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# Eastern Plumas Rural Fire Protection District



**POLICY TITLE:** Purpose of Board Policies  
**POLICY NUMBER:** 1000

**1000.1** It is the intent of the Board of Directors of the Eastern Plumas Rural Fire Protection District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a 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 Eastern Plumas Rural Fire Protection District, said rules, regulations or legislation shall prevail.

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# Eastern Plumas Rural Fire Protection District



**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 or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

**1010.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the district's state statutes regarding the constitution of a majority vote.

**1010.3** Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

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# Eastern Plumas Rural Fire Protection District

## POLICY HANDBOOK

**POLICY TITLE:** Conflict of Interest  
**POLICY NUMBER:** 1020

**1020.1** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Eastern Plumas Rural Fire Protection District.

**1020.2** Designated employees shall file statements of economic interests with the Clerk of the County of Plumas, in accordance with the County's filing policy.

Approved 6/15/09



# Eastern Plumas Rural Fire Protection District

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## RESOLUTION NUMBER 2008-016

### A RESOLUTION ADOPTING THE CONFLICT OF INTEREST CODE FOR EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT

**WHEREAS**, the Political Reform Act (Government Code Section 81000-91015) and accompanying regulations (California Code of Regulations, Title 2, Division 6, Section 18000, *et seq.*) require each local government agency in Plumas County to have an up-to date Conflict of Interest Code adopted by the governing body of the agency, and,

**WHEREAS**, the Fair Political Practices Commission ("FPPC") has adopted regulation 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference, and which will be amended by the FPPC to conform to statutory amendments of Political Reform Act, after public notice and hearings conducted by the Fair Political Practices Commission; and

**WHEREAS**, this Board of Directors wishes to adopt its agency's conflict of interest code,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Eastern Plumas Rural Fire Protection District, as follows:

1. The terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officers and employees are designated and disclosure categories are set forth, are hereby adopted and incorporated by reference here and constitute the Conflict of Interest Code for this agency.
2. Persons holding designated positions shall file statements of economic interest Form 700, pursuant to Section 18730(b)(4) of the California Code of Regulations.
3. Designated employees shall file their statements with the agency, which shall make the statements available for public inspection and reproduction (Gov. Code Section 81008). Upon receipt of the statements of the **governing board members and manager**, the agency shall make and retain a copy and forward

## APPENDIX

### POSITION ALLOCATION LIST – PART 1

#### Designated Positions

#### Assigned Disclosure Category

Board Members

Category 1

Fire Chief

Category 1

Assistant Fire Chief

Category 1

Department Secretary

Category 1

### DISCLOSURE CATEGORIES – PART 2

#### Category 1

Designated employees assigned to this category must report:

- (a) All interests in real property;
- (b) Investments and business positions in business entities or income from sources which engage in the acquisition or disposal of real property within the jurisdiction; and
- (c) Investments and business positions in any business entity or income from any source which: (1) are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District, or (2) which manufacture, sell or provide supplies, materials, books, machinery, services or equipment of the type utilized by the District.

#### Category 2

Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

The Manager of the District may determine, in writing, that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon description, a statement to the extent of disclosure requirements. Such determination shall be a public record.

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# Eastern Plumas Rural Fire Protection District

## POLICY HANDBOOK

POLICY TITLE:     **Public Complaints**  
POLICY NUMBER:   **1030**

**1030.1** The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

**1030.2** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

**1030.3** The method of resolving complaints shall be as follows:

**1030.3.1** The individual with a complaint shall first discuss the matter with the Office Manager [or other responsible employee] with the objective of resolving the matter informally.

**1030.3.2** If the individual registering the complaint is not satisfied with the disposition of the complaint by the Office Manager [or other responsible employee], it shall be forwarded to the General Manager [or other responsible managing employee]. At the option of the General Manager [or other responsible managing employee], he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager [or other responsible managing employee] shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

**1030.3.3** If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager [or other responsible managing employee], they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's [or other responsible managing employee's] decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

**1030.4** This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Approved on August 17, 2009

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# Eastern Plumas Rural Fire Protection District

## POLICY HANDBOOK

**POLICY TITLE:** Copying Public Documents  
**POLICY NUMBER:** 1050

**1050.1** Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$.50 per sheet) to defray expenses associated with the copying process.

**1050.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$.50 per sheet. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

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# Eastern Plumas Rural Fire Protection District

## POLICY HANDBOOK

**POLICY TITLE:** Public Complaints  
**POLICY NUMBER:** 1060

**1060.1** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute by which the individual has been adversely affected.

**1060.2** The Board of Directors of the [DISTRICT] desires that public complaints be resolved logically and systematically.

**1060.3** The process for resolving complaints shall be as follows:

**1060.3.1** The citizen with a complaint shall first discuss the matter with the appropriate Division Manager with the objective of resolving the matter informally.

**1060.3.2** If the citizen registering the complaint is not satisfied with the disposition of the complaint by the Division Manager, it shall be forwarded to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager's decision shall be memorialized in writing with a copy being provided to the plaintiff.

**1060.3.3** If the citizen filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's [or other responsible managing employee's] decision. The Board may consider the matter at the next regular meeting, or call a special meeting. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the plaintiff being provided a copy.

**1060.4** This policy in no way prohibits or is intended to deter a member of the community or staff from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.



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# Eastern Plumas Rural Fire Protection District

## POLICY HANDBOOK

**POLICY TITLE:** Public Contributions  
**POLICY NUMBER:** 1070

**1070.1** Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The Finance Division Manager will provide a receipt for said donation and include the District's tax identification number thereon.

**1070.2** Donations must be clearly marked as such. Deposits by a property owner with a service account will be assumed to be a payment toward their account's unpaid balance, or payment in advance of billing in the event the account does not have an unpaid balance, if the deposit is not clearly marked as a being a donation for a specific public purpose.

**1070.3** By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.