

# City of Calistoga

## Staff Report

**TO:** BSAAB Chairman and Members

**FROM:** Clif Castle, Building Official  
By Kathleen Guill, Administrative Secretary

**CC:** Steve Campbell, Fire Chief  
Ken MacNab, Planning and Building Manager

**DATE:** February 24, 2011

**SUBJECT: ANNUAL ORGANIZATION AND ELECTION OF OFFICERS**

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**ISSUE:**  
As per BSAAB Rules of Procedure Section III – 4. “Elections shall be held during the regular meeting held in January of each year.”

**BACKGROUND:**  
The officers of the Board shall consist of a Chair, Vice Chair and Secretary (the Secretary shall be the Building or Fire Official, or his/her designee).

**RECOMMENDATION:**  
Nominate and elect committee officers for the year 2011.