

# APPLICATION FOR APPOINTMENT TO LAKE COUNTY BOARDS, COMMISSIONS, & COMMITTEES

**Application For:\***

Building Board of Appeals

Name of Board, Commission or Committee

**Seat Category:\***

One member from Supervisorial District 1

**Incumbent:\***

Yes

No

**Supervisorial District:\***

District 1

[Lake Country District Map](#)

**Applicant Name:\***

MacIntyre, Roberta

**Home Address:\***

Street Address

[REDACTED]

Address Line 2

City

Hidden Valley Lake

State

CA

Zip Code

95467

**Is This Your Mailing Address as well?\***

Yes

No

**Mailing Address****Primary Phone\***

[REDACTED]

**E-mail\***

[REDACTED]

**Current Occupation:\***

Retired; Currently serve in volunteer position as Board Chair of Fire Safe Sonoma

**Are you registered to vote in Lake County?\***

Yes

No

**Community organizations to which you belong:\***

Fire Safe Sonoma

**List past or present County appointments, as well as any other public service appointments, or elected positions held (please list \* dates served):**

Firefighter then Fire Inspector @ Santa Rosa FD, ~1980 to 2008  
South Lake County Fire Protection District board member. Roughly from 2001 to 2009.  
Sonoma County Fire Marshal (& acting County fire Chief for ~1-year) from 2008 to 2015  
Fire safe Sonoma board member & chair 2008 - current

**Briefly describe how your participation on this Board will help the Lake County Community: \***

Public safety is my calling. I started out as a volunteer firefighter, became a career firefighter for a metropolitan fire department working in fire suppression and eventually discovered how much more she could do in fire prevention. After several years working in fire prevention, I eventually became the Assistant Chief/Fire Marshal for the County of Sonoma.

Now in "retirement" I am considering leaving Fire Safe Sonoma to shift my energy to my home county. Moreover, I think I am uniquely qualified to serve on the Lake County Building Appeals Board in bringing her well-honed fire service experience, executive management skills, and oral, and interpersonal communication skills to serve on the Lake County Building Appeals Board.

**List any special qualifications or expertise you may have for the position and any other information you would like to include as \* part of your application:**

I am a State certified Fire Marshal which requires several courses including but not limited to: use and application of all building codes and standards (i.e. T-24); code enforcement; plan review; search, seizure and arrest procedures; etc.

As County FM, I was involved in two code adoption processes including the adoption of local amendments; was involved in an occasional code appeal/ alternate means & methods request/review via the Sonoma County Building Board of Appeals; I served as a panelist at the annual ICBO Conference; I was very involved in the Sonoma County Building Officials group; and I served as the chair of the Sonoma County Fire Prevention Officers Association for several years.

In 2001 I finished building my current home in Hidden Valley Lake under Chapter 3 of the CBC as an owner-builder, wherein I drew the plans & provided the engineering, pulled the permits and experienced the construction process in Lake County first-hand.

**Do you or any member of your immediate family hold a position that might conflict with your duties for this Board/Commission? \***

Yes  
 No

## LAKE COUNTY ADVISORY BOARD, COMMITTEE AND COMMISSION CONFLICT OF INTEREST POLICY

### Policy

#### LAKE COUNTY ADVISORY BOARD, COMMITTEE AND COMMISSION CONFLICT OF INTEREST POLICY POLICY

In addition to any Federal or State conflict of interest requirements which may apply, no member of any Advisory board, commission or committee shall make, participate in making or in any way attempt to use their position to influence a decision in which he or she knows or has reason to know that he or she or their spouse has a financial interest. In all such cases, the affected member shall disclose his or her interests in the records of the board, commission or committee and shall refrain from participating in all discussions and votes concerning the matter in which he/she or his/her spouse has a financial interest.

The purpose of this policy is not only to avoid actual improprieties, but also the appearance of possible improprieties. Therefore, it is the policy of the Board of Supervisors that any doubts as to whether a member shall refrain from participating in a particular matter should be resolved in favor of non-participation. While recognizing that state law and regulations may specify categories of memberships on certain boards, commissions and committees, to the extent possible, no one shall be appointed to a board, commission or committee which recommends funding allocations to community based organizations, who is (or whose spouse

is) a director, or officer of an agency or organization which competes in the funding process before that board, commission or committee.

The Clerk of the Board of Supervisors shall provide all applicants for County boards, commissions and committees with copies of this Conflict of Interest Policy. Additionally, the County's staff to each board, commission, and committee shall assist in monitoring compliance with the conflict of interest policy. Monitoring shall include annual review of appointee circumstances as they may change during each appointee's term of office.

All applicants shall state on their application for appointment what affiliation, if any, they or their spouse has with public service agencies. Additionally, all applicants shall certify prior to their participation as a voting representative of the Board of Supervisors that they have read this policy and can serve free of any conflict of interest. The certification will be made by an applicant/nominee by signing the application for their appointment. Further, should any conflict of interest arise during the appointee's term of office, the appointee shall so declare and abstain from participation on the proceeding and business as it relates to the area of conflict.

For those boards, commissions and committees which recommend funding allocations to the Board of Supervisors, no member shall participate in any discussions or decisions related to an agency of which the member or the member's spouse is a director or officer. Additionally, unless state law or regulation require otherwise, any such member shall also refrain from participation in discussions or decisions related to proposals which are in direct competition with a proposal submitted by the agency of which the member or member's spouse is a director or officer.

#### APPOINTMENT OF COUNTY EMPLOYEES TO ADVISORY BOARDS

(Policies & Procedures Manual, Section 1-7)

In order to further community involvement in County government and to further the independence of advisory boards, it shall be the policy of the Board of Supervisors to discourage appointment of County employees to those advisory boards which are intended to consist of independent citizens and/or community members.

(Adopted on 10/14/86 and amended on 4/12/94)

#### **County of Lake Code of Conduct for Boards, Commissions, and Committees**

This Code of Conduct is incorporated in the Board of Supervisors, Committees Policy, Sec 1.6, Rule 6, "County of Lake Code of Conduct for Boards, Commissions, and Committees".

The County of Lake's (County's) wide range of boards, commissions, and committees serve a critical role as a mechanism for civic engagement. While no single code of conduct can address all the varied board, commission, and committee circumstances, the purpose of this universal Code of Conduct is to create standards and expectations of conduct that align with the County's values and are consistent with the protocols of the Board of Supervisors.

All members of County boards, commissions, and committees are expected to abide by this Code of Conduct. Each appointee to such boards, commissions, and committees shall acknowledge receipt, understanding, and agreement to abide by this Code of Conduct.

By our conduct, we create an environment in which we adhere to and pledge to uphold the following values:

We acknowledge that the principal function of County of Lake boards, commissions, and committees (or representatives) is public service, and we therefore commit to serving the public interest and promoting the greatest public good.

We recognize that our actions impact the community's trust in the County and government as a whole and commit to act with honesty and integrity.

We commit to vigilance in avoiding bias or conflict of interest whether they be real or perceived, acknowledging that even the perception of such corrodes public trust.

We commit to fairness, impartiality, active listening, and consideration of all points of view by setting aside our personal agendas, affiliations, and biases. We make informed decisions after carefully weighing relevant data and assessing the merits and possible impacts.

We recognize that diversity is a strength and commit to promoting an inclusive and welcoming culture at public meetings and with each other to foster participation and representation across all our varied communities.

We practice civility by fostering a professional environment of courteous, respectful, and equitable treatment of our fellow members, elected officials, County staff and the residents we serve, through our words and actions whether we agree or disagree.

We are committed to fostering an environment free from violence, discrimination, intimidation, or harassment of any kind.

We are committed to transparency, access to information, and promoting broad public engagement.

We will respect and comply with all applicable laws, regulations, and County policies, including Board of Supervisors' Policy section 1.6 "Committees Policy", the County's Code of Ethics, the Political Reform Act, and the Ralph M. Brown Act.

ACKNOWLEDGEMENT

I, , have read, understand, and agree to abide by the above County of Lake Code of Conduct for Boards, Commissions, and Committees during my tenure as a member of a County board, commission, or committee.

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**Signature\***

Roberta MacIntyre

**Date Time\***

11/25/2025

I certify that the above information is true and correct, and that I have read the Lake County Advisory Board, Committee and Commission Conflict of Interest Policy. I agree to abide by that policy, and to the best of my knowledge, I have no conflict of interest.