



CONTRA COSTA COUNTY

AGENDA

Internal Operations Committee

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Tuesday, February 17, 2026

10:00 AM 3361 Walnut Blvd, Suite 140, Brentwood
1516 Kamole Street, Honolulu, HI
<https://cccouny-us.zoom.us/j/844146063>

81

Call in: (855) 758-1310 , Conference
code: 844 1460 6381

The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.

1. Call to Order
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
3. RECEIVE and APPROVE the Record of Action for the November 24, 2025 Internal Operations Committee meeting. (Diana Oyler, County Administrator's Office)
4. CONSIDER approving the proposed 2026 Committee meeting schedule, meeting format, and work plan, or PROVIDE direction to staff regarding any changes thereto. (Diana Oyler, County Administrator's Office)
5. CONSIDER approving the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees. (Diana Oyler, County Administrator's Office)
6. CONSIDER recommending to the Board of Supervisors the appointment of Maile Chin to the Environmental Engineering Alternate #1 seat on the Hazardous Materials Commission to complete the current term ending December 31, 2029. (Adam Springer, Health Services Department)
7. CONSIDER recommending to the Board of Supervisors establishing a Measure O Committee, adopting the attached proposed Bylaws, proposed Ethics Policy, and five seated positions for the Committee as recommended by the Fire Chief. (Aaron McAlister, Deputy Fire Chief, Contra Costa County Fire Protection District)

The next meeting is currently scheduled for March 23, 2026.

Adjourn

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: Diana Oyler, Senior Deputy County Administrator, (925) 655-2057, Diana.Oyler@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-647

Agenda Date: 2/17/2026

Agenda #: 3.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 17, 2026

Subject: RECORD OF ACTION FOR THE NOVEMBER 24, 2025 MEETING

Submitted For: Monica Nino

Department: County Administrator

Referral No:

Referral Name:

Presenter: Diana Oyler

Contact: Diana.Oyler@cao.cccounty.us

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the November 24, 2025 Internal Operations Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the November 24, 2025 Internal Operations Committee meeting.

Fiscal Impact (if any):

None.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Monday, November 24, 2025

10:30 AM

309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccouny-us.zoom.us/j/81079842919>
Call in: (888) 278-0254, Conference code:
845965

1. Call to Order

Chair Andersen called the meeting to order at 10:30 a.m. In attendance were Jason Callan, District 3 Brentwood office, Kristin Sherk, Susan Johnson, Jill Ray, Victoria Smith, Sonya Bynum, Adam Springer, Alicia Nuchols, Julie Enea, and Unnamed with phone ending in 8366.

Present: District II Supervisor Candace Andersen and District III Supervisor Diane Burgis

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

Jason Callan alerted the Committee that he was in attendance and interested in being considered for the Affordable Housing Finance Committee vacancy.

3. RECEIVE and APPROVE the Record of Action for the October 27, 2025 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC ROA_10-27-25](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

4. CONSIDER recommending the reappointment of Stephen Piser to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term from January 1 through December 31, 2026. (Julie Enea, County Administrator's Office)

Attachments: [Public Law Library Board of Trustees News Release 10.2.2023](#)
[Steven Piser_LL_11-20-24](#)
[Steven Piser Biography](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

5. CONSIDER applicants for the Community/At-Large Representative seat on the Affordable Housing Finance Committee to complete the current term that will expire on June 30, 2028 and DETERMINE recommendation for Board of Supervisors consideration. (Kristin Sherk, Department of Conservation and Development)

Attachments: [AHFC Media Release - Sep. 2025](#)
 [AHFC Roster - Nov. 2025](#)
 [AHFC Applications](#)

The Committee received comments from Jason Callan about his interest in joining the AHFC. Since he was ineligible, they suggested he contact Supervisor Carlson's office for opportunities in his district.

The Committee interviewed Sonya Bynum and Victoria Smith for the vacant Community At Large seat. Both applicants are well qualified, so the Committee will recommend changes to allow both appointments and ensure a quorum. The appointments were postponed to January to modify the bylaws and recruit under the new designations.

This Consent Item was continued.

6. RECEIVE report on current status of the Affordable Housing Finance Committee and CONSIDER directing staff to return with recommendations to revise the adopted bylaws of the Affordable Housing Finance Committee. (Kristin Sherk, Conservation and Development Department)

Attachments: [AHFC Bylaws - Final March 2021](#)
 [AHFC Roster - Nov. 2025](#)

The Committee directed staff to prepare modifications to the AHFC bylaws to substitute five seats, one from each County Supervisorial District, for the six Regional (East, West, Central) City/County seats, and add one Community At Large seat bringing the total At Large seats to two, maintaining the AHFC size of seven members. They directed that meeting frequency be increased to quarterly and that language be added to clarify attendance expectations. The Committee asked staff to forward the bylaws changes to the Board of Supervisors by December 16th.

Aye: **Chair Candace Andersen and Vice Chair Diane Burgis**

Result: **Passed**

7. CONSIDER recommending to the Board of Supervisors the reappointment of Mark Hughes to the Business #2 seat and Amy McTigue for Business #2 Alternate seat and the appointment of Ron Chinn to the Environmental Engineering Firm seat to terms ending December 31, 2029; and the appointment of Maureen Brennan to the Environmental Justice Representative seat and Sharon Pinkstaff to the Environmental Justice Representative Alternate seat, to complete the current terms will expire December 31, 2025 and to new terms ending December 31, 2029 on the Hazardous Materials Commission, as recommended by the Commission. (Adam Springer, Health Services Department)

Attachments: [HMC Roster 11.17.25](#)
 [Hughes, Mark \(HMC\) 9-23-25](#)
 [Mark Hughes Resume 2025.doc](#)
 [McTigue, Amy \(HMC\) 9-25-25](#)
 [amy_mctigue_resume_10_30_2025_CCC_HMC](#)
 [McTigue FinancialRelationshipInfo 2025_10_30](#)
 [IA Hazardous Materials Commission Letter for Mark and Amy's](#)
 [Application 2025.doc](#)
 [Chinn, Ron \(HMC\) 09-24-25](#)

[Nomination - Ron Chinn](#)

[Brennan, Maureen \(HMC\) 10-17-25](#)

[Pinkstaff, Sharon \(HMC\) 10-26-25](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

8. REVIEW the Committee's work during 2025 and identify issues to be referred to the 2026 Internal Operations Committee. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT 2025 Year End IOC Report](#)

[2025 Year End IOC Report DATA](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

The December 22, 2025 meeting has been canceled. No additional meetings are scheduled for the 2025 Internal Operations Committee.

Adjourn

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For Additional Information Contact: Julie Enea, Senior Deputy County Administrator, julie.enea@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-648

Agenda Date: 2/17/2026

Agenda #: 4.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 17, 2026

Subject: 2026 MEETING SCHEDULE, MEETING FORMAT, AND WORK PLAN

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No: N/A

Referral Name: N/A

Presenter: Diana Oyler, Senior Deputy County Administrator

Contact: Diana Oyler, Diana.Oyler@cao.cccounty.us

Referral History:

At the end of each calendar year, the Internal Operations Committee reports to the Board its activities and progress made on referrals from the Board. The report generally summarizes each referral, describes the Committee's work on the referral during the calendar year, and includes a recommendation as to the future disposition of the referral. The year-end report provides a basis for a work plan for the ensuing year and helps to ensure continuity for multi-year referrals.

Referral Update:

On December 9, 2025, the Board of Supervisors approved a report (**Attachment A**) summarizing the activities and accomplishments of the Internal Operations Committee in 2025 and recommending matters for referral to the 2026 Committee. The Board of Supervisors made the following eight referrals to the 2026 Internal Operations Committee:

Standing Referrals:

1. County Financial Audit Program
2. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles
3. Advisory Body Recruitment
4. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee
5. Advisory Body Triennial Review
6. Animal Benefit Fund Review
7. Triennial Review of Countywide Purchasing Programs and Policies
8. Review of Proposed Updates to the County's Administrative Bulletins upon request by the County Administrator

The Committee members have selected the fourth Monday of each month at 10:30 a.m. as the standing meeting date/time for 2026. Since May 25, 2026 is Memorial Day, it is recommended that the meeting be scheduled for May 26, 2026. Proposed meeting dates are:

February 17, March 23, April 27, May 26, June 22, July 27, August 24, September 28, October 26, November 23, and December 28, 2025. **Attachment B** proposes a discussion schedule.

Effective March 1, 2023, the Board's standing committees have been directed by the Board to use a hybrid meeting format that will enable the public to continue to participate in meetings electronically from remote locations. Additionally, the Brown Act and County's Better Government Ordinance permits remote participation of a Committee member under these rules:

- At least a quorum of the Committee (one member) must participate from a location in the county.
- Each telephone conference location and the meeting location must be shown on the agenda for the meeting. In addition, the agenda must provide an opportunity for members of the public to give public comment from each teleconference location.
- In addition to the usual agenda-posting agenda locations and the County website, an agenda must be posted at each teleconference location 96 hours in advance of the meeting.
- Each teleconference location must be open and accessible to members of the public.
- All votes taken during a teleconference meeting must be by roll call.

It is recommended that the Committee continue to meet remotely from their offices using the Zoom platform. The public and staff are now accustomed to this format, and it provides convenient online access to meetings as well as two physical meeting locations within the county.

Recommendation(s)/Next Step(s):

APPROVE the proposed 2026 Committee meeting schedule, meeting format, and work plan, or provide direction to staff regarding any changes thereto.

Fiscal Impact (if any):

None.



Attachment A CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Legislation Details (With Text)

File #: 25-5140 **Version:** 1 **Name:**

Type: Consent Item **Status:** Passed

File created: 11/20/2025 **In control:** BOARD OF SUPERVISORS

On agenda: 12/9/2025 **Final action:** 12/9/2025

Title: ACCEPT the 2025 Annual Report of the Internal Operations Committee of the Board of Supervisors and APPROVE the disposition of referrals, as recommended by the Committee.

Attachments: 1. 2025 Year End IOC Report DATA

Date	Ver.	Action By	Action	Result	Tally
12/9/2025	1	BOARD OF SUPERVISORS	approved	Pass	

To: Board of Supervisors

From: Internal Operations Committee

Report Title: 2025 Annual Report of the Internal Operations Committee and Disposition of Referrals

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

- ACCEPT the 2025 Annual Report of the Internal Operations Committee (IOC) of the Board of Supervisors.
- RECOGNIZE the outstanding work of the County department staff who provided the necessary information to the IOC promptly and professionally. Also, acknowledge the members of the Contra Costa community and private industry who offered valuable insights and feedback, aiding in our policy recommendations to improve the quality of life in Contra Costa County.
- CONTINUE the following referrals for the 2026 IOC: (1) County Financial Audit Program, (2) Annual Report on Fleet Internal Service Fund and Low Mileage Vehicles Disposition, (3) Advisory Body Recruitment, (4) Allocation Process for Propagation Funds by the Fish and Wildlife Committee, (5) Advisory Body Triennial Review, (6) Animal Benefit Fund Review, (7) Triennial Review of County Procurement Policies, and (8) Review Proposed Updates to the County’s Administrative Bulletins as requested by the County Administrator.
- TERMINATE the following referrals: (9) Art Program for Traffic Signal Utility Boxes and (10) Policy on Use of County Parks.

FISCAL IMPACT:

None.

BACKGROUND:

The 2025 Internal Operations Committee (IOC), chaired by Supervisor Candace Andersen and vice-chaired by Supervisor Diane Burgis, met 10 times, addressed 10 referrals (8 standing and 2 mid-year), made 8 reports to

the Board, and recommended candidates for advisory body seats.

We appreciate County staff for preparing reports and analyses, residents for attending meetings, and the advisory bodies' staff for recruiting and nominating individuals. This allowed the IOC to focus on key subjects.

1. County Financial Audit Program. Since 2000, the IOC reviews the annual audit schedule and best practices studies each February. On March 24, 2025, the Auditor-Controller's Office presented their 2024 audit report and proposed 2025 Audit Schedule, which the IOC approved and reported to the Board on April 1, 2025 (Item C.2). **RETAIN**
2. Annual Report on Fleet Internal Service Fund and Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager evaluates the fleet and vehicle usage, advising the IOC on replacements and transfers per County policy. In FY 2008/09, after establishing an Internal Services Fund (ISF) for the Fleet, the Board mandated annual reviews by the IOC. The IOC reviewed the 2023/24 fleet report on March 24, 2025, and reported to the Board of Supervisors on April 1, 2024 (Item C.3). This is a standing referral. **RETAIN**
3. Advisory Body Recruitment. On December 12, 2000, the Board of Supervisors approved a policy for recruiting applicants for selected advisory bodies. This policy mandates open recruitment for all vacancies for At Large seats appointed by the Board. The IOC decided to conduct interviews for At Large seats on various bodies, including the Affordable Housing Finance Committee, Retirement Board, Advisory Fire Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, and the Fish & Wildlife Committee. Screening and nomination for other eligible bodies would be delegated to each body or its subcommittee.

In 2025, the IOC recommended candidates to the Board of Supervisors to fill vacant seats on several committees and commissions. They interviewed individuals for seats on the Affordable Housing Finance Committee, County Connection Citizens Advisory Committee, Retirement Board, Airport Land Use Commission, Hazardous Materials Commission, and the Law Library Board of Trustees.

In 2026, the IOC will need to recruit and interview for the Contra Costa County Fire Protection District Measure O Advisory Committee, East Bay Regional Parks District Advisory Committee, Retirement Board, Fish & Wildlife Committee, Integrated Pest Management Advisory Committee, Treasury Oversight Committee, Mosquito & Vector Control District, and the Law Library Board of Trustees. This is a standing referral. **RETAIN**

To note, the IOC is offering recommendations in a separate report today to reconfigure the seats of the Affordable Housing Finance Committee to promote the filling of vacancies and the meeting of quorum. That item is C.10.

4. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from the Department of Conservation and Development (DCD) about the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report and recommended a preliminary review by the IOC of annual FWC grant recommendations before Board of Supervisors review. On October 27, 2025, the IOC approved DCD's proposed 2025 Fish and Wildlife Propagation Fund Grant awards on behalf of the FWC, recommending grants totaling \$148,501 for 15 proposals. The Board of Supervisors unanimously approved these recommendations on November 4, 2025 (Item C.1). This is a standing referral. **RETAIN**
5. Advisory Body Triennial Review. Between 2010 and 2012, the Board of Supervisors reviewed advisory

body policies and composition, passing Resolutions 2011/497 and 2011/498, later updated by Resolutions 2020/1 and 2020/2. These cover all bodies created by the BOS, whether discretionary or mandated by state or federal regulations. The Resolutions instructed the CAO/CoB's Office to conduct a rotating triennial review of each body and report findings and recommendations to the Board via the IOC regularly. The second phase of the current review was completed and reported to the IOC on May 27, 2025, and approved by the Board on June 10, 2025 (Item C.5). The IOC also received a status report from the Commission on Women and Girls on May 27, 2025. This is a standing referral. **RETAIN**

6. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, which included a directive for the IOC to review the Animal Benefit Fund. In March 2016, the Board decided that this review would be conducted annually to evaluate the fund's impact on the community and families. On October 27, 2025, the IOC received the ninth annual report on the Animal Benefit Fund for FY 2024/25 and directed Animal Services to forward the report to the BOS along with a listing of the types of services and procedures funded with ABF funds. The Board of Supervisors accepted the annual report on December 9, 2025 (Item C.7). This review is a recurring responsibility. **RETAIN**
7. Triennial Review of County Procurement Policies. On June 2, 2023, the Board referred a triennial review of County procurement policies to the IOC to ensure policy harmony and directed the Purchasing Agent to provide a review schedule. On October 14, 2024, Public Works reported to the IOC on the Small Business Enterprise (SBE) and Outreach Programs. The IOC recommended, and the Board approved, updates to the SBE Program and the abolishment of old Outreach programs in favor of new requirements in the Purchasing Policy on November 13 and 12, 2024, respectively. The next review is scheduled for October 2027. **RETAIN**
8. Review of Proposed Updates to the County's Administrative Bulletins. On April 24, 2023 and June 27, 2024, the Board referred to the IOC a review of existing and new administrative policies on topics like office space, real estate services, asset management, purchasing (see #5), social media, cybersecurity, and artificial intelligence. We recommend continuing this referral as requested by the County Administrator. **RETAIN**
 - a. Social Media Policy. On September 24, 2024, the Board of Supervisors adopted Resolution No. 2024/321, establishing the County Social Media Policy and directing the Office of Communications and Media to provide training. The IOC proposed updates on September 22, 2025, which the Board approved on October 7, 2025 (Item C.11). **REMOVE**
 - b. TikTok Ban. On August 1, 2023, the IOC recommended updating the County's Social Media Policy, which led to considering a ban on TikTok on County devices. A report on September 11 detailed the risks and the feasibility of such a ban. The IOC advised continuing the development of IT tools to enforce bans on platforms controlled by entities or countries of concern.

The proposed TikTok ban was suspended due to a First Amendment challenge in the U.S. Court of Appeals for Washington, D.C. On October 7, 2025 (Item C.11), the Board of Supervisors accepted the recommendation from the County Chief Information Officer to permit TikTok for legitimate County business purposes. **REMOVE**
 - c. Gift Cards as County Program Incentives. On May 13, 2025, the Board asked the IOC to review the County's policy on gift cards used as incentives for County programs, especially by community-based organizations under contract with the County. The IOC held public discussions on July 28 and September 22, 2025, and advised the County Administrator on new procedures to ensure

accountability and proper use of funds. **REMOVE**

9. Art Program for Traffic Signal Utility Boxes. On February 6, 2024, the Board of Supervisors referred to the Internal Operations Committee the development and recommendation of a policy and procedures governing placement of art on County property.

On September 9, 2024, the County Administrator's Office presented a draft County Public Art Policy to the Internal Operations Committee. The County Public Art Policy was approved by the Board of Supervisors on December 3, 2024, which included direction for the development of a program for public art on county owned utility boxes.

On June 23, 2025, the IOC approved draft Public Art Program on County-Owned Utility Boxes proposed by the Public Works Department, with the program to be funded by the FY25/26 Measure X allocation of \$25,000. Public Works continue to refine the program and plan to bring the final program to the Board for its consideration in early 2026. **REMOVE**

10. New Policy on Use of County Parks. The County Ordinance Code includes parks use restrictions, hours of use, and required permits, however there is not a comprehensive County policy that includes all park rules. At the June 10, 2025 Board of Supervisors meeting, the Public Works Director recommended a referral to the IOC to develop a parks use policy. On July 8, 2025 (Item C.133), the Board of Supervisors approved the Use of County Parks Policy, as recommended by the IOC. **REMOVE**

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendations, the Internal Operations Committee will not have clear direction on the disposition of prior year referrals for discussion in calendar year 2025.

**2025 INTERNAL OPERATIONS COMMITTEE
REPORTS OUT TO THE BOARD OF SUPERVISORS**

REPORTS

File ID	File Status	File Title	Agenda Dat	Agenda Nr.
25-1206	Passed	ACCEPT report on the Auditor-Controller's audit activities for 2024, APPROVE the proposed schedule of financial audits for 2025, and REFER to the Internal Operations Committee a review of the County's policy on incentives for County programs and services, as recommended by ACCEPT the 2023/24 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet and disposition of low-mileage vehicles, as recommended by the Internal	4/1/2025	C.2.
25-1207	Passed	ACCEPT the Triennial Advisory Body Phase II Report prepared by the County Administrator's Office, and APPROVE recommendations to improve compliance with pertinent County policies and procedures and on changes to mandatory training for advisory body staff and Board appointees, as recommended by the Internal	4/1/2025	C.3.
25-2296	Passed	APPROVE and AUTHORIZE the Use of County Parks Policy as recommended by the Internal Operations Committee.	6/10/2025	C.5.
25-2743	Passed	APPROVE updates to the County's social media policy, as recommended by the Internal Operations Committee.	7/8/2025	C.133.
25-4084	Passed	Animal Benefit Fund Annual Report pending ASD	10/7/2025	C.11.
TMP-14149		APPROVE and AUTHORIZE the allocation of \$148,501 in Fish and Wildlife Propagation funds to 15 eligible projects based on the Fish and Wildlife Committee's recommendations, as recommended by the Internal	12/9/2025	C.7
25-4624	Passed	APPROVE amendments to the bylaws of the Affordable Housing Finance Committee to modify the seat designations and office terms, increase the meeting	11/4/2025	C.1
TMP-14235		Women and Girls Comm Update NO REPORTOUT	12/9/2025	C.10

APPOINTMENTS

25-2290	Passed	REAPPOINT Sarah Birdwell to the County Representative seat on the County Connection Advisory Committee to a new term that will expire on June 30, 2028, as REAPPOINT Scott Gordon to the Board Appointee #4 seat on the Contra Costa County Employees' Retirement Association Board of Trustees to a new term ending on June 30, 2028, as recommended by the Internal	6/10/2025	C.20.
25-2291	Passed	REAPPOINT Willie Robinson to the County West Subregion seat on the Affordable Housing Finance Committee to a new three-year term that will expire on June 30, 2028, as recommended by the Internal	6/10/2025	C.21.
25-1204	Passed		4/1/2025	C.26.

25-4542	Passed	APPOINT Vinoy Mereddy to the Board of Supervisors #1 seat on the Airport Land Use Commission to complete the unexpired term ending on May 7, 2028, as	11/4/2025	C.16
TMP-14211		REAPPOINT Stephen Piser to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term from January 1 through December 31, 2026.	12/9/2025	C.27
TMP-14214		REAPPOINT Mark Hughes to the Business #2 seat and Amy McTigue for Business #2 Alternate seat and APPOINT Ron Chinn to the Environmental Engineering Firm seat to terms ending December 31, 2029; and APPOINT Maureen Brennan to the Environmental Justice Representative seat and Sharon Pinkstaff to the Environmental Justice Representative Alternate seat to complete the current terms that will expire December 31,	12/9/2025	C.28
REFERRALS				
25-1864	Passed	REFER to the Internal Operations Committee a review of the County's policy on gift cards as incentives for County programs, as recommended by the County	5/13/2025	C.6.
25-2295	Passed	REFER to the Internal Operations Committee the development of a parks policy governing the use of County parks, as recommended by the Public Works	6/10/2025	C.4.

ATTACHMENT “B”

2026 Internal Operations Committee Discussion Schedule 4th Monday at 10:30 a.m. As of February 12, 2026

Meeting Date	Subject	Staff Contacts
February 23 February 17	<ul style="list-style-type: none"> ◆ Chair/Vice Chair selection ◆ IOC Schedule and Work Plan for 2026 ◆ IOC Advisory Body Recruitment Schedule ◆ CCFire Measure O Committee establishment 	Diana Oyler / Julie Enea Diana Oyler / Julie Enea Diana Oyler / Julie Enea Lewis Broschard
March 23	<ul style="list-style-type: none"> ◆ Treasury Oversight Committee interviews ◆ Local Enforcement Agency Independent Hearing Panel (Solid Waste), 3 seats ◆ Internal Audit Work Plan for 2026 ◆ Fleet ISF/Low Mileage Vehicles 	Ronda Boler, Treasurer-Tax Coll. Diana Oyler / Tim Kraus, HSD Joanne Bohren / Sandi Bewley Joe Yee / Ricky Williams
April 27	CANCEL – CONFLICTS WITH BUDGET HEARING	
May 25 May 26	<ul style="list-style-type: none"> ◆ Advisory Fire Commission interviews ◆ Retirement Board interviews, 4 seats ◆ Planning Commission interviews, 1 seat 	Diana Oyler / Emily Cooper Diana Oyler / Christina Dunn Diana Oyler / Hiliana Li, DCD
June 22	◆ Phase 2 Triennial AB Review/Policy on AB Training	Jami Morrirt / Lauren Hull
July 27	◆	
August 24	CANCEL?	
September 28	◆	
October 26	<ul style="list-style-type: none"> ◆ Fish and Wildlife Propagation Fund Recs ◆ Animal Benefit Fund PY Review 	Maureen Parkes, DCD Steve Burdo
November 23	<ul style="list-style-type: none"> ◆ East Bay Regional Parks Adv Cte interviews, 1 seat ◆ Fish and Wildlife Cte interviews ◆ Integrated Pest Mgmt interviews ◆ Los Medanos Health Advisory Cte appointment ◆ Law Library interviews, 1 seat ◆ HazMat nominations, 4 seats ◆ Draft Year-End Committee Report 	Diana Oyler / Erich Pfuehler, EBRPD Maureen Parkes, DCD Wade Finlinson, HSD Ernesto de la Torre, HSD Diana Oyler / Amreet Sandhu (Law Lib Director) Adam Springer, HSD Diana Oyler
December 28	CANCEL?	



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-649

Agenda Date: 2/17/2026

Agenda #: 5.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 17, 2026
Subject: Advisory Body Recruitment Schedule
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No: IOC 26/3
Referral Name: Advisory Body Recruitment
Presenter: Diana Oyler
Contact: Diana.Oyler@cao.cccounty.us

Referral History:

The Board of Supervisors has directed the IOC to personally conduct recruitment and interviews of applicants for At Large seats on the Contra Costa County Fire Protection District's (CCCFPD) Fire Advisory Commission, the County Planning Commission, the Local Enforcement Agency Independent Hearing Panel (Solid Waste), and the Board appointees to the Contra Costa County Employees' Retirement Association (CCCERA) Board of Trustees.

Additionally, the IOC has conducted public interviews for vacancies on the following bodies: County Connection Citizens' Advisory Committee, East Bay Regional Parks Advisory Committee, Fish and Wildlife Committee, Integrated Pest Management Committee, Mosquito & Vector Control District Board (if requested), Resource Conservation District (if requested), the Law Library Board of Trustees, and the Treasury Oversight Committee.

In 2026, the IOC will need to conduct public interviews to fill the following current and scheduled vacancies:

Advisory Body	Seat Name	Term Yrs	Term Exp
Contra Costa County FPD Fire Advisory Commission	At Large #2	4	6/30/2026
Contra Costa County FPD Fire Advisory Commission	At Large Alternate #3	4	6/30/2026
East Bay Regional Parks District Advisory	Appointee #1	2	12/31/2026
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee #5	3	6/30/2026
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee #6	3	6/30/2026

Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee #9	3	6/30/2026
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee Alternate	3	6/30/2026
Fish and Wildlife Committee	At Large #1	4	12/31/2026
Fish and Wildlife Committee	At Large #2	4	12/31/2026
Integrated Pest Management	At Large #3	4	12/31/2026
Integrated Pest Management	Public Member / Environmental	4	12/31/2026
Law Library Board of Trustees	Member of the Bar	1	12/31/2026
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	At Large	4	3/31/2026
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Public Member	4	3/31/2026
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Technical Expert	4	3/31/2026
Planning Commission	At Large #1	4	6/30/2026

Also, attached for the Committee's information is a listing (**Attachment A**) of all advisory body seats that are screened by the Internal Operations Committee and their status, according to the Board Appointive List maintained by the Clerk of the Board's Office.

Referral Update:

It is important that the IOC develop a recruitment schedule that permits the Board of Supervisors to make its appointments prior to the effective dates of the new seat terms. Staff proposes the following recruitment schedules for those seats recruited by the County Administrator on behalf of the IOC:

Seats that will expire on 3/31/26:	
February 2	Provide press release to OCM for publication/dissemination
February 9	Issue press release advertising vacancy
March 6	Application deadline for vacancy (4 week application period)
March 9-18	Staff to screen applications and schedule all interviews for March 23
March 23	IOC Committee Meeting: Interview applicants for the vacancies
March 31	Board of Supervisors Meeting: Board consideration of IOC recommended appointment
April 1	Appointment takes effect
Seats that will expire on 6/30/26:	
April 6	Provide press release to OCM for publication/dissemination
April 13	Issue press release advertising vacancy
May 8	Application deadline for vacancy (4 week application period)
May 11 - 20	Staff to screen applications and schedule all interviews for May 26
May 26	IOC Committee Meeting: Interview applicants for the vacancies
June 9 or 23	Board of Supervisors Meeting: Board consideration of IOC recommended appointment
July 1	Appointment takes effect
Seats that will expire on 12/31/26:	
October 5	Provide press release to OCM for publication/dissemination
October 12	Issue press release advertising vacancy
November 6	Application deadline for vacancy (4 week application period)
November 9-16	Staff to screen applications and schedule all interviews for November 30
November 23	IOC Committee Meeting: Interview applicants for the vacancies
December 8 or 15	Board of Supervisors Meeting: Board consideration of IOC recommended appointment
January 1	Appointment takes effect

Recommendation(s)/Next Step(s):

APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

Fiscal Impact (if any):

None.

ATTACHMENT "A"

<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>	<u>Term Length</u>	<u>Staff Contact</u>
Contra Costa County FPD Fire Advisory Commission	At Large 1	4	6/30/2028 Emily Cooper
Contra Costa County FPD Fire Advisory Commission	At Large 2	4	6/30/2026 Emily Cooper
Contra Costa County FPD Fire Advisory Commission	At Large Alternate #1	4	6/30/2028 Emily Cooper
Contra Costa County FPD Fire Advisory Commission	At Large Alternate #2	4	6/30/2028 Emily Cooper
Contra Costa County FPD Fire Advisory Commission	At Large Alternate #3	4	6/30/2026 Emily Cooper
County Connection Citizens Advisory	County seat	2	6/30/2028 Diane Bodon
East Bay Regional Parks District Advisory	Appointee 1	2	12/31/2026 Pfuehler Erich, EBRPD
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 4	3	6/30/2028 Christina Dunn/Julie Enea
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 5	3	6/30/2026 Christina Dunn/Julie Enea
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 6	3	6/30/2026 Christina Dunn/Julie Enea
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 9	3	6/30/2026 Christina Dunn/Julie Enea
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee Alternate	3	6/30/2026 Christina Dunn/Julie Enea
Fish & Wildlife	At Large 1	4	12/31/2026 Maureen Parkes, DCD
Fish & Wildlife	At Large 2	4	12/31/2026 Maureen Parkes, DCD
Fish & Wildlife	At Large 3	4	12/31/2028 Maureen Parkes, DCD
Fish & Wildlife	At Large 4	4	12/31/2028 Maureen Parkes, DCD
Fish & Wildlife	At Large Alternate	4	12/31/2028 Maureen Parkes, DCD
Integrated Pest Management	At Large 1	4	12/31/2027 Wade Finlinson
Integrated Pest Management	At Large 2	4	12/31/2027 Wade Finlinson
Integrated Pest Management	At Large 3	4	12/31/2026 Wade Finlinson
Integrated Pest Management	Public Member Alternate/Environm	4	12/31/2026 Wade Finlinson
Local Enforcement Agency Independent Hearing Panel (Solid At Large	At Large	4	3/31/2026 Tim Kraus/Diana Oyler
Local Enforcement Agency Independent Hearing Panel (Solid Public Member	Public Member	4	3/31/2026 Tim Kraus/Diana Oyler
Local Enforcement Agency Independent Hearing Panel (Solid Technical Expert	Technical Expert	4	3/31/2026 Tim Kraus/Diana Oyler
Los Medanos Health Advisory Committee	At Large	3	12/31/2026 Ernesto de la Torre
Planning Commission	At Large 1	4	6/30/2026 Hiliana Li, DCD
Planning Commission	At Large 2	4	6/30/2028 Hiliana Li, DCD
Treasury Oversight	BOS Member	4	4/30/2028 Ronda Boler
Treasury Oversight	BOS Member Alternate	4	4/30/2026 Ronda Boler
Treasury Oversight	Public 1	4	4/30/2026 Ronda Boler
Treasury Oversight	Public 2	4	4/30/2026 Ronda Boler
Treasury Oversight	Public 3	4	4/30/2028 Ronda Boler
Affordable Housing Finance	Community 1	3	6/30/2025 Kristin Sherk, DCD
Affordable Housing Finance	County 1 (East UI)	3	6/30/2026 Kristin Sherk, DCD
Affordable Housing Finance	County 2 (West UI)	3	6/30/2027 Kristin Sherk, DCD
Affordable Housing Finance	County 3 (Central UI)	3	6/30/2025 Kristin Sherk, DCD
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 1	4	12/31/2026 District III Supv Office
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 2	4	12/31/2026 District III Supv Office
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 3	4	12/31/2026 District III Supv Office
Hazardous Materials	Business 1	4	12/31/2026 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Business 2	4	12/31/2029 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Business 3	4	12/31/2028 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Business 1 Alt	4	12/31/2026 Adam Springer and Breanna Lingenfelter

ATTACHMENT "A"

<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>	<u>Term Length</u>	<u>Staff Contact</u>
Hazardous Materials	Business 2 Alt	4	12/31/2029 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Business 3 Alt	4	12/31/2028 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Labor 1	4	12/31/2026 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Labor 2	4	12/31/2027 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Labor 1 Alt	4	12/31/2026 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Labor 2 Alt	4	12/31/2027 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Env Engineering Firms	4	12/31/2029 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Env Engineering Firms Alt	4	12/31/2025 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Env Organizations 1	4	12/31/2028 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Env Organizations 1 Alt	4	12/31/2028 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Env Organizations 2	4	12/31/2027 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Env Organizations 2 Alt	4	12/31/2027 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Env Justice	4	12/31/2029 Adam Springer and Breanna Lingenfelter
Hazardous Materials	Env Justice Alt	4	12/31/2029 Adam Springer and Breanna Lingenfelter
Hazardous Materials	General Public	4	12/31/2027 Adam Springer and Breanna Lingenfelter
Hazardous Materials	General Public Alt	4	12/31/2027 Adam Springer and Breanna Lingenfelter
Housing Authority Board of Commissioners, if needed	Tenant #1 (age 62 or above)	2	5/31/2025 Joseph Villarreal
Housing Authority Board of Commissioners, if needed	Tenant #2	2	5/31/2025 Joseph Villarreal
Law Library Bd of Trustees	Member of the Bar	1	12/31/2026 Amreet Sandhu. LL Exec Director
Mosquito & Vector Control District Bd of Trustees	At Large 1	4	1/2/2027 Paula Macedo
Mosquito & Vector Control District Bd of Trustees	At Large 2	4	1/6/2029 Paula Macedo
Mosquito & Vector Control District Bd of Trustees	At Large 3	4	1/6/2029 Paula Macedo
Resource Conservation District Bd of Trustees, if needed	Director 1	4	11/30/2028 Hunter Teresa, RCD
Resource Conservation District Bd of Trustees, if needed	Director 2	4	11/30/2026 Hunter Teresa, RCD
Resource Conservation District Bd of Trustees, if needed	Director 3	4	11/30/2028 Hunter Teresa, RCD
Resource Conservation District Bd of Trustees, if needed	Director 4	4	11/30/2028 Hunter Teresa, RCD
Resource Conservation District Bd of Trustees, if needed	Director 5	4	11/30/2026 Hunter Teresa, RCD
Tri-Delta Transit Auth Bd of Directors	Member 1 Alt	2	12/31/2025 Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 2 Alt	2	12/31/2026 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Crockett	2	1/1/2025 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Crockett Alt	2	12/31/2022 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo	2	1/1/2025 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo Alt	2	12/31/2022 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	San Pablo	2	1/1/2027 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	San Pablo Alt	2	12/31/2022 Jamar Stamps, DCD

Key:

currently vacant
will have a 2026 vacancy
filled



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-650

Agenda Date: 2/17/2026

Agenda #: 6.

Choose an item.

Meeting Date: February 17, 2026

Subject: Recommendations for Appointment to the Hazardous Materials Commission

Submitted For: Dr. Grant Colfax, Health Services Director

Department: Health Services

Referral No: IOC 26/3

Referral Name: Advisory Body Recruitment

Presenter: Adam Springer, Health Services Department

Contact: Adam Springer, Adam.Springer@cchealth.org

Referral History:

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayors, council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and to analyze and develop recommendations regarding hazards materials issues with consideration to broad public input, and report back to the Board on matters referred to the Commission.

Referral Update:

The Environmental Engineering Firms Alternate Seat is vacant. The bylaws of the Commission provide that the Commission shall consist of one (1) representative of environmental engineering firms located in Contra Costa County, nominated by such firms, screened by the Internal Operations Committee, and appointed by the Board of Supervisors. Innovex Environmental Management Inc has submitted a letter of nomination for Maile Chin, a former Hazardous Materials Commission student intern, for appointment to the Environmental Engineering Firm Alternate Seat. The Hazardous Materials Commission voted to recommend Maile Chin to the currently vacant Environmental Engineering Firm Alternate Seat during their January 22, 2026 meeting. The term for this seat will expire on 12/31/2029.

Recommendation(s)/Next Step(s):

CONSIDER recommending to the Board of Supervisors the appointment of Maile Chin to the Environmental Organization Alternate #1 seat to complete the current term that will end on December 31, 2029.

Fiscal Impact (if any):

No fiscal impact.

Application Form

Profile

Maile _____ R _____ Chinn _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Laffayette _____ CA _____ 94549 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

Innovex _____ Staff Scientist _____
 Employer Job Title

Length of Employment

3 Years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

18 Years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

Environmental Engineering Firms - Alternate

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

7

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Davis

Degree Type / Course of Study / Major

BS Environmental Policy Analysis and Planning Major -- In Process

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

HAZWOPER

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

During my internship at Innovex Environmental Management, I gained valuable experience working on environmental projects at various sites across the Bay Area, ranging from gasoline service stations to the Superfund site at Hunters Point Naval Shipyard. My internship with the Contra Costa Hazardous Materials Commission gave me insight into the development of environmental policy, and how emerging technology and business needs are balanced by public interests. I am eager to contribute to this process and would appreciate the opportunity to serve on the Hazardous Materials Commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Innovex Environmental Management Staff Intern - 2021-2024
Contra Costa Hazardous Materials Commission Intern - 2024

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



October 2, 2025

Mr. Adam Springer
Contra Costa Hazardous Materials Commission
1025 Escobar St.
Martinez, California 94553

RE: NOMINATION: HAZARDOUS MATERIALS COMMISSION
Environmental Engineering Firms – Alternate: Ms. Maile Chinn

Dear Mr. Springer:

On behalf of INNOVEX Environmental Management, Inc., we would like to submit Ms. Maile Chinn as a candidate for the Contra Costa Hazardous Materials Commission, serving as the representative for the Environmental Engineering Firms Alternate seat. Ms. Chinn is a former intern of the Contra Costa Hazardous Materials Commission, and would like to continue her involvement with the Commission.

We appreciate your consideration of Ms. Chinn for this seat. If you have any questions or would like to further discuss his qualifications, please feel free to call me at (925) 270-2438.

Sincerely,

INNOVEX Environmental Management, Inc.

A handwritten signature in blue ink, appearing to read "L. Garcia", is written over a light blue circular stamp.

Leigh Garcia
Controller

Hazardous Materials Commission
Current Roster
February 2026

Name	Position	Start date	End date	City
Vacancy	Business Seat 1 - West Co. Council of Industries	2/28/2023	12/31/2026	
Aaron Winer	Business Seat 1 Alt. - West Co. Council of Ind.	2/28/2023	12/31/2026	Richmond
Mark Hughes	Business Seat 2 - Industrial Association	1/1/2026	12/31/2029	Benicia
Amy McTigue	Business Seat 2 Alternate - Industrial Association	1/1/2026	12/31/2029	Lafayette
Andrew D Graham	Business Seat 3 - Contra Costa Taxpayers Assoc.	1/1/2025	12/31/2028	Pleasant Hill
Frank Qin	Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.	1/1/2025	12/31/2028	Vallejo
Anthony L Tave	City Seat 1	2/28/2023	12/31/2026	Pinole
Cesar Zepeda	City Seat 1 Alternate	3/19/2024	12/31/2026	Richmond
Eduardo Martinez	City Seat 2	3/19/2024	12/31/2027	Richmond
Brianne Zorn	City Seat 2 Alternate	3/19/2024	12/31/2027	Martinez
Soheila V Bana	City Seat 3	1/1/2025	12/31/2028	Richmond
Marisol Rubio	City Seat 3 Alternate	1/1/2025	12/31/2028	San Ramon
Ronald Chinn	Environmental Engineering Firms	1/1/2026	12/31/2029	Concord
Vacancy	Environmental Engineering Firms Alternate	1/1/2022	12/31/2025	
Maureen M Brennan	Environmental Justice Representative	1/1/2026	12/31/2029	Rodeo
Sharon Pinkstaff	Environmental Justice Representative Alternate	1/1/2026	12/31/2029	Walnut Creek
Vacancy	Environmental Justice Representative Alternate	1/1/2026	1/1/2030	
Jamin Pursell	Environmental Organizations Seat 1	1/1/2025	12/31/2028	Richmond
Louis H Flores	Environmental Organizations Seat 1 Alternate	1/1/2025	12/31/2028	Pittsburg
Lisa A Martell	Environmental Organizations Seat 2	2/27/2024	12/31/2027	Crockett
Rohan Tyagi	Environmental Organizations Seat 2 Alternate	2/2/2024	12/31/2027	Brentwood
Tim Bancroft	General Public	1/1/2024	12/31/2027	Danville
Kenneth L Luther	General Public Alternate	1/1/2024	12/31/2027	Danville
Julian Vinatieri	Labor Seat 1 - Central Labor Council	3/21/2023	12/31/2026	Vacaville
Terry A Baldwin	Labor Seat 1 Alternate - Central Labor Council	2/28/2023	12/31/2026	Concord
Jim Payne	Labor Seat 2 - United Steel Workers Local 5	1/1/2024	12/31/2027	Martinez
Nick Plurkowski	Labor Seat 2 Alternate - United Steel Workers Local 5	2/27/2024	12/31/2027	Martinez
Marielle Boortz	League of Women Voters	1/1/2025	12/31/2028	Lafayette
Madeline Kronenberg	League of Women Voters Alternate	1/1/2025	12/31/2028	El Cerrito



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-651

Agenda Date: 2/17/2026

Agenda #: 7.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 17, 2026

Subject: Measure O Committee

Submitted For: Lewis Broschard, Fire Chief, Contra Costa County Fire Protection District

Referral No: 26/3

Referral Name: Advisory Body Recruitment

Presenter: Aaron McAlister, Deputy Fire Chief

Contact: Aaron McAlister, Am@cccfd.org

REFERRAL HISTORY

In 2016, Measure O, a supplemental revenue initiative for the Rodeo-Hercules Fire Protection District (RHFPD) was successfully passed by the residents of that Fire District, i.e., City of Hercules, unincorporated Town of Rodeo and surrounding unincorporated areas ("RHFPD Area") (see Attachment A). The supplemental revenue provided approximately \$2.725M in additional funding to the district for FY 24-25.

The ordinance (Attachment A) to establish the supplemental revenues included a requirement that the RHFPD establish a 2016 Special Tax Funding Replacement Measure Independent Oversight Committee ("Measure O Committee"). The Measure O Committee shall actively review and publicly report on the collection and proper expenditure of the taxpayers' monies within the RHFPD Area alone, in accordance with the stated purposes of the Measure O Parcel Tax as detailed in Section 4 of the Ordinance enacted by Measure O:

The proceeds of the special tax funding replacement measure imposed by this ordinance shall be placed in a special account or fund to be used solely for any lawful purpose permissible to Fire Districts pursuant to California Health and Safety Code §13800 et seq., including but not limited to enhancing the level of fire prevention, emergency fire protection and paramedic response services through increasing staffing levels to operate and maintain the [RHFPD's] fire stations, maintaining and when necessary replacing fire protection and lifesaving equipment and apparatus to optimal levels of function and performance, and to fund capital improvements.

RHFPD established the Measure O Committee with five members and retained that membership up to the date of its dissolution and annexation with the Contra Costa County Fire Protection District (CCCYPD). RHFPD established bylaws for the Measure O Committee. These bylaws allowed for the committee to be comprised of no less than three seated members, all of whom must be residents of the RHFPD Area, and one must be a registered voter and resident of Hercules and one must be a registered voter and resident of Rodeo.

CCCYPD intends to enact similar bylaws (Attachment B) for the Measure O Committee as those enacted by RHFPD.

The Measure O Committee members do not receive any compensation for their service. Committee members are appointed by the Board for a term of two (2) years or three (3) years, with the initial committee membership and subsequent terms outlined in the proposed bylaws.

Committee meetings are convened, at a minimum, twice per year and are planned to be held at Fire Station 76 in Hercules, which is the location used by the former RHFPD.

REFERRAL UPDATE

Pursuant to the annexation of the RHFPD by the CCCFPD and the approved LAFCO resolution, the CCCFPD must:

1. Create a Measure O Committee to replace the former RHFPD Measure O Committee to carry out the requirements for oversight as outlined in the Measure O Ordinance.
2. Adopt the bylaws for the newly established Measure O Committee.
3. Choose the number of seats for the committee, as previously deemed appropriate by RHFPD.
4. Adopt the Measure O Committee Ethics Policy (Attachment C).

RECOMMENDATIONS

The Fire Chief recommends establishing a Measure O Committee, adopting the attached proposed bylaws for the Measure O Committee (Attachment B) and proposed Measure O Committee Ethics Policy (Attachment C), establishing five seated positions for the committee, and designating that the Internal Operations Committee will be responsible for screening applications for the seats. As the committee generally only meets twice per year and can carry out their responsibilities with a minimum of three members in attendance, it is not recommended to appoint alternates to the committee.

FISCAL IMPACT

There is no fiscal impact associated with this action outside of the staff time required to manage the committee meetings, post agendas and meeting minutes, and other duties that may be required to facilitate and schedule meetings.

ORDINANCE NO. 2016-1

AN ORDINANCE OF THE RODEO HERCULES FIRE PROTECTION DISTRICT TO AUTHORIZE THE LEVY OF A SPECIAL TAX FUNDING REPLACEMENT MEASURE TO FINANCE FIRE PROTECTION AND EMERGENCY SERVICES AND AUTHORIZING AN INCREASE IN THE APPROPRIATIONS LIMIT FOR THE RODEO HERCULES FIRE PROTECTION DISTRICT;

THE PEOPLE OF THE RODEO HERCULES FIRE PROTECTION DISTRICT DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Authority, Purpose and Intent.

Pursuant to the authority of Sections 13911 and 13913 of the California Health and Safety Code, and other applicable law, there is hereby levied and assessed a special tax by the Rodeo Hercules Fire Protection District on all parcels of real property in the Rodeo Hercules Fire Protection District for each fiscal year.

Section 2. Special Tax Imposed.

A special tax funding replacement measure for the purpose specified in Section 4 of this ordinance shall be imposed on all parcels of real property in the Rodeo Hercules Fire Protection District for each fiscal year, commencing with fiscal year 2017-2018. The maximum amount of the special tax for fiscal year 2017-2018 shall be \$216.00 per parcel. Beginning with fiscal year 2017-2018 and for each fiscal year thereafter, the maximum amount of the special tax shall increase by the lesser of (i) three percent or (ii) the percentage by which the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose Area published by the Bureau of Labor Statistics of the United States Department of Labor, or any successor to that index, increased in the twelve months prior to March of the calendar year in which the adjustment is made. In no event shall the special tax for any parcel for any year be less than the amount established for the preceding year. If or when applicable, for parcels divided by Tax Rate Area lines, the amount of the special tax for the portion of the parcel within Contra Costa County shall be calculated the same as set forth above. For properties wholly within Contra Costa County and divided by Tax Rate Area lines into multiple parcels, the property shall be taxed as a single parcel.

The records of the Contra Costa County Assessor as of March 1st of each year shall determine each parcel to be charged and the person or entity financially responsible for the calculation and payment of the special tax applicable to that parcel in the following fiscal year.

For the purposes of this ordinance, the term "parcel" shall mean a parcel of real property having a separate assessor's parcel number as shown on the last equalized assessment roll of Contra Costa County.

Section 3. Annual levy; Public Hearing.

The Board of Directors shall annually by an affirmative vote of at least a majority of its members establish the amount of the special tax levy, in an amount that does not exceed the maximum amount specified in Section 2 of this ordinance. The special tax funding replacement measure shall not be measured by value of the property.

The Board of Directors shall conduct a public hearing regarding the proposed annual levy of the special tax funding replacement measure during the budget hearing for the applicable year. Notice of the public hearing shall be published in accordance with District procedures at least ten (10) days prior to the hearing.

Section 4. Special Fund, Use of Tax Proceeds, Annual Report, District Formation of an independent 2016 Special Tax Funding Replacement Measure Oversight Committee

The proceeds of the special tax funding replacement measure imposed by this ordinance shall be placed in a special account or fund to be used solely for any lawful purpose permissible to Fire District's pursuant to California Health and Safety Code section 13800 et seq., including but not limited to enhancing the existing level of fire prevention, emergency fire protection and paramedic response services through increasing staffing levels to operate and maintain the District's fire stations, maintaining and when necessary replacing fire protection and lifesaving equipment and apparatus to optimal levels of function and performance, and to fund capital improvements.

The Fire Chief, or his designee, including but not limited to the District's chief fiscal officer, shall file an annual report with the Board. The annual report shall at a minimum, report upon the

following: (a) The amount of tax proceeds collected and expended; and (b) The status of any project required or authorized to be funded in accordance with this section.

The Board of Directors shall form and appoint members to an independent 2016 Special Tax Funding Replacement Measure Independent Oversight Committee who shall receive, review, and advise the Board upon the Annual Report. At a minimum, members of the Oversight Committee shall be residents or property owners within the District, and registered to vote.

Section 5. Collection.

The special tax replacement funding measure imposed by this ordinance shall be collected in the same manner, on the same dates, and shall be subject to the same penalties and interest as other charges and taxes fixed and collected by the County of Contra Costa on behalf of the Rodeo Hercules Fire Protection District. Said special tax replacement funding measure, together with all penalties and interest thereon, shall constitute a lien upon the parcel upon which it is levied until it has been paid, and said special tax, together with all penalties and interest thereon, shall, until paid, constitute a personal obligation to the Rodeo Hercules Fire Protection District by the persons who own the parcel on the date the tax is due.

Section 6. Amendment.

The Board of Directors shall be empowered to amend this ordinance by an affirmative vote of at least a majority of its members to carry out the general purposes of this ordinance, to conform the provisions of this ordinance to applicable state law, to modify the methods of collection, or to assign the duties of public officials under this ordinance.

In no event shall the Board of Directors amend this ordinance to increase the maximum amount of the special tax established in section 2 of this ordinance, unless approved by two-thirds of the voters voting thereon.

Section 7. Exemptions.

The special tax funding replacement measure shall not be imposed upon any parcel that is exempt from the special tax pursuant to any provision of the Constitution, California State law, or any paramount law. The special tax funding replacement measure shall not be imposed upon

any parcel owned and occupied by a person or persons 65 years of age or older. The special tax funding replacement measure shall not be imposed upon any parcel occupied by a person or persons financially responsible for paying the property tax upon the parcel who is 65 years of age or older. A qualified owner or occupant must file an application for the exemption with the District no later than January 31 annually. The Board of Directors by resolution may adopt exemptions to the special tax imposed by this ordinance.

Section 8. Appropriations Limit.

The appropriations limit of the Rodeo Hercules Fire Protection District established under Article XIII B, Section 6 of the California Constitution shall be increased by the proceeds received from the special tax funding replacement measure imposed by this ordinance.

Section 9. Exemption from CEQA

This Ordinance is exempt from the California Environmental Quality Act (Public Resources Code §§ 21000 et seq., "CEQA," and 14 Cal. Code Reg. §§ 15000 et seq., "CEQA Guidelines"). The special tax authorized by this Ordinance is a special tax that can only be used to fund the projects, facilities, and services described in the Ordinance but does not approve any specific projects or services. As such, under CEQA Guidelines section 15378(b)(4), the special tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project or service that may result in a potentially significant physical impact on the environment. If revenue from the tax were used for a purpose that would have such effect, the District would undertake the required CEQA review for that particular project or service. Therefore, pursuant to CEQA Guidelines Section 15060, review of the Ordinance under CEQA is not required. Prior to commencement of any project or service funded by the special tax, any necessary environmental review required by CEQA shall be completed. The District shall perform CEQA analysis for the project prior to approving the project or service, if the project or service requires analysis under CEQA.

Section 10. Severability.

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any other provision or applications, and to this end the provisions of this ordinance are declared to be severable. The Board of Directors, and the

electorate by referendum, do hereby declare that they would have adopted this ordinance and each section, subsection, sentence, clause, phrase, part or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, parts or portions thereof, be declared invalid or unconstitutional.

Section 11. Effective Date.

This ordinance shall be adopted and become effective only if approved by two-thirds of the voters voting thereon, at an election to be held on November 8, 2016.

Section 12. Termination.

This Ordinance shall continue unless and until it is rendered null and terminated by a vote of the voters of the District. Notwithstanding the previous sentence, Section 5, relating to collection and enforcement of liens or obligations for the special tax procedures shall continue in full force and effect until all such collections have been completed.

Section 13. Attestation.

The Chairperson of the Board is hereby authorized to attest to the adoption of this ordinance by signing where indicated below.

I hereby certify that the foregoing ordinance was PASSED, APPROVED AND ADOPTED by the people of the Rodeo Hercules Fire Protection District voting on the 8th day of November, 2016.



Ernie Wheeler
Chairperson of the Board

ATTACHMENT B

DRAFT MEASURE O INDEPENDENT OVERSIGHT COMMITTEE BYLAWS

SECTION I

COMMITTEE ESTABLISHED

The Rodeo-Hercules Fire Protection District (“RHFPD”) was successful at the election conducted on November 8, 2016, on Measure O, obtaining authorization from the RHFPD’s voters to impose a special tax of \$216 per parcel annually for the continued maintenance of local fire protection and emergency response within the City of Hercules, unincorporated Town of Rodeo and surrounding unincorporated areas (“RHFPD Area”). The RHFPD was annexed into the Contra Costa County Fire Protection District (the “District”) on July 1, 2025. As a result of the annexation, and pursuant to RHFPD Resolution No. 2016-04, the District is obligated to establish a 2016 Special Tax Funding Replacement Measure Independent Oversight Committee (“Measure O Committee” or “Committee”) in order to satisfy the accountability requirements of Measure O. In a resolution to be adopted on March 17, 2026, the Board of Directors of the Contra Costa County Fire Protection District (“Board”) intends to establish the Measure O Committee, which shall have the duties and rights, set forth in these Bylaws.

SECTION II

COMMITTEE’S MISSION

The mission of the Measure O Citizen’s Oversight Committee is to independently review and inform the public and the Board concerning (1) the collection and expenditure of parcel tax revenues, (2) the assurance that such revenues are expended in accordance with the intention of the voters, including that the revenues are dedicated to service of the RHFPD Area, and (3) status of any project required or authorized to be funded with these revenues.

SECTION III

NAME AND LOCATION

- 3.01 The name of the Committee will be the 2016 Special Tax Funding Replacement Measure Independent Oversight Committee (“Measure O Committee” or “Committee”).
- 3.02 The office of the Measure O Committee shall be located at the Contra Costa County Fire Protection District, located at 4005 Port Chicago Hwy, Suite 250, Concord, CA 94520.
- 3.03 Committee meetings shall be held at Fire Station 76, 1680 Refugio Valley Road, Hercules, CA 94597.

SECTION IV
COMMITTEE ACTIVITIES

4.01 The Committee shall engage in any of the following activities in furtherance of its purpose:

1. Review the independent auditor's report and the Fire Chief's annual report required by Measure O concerning:

(a) the proper collection of Measure O revenue, including the deposit of such revenue into a separate account created by the District;

(b) the proper expenditure of Measure O revenues within the RHFPD Area, as set forth in Section 4 of the Ordinance enacted by Measure O:

The proceeds of the special tax funding replacement measure imposed by this ordinance shall be placed in a special account or fund to be used solely for any lawful purpose permissible to Fire Districts pursuant to California Health and Safety Code §13800 et seq., including but not limited to enhancing the level of fire prevention, emergency fire protection and paramedic response services through increasing staffing levels to operate and maintain the [RHFPD's] fire stations, maintaining and when necessary replacing fire protection and lifesaving equipment and apparatus to optimal levels of function and performance, and to fund capital improvements.

and;

(c) the status of any project required or authorized to be funded in accordance with the Ordinance enacted by Measure O.

2. Advise the Board through an Annual Report, and as otherwise directed by the Board, as to whether the District is in compliance with the requirements of Measure O. The Annual Report shall include, but not be limited to:

(a) a summary of the Committee's proceedings in the preceding fiscal year;

(b) a statement indicating whether the District has properly collected Measure O revenue, including the deposit of such revenue into a separate account created by the District; and

(c) a statement indicating whether the District's Measure O expenditures were in accordance with Measure O's stated purpose; and

(d) a statement concerning the status of any project required or authorized to be funded in accordance with the Ordinance enacted by Measure O.

The Committee's Annual Report shall be presented to the Board within 60 days of the Committee receiving the independent auditor's annual report and the Fire Chief's annual report required by Measure O, whichever report is received later.

3. Conduct all business in accordance with the provisions of the Ralph M. Brown Act ("the Brown Act"), including the posting of notices and agendas of the Committee meetings on the District's website and a physical location that is available to the public 24-hours a day.
4. Provide communication to and accept communication from the community on Measure O issues.
5. Make available for public viewing on the District's website all documents received and reports issued by the Committee.

4.02 In furtherance of its purpose, the Committee may engage in any of the following activities:

1. Receive and review copies of the following:

- (a) the District's required annual, independent financial audits for the relevant fiscal year.
- (b) the District's annual and interim budget reports and presentations for the relevant fiscal year; and
- (c) any documents related to the expenditure of Measure O proceeds.

2. Inform the public on Committee activities and encourage membership participation.

3. Prepare, approve, and distribute other progress reports of its activities, findings, and recommendations to the Fire Chief, the Board, and the public, that fall within the Committee's duties and the Committee deems necessary.

4. Make recommendations to the Board in accordance with the Committee's Mission and Activities, as stated in these bylaws, and Measure O. The Board may act on any recommendations as it deems appropriate.

4.03 The Committee only has those powers provided by the Ordinance concerning Measure O and these bylaws.

SECTION V

DISTRICT DUTIES AND SUPPORT

5.01 The District commits to support the oversight process through cooperation with the Committee, by providing the Committee with access to information and with sufficient logistical support so that the Committee may effectively perform its oversight function. Further, the District will ensure that with regard to the Committee, all District personnel are committed to open communication, the

timely sharing of information, and teamwork. Specifically, the District shall provide necessary administrative and technical support to the Committee, including but not limited to:

1. Preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Board.
2. Provision of an ADA compliant publicly accessible meeting location, including any necessary audio/visual equipment.
3. Preparation and copies of any document or meeting materials, such as agendas and reports.
4. Retention of all Committee records.

5.02 The Office of the Fire Chief of the District shall provide the Committee with copies of all public financial documents of the District, as requested by the Committee, including but not limited to annual audits and financial reports.

SECTION VI MEMBERSHIP

6.01 The Committee shall be composed of a minimum of three (3) and a maximum of five (5) members appointed by the Board after an open and public recruitment process. The Board may appoint more than five (5) members provided that any appointments beyond five (5) result in an odd number of active members serving at any one time. Members of the Oversight Committee shall be residents or property owners of the RHFPD Area and registered to vote. To ensure the Committee's independence, employees, officials, vendors, contractors, or consultants of the District are not eligible for voting or active membership on the Committee. Unless a Committee member is removed for cause, Committee members shall serve until their successor is appointed by the Board.

6.02 The Committee shall include at least:

1. One member who is a resident or property owner in Hercules and a registered voter; and
2. One member who is a resident or property owner in Rodeo and a registered voter.

6.03 A Committee member who no longer serves the group s/he was appointed to represent shall be allowed to complete his/her current term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of that group.

6.04 Committee members may not hold any incompatible office or position during their term of membership, as those terms are defined in Article 4.7 of Division 4, of Title I (commencing with section 1125) of the Government Code, and shall abide by the conflict of interest prohibitions contained in the Political Reform Act (commencing with section 81000), Article 4 of Division 4, of Title I (commencing with section 1090) of the Government Code and with the Ethics Policy attached as Appendix I hereto. Any member shall disclose immediately any possible or potential conflict of interest to the Committee. A Committee member's failure to disclose any possible or

potential conflict of interest when known will result in the member's removal from the Committee.

6.05 Committee members are not eligible to apply for contracts with the District until two (2) years after the expiration of the member's term.

6.06 Committee members shall receive no compensation for their service on the Committee.

SECTION VII TERMS OF OFFICE

7.01 Committee members are appointed by the Board for a term of two (2) years, except as provided in Section 8.02 or as otherwise provided herein. No member may serve more than three (3) consecutive terms or a maximum of six (6) consecutive years, whichever is less. The terms shall be staggered as set forth in Section 8.02 below. Should a member resign their position before their term matures, the Board will appoint a new member to complete the term. At the discretion of the Board, members serving partial terms may be reappointed to serve three complete terms at the conclusion of the partial term.

7.02 At the Committee's first meeting, members will draw lots in order to stagger the starting initial terms as follows:

1. One or Two of the members will serve an initial two-year (2) term, and,
2. Two or Three of the members will serve an initial three-year (3) term. **These numbers are dependent on the total number of Committee members*

7.03 The members serving the initial three (3) year term will be eligible for reappointment to no more than one additional two (2) year term at the discretion of the Board.

7.04 Should the Board increase the number of members on the Committee, the Committee will make the necessary adjustments to terms in order to once again have as close as possible to one-half of the members' terms maturing each year.

7.05 Following an absence of one year, any Committee member whose term has expired due to statutory term limits shall be eligible to serve again.

SECTION VIII REMOVAL FROM OFFICE

8.01 The Board may remove any Committee member, for cause, including but not limited to, failure to attend without reason acceptable to the Committee three (3) consecutive Committee meetings or for failure to meet the Committee's purpose or duties, or for a violation of the Brown Act, or, for failure to comply with the District's or Committee's Ethics Policy which can be found online on the District's website. Upon a member's removal, their seat shall be declared vacant. The Board, in accordance with the established appointment process, shall fill any vacancies on the Committee as soon as practicable.

SECTION IX
COMMITTEE RULES & PROCEDURES

9.01 The Committee will meet at least twice per year and as often as it deems necessary to conduct its business, including holding special meetings to fill vacant positions of Chairperson, Vice Chairperson and Secretary. The date upon which, and the hour and place at which, each such meeting shall be held shall be fixed by the Committee and posted on the District's website. To the extent permitted by the Brown Act, such meetings may be held by teleconference.

9.02 Special meetings and established subcommittee meetings may be called in accordance with the provisions of the Brown Act. To the extent permitted by the Brown Act, such meetings may be held by teleconference.

9.03 All meetings of the Committee shall be called, noticed, held and conducted subject to the provisions of the Brown Act. The Committee shall cause minutes of all meetings to be kept and shall, as soon as possible after the minutes of each meeting are approved by the Committee, but not later than 15 days after their approval, cause a copy of the minutes to be forwarded to District staff for posting on the District's website.

9.04 If meetings are held in person, any person physically appearing at the meeting and wishing to speak during the Public Comments section of the Committee's agenda, shall first complete a speaker request card and submit the card to the Committee Secretary prior to the public comments section of the agenda.

1. Individual speakers before the Committee shall have a three-minute time limit per item. The Chairperson may increase this time limit, taking into consideration the total number of additional speakers, length of meeting agenda and other relevant factors.

2. If a member of the audience has addressed the Committee on matters, which are not on the posted agenda for that meeting, members shall refrain from discussing such matters. If the non-agenda matter raised by a member of the public concerns an issue that is within the subject matter jurisdiction of the Committee, any member may request that the Committee vote to place that matter on a future agenda.

9.05 In the event of disorderly conduct by members of the public, the Committee may order the meeting room cleared pursuant to California Government Code §54957.9 if the members continue the disorderly conduct after a warning to discontinue the conduct.

9.06 A majority of the members of the Committee, but in no case less than three (3) members, shall constitute a quorum for the transaction of business.

9.07 Each member of the Committee shall be entitled to one vote to be entered in person. Members may not vote by absentee or proxy. No action shall be taken by members present and voting, unless a quorum is present.

9.08 Members are expected to attend all meetings.

9.09 Committee members shall complete and submit to the Fire Chief a California Fair Political Practices Commission Form 700 upon appointment, and annually thereafter. Committee members shall be held to the District's and Committee's Ethics policy and shall attend AB 1234 Ethics training.

SECTION X
COMMITTEE OFFICERS

10.01 The officers of the Committee shall be a Chairperson, Vice Chairperson, and Secretary.

10.02 The Chairperson and Vice Chairperson must be members of the Committee, and shall be elected by a majority of the Committee at the organizational meeting, and first meeting of the calendar year each year thereafter. The Chairperson and Vice Chairperson shall serve for no more than four (4) years in their respective offices. The Secretary shall be elected by a majority of the Committee and need not be a member of the Committee.

10.03 In the event a Chairperson position is vacant, the Vice Chairperson shall assume the Chairperson position for the remainder of the unexpired term. In the event a Vice Chairperson is unable or unwilling to serve the remaining term in the Chairperson position, a majority of the Committee members shall elect a new Chairperson at the Committee's next meeting, or at a special meeting called for that purpose. If Vice Chairperson or Secretary positions are vacant, a majority of the Committee members shall elect the new persons for those positions at the Committee's next meeting, or at a special meeting called for that purpose.

10.04 The duties of the Chairperson are to:

1. Preside over Committee meetings.
2. Appear before the Board and other bodies to present and discuss the official actions of the Committee.

10.05 The duties of the Vice Chairperson are to:

1. Preside over Committee meetings in the absence of the Chairperson or if the Chairperson position is vacant.
2. Appear before the Board and other bodies to present and discuss the official actions of the Committee in the absence of the Chairperson or if the Chairperson position is vacant.

10.06 The duties of the Secretary are to:

1. Record and maintain minutes of all meetings of the Committee.
2. Distribute minutes of all meetings of the Committee to all Committee members, to the Board, and to District staff for posting on the District's website.
3. Review Committee meeting notices and agendas with the Chairperson. Distribute Committee meeting notices and agendas to all Committee members, to all other persons requesting copies of the agenda so that provisions of the Brown Act and Public Records Act are followed, and to District staff for posting on the District's website and physical location that is accessible to members of the public 24-hours a day.
4. Distribute Committee reports to Committee members, to the Board and to District staff for posting on the District's website.
5. Keep all documents officially received by the Committee in the course of its business, and forward copies of all such documents to the District staff.
6. Prepare all necessary correspondence of the Committee.
7. Arrange and coordinate meeting locations and teleconferences of the Committee

The Fire Chief may, in his or her discretion, provide an employee of the District to assist the Secretary with these functions, if staffing and budget allow.

**SECTION XI
AMENDMENTS**

11.01 These Bylaws shall become effective upon approval of the Board of Directors.

11.02 These Bylaws may be amended, changed, added to, or repealed by the Board. Additional or supplemental operational guidelines or procedures may be adopted by the Committee by a majority vote of all the members of the Committee, provided such additional or supplemental operational guidelines or procedures are not in conflict with these Bylaws, any Resolution or Ordinance of the Board, or any state law, including but not limited to the provisions of the Brown Act and the California Health & Safety Code.

**SECTION XII
TERMINATION**

12.01 The Committee shall initiate procedures to terminate and disband at the earlier of the date:

1. All Measure O proceeds have been expended, or
2. All Measure O revenues have been collected.

12.02 Once the District informs the Committee that either of the conditions described in 13.01 has occurred, the Committee shall prepare a final report of findings and recommendations to be presented and received by the Board at a regularly scheduled Board meeting.

12.03 Once the final report of findings and recommendations is presented to the Board, the Committee shall automatically terminate and disband. In no event shall the final report be presented to the Board more than 90 days after the Committee has been informed of the occurrence of either of the conditions set forth in section 12.01.

ATTACHMENT C

DRAFT CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT MEASURE O INDEPENDENT OVERSIGHT COMMITTEE

ETHICS POLICY STATEMENT

This Ethics Policy Statement provides guidelines for committee members to follow in carrying out their roles. Not all ethical issues that committee members face are covered in this statement. However, this statement captures some of the critical areas that help define ethical and professional conduct for committee members. The provisions of this statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy, as well as the District's ethics policy, and any Board Policies and Procedures.

POLICY

CONFLICT OF INTEREST A committee member shall not attempt to influence a District decision related to: (1) any contract funded by Measure O proceeds or (2) any District project that will benefit the Committee member's outside employment, business, or personal finances or benefit an immediate family member, such as a spouse, child or parent.

OUTSIDE EMPLOYMENT A Committee member shall not attempt to influence a District decision related to any District project involving the interests of a person or entity with whom the member has an agreement concerning current or future employment, or remuneration of any kind.

COMMITMENT TO UPHOLD LAW A Committee member shall uphold the U.S. and California constitutions, the laws and regulations of the United States and the State of California and all other applicable government entities, and the policies, procedures, rules and regulations of the District.

COMMITMENT TO DISTRICT A Committee member shall place the interests of the District above any financial or business interests of the member.