



Governance Committee

AGENDA

Wednesday | October 29, 2025 | 1:30pm

Platt Center @CLSD Headquarters | 38901 Ocean Dr, Gualala,
CA

Teleconference Info

Web Access: <https://bit.ly/clsdboardmeeting> | **Phone Access:** 1-408-638-0968

Meeting code: 871 1739 4941 | **Password:** 366982

1. Call to Order
2. Agenda Approval
3. Minutes Approval
4. Privilege of the Floor
5. New Business
No new business.
6. Old Business
6.1. Policy Manual
7. Shout Out
8. Next Governance Committee Meetings
November 19, 10:30am
December 17, 10:30am
9. Adjournment



Governance Committee

MINUTES

Wednesday | October 22, 2025 | 10:30am

Platt Center @CLSD Headquarters | 38901 Ocean Dr, Gualala, CA

Teleconference Info

Web Access: <https://bit.ly/clsdboardmeeting> | **Phone Access:** 1-408-638-0968

Meeting code: 871 1739 4941 | **Password:** 366982

BOD Present: Naomi Schwartz, Secretary | Director Julie Bower | Director Susan Sandoval

Staff Present: Bronwyn Golly, EMS Chief | Cobre Hernandez, Executive Administrator

Minutes by: Cobre Hernandez

1. Call to Order

Secretary Schwartz called the meeting to order at 10:30am.

2. Agenda Approval

Director Bower made a motion to accept the agenda.

Director Sandoval seconded the motion.

The agenda was approved.

3. Minutes Approval

Director Sandoval made a motion to accept the agenda.

Director Bower seconded the motion.

The minutes were approved.

4. Privilege of the Floor

No one had any business to address.

5. New Business

5.1. Policy Manual

The committee used the Lakeside Policy Manual as a starting point and began revising it for suitability for CLSD. They worked through the following sections during the meeting:

- Article 1: The Agency
- Article 2: The Board
- Article 3: Board Organization and Structure
- Article 4: Board Appointed Officers

The committee will pick up with Article 5: Director Compensation & Training at the next meeting.

Several discussions came up during the revision and it was decided to address these issues with the full Board:

- **Oath of Office/Contract for EMS Chief and Executive Administrator:** All officers of the Board must take an oath of office. This includes the District Administrator (EMS Chief) and Clerk of the Board (Executive Administrator), who are considered District Officers. These positions also should have an employment contract.
- **District Counsel:** CLSD does not have the funds to keep legal counsel on retainer. Can we talk with the full Board about establishing a relationship with a legal firm that will work with us on an hourly basis when needed?

Chief Golly will discuss with President Beaty adding these items to the next Regular Board Meeting's agenda.

6. Old Business

6.1. Administrative Calendar

The committee will table this until work on the Policy Manual is complete.

7. Shout Out

There were no shout outs.

8. Next Governance Committee Meeting

There will be a second October meeting. The committee agreed to meet before the next regular meeting in order to keep up progress on the Policy Manual revisions.

October 29, 1:30pm

November 19, 10:30am

December 17, 10:30am

9. Adjournment

The meeting adjourned at 12:15pm.