

**CITY OF WESTLAKE VILLAGE**  
**PUBLIC SAFETY ADVISORY BOARD**  
**GUIDELINES**  
**April 2023**

**I. Purpose and Intent**

The purpose of the Public Safety Advisory Board is to assist the City in raising the overall level of awareness and importance of both public safety and emergency preparedness in the community. The establishment of the Public Safety Advisory Board is not intended to replace the City Council's standing Public Safety Committee which is charged with the responsibility of meeting on an as-needed basis to address and provide recommendations to the City Council on day-to-day public safety items that require immediate attention and resolution. Rather, the Public Safety Advisory Board is intended to have a public safety scope of work that is broader in nature. Among other responsibilities, it is designed to encourage greater citizen awareness of public safety, promote public safety education and emergency preparedness training, and review and provide input and recommendations to the City Council on public safety topics and subjects that are assigned to it from time to time.

**II. Duties**

The Public Safety Advisory Board's duties may include, but are not limited to, the following:

1. Promotes public education and training dealing with public safety, emergency planning, and disaster-related preparedness;
2. Helps to build and strengthen the relationship between the community and law enforcement by introducing residents to the roles and responsibilities of the Los Angeles County Sheriff's Department through community forums and other programs including the development of a new "Public Safety Citizens' Academy" in concert with the Lost Hills Station;
3. Works with the City's Disaster Response Team and Volunteers in Policing programs to help recruit and sustain membership and community involvement in both organizations;
4. Represents the City in promoting public safety and emergency preparedness by attending community meetings, homeowner's association gatherings, and City-sponsored events such as the annual Street Faire, City Celebration, TGIF events, etc., when requested;

5. Serves as informal “safety ambassadors” of the City in daily contacts with fellow neighbors and residents by sharing knowledge of City public safety principles, practices and procedures, and by encouraging safety in all daily activities including driving, walking and bicycling;
6. Reviews and advises the City Council on such other public safety matters, as may be assigned, including: (a) community law enforcement, crime prevention, and police and community relationships/partnerships; (b) City infrastructure needs and priorities related to streets, sidewalks, and trails from a public safety perspective; (c) general traffic safety-related matters; and (d) public safety issues effecting pedestrians and cyclists; and
7. Meets jointly with the City Council as may be directed.

### **III. Membership**

The Public Safety Advisory Board shall consist of up to eleven members: nine residents of the City of Westlake Village appointed by the City Council, and two Councilmembers who serve on the City Council’s Public Safety Committee. The terms of the nine members appointed by the City Council shall be two (2) years.

During the 2023 recruitment for five (5) full terms, appointments shall be made for an initial three (3) year term spanning March 2023 to March 2026 in order to assist with the staggering of the newly reduced terms.

To ensure representation from a variety of neighborhoods in the City, no more than two members from the same Homeowners Association shall be appointed to serve at the same time on the PSAB.

All members must be a resident of the City of Westlake Village when they apply and remain a resident during their term of appointment. If any member no longer resides in the City during their term, they will forfeit their position on the Board.

Any member of the Public Safety Advisory Board may be removed with or without cause by a majority of the City Council. If a vacancy shall occur other than by expiration of a term, such vacancy shall be filled by appointment of the City Council for the unexpired portion of the term.

### **IV. Organization**

One of the two Councilmembers on the City Council’s Public Safety Committee shall serve in the capacity as Chair of the Public Safety Advisory Board while the other Councilmember shall serve as its Vice-Chair. The Chair and Vice-Chair shall be responsible for conducting the meetings of the Public Safety Advisory Board, subject to the direction and policies of the City Council. The Public Safety Advisory Board may appoint committees from its membership, and it may appoint advisory

subcommittees from other interested parties including Westlake Village residents, business owners, students, etc.

**V. Orientation**

All members of Public Safety Advisory Board shall receive a comprehensive orientation on the City including, but not limited to, briefings on law enforcement services provided through contract with the Los Angeles County Sheriff's Department, fire protection services handled independently by the Los Angeles County Consolidated Fire District, and various City programs dealing with disaster planning and emergency preparedness.

**VI. Staffing**

Staffing of the Public Safety Advisory Board shall be provided by the City Manager or a designee, the City's contract Traffic Engineer, and contract City Engineer as necessary.

**VII. Meetings**

The Public Safety Advisory Board can only meet when a quorum is present and shall conduct meetings on a quarterly basis provided there are pertinent issues and topics that require its review and consideration as determined by the City Manager. Special meetings may be called at the direction of the Chair in consultation with the City Manager. All regular, special and adjourned meetings of the Public Safety Advisory Board are subject to the provisions of the California Brown Act.

**VIII. Absence from Meetings**

Any Public Safety Advisory Board member who misses three consecutive regular meetings, unless excused from attendance by consent of the Chair or Vice Chair, shall be subject to forfeiting his/her position as a member of the Public Safety Advisory Board. A review shall be conducted by the City Manager and presented to the City Council's Public Safety Committee for further review. In such cases, the City Manager shall notify the City Council of the vacancy so that a new replacement appointment may be made by the City Council.

**IX. Resignation**

Any member of the Public Safety Advisory Board may resign from the Board. Written notice shall be delivered to the City Manager and shall specify the date of resignation. The City Manager shall notify the City Council of the resignation so that a new replacement appointment may be made by the City Council.

**X. Records**

Any recommendations arising from the Public Safety Advisory Board shall be forwarded to the City Council for its review and consideration.

**XI. Compensation and Expenses**

The members of the Public Safety Advisory Board shall not receive compensation for their services. However, they may receive reasonable reimbursement for travel and incidental expenses when authorized to attend or participate in public safety-related conferences and meetings. No expense of any kind shall be incurred by the Public Safety Advisory Board, or its members, unless first authorized by the City Manager.

**XII. Statement of Economic Interest**

Members of the Board must file a Statement of Economic Interest, Form 700, as the position is listed in the City's Conflict of Interest Resolution. Assuming Office filing due within 30 days of appointment, annual thereafter and when term ends, a leaving office statement within 30 days.