 1207 regarding committee formation and assignments, and the delegation of authority related to those committees.

**Impact:** Informational.

**Attachments:** Policy 1201- Adoption/Amendment of Policies; Policy 1207 – Committee of the Board of Directors

**Mark Duerr**  
**Fire Chief**  
South Placer Fire District

# ADOPTION/AMENDMENT OF POLICIES

## 1201.1 PURPOSE AND SCOPE

The purpose of this policy is to define the process of adoption of a new policy or to amend an existing Policy by the Board of Directors for the South Placer Fire Protection District (SPFPD).

## 1201.2 ADOPTION/AMENDMENT INITIATION

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the Fire Chief. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the Fire Chief through the District office and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

## 1201.3 ADOPTION/AMENDMENT REVIEW AND AGENDA PACKET REQUIREMENTS

Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

## 1201.4 ADOPTION/AMENDMENT PASSAGE AND MEETING REQUIREMENTS

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 2/3 affirmative vote of the Board of Directors in attendance at the meeting.

# COMMITTEES OF THE BOARD OF DIRECTORS

## 1207.1 SCOPE AND PURPOSE

The South Placer Fire Board of Directors shall define the standing and ad hoc committees and their associated duties.

## 1207.2 POLICY

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

## 1207.3 STANDING COMMITTEES

The following shall be standing committees of the Board:

1. Personnel Committee;
2. Strategic Planning Committee;
3. Budget and Finance Committee;

## 1207.4 ANNOUNCEMENT OF STANDING COMMITTEES

The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

## 1207.5 COMMITTEE ASSIGNMENT

The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Committees shall prepare a report for the Board as to their discussions, actions, and recommendations.

### 1207.5.1 COMMITTEE PURPOSES

The purpose of standing and ad hoc committees is to provide for oversight, review, and policymaking and not to engage in management activities of the District.

### 1207.5.2 COMMITTEE AUTHORITY

The authority of standing and ad hoc committees is limited to providing recommendations to the Board of Directors for committee responsibilities as specified in a committee charter approved by the Board of Directors or as otherwise specifically authorized by the Board of Directors.

## 1207.6 STANDING PERSONNEL COMMITTEE

The Board's standing Personnel Committee shall be concerned with labor negotiations and contract development with recognized employee groups in an effort to meet District goals.

# South Placer Fire District

## SPFD Policy Manual

### *COMMITTEES OF THE BOARD OF DIRECTORS*

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#### **1207.7 STANDING STRATEGIC PLANNING COMMITTEE**

The Board's standing Strategic Planning Committee shall be concerned with the progress and development of the District's Strategic Plan.

#### **1207.8 STANDING BUDGET AND FINANCE COMMITTEE**

The Board's standing Budget and Finance Committee shall be concerned with developing and revising the District's financial operations, fundamental budgeting principles, maintenance of District reserves, and facility planning.