



SACRAMENTO COUNTY FIRE CHIEFS ASSOCIATION

Sacramento Regional Diversity Committee

CHARTER

Approved May 23, 2018

TYPE

The Sacramento Regional Diversity Committee (“Committee”) is a standing Committee reporting directly to the Sacramento County Fire Chiefs Association through the Chair.

PURPOSE

The Committee will develop and support programs, policies, and procedures that promote diversity, equity, and inclusion in the fire service throughout the Sacramento region.

MEMBERSHIP

The Committee is comprised of members from the Fire Departments in Sacramento County and regional community stakeholders, including, but not limited to:

- Cosumnes Fire Department
- Sacramento Metropolitan Fire Protection District
- City of Sacramento Fire Department
- City of Folsom Fire Department
- Sacramento County Airport Fire Department
- West Sacramento Fire Department
- Woodland Fire Department
- Sacramento Regional Fire/EMS Communications Center
- National Association for the Advancement of Colored People – Sacramento Branch (NAACP)
- Greater Sacramento Urban League (GSUL)
- League of United Latin American Citizens (LULAC)
- California Joint Apprenticeship Committee (Cal JAC)
- Elk Grove Unified School District (EGUSD)
- Other organizations as approved by the committee

MEETINGS

- The Committee shall meet monthly, typically on the fourth Wednesday of each month, or more often as needed.
- Meetings will normally be held in region. Meetings may also take place via electronic means, including teleconference calls.

- Consensus is required for any action to be taken by this committee.
- Meetings are open to any interested party.
- The Secretary will distribute the agenda to Committee members at least 72 hours prior to the commencement of a meeting, except in an emergency.
- The agenda will include as a minimum:
 - Date, time, and location of the meetings
 - Roll call & establishment of quorum
 - Approval of previous meeting's minutes
 - Items will be identified as being for action, information, or discussion and will include the name of the member who placed the item on the agenda
 - New business
 - Old business
 - Good of the Order (an opportunity for each Committee member to present items of interest or concern to him or her that is not on the agenda). Good of the Order items may be acted on if a consensus of those members present is reached to take up the item as an action item.
- Any member may place an item on the agenda by providing sufficient information to the Chair or Secretary at least seven days prior to the meeting, except in an emergency.
- Action may be taken on any item on the agenda, but only on items on the agenda, except that by a consensus of those members present agree the Committee may take up and act upon any item not on the agenda.
- Discussion will be allowed and encouraged on all agenda items; however, the Chair may limit either or both the amount of time on an agenda item and/or the amount of time a speaker is allowed to speak to an agenda item.
- The Secretary will keep minutes of every meeting which will include at a minimum:
 - Date, time, and location of the meetings
 - Members present
 - Others present
 - A copy of the agenda and a list of non-agenda items discussed
 - A record of action(s) taken
 - A copy of the minutes from the previous meeting as approved by the Committee
- Once approved by the Committee, minutes will be available for review by all members. Minutes will be provided to the appropriate regulatory agency upon request by that agency.
- As soon as practical following each meeting, the Secretary will distribute a draft version of the meeting minutes for review to each Committee member.

TERM OF CHAIRPERSON

The Chairperson of the Committee shall be the immediate Past Chair of the Sacramento County Fire Chiefs Association (rotation of Cosumnes Fire Department, City of Folsom Fire Department, City of Sacramento Fire Department, and Sacramento Metropolitan Fire District). The term of the Chairperson shall be for one calendar year, beginning in January.

DUTIES

Chair

- Shall chair all meetings using this Charter.
- Establish the date, time, and location for meetings, consistent with this charter.
- Appoint a Secretary to manage meeting agendas and minutes.

Secretary

- Solicit agenda items from members two weeks prior to the meeting date and develop the agenda in conjunction with the Chair.
- Distribute the agenda at least 72 hours prior to the commencement of each meeting.
- Take minutes at each meeting.
- Distribute a draft copy of the minutes from the previous meeting, including a list of those in attendance, to all members for review as soon as practical following each meeting.
- Distribute a copy of the minutes from the previous meeting along with the agenda.
- Maintain a copy of all approved minutes of meetings.

Member

- Attend meetings and participate in discussion and actions of the Committee
- Submit agenda items to the Chair or Secretary. Except in an emergency, agenda items must be received by the Chair or Secretary at least 5 working days prior to the meeting
- Review the draft meeting minutes from the previous meeting as quickly as possible following receipt and provide any comments back to the Secretary
- Receive items from agency leadership and employees for consideration by the Committee.

COSTS

All costs associated with attendance at, and participation in, the Committee will be borne by the members and/or their agencies.