
CITIZEN’S ADVISORY COMMITTEE (CAC) CHARTER SCOPE OF WORK

1. PURPOSE

The Citizen’s Advisory Committee (CAC) is established to provide independent, community-based input, oversight, and transparency regarding the Groveland Community Services District’s Fire Suppression Assessment.

The CAC is intended to:

- Strengthen public trust
- Improve communication with property owners
- Provide accountability regarding fire service funding and implementation

2. ROLE AND AUTHORITY

- The CAC is advisory only
- The CAC does not:
 - Set policy
 - Direct staff
 - Alter the Proposition 218 process
- The CAC does:
 - Review information
 - Ask questions
 - Provide recommendations to the Board

3. SCOPE OF WORK

A. Assessment Review

- Review the Engineer’s Report and supporting materials
- Evaluate:
 - Assumptions
 - Methodology
 - Equity and fairness
- Identify community questions and concerns

B. Community Engagement

- Serve as a two-way communication link
- Help communicate:
 - Purpose of the assessment
 - Fire service needs
 - Use of funds
- Bring forward community feedback

C. Oversight and Accountability (If Approved)

- Review implementation of fire services funded by the assessment
- Monitor:
 - Staffing levels
 - Equipment and capital improvements
 - Service level enhancements
- Provide periodic public reports

D. Post-Assessment Review (If Not Approved)

- Identify key community concerns
- Provide recommendations for:
 - Modifications
 - Improved communication
 - Future funding strategies

4. MEMBERSHIP

Composition:

- 7–11 members appointed by the Board

Representation Goals:

- Geographic diversity
- Residential and commercial property owners
- Community members with varied perspectives
- Inclusion of both supportive and questioning viewpoints

5. MEETINGS

Frequency:

- Initial phase: As needed (1–2 meetings if feasible)
- Ongoing phase:
 - Monthly (first 3–6 months)
 - Quarterly thereafter

Format:

- Open to the public
- Agendas posted in advance
- Opportunity for public comment

6. LEADERSHIP

- The CAC shall elect a Chair and may select a Vice Chair
- The Chair will:
 - Facilitate meetings
 - Coordinate agenda development with staff

7. STAFF SUPPORT

District staff will:

- Provide meeting materials and technical information
- Ensure compliance with noticing requirements
- Support logistics and documentation

Staff serves in a support role only and does not direct CAC recommendations.

8. DELIVERABLES

The CAC may produce:

- Initial observations or summary (pre- or early phase)
- Periodic updates to the Board
- Annual or milestone-based reports
- Recommendations regarding improvements or adjustments

9. DURATION

The CAC is intended to operate for approximately 12–24 months, subject to Board review and direction.

10. GUIDING PRINCIPLES

The CAC will operate under the following principles:

- Transparency
- Respectful dialogue
- Inclusion of diverse viewpoints
- Commitment to factual information
- Focus on community benefit and fire safety