

**BYLAWS OF THE
SONOMA COUNTY IMPROVED AND ENHANCED LOCAL FIRE PROTECTION, PARAMEDIC
SERVICES AND DISASTER RESPONSE INITIATIVE**

MEASURE H OVERSIGHT COMMITTEE

ARTICLE I

Section 1. Name. This Board shall be known as the Measure H (Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Initiative) Oversight Committee (“Committee”).

Section 2. Authority and Purpose. The Oversight Committee was established by the Sonoma County Board of Supervisors on January 14, 2025, as directed by the Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Initiative (“Measure H”). Measure H was approved by Sonoma County voters in March 2024 and authorized a ½ cent countywide transactions and use tax, which took effect on October 1, 2024.

Measure H requires an independent oversight committee to provide transparency and ensure fiscal accountability. These Bylaws (“Bylaws”) set forth the operating procedures and duties of the Committee.

ARTICLE II

Duties of the Committee

Section 1. The Committee has the following duties and responsibilities:

- (1) The Committee shall review the receipt and expenditures of the revenue from the transactions and use tax, including the annual reports prepared by each tax recipient entity (Agency) on each Agency’s use of the tax. The Committee shall review all such reports on at least an annual basis. Agency reports are due to the Committee no later than the last day of the sixth month following the end of the fiscal year. The information that is to be included in each Agency’s annual report is as follows:
 - A detail of the prior fiscal year’s activities related to the Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Transactions and Use Tax Account by providing a budget to actual report, balance sheet, and fund balance report.
 - A summary of the positions and start up, equipment and facilities that were funded with revenue from the Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Transactions and Use Tax Account.
 - The specific activities that support fire prevention, including vegetation management.
 - Update on the status of facility capital improvement projects that are funded with revenue from the Improved and Enhanced Local Fire Protection, Paramedic Services and Disaster Response Transactions and Use Tax Account.
 - Demonstration of compliance with the requirements of this plan that the funds shall be used to pay for enhancing operations.

- Any material changes in the service needs within the agency’s jurisdiction or countywide.
 - Any remaining funds from allocations provided in previous years, and an explanation for proposed use of such funds.
- (2) Annually, the Committee will compile all of the data from the Agency annual reports into a Master Annual Report, which shall be presented to the Board of Supervisors as a written consent agenda item. This Master Annual Report will be presented to the Board before the beginning of the following fiscal year, unless prior approval is received by the CEO for good cause. The Board of Supervisors may pull the Master Annual Report from the consent calendar and request it as a regular calendar item, and the Committee Chair or Vice Chair shall attend the Board meeting and present the Master Annual Report. Best efforts shall be made to present the Master Annual Report no later than the last day of the fiscal year in which the agency annual reports are received. Any written report shall be a public record.

Section 2. To preserve the integrity and independence of the oversight process, the Committee’s responsibilities shall not include decision-making on spending priorities, financing plans or tax rate projections or assumptions and the Committee shall have no authority to direct, nor shall it direct, County staff or officials or fire agency staff or officials.

Section 3. The Committee is authorized to recommend investigation into the misuse of public funds distributed under Measure H to the California State Attorney General, Sonoma County District Attorney, or Sonoma County Grand Jury.

ARTICLE III

Membership

Section 1. The Committee shall consist of eleven appointed members, who shall be independent County residents. For the purposes of this section, an “independent County resident” shall not include active fire chiefs, active fire directors, County employees, or spouses to any such individuals. Appointments shall be made as follows:

(a) The Board of Supervisors shall appoint six Committee members to sit on the Oversight Committee. Two of the Committee members will be selected from a list of names submitted by the Mayors’ and Councilmembers’ Association of Sonoma County. Two of the Committee members will be selected from a list of names submitted by the labor organizations responsible for collective bargaining on behalf of active-duty firefighters employed by local agencies which receive funding through the Measure H ordinance.

(b) The Sonoma County Fire Chiefs Association will appoint three committee members. One will be selected from a list of names nominated from the general public.

(c) The Sonoma County Fire Districts Association will appoint two Committee members. One will be selected from a list of names submitted by the Sonoma County Taxpayers Association.

Section 2. Committee members will serve a three-year term at the pleasure of their appointing body and are eligible to be reappointed by their appointing body.

Section 3. Attendance. Committee members are expected to attend all meetings. Members who have three consecutive or four cumulative absences from Committee meetings in a twelve-month period shall be deemed to have resigned from the Committee unless prior approval has been received by the County

~~Administrator's Executive's~~ Office.

Section 4. Vacancies. A vacancy shall exist when a Committee member submits a written resignation to the County ~~Administrator's Executive's~~ Office, has been deemed to have resigned pursuant to section 3 above, or is determined to be ineligible to serve on the Committee pursuant to section 1 above. When a vacancy occurs on the Committee, vacancies will be posted in accordance with the Maddy Act (Government Code section 54970) and the vacant seat will be appointed by the same appointing authority of the former Committee member(s). When the vacancy is filled, the new member will start a new term.

Section 5. There shall be a Secretary, designated by the County Executive's Office, who is not a member of the Committee. The Secretary shall be responsible for keeping records of Committee actions, including overseeing the taking of minutes at all Committee meetings, sending out meeting announcements, distributing copies of minutes and preparing and posting meeting agendas.

ARTICLE IV

Officers

Section 1. The officers of the Committee shall be a Chairperson and a Vice Chairperson. Officers shall be voting members of the Committee and no member may hold more than one office. The officers of the Committee shall be elected by the members of the Committee no later than the second Committee meeting of each three year term or at a subsequent meeting as determined by a quorum of the Committee. For purposes of these Bylaws, the first three year term began in May, 2025. All committee members are voting members.

Section 2. The Chairperson of the Committee shall preside at all Committee meetings and exercise and perform such other powers and duties as may be from time to time assigned to him or her by the Committee or prescribed by these Bylaws. The Chairperson shall act as a duly authorized representative of the Committee in all matters in which the Committee has not formally designated some other person to act. The Vice Chairperson shall act as the Chairperson in the Chairperson's absence.

ARTICLE V

Meetings and Quorum

Section 1. The Committee shall **regularly** meet four times a year or additionally if needed as determined by the Committee Chair, Vice Chair, or the Board of Supervisors.

Section 2. Meetings will likely be held at the County Administrative Center located at 575 Administrative Drive, Santa Rosa. However, meetings may be held at other Sonoma County locations as needed, which will be published in accordance with the Ralph M. Brown Act (California Government Code sections 54950 et seq). **The days and times of the regular meetings will be determined by the Committee.**

Section 3. Committee meetings shall be open to the public. The Committee is subject to all provisions of the Ralph M. Brown Act. The Committee will conduct all business within Sonoma County. Meetings will be run according to Robert's Rule of Order. At each Committee meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on matters within the jurisdiction of the Committee.

Section 4. The presence of at least 51% of appointed Committee members shall constitute a quorum (this would be 6 members or more when there are no vacancies on the Committee). A quorum of Committee members must be present at any meeting in order to take action on any item on the agenda.

Section 5. All actions of the Committee shall be approved by a majority of the Committee members present and voting. Members who abstain or recuse themselves shall not be counted for purposes of determining a majority vote.

Section 6. Committee meetings shall be conducted in person. Committee members may participate remotely only as a reasonable accommodation for a disability, consistent with applicable law.

Section 7. The Committee may conduct meetings by teleconference only in emergency circumstances and in compliance with the Ralph M. Brown Act.

Approval and Amendments to Bylaws

These bylaws shall become effective upon adoption by the Board of Supervisors. Any subsequent amendments may be made and approved by the Committee at a regular meeting by a quorum of the Committee.