

**DRAFT**  
**DISTRICT POLICIES**  
**February 20, 2007**

**Policy Title: Purpose of District Policies**

*Policy Number 1000*

**1000.1** It is the intent of the Board of Directors of the Eastern Plumas rural Fire Protection District (EPRFPD) to maintain a "Manual of Policies". Contained therein shall be a comprehensive listing of the District's current policies; being the rules and regulations enacted by the Board from time to time. The "Manual of Policies" will serve as resource for directors, staff, and members of the public in determining the manner in which matters of District business are to be conducted.

**1000.2** If any policy or portion of a policy contained within the "Manual of Policies" is in conflict with rules, regulations or legislation having authority over the District, said rules, regulations or legislation shall prevail.

**Policy Title: Adoption/Amendment of Policies**

*Policy Number 1010*

**1010.1** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director.

**1010.2 Adoption** of a new policy, amendment or an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 2/3 affirmative vote of the entire Board of Directors.

**Policy Title: Harassment**

*Policy Number: 2200*

**2200.1** The District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any member of the Board or employee of the District.

**Policy Title: Affirmative Action**

*Policy Number: 2220*

**2220.1** It is the policy of the District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action.

**Policy Title: Equal Opportunity**

*Policy Number: 2230*

**2230.1** The District will employ persons having the best available skills to efficiently provide high quality service to the public.

**Policy Title: Job Description – Administrative Secretary**  
*Policy Number 2360*

**2360.1** Acts as Secretary to the Board of Directors, District Accountant, District Treasurer, and District Clerk, all subject to annual appointment by the Board.

**2360.1.1** The Administrative Secretary serves as secretary to the Board of Directors; attends to administrative detail on special matters assigned by the Board; composes correspondence on own initiative on matters not requiring personal attention of the Board; writes reports and letters; and acts as office manager and receptionist.

**2360.1.2** The Administrative Secretary prepares the agenda and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers, and general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board.

**2360.1.3** The Administrative Secretary acts as District Treasurer, being responsible for depositing, withdrawing, transferring, and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity; and, makes deposits and withdrawals.

**2360.1.4** The Administrative Secretary processes payables, purchase orders. Maintains employee/volunteers records relating to health, liability, vehicle, and workman's compensation insurances and processes statements, documents and correspondence relating to the insurances. Maintains computer records, files, ordering office supplies for District, including preparing and processing requests-for-bids and vendor responses.

**2360.1.5** The Administrative Secretary serves as District liaison with LAFCo, the State Board of Equalization, and Plumas County. Interacts with the board, volunteers, vendors, and public, Chief in office and by telephone. Serves as District historian. Prepares miscellaneous documents including petitions, resolutions, annexation, special assessments, agreements, correspondence, and newspaper ads.

**2360.2** Required Qualifications. He/she must possess a high school diploma, or equivalency; knowledge of District policies and procedures and elementary accounting principles. Ability to proficiently use Microsoft Word and Excel programs in a work environment.

**2360.2.1** He/she shall possess a valid California driver's license.

**2360.2.2** He/she shall have knowledge of: modern office methods, practices, and equipment; and techniques of business letter and report writing.

**2360.2.3** He/she should have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently

Policy Title: Expense Authorization

Policy Number: 3040

3040.1 All purchases and expenditures made by the District shall be approved by the Board and shall be in conformance with the approved District's budget.

Policy Title: Employment of Consultants

Policy Number: 3042

3042.1 The District employs outside consultants. The Board of Directors will select consultants. The Board will make their selection based on the consultant's experience and qualifications. The consultant will also be required to make a cost estimate for his/her services that will be considered by the Board in the evaluation process.

Policy Title: Purchases

Policy Number: 3080

3080.1 To purchase small items - such as office supplies and other miscellaneous items costing less than \$500 - vendors will be asked to provide a receipt or invoice.

3080.2 To purchase items costing more than \$500, quotations will be solicited from vendors prior to processing a purchase order. The Board must approve purchase orders.

Policy Title: Disposal of Surplus Property or Equipment

Policy Number: 3085

3085.1.1 Board of Directors takes action to declare equipment surplus.

3085.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3085.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3085.1.4 Bidders are notified of Board's action.

3085.1.5 Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

Policy Title: Records Retention'

Policy Number: 3090

3090.1 The purpose of this policy: provide guidelines to staff regarding the retention or disposal of BFPD records; provide for identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to EPRFPD.

3090.3 EPRFPD's Administrative Secretary is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3090.4 Pursuant to the provisions of California government Code 60200 through 60203, California Water code 21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of EPRFPD.

3090.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3090.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3090.4.3 In no instances are records; papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3090.4.4 Records, papers or documents, which are not expressly required by law to be filed and preserved, may be destroyed if all of the following conditions are met:

3090.4.4.1 The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copies to an approved electronic media;

3090.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3090.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3090.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

30904.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

30904.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that,

30904.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that,

30904.5.4 Said audit or audits contain the expression of an unqualified opinion.

3090.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3090.4.6.1 Duplicated (original-subject to aforementioned requirements).

3090.4.6.2 Rough drafts, notes or working papers (except audit).

3090.4.6.3 Cards, listings, nonpermanent indexes, other papers used for controlling work or transitory files.

3090.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction in section 4, above. Payroll and personnel records include the following:

3090.4.7.1 Accident reports, injury claims and settlements.

3090.4.7.2 Medical histories.

3090.4.7.3 Injury frequency charts.

3090.4.7.4 Applications, changes and terminations of employees.

3090.4.7.5 Insurance records of employees

3090.4.7.6 Time cards

3090.4.7.7 Classification specifications (job descriptions).

3090.4.7.8 Performance evaluation forms.

3090.4.7.9 Earning records and summaries.

3090.4.7.10 Retirements.

3090.4.8 All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for in section 4, above.

3090.4.9 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds, warrants, and other long-term

agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

3090.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form, However, they may upon authorization be destroyed if said minutes are microfilmed as proved for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of 30 days after the Board approves the minutes at their scheduled meeting, after which they will be destroyed.

3090.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

3090.5.2 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work, which is more than two years old, may be destroyed.

3090.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by EPRFPD.

## Appendix A

### Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the EPRFPD's Administrative Secretary, as authorized by the EPRFPD's Board of Directors.

2. ACCOUNTING RECORDS. Include but are not limited to the following:

a. SOURCE DOCUMENTS

1. Invoices
2. Warrants
3. Requisitions/Purchase Orders (attached to invoices)
4. Cash Receipts
5. Claims (attached to warrants in place of invoices)
6. Bank Statements
7. Bank Deposits
8. Checks
9. Bills
10. Various accounting authorizations taken from Board minutes, resolutions or contracts

b. JOURNALS

1. Cash Receipts
2. Accounts Receivable or Payable Register
3. Check or Warrant (payables)
4. General Journal
5. Payroll Journal

c. LEDGERS

1. Expenditure
2. Revenue
3. Accounts Payable or Receivable Ledger
4. Construction
5. Generalledger

- 6. Assets/Depreciation
- d. TRIAL BALANCE
- e. STATEMENTS (Interim or Certified - Individual or All Fund)
  - 1. Balance Sheet
  - 2. Analysis of Changes in Available Fund Balance
  - 3. Cash Receipts and Disbursements
  - 4. Inventory of Fixed Assets (Purchasing)
- f. JOURNAL ENTRIES
- g. Payroll and personnel records include but are not limited to the following:
  - 1. Accident reports, injury claims and settlements
  - 2. Applications, changes or terminations of employees
  - 3. Earnings records and summaries
  - 4. Fidelity Bonds
  - 5. Garnishments
  - 6. Insurance records of employees
  - 7. Job Descriptions
  - 8. Medical Histories
  - 9. Retirements
  - 10. Time Cards
- h. OTHERS
  - 1. Inventory Records (Purchasing)
  - 2. Capital Asset Records (Purchasing)
  - 3. Depreciation Schedule
  - 4. Cost Accounting Records
  - 3. LIFE. The inclusive or operational or valid dates of a document.
  - 4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
  - 5. RECORD COPY. The official EPRFPD copy of a document or file.
  - 6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
  - 7. RECORDS CENTER. The site selected for storage of inactive records.
  - 8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
  - 9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all EPRFPD records which timetables the life and disposal of all records.
  - 10. RETENTION CODE. Abbreviation of retention action, which appears on the retention schedule.
  - 11. VITAL RECORDS. Records, which, because of the information they contain, are essential to one or all of the following:
    - a. The resumption and/or continuation of operations;
    - b. The recreation of legal and financial status of EPRFPD, in case of a disaster,
    - c. The fulfillment of obligations to bondholders, customers, and employees.
 Vital records include but are not limited to the following:
    - 1. Agreements
    - 2. Annexations and detachments

3. As-built drawings
4. Audits
5. Contract drawings
6. Customer statements
7. Deeds
8. Depreciation schedule
9. Disposal of surplus & excess property
10. Disposal of scrap materials
11. EPRFPD insurance records
12. EPRFPD water rights
13. Employee accident reports, injury claims & settlements
14. Employee earning records
15. Employee fidelity bonds
16. Employee insurance records
17. Encroachment permits (by others)
18. Encroachment permits (OWID)
19. Facility improvement plans
20. Improvement districts
21. Individual water rights
22. Individual claims/settlements
23. Inventory
24. Journal vouchers
25. Ledgers
26. Licenses & permits (to operate)
27. Loans & grants
28. Maps
29. Minutes of Board meetings
30. Payroll register
31. Policies, Rules, Regulations
32. Purchase orders & requisitions
33. Restricted materials permits
34. Rights of ways & easements
35. Spray permits
36. Statements of Economic Interest
37. State surplus acquisitions
38. Warehouse requisitions
39. Warrant/Voucher register
40. Warrants ( with backup)
41. Water rights history

### Policy Title: Board Chairman

Policy Number: 4040

4040.1 The Chairman of the Board of Directors shall serve as chairperson at all Board meetings. He/She shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the Chairman, the Vice Chairman of the Board of Directors shall serve as chairperson over all meetings of the Board. If the Chairman and Vice Chairman of the Board

are both absent, the remaining members present shall select one of themselves to act as chairperson for the meeting.

Policy Title: Members of the Board of Directors

Policy Number: 4050

4050.1 Directors shall thoroughly prepare themselves to discuss agenda items at Board meetings. Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.2 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest.

Policy Title: Board Meetings

Policy Number 5010

5010.1 Regular meetings of the Board of Directors shall be held on the second Monday of each month at 7 :00 PM in the Delleker Main Fire Station located at 141 Delleker Road, Portola, CA.

5010.2 Special meetings of the Board of Directors may be called at any time by the Board Chairman, or by a majority of the members of the Board, by delivering written notice to each member of the board and to each local newspaper of general circulation requesting notice in writing. The notice

shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in agenda. The call and agenda shall specify the time and place of the special meeting and the business to be transacted or discussed. The call and agenda shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

5010.3 No other business shall be considered at a special meeting or an emergency meeting other than what was listed on the agenda or by phone for said meeting.

5010.4 The Board shall hold an annual organizational meeting at its regular meeting held in May of each year. At this meeting the Board will elect a Chairman and Vice Chairman from among its board members to serve during the coming year. The terms will be July 01 to June 30 for one year.

Policy Title: Board Meeting Agenda

Policy Number: 5020

5020.1 The Board Chairman with the assistance of the other Directors and District Administrative Secretary will prepare an agenda for each regular and special meetings of the Board of Directors.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors. The request must be submitted in writing to the Chairman or Administrative Secretary at least five days prior to the meeting. The Chairman will determine whether the public request is or is not a "matter directly related to District business".

5020.3 At least 72 hours before a regular meeting, the Board or District Administrative Secretary shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

Policy Title: Minutes of Board Meetings

Policy Number 5060

5060.1 The District Administrative Secretary shall keep minutes of all regular, special and emergency meetings of the Board of Directors.

5060.2 Copies of meeting minutes shall be distributed to Directors prior to regularly scheduled meetings. Board will consider approving the minutes as presented or with amendments.



5060.3 Motions and resolutions shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions adopted by the Board shall be numbered consecutively, starting new at the beginning of each calendar year.