



Truckee Fire Protection District
*Proudly providing service to portions of both Nevada and
Placer Counties and the Town of Truckee*

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Wildfire Protection Measure T Citizens' Oversight Committee Bylaws

ARTICLE I - NAME

In accordance with the passing of the Truckee Fire Protection District "District" Wildfire Protection Measure T Parcel Tax this Committee shall be designated the Truckee Fire Protection District Wildfire Protection Measure T Citizens' Oversight Committee "Committee."

ARTICLE II - PURPOSE

Consistent with Truckee Fire Protection District Board Resolution 02-2021 with Full Ballot Text, Truckee Fire Protection District Measure T Community Wildfire Prevention Fund Implementation Plan, and the Truckee Fire Protection District Community Wildfire Prevention Plan, referred to as "Guiding Documents", the purpose of the Committee is to provide financial oversight and ensure that funds spent according to the spending guidelines in the Ballot Measure. Specifically, as provided on page 6, Section 9 of the District Board Resolution 02-2021, the District's Board shall provide for the creation of an independent citizens' oversight committee to oversee expenditure of the funds collected pursuant to this Measure to ensure that moneys raised under this Measure are spent only for the purposes described in this Measure. The Board shall provide for the composition, duties, and other necessary information regarding the committee's formation and operation. The Committee shall write and adopt a report to provide feedback to the District's Board of Directors and the public describing whether the funds have been spent consistent with the Measure T parcel tax provisions.

ARTICLE III - ORGANIZATION

Citizens' Oversight Committee Members will be property owners, residents or registered voters within the District geographic boundary. Service on the Citizens' Oversight Committee will be restricted to individuals who own, lease, operate, or control any real property in or are registered voters within the Truckee Fire Protection District. Members on the Citizens' Oversight Committee will be required to complete ethics and anti-harassment training, and submit a statement of financial disclosure. Participation will be restricted to individuals without direct economic interest in any of the District's projects.

The Committee shall consist of 5 Members as follows:

1. Preferably 1 Member from Unincorporated Placer County;
2. Preferably 1 Member from Unincorporated Nevada County;
3. Preferably 1 Member from the Town of Truckee;
4. 2 other Members from the community at large

The Committee is seated by the District and shall have no authority separate or apart from that of the District.

Each Member of the Committee shall serve for a term of two or four years. To provide for staggered terms, the initial Committee Members shall draw lots, or participate in some other random selection method, to determine whether their initial term shall be for two, or four years. Additionally, initial Committee Members may volunteer for a shorter term of two years. The term of each Member shall end on December 31st. Each initial term shall commence as of January 1st. Members may serve multiple terms at the discretion of the District Board of Directors. The term of each Member shall begin as of January 1st unless a new Member is replacing a Member who has resigned or been removed from the Committee. In the case of a replacement Member, the term of that Member shall be for the remainder of the term of the Member who has been replaced.

Alternates of the Committee are eligible applicants that were not selected to be appointed as one of the 5 Committee Members. A list of up to 5 alternates will be created. Alternates may be appointed as Committee Members at the will of the District Board should there be attrition in Committee Members. Alternates are non-voting.

ARTICLE IV - MEMBERS' RESPONSIBILITIES

Members shall:

1. Attend Committee meetings;
2. Conduct an annual review of the report from the District's Wildfire Prevention Manager;
3. Review the previous year's work-plan, financial audit, and supporting documentation as needed;
4. Write and adopt a report to provide feedback to the District's Board of Directors on the spending of Measure T parcel tax funds and the previous year's work programs to confirm consistency with the tax measure;
5. Perform such other duties as may be directed by action of the District Board consistent with the Guiding Documents.

ARTICLE V - CONDUCT OF MEMBERS

No Member of the Committee shall act as the official spokesperson of the Committee unless specifically authorized by the Committee.

In the event that a Member of the Committee is in violation of the provisions outlined in the Code of Conduct established by the Committee, such Member may be removed from the Committee by a majority vote of three (3) out of the five (5) Members of the

Committee.

The Committee Members will follow the rules of the Ralph M. Brown Act which is California's "sunshine" open meeting laws for local legislative bodies.

ARTICLE VI - MEETINGS AND MINUTES

All proceedings of the Committee shall be conducted according to the rules contained in the most recent edition of *Rosenberg's Rules of Order* when these do not conflict with these Bylaws.

Regular meetings will be no less than once annually, and typically no more than quarterly. Special meetings may be called as needed. All meetings of the Committee shall be in accordance with the Ralph M. Brown Act, California Government Code Sections 54950, et seq.

Minutes of the adjourned, regular, and special meetings of the Committee are a part of the public record and shall be posted to the District's website in a timely manner following final approval by the Committee.

ARTICLE VII - OFFICERS

The Committee shall elect a Chair and a Vice Chair. These officers shall serve a one-year term beginning on January 1st. The Vice Chair shall succeed the Chair at the end of the Chair's one year term.

The duties of the Chair shall be to preside over meetings.

The duties of the Vice Chair shall be to perform the duties of the Chair in the absence of the Chair.

ARTICLE VIII – AD HOC COMMITTEES

In accordance with the provisions of the Brown Act (Gov. Code §§54950 et seq.), the Committee may form ad hoc committees as needed and appoint Members to serve on any such ad hoc committees.

ARTICLE IX - CONDUCT OF BUSINESS

A majority of the Members shall constitute a quorum of the Committee. In the event of a meeting of the Committee with less than a quorum, the Members present shall only have the power to adjourn a meeting. For purposes of conducting business, a majority of the quorum is authorized to act on behalf of the Committee.

ARTICLE X - GOVERNING PROVISIONS; SEVERABILITY

Any and all applicable laws of the Truckee Fire Protection District, and the provisions of the Founding Documents, are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) or the Founding Documents and any provision of these Bylaws, the applicable law(s) and Founding Documents shall control and such Bylaws provision(s) shall be considered null and void; provided, however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

ARTICLE XI - EFFECTIVE DATE AND AMENDMENTS

These Bylaws shall be effective upon a majority vote of the District's Board of Directors. These Bylaws may be amended or repealed, and new Bylaws created by the majority vote of the District Board of Directors. Any Member of the Committee may propose amendments to the Bylaws to the District Board of Directors.

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