

# Chino Valley Independent Fire District

## STAFF REPORT

**DATE:** November 17, 2021

**TO:** SARAH RAMOS-EVINGER, PRESIDENT  
ALL MEMBERS OF THE BOARD

**FROM:** DAVE WILLIAMS, ACTING FIRE CHIEF

**SUBJECT:** PUBLIC HEARING – PUBLIC TO PROVIDE INPUT REGARDING THE COMPOSITION OF THE DIVISIONS AND TO CONSIDER DIVISION BOUNDARIES FOR FIRE DISTRICT TRANSITION FROM AT-LARGE TO BY-DIVISION ELECTIONS AND ADOPTION OF BOUNDARY MAP

### **PURPOSE:**

Purpose is to provide the public with an overview of the Fire District’s plan to transition from at-large to by-division elections and adoption of a boundary map pursuant to the California Voting Rights Act (CVRA) and associated statutes, and receive input from the public regarding the composition of the divisions and boundaries for Fire District transition from at-large to by-division elections and adoption of boundary map.

### **BACKGROUND:**

The Chino Valley Fire District currently has an “at-large” electoral system where voters from the entire Fire District vote for all members of the Board of Directors. This is in contrast to a “by-division” electoral system where the jurisdiction is divided into smaller divisions and a candidate must reside within that division in order to be elected by voters residing within that division.

At a Regular Board meeting held on January 13, 2021, the Board of Directors adopted Resolution No. 2021-06 declaring its intention to transition from an at-large to a by-division electoral system to comply with the California Voting Rights Act (CVRA). The Fire Protection District Law provides that if a district’s board is currently elected by divisions, the governing body must adjust the boundaries of the election divisions. The legal compliance date for completing this process is April 17, 2021.

A summary outlining specific steps and minimum requirements that the Fire District has implemented or plans to implement to achieve a successful transition are as follows:

- A demographer from National Demographics Corporation (NDC) has been retained to assist the Fire District in establishing divisions and engaging input from the public through this process.
- Public outreach to explain the process of forming divisions and encourage public participation and input has begun through social media, press releases, and establishing an information portal on the Fire District website dedicated to the project.

- Two public hearings over the next thirty (30) days have been scheduled at which the public is invited to provide input regarding the composition of the divisions and to consider division boundaries. The two public hearings will be held before drawing any draft maps of the proposed division boundaries.
- After the two-initial input-gathering public hearings, NDC will draw at least two draft maps; publish the draft maps on the Fire District website, and hold two additional public hearings over a 45 day period, at which the public and the Board will be able to review and provide input regarding the content of the draft maps.
- Hold a final public meeting for the Board of Directors to consider adopting the resolution establishing by-division elections, including the adoption of the division boundary map and the sequence of the division elections.

Below is a timeline for this project:

November 17, 2021 (Special Board Meeting)	1 <sup>st</sup> Public Hearing – Prior to drafting map
December 8, 2021 (Regular Board Meeting)	2 <sup>nd</sup> Public Hearing – Prior to drafting maps
December 9, 2021 – January 5, 2022	NCD to review maps submitted from public and post citizen and/or consultant drawn draft maps as applicable.
January 12, 2022 (Regular Board Meeting)	3 <sup>rd</sup> Public Hearing – Review draft maps and discuss election sequence
February 9, 2022 (Regular Board Meeting)	4 <sup>th</sup> Public Hearing – Review final draft map and discuss election sequence
March 9, 2022 (Regular Board Meeting)	Approve by-division election resolution and adopt final map.

Legal Counsel has reviewed the plan for transitioning the Fire District from at-large to by-division elections to ensure all legal requirements are met for a successful project and to meet the April 17, 2022 compliance date.

**RECOMMENDATION:**

It is recommended that the Board of Directors conduct a Public Hearing to provide an opportunity for the public to receive an overview of the Fire District’s plan to transition from at-large to by-division elections and adoption of a boundary map pursuant to the California Voting Rights Act (CVRA) and associated statutes, and provide input regarding the composition of the divisions and boundaries for Fire District transition from at-large to by-division elections and adoption of boundary map.

