

# PLACER SIERRA FIRE SAFE COUNCIL

## BYLAWS

### Article 1

#### Section 1: Name

This organization shall be known as the Placer Sierra Fire Safe Council (the Council, or PSFSC).

#### Section 2: Vision and Mission Statements

##### Vision

The vision of the Placer Sierra Fire Safe Council is that residents and property owners will plan and take steps so they and their families, and pets and livestock, will be safe during a wildfire, and all homes and businesses in the PSFSC area will be defensible and able to survive a wildfire.

##### Mission

The mission of the Placer Sierra Fire Safe Council is to:

1. Educate the public about the risks and responsibilities associated with living in a Wildland Urban Interface Area (WUI), so they take effective action to reduce the risk of loss due to wildfire;
2. Develop a Community Wildfire Protection Plan (CWPP), for those areas covered by the Council;
3. Work with all related governmental agencies, private groups, businesses, and individuals to implement the CWPP;
4. Promote fuel reduction programs and other fire safe projects, which will provide a safer environment in the event of wildfires;
5. Actively participate with the Placer County Fire Safe Alliance (the Alliance), and the California Fire Safe Council (the CA FSC); and
6. Actively encourage the public to participate in the Placer Sierra Fire Safe Council.

### Article II

#### Section 1: Membership

##### Core Group

Membership in the Council Core Group is determined by the Partnership Agreement entered into by the County of Placer, City of Colfax, et al.

The Council Core Group shall consist of seven (7) members. All member terms will expire on December 31. For interim appointments: all one (1), and two (2) year terms are to begin January 1, 2006.

The County of Placer (the County) shall appoint six (6) members to the Council for terms of two (2)

years.

One member shall reside, be a property owner of, or own a business, within the boundaries of the unincorporated County surrounding the City of Colfax from the northern boundary of the Placer Hills Fire Protection District to Secret Town.

One member shall reside, or own a business, in the Community of Meadow Vista (the area as defined by the Meadow Vista Municipal Advisory Council).

Two members shall reside, or own a business, in the Placer Hills Fire Protection District (PHFPD) outside of Meadow Vista (Weimar, Applegate, Clipper Gap, Heather Glen, Eden Valley, etc.).

Two members shall reside, or own a business, in the region of the PSFSC area above Secret Town through Emigrant Gap. If possible, one member shall be from the area above Secret Town to Alta, and one from the area above Alta through Emigrant Gap.

The City of Colfax shall appoint one (1) member to the Council for a term of two (2) years. Member shall maintain a primary residence within the city limits.

For the purposes of initial appointments only, three (3) members of the County shall serve one (1) year terms. Members may be removed and replaced at the discretion of the governing body.

Each of the appointed members is eligible for reappointment.

Should any Core Group member miss three consecutive business meetings the other Core Group members may send a letter to the appointing body for that Core Group seat, informing the appointing body of the non-performance of the member, and request that a replacement be appointed.

A Core Group member may resign by sending written notification to his/her appointing body with a copy to the Core Group Chair and/or Secretary.

### **General Members**

All residents, property owners, and business owners in the PSFSC are considered to be non-voting general members, and their participation in wildfire mitigation activities, as well as in the PSFSC, is actively encouraged.

## **Article III**

### **Section 1: Officers of the Council**

Only Core Group members may serve as officers of the Council. The Offices of the Council shall include a Chairperson, Vice Chairperson, Treasurer, and Secretary.

### **Section 2: Election and Term of Office**

Officers shall be annually elected by a majority of the Core Group members present and voting, during the first business meeting after January 1. In the event of an office vacancy, the Core Group shall elect to the office a Core Group member at the next regular meeting of the Council.

Officers shall serve one year terms, and may serve no more than two consecutive terms in the same office.

An officer may resign his or her office by sending written notification to the Core Group

Chairperson and/or Secretary.

### **Section 3: Duties of Officers**

The Chairperson shall preside at all meetings of the Council; prepare the next meeting agenda of the Council; and sign correspondence in response to Council actions. The Chairperson shall appoint a primary and alternate liaison to the Alliance, and the CA FSC. The liaisons need not be Core Group members.

The Vice Chairperson can assume the duties of the Chair, and shall assist in the preparation of the next meeting agenda in the absence of the Chairperson.

The Secretary shall maintain records of agendas and minutes, notify members of meetings, and perform other duties prescribed by the Core Group.

The Treasurer shall maintain financial records, and provide a written financial status report on Council projects at each business meeting.

### **Section 4: Possible Conflict of Interest for Core Group Members**

Occasionally, a Core Group member may have a conflict of interest regarding an item before the Core Group. Core Group members are often active in many areas of their community and there also may be instances where their professional activities touch on issues before the Core Group. When a conflict occurs, the Core Group member should mention the conflict when the item comes up on the agenda, and remove him or herself from any Core Group vote regarding a recommendation on the item. That allows the Core Group to remain as objective as possible in the advice it provides, without limiting the activities of Core Group members serving as public-spirited volunteers.

Like any member of the public, however, the Core group member is welcome to participate in public comment and discussion of the item, and may be able to provide information on the item. If the Core Group, or an individual member, is unsure as to whether or not there is a conflict, they may notify the County about the concern.

## **Article IV**

### **Section 1: Standing Committees**

The PSFSC shall have a minimum of three standing committees:

1. Community Wildfire Protection Plan
2. Finance and Funding
3. Public Education

Other Standing Committees will be defined as the need arises. The Chairman shall appoint the Committee Chair. Each Standing Committee shall have a least one member from the Core Group.

### **Section 2: Ad Hoc Committees**

Ad hoc committees will be created as the need arises or if requested by the General Membership and approved by the Core Group. The Chair of each committee shall be elected by the committee members.

### **Section 3: Reports**

All committees Chairs shall report in person or in writing to the PSFSC at the regular Core Group meetings.

## **Article V**

### **Section 1: Business Meetings**

The Council shall hold a business meeting monthly as appropriate, but at least once a quarter or at other times as called by the Chairperson. Meetings shall take place on the fourth Monday of the month at 6:00 p.m.

### **Section 2: Quorum**

A quorum shall consist of a majority of appointed members of the Council Core Group.

### **Section 3: Voting**

A simple majority of votes of Core Group quorum shall constitute the decision of the Core Group. However, when voting on an item that primarily affects one of the Chapters, at least one of the member(s) for that area must be present, or have provided written comments prior to the meeting.

### **Section 4: Posting of Meetings, Agendas, Minutes, and other Information**

Meetings shall be posted in accordance with the Brown Act.

## **Article VI**

### **Section 1: Amendment to the Bylaws**

These bylaws may be amended by a majority vote of the appointed members of the Council Core Group, provided that the proposed amendments are provided to the Core Group membership, noticed in the meeting agenda, and posted in accordance with State and County regulations prior to the meeting.

### **Section 2: Ralph M. Brown Act**

All activities of the PSFSC Core Group shall be in accordance with the Brown Act (Government Code Sections 54950-54962).

### **Section3: Roberts Rules of Order**

Meetings shall be conducted in accordance with Roberts Rules of Order. However, meetings shall be as interactive as possible in order to encourage participation by the public.

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