

<b>Title:</b> Administrative Policy Jefferson County Wildfire Commission	<b>Policy No.</b> Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 6
	<b>Effective Date</b> July 20, 2021
<b>Policy Custodian</b> Board of County Commissioners	<b>Adoption/Revision Date</b> July 20, 2021

**Adopting Resolution(s):** CC21-192

**References (Statutes /Resos/Policies):**

**Purpose:** To establish the Jefferson County Wildfire Commission, specify its membership and terms, and define its responsibilities.

**Policy:** Jefferson County Wildfire Commission

A. Establishment

The Jefferson County Risk Reduction Task Force was established in 2019. The Task Force presented recommendations to the Board of County Commissioners (BCC) in November 2020, which included formalizing the task force to a commission. The Board of County Commissioners approved the recommendation and establishes this Commission with the adoption of this policy.

B. Responsibilities

1. Duties

The Commission’s purpose is to enhance wildfire risk reduction efforts countywide. Members will work collaboratively to:

- Help inform countywide policies that affect mitigation, funding, planning and zoning codes, community education, advocacy and more.
- Provide counsel and track progress of the Jefferson County Wildfire Risk Reduction Task Force’s 2020 recommendations.
- Continue to enhance two-way communication, information sharing and coordination among stakeholders (e.g. Jeffco All-Hazard Mitigation Advisory Committee) with a focus primarily in the wildland-urban interface.
- Leverage finite resources and explore new funding sources for public safety in high wildfire risk areas.
- Explore promising practices, including inviting local, state and national speakers to inform how these practices may inform the county’s efforts.
- Report progress, opportunities, and challenges annually to the Board of County Commissioners.

2. Staff and Office

The Chief of Staff or his/her designee shall staff the Commission.

3. Meetings

- a. Regular meetings of the Commission shall be held a minimum of 12 times a year, or more frequently as requested by a majority of the Commission members or by the Chair.
- b. Special meetings may be called by the Chair as necessary to conduct Commission business. A quorum of the Commission may request that a special meeting of the Commission be called.
- c. All meetings will be held in accordance with the Colorado Open Meetings Law.
- d. Quorum. A quorum of the Commission shall be a majority of members. No official business of the Commission shall be conducted without a quorum present.
- e. Meeting Location. All the meetings of the Commission or any subcommittee or task force thereof shall be held within Jefferson County or on a virtual platform and shall be open to the public. No vote or other formal action shall be taken in any session which is closed to the general public.

C. Remuneration

Members shall not receive compensation.

D. Membership

1. Composition

The Commission shall be composed of 17 members to be appointed by the BCC.

Membership shall consist of the following representatives:

- (1) County Commissioner, chair
- (1) Jefferson County Sheriff
- (1) Jefferson County Deputy Manager
- (1) Jefferson County Planning & Zoning Director
- (1) Jefferson County Emergency Management Director
- (1) Jefferson County Open Space Director
- (4) At-Large County Resident(s) (one serves as vice chair).\*
- (3) Mountain Area Fire Chief (to be voted upon and decided upon by the mountain fire department chiefs)
- (1) Municipalities Fire Chief/Liaison (to be voted upon and decided upon by municipal fire department chiefs)

- (3) Subject Matter Experts- Water district, conservation district, mountain parks, forest service

\*At-Large County Resident Members must be Jefferson County residents at the time of their appointment and for the duration of their term, unless otherwise approved by the BCC.

Staff support:

- Administrative support, as identified by the Chief of Staff to the BCC
- CAO support as identified by the County Attorney in conjunction with the Chief of Staff to the BCC

## 2. Terms

- a. Each Commission member shall be appointed for a two (2) year term. Terms will be staggered with at least two (2) Commission positions being appointed/re-appointed each year.
- b. Commission members shall be subject to reappointment by the BCC upon application for renewal in accordance with the Board and Commission Appointments Policy. Should a delay occur during the reappointment process, members shall continue to serve and shall have voting rights until the reappointment is either granted or denied.
- c. Each member shall serve until the later of the date his or her term expires and his or her successor is appointed, unless membership is earlier terminated by written resignation, is terminated because of three (3) unexcused absences in twelve (12) consecutive months, or is revoked by the BCC.
- d. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the discretion of the BCC.

## 3. Bylaws

- a. The Commission may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.
- b. Amendments to the bylaws may be determined at any regular meeting by a quorum of the members present at the meeting.

## 4. Conflict of Interest

A member of the commission shall avoid conflicts of interest, actual or perceived, by not: 1) voting on matters under consideration by the commission a) regarding the provision of services by such member (or an entity that such members

represents); or b) that would provide direct financial benefit to such member or the immediate family of such member; or 2) engaging in any other activity determined by the County Attorney to be a conflict of interest.

5. Vacancies

Vacancies shall be filled by appointment by the BCC. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

6. Absences

Members may not select alternates to represent him/her at commission meetings.